

AUTHORIZATION REQUEST FOR WI-FI INSTALLATIONS

IFEMA PALACIO MUNICIPAL

INFORMATION TECHNOLOGIES DEPARTMENT

Send to telecomunicaciones@ifema.es



LINEA IFEMA

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VAT number Q-2873018-B

1. INFORMATION TO BE FILLED IN BY THE APPLICANT COMPANY

FAIR/EVENT _____

APPLICANT COMPANY DETAILS

COMPANY _____ TAX ID N° _____

TRADE NAME _____

ADDRESS _____ POSTCODE _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ PHONE _____ FAX _____

E-MAIL _____ WEBSITE _____

CONTACT PERSON _____ POSITION _____

EXHIBITING/ORGANISING COMPANY DETAILS

COMPANY _____ STAND N° _____

2. REASON FOR THE REQUEST

Technical and functional features of the network to be installed (detailing access point model and power regulation and channel selection characteristics): _____

– Object and purpose of the wireless network to be installed: _____

– Specify network name: _____

3. DOCUMENTS TO BE PRESENTED

Attach installation plan.

4. COMMENTS

IFEMA will examine the applications and inform the applicant in writing. IFEMA reserves the right to reject an application if the network to be implemented described by the applicant may, in its technical judgement, damage the quality of service of provided by the rest of the site's networks.

Notwithstanding the foregoing, the following criteria shall apply:

- The network's service set identifier (SSID) must have a name that identifies the applicant/organiser of the event and, under all circumstances, that avoids confusion (the name may not be confused with an IFEMA service).
- The network's service set identifier (SSID) must be authorised by IFEMA.
- Under all circumstances, **the installation of WI-FI access points that provide free Internet access to visitors and/or exhibitors is prohibited** unless expressly authorised for that purpose.

In the event of an **unauthorised WI-FI network**, or one with an unauthorised configuration, being deployed by an exhibitor, the organiser of the event shall be contacted so that it can proceed with the **immediate shut-down of the network or reconfiguration thereof with the authorised parameters**.

Should the exhibitor or its contracted supplier refuse to comply, or in the event of further violation of the regulations, IFEMA may proceed to disconnect the Internet access service.

The organiser of the event, exhibitor, if applicable, and the supplier hired to provide the telecommunications service, must follow the IFEMA guidelines regarding the installation of said services and the removal of the entire installation once the event is over within the time periods established for that purpose by IFEMA.

If the installation is not removed, the supplier shall be required to do so urgently. Failing this, it will be removed and disposed of by IFEMA without further notice.

The exhibitor and its telecommunications provider must follow the instructions of the IFEMA staff regarding good installation execution practices. The installation of wiring that is aesthetically unacceptable or does not comply with the basic safety regulations regarding installations is prohibited.

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

IMPORTANT INFORMATION - PREVAILING REGULATIONS:

- If you are an Organiser of a fair or event at IFEMA PALACIO MUNICIPAL, see the "Participation regulations for events with or without exhibitions at IFEMA PALACIO MUNICIPAL" as well as the technical annexes that complement the aforementioned regulations, all which are available at ifema.es in the Conventions and Congresses area.

As the data controller for the personal data gathered in this form, IFEMA - FERIA DE MADRID (Q/2873018B) informs you that: **Purposes:** (i) the management of companies and their personnel and (ii) the management and handling of the assembly of the fair or event. **Legal basis:** consent and contractual relationship. **Recipients:** The contractor shall obtain, where appropriate, the consent of its personnel for the transfer of this data. IFEMA may communicate your data to companies involved in assembly-related work (see ifema.es) as well as to the administrative and judicial authorities, where legally required. Your data will not be subject to international transfer. **Storage:** The data will be stored for the legally required periods. **Rights:** you may exercise your right to access, rectification, deletion, restriction or objection to processing and to data portability, withdrawing the consent given by writing to Avenida del Partenón 5, 28042 Madrid, or by sending an email to "protecciondedatos@ifema.es" with the subject: "ASSEMBLY-company and name of the fair", including your name and passport or national identification number. You may request guidance from the AEPD and consult our full privacy policy at ifema.es. Help us keep data up to date by informing us of any changes thereto. **Failure to provide this information or its cancellation means you will not be authorised to provide services on the premises.**