

EXPODENTAL

International Dental Equipment, Supplies
and Services Show

**Technology at the service
of the professionals.**

Exhibitor's Guide

Promoted by:



Sponsored by:



Guest country:



**14-16
Mar**

2024

Recinto Ferial

ifema.es



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1. Exhibition dates and times

Expodental will take place at IFEMA MADRID from **March 14 to 16, 2024**.

EXHIBITION OPENING TIMES: From 10 a.m. to 8 p.m. Last day till 6 p.m.

OPEN TO: Trade Visitors only.

2. Allocation of exhibition space

2.1. The contracting of space will be carried out by filling in the form of ONLINE PARTICIPATION FORM, available on the fair's website: **ifema.es/expodental and with the payment of 10% of the total amount of the space before september 15, to participate in the meeting of election of spaces of the days 26, 27 and 28 of September.**

- Subsequently, requests for space for new ones will be met companies, until completing the diagrammed surface for the celebration of the Show.

2.2. Exhibition contract sent by the Fair Management with the space allocation shall constitute a commitment that cannot be revoked by the applicant and this shall entail the total acceptance of IFEMA MADRID, General Terms and Conditions of Participation, the Specific Terms and Conditions for Expodental and any other provisions that may be generally set forth by the fair organizers.

2.3. Whether the contracting undertaking represents a group of undertakings or grouped participation, you must complete a **form of responsible declaration**, where will appear the companies that are part of the group or participation.

2.4. In the event the EXHIBITING COMPANY designates another entity to make any of the payments involving its participation, it must supply all of the invoicing information necessary. If the designated entity fails to take responsibility for the aforementioned payments by the foreseen deadlines, the EXHIBITING COMPANY shall be responsible for them upon first request by IFEMA MADRID.

3. Waiver by exhibitor

3.1. The resignation of the exhibitor will be governed by the provisions of the General Rules of Participation of IFEMA MADRID that you will find in **ifema.es/expodental**.

3.2. Exhibitors' renunciation of their participation at the fair shall effectively terminate the contractual relationship between IFEMA MADRID and the Exhibitor in question, being effective to all effects. Said renunciation must be made expressly by means of written notification sent to the Trade Fair Management and featuring the loss of all amounts owing to IFEMA MADRID at the moment in which said renunciation is announced, in accordance with the schedule of payment deadlines reflected in the Application Form.

3.3. Should the Trade Fair Management be notified of the renunciation within a period of thirty days prior to the opening of the exhibition, IFEMA MADRID may demand full payment of the space that has been contracted.

3.4. In relation to the services offered by the IFEMA MADRID that the Exhibitor may have contracted prior to renunciation, the cancellation charges established in Article 7 of the General Conditions Regarding Admission and Contracting at Fairs Organized by IFEMA MADRID shall apply.

4. Specific rules of participation

4.1. All public and private companies related to this sector may request participation in the Fair.

4.2. The admission of applicants, as well as space allotment, will be of the exclusively competence of the Fair Management.

4.3. Exhibitors will be able to access the venue 1 hour before the opening and stay until 1 hour after closing time.

4.4. The direct sale of products involving the withdrawal of products during the fair is strictly forbidden.

4.5. Only healthcare products with the CE (or EC) mark, obtained according to RD 1591/09 of 16 October, may be exhibited at the fair. In cases where the products do not have the CE mark, the requirements of Article 41 of the above RD must be followed:

Article 41. Exhibitions.

At trade fairs, exhibitions and demonstrations, products may be presented which do not comply with the rulings of this Royal Decree, as long as a sufficiently visible sign, placed on or next to the products, clearly indicates that such products cannot be put on the market or in service until they are declared fit.

4.6. No interventions of any kind may be practised on persons, as set out in RD 1591/09: Such demonstrations must never involve the use of such products on patients. Similarly, any type of emission of ionising radiation, or activities involving any type of health risk, are prohibited.

4.7. The exhibitors should follow and respect the Ethical Code of the Spanish Health Technology Sector available in the web: **fenin.es**

4.8. In the case of breaches of these rules, the Managing Committee of the Fair will have the right to close the booth of the offending company immediately, with no right to compensation of any kind, and may exclude it from future editions of the fair, requiring it to pay for any costs which may arise from taking this measure.

4.9. Exhibitors who have not made all of the payments corresponding to the contracted space and accompanying services shall not be authorized to occupy the exhibition space and, where appropriate, shall not receive the modular stand.

4.10. The exhibitor is obliged to attend its stand and to remain with the products exhibited throughout the period and opening hours of the contest. Failure to comply with these rules could result in the loss of the right of preferential renewal of the allocated space.

4.11. The exhibitor authorizes Ifema to reproduce all or part of the products displayed in its promotional material

4.12. The exhibitor undertakes to **respect the environmental protection rules and guidelines.**

5. Rates of participation

The commercial area is configured with 2 booth formats: ONLY FLOOR or FLOOR + TURNKEY STAND.

SECTIONS	FENIN MEMBERS		NOT FENIN MEMBERS	
	ONLY FLOOR	FLOOR + TURNKEY STAND	ONLY FLOOR	FLOOR + TURNKEY STAND
16 - 50 sq.m.	€211,59	€271,79	€234,84	€295,04
50,5 - 100 sq.m.	€197,67	€257,87	€219,37	€279,57
100,5 - 150 sq.m.	€162,97	€223,17	€184,88	€245,08
150,5 - 200 sq.m	€152,28	€211,28	€174,88	€235,08
200,5 - 250 sq.m.	€141,81	€202,01	€166,43	€226,63
250,05 -300 sq.m	€131,80	€193,10	€161,68	€224,20
More 300 sq.m.	€126,61	€186,81	€156,25	€221,88
Second floor	€101,10		€118,55	

5.1. Discount for prompt payment

5% discount on the total amount of the contracted space if you pay the 100% of the total amount before December 15, 2023

6. Participation types

• MODULAR BOOTH

The stand shall be handed over completely built on March 12, 2024 at 8.30 a.m.

Participation in the fair involves the hiring of:

- **Civil Liability Insurance (covers up to € 60,000):** € 71,41 + VAT (1)
- **Multiferia Insurance (covers up to € 50,000):** € 67,79 + VAT (1)
- **Minimum energy consumption:** 0.13KW/sq.m.: €7,430/ sq.m.+ VAT (1)
- **Communication and marketing package:** wifi (3 users) – promotion of the companies in the Official Catalog, Website and Visitor's Guide: €395 + VAT (1)

(1) For companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation.

All modular stands can be customized by requesting a quote from decoraciongrafica@ifema.es

Through the Exhibitors Zone the exhibitor must indicate before **February 22, 2024** (15 days before the start of assembly):

- Carpet color.
- Color of the walls.
- Stand sign.

• FLOOR ONLY (Free Design):

Specific rules for mounting stands:

- 6.1.** Any exhibitor who opts for free design, must send the project of stand to the Directorate of Trade Fair Services of IFEMA MADRID before **February 8th**. Without the presentation and approval of the project, it will not be possible to proceed to the assembly of the stand: stecnica@ifema.es
- 6.2.** All companies are obliged to carry out an assembly at their stand that include at least the dividing walls with the wall of the pavilion and with the adjoining stands.
- 6.3.** Blind perimeter enclosures may not exceed 70% of every face of the hallway. To make enclosures of greater length, these they must be set back by a minimum of 3 metres inwards and may not be set back exceed 80% of the length of the façade. However, the Directorate Comercial may exceptionally authorize projects with upper enclosures in which it considers there is no prejudice to the adjacent and adjacent exhibitors, upon presentation of the corresponding project to the Directorate of Fair Services.

6.4. The maximum perimeter height shall be 4m. point element up to a maximum height of 6m., except in the medium with neighboring stands. However, the Commercial Management may exceptionally authorise projects with a height of up to 5m. on the perimeter for reasons of stand design and / or image, previous presentation of the corresponding project to the Directorate of Services Fair. By setting back a minimum of 1m. all the elements may be raised as desired up to the maximum height of 6m.

6.5.STAND UNIONS:

- AERIAL: The installation of any aerial element is not allowed on the central aisle of none of the pavilions of the fair. In the rest of corridors, the union of stands of the same company or group of companies by means of aerial structural elements that can incorporate label, image or logo.
- CARPET: The union of stands of the same company is not allowed in the central corridor.
Unions of stands of the same company or groups of companies located on both sides of a non-central aisle, by means of carpets of different color to that of the aisles of the fair.
In this case, the joining carpets will be flat colors without images or logo.

6.6. For security reasons, the storage of any type of Packing in the pavilions is totally prohibited.

6.7. Assembly Fees to be paid by the assembler or the exhibitor: The company in charge of the assembly work of the design stands free, you must pay IFEMA MADRID, before starting these works, the corresponding assembly rights rates in concept of the services provided during the assembly period and dismantling of the fair. Contact **stecnica@ifema.es**

Assembly rights rates:

- **Rate type A:**
spaces without decoration or occupied by carpet or floor: 2,72 €/sq.m. + VAT (1).
- **Type B rate:**
basic modular aluminium stands or similar: 5,45 €/sq.m. + VAT (1).
- **Type C rate:**
modular design stands in aluminum, carpentry and other materials: 8,58 €/sq.m. + VAT (1).

6.8. IFEMA MADRID offers, in addition to the modular stands, **a service integral design of stands**, with our maximum guarantee and totally adapted to your needs. We take care of the planning of its space, design, assembly and disassembly. Apply, free of charge and without obligation, a project adapted to your needs by sending an email to **infodesign@ifema.es** power include in no case images or letters.

Training Area Stand Package

Stand description

- Stand consisting of a chipboard panel painted in white colour.
- Furniture: 1 Counter Tana (C007), 1 Stool Lima (SI72).
- Standard tradefaircarpeting.

Ligthing

- 1 triple outlet
- General lighting based on 1 led spotlight in bracket
- Electrical installation comprising switchboard with differential circuit breaker, and with a built-in outlet of 500w prepared for up to 130w/sq.m.

Lettering

- Sign in standard letters with the name of the exhibitor as well as the stand number.

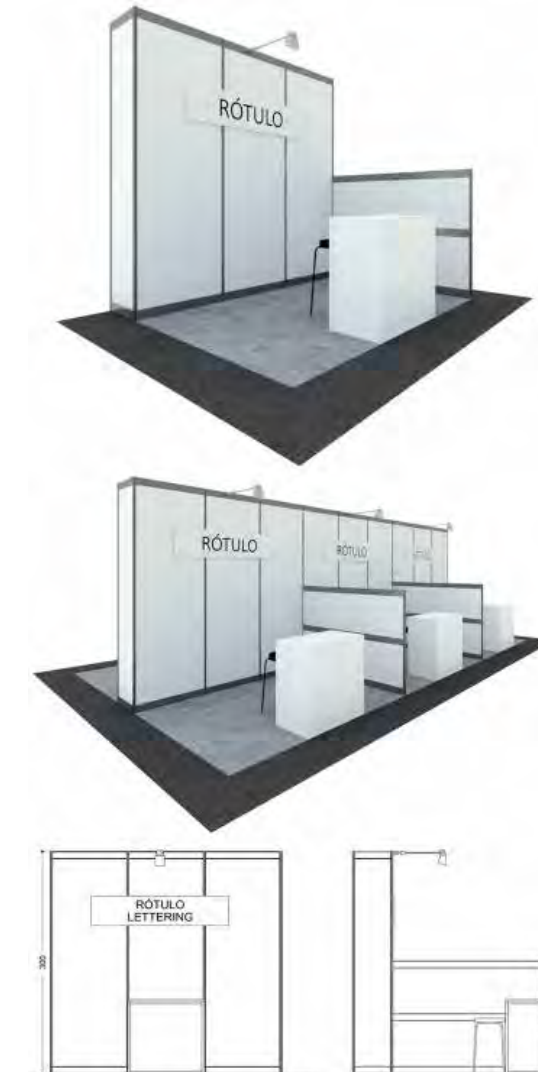
Included services

- Minimum electrical power (0,13 Kw/sq.m.)
- Communication and Marketing.
- Basic Civil Liability and Multi-Fair insurance
- Daily stand cleaning (once a day).

Observations

- All services or modifications the exhibitor wishes to make to these basic features shall be at their own expense. The elimination or substitution by the exhibitor of any formative element of the modular stand does not imply a reduction in cost.
- Efforts will be made to adapt the distribution of all elements comprising the stand, any additional parts requested and all the structural elements to support the stand to the exhibitor's needs, whenever technically possible and the plan of the relevant instructions is received at least 15 days before the start of assembly.

- Once the stand has been assembled, changes in the placement of any element which have not been communicated by the set date will be invoiced.
- All material used, both structural and electrical, is rented, and therefore, any deterioration will be billed at current rates.
- In addition, any exhibitor may book additional elements which appear in the IFEMA MADRID Services Catalogue.



DESIGN FOR INFORMATION PURPOSES ONLY

- No making holes is permitted
- Nailing or fixing with adhesive tape is permitted

10. Removal of waste and assembly and display materials

In accordance with current legislation on urban waste, all exhibitors, and companies contracted and/or subcontracted for assembling and dismantling stands must assemble, dismantle and remove the materials used for decoration and display in the periods of time established for this purpose.

The rest of the build-up regulations are included in the General Rules of Participation, which are available at ifema.es/expodental

The Exhibitor will forfeit any right to claim for loss or damage to materials that remain in the exhibition areas of the Hall after the end of the period and will bear the costs related to their withdrawal, which will be billed by IFEMA MADRID at the rates Established. (See article 35 of the General Regulation on the Participation of Exhibitors in Contests organized by IFEMA MADRID).

IFEMA MADRID is committed to the SDGs 2030 (United Nations Sustainable Development Goals) and is ISO 20121 certified for sustainable events.

INSTALLATION OF RECYCLABLE CARPET IN COMMON AREAS

In line with IFEMA MADRID's commitment to the SDGs 2030 (United Nations Sustainable Development Goals), as indicated in the guide to sustainable participation in fairs and events. And with the aim of optimizing the process of installation and removal of recyclable fair carpet for reuse and consequent elimination of protective plastic at source. The times of entry and exit of goods must be adapted to these processes and will be those reflected in the corresponding point.

Thank you for your collaboration with our environmental commitment

11. Exhibitor badges and free invitations for customers

11.1. Both exhibitor and trade visitor passes allow access to the trade fair for all days.

In order to guarantee the professional character of the event, access to the trade fair could be monitored to ensure the correct reading of the badges.

11.2. Exhibitor Badges: one for every 5 sq.m. booked.

You can download them from the corresponding menu in the Exhibitors Area.

You can require extra badges by sending an email to:

expodental@ifema.es

Exhibitors badges 10,5 € each + VAT (1)

11.3. Free trade visitors invitation for your customers: 5 for every sq.m. booked

Each exhibitor will be able to send the corresponding online invitations to their contacts from the menu in the Exhibitors Area.

Professionals who receive these invitations will be able to register online and get their free pass to access the fair directly.

You can request extra invitations by sending an email to

expodental@ifema.es

Packages of 250 invitations at 10,5 € per package (+ VAT)(1)

11.4. Furthermore, a series of **RENFE / IBERIA discount vouchers** are also available via the Exhibitors Area.

(1) For companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla): 10% VAT not included. For the rest of companies this operation is not subject to Spanish VAT. For European Union companies, the exhibitor will be responsible for paying the applicable VAT in the country of incorporation.

7. Recommendations for design and construction of free design stands

Please check recommendations and updated regulations at ifema.es/en/support

8. Times entry/exit of goods and stand decoration

- **Assembly of Free Design stands:** From 8 to 11 March from 8.30 a.m. to 9.30 p.m. except on the 9th and 10th from 8:30 a.m. to 7:30 p.m.
- **Delivery of modular stands:** Tuesday, March 12 from 8.30 a.m.
- **Goods receipt and decoration material:** March 12 and 13 from 8.30 a.m. to 9.30 p.m. On March 13, from 7pm, you can only enter by the pedestrian doors, closing the goods gates to proceed the installation of recyclable carpet
- **Departure of merchandise and decoration material:** March 16 from 6.30 p.m. to midnight From 6 p.m to 7.30 p.m. you can only leave through the pedestrian doors to proceed with the removal of recyclable carpet.
March 17 from 8.30 a.m. to 3 p.m.
- **Dismantling of stands of Free design:** March 17 from 3 p.m. to 9.30 p.m.
March 18 from 8.30 a.m. to 9.30 p.m.

9. Expo Zone (NEW)

The following documentation will soon be available on the Expo Zone, which you will be able to access when you receive your login profile by email.

- Account statements, invoices and payments
- Exhibitor calendar
- Booth plan
- Booth free design project/Rigging project
- Other files
- Manage your participations and profiles
- Rent and contract extra services at our E-commerce

If you need support in the access or navigation through our new Expo Zone, you can contact our customer service: atencionalcliente@ifema.es

12. Sustainability Culture Management at IFEMA MADRID

At IFEMA MADRID we are not only fully committed to sustainability per se, but also to achieving the sustainable development goals (hereinafter SDGs) promoted by the United Nations, which we have incorporated into our strategic corporate management policy and culture.



IFEMA MADRID'S sustainability policy is mainly based on the following SDGs: Nos. 8, 9, 11, 12, 13, 16 and 17.

ISO Standards certified by IFEMA MADRID:

- ISO 9001: Quality Management,
- ISO 20121: Event Sustainability Management.
- ISO 14001: Environmental Management,
- ISO 50001: Energy Management,
- ISO 22320: Emergencies Management.

ACTIONS TAKEN AT IFEMA MADRID TO REDUCE GAS EMISSIONS AND BE MORE ENERGY EFFICIENT:

- 100% certified electrical energy of renewable origin.
- Geothermal installation in Puerta Sur building.
- Low consumption lighting in our halls and on our modular stands.
- Controlling the temperature of our air-conditioning / HVAC systems.

IFEMA MADRID is in possession of "calculo" (I calculate) and "reduzco" (I reduce) stamps in Carbon Footprint Scopes 1 and 2.

WASTE MANAGEMENT:

- The exhibitor/assembler is the generator of the waste and shall therefore be responsible for its removal and management. How the waste generated by the exhibitor is managed is explained in article 35 of the General Rules of Participation.
- We offer our exhibitors a service that includes the removal and management of the waste they/their assemblers generate. (check our fees in Exhibitors' Area).

Carpet recycling:

IFEMA MADRID recycles 100% of the carpeting used in aisles and communal areas. To do so it has been essential to change our assembly and disassembly process, that affects the entry and removal of goods (check the corresponding item). Furthermore, means that it has to be laid in strips instead of covering the entire surface area as was previously the case. This means we can guarantee its conversion into a new raw material for the subsequent manufacture of other products.

SUSTAINABLE MOBILITY:

IFEMA MADRID offers: access to public transport close to its facilities (metro and bus), parking for electric cars with 100% renewable electricity charge points, as well as a parking area for bicycles and scooters.

GUIDE TO SUSTAINABLE PARTICIPATION IN TRADE FAIRS/EVENTS:

IFEMA MADRID has published its Guide to Sustainable Participation in Trade Fairs for exhibitors on its website. We recommend you read it before starting to prepare your participation:

ifema.es/en/about-us/quality-sustainability

13. Advertise and communicate your presence at the trade fair

- 13.1.** Prepare promotional activities for customers and members of the industry to complement your participation; you can also customize your postal services with the digital stamp that the fair will send you, to promote your presence at the trade fair.
- 13.2.** We recommend you to include the **trade fair banner** in your website, in your e-mail signature and in your promotional activities to inform of your presence at the trade fair.
- 13.3.** Send **personalized Newsletters**, proposed by the trade fair, with the name of your Company and details regarding the location of your stand.
- 13.4. You may also send a Press Release** to the Press Department announcing the new developments that you will be presenting at the trade fair to: **anau@ifema.es**
- Use the **Promotional Elements** provided by the trade fair, by sending an email to: **expodental@ifema.es**:
 - Banners
 - Advertising in catalogues, guides, etc.
 - Logos on maps
 - Outdoor Advertising throughout the exhibition venue
 - Social Media

13.5. Speaker's Corner: fill in the form available on the web **ifema.es/expodental** in case you are interested in participating in this space.

13.6. EXPODENTAL CONECTA LIVE Connect

CONECTA LIVE Connect is the permanent platform for meetings, relationships, networking, knowledge and professional contacts. What advantages does EXPODENTAL CONECTA LiveConnect offer participants?

- A platform that promotes dissemination, impact, visibility and sectoral branding.
- Possibility of contacting, scheduling meetings and activating chats.
- Global reach and market penetration beyond the visitors to the booth during the event.
- Grouping and aggregation of content and contacts under a single digital ecosystem.
- Conferences, debates, inspirational pills (Events Agenda).
- Enhancement of the event's convening capacity and expectations.
- Optimisation of ROI

14. Exhibitor checklist

When	What to do	To be sent to
Before september 15, 2023	Pay of the 10% of the total amount of the space as a reservation fee to participate in the meeting of election of spaces	Receipt of payment to Servifema: servifema@ifema.es
September 26, 27 and 28, 2023	Meeting of election of spaces	
Before December 11, 2023	Deadline for payment of the 40% of the ground of the contracted space. 5% discount if you pay the 100% of the amount of booking space	Receipt of payment to Servifema: servifema@ifema.es
Before February 5, 2024	Reservation of Speaker Corner (just for FENIN members)	expodental@ifema.es
February 7, 2024 (inclusive)	Last day to book services with 5% discount. These rates are subject to periodic changes depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area.	Only through the Exhibitors Area at ifema.es/expodental
Before February 8, 2024	Send in the set-up or plan for your shell scheme stand.	stecnica@ifema.es
Before February 16, 2024	Deadline for the payment of the 100% of the space Reservation of Speaker Corner (Not FENIN members)	Receipt of payment to: servifema@ifema.es expodental@ifema.es

When

What to do

To be sent to

Before February 22, 2024

Modular Stand:

- Send your custom design stand project.
- Send in the set-up floor plan for your shell scheme stand: storeroom location, plugs, points of lights, etc...
- Choose carpet colour.
- Choose walls colour.
- Indicate Stand Lettering.

Exhibitors Zone

To book services

From March 1, 2024 onwards

25% surcharge in all last minute services booked by any means.

Through the Exhibitor's Area or by email to servifema@ifema.es

March 7, 2024 onwards

Closing Exhibitors Zone. the contracts will have to be made from the Exhibitor Service office, located between halls 6 and 8

Booking shall be carried out directly at the Exhibitor Helpdesk or by email to servifema@ifema.es

Assembly of stand and fair schedule

From March 8 to 11, 2024

From 8 to 11 March from 8.30 a.m. to 9.30 p.m. except on the 9th and 10th from 8.30 a.m. to 7.30 p.m.

atencionalcliente@ifema.es

March 12, 2024

Hand-over of modular stands from 8.30 a.m.

atencionalcliente@ifema.es

March 12 and 13, 2024

Entry of merchandise and decoration materials from 8.30 a.m. to 9.30 p.m. On March 13, from 7 p.m., you can only enter by the pedestrian doors, closing the goods gates to proceed the installation of recyclable carpet

atencionalcliente@ifema.es

Assembly of stand and fair schedule

March 14 to 16, 2024	Celebration of the event from 10 a.m. to 8 p.m. Last day until 6 p.m.	atencionalcliente@ifema.es
March 16, 2024	Removal of merchandise and decoration material from 6 p.m. till midnight From 6.30 p.m. to 7.30 p.m. you can only go out by the pedestrian doors, closing the goods gates to proceed the removal of recyclable carpet	atencionalcliente@ifema.es
March 17 and 18, 2024	Removal merchandisedis mantling of stands: March 17 from 3 p.m. to 9.30 p.m. March 18 from 8.30 a.m. to 9.30 p.m.	atencionalcliente@ifema.es

14. IFEMA MADRID Services ifema.es/servicios-expositor

Promote your brand

Advertising at the venue and in digital channel

Boost the presence of your brand and products at the trade fair. Our Advertising team will advise you on the best physical and digital supports to generate the greatest impact.

Telephone

(+34) 91 722 53 40
(+34) 91 722 53 08

Email

publicidadexterior@ifema.es

Organize and decorate your space

Furniture

Make your space a place of work and relationship with your clients. Tables, offices, sofas, counters, everything adapted to your style and budget.

(+34) 91 722 30 00

atencionalcliente@ifema.es

Plants and floral arrangement

We rent plants, flowers, and we design projects adapted to your stand. We take care of their maintenance during the trade fair.

(+34) 91 722 30 00

plantas@ifema.es

Cold and kitchen equipment

Solutions for food preservation and hospitality for all the activities you want to organize in your stand.

(+34) 91 722 30 00

equiposdefrioycocina@ifema.es

Telecommunications and IT

We have the latest technology in equipment and connectivity to cover all communication needs.

(+34) 91 722 30 00

telecomunicaciones@ifema.es

Support staff

We offer you from support staff to help you in the assembly to hostesses during celebration, who will help you to attend your customers in different languages and with the utmost professionalism.

(+34) 91 722 30 00

atencionalcliente@ifema.es

Promote your brand

Cleaning and waste containers

Health assurance and sustainability are primary concerns for IFEMA MADRID. To this end, we provide exhibitors and assemblers with various types of cleaning services and a complete waste management system that complies with all environmental and health and safety standards and regulations.

Telephone

(+34) 91 722 30 00

Email

atencionalcliente@ifema.es

Audiovisuals

We have the best equipment for multimedia presentations, sound and translation in stands and rooms.

(+34) 91 722 30 00

atencionalcliente@ifema.es

Booking Conditions

Transport and storage

Sending, receiving and storing the merchandise you need for your participation is very easy at IFEMA MADRID. We offer a complete or partial service, national or international, always adapted to your needs.

(+34) 91 722 30 00

atencionalcliente@ifema.es

Driverless cherrypickers and lifters

If you need to unload merchandise or use special machinery to display your product, we have a wide range of driverless cherrypickers, forklifts and lifters to complete any task.

(+34) 91 722 30 00

carretillasdealquiler@ifema.es

Booking Conditions

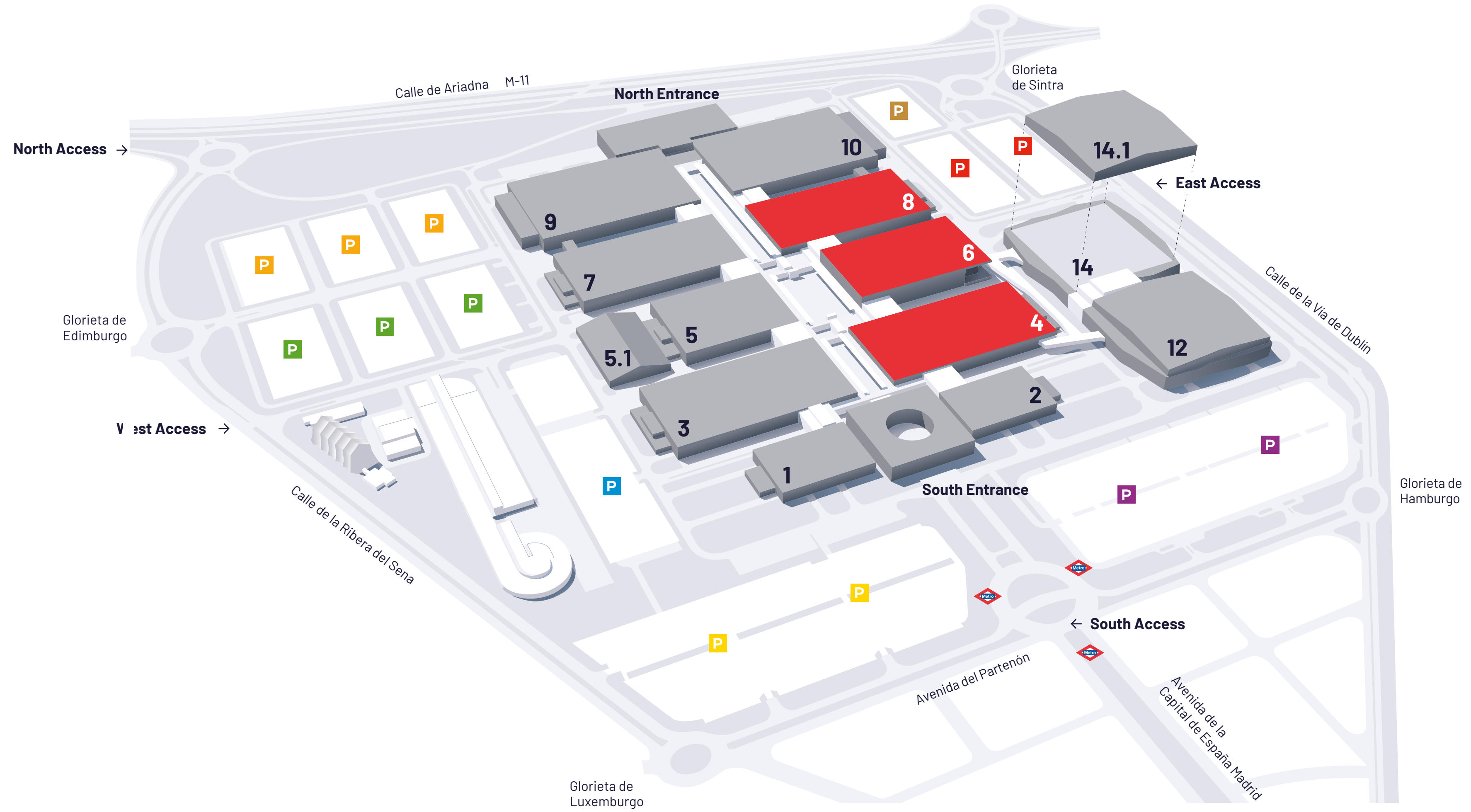
Last minute Services Catalogue

NEW!!

Now, during the assembly and celebration you can also hire online the services you need. Without the need to go anywhere, just with your access codes.

atencionalcliente@ifema.es

15. Map



16. Contact us

Department

Exhibition Management

IFEMA MADRID

- **Director:** Ana Rodriguez
- **Commercial Manager:** Valentina Brambilla
- **Secretariat:** Nuría Rogel

Ask me about...

- Space allocation.
- General issues about participation in the Trade Fair.
- Exhibitor badges
- Trade visitor and public invitations purchase.

Contact

(+34) 91 722 30 00
(+34) 627 372 059

Servifema

Invoicing and service booking

- Service booking.

(+34) 91 722 30 00
atencionalcliente@ifema.es

Servifema

Invoicing and service booking

- Service invoicing.
- Payments.

(+34) 91 722 30 00
servifema@ifema.es

Technical Department

Exhibition Services Department

- Technical support for exhibitors and stand builders.
- Stand assembly project approval.
- Solutions to the technical problems during the Exhibition.

(+34) 91 722 30 00
stecnica@ifema.es

Communication and Marketing office

Director: Raúl Díez
IFEMA Press Manager: Marta Cacho
Press Chief: Ana Uruñuela
International Press: Helena Valera

- Relations with the media.
- Press information about fairs and shows organised by IFEMA MADRID.
- Institutional press information.
- Press badges for fairs and shows.

(+34) 91 722 30 00
prensa@ifema.es

Department

Convention and Congresses

Ask me about...

- Space rental for meetings and conventions in the exhibition centre, be it during the exhibitions or not.
- Coordination of not-exhibition-related activities.

Contact

(+34) 91 722 30 00
convenciones@ifema.es

External Affairs

Protocol

- Institutional visits.
- Guided visits.
- Protocol for all events.
- Institutional relations.

(+34) 91 722 30 00
atencionalcliente@ifema.es

Security and Self-Protection Services

- General security.
- Accesses to the Exhibition Centre.
- Parking.

(+34) 91 722 30 00
dseguridad@ifema.es

Medical Service and Security Emergencies

- Security and medical emergencies.
- Medical attention for exhibitors and visitors during the exhibition, stand assembly and stand dismantling.

(+34) 91 722 30 00

Outdoor Advertising

- Booking outdoor advertising at the venue.

(+34) 91 722 30 00
publicidadexterior@ifema.es

Telecommunications

- Information prior to ordering telephone and fax lines, ISDN lines, broadband connections by cable, wireless or other connections.
- Technical advise and customized data networks configurations.

telecomunicaciones@ifema.es

Feel the Inspiration

Av. del Partenón, 5
Madrid, Spain

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