



**9-12**

Oct

2025

Exhibition centre  
Ifema.es

**Exhibitor's Guide and Specific  
Rules for Participating**



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# 1.Participating at ESTAMPA

Estampa

**Exhibiting at ESTAMPA is only open to galleries and publishers of contemporary art, as well as public and private institutions dedicated to contemporary art.**

Contemporary art galleries and publishers can apply to participate in ESTAMPA by submitting the following documents:

1. Evaluation form.
2. Proof of payment of the participation application fee.

## 1.

### **Evaluation form**

The evaluation form, which must be submitted by 13 June 2025, makes it easy for galleries and publishers to submit their participation projects.

[Link to the evaluation form](#)

## 2.

### **Proof of payment of the participation application fee**

In order to be considered for participation at ESTAMPA, galleries and publishers must:

Pay €300 +VAT (1)

If your application to participate is accepted, the amount paid shall be regarded as payments on account. **If your application to participate is not accepted, the €300 +VAT (1) application fee will not be refunded.**



(1) Companies established on Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT is not included. For all other companies this operation is not subject to Spanish VAT. In the case of companies from the European Union, each exhibitor will be responsible for any VAT that may be due in the country where they are established.

## 2. Requirements and conditions for participating at ESTAMPA

Estampa

Every gallery wishing to submit a project to participate must:

- Represent a reasonable number of artists or artistic legacies – in the case of deceased artists – listed on the gallery's website with their respective bios, credentials and projects. In the event this is not complied with, and due to the great interest in the project, a curatorial text will be requested to assess the attractiveness of the proposal.
- Have maintained a consistent programme developed over at least two years, hosting a minimum of four exhibitions annually at their permanent location. These exhibitions must be open to the public free of charge during regular business hours.
- Galleries that have been in business for less than two years may apply with a letter of recommendation from a well-established gallery that has participated in the fair in recent years.
- All applicants must demonstrate professionalism through exhibition quality, relationships with collectors, and connections with museums and other art institutions.
- Promote and disseminate the creation and collection of contemporary art through outreach activities in publications, calls for proposals and cultural and social initiatives.
- For galleries participating in the Solo Projects Programme, curators will be included by invitation and at the discretion of the guest curator.
- Galleries taking part in the Estampa Masters section – dedicated to the great masters and in the context of a secondary market – are also required to provide a statement justifying and giving details on the presented programme, as well as specific certifications.
- Galleries that promote diverse artistic creation and projects that foster the development of contemporary art, such as residencies, publications and curatorships, will be highly valued. This includes activities that promote global perspectives in contemporary art and whose proposals encourage gender diversity.

# 3. Participation procedures and rates

**GENERAL PROGRAMME**  
  
**Minimum rental 20m<sup>2</sup>**  
  
From 1 to 40 m<sup>2</sup> .....€220/m<sup>2</sup> +VAT (1)  
From 40.5 to 60 m<sup>2</sup> ..... €210/m<sup>2</sup> +VAT (1)  
From 60.5<sup>2</sup> and up .....€200/m<sup>2</sup> +VAT (1)  
  
**Mandatory costs:**  
Mention in promotional materials.....€650 +VAT (1)  
  
This rate includes:  

- Exhibition space
- Modular booth, electrical panel with socket and mandatory electricity supply (0.13Kw/m<sup>2</sup>)
- One-time cleaning of the hall after assembly and before the fair opens
- Civil liability and multi-fair insurance (insurance for artwork and other exhibited items is not included and must be arranged by the exhibitor)
- A space in the fair’s digital catalogue
- 5 exhibitor passes, 10 VIP passes and 100 one-day invitations
- WiFi connection

**CURATED PROGRAMMES**  
  
Only by selection and with a limited number of galleries  
  
**SOLO PROJECT** ..... 20 m<sup>2</sup> ..... €4,000 + VAT (1)  
**SOLO PROJECT** ..... 30 m<sup>2</sup> ..... €6,000 + VAT (1)  
**DUO PROJECT** ..... 40 m<sup>2</sup> ..... €8,000 + VAT (1)  
  
These rates include:  

- Exhibition space
- Modular booth, electrical panel with socket and mandatory electrical power supply (0.13Kw/m<sup>2</sup>)
- One-time cleaning of the hall after assembly and before the fair opens
- Civil liability and multi-fair insurance (insurance for artwork and other exhibited items is not included and must be arranged by the exhibitor)
- Mention in promotional materials
- A space in the fair’s digital catalogue
- 5 exhibitor passes, 10 VIP passes and 100 invitations
- WiFi connection

**WAREHOUSE RATES**  
  
Warehouses will be built out of melamine and will not allow the installation of artworks.  

- Outdoor warehouse – located to the side of the hall (4m<sup>2</sup>.....€300 +VAT (1))
- Indoor warehouse – connected to the booth (4m<sup>2</sup>.....€350 +VAT (1))  
- accessed by a wooden door directly from the booth

  
**CHANGE OF DATE, CANCELLATION AND SUSPENSION**  
  
Should IFEMA MADRID call off the fair, cancel the spaces agreed upon by the exhibitors or reduce their surface area due to force majeure, change the date of the fair or suspend the fair – temporarily or permanently, partially or totally – exhibitors will be refunded the sums paid, but will not be entitled to any compensation for the aforementioned reasons.  
  
Please see **IFEMA MADRID General Participation Rules**

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## 4. Method of payment

Estampa

Payments for participating must be made to IFEMA (CIF Q- 2873018- B) with the following subject: **"ESTAMPA OCTUBRE 25 + the gallery's name"**.

- By bank transfer to:

Santander IBAN ES64 0049 2222 5115 1000 1900 SWIFT: BSCHEMM  
BBVA IBAN ES89 0182 2370 4000 1429 1351 SWIFT: BBVAESMM  
Caixa Bank IBAN ES93 2100 2220 1102 0020 2452 SWIFT: CAIXESBBXXX

Send a copy of the bank receipt to [servifema@ifema.es](mailto:servifema@ifema.es) and to [organizacion@estampa.org](mailto:organizacion@estampa.org)

- By certified check, made out to IFEMA / ESTAMPA 2025
- By credit/debit card: To make a payment using a credit/debit card, please contact [servifema@ifema.es](mailto:servifema@ifema.es) and copy in [organizacion@estampa.org](mailto:organizacion@estampa.org)

In accordance with current regulations, payments in cash or bearer checks are not accepted.



# 5. Features of the modular booth

Estampa



## BOOTH PRELIMINARY LAYOUT DESIGN

(1) Companies established on Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT is not included. For all other companies this operation is not subject to Spanish VAT. In the case of companies from the European Union, each exhibitor will be responsible for any VAT that may be due in the country where they are established.

### TECHNICAL FEATURES:

#### BOOTH:

- Booth open to aisles made of 16-mm baseboard or MDF panels to create walls that are 10 cm thick and 3.66 m high, and finished in a matte white plastic paint.
- Without a front.
- A skirting board with a maximum height of 6 cm will be fitted to the inside and outside of the booth's walls.

#### SIGNAGE:

The exhibitor's name and booth number will be displayed on each side of each aisle, using standard lettering on 60 x 40 cm banners. The necessary banners will be placed so that every exhibitor's name and number are visible from every aisle and from both directions of foot traffic.

#### ELECTRICITY:

Electrical installation in line with low voltage standards consisting of an electrical panel with a differential magneto-thermal switch suitable for 130w/m<sup>2</sup> and with a 500W socket.

#### LIGHTING:

Lighting will consists of one LED spotlight for every 5 m<sup>2</sup> of booth space.

#### WAREHOUSES:

Warehouses will be built out of melamine and will not allow the installation of artworks. See warehouse rates on page 5.

#### SERVICES INCLUDED:

- Minimum electricity consumption (0.13 Kw/m<sup>2</sup>)
- Civil liability insurance
- Multi-fair insurance
- One-time cleaning of the hall after assembly and before the fair opens



## 6. Important dates

Estampa

### 11 April 2025

Estampa 2025 application period opens

### Until 13 June 2025

Reception by IFEMA MADRID/ESTAMPA of documentation and registration fee

### 20 June 2025

Advisory committee meeting to review applications received

### 24 June 2025

Notification to all applicant galleries and publication of the first exhibitors' preview.

Calendar for the review process with ESTAMPA's management for those not accepted

### 27 June 2025

Deadline for galleries to submit requests for a review of why they were not accepted.

### 02 July 2025

Final decision by the technical commission.





# 7. Specific rules for participating at ESTAMPA October 2025

Estampa

## 1. ORGANISATION

ESTAMPA is a project designed by Euxenita Dieciséis S.L. in collaboration with IFEMAMADRID. The vision, management and setting up of ESTAMPA, Contemporary Art Fair, are the responsibility of an appointed competition directorate, in collaboration with an advisory committee.

The advisory committee primarily consists of contemporary art collectors and curators, along with other relevant institutions, organisations and individuals whose mission and work are in line with the fair's objectives. The fair organiser has exclusive authority to appoint advisory committee members.

The role of this committee is to advise the organisation on the preparation of the fair and to assist with both general matters and specific issues such as the selection of the participating galleries and publishers.

## 2. THE AIM OF ESTAMPA

As the aim of ESTAMPA is to exhibit and sell works of contemporary art, exhibiting at ESTAMPA is open only to galleries and publishers of contemporary art, as well as public and private institutions dedicated to contemporary art.

While ESTAMPA focuses on contemporary art, the management may consider exceptions for non-contemporary works in specific cases. The organisation also provides dedicated spaces for publications, magazines and online media platforms.

## 3. AESTHETIC REQUIREMENTS FOR BOOTH DESIGN AND PRESENTATION

- The number of artworks and/or artists must be proportionate to the booth's allocated space, with a maximum ratio of 1 art project for every 20 m<sup>2</sup> of booth space. This means a maximum of 2 artists in a 40 m<sup>2</sup> space or up to 3 artists in a booth measuring 60 m<sup>2</sup>. If a different ratio is proposed, the gallery must include a written description of the curatorial programme for the proposed booth, taking into account the conceptual, artistic and aesthetic relationships.
- The booth's signage must be limited to the titles of the projects or the artists' names, and must be no more than 4 cm in height. For logos and other text, proposals must be submitted to the organisation for approval.
- Lighting is restricted to the spotlights provided by the organiser. Galleries seeking alternative lighting options must obtain prior approval from the organiser.
- Painting the walls of the booth in any colour other than those provided by the organisers and the booth builder should be discussed with the organisers, who will provide the approved aesthetic guidelines.
- All exhibited artworks in each project should be framed in the same way to ensure maximum clarity and a clean presentation aesthetic.
- The use of map cabinets, display cases or folders to show works of art on paper must be authorised by the organisers.
- Sculpture installations require special consideration; large-scale pieces must receive express authorisation from the committee, which will evaluate both the security of the artwork and visitor safety before approval can be granted.
- Any audio-visual equipment installation, including TV monitors, projection screens or similar devices, requires special consideration and prior discussion with the organisation.
- Galleries are welcome to present collaborative projects featuring artists across various contemporary art disciplines, provided these collaborations demonstrate clear conceptual alignment with the booths proposed project. Special consideration will be given to submissions featuring emerging artists and those from under-represented geographical, cultural or social contexts.
- Projects addressing Spain's unique cultural landscape will receive special consideration, particularly those featuring local artists or initiatives connected to the gallery's geographical context.

# 7. Specific rules for participating at ESTAMPA October 2025

Estampa

## 4. TERMS AND CONDITIONS OF PARTICIPATION

Galleries and contemporary art publishers may apply to participate in ESTAMPA as exhibitors. To participate, applicants must complete and submit an evaluation form according to the published schedule. This form includes all criteria that will be considered for admission to the fair.

The criteria for admission will be based on the following sections:

- For applications for the general programme:
  - The participation project: The proposed participation project's suitability and the overall project quality will be evaluated on a scale of up to 50 points.
  - The gallery's credentials: Up to 40 points will be awarded based on the career history of both the gallery and its represented artists, including their presence in private and public collections.
  - Communications dossier: A maximum of 10 points will be granted for catalogue publications, media coverage (including advertisements and articles about the gallery or its exhibitions), and social media presence over the past two years.

- To register for the Solo Project / Duo Project section:

The Organization reserves the right to approve participation, at its discretion, of selected GALLERIES or PUBLISHERS to participate in ESTAMPA OCTOBER 2025 based on recommendations from appointed curators. This selection process aims to enhance the fair with artistic proposals that may be of significant interest to collectors and museum directors. All such selections will require approval from the advisory committee.

If the exact proposed artwork is still in the process of being created at the time of application, documentation of the artist's work from the past two years must be submitted instead.

ESTAMPA's management will provide written confirmation upon receipt of applications that comply with the stated requirements.

ESTAMPA's advisory committee will examine all dossiers submitted by requesting galleries and publishers.

The committee takes its decisions freely and under its own responsibility. In reaching its decisions, it will take into account the information provided by the applicant exhibitor as well as any relevant knowledge and experience it may have.

The deliberations, scores and classifications will be confidential, in accordance with the conditions set out in these SPECIFIC RULES OF PARTICIPATION. Regardless of whether the outcome is positive or negative, the organisation will inform each applicant of its decision. The organisation will provide written notification of the classification to any applicant who requests this information.

The organisation reserves the right to consider late gallery applications based on space availability, provided applicants complete the standard admission process and pay all fees applicable as of their submission date. Admission decisions will be made by the advisory committee through a summary review process. Decisions regarding non-admission are final and cannot be appealed, and the provisions in point 5 of this section cannot be applied in such cases.



# 7. Specific rules for participating at ESTAMPA

## October 2025

Estampa

### 5. AWARDING OF BOOTHS

After accepting an exhibitor's application, ESTAMPA's organisation will assign booths in consultation with the organising committee. This allocation depends on applicants meeting all requirements, although the management reserves the right to make appropriate exceptions based on the different themed areas of the fair.

Applications must be submitted using the official form and include proof of payment according to the specified methods and deadlines outlined in each call for entries.

The organisation will provide written notification to exhibitors regarding their acceptance and provisional space allocation. Exhibitor acceptance will be formalised through the timely payment of all fees outlined in the official rates and according to the specified deadlines.

If there is not enough space to accommodate all approved applicants, they will be placed on a waiting list in strict order based on the contract confirmation and payment. They may be offered a place at the Fair in the event of a cancellation.

The organisation does not allow spaces to be used collectively, nor may the hired space, or any part of it, be transferred or sublet.

### 6. CURATORIAL TECHNICAL COMMISSION

A designated technical commission within the advisory committee will oversee the application evaluation process and address claims from applicants whose participation in ESTAMPA has been denied, as well as any disputes arising from the removal of exhibited works following booth inspections.

This commission will consist of three members: a collector from the advisory committee and two established professionals with recognised expertise in contemporary art. ESTAMPA's director will take part in technical commission proceedings in an advisory capacity but without voting rights.

The technical commission will review cases upon receiving written notification from galleries or publishers rejected by ESTAMPA within five working days following the participation refusal notification. The organisation will send applicants their evaluation scores within this same five-day period. Applicants then have seven working days to submit a written request for reconsideration with supporting rationale. Emails to the organisation must be sent to the following address: [organizacion@estampa.org](mailto:organizacion@estampa.org)

The technical commission must examine the application and documents submitted, as well as the score obtained, and issue a decision within 15 working days of receipt.

When the technical commission approves an admission, the application becomes effective if a space remains available. If no space is available, the applicant will be placed on a waiting list according to their evaluation score. This process will not result in the displacement of any previously accepted participant who has already been allocated a space.

If an application to participate is not accepted, the €300 +VAT (1) application fee will not be refunded. The decisions taken by the technical commission will be final.

The organisation accepts no responsibility for expenses incurred by galleries or publishers whose applications are rejected, as these costs remain the sole responsibility of the applicant and are unrelated to IFEMA MADRID.

The curatorial technical commission is made up of various professionals, cultural managers and curators who will be responsible for evaluating the proposals submitted by the galleries for participation. Its members are:

- **Jesús Alcaide**, independent curator.
- **Violeta Janeiro**, independent curator.
- **Sema D'Acosta**, independent curator.
- **Lorena Martínez de Corral**, collections advisor and independent curator.
- **Alicia Ventura**, cultural manager and independent curator.
- **Miguel Álvarez Fernández**, cultural manager, essayist and independent curator.
- **Enrique Andrés Ruiz**, writer, essayist and independent curator.

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# 7. Specific rules for participating at ESTAMPA October 2025

Estampa

## 8. OBLIGATIONS AND RESPONSIBILITIES OF THE EXHIBITOR

As the organiser's policy is, above all, to ensure that each booth is aesthetically pleasing and as harmonious and attractive as possible, the organiser reserves the right to remove any ornamental or decorative elements used for promotion, communication or advertising that it considers inappropriate as a result of being unsightly, smelly and/or noisy.

The specific information about the modular booth that will be sent to exhibitors will set out guidelines for customising the booth: these include the authorisation needed to change the colour of the booth's walls, the maximum size of the text on the walls, etc.

The technical commission, on behalf of the exhibition's director, may reject an exhibitor and, if necessary, close their booth for any of the following reasons:

- Failure to comply with any of IFEMA MADRID's general participation rules or of ESTAMPA's specific rules.
- Submitting a programme or project different from that stated in the admission application.
- Submitting work that does not meet the quality requirements of the advisory committee.
- Submitting work of dubious or false origin.
- Submitting merchandise unrelated to the theme of the event, and more specifically to the location sector.
- Subletting or transferring part or all of the booth to other galleries or publishers.

In view of the above, the organiser will ensure compliance with the provisions set out in the previous paragraph and will take the measures it deems appropriate to this end.

Exhibitors must provide – by 17 September 2025 at the latest – the necessary graphic and written information for inclusion in ESTAMPA's official digital catalogue and in the event's announcements. The organisation will not be held responsible if this information is not provided within the aforementioned period.

By clicking on [ifema.es/estampa](https://ifema.es/estampa) and going to the "exhibition area" section, you can consult and hire the optional services offered by IFEMA MADRID, as well as the services with a 5% discount if hired before 5 September, which will incur a 25% surcharge if hired on or after 28 September.



(1) Companies established on Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT is not included. For all other companies this operation is not subject to Spanish VAT. In the case of companies from the European Union, each exhibitor will be responsible for any VAT that may be due in the country where they are established.



# 8. Sustainability management at IFEMA MADRID

**At IFEMA MADRID, we are fully committed to sustainability and meeting the United Nations Sustainable Development Goals (SDGs), and integrating them into our strategic business management and our culture.**

IFEMA MADRID's sustainability policy focuses primarily on the following SDGs: 8, 9, 11, 12, 13, 16 and 17.

## ISO REGULATIONS CERTIFIED BY IFEMA MADRID:

- ISO 9001: Quality management.
- ISO 20121: Event sustainability management.
- ISO 14001: Environmental management.
- ISO 50001: Energy management.
- ISO 22320: Emergency management.

## ACTIONS TAKEN AT IFEMA MADRID TO REDUCE GAS EMISSIONS AND IMPROVE EFFICIENCY:

- Electricity is from 100% certified renewable sources
- Geothermal installation in the Puerta Sur building
- Energy-saving lighting installed in halls and our modular booths.
- Temperature control installed in a/c systems

IFEMA MADRID has earned "calculate" and "reduce" certifications for its Carbon Footprint in scopes 1 and 2.

## WASTE MANAGEMENT:

- Exhibitors/assemblers generate waste and will later be responsible for its removal and management. Waste generated by exhibitors is covered in Article 35 of the general rules of participation in the section on waste management.
- We offer exhibitors a service that includes the removal and management of waste generated by them and/or the assembler.

## CARPET RECYCLING:

IFEMA MADRID recycles 100% of the carpeting used in the aisles and common areas. To ensure proper recycling, these materials must be removed before dismantling begins. Rather than covering the entire space as was previously done, they should be laid out in strips.

This method ensures that they can be transformed into new raw materials for manufacturing other products.

## SUSTAINABLE MOBILITY:

IFEMA MADRID offers: nearby access to public transportation (metro and bus), parking spaces for electric vehicles powered by 100% renewable electricity, and designated bike and scooter parking areas.

## GUIDE FOR PARTICIPATING SUSTAINABLY AT FAIRS/EVENTS:

IFEMA MADRID's website offers exhibitors a guide on how to take part in trade fairs sustainably. We recommend you read it before preparing your participation: <https://www.ifema.es/en/about-us/quality-sustainability>



Estampa





# 9. Participation calendar

| When?              | Action  | Goal   | Where?  |
|--------------------|---|--|---|
| Until 13 June 2025 | Reception of participation documentation  | Reception of application for participating in the fair, assessment dossier and payment of the €300 +VAT (1) registration fee | <b>Documentation</b> to be sent to ESTAMPA's organisation.<br><a href="mailto:organizacion@estampa.org">organizacion@estampa.org</a><br><br><b>Payment</b> to IFEMA MADRID.<br><a href="mailto:servifema@ifema.es">servifema@ifema.es</a> |
| 20 June 2025       | Advisory committee meeting  | Selection of participants  |   |
| 24 June 2025       | Notification to all galleries applying and publication of the first preview of exhibitors |  |   |
| 27 June 2025       | Deadline for galleries to submit requests for a review of why they were not accepted.     |  |   |
| 2 July 2025        | Final decision by the technical commission  |  |   |
| 10 July 2025       | 50% payment for the space   | Deadline for making a payment of 50% +VAT (1) for the space  | <b>Payment</b> to IFEMA MADRID.<br><a href="mailto:servifema@ifema.es">servifema@ifema.es</a>   |
| 24 July 2025       | Booth allocation  | Sending of the location plan   |   |



# 9. Participation calendar

Estampa

| When?                                | Action   | Goal  | Where?   |
|--------------------------------------|--|---|--|
| 28 July 2025                         | Sending documentation for the catalogue                              | Deadline to complete the form for the fair's catalogue and submit a high-resolution photo of the chosen piece(s). |  |
| 23 September 2025                    | Shipping of exhibitor materials                                      | Shipping/unloading of exhibitor materials: exhibitor passes and invitations, press photos.                        |  |
| 26 September 2025                    | Publication of the digital catalogue                                 |   |  |
| 5 September 2025                     | Deadline for hiring services at a 5% discount at the EXHIBITION area | Deadline for hiring services in the EXHIBITION area with a 5% discount.   | IFEMA MADRID exhibition area.<br><a href="https://www.ifema.es/en/estampa">https://www.ifema.es/en/estampa</a> |
| From 6 - 27 September 2025           | Service hiring period without discount or surcharge                  | Service hiring period at the stipulated rate, no discount and no surcharge  | IFEMA MADRID exhibition area.<br><a href="https://www.ifema.es/en/estampa">https://www.ifema.es/en/estampa</a> |
| From 28 September to 12 October 2025 | Hiring services with a surcharge                                     | Start of service hiring period with a 25% surcharge   | IFEMA MADRID exhibition area.<br><a href="https://www.ifema.es/en/estampa">https://www.ifema.es/en/estampa</a> |
| 29 September 2025                    | Payment of 100% of the participation fee                             | Deadline to complete payment for your booth and additional contracted services.                                   | Payment to IFEMA MADRID  |

# 9. Participation calendar

Estampa

| When?                  | Action                                    | Goal  | Where?                                    |
|------------------------|---|---|---|
| 8 October 2025         | Entry of goods and decoration materials   | Entry of goods and decoration materials. Schedule: Wednesday 8 from 08:30 to 21:30. Access will only be granted to exhibitors who have paid all fees associated with their participation in full.   |   |
| 8 October 2025         | Booth inspection                          | Booth inspection by ESTAMPA's director and the advisory committee will start at 19:00   | ESTAMPA's director and advisory committee |
| 9 to 12 October 2025   | ESTAMPA 2025 fair schedule                | <b>Public opening hours:</b><br>Pre-opening on Thursday 9 October from 11:00 to 20:00.<br>10, 11 and 12 October from 12:00 to 20:00.<br><br><b>Exhibitor hours:</b><br>9 October from 10:00 to 20:30.<br>10, 11 and 12 October from 11:00 to 20:30. |   |
| 12 and 13 October 2025 | Removal of goods and decoration materials | Removal of goods and decoration materials:<br>Sunday 12 October, from 20:30 to 24:00.<br>Monday 13 October, from 08:30 to 12:30.  |   |



10. Map

Estampa



# 11. Contact us

Estampa

| Department   | Ask me about   | Contact   |
|--|--|---|
| Event director   | <ul style="list-style-type: none"><li>Admission to the fair.</li><li>Space availability.</li><li>Booth allocation.</li><li>General topics for participating in the fair.</li><li>Guided tours.</li></ul>                                   | <div>Director</div> <div>José María de Francisco</div> <div>(+34) 682 532 205</div>   |
|  |  | <div>Coordination</div> <div>Andrea Sánchez Espadero</div> <div><a href="mailto:organizacion@estampa.org">organizacion@estampa.org</a><br/>estampa.com.es</div> |
| Exhibition area  |  | <div>(+34) 91 722 30 00</div> <div><a href="mailto:atencionalcliente@ifema.es">atencionalcliente@ifema.es</a></div>   |
| Servifema (billing and hiring of services)             | <ul style="list-style-type: none"><li>Hiring of services.</li><li>Billing for services.</li><li>Payment collections.</li></ul>   | <div>(+34) 91 722 30 00</div> <div><a href="mailto:servifema@ifema.es">servifema@ifema.es</a></div>   |
| Technical Secretariat (Trade Fair Services Management) | <ul style="list-style-type: none"><li>Technical support for exhibitors and assemblers.</li><li>Review of booth assembly projects.</li></ul>  | <div>PROCODIMA:</div> <div><a href="mailto:estampa@procodima.com">estampa@procodima.com</a></div>   |
|  | <ul style="list-style-type: none"><li>Solutions to technical problems during the trade fair.</li></ul>   | <div>(+34) 91 722 30 00</div> <div><a href="mailto:stecnica@ifema.es">stecnica@ifema.es</a></div>   |
| UAN Production (Planning and Supervision)              | <ul style="list-style-type: none"><li>Rental of the different meeting and convention spaces at the exhibition centre, both during the fair as well as before and after.</li><li>Coordination of activities external to the fair.</li></ul> | <div>(+34) 91 722 30 00</div> <div><a href="mailto:atencionalcliente@ifema.es">atencionalcliente@ifema.es</a></div>   |
| Institutional Relations (Protocol)                     | <ul style="list-style-type: none"><li>Institutional visits</li><li>Protocol</li><li>Institutional relations</li></ul>  | <div>(+34) 91 722 30 00</div> <div><a href="mailto:protocolo@ifema.es">protocolo@ifema.es</a></div>   |



| Department                                | Ask me about  | Contact  |
|---|---|--|
| Communications                            | <ul style="list-style-type: none"><li>Media relations</li></ul>   | IFEMA MADRID Press<br><a href="mailto:lcia.martinez@ifema.es">lcia.martinez@ifema.es</a><br>(+34) 91 722 51 77 |
| Security and Self-protection              | <ul style="list-style-type: none"><li>General security</li><li>Access to the exhibition centre</li><li>Parking</li></ul>  | (+34) 91 722 50 65<br><a href="mailto:dseguridad@ifema.es">dseguridad@ifema.es</a>                             |
| Medical Services and Security Emergencies | <ul style="list-style-type: none"><li>Medical emergencies</li><li>First aid for exhibitors and visitors during trade fairs, assembly and dismantling.</li></ul> | (+34) 91 722 54 00<br>Space located on the first floor between halls 7 and 9                                   |
| Outdoor Advertising                       | <ul style="list-style-type: none"><li>Hiring advertising media at the exhibition centre</li></ul>   | (+34) 91 722 53 40/08<br><a href="mailto:publicidad@ifema.es">publicidad@ifema.es</a>                          |



Thank you

