

Application to organise shows, workshops or demonstrations on stands.

Trade fair business and business development divisions.

INSTITUCIÓN FERIAL DE MADRID
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Details to be completed by the applicant company

Event | Act _____

All applications must be received at least one month before the event set-up date.

Applicant details

Company _____

Tax ID (NIF) _____

Trade name _____

Contact address _____

Contact email _____

Contact telephone number _____

Contact person _____

Job title _____

Stand name and number / Area hired _____

Description of activity	
Frequency	
Open times	

Applicant's authorised person:

Date and signature:

Important notice

This needs assessment procedure should be followed for all activities, workshops or demonstrations that may involve risks and/or require additional safety or organisational measures including:

- Handling elements or tools that may pose a risk (demonstrations with smoke, fire, use of cutting tools such as chainsaws, etc.) and/or that require specific documentation proving certification.
- Those performed at height.
- Those that involve risk for the personnel carrying them out, either the exhibiting company or its contractor (excluding those carried out by Public Administrations and Security Forces and Corps).
- Activities, demonstrations or workshops that require special measures to accommodate the audience or the participation of minors, including restoration workshops.

The applicable provisions established in the IFEMA MADRID GENERAL PARTICIPATION RULES and the SPECIFIC RULES OF THE EVENT will apply for the preparation and execution of these activities.

In addition, an ACTIVITY REPORT and the necessary complementary documentation must be provided to prove compliance with the sectoral and legal regulations applicable to the activity.

Likewise, it will be necessary to provide details regarding the CIVIL LIABILITY POLICY taken out by the activity organiser (exhibitor or collaborating company responsible for the activity), which must offer adequate and sufficient coverage for the activity, including IFEMA MADRID as an additional insured party without losing the status of third party.

- Approved
- No additional information required

- Rejected: notes.

Send to the manager of the fair or event where the activity will take place:

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.**