

General Rules for Participation in Exhibitions Organised by IFEMA MADRID in the Palacio Municipal



Contents

GENERAL CONDITIONS OF ADMISSION AND CONTRACTING

- Article 1. Definitions
- Article 2. Rules of Participation of the Fair
- Article 3. Participation Application
- Article 4. Acceptance of Participation
- Article 5. Allocation of Spaces
- Article 6. Payments
- Article 7. Withdrawal of Exhibitor
- Article 8. General Services
- Article 9. Catalogue of IFEMA MADRID Services
- Article 10. Internet Access for Exhibitors: Exhibitors' Area
- Article 11 Exhibition Promotional Elements
- Article 12. Personnel of the Exhibitor: Contractors and Subcontractors
- Article 13. Sectoral Regulation of Exhibition Products
- Article 14. Transfer of Spaces
- Article 15. Change of Dates, Cancellation and Postponement
- Article 16. Closure of Stand
- Article 17. Disqualification from Contracting
- Article 18. Suggestions and Complaints
- Article 19. Data provided to IFEMA MADRID
- Article 20. Supplementary Legal Regulations
- Article 21. Applicable Law and Jurisdiction

FINAL PROVISIONS

ANNEXES

ANNEX 1. REGULATIONS ON ACCESS AND PARKING FOR VEHICLES FOR LOADING AND UNLOADING

PREMISE

OBJECTIVE

PROCEDURE

RATES

PARKING ALTERNATIVES

1. Transport Vehicles
2. Cars
3. Exhibitors with "Tarjeta de Abono de Aparcamiento" [Parking Season Ticket]
4. Users of Other Car Parks

Regulations and recommendations for the use of forklift trucks hall 14.1

Parking area for vehicles during assembly/disassembly (max. 3 500 kg).

Regulations for the use of forklift trucks and lifting platforms

ANNEX 2. INFORMATION ON RISKS AND PREVENTIVE MEASURES IN EXHIBITION AREAS DURING ASSEMBLY AND DISMANTLING

Information on emergency and evacuation measures at the recintos feriales, a location plan of evacuation routes, emergency exits.

Fire fighting equipment and medical care facilities

General concepts

ANNEX 3. TECHNICAL DATA ON HALL CAPACITIES

ANNEX 4. LEGALISATION OF ELECTRICAL INSTALLATIONS TO BE CARRIED OUT AT IFEMA MADRID

1. Introduction
2. Applicable legislation
3. Regulatory requirements
 - a) Installations with power limit < 50 kW
 - b) Installations with power limit > 50 kW
4. Rates and fees

1. General Conditions of Admission and Contracting

1. Definitions

The terms defined below shall have the meanings ascribed to them herein

«**Exhibition**» or «**Fair**» refers to the **trade fair event**.

«**Organization**»: refers to IFEMA MADRID, Institución Ferial de Madrid.

«**Exhibitor**» is the person or legal entity who has a space at the Exhibition.

«**Management**» refers to the corresponding Department of IFEMA MADRID, organiser of the Exhibition.

«**PALACIO MUNICIPAL de IFEMA MADRID**» refers to the Palacio Municipal venue currently owned by IFEMA MADRID, where the Exhibitions to which these regulations apply take place.

«**RULES OF PARTICIPATION**» refers to the regulations that form part of the Exhibitor's contractual documentation. This includes: these PALACIO MUNICIPAL de IFEMA MADRID GENERAL RULES OF PARTICIPATION composed of the GENERAL CONDITIONS FOR ADMISSION AND CONTRACTING FOR EVENTS ORGANISED BY IFEMA MADRID, the GENERAL RULES OF PARTICIPATION FOR EXHIBITORS and the SPECIFIC RULES OF THE EVENT along with the Technical Annexes of the aforementioned General Rules, all of them available at all times in the exhibitors' area of the institutional website and on the website of each event.

2. RULES OF PARTICIPATION OF THE FAIR

The application to participate as an Exhibitor in a Fair organised by IFEMA MADRID implies full acceptance of these **RULES OF PARTICIPATION**, as well as, where applicable, the provisions established by the Organisers of each Fair in the Specific Regulations.

COMPLIANCE MANAGEMENT SYSTEM

IFEMA MADRID acknowledges its commitment to the fundamental principles of integrity and honesty in its Code of Conduct and other Compliance Policies, as well as in its Compliance Management System. As a public consortium involved in the generation of wealth for Madrid and an economic and commercial driving force, IFEMA MADRID is dedicated to upholding these principles in all of its actions.

This recognition encompasses IFEMA MADRID's obligation to guarantee compliance with its Compliance Management System and internal regulations, including its Code of Conduct, in its relationship with Exhibitors. This is to ensure that the objectives and scope of the commitments acquired by the parties are met. Nevertheless, IFEMA MADRID is not obliged to adhere to the code of conduct or other Exhibitor Compliance regulations.

In the event that IFEMA MADRID deems that the Exhibitor's participation would contravene the Compliance Management System, Code of Conduct and other Compliance Policies of the Institution, the Exhibitor's participation may be refused.

For further information, please consult the website

[https://www.ifema.es/nosotros/portal-transparencia/buen-gobierno Buen gobierno y Canal Ético](https://www.ifema.es/nosotros/portal-transparencia/buen-gobierno/Buen_gobierno_y_Canal_Ético)
[IFEMA MADRID.](#)

3. PARTICIPATION APPLICATION

The Participation Application is understood to be the documentation of the Exhibition to be formalised by the individual or legal entity requesting the allocation of the use of exhibition space. The Exhibitor, in the process of applying for and managing participation in the Exhibition, must accept and undertake to comply with these General Rules of Participation, the Specific Rules of the Exhibition and other applicable regulations.

All companies or entrepreneurs whose activities are considered to be included in the sectors and products covered by the fair may submit an application to participate in the event.

The Participation Application (exhibition space) must be formalised by completing the specific contracting material for the Exhibition in accordance with the terms, conditions, fees, methods of payment and deadlines established.

During the participation process, the Exhibitor will be required to agree and accept a quote and space from IFEMA MADRID, which will be included in the participation agreement sent by IFEMA MADRID. This will formalise the Exhibitor's participation. IFEMA MADRID reserves the right to decline any proposed amendments to the conditions set out in the Participation Agreement, and to require compliance with the original terms and conditions once the agreement has been signed.

By applying to participate in the fair, the Exhibitor acknowledges that their participation is at their own risk and they shall not be entitled to any compensation whatsoever in the event that the business expectations of the Exhibitor or the Organisers are not met.

4. ACCEPTANCE OF PARTICIPATION APPLICATION

Upon receipt of the participation requests, IFEMA MADRID will duly acknowledge the same.

The final decision regarding participation is at the discretion of IFEMA MADRID, which may reject an application for any reason, including, but not limited to, the following: (i) in the event that the activities carried out by the applicant company are not considered to be included in the sectors and products covered by the trade fair event and, therefore, are not in line with its objectives, (ii) due to lack of space (iii) application submission after the established deadlines, (iv) those applications that pose a risk to IFEMA MADRID's reputation, when the same entails non-compliance with the Compliance Management System, Code of Conduct and other Compliance Policies of the Institution. In the event of any of these circumstances, IFEMA MADRID will notify applicants in writing.

In the event that the application is not accepted, IFEMA MADRID shall refund the amount paid without the applicant being entitled to any compensation.

Once the Exhibitor has negotiated with the Exhibitor the space they wish to contract and has accepted the budget provided by IFEMA MADRID for said space, IFEMA MADRID will send them the participation agreement, thus completing and formalising the contractual relationship between IFEMA MADRID and the Exhibitor. This is achieved through two key elements: firstly, the Exhibitor's acceptance of the space and budget offered by IFEMA MADRID; and secondly, the communication of the terms of participation sent by IFEMA MADRID.

Participation Agreement:

Both the general rules and the Specific Exhibition Regulations previously accepted by the exhibitor when submitting the participation application form part of the participation agreement, which is of the same contractual nature.

5. ALLOCATION OF SPACES

The distribution of spaces will be conducted in accordance with the stipulations set forth in the Competition's specific rules.

The Exhibition Management may modify the spaces allocated or make alterations to the layout of the halls or other common areas for organisational reasons.

In the absence of any stipulations to the contrary set forth in the Specific Exhibition Regulations, exhibitors shall not be deemed to have acquired any rights over the exhibition space they have occupied at the previous edition of the fair, IFEMA Madrid being solely responsible for the distribution of space at the fair in accordance with the circumstances of each exhibition.

The Management may authorise two-storey stands, subject to the presentation and approval of the project, with the characteristics determined in the Specific Exhibition Regulations and in the General Regulations for Exhibitor Participation in shows organised by IFEMA MADRID.

6. PAYMENTS

Payments to IFEMA MADRID for the contracted services will be made upon presentation of the relevant charges, in accordance with the payment methods set out in the Participation Application or specific contract documents. It is explicitly prohibited to condition the payments on IFEMA MADRID's access to the Exhibitor's platforms, the completion of its data forms, or the acceptance of standardised clauses.

IFEMA MADRID does not accept payments on behalf of third parties, that is, individuals or entities with whom it does not have a specific legal relationship. This is stipulated in Article 42 of the Commercial Code, which requires the principal payment of the contract to be demanded from the Exhibitor or Group company. In the event that the exhibiting company designates another entity to make any of the payments for those goods or services that are provided as ancillary services to the object of the contract, it must provide all the necessary invoicing data. Should the designated entity fail to assume responsibility for the payments within the stipulated timeframe, the Exhibitor shall be obliged to make the requisite payments to IFEMA MADRID upon request.

In the event of non-payment of any of the items reflected in the contract within the established deadlines, the Exhibitor will forfeit all rights to the reserved space and said space will be made available to Exhibition Management, who may offer it to other companies.

The occupation of exhibition space and, where applicable, the assembly of the stand contracted from IFEMA MADRID will not be authorised until the full price has been paid, as well as the amount of the services contracted. Furthermore, in the case of contracting free design stands, the corresponding assembly fees must be paid.

7. WITHDRAWAL OF EXHIBITOR

The Exhibitor's withdrawal from participation in the Exhibition shall constitute grounds for the termination of the contractual relationship between IFEMA MADRID and the Exhibitor, for all purposes, with the loss of any sums accrued by IFEMA MADRID at the time of notification. The decision to withdraw must be presented in writing and addressed to the Management of the Exhibition.

In accordance with the preceding paragraph, the sums that the Exhibitor should have paid to IFEMA MADRID at the time of making the waiver, in accordance with the schedule of payment deadlines reflected in the "Participation Application" or "Contracting Form" of the event, shall be deemed to constitute accrued amounts.

Should the Exhibition Management be informed of the cancellation within a period of 30 days prior to the commencement of the Exhibition, IFEMA MADRID reserves the right to request the full payment of the contracted space.

Regarding the services provided in the IFEMA MADRID Services Catalogue, which the Exhibitor had contracted prior to the notice of cancellation, the cancellation charges set forth in Article 9 of these General Conditions for Admission and Contracts at Exhibitions Organised by IFEMA MADRID will be applicable.

8. GENERAL SERVICES

Being an Exhibitor implies the contracting of the General Services indicated in the material and documentation for contracting space for the Exhibition.

9. CATALOGUE OF IFEMA MADRID SERVICE

The IFEMA MADRID Services Catalogue, available in various formats, outlines the services provided by IFEMA MADRID that can be contracted by exhibitors. It also includes the rates and contracting conditions for these services.

All service contracts must be entered into via the Services Catalogue. In accordance with the terms and conditions of the exhibition, any stand assembly plans sent to IFEMA MADRID by exhibitors and assemblers, which include any complements or services that have not been contracted, will be considered as a firm contract and will be invoiced in accordance with the current rates.

All services must be contracted at least one month before the start date of the Exhibition. IFEMA MADRID reserves the right to refuse requests for services requested after this date.

IFEMA MADRID will apply a charge of 25% of the established fee for "Last Minute Services" in the event of accepting the provision of services requested in the seven (7) days prior to the start of the assembly, during the assembly or holding of the Exhibition.

Should a service be cancelled within fifteen days prior to the start of the assembly or during the assembly, a cancellation fee of 40% of the corresponding rate will be applied. In the event that a service is cancelled, 100% of the full cost must be paid, except in the case of transfers of installations: communications services, water and drainage (only at the four points located close to the Office of the multi-use room), compressed air, etc. In these instances, a Transfer Fee, the cost of which is reflected in the **Rates Table**, shall be applied.

The **Stand Design** service offered in the IFEMA MADRID Services Catalogue is non-refundable. Exhibitors are obliged to pay the full cost of the stand within the deadlines established for this purpose.

The IFEMA MADRID Services Catalogue also provides information on the Exhibitor Services offered by IFEMA MADRID's collaborating companies. This includes details on the services provided and contact information, allowing Exhibitors to access a comprehensive range of services. These services are provided directly by the Exhibitor to the collaborating company.

10. INTERNET ACCESS FOR EXHIBITORS: EXHIBITORS' AREA

The IFEMA MADRID Exhibitor has a personalised "Expo Zone" on the website: This area comprises a set of services available to Exhibitors, accessible via the institutional website or the Exhibitor's website.

IFEMA MADRID offers access to "Zona Expo" via a username and password. Should the Exhibitor have previously participated in the event, they are required to use the username and password provided for the event. Should you be unable to locate your passwords, please contact LINEA IFEMA MADRID for assistance. Should you be a first-time exhibitor, IFEMA MADRID will provide you with your username and password once your stand has been allocated.

The information provided in the "Expo Zone" and the access codes are confidential. It is the responsibility of the exhibitor to prevent improper use by third parties. IFEMA MADRID declines any responsibility in this respect.

11. EXHIBITION PROMOTIONAL ELEMENTS

The Exhibitions may publish the list of products, brands, logos and advertising of the confirmed Exhibitors in the various promotional elements up to the closing date of each element. The specifics of each exhibition, including the type of element, price (if applicable), technical characteristics, and deadlines for data and advertising orders, will be clearly outlined. It is the responsibility of each exhibitor to ensure the accuracy and completeness of the data provided. IFEMA MADRID may modify their wording to align it with the established system for each element.

The data will be inserted in the promotional element. IFEMA MADRID may publish the aforementioned element in different formats. The document will be made available in printed and electronic formats for distribution to interested parties or potential clients. It will also be included on the Exhibition website and at visitor information points.

The data provided for inclusion in the promotional elements must be of a professional nature and will be processed by IFEMA MADRID for the purpose. You have the right to access personal data, have data rectified, object to processing, erasure (to be forgotten), data portability and restrict the processing of your data. Data subjects can exercise these rights by sending an email to IFEMA MADRID: **protecciondedatos@ifema.es** with subject line: "CATALOGUES". The rights to rectification and erasure (to be forgotten) can only be exercised in the context of the website. They do not apply to non-interactive editions such as books or stable electronic media.

It is the sole responsibility of the Exhibitor to obtain the necessary authorisation for the publication of their company's details and, where applicable, the details of third parties such as co-exhibitors, represented firms, etc. in the promotional element in question.

12. PERSONNEL OF THE EXHIBITOR: CONTRACTORS AND SUBCONTRACTORS

At no time shall there be any employment relationship between IFEMA MADRID and the personnel that the Exhibitor and/or the companies involved in the assembly of its stand, as contractors and/or subcontractors, bring to the Recinto to carry out any of the work that gives content to its exhibition contract, either directly or subsidiarily, and the Exhibitor shall be responsible for their contractors and/or subcontractors, all their salaries, Social Security contributions, withholdings and declarations, tax settlements and all obligations arising from the works contract or any other type of contract, IFEMA MADRID being authorised to demand the presentation of documents certifying that they are up to date with the payment same.

Similarly, the Exhibitor is responsible for ensuring that its contractors and subcontractors comply with current legislation on occupational risk prevention applicable to the work carried out by the Exhibitor or, where applicable, contracted or subcontracted. This includes IFEMA MADRID's internal regulations in this regard.

It is the responsibility of companies carrying out work for exhibitors or their contractors to be insured for any civil liability that may arise from their actions.

13. SECTORAL REGULATION OF EXHIBITION PRODUCTS

The Exhibitor agrees to exhibit, offer or market only products and services that comply with all applicable legal regulations.

14. TRANSFER OF SPACES

It is not permitted to transfer any part of the stand or any rights acquired by the Participation Agreement to third parties or to permit various Exhibitors to occupy the space, except with the prior written authorisation of the Exhibition Management in each specific case.

15. CHANGE OF DATE, CANCELLATION AND POSTPONEMENT

In the event that IFEMA MADRID is forced (i) to cancel the exhibition, (ii) cancel the exhibitors, spaces contracted by exhibitors or reduce their surface area due to force majeure, (iii) change the date on which the exhibition is to be held or (iv) postpone temporarily or definitively cancel the exhibition, Exhibitors will be refunded the amounts paid, without them being entitled to any compensation for the aforementioned concepts

16. CLOSURE OF STAND

IFEMA MADRID reserves the right to close a stand during the assembly phase or celebration of the Exhibition in the event of non-compliance on the part of the Exhibitor with these RULES OF PARTICIPATION, with current legal regulations affecting its exhibition activity, if the Exhibitor's activity poses a real risk to the safety of people, or in execution of a court order indicating this, without any obligation on the part of IFEMA MADRID to grant the Exhibitor any compensation or reimbursement of the amounts paid for its participation.

17. DISQUALIFICATION FROM CONTRACTING

Any individual or entity that fails to comply with the rules of participation, or engages in any activity that is contrary to the law, morals, or good customs, or that endangers the safety of persons, facilities, or property, or that violates the decorum of the fair, or that undermines the prestige or good image of IFEMA MADRID, shall be disqualified from contracting with IFEMA MADRID or from participating in any exhibition organised by it or held at its facilities. The latter shall assess and determine, where appropriate, the length of the disqualification, which may not exceed five years.

18. SUGGESTIONS AND COMPLAINTS

In order to provide Exhibitors, Organisers and Participants with the best possible service, any suggestion or complaint regarding the services provided by IFEMA MADRID must be made in writing, preferably on the same day as the incident occurs. The relevant forms can be found on the IFEMA website or can be requested from the venue's Information Points.

19. DATA PROVIDED TO IFEMA

19.1. Information regarding the personal data processing:

IFEMA MADRID, with registered offices at Avda. del Partenón, 5, 28042 Madrid, Spain, will process any data provided by you as an exhibitor at the event or exhibition, whether yours or your collaborators'. This data will be processed by IFEMA MADRID for the following purposes: (i) to manage your contractual relationship with IFEMA MADRID and your status as Exhibitor; (ii) to send you commercial information by electronic or equivalent means about activities, events and services of IFEMA MADRID and contents of its sponsors and third party companies related to the fairs; and (iii)(if you tick the box) to generate a profile based on the data collected so that we can offer you products, contents and services of interest to you based on this information.

The legitimisation of the processing is the contractual relationship established between the Exhibitor and IFEMA MADRID (article 6.1.b Regulation (EU) 2016/679 on the General Data Protection Regulation (hereinafter, GDPR)), your express consent (article 6.1.a GDPR) and IFEMA MADRID's legitimate interest in preserving the security of its facilities.

In accordance with your status as an exhibitor, your professional data (company name or trade name, postal and/or e-mail address, telephone and fax numbers and contact person) may be provided, under the obligation of confidentiality, to the auxiliary companies necessary for the organisation of the fair, providing the services contracted and attending to your orders. Your data may be shared with other companies that are working with us on this project (you can find out more at ifema.es). With the exception of the cases, the personal data collected will not be disclosed to third parties, unless required by public authorities or in compliance with a legal obligation.

Should you wish to exercise your rights to access personal data, have data rectified, object to processing, erasure (to be forgotten), data portability and restrict the processing of your data, you can write to Data Protection at the above address or by email to protecciondedatos@ifema.es, indicating in both cases in the subject line: "Exercise of Event " and name and ID number [DNI/NIE/Passport] of the sender.

We kindly request your assistance in maintaining the data's accuracy by notifying us of any changes. Should you require further information, please contact the Data Protection Officer at **protecciondedatos@ifema.es**. Alternatively, you can seek the protection of the AEPD through its website. Finally, you can consult our privacy policy at ifema.es.

19.2. Regulation of data processing tasks

Unless otherwise stipulated, the implementation of the Participation Agreement shall not require the processing of personal data in such a way that one party acts as a processor on behalf of the other party for the purposes of Article 28 of the GDPR.

However, for the correct execution of the contractual obligations of both parties, it may be necessary for the Exhibitor to provide IFEMA MADRID with personal data related to the services to be provided. This is in accordance with the legal basis for processing, which is the existence of a contractual relationship and the legitimate interest of IFEMA MADRID. This includes, but is not limited to, the following: (i) Contact details of the Exhibitor's employees to manage their participation in the Exhibition; (ii) Access to data of persons authorised to access IFEMA MADRID facilities for security reasons; (iii) Access to data for the issue, where applicable, of passes and/or accreditations and for general access control of attendees or guests; (iv) In general, for the execution of the participation agreement. IFEMA MADRID guarantees to apply the following measures in this respect:

- Only the data that is strictly necessary for the service in question will be processed.
- Any data obtained in accordance with the terms and conditions shall not be communicated to third parties, unless such communication is necessary for the execution or management of the object of the Participation Agreement, by requirement of the Public Administrations, or in compliance with a legal obligation.
- Erasure and/or return the personal data to the Exhibitor once the Participation Agreement has ended. This data may only be kept and used to comply with legal obligations or for the defence of the legitimate interests of the Parties in the event of a claim, all in accordance with the applicable statute of limitations.
- The security of personal data is assured, and its processing is carried out with the required safeguards in compliance with Article 32 of the GDPR.

Similarly, the Exhibitor must guarantee that any data provided to IFEMA MADRID for the aforementioned purposes or when necessary for the execution of the participation agreement is provided on the basis of one of the grounds for legitimisation established in Article 6 of the GDPR and having fulfilled the duty to provide information referred to in Articles 13 and 14 of the GDPR.

20. SUPPLEMENTARY LEGAL REGULATIONS

The legal provisions cited in these regulations are those in force at the time of drafting these IFEMA MADRID RULES OF PARTICIPATION. In the event that any of the aforementioned provisions have been amended subsequently, the legal reference shall be understood to refer in all cases to the provision in force at the time of its application.

In the event that a matter is not addressed in these Rules, the relevant substantive provisions regulating the activity shall apply.

21. APPLICABLE LAW AND JURISDICTION

These rules, its appendices, any amendments, modifications and supplements, as well as the Parties' rights hereunder, shall be subject to and interpreted in accordance with Spanish law.

The Parties agree to submit to the jurisdiction and competence of the Courts and Tribunals of the City of Madrid for the resolution of any dispute that may arise as a result of the validity, effectiveness, interpretation, compliance and execution of the Participation Agreement.

FINAL PROVISIONS

One. All exhibitors at the IFEMA MADRID must comply with the RULES OF PARTICIPATION. This includes any companies they contract or subcontract, as well as any collaborating companies that carry out work or provide services on behalf of the Exhibitor as a result of holding the Exhibition. Consequently, the Exhibitor shall inform the aforementioned contracted, subcontracted or collaborating companies of the RULES OF PARTICIPATION insofar as they may be affected by the work commissioned by the Exhibitor to be carried out at PALACIO MUNICIPAL de IFEMA MADRID.

Two. In the event of any discrepancies in the interpretation of the Rules, the Spanish version shall prevail over any versions in other languages.

GENERAL RULES OF PARTICIPATION I. GENERAL PROVISIONS

1. Scope of Application

These General Regulations for Exhibitors' Participation in Exhibitions apply to all shows organised by IFEMA MADRID, although they may be expressly amended in specific aspects by the Specific Regulations of an Exhibition when the Exhibition has characteristics that make it advisable to do so.

2. Accesses: Timetables for Entry and Exit of Exhibitors

Access to PALACIO MUNICIPAL de IFEMA MADRID will be provided through the entrances indicated by IFEMA MADRID.

Unless otherwise indicated in the Specific Exhibition Regulations, Exhibitors accredited by IFEMA MADRID may enter the PALACIO MUNICIPAL de IFEMA MADRID thirty minutes before the scheduled opening time and may not remain in the hall for more than thirty minutes after the closing time.

Exhibitors may hold events after the start time, if the Specific Exhibition Regulations allow it and under the occupancy and economic conditions established therein.

3. DELIVERY AND REMOVAL OF OBJECTS

No occupation of the space, stand assembly or entry of goods will be permitted without an entry permit issued by IFEMA MADRID.

Each Exhibitor is required to adhere to the timetables set out in the Specific Regulations for the entry and exit of materials, objects and decoration materials during the assembly and dismantling periods of the Exhibition.

Any material, object or product remaining in the hall after the allotted time for its removal, in accordance with the conditions and at the established rates, will be considered abandoned and will be removed by IFEMA MADRID.

Each Exhibitor is required to request an individualised permit from IFEMA MADRID to the Hall Manager for the entry/exit of goods during the Exhibition. Exhibitors must adhere to the timetables set out in the permit.

In accordance with the regulations governing direct sales at fairs where the removal of goods on display is permitted, the Exhibitor must authorise the removal of goods sold by issuing and delivering the corresponding document to the purchaser.

To remove goods and materials at the end of the exhibition, the exhibitor must obtain exit authorisation from IFEMA MADRID. This will be issued once the exhibitor has paid the expenses incurred during the exhibition.

4. COMPLIANCE WITH SPANISH CUSTOMS

The importation of all types of goods into the European Union is subject to a number of formalities. If these goods are intended for display at a trade fair, they are considered to be goods intended for commercial purposes. This is regardless of whether the entity authorised to exhibit is established in the European Union.

All goods intended for display must comply with the instructions set out below, regardless of whether they are to be moved from a territory which is not considered to be part of the European Union Customs Union.

Exhibitors who is unsure as to whether the goods they intend to exhibit originate from these territories must consult with the first customs office of entry into the European Union. For the purposes of these regulations, exhibitors are required to consider all items, including catalogues, samples and advertising material, as merchandise.

Upon arrival in the European Union, all goods must be presented to a customs office and the relevant declarations must be made.

Should you require further information regarding the formalities to be carried out, please do not hesitate to contact the relevant customs authority.

It is important to note that all formalities must be completed regardless of the mode of transport of the goods. Therefore, goods transported as passenger baggage must also be declared to customs.

Once the goods have arrived in Spain and in any case before they are unloaded at the stand of the corresponding Exhibitor must hold the document "Levante de declaración de importación temporal" [Release of Temporary Import Declaration] or "Levante de declaración de despacho a consumo" [Release of Declaration of Release for Consumption].

These documents must remain in the possession of the company representative at the stand, along with the goods covered by said declaration, to be available at any time Customs or the Public Prosecutor's Office request them.

There are two methods for declaring goods, depending on the purpose of the goods:

- In the event that the goods on display are to be delivered free of charge as advertising material, the "Levante de declaración de despacho a libre práctica y a consumo" [Release of declaration of release for free circulation and consumption] document must be available for display. In such a case, the value of the goods must be declared and the Value Added Tax corresponding to the goods, the maximum rate of which is 21%, must be paid, along with customs duties appropriate to the nature of the imported goods.
- In the event that the goods are imported for the sole purpose of temporary exhibition and with the intention that they will be re-exported once the fair is over, the document required for exhibiting will be the "Levante de declaración de importación temporal" [Temporary Import Declaration Form]. In the event that the document authorising you to exhibit at the fair is the "Levante de declaración de importación temporal" [Temporary Import Declaration Release], once the Fair is over and, necessarily, before the goods are removed from the authorised exhibitors, the temporary import must be discharged before the corresponding customs authority. The customs formalities referred to above may be carried out either by the person concerned directly or by a customs representative to perform the relevant actions before customs.

It is advisable to engage the services of a professional company specialising in the transit of goods with a recognised Customs Agent status. These companies are able to facilitate temporary or definitive imports, providing a guarantee to ensure payment of any outstanding customs and tax debt. They can also use their Tax Identification Number to facilitate the process. IFEMA MADRID offers its clients a temporary import service for goods to be exhibited at trade fairs and congresses. This service is provided by a company selected for this purpose, which is authorised to carry out the procedures on behalf of IFEMA MADRID and which has offices at Recinto.

Should you require any clarification in this regard, please contact the Madrid-Barajas Customs Office (e-mail: adu.madridbarajas@correo.aeat.es - Tel: +34 91 746 70 11).

5. STAND SERVICE/EXHIBITOR MATERIALS/ADVERTISING

5.1. The stand must be permanently manned by personnel at the Exhibitor's expense during the entire period of the event. All objects and products exhibited will remain inside the stand for the entire duration of the event, unless otherwise stated in the Specific Exhibition Regulations. It is recommended that exhibits and assembly and/or exhibition materials, which due to their size and weight can be removed and stored in closed areas of the stand itself, are stored there before and after the exhibition hours. Personal effects should be removed by the Exhibitor once they have left the stand.

5.2. Only products and promotional materials included in the sectors covered by the Exhibition, or activities related to the Exhibition's theme, will be permitted on the stands. Should an exhibitor fail to comply with this obligation, IFEMA MADRID will issue written notification, allowing the exhibitor to withdraw their products or cease activities immediately. Should the Exhibitor fail to comply with the aforementioned communication within four hours, the stand will be closed and remain closed until the end of the exhibition day. The Exhibitor will not be entitled to a refund of the amounts paid or any compensation whatsoever.

In the event that the products or goods to be exhibited are subject to the obligation of prior administrative notification and/or authorisation, visa, licence, etc., issued by the competent body, the Exhibitor must have, prior to the entry of the same into the Recinto, the necessary documentation accrediting compliance with the aforementioned procedures and having obtained, where applicable, the corresponding permits. Without the requisite documentation, the Exhibitor may not be permitted to exhibit at the Fair.

5.3. The carrying out of promotional activities, the distribution and exhibition of samples, leaflets, brochures, flyers and all kinds of promotional material will only be carried out within the space of each Exhibitor.

To avoid any potential conflicts between exhibitors, it is strictly prohibited to display any form of advertising, in any format, on stands or within the Recinto, including leaflets, videos, photographs, symbols, etc., relating, directly or indirectly, to territories where a territorial dispute is unresolved at the time of the Fair.

Failure to comply with this rule may result in the withdrawal of the advertising by the organisers.

5.4. Live animals are not permitted on the stands unless expressly authorised by the Specific Exhibition Regulations, in accordance with current legislation.

5.5. Vehicles used as exhibition material:

Vehicles with combustion engines must have their fuel tanks filled only with the minimum fuel necessary to access the allocated space and to be able to leave it at the end of the competition. Vehicles may not be started during the Exhibition except where expressly authorised in the Specific Exhibition Regulations.

Electric vehicles Inside the hall is not permitted unless expressly authorised by the Specific Exhibition Regulations, in accordance with current legislation.

5.6. It is not permitted to project any type of image or light beam outside the allocated space.

5.7. The consignment or shipment of goods will be sent to the Exhibitor's stand. IFEMA MADRID does not accept goods on behalf of or in the name of the Exhibitor.

6. USE OF MACHINES AND TOOLS DURING THE EXHIBITION

It is a legal requirement that all machines and tools have EC type-approval and bear the relevant marking. It is imperative that each machine or tool is equipped with an emergency stop device to enable safe and prompt shutdown in the event of an emergency.

It is the responsibility of any individual who is required to use a machine or tool to have received adequate training and information on the risks involved in its use. Furthermore, where compulsory, they must have the required professional qualification.

It is imperative that any hazardous areas of machines or tools are clearly marked with warnings and markings. It is the responsibility of the employer to ensure that any part of a machine or tool presenting an entrapment, cutting, abrasion or projection hazard is fitted with the appropriate guards or protective devices.

It is imperative that any safety devices on the machine or tool are not bypassed or "bridged", and that guards or guards are not removed.

The provisions of this regulation are without prejudice to the Exhibitor's obligation to comply with, and ensure that the personnel in their charge comply with, the applicable regulations on Health and Safety at Work and Prevention of Occupational Risks and all other specific regulations applicable to the type of machinery and tools.

7. USE OF LASERS DURING THE EXHIBITION

It is important to note that all laser activities can pose a risk, not only to the user, but also to other people, even if they are at a considerable distance. In light of the considerations, all procedures involving the use of any type of laser must be conducted in clearly marked areas that are enclosed and defined in a precise manner. These areas must be accessible only to authorised personnel and must be subject to exclusive and restricted access. It is a requirement that the laser devices used are accompanied by a certificate of approval and type approval from the manufacturer.

8. MAXIMUM SOUND LEVEL

Noisy demonstrations are prohibited and may not exceed 60 decibels measured at the edge of the stand.

Should the indicated sound level be exceeded, IFEMA MADRID staff will request that the Exhibitor reduce the volume to the specified limits. In the event of refusal or repeated non-compliance with this rule, IFEMA MADRID staff will cut off the stand's electricity supply and, where necessary, close it down and terminate the contract without the Exhibitor being entitled to a refund of the amounts paid or any compensation whatsoever.

The public address service will be available during the last day of assembly, the whole celebration and during the first day of dismantling. The public address system will only be used for security-related and institutional announcements. It is therefore strictly prohibited to broadcast personalised messages from exhibitors or their collaborating companies over the system.

9. CATERING AND FOOD PROCESSING:

9.1. General terms

As a general rule, services related to catering, including catering services to stands, may only be provided by IFEMA MADRID's catering concessionaire and companies approved to provide catering services at venues managed by IFEMA MADRID. To access the list of providers and complete information about this service, please refer to the online services catalogue on the institutional website (<https://www.ifema.es/servicios/catering>).

The following two cases would fall outside the scope of this regulation:

i) Offering samples of a packaged product ("sampling") free of charge to the visitor. In this instance, the Exhibitor is required to comply with all applicable health regulations. Furthermore, they must assume responsibility towards third parties for any claims that may arise from the aforementioned service, and exonerate IFEMA MADRID from any liability in this respect.

ii) Marketing of food products at a fair or event related to the food sector and intended for consumption outside Recinto. The exhibitor is required to comply with all applicable health regulations. Furthermore, the exhibitor must assume liability to third parties for any claims arising from the aforementioned service and exonerate IFEMA MADRID from any liability in this respect.

9.2. Free catering services offered by the Exhibitors at their stands.

Exhibitors who wish to offer a complimentary catering service on their stand may do so by submitting their request to IFEMA MADRID's approved catering companies or through other catering service providers. In this instance, please complete the form "Communication for catering services on stands" available in the Exhibitors area of the institutional website and send it, with the requested information, to **catering@ifema.es** for their attention and appropriate action.

A copy of the form is forwarded to the Department of Health Services, Quality and Consumption of the Barajas District.

If IFEMA MADRID is not notified of the above, the Exhibitor will not be able to offer this service at its stand.

The Exhibitor assumes liability to third parties for claims arising from the catering service, and agrees to indemnify IFEMA MADRID from any liability in this respect.

Should the catering activity form a significant part of the exhibition activity at the stand and be provided free of charge to visitors, the Exhibitor may proceed with the action, provided they request authorisation from IFEMA MADRID by emailing **catering@ifema.es** and obtain express approval for said action.

9.3. Sponsors with restaurant and/or catering activity:

When considering the suitability of sponsors for companies offering restaurant and/or catering services, these companies must be approved on a temporary basis, as well as comply with the relevant provisions included in the specific regulations of the fair.

In this instance, the Exhibitor/Sponsor is required to comply with all applicable health regulations. Furthermore, they must assume responsibility towards third parties for any claims that may arise from the aforementioned service, exonerating IFEMA MADRID from any liability in this respect. Furthermore, please be advised that in this instance, you are required to inform **catering@ifema.es** by email of this action for your information and to ensure appropriate action. A copy of the form is sent to the Department of Health Services, Quality and Consumption of the District of Barajas.

9.4. Technical aspects in relation to food processing:

At PALACIO MUNICIPAL de IFEMA MADRID, food preparation (cooking, frying, roasting, etc.) is not permitted. Cooking is only permitted in the MULTI-PURPOSE SPACE, provided that the culinary technique used is cooking in water. It is also permitted to bring pre-prepared dishes for finishing at the fair.

The use of ovens or cooking accessories using fuels other than electricity or IPC (butane/propane) is not permitted.

9.5. Technical aspects in relation to food processing:

At PALACIO MUNICIPAL de IFEMA MADRID, food preparation (cooking, frying, roasting, etc.) is not permitted. Cooking is only permitted in the MULTI-PURPOSE SPACE, provided that the culinary technique used is cooking in water. It is also permitted to bring pre-prepared dishes for finishing at the fair.

The use of ovens or cooking accessories using fuels other than electricity or IPC (butane/propane) is not permitted.

9.6. Information on Food Safety:

All packaged products must be correctly labelled in accordance with the current labelling regulations, which include substances that cause allergies or intolerances (Regulation 1169/2011).

The following aspects apply to exhibitors, catering stands and the catering of the RD 1021/2022 of 13 December, which regulates certain hygiene requirements for the production and marketing of foodstuffs in retail establishments: paragraphs 4 (temperatures), 10 and the second final provision of paragraph 12.

In addition, suppliers must indicate on a sign near the customer service area that, in accordance with the aforementioned regulation and RD 126/2015 on food information on foodstuffs presented unpackaged, they are required to provide the following information: **“Have information on allergens available at the request of the consumer”** and have the list of ingredients in the products they provide (product data sheet).

10. PHOTOGRAPHIC AND AUDIOVISUAL REPORTS

10.1. For the Exhibitors:

Exhibitors may take images and/or videos of the contents of their stand, as well as of the activities and products (herein referred to as “the contents”). No third parties may take photographs or film footage of the stands or products exhibited without the permission of the relevant exhibitors.

Exhibitors are solely responsible for obtaining any assignments, authorisations or licences to which the Contents may be subject. In particular, for its reproduction and dissemination using all technical means at its disposal, including but not limited to traditional media, Internet media, social networks, information channels and/or institutional websites, and media, in particular, written media as well as audiovisual and electronic media (which may be recorded in various video and/or photographic formats), currently known and those that may be developed in the future.

Consequently, Exhibitors shall be solely liable for any claims of any nature resulting from the absence or insufficiency of the authorisations, permits and licences referred to in the preceding paragraph. Furthermore, Exhibitors shall indemnify IFEMA MADRID against any claim or demand from third parties arising directly or indirectly from non-compliance with the provisions of this section.

Photographers contracted solely by the Exhibitor and not by IFEMA MADRID will be permitted to carry out their work in the space assigned to them.

Exhibitors agree to refrain from any action that could negatively impact the interests of IFEMA MADRID and to promptly notify the Institution of any illegal activity. They also commit to providing the necessary assistance and collaboration.

IFEMA MADRID shall not be liable in any way for the unauthorised reproduction, dissemination and use of the Contents by any third party.

10.2. By IFEMA MADRID

Both IFEMA MADRID and communication media, sponsoring companies and/or authorised collaborators contracted by the Institution itself may take photographs and recordings in which the personal image of those attending events, acts, fairs and events held at IFEMA MADRID facilities may be captured, unless IFEMA MADRID has obtained express consent for the transfer of their image rights.

Images taken by IFEMA MADRID may be reproduced and disseminated, or parts of them, using all technical means, including but not limited to traditional media, Internet media, social networks, information channels and/or institutional websites, and media, in particular written media as well as audiovisual and electronic media (which may be recorded in various video and/or photographic formats),

currently known and those that may be developed in the future. This is subject to the sole limitation of any use that violates honour in the terms provided for in Organic Law 1/1982.

The reproduction and dissemination of these images may be carried out by IFEMA MADRID for information and archival purposes and for promotional and/or commercial purposes, if IFEMA MADRID or the Event itself. For more details on sponsors, please refer to the website of each Event or exhibition.

As data controller, IFEMA MADRID (Q/2873018B) will process images or recordings captured by its own means in its facilities for the purposes indicated, and if applicable, the sponsors and/or collaborators participating in the event. This processing is in accordance with your legitimate interest, as set out in Article 6.1.f of the GDPR. In the event that the aforementioned recipients are applicable, they will be the media outlets and other media that have contracted with IFEMA MADRID to publish the Event. Furthermore, your data may be communicated by law and/or by administrative or judicial requirement. The data will be retained for the period required by law. The data subject may exercise their rights to access personal data, have data rectified, object to processing, erasure (to be forgotten), data portability and restrict the processing of their data by sending an email to protecciondedatos@ifema.es or by writing to Avenida del Partenón Nº5 (28042, Madrid) indicating in the subject "Exercise of Rights" and in the content: the publication concerned, information about the contest in which they participated and a photocopy of their ID. It may also seek the protection of the Spanish Data Protection Agency (AEPD, www.aepd.es). For more information visit our Privacy Policy at www.ifema.es.

Other communication media outlets may also attend events held at IFEMA MADRID to provide news coverage of these events, provided they have prior accreditation from the Institution. IFEMA MADRID shall not be liable in any way for any unauthorised reproduction, dissemination or use that may be made. The media shall be responsible for the processing of the images.

11. RAFFLES, LOTTERIES AND DRAWS OF CHANCE

The following forms of gambling are defined in Articles 3.2 f and Article 15 of Law 6/2001 of 3 July 2001 on gambling in the Community of Madrid: raffles, lotteries and draws of chance.

In accordance with the current legislation, the exercise of the activities included in the scope of application of this Law shall require prior administrative authorisation, with the exception of raffles, tombolas and draws of chance, which must only be communicated to the competent Regional Ministry with responsibility for gambling. Exhibitors who are going to carry out an activity regulated by the aforementioned law must send a copy of the authorisation issued or the notification submitted, as appropriate, to Exhibition Management for their information.

12. ACCESS OF MINORS TO TRADE FAIRS

Minors are permitted to enter IFEMA MADRID trade fairs as visitors accompanied by an adult and paying the applicable admission fee.

13. INDUSTRIAL PROPERTY

IFEMA MADRID is committed to combating unfair industrial property piracy practices. However, IFEMA MADRID is unable to act as a decision-making body in disputes between exhibitors, as this is a competence reserved for the courts and tribunals. However, IFEMA MADRID will collaborate at all times with the competent judicial bodies and the security forces and corps who come to the Recinto Ferial to guarantee the execution of sentences, precautionary measures, etc. IFEMA MADRID, through the Exhibition Management, will provide exhibitors with information on the Industrial Property support services offered during the fair.

14. PARKING OF VEHICLES

It is expressly forbidden to keep vehicles parked in loading and unloading areas.

II. SAFETY AND EMERGENCY REGULATIONS

OCCUPATIONAL SAFETY REGULATIONS - COORDINATION OF BUSINESS ACTIVITIES

15. GENERAL INFORMATION

One of IFEMA MADRID Management's key objectives is to ensure the wellbeing and safety of all individuals present within the Recinto.

In accordance with Article 24 of the Law on the Prevention of Occupational Risks on the Coordination of Business Activities and RD 171/2004, IFEMA MADRID, as the owner of the work centre, is obliged to inform the other concurrent employers of the risks inherent to the work centre that may affect the activities carried out by them, the measures established to prevent them and the evacuation and emergency measures that must be applied.

In accordance with the above, it is necessary to access, know and apply the Occupational Risk Prevention Regulations, which can be found on the institutional website.

- **Instructions for action in case of emergency** (Recintos FERIALES and Palacio Municipal).
- **General risks of installations and preventive measures in exhibition areas.**
- **Safety Rules on the handling of the following work equipment:** Vehicles; Safety signalling; Machines and tools; Transfer of work equipment; Confined spaces; Platform lifts; Forklift trucks; Rolling scaffolding; Ladders; Low voltage electrical equipment, etc.

In accordance with these regulations, any natural or legal person who carries out work at PALACIO MUNICIPAL de IFEMA MADRID (including suppliers of services contracted by IFEMA MADRID, exhibitors, organisers of fairs, acts or events, and contractors, subcontractors or personnel dependent on any of them, whatever their activity, employment situation or professional relationship) is obliged to know, comply with and take into account the information provided by IFEMA MADRID in the preventive planning of the activities to be carried out at PALACIO MUNICIPAL de IFEMA MADRID.

To ensure the safety of all personnel involved in the assembly and dismantling of fairs and events in all exhibition areas, it is compulsory to wear a protective helmet, high-visibility waistcoat and safety footwear. This is a general preventive measure due to the concurrence of activities.

Access will be permitted only if the aforementioned personal protective equipment is worn. This instruction applies to any person accessing, passing through, carrying out activities or simply being present in the spaces during assembly and dismantling work.

This instruction does not exempt the use of other protective equipment that may be required for each specific task carried out in the aforementioned assembly and disassembly phases.

The information provided by IFEMA MADRID may be supplemented with other specific regulations that may be applicable when, due to the nature of the specific activities to be carried out, it is considered necessary for general safety. The decision will be made by the Trade Fair Services Department, in consultation with the firms involved in the project. Similarly, the remaining specific technical rules set out in the General Regulations for Exhibitor Participation (prohibited activities, no occupation of aisles, fire prevention, electrical installations, etc.) will complement the generic risk prevention rules insofar as their compliance is aimed at guaranteeing the safety of people and installations.

Similarly, all participating companies are responsible for ensuring that their contractors, subcontractors and/or self-employed workers comply with the occupational risk prevention legislation applicable to the activities carried out by them. This includes the information and instructions provided by IFEMA MADRID, which are detailed in these General Rules of Participation.

For this reason, prior to the start of the assembly work, all companies that, on behalf of the Exhibitor, carry out work or activities in the contracted space, are required to complete the online form "**Prevention of Occupational Risks and Coordination of Business Activities**" available on the institutional website and submit it to stecnica@ifema.es. No assembly work may commence without the prior completion and dispatch of the aforementioned Protocol.

Furthermore, should exhibiting or assembly companies require the use of cutting, welding or equipment that produces heat or flame during the assembly/dismantling periods, they are required to submit an application to the Technical Secretariat via email to stecnica@ifema.es. This should be accompanied by the **"Hot Work Authorisation Request Form"** and sent to stecnica@ifema.es for authorisation and control. Should you require this service, it can be provided by the relevant hall manager assigned to the event

SAFETY AND EMERGENCY REGULATIONS

16. IFEMA MADRID'S EMERGENCY RESPONSE.

16.1. IFEMA MADRID provides general fire safety surveillance of its premises throughout the fair period.

The IFEMA MADRID Security and Self-Protection Department is responsible for the management and direction of emergencies (medical-health, fire, threats of any kind and natural catastrophes) within the context of the Self-Protection Plan in force at the Recinto.

In the event of an emergency, the Organisers, Exhibitors, their contractors and/or subcontractors, and their dependent personnel are subject to IFEMA MADRID's Emergency Action Plan, under the guidelines of IFEMA MADRID's Security and Self-Protection Department. This department will always act in coordination, collaboration and under the control of the State Security Forces.

16.2. Installation of the sound source inhibition system for emergencies will enable the UNE-54 public address system to operate.

The installation of this system will be mandatory for any sound source installed in any contracted space that may affect the hearing of evacuation or confinement messages emitted by the emergency public address system of the Recinto. All sound sources capable of exceeding 90dB and intended to be used during fairs and events (forums, musical performances, demonstrations, presentations, congresses, etc.) must be declared in accordance with the instructions set out in the "Actions with Sound in Halls Declaration Form", which is available on the institutional website.

All affected clients must allow the installation of the aforementioned system owned by MADRID prior to the start of the event. This system will consist of remote-control equipment which will be connected to the aforementioned sources. It will automatically inhibit them by cutting off the electricity supply when an emergency message is activated via the public address system.

To ensure the security of all parties involved, IFEMA MADRID or its collaborating companies with the relevant expertise may, at any time, inspect the correct installation of the sound source inhibition system equipment. It is therefore compulsory to facilitate access to the equipment and to resolve any incidents that may arise.

17. KEEPING CORRIDORS AND OTHER SPACES CLEAR. PACKAGING

Aisles, as escape routes, must remain accessible at all times, including assembly and dismantling periods. All material must remain within the confines of the assembly areas or stands, leaving aisles and other common areas completely free. PALACIO MUNICIPAL de IFEMA MADRID's cleaning services will remove any object deposited in these areas. No claim for damages will be accepted.

During the Exhibition, no exhibits, packaging or objects in general may be placed in the aisles or other communal areas. Furthermore, they may not be placed in the empty spaces created in the rear areas of any enclosures that may be set up. IFEMA MADRID's partner company provides a collection, storage and delivery service for goods and packaging in accordance with current rates.

18. FIXED AND MOBILE INSTALLATIONS

The visibility and accessibility of fire-fighting equipment and installations shall always be respected: Equipped fire hydrants (BIE, according to its acronym in Spanish), floor hydrants (in this case their location shall be highlighted, using a different colour to the rest of the flooring), fire extinguishers, alarms, water extinguishing equipment, emergency exits, etc., even when they are included within the contracted spaces, as well as the accesses to the technical and Service areas.

If the fixed signage already installed is covered, the Exhibitor, if applicable, must signpost the elements with approved signage:

- TECHNICAL BUILDING CODE / Basic Document SI, Sections 3.7 and 4.2.
- UNE 23033-1:1981 Fire safety. Signage.
- UNE 23034:1988 Fire safety. Security Signage. Evacuation routes.
- UNE 23035-1-2-4:2003 Fire safety. Photo luminescent signage. Part 4: General conditions Measurements and classification.

19. FIRE PREVENTION

In with regard to fire resistance, the material used for floor coverings must be BFL-s1, while the material used for wall and ceiling construction must be B-s1,d0. Furthermore, suspended textile elements, such as curtains, drapes or curtains, must be class 1 in accordance with UNE-EN 13773:2003.

Similarly, decorative elements must comply with the same characteristics as construction elements and may not contain any type of material or product that is easily combustible, such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves, etc. Furthermore, exhibitors must request a permit from the IFEMA MADRID Trade Fair Services Department in order to carry out work, demonstrations or decorations with an open flame. Compliance with the regulations may be inspected by the relevant official bodies, as well as by the staff of IFEMA MADRID's Trade Fair Services Department.

20. SURVEILLANCE OF EXHIBITION AREAS AND EXHIBITOR'S BELONGINGS

To guarantee compliance with the obligations set out in this section, IFEMA MADRID will have a security service within the exhibition areas.

The "public order" and "general surveillance" tasks entrusted to IFEMA MADRID's private security, as a collaborator of the State Security Forces, include the obligation to prevent, avoid and prosecute, as far as possible, the commission of crimes of any kind. It is understood that this is not a specific surveillance service for each and every stand and their belongings. Rather, it is a general preventive security service.

In accordance with the above, IFEMA MADRID cannot be held responsible for any theft or robbery of materials or objects deposited at each stand, nor for any damage to objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the Exhibition, unless there is sufficient proof of liability on the part of IFEMA MADRID personnel or such damage is included in the coverage of the Mandatory Civil Liability and "Multifair" Insurance. It is the responsibility of each Exhibitor to ensure the security and safety of their own personal belongings.

21. CONTRACTING OF PRIVATE SECURITY

A private security service is provided by IFEMA MADRID's partner security company, which is indicated on the institutional website.

Should the Exhibitor wish to contract this service with a company other than IFEMA MADRID's collaborating company, they are required to send the IFEMA MADRID Security and Self-Protection Department at least 48 hours in advance a document accrediting that they have complied with the requirements of current legislation on Private Security.

Furthermore, the duly completed "Private Surveillance Authorisation Request" form, which contains the regulations and conditions for the provision of this service, must be sent to dseguridad@ifema.es. This form is available on the institutional website.

III. GENERAL REGULATIONS FOR THE ASSEMBLY OF SPACE INSTALLATION

22. ASSEMBLY AND DISMANTLING PERIODS

The days for the assembly and dismantling of stands, as well as the working hours within PALACIO MUNICIPAL de IFEMA MADRID will be those set out in the Specific Exhibition Regulations. Unless expressly authorised by IFEMA MADRID, the entry or exit of material or the presence of personnel in the Recinto will not be permitted outside of these specified times.

23. VEHICLE ACCESS, LOADING AND UNLOADING OF GOODS DURING ASSEMBLY AND DISMANTLING

Access to PALACIO MUNICIPAL de IFEMA MADRID and to the inside of the halls will be through the access doors and on the days and at the times indicated in each case. Access to the inside of the halls will be exclusively for the unloading of materials. IFEMA MADRID is not responsible for the surveillance of vehicles while parked in this space.

There is a public carpark that can be used paying the corresponding fee.

24. Technica characteristics of the rooms, spaces and auditorium. Resistance of Floors

The **technical characteristics of rooms, spaces and auditoriums** are shown in Annex 1.3 "Technical data of PALACIO MUNICIPAL de IFEMA MADRID". This information is also available to Exhibitors on the institutional website.

The **resistance or load-bearing of the floors** of rooms and spaces throughout the building is also indicated in the aforementioned Annex. Service manhole covers shall not be used to support point loads.

25. FREE DESIGN STANDS

25.1. Approval of the design

Companies opting for the free decoration of their own stand must send the decoration design (floor plan, elevations and bounded perspectives) to IFEMA MADRID's Trade Fair Services Department for approval.

The design must be sent to stecnica@ifema.es in one of the following formats: jpg, pdf, tif, or in standard CAD.

The deadline for the submission of the project is one month before the start of the assembly. The approval of the design is required in order to start assembly.

No electricity will be supplied to those stands that do not comply with the conditions for the assembly and installation of spaces.

25.2. Stand assembly

The maximum building height in the multi-purpose space will be 4m. In the rest of the spaces, the height shall be limited by structures, installations or false ceilings, leaving a margin of 50 cm, and in no case shall it exceed 3 m.

Stands built on a platform, provided that it is higher than 19 mm, must have at least one ramp for disabled access of at least 1.20 m. wide.

All companies are obliged to assemble their stand in compliance with the DB-SUA section of the CTE (Technical Building Code) without taking into consideration the sections that refer to the need to install elevators.

25.3. Regulations for Hanging Regulations Structures/Rigging

Exhibitors may only hang elements in the spaces set aside for this purpose and following the procedure established for hanging structures in PALACIO MUNICIPAL de IFEMA MADRID available on the institutional website and filling in the form "**Application for authorisation to hang structures/rigging**", which is also available on the institutional website, and sending it to inspeccion.rigging@ifema.es.

25.4. Stand safety

It is imperative that the structures of the stand, as well as any elements used in its decoration, are constructed with the necessary rigidity and stability to ensure the safety of people and property.

- In the section on stairs, handrails and protection at changes of level, all designs must comply with current regulations, specifically the provisions established in the Technical Building Code (TechBC):
- In accordance with the relevant regulations, any changes in level at a height above the ground of more than fifty (50) centimetres and pavement projections shall be protected by a guardrail ninety-five (95) centimetres high. Perimeters, openings and overhangs on first floors accessible to people shall be protected with the same criteria.
- Slopes less than or equal to fifty (50) centimetres must be signposted by tactile and visual differentiation. The tactile differentiation must be positioned at a distance of 25 cm from the limit of the slope.
- The Organiser/Exhibitor is responsible for the structural safety of the stand. IFEMA MADRID will request supporting documentation for same.

25.5. Two-storey stands and elevated structures

The construction of raised structures up to a maximum height of 1.20m above the ground only is permitted in the Multi-purpose Area.

Stands with a first floor are not permitted.

25.6. Assembly and uses of stands

The installation of stands is not authorised at PALACIO MUNICIPAL de IFEMA MADRID.

25.7. Use of vehicles as stands

In order to exhibit vehicles at PALACIO MUNICIPAL de IFEMA MADRID, it will be necessary to obtain express authorisation from IFEMA MADRID, for which the interested party must send the project with the technical characteristics of the vehicle to the Technical Secretariat of IFEMA's Trade Fair Services Department stecnica@ifema.es.

Where authorised, vehicles with combustion engines must have their fuel tanks filled only with the minimum fuel necessary to access the allocated space and to be able to leave it at the end of the event.

Vehicles on display shall be placed on a flat-bottomed platform which distributes the weight of the vehicle evenly over the display surface. It is not permitted to start or run vehicles inside PALACIO MUNICIPAL de IFEMA MADRID and the battery must remain disconnected and the fuel tank must be kept at the minimum necessary for the subsequent movement of the vehicle outside the site.

The person responsible for the vehicle is obliged to present the technical data sheet the latest MOT certificate [ITV in Spanish] of the vehicle. In the case of non-approved vehicles, a detailed description of their technical characteristics must be submitted to IFEMA MADRID.

25.8. Remotely piloted civilian aircraft or "Drones":

IFEMA does not authorise the use of drones in the PALACIO MUNICIPAL de IFEMA MADRID space, as they are indoor covered spaces such as offices, halls, auditoriums, etc.

Signposting of Spaces: Exhibitors must mark their space with the appropriate stand number in accordance with the official plan of the Exhibition. IFEMA MADRID reserves the right to signpost the relevant information at the Exhibitor's expense in the event that the Exhibitor fails to do so. The Exhibitor will be charged the corresponding fee at the rates in force.

25.9. Interpretation and application: In the event of a discrepancy between the Specific Exhibition Regulations and the regulations, the Specific Exhibition Regulations shall prevail.

25.10. Anchoring of seats or chairs: The seats are anchored to each other or guaranteed to be immobile. In activities requiring the use of more than 50 units, the seats or chairs must be arranged in a way that prevents them from being moved.

The interpretation and application of the regulations for each particular case is the responsibility of IFEMA MADRID. IFEMA MADRID reserves the right to make exceptions if it deems it necessary, on the basis of respect for the general perspective of the Exhibition and the visibility of neighbouring stands.

26. ELEMENTS OUTSIDE THE ALLOTTED SPACE

Unless specifically indicated in the Exhibition Rules, any decorative or constructive element may not protrude more than 50 cm from the space allocated in the direction of the common areas. These elements must be placed between a minimum of 2.5 metres up to the maximum height established in in the Exhibition Rules.

27. PROHIBITED ACTIVITIES

- Structurally changing IFEMA MADRID facilities or any its structural elements.
- Spraying paint inside PALACIO MUNICIPAL de IFEMA MADRID and on any kind of object.
- Applying any kind of paints on any object except for the final completion of built elements.
- Drill holes in the flooring or fix carpets or construction elements with contact glue or similar. Fix these elements with double-sided adhesive tape or to the platforms installed for this purpose. No painting, putting in screws or creating grooves allowed.
- Attach any elements to the walls.
- Drilling, nailing, drilling or fixing of any kind to the walls, nor may any kind of painting, nailing, adding screws or creating grooves of any kind be carried out.
- The use of cutting machines of any kind is not permitted.
- Dangerous, inflammable, explosive and unhealthy materials that give off unpleasant odours and cause a nuisance.

- The use of balloons inflated with light gases as a decorative element for the stand. They can be used after consulting with IFEMA MADRID Trade Fair Services. They must be anchored to a stand or filled with harmless gases preventing them from rising.
- Set up in those areas defined as corridors of the show, act or event.
- Direct the spotlights towards the outside of the stand.
- It is not permitted to completely enclose the roof of any stand, room or structure, unless it is made of fabric ceilings, micro-perforated material or any other material that allows smoke to pass upwards or fire-fighting water to pass downwards. Partial enclosures may be constructed using any suitable material, provided that at least 10% of the total horizontal surface area of the area to be enclosed is left open.
- The installation of satellite dishes or any other type of antenna on the exterior or roofed areas of halls is not permitted. Should it be necessary to install any element of this nature, the relevant authorisation must be sought. Furthermore, the exhibitor or, where applicable, the Organiser, must provide written confirmation that they will dismantle the elements once the event has concluded.
- Confetti disperse.
- Carrying out activities involving pyrotechnics and/or special FX effects.
- The use of smoke machines.
- Any type of assembly outside the areas defined as Exhibition Area, according to the plan approved by IFEMA MADRID.
- Assemble any type of structure (including stands) that involves a complete enclosure of the roof of the stand, of any material whatsoever. Partial enclosures not exceeding 50% of the total area of the structure may be made.
- Unless specifically indicated in the Event Rules, signs, flags and spotlights may not protrude more than fifty centimetres (50 cm.) from the allocated space, and from a minimum height of two metres and fifty centimetres (2.5 metres), nor exceed the maximum height specified in the aforementioned Rules. The spotlights must be directed in such a way as not to disturb other Exhibitors, visitors or other side events taking place in the activity areas.
- The use of decorative landscaping elements (natural grass, soil, fountains, waterfalls, etc.) in direct contact with the surface of the building unless mounted on a platform or deck and always protected with an impermeable material. In situ irrigation is also prohibited.
- The presence of animals, unless authorised by the Specific Rules of the Event, in accordance with current legislation.

The costs of repairing any damage caused by the Organiser or any of the companies involved in the assembly and organisation of the activity shall be borne by the Organiser at all times.

The Specific Exhibition or Event Rules may determine any other activity not permitted in connection with that Exhibition.

28. SERVICES SUPPLIED FROM GUTTERS/UTILITY CHUTES

IFEMA MADRID may use the utility chutes located inside a stand to provide services to neighbouring stands if necessary.

For the correct installation of the services, it will be necessary to submit the plan with the desired location of same at least at least 15 days in advances in the case of an Act, Event or Congress and 30 days in advance in the case of an Exhibition or Fair. In all cases these deadlines refer the date of commencement of assembly.

If the plan is not submitted, IFEMA MADRID will install the services at its own discretion. Should the Exhibitor wish to change them, IFEMA MADRID will not guarantee their provision. In this case, the Exhibitor will be invoiced for the cancellation of that service or the transfer fee, as appropriate, and for the invoicing of the new services, all in accordance with the current fees reflected in the Fee Schedule.

All services (telecommunications, compressed air, water and drainage, electricity, etc.) will be supplied inside the gutter or outlet area at the point closest to the one requested by the Exhibitor. In the event of the installation of platforms or other raised flooring on the stand surface that obscures access to the service ducts/outlets, a manhole must be provided at the location of the outlets so that they can be accessed in the event of problems with the connections.

All connections to the IFEMA MADRID network will be made under the supervision of IFEMA MADRID Technical Management staff.

It is strictly prohibited for third parties or any other company not approved by IFEMA MADRID for this purpose to use these gutters/outlets.

Should you have any queries, please do not hesitate to contact the Technical Secretariat at **stecnica@ifema.es**.

29. WATER AND DRAINAGE.

The general water and drainage connections will be supplied by IFEMA MADRID. The water intakes are ½ inch diameter with quick release plugs, and the drainage intakes are 40mm diameter. The installation of any additional elements on the stand (washbasin, sink, connection, etc.) is to be contracted separately.

All connections to the IFEMA MADRID network will be made under the supervision of IFEMA MADRID Technical Management staff.

The installation of more than two drainage outlets for each contracted water connection is not permitted for the proper functioning of the sewage installations.

The general drinking water supply of IFEMA MADRID is from Canal de Isabel II, and may result in fluctuations in supply pressure. The typical supply pressure is between 4 and 6 bars, although this may vary. Should the equipment to be connected to the requested water intakes require a pressure different from the service pressure for its correct operation, the installer or Exhibitor must provide the necessary elements to regulate the pressure in accordance with equipment's needs and correct operation.

Should you have any queries, please do not hesitate to contact the Technical Secretariat at **stecnica@ifema.es**.

30. REGULATIONS ON THE INSTALLATION OF AIR-CONDITIONING EQUIPMENT

Only air-conditioning equipment with an air-cooled condensing circuit may be used, and equipment using water or other open-circuit refrigerants may not be installed for this purpose. Similarly, evaporative coolers that use water in a closed circuit and do not comply with the provisions of Royal Decree 865/2003 of 4 July for this type of equipment are not permitted.

31. REGULATIONS FOR GAS INSTALLATIONS AND OTHER ELEMENTS USING FUELS

The emission of flammable, toxic or generally unpleasant vapours and gases in the exhibition areas is not permitted. This is due to the potential health and nuisance risks to the attending public. All combustion gases and vapours must be channelled from the exhibition areas to the outside through approved ducts in accordance with current regulations and after the installation has been authorised by IFEMA MADRID's Technical Management. Only appliances that use gaseous fuels with an open circuit of non-conducted

evacuation (type A appliances) are exempt from the above requirement in accordance with the provisions of Royal Decree 919/2006 of 28 July, which approves the Technical Regulations for the Distribution and Use of Gaseous Fuels and its Complementary Technical Instructions ICG 01 to IGC 11.

32. CONDITIONS AND REGULATIONS FOR THE PROVISION OF IFEMA MADRID TELECOMMUNICATIONS SERVICES

a) General conditions for the provision of wired Internet access services

In all IFEMA MADRID wired INTERNET ACCESSES, the service is provided through a UTP cable with RJ45 termination, previously located in the stand, in accordance with the assembly plan sent by the exhibitor to the IFEMA MADRID Technical Secretariat.

This wired Internet access is unique. In the case of having a single computer, the connection is direct and it is sufficient to insert the RJ45 of the cable in the BASE-T Ethernet access of the computer that is going to have the service. The configuration is automated and requires no technical expertise. It is carried out by a DHCP server, which the computer must have a network card that supports 10/100/1000 Base T/TX Ethernet and be configured to use DHCP services, obtaining an IP address automatically. The IP address is private.

Should the Exhibitor require a public IP service, this can be contracted in addition to the cable Internet access services. To request details of the configuration, please send an email to telecomunicaciones@ifema.es.

In the event of a requirement to install additional computers on a wired Internet access, each service allows for up to 250 computers to be connected. The Exhibitor may contract this turnkey service with IFEMA MADRID through a MULTIPOST NETWORK, which will provide all the necessary cables, following the assembly plan, to put all the indicated equipment into operation.

Furthermore, Exhibitors may opt to deploy their own local network. In this case, it is the exhibitor's responsibility to set up the network electronics (switch) and cabling necessary for each of the terminals connected to the internet access provided by IFEMA MADRID to function correctly. IFEMA MADRID can only guarantee the correct functioning of the wired Internet access service that has been contracted.

The specific characteristics of the different cable Internet access services offered in the IFEMA MADRID catalogue of services can be consulted in the Exhibitors' area or by e-mail at telecomunicaciones@ifema.es

b) General terms and conditions for the provision of Wi-Fi Internet access services

The Wi-Fi internet access provided by IFEMA MADRID will be accessed via a user code and password, which will be sent to the email address provided when the service is contracted. It is the user's responsibility to retain the necessary codes for the use of the service. In the event that the service user forgets or loses these codes, they may request Customer Service to provide them again by contacting Customer Service and indicating the following information: the company name and tax ID number [NIF in Spanish] that were provided when contracting the service. In the event that the aforementioned information is not provided, Customer Service will not be able to replace the codes, nor will it deliver new codes or issue a refund for the purchase of the service. Should you have contracted the service through IFEMA MADRID, kindly request the relevant codes from IFEMA MADRID.

The prices for the provision of Wi-Fi Internet access services shall be those established in the catalogue of services in force at the time of contracting.

Due to the high level of congestion in the 2.4 GHz Wi-Fi band in environments such as trade fairs, we advise the use of the 5 GHz band. This frequency band offers a greater number of channels and is less susceptible to interference and congestion. To benefit from these advantages, it is necessary to have devices compatible with this band. Please be aware that not all devices, even the most modern ones, are compatible with this service. We therefore recommend that you first check the technical characteristics of the devices you are going to connect via Wi-Fi during the fair and make sure that they can operate in the 5 GHz Wi-Fi band.

IFEMA MADRID can only guarantee the correct operation of the Wi-Fi service to users of devices that allow connection in the 5 GHz band. Consequently, we cannot guarantee an adequate level of service for those devices that only operate in the 2.4 GHz Wi-Fi band.

c) Application for own Wi-Fi

The installation by Exhibitors of Wi-Fi access points operating according to the 802.11b and/or 802.11g and/or 802.11a and/or 802.11n and/or 802.11ac standards is expressly prohibited. The objective of this measure is to prevent any potential interference issues that may arise with the points that may be installed independently by each exhibitor, as well as with IFEMA MADRID's access points. Such interference may result in the non-functioning of preferred Wi-Fi networks.

In the event that IFEMA MADRID's Wi-Fi connection service does not meet the Exhibitor's needs, the Exhibitor must apply to IFEMA MADRID for authorisation to install their own Wi-Fi network. Please use the following link to submit your request:

<https://www.ifema.es/formularios/solicitud-autorizacion-instalacion-wifi> explaining the reasons why the IFEMA MADRID Wi-Fi service cannot be used, as well as the detailed characteristics of the solutions to be implemented and their use.

IFEMA MADRID reserves the right to refuse such authorisation if, under its analysis, the IFEMA MADRID Wi-Fi service is considered sufficient to cover the Exhibitor's needs, or if it is considered that the solution requested by the Exhibitor may prejudice the use of the Wi-Fi service by other Exhibitors.

The installation of Wi-Fi access points providing free Internet access to visitors is prohibited, unless expressly authorised by IFEMA MADRID for this purpose.

During the event, all Wi-Fi broadcasts inside the halls will be monitored. In the event that a previously unauthorised private Wi-Fi installation is detected, it shall be immediately requested to be disconnected.

d) General conditions for modifications and cancellations of the Telecommunications services provided by IFEMA MADRID

IFEMA MADRID will apply a charge of 25% of the established fee for "Last Minute Services" in the event of accepting the provision of services requested in the seven (7) days prior to the start of the assembly, during the assembly or holding of the Exhibition.

Should a service be cancelled within fifteen days prior to the start of the assembly or during the assembly, a cancellation fee of 40% of the corresponding rate will be applied. In the event that a service is cancelled, the full cost must be paid, except in the case of transfers of installations. In these instances, a Transfer Fee will be applied, as detailed in the Fees Table. This applies to communications services, water and drainage, etc.

e) Terms and Conditions of Use of IFEMA MADRID's Telecommunications Services

IFEMA MADRID has no relationship or association of any kind with any website or with the owners of the websites accessed by the user through the services provided by IFEMA MADRID. Consequently, IFEMA MADRID assumes no responsibility for the content, functionality, usefulness, reliability, accuracy, nor for the contents included in the web pages to which the user connects, which are websites belonging to independent companies without any association or relationship with IFEMA MADRID.

IFEMA MADRID cannot preview any content included in any web page, nor can it edit, delete, modify, eliminate, suppress, control, review or restrict access to any content included in any web page prior to its transmission to the user. Therefore, IFEMA MADRID cannot guarantee that the contents of the web pages accessed through the Services provided by IFEMA MADRID will be constantly updated, that they will be in accordance with the law, morality, good faith and/or good customs, their accuracy, legality, truthfulness and/or completeness. Furthermore, IFEMA MADRID shall not be liable for any damage and/or loss and/or loss of profit lost by the user or any other third party that is not solely and exclusively attributable to IFEMA MADRID. Furthermore, IFEMA MADRID shall not be liable for any damage and/or loss caused by the user or any other third party when the user or the persons for whom they is responsible are guilty of such damage and/or loss, or when the user is damaged as a result of any content, information, opinion, statement and/or data that the user or any other third party accesses or acquires through any website accessed through the Services provided by IFEMA MADRID.

IFEMA MADRID shall not be liable for any damage or loss caused to any user or third party, nor for any profits lost by any user and/or third party, caused directly or indirectly by the use and/or access and/or connection to the Services provided by IFEMA MADRID and/or websites linked to them. Therefore, IFEMA MADRID shall not be liable for any damage and/or loss caused to any user and/or third party, nor for any profits lost by any user and/or third party due to incorrect operation, defects, faults and/or damage caused. This agreement covers all hardware, software and computer programs belonging to the user and third parties. It also covers any loss, alteration or damage to information on magnetic media, discs, tapes, diskettes and other media. It also covers the introduction of computer viruses or unwanted variations or alterations to all information, documents, files, databases, hardware and software belonging to the user and third parties.

IFEMA MADRID shall not be liable for any damages and/or losses and/or lost profits caused to any third party by the use of their bank details without their consent by any user contracting the services provided by IFEMA MADRID.

The user shall access and use the Services provided by IFEMA MADRID in accordance with the terms of this agreement. The user shall refrain from carrying out any illegal act and/or omission and/or any act that involves any kind of damage and/or harm to IFEMA MADRID, third parties and/or other users. The user shall also refrain from any act that represents any damage and/or violation or attempted damage and/or violation of IFEMA MADRID's system or infrastructure, as well as its security system. In such cases, IFEMA MADRID shall be exonerated from any liability. IFEMA MADRID reserves the right to immediately and without prior notice restrict, prohibit, suspend, terminate and/or deny access to the Services provided by IFEMA MADRID to any user or third party who, in IFEMA MADRID's opinion, acts on the user's behalf.

It is the user's responsibility to ensure that the information and personal data provided to IFEMA MADRID when contracting the Services provided by IFEMA MADRID is accurate and truthful. IFEMA MADRID will not be held liable for any false information or personal data provided by the user. The USER of this service declares that they are over the age of 18.

The user shall be liable for all damages and losses caused to IFEMA MADRID and/or the establishment in the fulfilment of their participation agreement, whether due to wilful intent, negligence or fault.

31. REMOVAL OF ASSEMBLY AND EXHIBITION WASTE AND MATERIALS

In accordance with the current legislation on urban waste collection, all Organisers of fairs, acts and events, as well as their Exhibitors in the case of stands, and the companies contracted and/or subcontracted to assemble and/or dismantle any installations, are required to assemble, dismantle and remove the assembly, decoration and exhibition materials used within the time periods established for this purpose.

In the event of failure to dismantle the installations within the established deadlines, the Organiser will pay IFEMA MADRID the cost of carrying out this service in accordance with the estimate provided by IFEMA MADRID based on the work to be carried out.

Once the deadlines for the removal of goods and decorations and those for the dismantling of the stand have passed, all materials remaining in the spaces allocated to the Exhibitor will be considered waste and will be removed by IFEMA MADRID. The Organiser and where applicable the Exhibitor shall forfeit any right to claim for loss or damages to same, and the Organiser will be responsible for the costs arising from their removal, which will be invoiced by IFEMA MADRID.

Removal of waste and cleaning without dismantling of structures is calculated by multiplying by 10 the price of cleaning hours and waste container rental (as published in the Services catalogue).

- The cleaning cost and waste disposal will be calculated based on the following factors:
 1. The cost of cleaning hours and waste container hire (as published in the IFEMA MADRID catalogue) will be multiplied by 10.
 2. The cost of dismantling the structure will be added (as estimated by the trade fair assembly company, plus a 20% surcharge).

You can hire the necessary containers from IFEMA MADRID. Please refer to the rates indicated in the Services catalogue.

All waste must be separated and, if there are different types of waste, a container must be hired for each type:

- Paper-cardboard
- Plastic
- Organic
- Glass
- Others

In the event that the container does not contain the waste for which it is intended, it will not be removed until its contents have been filled with the correct type of waste.

IV. SPECIFIC STANDARDS FOR ELECTRICAL INSTALLATIONS

34. General Terms

All installation works shall be done in accordance with the requirements of the Low Voltage Electrotechnical Regulations (Royal Decree 842/2002 of 2 August 2002), Complementary Technical Instructions and any other internal regulations laid down by the Community of Madrid's Directorate General for Industry, Energy and Mines.

All electrical installations carried out at PALACIO MUNICIPAL de IFEMA MADRID must be submitted to IFEMA MADRID for approval.

Prior to the event, the company awarded the electrical projects will send to the Technical Secretariat at **stecnica@ifema.es**. The certificates and projects/technical reports shall be sent to the Technical Secretariat of the Trade Fair Services Department for filing and validation before the event.

In accordance with the provisions of section 3 of ITC-BT-04, as the events to be held are of a temporary nature in open premises or locations, the Technical Design Report (MTD) must be submitted, with the data specified in ITC-BT-04 section 2.2, as well as in Order 9344/2003 of 1 October of the Regional Minister of Economy and Technological Innovation, provided that the power requested is less than 50 kW. Before commissioning the installation, the authorised installer must submit the Installation Certificate accompanied by the Technical Design Report to an authorised Industrial Inspection and Control Body. Once the copies of the Installation Certificate have been completed, one of them must be delivered to IFEMA MADRID's Technical Management in order to proceed with the commissioning of the connections requested from IFEMA MADRID for the electricity supply to the installation executed according to the Technical Design Report.

As in the previous section, but if the power of the installation is equal to or greater than 50 KW, the Design of the installation must be submitted, drafted and signed by a qualified technician, who will be directly responsible for ensuring that it complies with the regulatory provisions. Prior to the definitive commissioning of the installations, the authorised installer must present the Installation Certificate to an authorised Industrial Inspection and Control Entity, accompanied by the corresponding Design, as well as the documentation required by Order 9344/2003 of 1 October of the Regional Minister of Economy and Technological Innovation. Once the copies of the Installation Certificate have been completed, one of them must be delivered to IFEMA MADRID's Management in order to proceed with the commissioning of the connections requested to IFEMA MADRID for the supply of electricity to the installation executed in accordance with the technical design.

34.1. Assembly of stands in the exhibition areas

In this case, FIFTEEN (15) DAYS before the beginning of the installation, drawings shall be submitted indicating exactly the location of the sockets requested and the power of each one of them. This location may be modified by IFEMA MADRID's Technical Management in order to ensure the ideal distribution of electrical power.

The installer responsible for the installation of the stands must apply the provisions of the ITC-BT-04, as the events to be held are of a temporary nature in open premises or sites, the presentation of the Technical Design Report (MTD) will be required, with the data specified in the ITC-BT-04 section 2.2, as well as in Order 9344/2003 of 1 October of the Regional Minister of Economy and Technological Innovation, provided that the total power as the sum of all the stands requested is less than or equal to 50 kW.

In the event that the sum of the individual powers of all the stands assembled by a single installer is greater than 50 kW, a technical project registered with Industry must be submitted for the installation executed, drafted and signed by a qualified technician, who will be directly responsible for ensuring that it complies with the regulatory provisions.

Prior to the definitive commissioning of the installations, the authorised installer must present the Installation Certificate to an authorised Industrial Inspection and Control Entity, accompanied by the corresponding Design, as well as the documentation required by Order 9344/2003 of 1 October of the Regional Minister of Economy and Technological Innovation.

In all cases, once the copies of the Installation Certificate have been completed, one of them must be delivered to IFEMA MADRID's Technical Management so that the electricity supply can be definitively connected to the installation.

34.2. Hosting of any kind of events

34.2.1. In this case and in accordance with the provisions of section 3 of the ITC-BT-04, as the events to be held are of a temporary nature in open premises or locations, the Technical Design Report (MTD) must be submitted, with the data specified in the ITC-BT-04 section 2.2, as well as in Order 9344/2003 of 1 October of the Regional Minister of Economy and Technological Innovation, provided that the power requested is less than or equal to 50 kW.

Before commissioning the installation, the authorised installer must submit the Installation Certificate accompanied by the Technical Design Report to an authorised Industrial Inspection and Control Body.

Once the copies of the Installation Certificate have been completed, one must be submitted to IFEMA's Technical Management so that the installation can be definitively connected to the electricity supply.

34.2.2. As in the previous section, but if the power of the installation is greater than 50 KW , the installation project must be accompanied, drafted and signed by a qualified technician, who will be directly responsible for ensuring that it complies with the regulatory provisions.

Prior to the definitive commissioning of the installations, the authorised installer must present the Installation Certificate to an authorised Industrial Inspection and Control Entity, accompanied by the corresponding Design, as well as the documentation required by Order 9344/2003 of 1 October of the Regional Minister of Economy and Technological Innovation.

Once the copies of the Installation Certificate have been completed, one of them must be delivered to IFEMA MADRID's Technical Management so that the electricity supply can be definitively connected to the installation.

35. ELECTRICITY SUPPLY

All electrical power supply to the hired will be provided by PALACIO MUNICIPAL de IFEMA MADRID. The supply will be 400 V between phases and 230 V between phases and neutral.

PALACIO MUNICIPAL de IFEMA MADRID is not responsible for any supplies that may be necessary in direct current or in any other condition of stability and continuity other than that of the general supply. These are the responsibility of the stand installer or user and require prior authorisation from IFEMA MADRID's Technical Management.

IFEMA MADRID reserves the right to limit the supply of power in instances where it may have a negative impact on other users or for reasons of overload or safety of its own lines and installations.

It is the responsibility of users of stands and installations to maintain a $\cos \phi$ power factor between 0.95 and 1.

As the electricity supply at the Palacio depends on the electricity company providing the service, IFEMA MADRID accepts no responsibility for any anomalies beyond the control of this Institution, either due to a lack of supply or its quality (frequency variations, voltage variations, transients, peaks, troughs, short interruptions, micro-cuts, harmonic flickers, etc.).

In the event that the electricity-consuming equipment installed requires some type of precaution in the shutdown processes or is sensitive to possible power cuts, it is recommended that the installer of the equipment installs elements that avoid the risk of a possible power cut, such as uninterruptible power supply systems (UPSs).

36. ELECTRICITY CONNECTION

The electrical connection will be carried out by the stand installer, under the supervision of IFEMA MADRID's Technical Management. It will be carried out from the distribution point that IFEMA MADRID establishes for the best use of the network and will consist of a socket.

In the case of PALACIO MUNICIPAL de IFEMA MADRID, under the supervision of the Technical Management of IFEMA MADRID, the cables from the assembler's panels will be connected directly to the terminal boxes distributed throughout these areas.

36.1. Protections to Guarantee Security

As close as possible to the point of entry of the service connection, the installer shall place a switchboard with at least:

- General magnetothermal circuit breaker is designed for omnipolar cut-off (neutral cut-off included) and calibre according to the supply line. This circuit breaker may be a two-pole circuit breaker when its rating does not exceed 25A.
- General earth leakage circuit breaker with a sensitivity of 30 mA and a rating not less than that of the general MCB.
- If the switchboards installed supply electronic equipment, they must be fitted with super immunised protection devices.

Devices with a power consumption of more than 16 A are protected individually from the switchboard. The switchboards are housed in closed enclosures that can only be accessed with the use of a tool or key, with the exception of their manual operation. If operated from the inside, they shall be protected against direct contact. The enclosures must be IP4X for indoor use and IP65 for outdoor use. They must be fixed to a structural element of the stand and may not be placed at ground level. This is to ensure the optimum state of the switchboard and its characteristics.

36.2. Electrical Cables

For electrical installations inside the installations and/or stands that are assembled inside PALACIO MUNICIPAL de IFEMA MADRID, the cable to be used will have a minimum rated voltage of 300/500 V in accordance with UNE 21027 or UNE 21031. It will be suitable for mobile services and will be channelled with tube or channels in accordance with the provisions of ITC-BT 20 and 21. It will also have an IP4X protection degree in accordance with UNE 20.324, or 450/750 volts with a polychloroprene sheath or similar, in accordance with UNE 21.150 and suitable for mobile services or 450/750V flexible cable (H07ZZ-F), according to UNE 21027-13 standard. In the latter two cases, it is not necessary to install it under a tube, although it should not be accessible to the public. All electrical wiring must comply with the minimum CPR class C, CSA-S1B, D1, A1 standards, which must be justified by submitting the relevant Declaration of Performance (DoP) together with the CE marking.

All connections and splices are made by means of terminals located inside junction boxes. Flexible connections of equipment should not exceed two metres in length. Furthermore, cable suitable for the working conditions should be used.

All wiring that is to be subjected to mechanical stress must be of the armoured type or must be in protective conduit.

36.3. Bases and Sockets

Socket-outlet sockets are safety sockets with earthing contact. Sockets installed in the floor are adequately protected against water penetration and have an impact protection rating of IK10.

These units are installed at a distance of more than 1 m from **any water intake point**.

A single cord cable must be attached to a socket. Multiway adapters cannot be used. Multiple bases may only be used in exceptional circumstances, for example, in the case of mobile multiple bases, which must be powered from a fixed base with a maximum cable length of 2m.

36.4. Engines

All motors with a power greater than 0.75 kilowatts must be equipped with reduced current starting systems, in accordance with the provisions of ITC-BT-47 of the current Low Voltage Electrotechnical Regulations.

36.5. Lighting

All lamps located less than 2.5 metres above the ground or in places accessible to persons must be securely fixed and positioned in a way that prevents any risk of danger to persons or ignition of materials.

Any lighting equipment that reaches high temperatures is sufficiently distanced from any combustible material.

36.6. Earthing connections

Metal structures shall be earthed.

37. INSTALLATION OF ILLUMINATED SIGNS

Installation of illuminated signs that require a special voltage for their operation will require prior authorisation from IFEMA MADRID's Technical Management. In addition, the following conditions must be met:

- Each step-up transformer shall be protected by an individual circuit breaker.
- Signs, with a lower part less than 2.5 m high, are enclosed in enclosures of adequate dielectric quality.
- Any signs arranged at a higher height do not have any uninsulated live parts.
- For illuminated signs and installations supplied with rated no-load output voltages between 1 and 10 kilowatts, please refer to the provisions of UNE-EN 50.107.

38. RULES FOR THE USE OF THE INSTALLATION

No modifications or alterations can be made to the electrical installation of the stand or the facilities once the connection to the grid is made. Only the authorised installer may connect the receivers to the sockets or connection points intended for this purpose.

The use of multi-way adapters (also known as thieves) will not be accepted.

Each of the stand's receivers will be connected individually and directly to the corresponding connection points previously installed for this purpose by the authorised installer.

Under no circumstances may batteries or accumulators of any kind be recharged inside the enclosures. Their inclusion with stands will be permitted only with the prior knowledge and authorisation of the Fair Services Management of IFEMA MADRID.

The Organiser, Exhibitor and/or contractors and/or subcontractors shall be held liable for any damage caused by modifications to the electrical installation or by improper use of the electrical installation.

39. EMERGENCY LIGHTING AND SIGNAGE

All IFEMA-PALACIO MUNICIPAL locations have, in accordance with current regulations, ambient lighting and emergency lighting which, in the event of failure of the former, provides the necessary lighting to facilitate visibility for users so that they evacuate the building, avoiding panic situations, and allowing them to see the signs indicating the location of the exits and the existing equipment and protective resources. To ensure the correct functioning of the PALACIO MUNICIPAL de IFEMA MADRID lighting system, it is necessary that the ambient lighting is switched on at all times during the event, at least to minimum levels. In the event of a power failure, the emergency lighting is automatically activated.

In the event that the organiser decides to install its own ambient lighting and dispenses with the fixed ambient lighting of an area or a large part of the PALACIO MUNICIPAL de IFEMA MADRID, it must also install an alternative emergency lighting system that complies with current regulations and guarantees that in the event of a power failure in the installed ambient lighting, it will automatically operate, guaranteeing the minimum lighting levels indicated in the regulations. For this purpose, the technical design for this lighting, signed by the competent technician, must be submitted to IFEMA MADRID's Technical Management 30 days before the start of the assembly. This lighting must be included in the general technical design of the electrical installation if it exists and is required due to the installed power of more than 50 kW, otherwise a specific technical design for lighting must be implemented. Before its legalisation, the technical design will be reviewed by IFEMA MADRID's Technical Management, which may make any observations deemed necessary to ensure that the installations to be replaced comply with the regulations. Subsequently, the installation, operation and compliance with these regulations will have to be verified by the competent technician signing the project when it is put into operation.

The areas and/or assemblies that require darkening for staging must always maintain, at least in the evacuation routes and where there is occupation of people, a minimum illuminance of 3 lux, with the exception of the protective resources, which will be at least 5 lux according to the fire protection regulations of the Madrid City Council (OPI 93).

As established in point 3, "EMERGENCY LIGHTING" of the ITC-28 of the current Low Voltage Electrotechnical Regulations, in any case, perfect visualisation of all existing slopes must be guaranteed and there must be signs indicating the direction of the routes visible at any evacuation point from which the exits or their indicative signs are not directly visible. The signs must be visible even in the event of a failure in the normal lighting supply, and must comply with the provisions of UNE 23035-1:2003, UNE 23035-2:2003 and UNE 23035-4:2003.

REGULATIONS AND RECOMMENDATIONS FOR THE USE OF LIFTING PLATFORMS FORKLIFF TRUCKS

Category	Name	Location	Machine room location	Capacity	Stops		Dimensions (mm)	Capacity (kg)	Wide width x height (cms)	Cabin width x bottom x high (cms)
					N°	Plants				
Elevators	A1	Tower 3	Cover T3	21	7	S4, S2, 0, 1, 2, 3 y 4	1850 x 1900	1600	100 x 198	170 x 190 x 210
	A2				10	S7, S6, S5, S4, S2, 0, 1, 2, 3 y 4				
	A3	Tower 4	Cover T4		6	S7, S6, S5, S4, S2 y 0				
	A4				6	S7, S6, S5, S4, S2 y 0				
	A5	Tower 2	Cover T2		7	S4, S2, 0, 1, 2, 3 y 4				
	A6/M6				9	S8, S6, S4, S2, 0, 1, 2, 3 y 4				
	A7	Tower 1	Cover T1		12	S7, S6, S5, S4, S3, S2, S1, 0, 1, 2, 3 y 4				
	A8/M8				12	S7, S6, S5, S4, S3, S2, S1, 0, 1, 2, 3 y 4				
	A9	Auditorium/ Amphitheatre	Basement 8 Parking		3	S4, 0 y amphitheatre				
	A10				3	S4, 0 y amphitheatre				
	A11	Tower 4 De PL4 a PL5	Cover T4		6	2				
Freight elevator	M1	Pier	Basement 8 facilities	Not suitable for people	6	S8, S6, S4 S2, 0, 2 y 3	2500 x 5050	4000	250 x 259	250 x 500 x 300
	M2			20	6	S8, S6, S4, S2, 0, 2 y 3	1300 x 2500	1500	100 x 200	130 x 250 x 203
	M3		Basement 2 Auditorium A Cabin	2	0, 2 y 3			100 x 200	130 x 250 x 203	
	M4	Platerack	Basement 3 Parking	Not suitable for people	2	0 y 3	2500 x 5050	4000	250 x 259	250 x 500 x 300
	M5			6	S1 y 0	910 x 1510	100			
	M6	Nucleus 5	Basement 3 Parking	20	6	S1, 0, 1, 2, 3 y 4	1150 x 2160	1500	100 x 198	115 x 215 x 200
	M7			7	S2, S1, 0, 1, 2, 3 y 4	1150 x 2170	100 x 198		115 x 215 x 200	

Use the lifting devices and hoists never exceeding the maximum load dimensions and weights or the use by persons in certain hoists, as shown in the table above.

Respect the areas marked out for placing loads on forklifts and never exceed the marked limits.

When using forklift trucks to place loads onto lifting platforms, enter the interior slowly, with the forks sufficiently raised and through the centre of the access doors. This will help to avoid hitting the car doors, breaking or damaging the door rails with the lower parts of the forklift masts. Avoid imbalances due to weight imbalances.

Take into account the maximum load weights of the floor slab of the Multi-purpose Room 1,000 kg/m² and never exceed them, the auditorium stage and the rest of the floors 400 kg/m².

When using forklift trucks to place loads onto the lifting platform, enter the car slowly, with the shovels sufficiently raised and through the centre of the access doors. This will help to avoid hitting the car doors, breaking or damaging the door rails with the lower parts of the forklift masts.

Prior to the use of the forklift, suitable manual or mechanical means of transporting goods must be in place (pallet trucks, forklift trucks, trolleys, etc.) to facilitate the movement of goods from the vehicles to the forklift and vice versa.

Annex I.

Regulations on Access and Parking of Vehicles for Loading and Unloading

1. PREMISE

The "Loading and Unloading Dock" is not a parking area. Only one loading or unloading operation is permitted per vehicle. Access to and parking in these areas is strictly forbidden during exhibition periods, unless expressly authorised by IFEMA MADRID.

2. OBJECTIVE

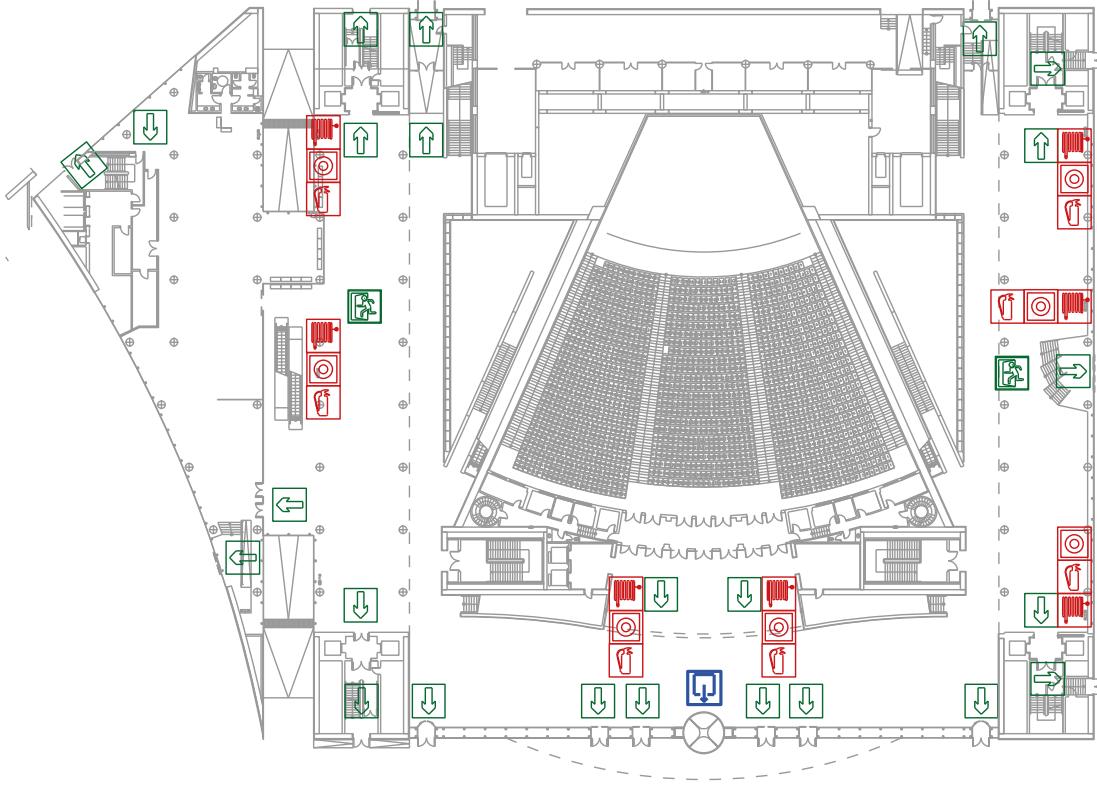
To ensure that vehicles are only parked in the designated loading and unloading docks only for the duration of the loading or unloading operations. This will result in greater availability of space and a more efficient flow of internal traffic, benefiting all parties involved in the assembly and dismantling of events.

Annex II.

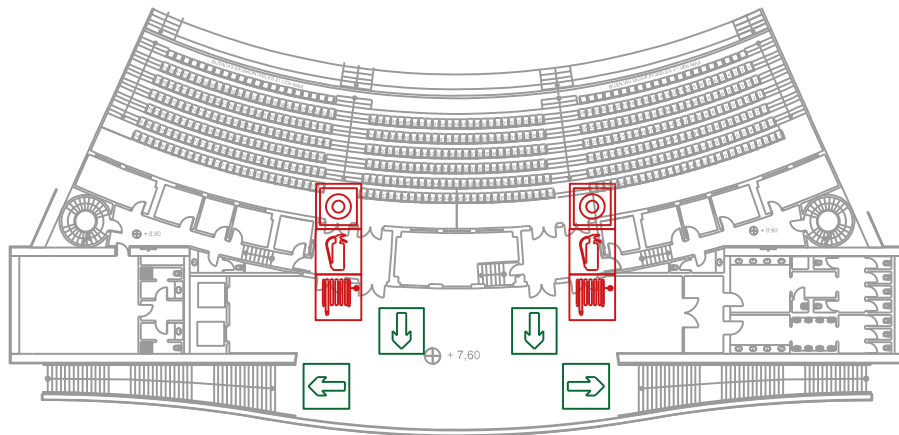
Information on Risks and Preventive Measures in Exhibition Areas during Assembly and Dismantling

INFORMATION ON EMERGENCY AND EVACUATION MEASURES AT THE RECINTOS FERIALES, A LOCATION PLAN OF EVACUATION ROUTES, EMERGENCY EXITS, FIRE-FIGHTING EQUIPMENT AND MEDICAL CARE FACILITIES

Enlarged plan of the Exhibition Areas

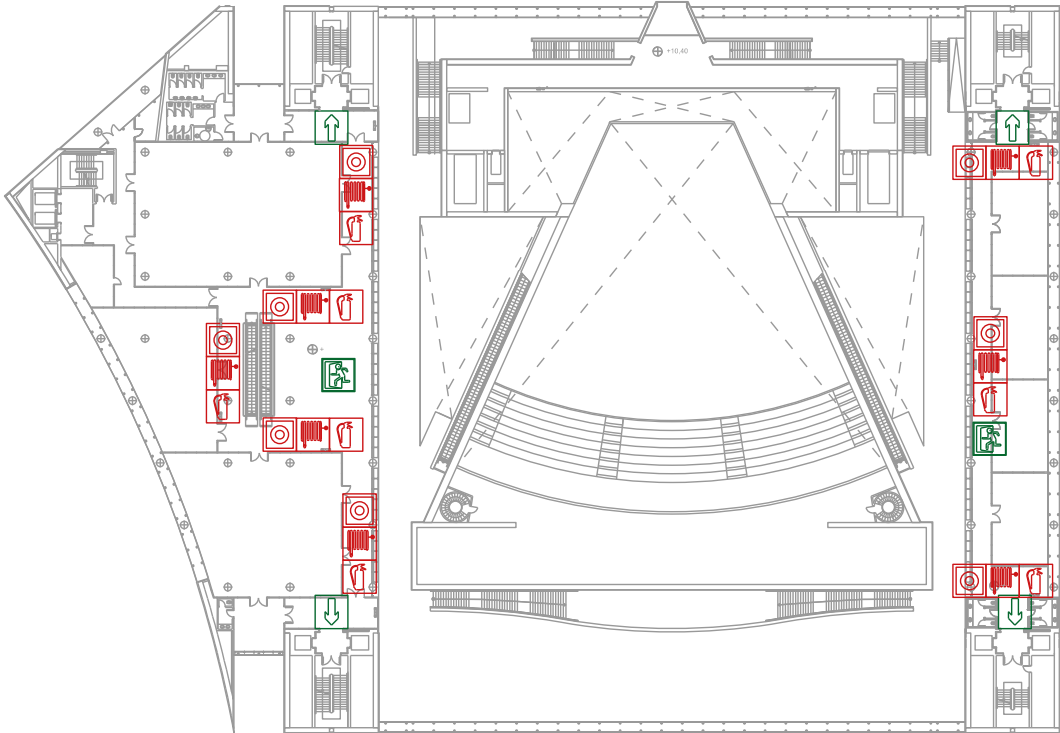


GROUND FLOOR

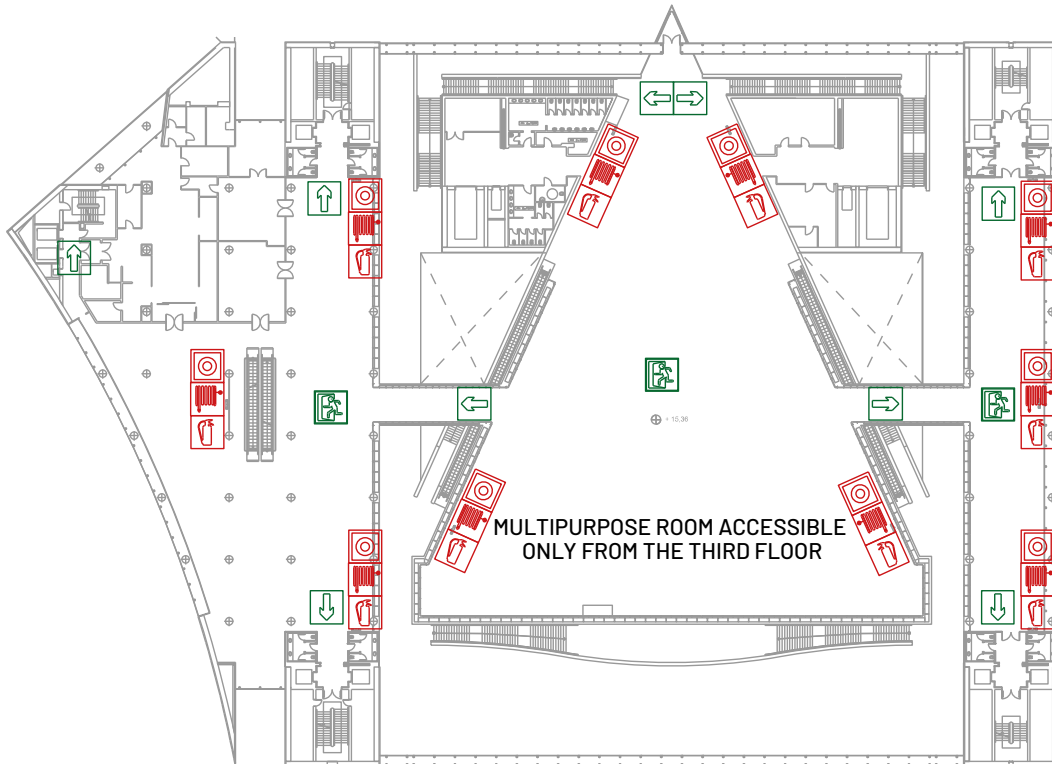


**FIRST FLOOR
AMPHITHEATRE AUDITTORIUM A**

Enlarged plan of the Exhibition Areas

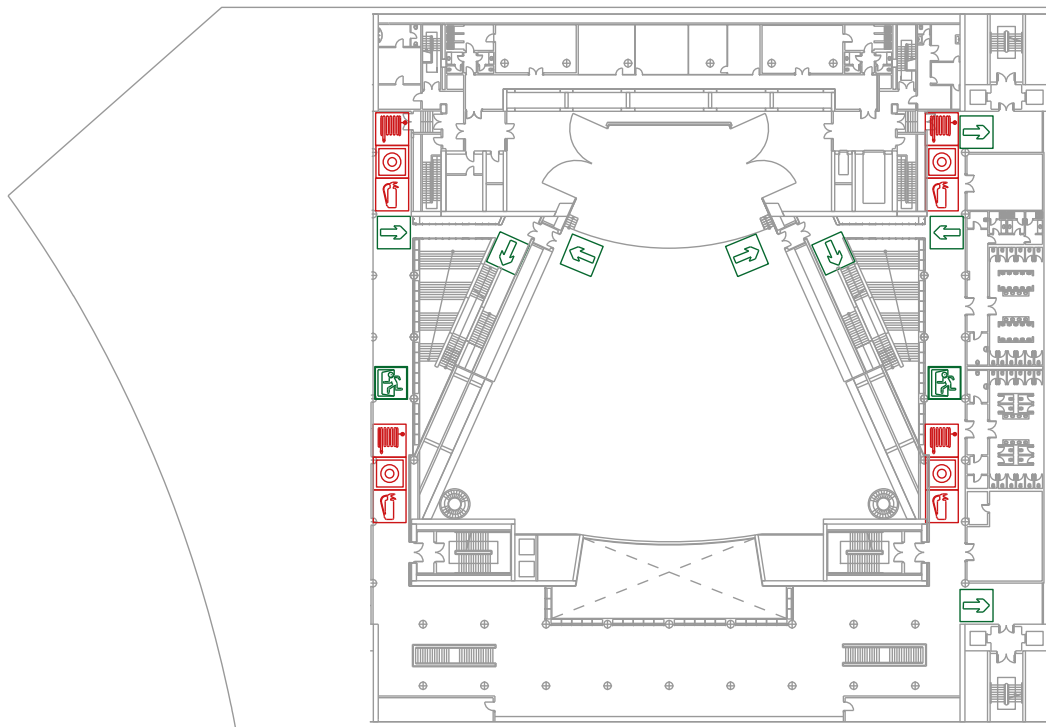


**FIRST, SECOND AND
FOURTH SILVERS**



THIRD FLOOR

Enlarged plan of the Exhibition Areas



SECOND BASEMENT FLOOR

It is essential that, if a risk or emergency situation is detected, you immediately inform the security guards present at the facility or by contacting the 24-hour security control centre at +34 91 722 58 00. In case of evacuation or confinement, follow the instructions of security and emergency personnel as well as public address messages.

In accordance with the regulations on Occupational Risk Prevention, IFEMA MADRID is informing companies working in the exhibition and meeting areas of the PALACIO MUNICIPAL de IFEMA MADRID about the existing risks during the assembly and dismantling phases. We are also informing you of the preventive measures to be adopted to eliminate or minimise these risks.

1. GENERAL CONCEPTS

To avoid Accidents at Work, all companies and/or professionals who carry out work on their own account or on behalf of third parties inside PALACIO MUNICIPAL de IFEMA MADRID must comply with the regulations on the Prevention of Risks at Work in relation to the tasks to be carried out there. It is of the utmost importance to pay special attention to machines and tools with regard to their compliance and training of users, circulation of vehicles, securing the area with safety signs and the use of personal protective equipment. Similarly, companies that contract or subcontract work to others are responsible for ensuring that the latter adopt the aforementioned prevention and safety measures.

- **MANDATORY MINIMUM PPE:** To ensure the safety of all personnel involved in the assembly and dismantling of fairs and events in all exhibition areas, it is compulsory to wear a protective helmet, high-visibility waistcoat and safety footwear. This is a general preventive measure due to the concurrence of activities.



MANDATORY USE
OF HELMET



MANDATORY USE
OF SAFETY
FOOTWEAR



MANDATORY USE
OF REFLECTIVE
VEST

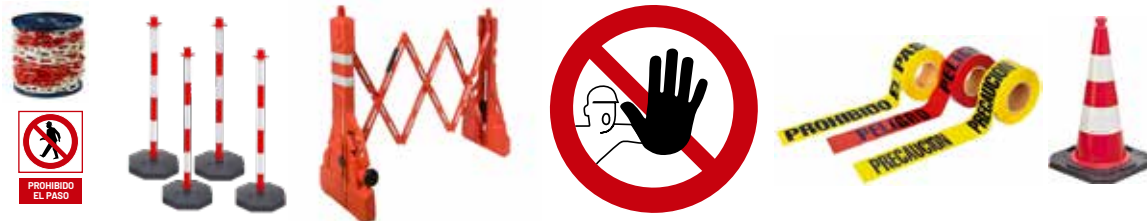
Access will be permitted only if the aforementioned personal protective equipment is worn. This instruction applies to any person accessing, passing through, carrying out activities or simply being present also in outdoor exhibition areas during assembly and dismantling work.

This instruction does not exempt the use of other protective equipment that may be required for each specific task carried out in the aforementioned assembly and disassembly phases.

- **Security Signage:** In accordance with the preventive responsibilities of each employer, self-employed worker and/or professional, it is imperative that the necessary preventive measures are adopted so that the risks generated by their own activity in the IFEMA MADRID facilities do not affect the rest of the participants.

It is of particular importance to adhere to this instruction when **activities are carried out that may pose a risk due to falling objects, the movement of suspended loads, impacts or crushing by assembly/dismantling materials, impacts or being run over by vehicles or in their loading/unloading tasks, and the projection of particles** in the area of responsibility of each participant, particularly if areas of common use may be affected.

In accordance with the regulations, **the risk generator is responsible for determining and applying the corresponding preventive measure.** It is understood that collective measures have priority over individual measures when it comes to their application.








As a general preventive measure for the protection of the rest of the attendees, especially applicable in the assembly and disassembly of bulky elements, stand structures or heavy or large exhibits, **it is compulsory for the company, self-employed person and/or professional whose activity generates the risk to signpost, mark and/or effectively monitor the perimeter of potential influence of these activities** to ensure **that no outsider may be exposed to the risk.**

All those attending IFEMA MADRID facilities are required to comply with **the Internal Safety Standard on Safety Signage.** This provides guidance on the most appropriate signage method depending on the activity to be protected.

Prior to the commencement of any work that may pose a risk, it is imperative that signage, marking and/or physical surveillance are in place. The purpose of perimeter elements that isolate the work area is to prevent the transit of people and/or vehicles through the area. This is to ensure that the area remains outside the radius of action of the risks associated with the work or activity. The perimeter elements shall remain operational as long as the risks they protect against persist.

Basic Emergency and Evacuation Standards	
<ul style="list-style-type: none"> • When entering your work area, identify and show your personnel the Evacuation Routes, Emergency Exits and Fire Fighting Equipment. • Upon receipt of the Evacuation Order, disseminate it to all personnel under your command and implement it without delay. • Leave the area via the Evacuation Routes to the Emergency Exits. 	<ul style="list-style-type: none"> • All personnel are in position and proceed to the designated assembly point. Should any individuals be absent, please notify the emergency teams. • Avoid any action that could potentially generate or promote panic. • Aisles and escape routes remain clear of obstructions at all times.

RISKS		PREVENTIVE MEASURES
Risk of falls on the same level due to tripping over various materials.		<ul style="list-style-type: none"> • Maintain proper order and cleanliness in the assigned work area. • Do not store material or carry out work in the interior corridors.
Risk of stepping on sharp objects.		<ul style="list-style-type: none"> • Do not deposit materials with protruding nails or screws on the floor. • S3 safety footwear with anti-puncture soles is a general mandatory safety measure in exhibition areas during the set-up and dismantling phases of trade fairs and events.
Risk of road traffic collisions of vehicles.		<ul style="list-style-type: none"> • All vehicles entering the facilities must be equipped with the safety measures established by the manufacturer, with particular emphasis on the permanent use of those with a luminous and acoustic nature. • Drivers or operators shall be trained and shall apply these measures at all times. • Inside the Exhibition Areas, traffic must remain at a pedestrian pace at all times. • The number of passengers transported must not exceed the number permitted for each vehicle type.
Risk of falling objects.		<ul style="list-style-type: none"> • All personnel involved in the assembly and dismantling of overhead installations to take the necessary measures to prevent accidents due to falling objects. • Adequate and effective protection of the area of influence of each attendee by means of safety signs is a mandatory safety measure in exhibition areas during the set-up and dismantling phases of trade fairs and events
Risk of fire initiation in assembly materials.		<ul style="list-style-type: none"> • Smoking is prohibited in exhibition areas during the set-up and dismantling phases of fairs and events. • All materials used for the construction of the Event, including stands and marquees, must comply with the relevant regulations. In particular, with regard to fire resistance, the material used for floor coverings must be BFL-s1, while the material used for wall and ceiling construction must be B-s1,d0. Furthermore, suspended textile elements, such as curtains, drapes or curtains, must be class 1 in accordance with UNE-EN 13773:2003. • Construction and decoration materials do not contain any combustible materials, such as straw, wood or paper shavings, sawdust, peat, etc. • The use of work equipment with an open flame or that generates high temperatures requires prior permission from the Directorate of Trade Fair Services.

Risk of fire initiation in assembly materials.



- It is the responsibility of all parties involved to ensure that free access to fire-fighting installations (hoses, equipped fire hose reels, fire extinguishers, alarms, emergency exits, etc.) is respected, even when they are included within the contracted spaces.
- Prior to the commencement of work, all companies must inform their personnel of the location of the evacuation routes and emergency exits in the assigned exhibition area.

Public Emergency Service
112

For all types of emergencies

91 722 58 00

24-hour service

Your own safety and that of all those of us who work at the Palacio Municipal de IFEMA MADRID depends on your correct action. Thank you very much for your cooperation.

«HELPUSTOPREVENT»
Occupational Health and Safety Committee

Annex III.

**Capacities of the Palacio Municipal
the IFEMA MADRID Halls**

AREAS		MAXIMUM CAPACITIES					
LOCATION	NAME	COCKTAIL	LUNCH	THEATRE	SCHOOL	SURFACE	
CENTRAL	GROUND FLOOR	AUDITORIUM A 1812 seats	—	—	—	—	2,810 m ₂
		MAIN HALL	—	—	—	—	1,013 m ₂
		STRASBOURG HALL	534	350	—	—	534 m ₂
		CAFETERIA HALL	800	500	—	—	800 m ₂
RIGHT	FIRST FLOOR	HAVANA	58	38	50	23	58 m ₂
		BUENOS AIRES	66	44	56	26	66 m ₂
		MEXICO	58	38	50	23	58 m ₂
		PRESS ROOM	Assembly cannot be altered			45	100 m ₂
		PRESS HALL	—	—	—	—	34 m ₂
	SECOND FLOOR	CARACAS	74	49	63	30	74 m ₂
		BOGOTA	74	49	63	30	74 m ₂
		LA PAZ	82	55	72	33	82 m ₂
		MONTEVIDEO	82	55	72	33	82 m ₂
	FOURTH FLOOR	WARSAW	50	33	42	20	50 m ₂
		PRAGUE	50	33	42	20	50 m ₂
		STOCKHOLM	50	33	42	20	50 m ₂
		OSLO	50	33	42	20	50 m ₂
		BUDAPEST	24	16	20	9	24 m ₂
		BRATISLAVA	91	61	77	36	91 m ₂
	MENOS 2	SANTO DOMINGO	87	58	70	34	87 m ₂
		SAN JOSE	60	40	50	24	60 m ₂
MULTI PURPOSE	THIRD FLOOR	MULTI-PURPOSE	1,050	1,050	—	—	2,445 m ₂
		Left Lateral	900	504	—	—	1,156 m ₂
		Right Lateral	150	150	—	—	509 m ₂

The capacities listed below are under review and may be subject to slight changes in size and capacity.

Ed. 01/2025

Feel the inspiration

IFEMA MADRID
Av. Del Partenón, 5
28042 Madrid, España

+34 91 722 30 00
atencionalcliente@ifema.es

ifema.es

