

# APPLICATION TO ORGANISE SHOWS, WORKSHOPS OR DEMONSTRATIONS ON STANDS

TRADE FAIR BUSINESS AND BUSINESS DEVELOPMENT DIVISIONS

## IFEMA LINE

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ifema.es	C.I.F. Q-2873018-B



## 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 GENERAL PARTICIPATION RULES and the SPECIFIC RULES OF THE EVENT will apply for the preparation and execution of these activities.

In additional, 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 as an additional insured party without losing the status of third party.

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Approved

No additional information required

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Rejected: notes.

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SEND TO THE MANAGER OF THE FAIR OR EVENT WHERE THE ACTIVITY WILL TAKE PLACE:

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