

Authorization request for rigging structures in halls

Fair services department.

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Send to: inspeccion.rigging@ifema.es

Information to be filled in by the applicant company

Fair/Event _____

Applicant company details

Company _____ Tax ID _____

Trade name _____

Address _____ Postcode _____

City _____ Province _____

State _____ Telephone _____ Fax _____

Email _____ Website _____

Person in charge _____ Position _____

Invoice details (Fill in only if other than above)

Company _____ Tax ID _____

Trade name _____

Address _____ Postcode _____

City _____ Province _____

State _____ Telephone _____ Fax _____

Email _____ Website _____

Person in charge _____ Position _____

Exhibiting/organising company details

Company _____ Stand n° _____

Basic information for the elements to be hung from the hall structure

Type of structure to be hung _____

N° of hanging points in the hall structure _____

Total suspended weight _____

NOTE: NOT VALID AS A CONTRACT FORM. CONTRACTING THE POINTS NEEDED AND THE TYPE REQUIRED MUST BE DONE THROUGH THE "EXHIBITORS AREA" ON IFEMA'S WEBSITE

Information to be filled in by the inspection company

Plan check	Yes	No
• Report is attached _____	<input type="checkbox"/>	<input type="checkbox"/>
• The weights of all elements are shown _____	<input type="checkbox"/>	<input type="checkbox"/>
• Annotated sketches are provided _____	<input type="checkbox"/>	<input type="checkbox"/>
• The loads for each hanging point are shown _____	<input type="checkbox"/>	<input type="checkbox"/>
• The loads to be transmitted are acceptable _____	<input type="checkbox"/>	<input type="checkbox"/>
• The security system is described _____	<input type="checkbox"/>	<input type="checkbox"/>
• Quality certificates are provided _____	<input type="checkbox"/>	<input type="checkbox"/>
• Result of the plan check: _____		
• Comments: _____		

Hanging points

- n° of points: _____
- Linear pre-rigging meters _____
- Plan presentation date _____

Assembly check	Yes	No
• Assembly conforms to the approved plan _____	<input type="checkbox"/>	<input type="checkbox"/>
• Corrections were needed _____	<input type="checkbox"/>	<input type="checkbox"/>
• The security system is in place _____	<input type="checkbox"/>	<input type="checkbox"/>
• Measures have been adopted to protect the hall structure _____	<input type="checkbox"/>	<input type="checkbox"/>
• Result of the assembly check: _____		
• Comments: _____		

IMPORTANT INFORMATION: The installation company must make known, before the start of assembly, any damage found in the structural elements in the area where the installation is to be performed. In the event it does not, IFEMA MADRID shall assume that it is satisfied with the area and any damage detected from then onward shall be assumed to have been caused by the company. Furthermore, the installation company undertakes to collect all of the elements referred to in this authorisation at the end of the fair. In the event it fails to do so or if the facilities are damaged, IFEMA MADRID shall invoice the company for the cost incurred to collect, repair and/or return such to their original state.

The installation company is responsible for the accuracy of the information provided in this application and any documents attached hereto such as the plan, the rigging report and, in particular, all that concerns the weight and dimensions of each component of the system.

The authorisation of this application in no event means that IFEMA MADRID or the companies with which it has partnered for this service are responsible for the structural solution planned.

Person in charge from the installation company

Date and signature

Project check. Inspection company

Date and signature

Assembly inspection check. Inspection company

Date and signature

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 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.
- **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.

INSTITUCION FERIAL DE MADRID (O / 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.**