

THE LEADING EUROPEAN  
TRADE SHOW FOR BIM  
SOLUTIONS, SERVICES,  
NETWORK AND KNOWLEDGE

LIVE  Connect  
CONNECT · KNOWLEDGE · EMPOWER · 365D

**Inspiration and business.  
Building the future.**

**Exhibitors guide**

**15-18  
Nov  
2022**

**Recinto Ferial**

**[ifema.es](http://ifema.es)**



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# 1. How can I be an exhibitor at Bimexpo 2022

- 1.1. Space may be booked by sending in the on-line space Application Form available at the trade fair web site [ifema.es/en/bimexpo](http://ifema.es/en/bimexpo)
- 1.2. Once the space Application Form has been sent, please submit to the event organizer proof of payment of the booking fee, or 50%
- 1.3. An essential requirement for taking part in the trade fair is that the company activity, public or private institution is among the sectors served by BIMEXPO
  - BIMEXPO reserves the right to reject applications to participate as exhibitors

**If you book any service through the Exhibitors' Area, you will get a 5% discount on the price of each service carried out 1 month before the starting assembly. These rates are subject to periodic changes depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area. Remember that any booking carried out 1 week before the starting assembly date will have a 25% surcharge. Book the services you may need as soon as possible**

In the event that the EXHIBITING COMPANY designates another entity to make any of the payments involving its participation, it must supply all the necessary invoicing information. If the designated entity fails to take responsibility for the afore mentioned payments by the foreseen deadlines, the EXHIBITING COMPANY shall be responsible for them upon first request by IFEMA MADRID.

## 1.4. PAYMENT DATES

Together with the **application form: 50%. Before March 31st, 2022**

**October, 7th 2022:** deadline for payment of the 100% of the space booked and

- 1.5. The signature and submission of the application is an irrevocable undertaking by the applicant, and also involves the total acceptance of the **General Rules for Participation Established by IFEMA MADRID**, and in general, of any stipulations set up by the BIMEXPO Organization.
- 1.6. **Failure of attendance by an exhibitor entails loss of the reservation fee.** If attendance is waived within 30 days prior to the Event, exhibitors maybe liable for payment in full of their space, even if the space is subsequently used by another exhibitor.

## 2. Participation forms

Participation at the exhibition can be done by choosing one of the following

### 2.1. MODULAR STANDS

#### 2.1.1. FLOOR + STAND MODULAR BIM PREMIUM

**• IN ADDITION, THE PARTICIPATION AS AN EXHIBITOR INVOLVES THE COMPULSORY CONTRACTING OF THE FOLLOWING ITEMS:**

- Civil liability (coverage up to € 60,000)..... €60.11 + VAT (1)
- Multifair Insurances (coverage up to € 50,000): ..... €57.06 + VAT (1)

Public liability insurance and 'multifair' insurance coverage is charged for each stand assigned, for both individual and group participations.

€ 6.255 per sq.m. + VAT (1) per minimum compulsory electricity consumption (0.13 kW/sq.m.)

Assembly rights (see info below).

- Communication and Marketing + LIVE Connect:.....€280+ VAT (1)

(1) For companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation. The applicable VAT rate will be the rate legally in force on the date of accrual of the service.

Includes the access to the services and elements that follows:

- Presence in catálogo offline
- Visitors' Guide
- The Trade Show's Interactive Information Points
- BIMEXPO'S Social Media
- WIFI: 20MB / 5Ghz band / 3 users / technical support
- Fair Newsletters
- Newsletters
- Press News
- Discount vouchers
- Total acces to LIVE Connect functions

**• FEATURES OF FREE DESIGN STANDS:**

- **All companies are required to assemble their stands, which includes at least the dividing wall between that of the hall and the stand or between stands.**
- Every exhibitor who chooses a free design stand shall submit the corresponding DESIGN for approval to IFEMA MADRID Exhibition Services Management ([sectecnica@ifema.es](mailto:sectecnica@ifema.es)) before **October 7, 2022.**

- The maximum authorised height of the stands, on the outside perimeter, is 4 metres. The occasional element may be added to the outside up to a maximum height of 6 metres, except in-between neighbouring stands. In no event may the height of 6 metres be exceeded, either by construction or decoration elements.
- Blind perimeter walls cannot constitute more than 50% of each façade or aisle. Longer walls must be set back by at least 3 metres towards the interior, and must not exceed 80% of the length of the façade.
- Signs, banners and spotlights may not protrude more than 50 cm. from the allocated space, and from a minimum height of 2.5 metres, nor must they exceed the allowed maximum height of 4 metres on the perimeter. Spotlights must be aimed towards the interior of the stand. In case of any doubt, please contact the IFEMA MADRID Trade Fair Services Management.

The company responsible for assembly of free design stands shall be required to pay to IFEMA MADRID, before beginning its tasks, the assembly rights fees corresponding to services rendered during assembly and dismantling at the trade fair.

**• ASSEMBLY RIGHTS:**

- The company responsible for assembly of free design stands shall be required to pay to IFEMA MADRID, before beginning its tasks, the assembly rights fees corresponding to services rendered during assembly and dismantling at the trade fair: health care service, inspection of electricity wiring, electricity connections and supply during assembly and dismantling, use and maintenance of painting rooms, personalized attention to stand builders and individualized signing of spaces.
- Depending on the use of facilities and/or services, assembly rights fees to the full free design stand including second floors, will be as follows:

TYPE A:

Spaces without decoration or with carpeting or flooring/platforms..... € 2.29 per sq.m. + VAT (1)

TYPE B:

Basic modular stands in aluminum or similar material ..... € 4.59 per sq.m. + VAT (1)

TYPE C:

Design modular stands in aluminum, of carpentry and other materials..... € 7,22 per sq.m. + VAT (1)

(1) For companies established in the Spanish territory (excluding Canarias, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation. The applicable VAT rate will be the rate legally in force on the date of accrual of the service.

## 2.2. MODULAR STANDS

- Minimum surface to request depends of type of modular stand

### From 6 sqm Modular BIM Premium

Includes the access to the services and elements that follows

- This applies to all contracts for customized modular stands.
- Comunication and Marketing + LIVE Connect: €280 + VAT (1)
  - Presence in catálogo offline
  - Visitors' Guide
  - The Trade Show's Interactive Information Points
  - Social Media
  - WIFI: 20MB / 5Ghz band / 3 users / technical support
  - Fair Newsletters
  - Newsletters
  - Press News
  - Discount vouchers

- The distribution of all elements included in the stand, any extras requested, as well as the structural elements necessary for supporting the stand, will be adapted, as far as possible, to the exhibitor's requirements, provided that it is technically feasible and an assembly map detailing all the relevant instructions is received fifteen days prior to the beginning of the assembly
- Once the stand has been assembled, any changes in the location of any elements not previously communicated within the required deadline will be invoice
- Withdrawal or replacement by the exhibitor of any components of the modular stand will not entail any reductions in costs. All structural and electrical materials used are under renting. Any damage on them will be invoiced according to the price in force.
- **All the modular stands involving an interior decoration with panels, sections, totems, platforms/floorings, trusses, etc.,** will be required to present their project to the IFEMA MADRID Technical Secretariat before October 7th. Kindly submit your DESIGN to the IFEMA MADRID Exhibition Services Management:(+34) 917225127 or **sectecnica@ifema.es**

## 2.1.1. FLOOR + STAND MODULAR BIM PREMIUM

### MINIMUM SURFACE: 6 sq.m.

#### • RATES

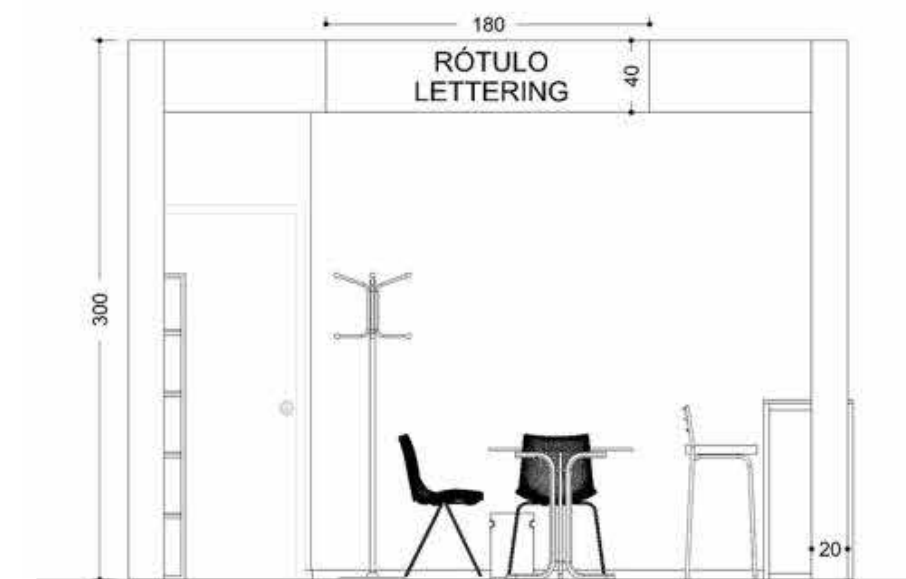
6 sq.m. ....	€2,013 VAT not included
12 sq.m. ....	€3,146 VAT not included
Additional sq.m. ....	€253,34/sq.m. VAT not included
Pack Communication and Marketing + LIVE Connect .....	€280 + VAT (1)

#### • STAND DESCRIPTION

- Stand open to aisles.
- Panels of agglomerated painting to choose on the exhibitors area between green, orange, black, garnet and white (by defect)
- Carpet of ferial type in colours, green leaf, billiard green , sienna orange, black, grey and garnet (by defect)
- Storeroom with door 1x1m
- Ceilling covered with white fabric.
- Furniture for 16 sq.m.: 1 table, 2 chairs, 1 counter, 1 stool, 1 showcases, 1 coat-stand, 1 waste paper bin, 1 shelving

#### • LIGHTING

- Ligthing with several adjustable rail-mounted 300 W halogen spots at the rate of 1 spotlight per 4sq.m.
- Electrical installation comprising switchboard with magnetothermic differential and 500 W outlet, prepared for up to 130 W/sq.m.



#### DESIGN FOR INFORMATION PURPOSES ONLY

- No making holes or nailing is permitted
- Fixing with adhesive tape which removed don't damage the panels is permitted

• **LETTERING**

Sign in standard letters with the name of the exhibitor as well as the stand number, placed on the front facing each passageway.

• **INCLUDED SERVICES**

- Minimum electrical power (0,13 Kw/sq.m.)
- Basic civil liability and multi-fair insurance
- Daily stand cleaning (Type A, once a day)
- 1 parking lot

Customize your Shell scheme stand with our **Grafic Decortation Service**  
[graphicdecoration@ifema.es](mailto:graphicdecoration@ifema.es)

• **OBSERVATIONS**

- All services or modifications the exhibitor wishes to make to these basic features shall be at their own expense. The elimination or substitution by the exhibitor of any formative element of the modular stand does not imply a reduction in cost.
- Efforts will be made to adapt the distribution of all elements comprising the stand, any additional parts requested and all the structural elements to support the stand to the exhibitor’s needs, whenever technically possible and the plan of the relevant instructions is received at least 15 days before the start of assembly.
- Once the stand has been assembled, changes in the placement of any element which have not been communicated by the set date will be invoiced.

- All material used, both structural and electrical, is rented, and therefore, any deterioration will be billed at current rates.
- In addition, any exhibitor may book additional elements which appear in the IFEMA MADRID Services Catalogue.

### 3. Optional services rates

Promote your company with LIVE Connect:

- Welcome Add Display ..... €4000 + VAT (1)
- 1 E-news no Compartida ..... €2500 + VAT (1)
- Logo ..... €1500 + VAT (1)
- Banner ..... €2500 + VAT (1)

(1) For companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation. The applicable VAT rate will be the rate legally in force on the date of accrual of the service.



## 4. The new hybrid trade fair model

### What is LIVE Connect?

**BIMEXPO** will be held in person at IFEMA MADRID from **15th to 18th November 2022**, but from February to December 2022, the digital community of the sector will be active and connected online through **LIVE Connect**, an innovative technological platform.

**BIMEXPO LIVE Connect** is the permanent platform of meeting, relationship, networking, knowledge and professional contacts. The representative of the BIMEXPO community turns this platform a leading global hub of content and specialised audiences to energise to dynamise the sector.

#### WHAT ADVANTAGES DOES LIVE Connect OFFER TO ITS PARTICIPANTS AND TO THE BIMEXPO CALL?

- Platform that generates dissemination, impact, notoriety and sector branding.
- Accessibility via APP and WEB, connect WHERE and WHEN you want.
- Search engine for products, services and professionals from the participating companies participating companies that are part of the Community.
- Possibility to contact, schedule meetings and activate chats.
- Global reach and market penetration beyond visitors to the stand during the event visitors to the stand during the event.
- Grouping and aggregation of content and contacts under a single digital ecosystem digital ecosystem.

- Conferences, debates, inspirational pills (Events Agenda).
- Promotion of services to a highly qualified audience with ad hoc ad hoc advertising packages.
- Platform for contact management, networking, with participants from all over the world, especially from all over the world, especially Latin America.
- Generate brand positioning actions with the entire community of participants.
- Reinforces the event's convening capacity and expectations.
- Optimisation of ROI.

## 5. General services

Participation as an exhibitor implies automatic purchase of:

#### • INSURANCES

Public liability (coverage up to € 60,000) and "multifair" liability (up to € 30,000, consisting of insurance against fire, lightning and/or explosions in relation to the goods displayed and their own decorative features or hired features, the premiums for which are € 60,11 and € 57,06 respectively + VAT (1). Public liability insurance and 'multifair' insurance coverage is charged for each stand assigned, for both individual and group participations.

#### • ELECTRICITY

Minimum consumption of electrical energy by the general connection and electricity supplies KW €48.12 €, Electricity sq.m. €6.255 (0.13 kw/sq.m.) during the event and the periods of entry and exit of goods, the premium for which is periods of entry and exit of goods, whose premium is €6.255/sq.m.

- **COMMUNICATION & MARKETING + LIVE Connect:** the fee for which is € 280 + VAT (1).

Includes the access to the services and elements that follows:

- **Exhibitor list preview:** list of exhibitors periodically updated, available on the updated, available on the fair's website (iberzoopropet.ifema.es)
- **On-line interactive exhibitors' catalogue:** a format that will allow you to prepare your visit to the fair in advance (advanced search, annotations, etc.).
- **Visitor's Guide:** includes the floor plan of each of the pavilions, the list of exhibitors and the complete list of exhibitors and the complete programme of all the activities and services of IFEMA MADRID. It is distributed free of charge at the fair.
- **Interactive Information Points at the fair:** located at different strategic points of the fair. Accessible to visitors, with possibility of searching for exhibitors and printing out individualised location maps.
- **Official BIMEXPO App.**
- **WIFI: 20MB / 5Ghz band /3 users / technical support.**
- **Presence in catalogue (on/off)**
- **Presence in planners in pavilions**
- **RRSS**
- **Trade fair news**
- **Newsletters**
- **Press News Repository**
- **Discount vouchers**
- **Exhibitor access to the LIVE Connect platform with all its functionalities**

## • SERVICES

EXHIBITORS' AREA, accessible at [ifema.es/en/bimexpo](http://ifema.es/en/bimexpo), allows you to carry out the following operations:

- Fill in and update your company's data in the official trade fair catalogue.
- Access the professional meeting point: database of professional visitors enabling you to contact them, send information, invite them to your stand, etc.
- Meetings manager: a program that can be used to offer and arrange meetings with exhibitors and visitors at the fair's professional meeting point.
- Account statement of on-line billing.
- On-line services booking.
- On-line budgeting system.
- Exhibitor badges (see section 6). - Exhibitor's calendar

(1) For companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation. The applicable VAT rate will be the rate legally in force on the date of accrual of the service.

## 6. Exhibitor badges and invitations to clients

**6.1.** In order to ensure the professional nature of the trade fair, access controls will be in place to process and validate the badges when entering the trade fair. As per assigned space, each exhibitor will receive a number of exhibitor badges and 3.000 invitations to clients.

### EXHIBITOR BADGES

- From 6 to 32 sq.m..... 6 passes
- From 32.5 to 63.5 sq.m. .... 10 passes
- From 64 to 100 sq.m. .... 18 passes
- From 100.5 to 150 sq.m. ....32 passes
- Over 150 sq.m. .... 38 badges

**6.2.** Each exhibitor will be able to request additional exhibitor badges as well as invitations to clients

**6.3.** Invitations for visitors will be sent to each exhibitor by e-mail, in a customized format with the name of the exhibitor, for distribution to customers. The exhibitor's customers shall register on-line to get the direct entry badge valid for two consecutive days. If they wish to use the same badge for the third day, they may validate it at the registration desks.

**WE ASK ALL EXHIBITORS TO USE THESE INVITATIONS IN A RESPONSIBLE WAY IN ORDER TO GUARANTEE THE PROFESSIONAL OBJECTIVES OF THE TRADE FAIR. VISITORS UNDER 16 YEARS OLD AND NON-PROFESSIONAL VISITORS MAY NOT ATTEND THE EVENT.**

## 7. Co-exhibitors

Companies may register as co-exhibitors (companies taking part in BIMEXPO in the space operated by the main exhibitor).

Co-exhibitor status entails compulsory booking of the items in Marketing Package + LIVE Connect: promotional and services material, priced at €280 + VAT (1).

Co-exhibitors will not have access to the exhibitor's area for renting of services. However, they will get access to the exhibitor's area once they receive their access codes as long as the main holder of the stand registers them in the catalogue.

## 8. Additional services

### 8.1. IFEMA MADRID SERVICE

- Once space has been assigned, exhibitors will be able to access the IFEMA MADRID services catalogue (Exhibitors' Area), which includes all services that can complement their participation at the trade fair: hostesses, furniture...

**Exhibitors will be able to contract these services until the day before the starting date of assembly through the Exhibitors' Area available on [ifema.es/en/bimexpo](http://ifema.es/en/bimexpo)**

**If you book any service through the Exhibitors' Area, you will get a 5% discount on the price of each service\* carried out 1 month before the starting assembly. Remember that any booking carried out 1 week before the starting assembly date will have a 25% surcharge. Book the services you may need as soon as possible.**

**These rates are subject to periodic changes depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area.**

- We offer you a comprehensive **stand design service** with a full guarantee by IFEMA MADRID, built totally to your requirements. We take care of everything as soon as you book your space - design, assembly and dismantling. Request your adapted design totally free of charge and without commitment to [infodesign@ifema.es](mailto:infodesign@ifema.es)
- You will find a range of **advertising services** that will allow you to enhance your participation at the show and get the maximum return on your investment.
- **Outdoor advertising:** a wide range of media strategically located to catch the eye of all visitors and exhibitors who come to the exhibition.

- Sponsorship of promotional items with your logo or brand image: accreditation pendants, other specific elements defined by your firm to be delivered to visitors.

## 8.2. ADDITIONAL SERVICES

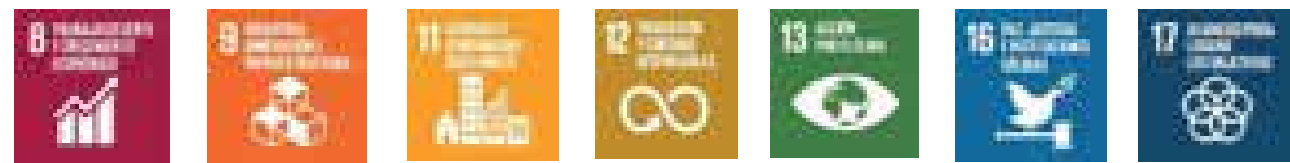
- Communication for catering in stands.
- Labor risk prevention and co-ordination of business activities.
- Authorization request for hot works.
- Request on non-stop 24 hours electricity supply.
- Authorization request of private security in stands.
- Authorization request to install wifi.
- Authorization request to antenna wiring.
- Authorization request to hang structures/ rigging.

## 9. Other important information for the exhibitor

- **No exhibitors or assembly workers** will have access to the stands outside the timetables stated in the Exhibitor Calendar, **nor may any assembly or other work be carried out on stands outside these periods.**
- **Exhibitors must manage their stands and remain at their stands with their products displayed there for the entire duration of the trade fair; November 15 and 17, 2022 – 9.30 a.m. to 6.30 p.m. November 18, 2022 – 9.30 a.m. to 4.00 p.m. Failure to comply with this regulation may entail loss of entitlement to preferential renewal of the space allocated.**
- **Exhibitors will have access to their stands as of 9 a.m., and must leave them after closure of the event and 7:30 p.m.**
- Direct sales of any item on display at the event is strictly forbidden.
- IFEMA MADRID's Convention and Congress Centre enables exhibitors at the event to hire rooms for receptions, conferences, press conferences, etc. or any other professional events at the trade fair. To request a quote email: **convenciones@ifema.es**
- Noisy demonstrations which may molest other exhibitors may not be carried out, demonstrations cannot exceed **60 decibels.**
- **Exhibitors grant authorization for total or partial reproduction of any products on display which IFEMA MADRID may need and/or reproduce in its promotional material.**
- **Exhibitors undertake to observe environmental regulations. They must therefore comply with environmental directives.**

## 10. Sustainability Culture Management at IFEMA MADRID

At IFEMA MADRID we are not only fully committed to sustainability per se, but also to achieving the sustainable development goals (hereinafter SDGs) promoted by the United Nations, which we have incorporated into our strategic corporate management policy and culture.



**IFEMA MADRID'S sustainability policy is mainly based on the following SDGs: Nos. 8, 9, 11, 12, 13, 16 and 17.**

ISO Standards certified by IFEMA MADRID:

- ISO 9001: Quality Management,
- ISO 20121: Event Sustainability Management.
- ISO 14001: Environmental Management,
- ISO 50001: Energy Management,
- ISO 22320: Emergencies Management.

**ACTIONS TAKEN AT IFEMA MADRID TO REDUCE GAS EMISSIONS AND BE MORE ENERGY EFFICIENT:**

- 100% certified electrical energy of renewable origin.
- Geothermal installation in Puerta Sur building.
- Low consumption lighting in our halls and on our modular stands.
- Controlling the temperature of our air-conditioning / HVAC systems.

IFEMA MADRID is in possession of "calculo" (I calculate) and "reduzco" (I reduce) stamps in Carbon Footprint Scopes 1 and 2.

### WASTE MANAGEMENT:

- The exhibitor/assembler is the generator of the waste and shall therefore be responsible for its removal and management. How the waste generated by the exhibitor is managed is explained in article 35 of the General Rules of Participation.
- We offer our exhibitors a service that includes the removal and management of the waste they/their assemblers generate. (check our fees in Exhibitors' Area).

### Carpet recycling:

IFEMA MADRID recycles 100% of the carpeting used in aisles and communal areas. To do so it has been essential to change our assembly and disassembly process, that affects the entry and removal of goods (check the corresponding item). Furthermore, means that it has to be laid in strips instead of covering the entire surface area as was previously the case. This means we can guarantee its conversion into a new raw material for the subsequent manufacture of other products.

### SUSTAINABLE MOBILITY:

IFEMA MADRID offers: access to public transport close to its facilities (metro and bus), parking for electric cars with 100% renewable electricity charge points, as well as a parking area for bicycles and scooters.

### GUIDE TO SUSTAINABLE PARTICIPATION IN TRADE FAIRS/EVENTS:

IFEMA MADRID has published its Guide to Sustainable Participation in Trade Fairs for exhibitors on its website. We recommend you read it before starting to prepare your participation:

**[ifema.es/en/about-us/quality-sustainability](https://ifema.es/en/about-us/quality-sustainability)**

## 11. Announce your participation at exhibition

- **Make arrangements for promotional activities** in connection with participation in the event; presentations targeting customers, the sector, the media etc.
- **Inform the media** you will be at the event.
- **Promotional material:** use the trade fair's promotional items; banners, advertising in the exhibitor catalogue; external publicity in the grounds etc.
- **Tell the media,** other exhibitors and professional visitors about novelty products - your news will be published free of charge.
- **IFEMA MADRID services catalogue:** preparation of the material you need to take part in the fair, free-design stand or customization of your modular stand, preparation of materials and brochures to be displayed, staffing, services, catering, decor etc.

- **Personal invitations:** send the personal invitations Bimexpo with your company name and stand number that we will send you in digital format. We will subsequently notify you of all those invited by your company.
- **Professional meeting point:** send information on - your products and services to all professional visitors registered for the professional meeting point.
- **Meetings services:** arrange meetings with visitors and other exhibitors registered for the professional meeting point.
- **Conferences, presentations, press conferences:** if you wish to arrange an event or a product presentation at BIMEXPO which will require a special room at Feria de Madrid, you must book this well in advance.

# 12. Fair map



CONSTRUTEC	MATELEC	VETECO
ARCHISTONE	MATELEC LIGHTING	VETECO SOLAR
BIMEXPO	ePower&Building	VETECO GLASS



## 13. Exhibitors' Area online

### My Account

- Update your company contact details on the IFEMA MADRID data base.
  - Change your access password.
  - Check dates and deadlines..
  - Home page
  - My details
  - Modify password
  - Exhibitor calendar
- 

### Documents & Downloads

- Communication with the exhibitor.
  - Graphic material.
  - Regulations and documents.
- 

### Cost Calculator

- Calculate your own participation budget online in a rapid, simple and convenient manner.

### My Space

- Formalise you Application Form and visualise and download a detailed plan of your stand once it has been allocated.
  - Application Form
  - Stand floor plan
- 

### Invoicing & Payments

- All the commercial and contractual documents relating to your participation at the Trade Fair are just a click away: "Balance of Account and Online Invoices".
  - Account statement
  - Pay with your credit card within a secure environment
- 

### Booking services

- Contract and budget all the services you require and take advantage of a 5% discount when contracting online. These rates are subject to periodic changes depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area.
- You can also consult and change your requests
- Services catalogue
- Produce budget
- Pay with your credit card within a secure environment

## Information for catalogue

- Introduce and update your contact details for the fair catalogue, as well as the details of your co-exhibiting companies.  
Remember that this documentation will help trade visitors to locate you at the fair by offering your company's essential details and the products and services to be presented at the exhibition, thus facilitating trade contact.
  - Access catalogue
- 

## My Network

- Access the Trade Meeting-Point.
- Manage your Meetings Agenda at the fair.
- Publish your news in your Catalogue entry and in the Press Room
- Send invitations to your trade contacts.

## Passes & Invitations

- This tool will facilitate your attendance at the fair, as well as that of your guests. Request your exhibitor passes and, if necessary, the confirmation letters for your visa arrangements.  
You can also send online invitations to your network of contacts, making it easier for them to gain access to the fair.
- Exhibitor passes
- Confirmation letter for visa requests
- Send invitations
- Discount vouchers

## 14. Exhibitor calendar

### 14.1. DATES AND TIMES OF THE EXHIBITION

The fair will be held from **15 to 18 November 2022** with the following opening times for trade visitors opening hours for trade visitors:

- Tuesday 15, Wednesday 16 and Thursday 17 November: 9.30 am to 6.30 pm
- Friday 18 November: from 9.30 am to 4.00 pm

**Exhibitors will enter from 9.00 am and leave until 7.00 pm.**

### 14.2. ASSEMBLY DATES AND TIMES

The assembly of free design stands may be carried out **8 November November from 3.00 am to 9.30 pm., from 9 and 12 November from 8.30 am to 7.30 pm. 10 and 11 November from 8.30 am to 9.30 pm.**

The occupation of the space will not be authorised, nor will the exhibitor be handed over, where applicable the modular stand to the exhibitor who has not paid in full for the contracted space and the contracted space and the costs of the services requested.

### 14.3. DELIVERY OF MODULAR STANDS

Modular stands shall be available to exhibitors on **13 and 14 November from 8.30 am.**

### 14.4. ENTRY OF MERCHANDISE AND DECORATION MATERIAL

The entry of merchandise and decoration material shall take place on **13 and 14 November from 8.30 am to 9.30 pm. 14 November to 7.00 pm.,** access to the hall will only be through the side gates. No fitters or exhibitors will be allowed to enter the hall, nor will they be allowed to carry out assembly or fitting out of the stands outside the days and times indicated. days and times indicated.

### 14.5. DATES AND TIMES FOR DISMANTLING OF STANDS AND REMOVAL OF MERCHANDISE AND DECORATION MATERIAL

The removal of goods and decoration material shall take place on **18 November from 4.30 pm to midnight. From 4.30 pm to 5.30 pm** the exit can only be made through the pedestrian doors to proceed with the removal of the recyclable carpet.

During this period, exhibitors must remove from their stands all the material exhibited on their stands until **midnight. 19 November will be from 8.30 am to 3.00 pm.**

Dismantling of the stands will take place on 19 November from 3.00 pm to 7.30 pm. **20 November from 8.30 am to 7.30 pm and 21 November from 8.30 am to 9.30 pm.**

Access to the pavilion will only be possible through the side gates.

## 15. Contact us

<b>Management BIMEXPO</b>	<p><b>Director:</b> Lola González</p> <p><b>Commercial Manager:</b> Yolanda Cruz Barba</p> <p><b>Commercial Area:</b> María José de la Puente Borja Frutos</p> <p><b>Commercial LIVE Connect:</b> Noelia Vicente bim@ifema.es</p>		<p>(+34) 91 722 30 00</p> <p>(+34) 678 650 621</p> <p>(+34) 618 95 54 14</p> <p>(+34) 639 85 04 94</p> <p>(+34) 679 37 25 49</p>
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<b>Communication and Marketing Office</b>	<p><b>Chief Press Officer &amp; Media Relations:</b> Jesús González</p> <p><b>Press Secretariat:</b> Pilar Serrano</p>	<p>jesusg@ifema.es</p> <p>pilars@ifema.es</p>	<p>(+34) 91 722 51 45</p> <p>(+34) 648 162 918</p> <p>(+34) 91 722 58 22</p>
<b>Convention and Congress Centre</b>	<ul style="list-style-type: none"> <li>• Space rental for meetings and conventions in the exhibition centre, be it during the exhibitions or not.</li> <li>• Coordination of not-exhibition-related activities</li> </ul> <p>Adriana Rodriguez</p>	adriana.rodriguez@ifema.es	<p>(+34) 91 722 50 90</p> <p>(+34) 91 722 30 00</p>
<b>Outdoor advertising</b>	<ul style="list-style-type: none"> <li>• Booking outdoor advertising at the venue.</li> </ul>	publicidadexterior@ifema.es	<p>(+34) 91 722 50 90</p> <p>(+34) 91 722 30 00</p>

Up Date: 25/08/2022

# Feel the Inspiration

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