Authorization request for private security

Security and self-protection department.

INSTITUCIÓN FERIAL DE MADRID Avda. del Partenón, 5 28042 Madrid España

NIF: 02873018B

+34 91 722 30 00

atencionalcliente@ifema.es

ifema.es

Send to: dsequridad@ifema.es

Information to be filled in by the applicant company Fair/Event ___ **Applicant company details** _____ Tax ID nº. _____ Company _____ Trade name _____ _____ Postcode _____ Address _____ Province/State _____ City _____ Country _____ Phone _____ _____ Fax _____ Website Email ___ Contact person _____ Position _____ Exhibiting/organising company details _____ Stand nº. _____ Company __

Security company providing the service	
	Telephone
Email	Fax

Details of the security personnel providing the service	
D	T.I.P

Dates and times for provision of the service	
Start date Start time	End date

Details of the service inspector, if applicable

Fu	l name

Inspection times _____ Telephone nº. _____

Authorisation of Feria de Madrid security and self-protection department (signature, date and stamp)

Services provided by external security companies at IFEMA MADRID installations must comply with the following requirements:

A) The company:

- Must provide documentation showing the company is registered and authorised to provide security and protection services, according to the legislation in force in terms of private security.
- Send a copy of the document proving you have presented the communication of provision of the

B) The security guard:

- Must have a Professional Identification card (T.I.P.).
- Must wear the full official uniform of the company, with the Security Guard badge visible, and the logo of the security company.
 Security guard shifts from 8 a.m. to 10 p.m. are compulsory.
- Security guards must remain in the stand or area the are responsible for guarding during their working hours.
- If the are repeatedly found outside their stand or set area without justified cause, or in a stand other than

Important information - Prevailing regulations:

- If you are an exhibitor at a fair organised by IFEMA MADRID, you may consult the "IFEMA MADRID General Participation Regulations", the specific rules for the Fair, as well as the technical annexes that complement the aforementioned general regulations, all available at ifema.es, in the Exhibitors space and on the web page for each event.
- If you are an Exhibitor at a Fair or Congress with Exhibition not organised by IFEMA MADRID, see the "Exhibitor regulations" (Rules of Participation for Exhibitors at Externally Organised Fairs) as well as the technical annexes also available at ifema.es, in the Conventions and Congresses area, Participation Regulations section. Also, check the Organiser's own rules regarding your fair or event.

reference service, before the corresponding authority to the Security and Self-Protection Department of Feria de Madrid. This must be presented at least 12 hours before service provision starts.

 No inspections of the service will be permitted outside the hours of the fair (public opening times).

the one they are working for (even for the first time) this will entitle the Feria de Madrid security services to ask them to leave the fair site, with the security guard and company being responsible for any liability arising from this.

- When Security and Self-Protection Department of Feria de Madrid deems it necessary, it can carry out a visual inspection of the stand or set security area and the belongings of the security guard (bags, briefcases, etc.). This inspection will be carried out by Feria de Madrid security personnel in the presence of a representative of this department.
- If you are the organiser of a fair or event at the trade fair complex/convention centre: see the "Organiser regulations" (Rules for participation in externally organised fairs, events in halls and events, with or without exhibitions, in the convention centre) as well as the technical annexes to the aforementioned General Regulations available at ifema.es, in the Conventions and Congresses area, Participation Regulations section.
- 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.

INSTITUCION FERIAL DE MADRID (0 / 2873018B), as Data Controller of the processing of the personal data collected in this form, informs you as follows: **Purposes**: (i) to manage companies and their personnel; (ii) to manage and attend to the assembly of the fair or event. **Legal Grounds**: consent and contractual relationship. **Recipients**: The contractor must obtain, where appropriate, the consent of its personnel for the assignment of these data. IFEMA MADRID may communicate their data to companies that collaborate in tasks related to the assembly (you can check which collaborators on **ifema.es**) and to the administrative and judicial authorities under legal obligation. Your data will not be subject to international transfer. **Safeguarding**: The data will be stored for the legally mandated periods. **Rights**: To access, rectify, delete, limit or oppose data processing, request data portability, and withdraw consent by applying in writing to Avda. del Partenón, 5 (28042) in Madrid, Spain, or by emailing **"protecciondedatos@ifema.es**' indicating in the subject line: "ASSEMBLY-company and name of the fair", including your name and ID document number. You may request guidance from the Spanish Data Protection Agency (AEPD) and consult our full privacy policy on **ifema.es**. Help us keep your data up to date by informing us of any changes to them. **Refusal to submit these data or their withdrawal entails a lack of authorisation to provide services on the premises**.