



**15-17
Jun
2027**

**Advancing medicine.
Connecting innovation.
Humanizing healthcare.**

**Exhibitor Guide and
Specific Rules for
Participation**



Collaborate:



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1. HOW TO PARTICIPATE. REGULATIONS

EXPOINMED

1.1 Dates. Schedules and venue. Invited Sectors

EXPOINMED will take place at the IFEMA MADRID exhibition center **from June 15 to 17, 2027**, from 09:30 a.m. to 7:00 p.m.

Exhibitors will be able to access the venue from 08:30 a.m. and leave after 8:00 p.m.

The virtual event via the liveconnect digital platform will be open from May 1 to September 1, 2027.

EXPOINMED is a professional trade fair.

The hall occupied will be hall 7 and connector 7-9.

Sectors involved:

To apply to participate in the fair, the activity of the company or public or private organisation must be encompassed within the sectors covered by the fair: including medical devices, medical and surgical robotics, imaging and diagnostics, laboratory and pharmaceutical solutions, orthopaedics, consumables and healthcare disposables.

1.2. What do I have to do to participate?

To apply to participate, you must complete the online **Participation Application** form available on the [website EXPOINMED](#) within the established deadline, together with proof of payment of the corresponding reservation fee.

This form will allow us to provide you with comprehensive information and make you a participation proposal. You can check the reservation and payment deadlines on the form itself and in the Exhibitor Calendar.

The reservation fee may be used to offset the costs incurred in making the application and proposal and will be applied as part of the total payment for participation.

Submission of the Participation Application implies full acceptance of the **General Rules of Participation in Exhibition organized by IFEMA MADRID**, the technical annexes, the Specific Rules for this edition, and the provisions, whether general or specific, established by the EXPOINMED organisation.

The exhibiting company is the company that will participate in EXPOINMED, on whose behalf the application for participation as an exhibitor is completed.

To apply to participate in EXPOINMED, the exhibitor's activity, whether a company, public or private organisation, must be encompassed within the sectors covered by the event.

By clicking on the "send application" button, the exhibitor confirms to IFEMA MADRID that they are seriously interested in participating as such and in receiving a proposal.

From the same application form, if the process is not completed, it is possible to request information and quotes, which does not constitute a request for a quote and does not require a reservation fee.

If the CONTRACTING COMPANY designates another entity as the INVOICING COMPANY, the details of both must be included in the application form. No changes to the invoicing company will be authorized once the first invoice has been issued.

EARLY BOOKING DISCOUNT

Companies that submit the **Participation Application Form** together with the payment of the space reservation fee (€500 + VAT) **prior to 30 November 2026** will benefit from a **5% discount on the contracted bare space rate**.

1.3. Contracting and allocation of spaces

The decision to accept the exhibitor will be at the discretion of IFEMA Madrid, taking into account the purpose of EXPOINMED and the availability of spaces.

IFEMA Madrid will make one or more proposals for space/location depending on the type of participation and/or type and size of stand requested. This proposal constitutes a contract offer. If the contractor accepts the offer by email or during the space selection, they will be formalizing the contract for participation in EXPOINMED, which constitutes a binding and irrevocable commitment by the applicant.

The space will be allocated after written acceptance by the exhibitor.

The exhibitor will receive the exhibition contract with the statement of account and location plan and dimensions of their stand(s) and from that moment on will be able to access the Expo Zone customer portal to manage their participation.

It is essential to make the payments indicated in the contract within the established deadlines.

1.4. Types of participation

- **Exhibitor:** An Exhibitor is any natural or legal person that has exhibition space at the Show. The exhibiting company is the entity in whose name the Application Form is completed.

The exhibitor may choose between the following options: **space only; space + stand; or space + startup stand**

- **Startups:** newly established companies incorporated between June 2022 and June 2027, or companies with an average of fewer than 10 employees over two consecutive financial years. A commercial report from the Commercial Registry and the Tax Activity Register (IAE) is required. Distributors and companies operating under brand licenses are not allowed to participate. Each company must submit its own application and have its own exhibition space. Participation as a Startup is limited to two consecutive editions, after which the company will move to the general exhibition area. Both Spanish and international companies are accepted.

- **Co-exhibitor:** a natural or legal person who participates in the stand of a main exhibitor, contracting directly with them. The main exhibitor must register their co-exhibitors on the Expo Zone customer portal, and each co-exhibitor must complete an application form to participate as a co-exhibitor at EXPOINMED.
- **Group participation:** refers to an organisation, institution or association that applies for a total exhibition space on behalf of its represented companies, which will be the exhibitors at EXPOINMED. For further information, please contact: expoinmed@ifema.es.

1.5. Your Exhibitor Plan

Exhibitor Plan: Conecta

Participation as a main exhibitor at EXPOINMED requires the purchase of the EXHIBITOR PLAN CONNECT: €450.00 + VAT (1)

This plan includes the following services:

- Promotion of your participation in EXPOINMED through inclusion in the list of exhibitors, which is freely accessible on the EXPOINMED website and shared as a link in industry communications.
- Presence as exhibitors at the EXPOINMED liveconnect digital event. The digital event extends the duration of EXPOINMED beyond its celebration, provides additional content on the exhibition offer and sector news, and is accessible to registered exhibitors and visitors.
- Registration of 25 products or services associated with the company profile on the liveconnect digital platform.
- Presence during EXPOINMED in the floor plans of halls and lists of exhibitors.
- Access to IFEMA MADRID's "Expo Zone" customer portal to manage participation.
- Exhibitor passes according to the contract (see point 2.3)
- Online invitations according to the contract (see point 2.3)
- Transport discount vouchers.
- Premium Wi-Fi connection for 3 users throughout the fair (these connections will only work with devices that allow connection in the 5 GHz band). The password is enabled for the duration of the fair and until the last day of dismantling. It is sent by email to the owner's address at least 48 hours in advance.

- **Connection features with other users to generate business opportunities for 5 users (in liveconnect):**

- Search for new contacts among registered visitors and exhibitors.
- Communication with contacts (chat and videoconferencing)
- Organization of personal online and face-to-face meetings with contacts
- Preparation of company meetings at the EXPOINMED stand to optimize time
- Scanning of visitor passes at EXPOINMED
- Downloading of the list of contacts with their details

In the case of participating in the fair with co-exhibitors, this implies the mandatory contracting of the elements included in the CONECTA PLAN for each co-exhibitor:

High rate for each co-exhibitor.....€450.00 + VAT (1)

Each registered co-exhibitor will have access to the elements included in the CO-EXHIBITOR CONNECT PLAN:

- ◆ Access to the event's digital platform.
- ◆ Presence in the online exhibitor catalog. Visibility in the official list of exhibitors accessible at ifema.es/expoinmed
- ◆ Access to your own EXPO AREA
- ◆ 2 Exhibitor passes.
- ◆ Online invitations.

1. HOW TO PARTICIPATE. REGULATIONS

1.6 Your space at EXPOINMED. Types of stands. Regulations and assembly

TYPES OF STANDS

1.6.1 - Modular Space + Startup Stand : Modular turnkey stand

1.6.2 - Modular Space + Stand : Modular turnkey stand

1.6.3 - Free design stand: Floor space only. Contract for space only to build your own stand, the assembly plan for which must be approved by IFEMA MADRID.

Participation with a stand at EXPOINMED requires the contracting of the following general services associated with the stand:

- ❖ Civil liability insurance (covering up to €60,000)(*)
- ❖ Multi-fair insurance (covering up to €50,000)(*)
- ❖ Minimum electricity consumption (0.13 kW/m²)(*)
- ❖ Assembly fees (*)
 - **Type A:** spaces without decoration, or occupied by carpet or wooden flooring
 - **Type B:** basic modular stands made of aluminum or similar materials
 - **Type C:** designer modular stands made of aluminum, stands made of wood and other materials.

❖ **EXHIBITOR PLAN CONNECT.**

(*) Services already included in the Space + Startup Stand and Space + Stand turnkey stands.



EXPOINMED

1. HOW TO PARTICIPATE. REGULATIONS

EXPONMED

1.6.1.- MODULAR STARTUP STAND



The minimum area for hire is 9m².

- Grey aluminium structure.
- Matt White melamine panels.

FAIR -TYPE CARPET

Modular Stands in the Space + Startup Stand option will feature Shara-colour carpeting as the standard finish.

Sahara



ELECTRICITY AND LIGHTING

- Lighting will be provided by LED spotlights mounted on track, at a ratio of 1 spotlight per 3sqm of stand space.
- An electrical distribution board with residual current and circuit breaker protection, including a 500W socket outlet, will be provided, with a power capacity of 130W/sqm.

SIGNAGE

Standardized signage with the exhibitor's name, editable in the EXPO AREA, and stand number. **Maximum 20 characters.**

If the exhibitor name field in the EXPO AREA is not filled in, the trade name indicated in the Participation Application will be used for the signage. The exhibitor must indicate the company name chosen for the signage before **May 26, 2027**.

MANDATORY CONTRACT

In addition, participation as an exhibitor implies the mandatory contracting of the CONECTA PLAN: €450.00 + VAT (1)

SERVICES INCLUDED

- Daily cleaning of Type A stand: initial cleaning including removal of the plastic covering the carpeting, daily floor cleaning, and emptying of waste bins. Cleaning of exhibited items is not included.
- Build-up rights included in the price.
- Public liability insurance (coverage up to €60,000).
- Multi-show insurance (coverage up to €50,000).
- Minimum electricity consumption (0.13 kW/sqm).

FURNITURE INCLUDED

Regardless of the surface area requested:

- 1 DOM round table (6RL02001) 73 cm high and 80 cm in diameter.
- 3 Madrid chairs (6RL01001)
- 1 Torne white reception desk (6RL08002) measuring 100x50x100
- 1 Lima Counter (6RL01009)
- 3 m2 of screen-printed canvas

You can check the furniture measurements by entering the code indicated in the Expo Zone Ecommerce.



ASSEMBLY PLAN

You can view your assembly plan in the EXPO AREA, which shows the location of the warehouse and other services included. You can also track the status of the plan and make comments on it if you need to make any changes.

ADDITIONAL SERVICES

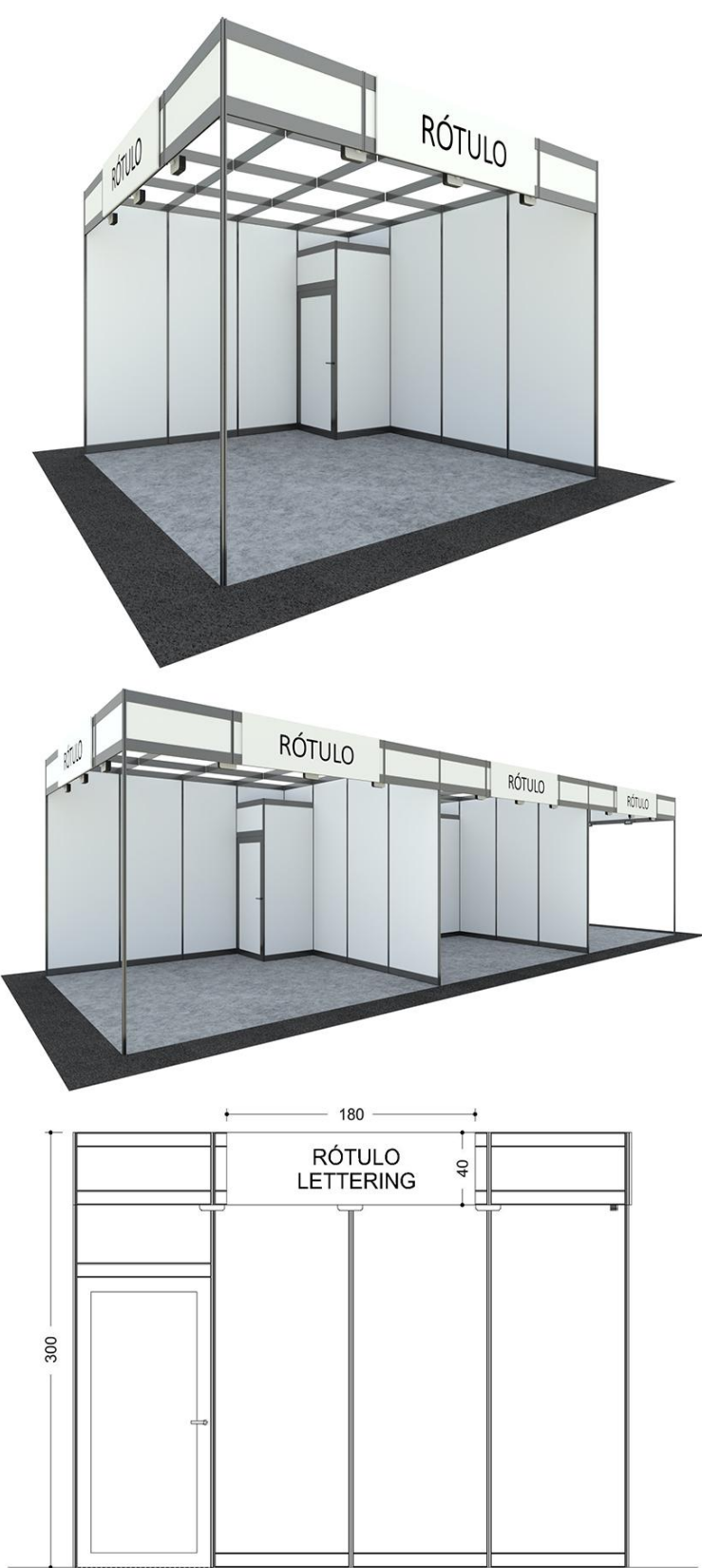
Customise your modular stand with our Stand Graphic Decoration service through decoraciongrafica@ifema.es

GUIDELINE DRAWING. No holes or nails are allowed. Tape may be used if it does not damage the panels and is removed afterwards. It will be adapted to the dimensions of the allocated space.

OBSERVATIONS All services or modifications requested beyond these standard specifications shall be borne by the exhibitor. The removal or substitution by the exhibitor of any element included in the modular stand does not imply any reduction in cost. The layout of all elements comprising the stand, any additional items requested, as well as the structural elements required for the stand's stability, will be adapted to the exhibitor's needs whenever technically feasible, provided that the stand layout plan with the relevant specifications is submitted at least fifteen days prior to the first day of the build-up period. Once the stand has been installed, any relocation of elements that was not communicated within the established deadline will be subject to additional charges. All materials used, both structural and electrical, are provided on a rental basis, and any damage will be charged according to the applicable rates. Additionally, exhibitors may contract further items available through the IFEMA MADRID e-commerce platform.

1. HOW TO PARTICIPATE. REGULATIONS

1.6.1.- MODULAR STAND



The minimum area for hire is 16m².

- Stand open to one or more aisles depending on location.
- Gray aluminum structure and melamine walls.

WAREHOUSE with lockable door in the following proportions:

- Up to 16 m².....1x1 m
- From 16,5 to 32 m²2x1 m
- From 32,5 m².....3x1 m

FAIR -TYPE CARPET

3 colors to choose from in the Expo Zone. **Spring Green by default.**
Exhibitors must indicate their chosen carpet color **before May 27, 2027.**
If no color is indicated, spring green will be used by default.



ELECTRICITY AND LIGHTING

- Lighting provided by LED spotlights on tracks, with one spotlight per 3m² of stand space.
- Electrical panel with circuit breaker and built-in 500W power outlet, designed for a power consumption of 130W/m².

SIGNAGE

Standardized lettering with the exhibitor's name, editable in the EXPO AREA, and stand number. **Maximum 20 characters.**
If the exhibitor name field in the EXPO ZONE is not filled in, the trade name indicated in the Participation Application will be used for the signage. The exhibitor must indicate the company name chosen for the signage before **May 26, 2027.**

MANDATORY CONTRACT

In addition, participation as an exhibitor requires the mandatory purchase of the CONECTA PLAN: €450.00 + VAT (1).

SERVICES INCLUDED

- Daily cleaning of Type A stand: initial cleaning including removal of the plastic covering the carpeting, daily floor cleaning, and emptying of waste bins. Cleaning of exhibited items is not included.
- Build-up rights included in the price.
- Public liability insurance (coverage up to €60,000).
- Multi-show insurance (coverage up to €50,000).
- Minimum electricity consumption (0.13 kW/sqm).

FURNITURE INCLUDED

- Regardless of the surface area requested.
- 1 DOM round table (6RL02001) 73 cm high and 80 cm in diameter
 - 3 Madrid chairs (6RL01001)
 - 1 Torne white reception desk (6RL08002) measuring 100x50x100
 - 1 Lima Counter (6RL01009)
 - 1 Trash can (6RL04003)
- You can check the furniture measurements by entering the code indicated in the Expo Zone Ecommerce.



ASSEMBLY PLAN

You can view your assembly plan in the EXPO AREA, which shows the location of the warehouse and other services included. You can also track the status of the plan and make comments on it if you need to make any changes.

ADDITIONAL SERVICES

Customize your modular booth with our Booth Graphic Decoration service decoraciongrafica@ifema.es

GUIDELINE DRAWING: Drilling or nailing is not permitted. Tape may be used if it does not damage the panels when removed and is removed afterwards. It will be adapted to the dimensions of the space allocated.
OBSERVATIONS: All services or modifications requested based on these characteristics will be paid for by the exhibitor. • The removal or replacement by the exhibitor of any component of the modular stand will not result in a reduction in cost. • The layout of all the elements that make up the stand, any extras requested, and the structural elements needed to support the stand will be adapted to the exhibitor's needs, provided that this is technically feasible and the plan with the relevant instructions is received fifteen days before the first day of assembly. Once the stand has been assembled, any changes to the location of any elements that have not been communicated by the established date will be invoiced • All materials used, both structural and electrical, are rented and any damage will be invoiced according to the current rates.
In addition, any exhibitor may contract elements that appear in the IFEMA MADRID Ecommerce.

1. HOW TO PARTICIPATE. REGULATIONS

EXPONMED

Turnkey modular stands (Basic and Premium). Regulations and customization.

All modular stands that include interior decoration with panels, profiles, totems, platforms, trusses, etc., **MUST UPDATE their project in THEIR EXPO AREA before May 4, 2027.**

The removal or replacement of any element of the modular stand by the exhibitor does not imply a reduction in cost. All materials used, both structural and electrical, are rented and any damage will be invoiced according to the current rate.

The layout of all the elements that make up the stand, any extras requested, and the structural elements needed to support the stand will be adapted to the exhibitor's needs, provided that this is technically feasible and the plan with the relevant instructions IS UPLOADED TO THE EXPO AREA 15 days before the start of assembly: May 27, 2027.

Once the stand has been assembled, any changes to the location of any elements that have not been communicated by the established date will be invoiced.

CUSTOMIZE YOUR STAND WITH US: GRAPHIC DECORATION FOR STANDS

Customize your modular stand with your brand image to make the biggest impact on visitors. We offer a wide range of versatile graphic materials (vinyl, foam, Forex, canvas, etc.) that can be adapted to all elements of your stand (walls, furniture, facades, banners, displays, etc.). Request more information and a quote. Our specialized team will oversee production and installation.

decoraciongrafica@ifema.es

To hire services, you must do so through our online channel, which you can access sending an email: **[Commerce](#)**.



1. HOW TO PARTICIPATE. REGULATIONS

EXPOINMED

1.6.3.- FREE DESIGN STANDS. Regulations and assembly

The minimum surface area for this type of participation is 20m².

Companies that choose to build their own **stands must UPLOAD THEIR DESIGN TO THE EXPO AREA** for approval **before April 30, 2027**.

If your project includes a rigging structure, you must complete the form available on our website with the documentation requested in the rigging regulations before April 23, 2027.

IMPORTANT: Projects that include rigging must have both projects approved in order for the final approval process to be considered complete.

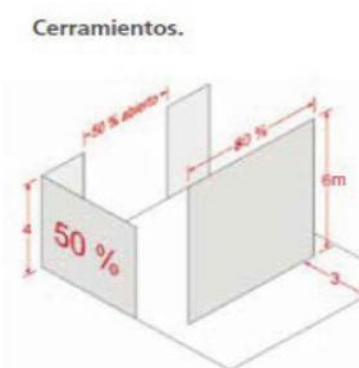
Assembly fees

The company responsible for stand assembly must pay IFEMA MADRID, **before beginning said work**, the assembly fees corresponding to the services provided during the EXPOINMED assembly and dismantling period. If, as the main exhibitor, you wish to assume payment of said assembly fees and have them included in your invoice, you must contract this service in the Expo Zone.

In order to be more efficient and provide you with a better service, avoiding incidents during assembly, IFEMA MADRID has begun to apply **a last-minute surcharge to the contracting of assembly fees, as is the case with the rest of our services.**

This surcharge increases the price by 25% when the contract is made during the week prior (7 days prior) to the start of assembly, during assembly, the event, and disassembly.

We remind you that assembly rights apply to free design assemblies and can be contracted with a 5% discount if the contract is made up to 30 days before the start of the EXPOINMED assembly.



Height

- Maximum authorized height along the perimeter: 4 m.
- In order to raise or hang any decorative element at a maximum height of 6 m, it is necessary to set back 1 m toward the interior along the entire perimeter.
- This option is not available in the connecting areas between halls, nor on the sides of the entrances to halls 9 and 10.
- Construction elements, decorations, and spotlights may not protrude more than 50 cm from the allocated space and from a minimum height of 2.5 m.

Blind enclosures around the perimeter

- Blind perimeter enclosures may not exceed 50% of each corridor facade.
- To create longer enclosures, these must be set back a minimum of 3 m inward and may not exceed 80% of the length of the facade.

Second floor

- The permitted height for two-story stands in halls is 7 m.
- The second floor must be set back 1 m around the entire perimeter of the stand.
- In the connecting areas between halls and in the side areas at the entrances to halls 9 and 10, it is not permitted to build a second floor.
- A certificate specifying the dimensions, load capacity, and capacity must be presented, and the exhibitor is solely responsible for complying with the limits established therein.

The interpretation and application of the regulations for each particular case is the responsibility of IFEMA MADRID, which reserves the right to arbitrate exceptions if it deems necessary, based on respect for the overall perspective of the event and the visibility of neighboring stands.

DESIGN YOUR STAND WITH US

In addition to turnkey stands, we offer a comprehensive stand design service, with our guarantee and fully tailored to your needs. We take care of the planning of your space, the design, assembly, and dismantling. Request a free, no-obligation project tailored to your needs by sending an email to standbuilding@ifema.es

To contract services, please visit our online channel, which you can send an email to: **Commerce**.

1. HOW TO PARTICIPATE. REGULATIONS

EXPOINMED

ASSEMBLY AND DISMANTLING

All companies will be required to assemble their stands, which must include at least the walls adjoining the hall wall and neighboring stands, depending on their location.

The assembly of free-design stands may take place from **June 11 to 13, 2027**, during the following hours:

- ✓ June 11 to 6 from 8:30 a.m. to 9:30 p.m.
- ✓ June 12 to 13 from 8:30 a.m. to 7:30 p.m.

Modular stands contracted with IFEMA MADRID will be **delivered on June 14 starting at 8:30 a.m.**

The **delivery of goods and decorative materials** may take place on **18 June from 08:30 to 21:30 and on 19 June from 08:30 to 19:30. On 14 June, from 19:00 onwards, access will only be permitted through the pedestrian entrances**, as the goods access gates will be closed to allow for the installation of recyclable carpeting.

The space will not be authorized for use, nor will the modular stand be delivered to exhibitors who have not paid in full for the space contracted and the costs of the services requested.

The **removal of goods and decorative materials** may take place on **17 June from 19:00 to 21:30 (from 19:00 to 20:00, removal will only be permitted through the pedestrian entrances** to allow for the removal of the recyclable carpeting. From 20:00 onwards, the goods access gates will be opened until 21:30.) and on **18 June from 08:30 to 21:30.**

Stand dismantling may take place on **18 June from 08:30 to 21:30 and on 19 June from 08:30 to 19:30.**

General assembly regulations

For **safety** reasons, and as a general and permanent preventive measure due to the concurrence of activities, **it is mandatory to wear a protective helmet, high-visibility vest, and safety footwear during the assembly and disassembly phases of fairs and events in all exhibition areas.**

During assembly, it is not necessary to carry passes, so there are no assembler passes.

Assembly work may not begin without first completing and sending to IFEMA the Protocol on "[Prevention of labor risks and business activity coordination](#)" available on the IFEMA MADRID website ifema.es – Exhibitors – Participation Rules – Forms (Article 15 of the general rules for participation in events organised by IFEMA MADRID, available on the IFEMA MADRID website ifema.es – Exhibitors – Rules of Participation – Forms (Article 15 of the general rules for participation in events organised by IFEMA MADRID).

Traffic and parking regulations during the event: inside the exhibition grounds, it is expressly prohibited to park vehicles in loading and unloading areas. Vehicles may only be parked in designated areas, paying the corresponding fee where applicable. Once the event has begun, no vehicles are allowed inside the halls or on the avenue, unless expressly authorized by IFEMA MADRID (Article 14 of the general provisions of IFEMA MADRID's General Rules of Participation).

Management of waste and assembly and exhibition materials:

Companies participating in the assembly and dismantling of EXPOINMED stands must take direct responsibility for managing the waste they generate for removal within the specified time limits. IFEMA MADRID will offer the possibility of hiring containers to facilitate the sorting and removal of waste and will supervise them (see rates in the Expo Zone Customer Portal, under Service Contracting, in the cleaning and waste containers section).

The exhibitor shall lose all rights to claim for loss or damage to materials remaining in the exhibition areas of the hall after the deadline and shall bear the costs of their removal, which shall be invoiced by IFEMA MADRID in accordance with the established rates (see Article 35 of the general regulations for exhibitor participation in events organized by IFEMA MADRID).

SPECIAL AUTHORIZATIONS

On the ifema.es website, you will find a list of other services, regulations, and forms that may be of interest to you:

[Restaurant/catering in stands communication](#)

- ♦ Prevention of occupational hazards and coordination of business activities.
- ♦ Application for authorisation of private security at stands.
- ♦ Application for authorisation to install Wi-Fi.
- ♦ Application for authorisation for antenna cabling.
- ♦ Application for authorisation to hang structures/rigging.

<https://www.ifema.es/en/support/exhibitors-ifema-fairgrounds>

1. HOW TO PARTICIPATE. REGULATIONS

Installation of recyclable carpet in common areas: in line with IFEMA MADRID's commitment to the 2030 SDGs (United Nations Sustainable Development Goals), as indicated in the [Guide to Sustainable Participation in Trade Fairs and Events](#), and with the aim of optimizing the process of installing and removing recyclable exhibition carpet for subsequent reuse and consequent elimination of protective plastic at source, the times for the entry and exit of goods must be adapted to these processes and will be reflected in the corresponding point. Thank you for your collaboration with our environmental commitment. In order to optimize the process of installing and removing recyclable exhibition carpet for subsequent reuse and the consequent elimination of protective plastic at source, the times for the entry and exit of goods must be adapted to these processes and will be reflected in the corresponding point. Thank you for your collaboration with our environmental commitment.

IFEMA MADRID carpets the aisles throughout EXPOINMED and, for sustainability reasons, does so with reusable strips of standard sizes, leaving a small strip of carpet free at the edges of the aisle(s) bordering the stands.

These uncarpeted strips **form part of the aisle and not the stands, and therefore exhibitors are not authorized to cover or decorate them.** We ask for the exhibitor's cooperation in respecting this decision; IFEMA MADRID staff will monitor compliance as far as possible and will require any carpet that encroaches on these strips to be removed. If, despite these controls, the strip is encroached upon, **the aisle space encroached upon will be billed to the exhibitor as space.**



1. HOW TO PARTICIPATE. REGULATIONS

EXPOINMED

1.7 Specific rules for participation

The decision to accept exhibitors will be at the discretion of IFEMA Madrid, taking into account the purpose of EXPOINMED and the availability of space.

The minimum space that can be contracted is 16m².

The event management may alter the spaces allocated or make changes to the layout of the halls for organisational reasons.

Notwithstanding that EXPOINMED management will inform exhibitors in the event of a significant change or alteration to the reserved location, each exhibitor is responsible for finding out for themselves the location of their stand, its exact dimensions, etc.

Access is not permitted to any exhibitor or visitor who cannot prove that they belong to the participating professional groups, even if they have the corresponding pass or invitation.

Exhibitors are required to attend their stand and remain with the products on display throughout the entire period and opening hours of the event. Failure to comply with this regulation could result in the loss of the right to preferential renewal of the space allocated.

Exhibitors authorize IFEMA MADRID to reproduce all or part of the products on display in its promotional material.

Exhibitors undertake to comply with environmental protection rules and guidelines.

Activities that may disturb other exhibitors are prohibited and may not exceed 60 decibels.

Promotional activities, the distribution and display of samples, brochures, flyers, and all types of promotional material may only be carried out within each exhibitor's space.

Activities requiring the hiring of a one-off catering service during EXPOINMED will require the completion of the "Notification for catering at stands" form available at ifema.es, which must be sent to: catering@ifema.es

Exhibitors are expressly prohibited from installing Wi-Fi access points, whether for connecting to the Internet or for presenting other features. The purpose of this measure is to avoid interference problems, both with access points that may be installed independently by each Exhibitor and with IFEMA MADRID access points. Such interference could cause the existing Wi-Fi networks to malfunction. For more information, please refer to Article 33 of the General Regulations for Exhibitor Participation in Events Organized by IFEMA MADRID.

The direct sale of any type of item displayed at EXPOINMED is strictly prohibited

Demonstrations are not permitted.

Solo se podrán exponer en la feria productos sanitarios con marcado CE obtenidos según el RD 1591/09 del 16 de octubre, en caso contrario deberán consultar con la dirección de la feria para su aprobación expoinmed@ifema.es.

1. HOW TO PARTICIPATE. REGULATIONS

EXPOINMED

CHANGES IN PARTICIPATION

Once space has been allocated to a company, requests to change the dimensions of the space may involve changes in location.

CANCELLATION

The exhibitor's withdrawal from participation in the Exhibition shall constitute grounds for termination of the contractual relationship between IFEMA MADRID and the Exhibitor for all purposes. The withdrawal must be communicated to the Exhibition Management in writing and will result in the loss of any amounts that the exhibitor should have paid by the date of communication, in accordance with the payment schedule set out in the Application Form.

If the withdrawal has been communicated to the Exhibition Management within thirty days prior to the opening of the event, IFEMA MADRID may require full payment for the space contracted.

With regard to any additional services offered by IFEMA MADRID that the exhibitor had contracted prior to notification of the withdrawal, the cancellation charges set out in Article 7 of the general conditions of admission and contracting for events organized by IFEMA MADRID shall apply.

In the event of cancellation of participation in EXPOINMED due to force majeure, the amounts paid for items related to in-person participation will be refunded, in accordance with Article 15 of **the General Rules for Participation** in events organized by IFEMA MADRID.

These Specific Rules, including the rules on participation and assembly in this chapter, are supplemented by the **General Regulations for Exhibitor Participation in Events Organized by IFEMA MADRID**, which all exhibitors accept by virtue of their participation.

1. HOW TO PARTICIPATE. REGULATIONS

1.8 Participation fees

STAND TYPES	
MODULAR	FEE
Floor + Modular Stand Startup 9 m2	1.935 € + VAT (1)
Floor + Modular Stand 16 m2	4.511 € + VAT (1)
Additional m2 for Modular Stand	263 €/ m2 + VAT(1)
SPACE ONLY STAND	FEE
From 20 up to 50,5 m2	210 €/m2 + VAT (1)
From 51 up to 100,5 m2	200 €/m2 + VAT(1)
From 101 up to 150,5 m2	195 €/m2 + VAT (1)
From 151 up to 300 m2	190 €/m2 + VAT (1)
More than 300 m2	177 €/m2 + VAT (1)
Second floor	133 €/m2 + VAT (1)

SERVICES	FEE
Public Liability Insurance (coverage up to 60.000€)(*)	74,30 € + VAT (1)
Multi-Event Insurance (coverage up to 50.000€)(*)	70,53 € + VAT (1)
Minimum Electricity Consumption Charge(0,13 kW/m²)(*)	7,88€/m2 + VAT (1)
CONECTA PLAN	450 € + VAT (1)
Co-Exhibitor Fee	450 € + VAT (1)
Additional Exhibitor Passes	13,5 €/ud. + VAT (1)

Stand Construction Fee	
Type A: Space-only areas, or spaces covered only with carpet or raised flooring	2,80€/m² + VAT (1)
Type B: Standard modular stands made of aluminium of similar materials	5,62€/m² + VAT (1)
Type C: Custom-designed modular aluminium stands, custom-built wooden stands, and stands constructed with other materials	8,94€/m² + VAT (1)

1.9 Payment terms and methods

PAYMENT DATES

- **When submitting the Participation Application** and in order to participate in the space selection meeting, the space reservation fee must be paid: €500 + VAT (1).
- **January 31, 2027:** deadline for payment **of the first 50% of the contracted space**, minus the space reservation fee.
- **May 3, 2027:** deadline for payment **of 100% of the contracted space** and services.

PAYMENT METHODS

You can pay using the following methods:

- ❖ Transfer to: IFEMA MADRID / EXPOINMED 2026

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
- ❖ A certified check made out to IFEMA MADRID/EXPOINMED 2026.
- ❖ A credit card in a secure environment, accessible after completing the online participation application, or later through Zona Expo. In accordance with current regulations, cash or bearer check payments are not accepted.

In Zona Expo, you will find your EXPOINMED participation statement and invoices once payments have been made. If you need an invoice to make a payment, please request it by email to: servifema@ifema.es

Discounts:

- ✓ 5% DISCOUNT ON THE TOTAL AMOUNT OF THE CONTRACTED **SPACE (only on the contracted space rate, does not include the stand)** IF 100% OF THE FLOOR IS PAID **BEFORE NOVEMBER 30, 2026**.

Does not include mandatory minimum services, outdoor advertising, meeting rooms, stand graphic decoration, or trade show-specific services such as exhibitor passes and invitations.
- ✓ 5% DISCOUNT ON SERVICES CONTRACTED THROUGH THE EXPO ZONE, UP TO AND **INCLUDING 12 MAY 2027**.

This discount will also apply to services contracted by sending your stand plan to the technical secretariat. The mandatory minimum services, such as outdoor advertising, meeting rooms, stand graphic decoration, and specific EXPOINMED services such as exhibitor passes, invitations, etc., are not included.

Recharges:

25% increase for the contracting of services, including set-up fees, requested 7 days before the start of set-up (**June 4, 2027**).

(1) Companies established in Spain (excluding the Canary Islands, Ceuta, and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. For companies from the European Union, the exhibitor will be responsible for any VAT accrued in their country of establishment.

(*) Services included in the BASIC and PREMIUM modular stand types.

1. HOW TO PARTICIPATE. REGULATIONS

EXPOINMED

1.10. Calendar

When	What	How	Who attends to you
From June 1, 2026	Participation application	Complete the online participation application and send proof of payment of the reservation fee to servifema@ifema.es to participate in the first allocation of spaces.	Event management: expoinmed@ifema.es Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Until November 30 ,2026	Participation Application Submission – 5% Discount on Contracted Space	Complete the online Participation Application Form and send proof of payment of the reservation fee to servifema@ifema.es in order to take part in the first space allocation process.	Event management: expoinmed@ifema.es Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Until January 30, 2027	Payments	Pay 50% of the space, minus the reservation fee.	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Before May 3, 2027	Payments	Pay 100% of the amount for the space and services contracted.	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Until May 7, 2027	Contracting of services	Hiring services with a 5% discount	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Until May 11, 2027	Customization of modular stands	• Submit interior design projects for modular stands. • Consult the modular stand design in ZONA EXPO, or upload it with the stipulated modifications.	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Until May 11, 2027	Free design projects	Deadline for uploading free design projects to the EXPO ZONE. If your project includes a rigging structure, you must complete the Application for Hanging Structures/Rigging IFEMA MADRID , hosted on our website, along with the documentation required by the rigging regulations, before April 30, 2027.	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
May 15 to August 1, 2027	Access to the digital event	Access to the liveconnect digital platform for exhibitors and visitors. Networking, preparation, participation, and monitoring of EXPOINMED	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es

1. HOW TO PARTICIPATE. REGULATIONS

1.10. Calendar

When	What	How	Who attends to you
Until May 27, 2027	Modular stand carpet color	Choosing carpet color in the EXPO ZONE	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
From May 31, 2027	Contracting of services	25% price increase for last-minute contracting of assembly rights and other services	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
Until June 3, 2027	Signage for modular stands	Communicate the signage in the EXPO AREA	Customer Service: (+34) 91 722 30 00 atencionalcliente@ifema.es
June 11-13, 2027	Assembly of modular stands and free design	• June 11, from 8:30 a.m. to 9:30 p.m. • On 12 and 13 June from 8:30 a.m. to 7:30 p.m.	Hall manager
June 14, 2027	Delivery of modular stands	From 8:30 a.m	Hall manager
June 14, 2027	Goods receipt	Merchandise and decoration materials may be brought in on June 14 from 8:30 a.m. to 9:30 p.m.	Hall manager
June 15-17, 2027	Celebration of EXPOINMED	Opening hours: 9:30 a.m. to 7:00 p.m.	Hall manager
June 17-18, 2027	Goods issue	Merchandise and decoration materials may be shipped out on June 17th from 8:00 p.m. to 9:30 p.m. and on June 18th from 8:30 a.m. to 9:30. From 8:30 p.m. to 9:30 p.m., merchandise may only be shipped out through the pedestrian doors for the collection of recyclable carpet. After that time, merchandise doors will be open until midnight.	Hall manager
June 18 and 19, 2027	Dismantling of stands	18 August: 8:30 a.m.– 9:30 p.m. 19 August: 8:30 a.m. – 7:30 p.m.	Hall manager

2.1.Expo Zone. Manage your participation and your space. Purchase additional services. E-commerce

Access our Zona Expo customer area from the website: **www.ifema.es/EXPOINMED** to manage your company's details, your contacts and everything related to your participation. You will be able to access your participation once it has been confirmed with your username (the email address you used to complete the application).

This [video shows](#) a tutorial on how to use the EXPO AREA.

What can I do from the Expo Zone?

- Access details of each exhibit, plans, and projects.
- Access the exhibitor calendar.
- View relevant documents.
- Manage exhibitor passes and request visa support letters.
- Download Renfe and Iberia discount vouchers.
- Send invitations.
- Register co-exhibitors.
- Access orders, payments, account statements, and issued invoices.
- Upload free-design stand designs.
- Request the distribution of modular stand elements, clothing racks, or shelves, add signage, and choose the carpet color.
- Access e-commerce to contract services.
- Access liveconnect to manage Catalogue and Networking.

2.2. liveconnect: the digital platform you have access to with your Plan

liveconnect is the digital ecosystem that fosters **connections with other professionals**, facilitates meeting preparation, offers exclusive content and activities, and generates business opportunities.

Business and networking

Identify leads to generate business and schedule high-value meetings

Post-fair ecosystem

Activity and visibility after EXPOINMED: access and share content, keep track of your contacts, and much more.

Positioning

Make your company stand out and increase the visibility of your offering.

What can I do from the My Company area in liveconnect?

- Update my company information visible in the web catalog and on the platform.
- Add my products and services that will be visible on the EXPOINMED liveconnect digital platform.
- Register users from my team to access the digital event.
- Manage my company's agenda and meetings at my booth.
- Download the EXPOINMED visitor passes scanned by the exhibitor.

What can I do at the EXPOINMED virtual event on LiveConnect?

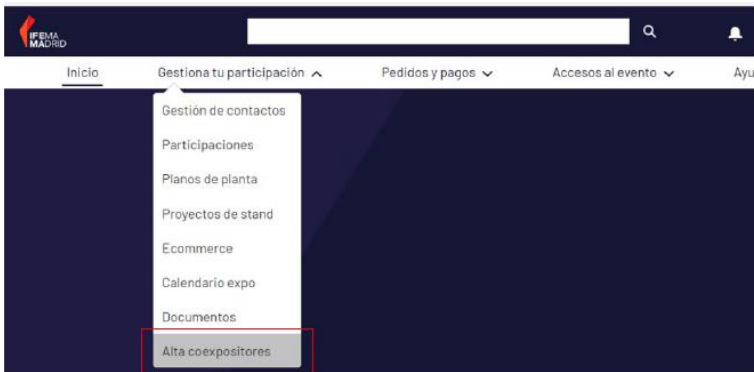
- Find relevant contacts on the professional network
- Request and accept contact information for chats and videoconferences
- Request and/or accept appointments for professional meetings at my booth at EXPOINMED or via videoconference
- Complete my professional profile as a user of the platform and my personal availability schedule for meetings
- View information about other exhibitors' offerings
- View activities and conferences, both in-person and online, and add them to my schedule
- Scan visitor passes at EXPOINMED
- Download my personal contact list

2. MANAGE YOUR PARTICIPATION

2.3. Registration of CO-EXHIBITORS

Co-exhibitors must be registered by the main exhibitor in the EXPO ZONE under the "Manage your participation/Co-exhibitor Registration" section.

To register, it is essential to enter a valid and unique email address for each co-exhibitor and indicate whether the participation fee (CONNECT PLAN) will be paid by the main exhibitor or by the co-exhibitor themselves.



Being a co-exhibitor implies the mandatory purchase of the elements included in the CONNECT PLAN:

Registration fee per co-exhibitor:.....€450.00 + VAT (1)

Once this process is complete, the co-exhibitor will receive a unique code, which must be included in their participation application. *

***If the exhibitor assumes the cost of the co-exhibitor's participation, their registration will be confirmed upon submission of the participation application (an essential requirement).**

***If the co-exhibiting company assumes the cost of your participation, your registration will be confirmed by submitting your participation application and paying the corresponding fee.**

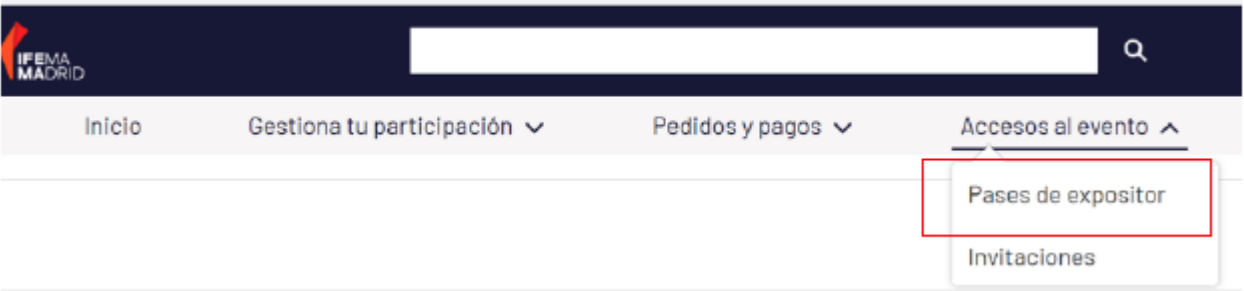
Each registered co-exhibitor will have access to the elements included in the CONNECT CO-EXHIBITOR PLAN:

- Access to the event's digital platform.
- Presence in the online exhibitor catalog. Visibility in the official exhibitor list accessible at ifema.es/EXPOINMED
- Access to your own EXPO ZONE
- 2 Exhibitor Passes.
- Online invitations.

2.4. Exhibitor/co-exhibitor passes, transportation discount vouchers, visas, and invitations.

EXHIBITOR PASSES

Exhibitor passes are managed from your EXPO ZONE, in the "Event Access/Exhibitor Passes" section.



Each exhibitor will be assigned the corresponding passes for each contracted area:

- From 16m2 to 32m2..... 6 exhibitor passes**
- From 32,5m2 to 64m2.....12 exhibitor passes**
- From 64,5m2 to 130m2.....18 exhibitor passes**
- From 130,5m2 to 300m2.....24 exhibitor passes**
- More tan 300m2.....30 exhibitor passes**

To ensure professionalism at EXPOINMED, all exhibitor passes will be personalized: they will include the name of the pass holder, company, and country. To prevent misuse, identity checks may be carried out at EXPOINMED entrances.

Exhibitors may **purchase additional exhibitor passes (€13.50/unit + VAT) through EXPO ZONE.**



CO-EXHIBITOR PASSES

Co-exhibitors must manage their **two exhibitor passes** and invitations online from EXPO ZONE.



This [video shows](#) a tutorial on how to use EXPO ZONE.

(1) Companies established in Spain (excluding the Canary Islands, Ceuta, and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. For companies from the European Union, exhibitors will be responsible for any VAT accrued in their country of establishment.

2. MANAGE YOUR PARTICIPATION

ONLINE INVITATIONS

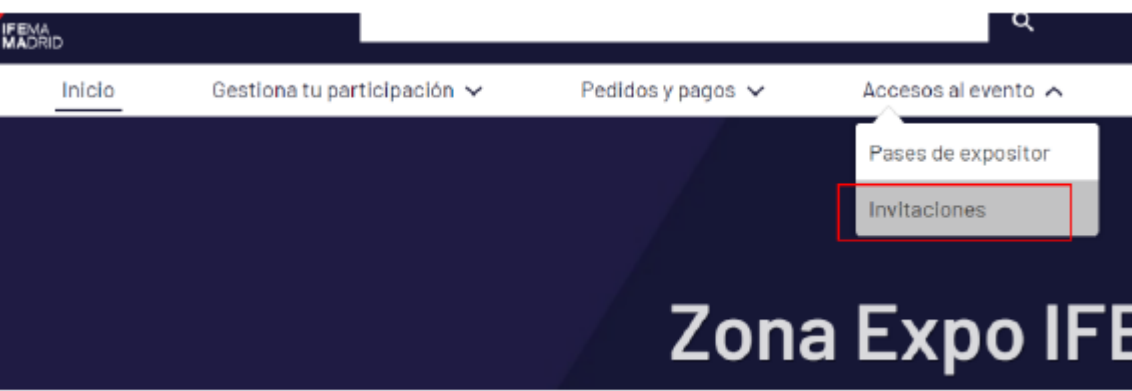
Each exhibitor will receive a number of invitations based on the amount of exhibition space contracted (m2), for distribution to their contacts:

- From 16m2 to 32m2..... 100 trade invitations
- From 32,5m2 to 64m2..... 200 trade invitations
- From 64,5m2 to 130m2.....300 trade invitations
- From 130,5m2 to 300m2.....400 trade invitations
- More tan 300m2.....500 trade invitations

If you need additional invitations, please send an email to: EXPOINMED@ifema.es, indicating the exact number.

The visitor pass is valid for all 3 days of the fair.

Invitations can be sent through "EXPO ZONE/Event Access/Invitations/Manage Invitations."



The following screen will then appear to customize your invitation.

We urge exhibitors to make good use of their invitations, sending them exclusively to industry professionals to ensure the professionalism of EXPOINMED. Access controls may be carried out for this purpose.

Professionals who receive the invitation code must register ONLINE through the EXPOINMED website, ifema.es/EXPOINMED, in the "Purchase your pass" section and enter the invitation code received to obtain their free pass to access EXPOINMED. (Invitation codes cannot be redeemed at the counter.)

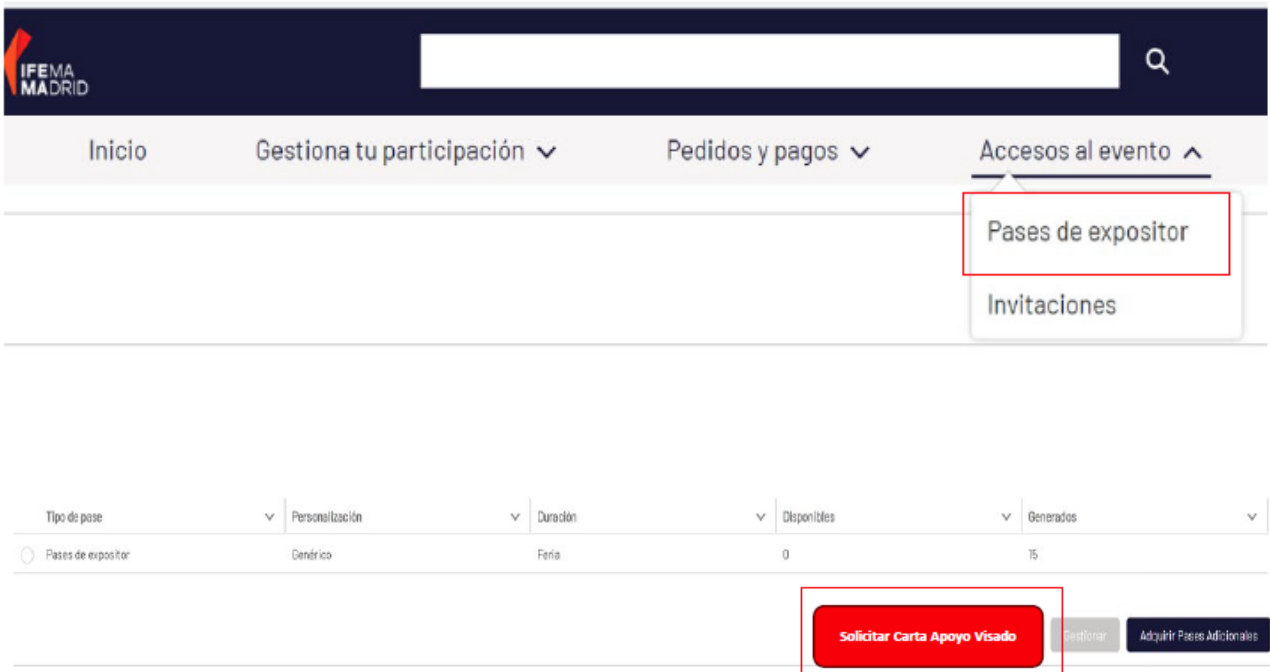
It is absolutely necessary for all Professional Visitors who will access the venue with a Professional Invitation to register as Professionals through ifema.es/EXPOINMED.

VISA MANAGEMENT

If you require a visa to travel, you **can request support letters from EXPO ZONE** to process it. To do so, **you must first personalize your exhibitor pass and have formalized payment** for your participation according to the payment schedule (see point 1.8).

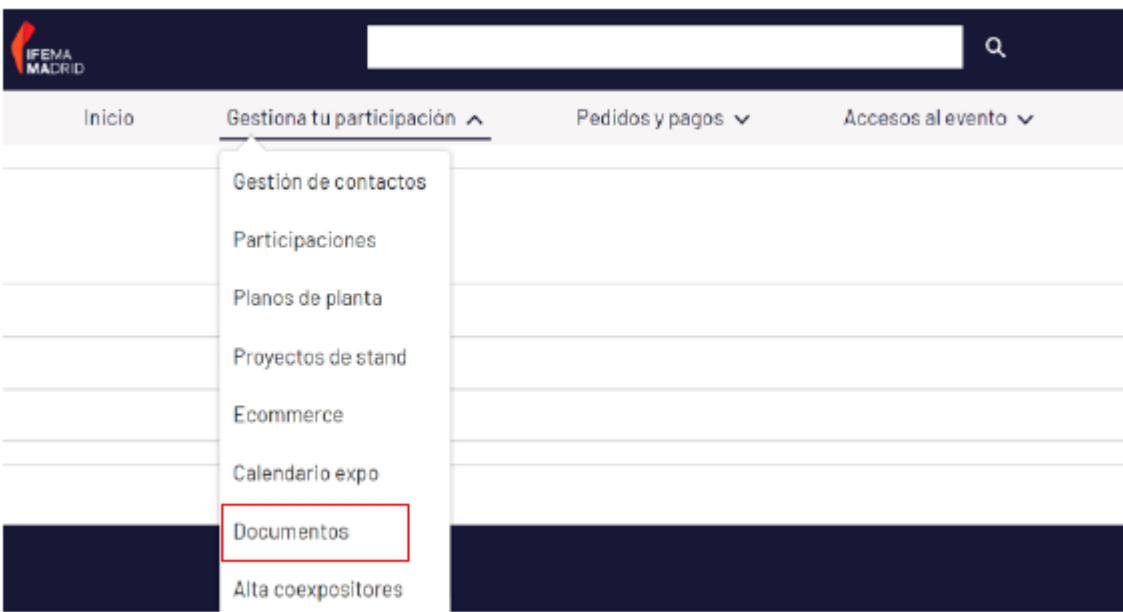
Once these two requirements are met, you will be able to access the "Request visa support letter" button from "EXPO ZONE/Event Access/Exhibitor Passes."

We recommend starting the process as soon as possible, as the visa application deadline is usually at least 30 days before your trip.



TRANSPORTATION DISCOUNT VOUCHERS

Once you have requested your exhibitor passes, you can **download the corresponding transportation discount vouchers from the EXPO ZONE** in the "Manage your participation/Documents" section.



The [following video](#) shows a tutorial on how to use the EXPO ZONE.

2.5 Other relevant information

SHIPPING GOODS TO THE VENUE

IFEMA MADRID staff is not authorized to receive any merchandise destined for their stand. To send merchandise to the venue, exhibitors must indicate the following in the delivery address:

- ♦ IFEMA MADRID (Avda. del Partenón, 5. 28042 Madrid. España).
- ♦ EXPOINMED Trade Fair
- ♦ Your company name.
- ♦ Hall and stand number.

Merchandise must be received by your company's staff at your stand and arrive during the days designated for merchandise and decoration arrivals.

If this is not possible, we recommend **DSV**, our collaborating merchandise management company (handling and storage):

CUSTOMS REGULATIONS

1. All products from non-EU countries must clear customs procedures. It is worth noting that, as of January 1, 2020, the United Kingdom has been treated as a third country. Therefore, all shipments originating in the United Kingdom must regularize their merchandise through the corresponding customs procedure.
2. Exhibiting companies must have the details of the customs agent who will clear their merchandise or, failing that, a copy of the customs documentation for entry into the European Union.

3. Materials or merchandise for distribution or consumption must pay Spanish taxes, even if the products have no commercial value (the amount of taxes may vary depending on the country).
4. All merchandise subject to a temporary regime must not be moved from the stand or leave the IFEMA MADRID venue until its status has been changed and customs procedures have been completed. During these procedures, it may only be stored in the official logistics agent's warehouse within the Trade Fair Venue.
5. It is strictly prohibited to display, sell, consume, or distribute non-EU merchandise at an EXPOINMED event before customs clearance has been completed. This includes promotional material.
6. Products transported as hand luggage must be declared at Barajas Airport in the RED CHANNEL ("Something to declare"), and the merchandise must be regularized with the corresponding authority at the airport.
7. Merchandise that has not passed customs control and is on display will be confiscated by the customs authorities operating at the Fairgrounds until the appropriate documents are presented.
8. All trucks arriving at IFEMA MADRID under a transit consignment consigned to IFEMA MADRID must go to the official Logistics Operator's warehouse for clearance of the transported merchandise. This warehouse is located at:

Avenida Partenón s/n
West Entrance – Access to Ribera del Sena Street,
Service Hall, Warehouse 2 28042 Madrid

To avoid any unwanted situations and for any questions you may have, please contact our Customs Logistics Operator, DSV: (+34) 91 330 51 77; email: es.sha.ifema.madrid@dsv.com

CATERING AT THE STAND

Exhibitors who intend to offer free food/catering at their stand must complete the form. «[Notification for providing food/catering at stands](#)» Available on the IFEMA MADRID website and send it with all the requested information to catering@ifema.es.

CATERING/REFRIGERATED TRUCKS PARKING

There is a parking area for catering vehicles and refrigerated trucks, with electrical connections. You can book it through the eCommerce site.

DAILY MERCHANDISE REPLACEMENT

Merchandise can be brought in continuously through the service doors located at the back of the halls. We will inform you later about the designated gates and the daily merchandise replenishment times.

ROOM RENTAL

Exhibitors at the event have the option of renting rooms on the premises if they wish to organise a conference, reception, press conference or product presentation during EXPOINMED. Advance booking is required. Request a no-obligation quote by emailing uanproduccion@ifema.es

[MORE INFORMATION](#)

2. MANAGE YOUR PARTICIPATION

EXPOINMED

2.6. Map



2.7. Frequently Asked Questions

Question	Answer
Where can I consult the IFEMA MADRID General Rules of Participation to which my participation is subject?	In addition to the Exhibitor's Guide, participation in EXPOINMED is subject to IFEMA MADRID's General Rules of Participation, which you should be informed about and which you can access on the IFEMA MADRID website (www.ifema.es) and via the following link IFEMA MADRID General Rules of Participation .
Can I hire a catering service or serve my own food and beverages at the stand?	Yes. Exhibitors who are going to offer a catering service at their stand (free of charge), can do so either by submitting their application with the approved catering companies at IFEMA MADRID (See the list HERE) or through other catering service providers, in which case it is essential to fill in the form "Notification for the provision of catering services on stands" available in the exhibitors' area of the institutional website and send it, with the information requested therein, to: catering@ifema.es for its information and appropriate ends. If IFEMA MADRID has not been notified, the Exhibitor will not be able to offer this service on their stand. The Exhibitor assumes responsibility for third-party complaints that are caused by said catering service, and expressly exempts IFEMA from any liability in this regard. Parking for catering vehicles and refrigerated trucks: There is a parking area for catering vehicles and refrigerated trucks, with the possibility of electrical connection. This can be booked via eCommerce.
Can I access the trade fair centre with vehicles for assembly and disassembly or loading and unloading of goods?	Access to IFEMA MADRID and to the inside of the halls will be done through the doors and on the days and times stated in this Exhibitor's Guide. The inside of halls will only be accessed to unload materials. Vehicles will not be able to park inside the halls or in the adjacent areas. We would like to remind you that, for safety reasons, it is strictly forbidden to park directly in front of the goods entrance. IFEMA MADRID takes no responsibility for the surveillance of vehicles while they are on the grounds of Feria de Madrid. There is a car park for trucks and another for private cars, which can be used by paying, where appropriate, the corresponding fees. Check rates
Can I have a vehicle on my stand?	Vehicles with a combustion engine used as part of an exhibition display must have a tank filled with the minimum fuel required to access the allocated space and be able to leave it at the end of the exhibition.

2.7. Frequently Asked Questions

Question	Answer
Can I send goods to my booth?	IFEMA MADRID staff are not authorised to receive merchandise for your stand. In order to send merchandise to the venue, the exhibitor must indicate the delivery address: IFEMA MADRID (Avda. del Partenón, 5. 28042 Madrid. Spain). EXPOINMED Trade Fair Name of your company. Hall and stand number. The merchandise must be received by your company's staff at your stand and arrive on the days set aside for incoming merchandise and decoration. If it is not possible to comply with the above, we recommend that you contact your freight forwarding partner: DB Schenker office at the IFEMA Trade Fair Centre MADRID: Hall 7, (+91) 330 51 77 ifema.madrid@dbschenker.com
What procedure do I have to follow to hang structures in the halls/rigging?	Exhibiting companies may hang elements from the ceiling of the halls following the procedure shown in the "Regulations for hanging structures in Halls" and by completing the form "Application for hanging structures / rigging" form available on our website with the documentation requested in the rigging regulations.
How do I apply for a visa support letter?	Visa support letters are managed through the Expo Zone. To request them, exhibitors must first personalise their exhibitor passes. Once the exhibitor passes have been processed, invitation letters may be requested and downloaded directly to the exhibitor's computer. To be eligible to request visa support letters, exhibitors must be up to date with all payments in accordance with the payment schedule.
Where can I book the services for my stand?	Either through the e-commerce section inside the EXPO ZONE or via the link https://shop.ifema.es/s/
Who do I contact to book a room?	Exhibitors who need to book a room should contact with: uanproduccion@ifema.es

2.7. Frequently Asked Questions

Question	Answer
What does the CONECTA EXHIBITOR PLAN include?	This compulsory contracting concept includes the following elements: • Promotion of participation in EXPOINMED through inclusion in the list of exhibitors, which is freely accessible on the EXPOINMED website and shared in communications. • Presence during EXPOINMED on the hall plans and lists of exhibitors. • Presence as exhibitors at the EXPOINMED digital event with 25 products or services associated with the company profile. • Access to IFEMA MADRID's 'ZONA EXPO' customer portal to manage participation. • Exhibitor passes according to the contract (see point 2.3) • Online invitations according to the contract (see point 2.3) and delivery service through the ZONA EXPO • Transport discount vouchers. • Premium Wi-Fi connection for 3 users throughout EXPOINMED (5 GHz devices). Access codes will be sent in the days leading up to the start of EXPOINMED. • Access to the digital event for 5 users with connection features to generate business opportunities.
How to use the EXPO ZONE?	The following video shows a tutorial on the use of the EXPO ZONE
What are the features of my EXPO ZONE?	It is used to manage the participation of each exhibiting company at EXPOINMED: • Registering contacts who will access the Expo Area and managing access permits. • Accessing the exhibitor's calendar. • Viewing documents of interest. • Managing exhibitor passes, requesting visa support letters and sending invitations. • Registering co-exhibitors. • Access payments, account status and invoices issued. • Upload free design stand projects and distribution of modular stand elements. • Add the sign and choose the colour of the carpet for exhibitors with modular stands. • Access e-commerce to contract services. • Access liveconnect to manage the catalogue and networking.

2.7. Frequently Asked Questions

Question	Answer
What are the benefits of my liveconnect: EXPOINMED Digital Platform?	In My Company's area on the digital platform: • Update the company details visible in the EXPOINMED catalogue and digital event. • Display my range of products and services. • Manage the company's appointment schedule for professional meetings at the stand. • Register other team members with access to the digital platform. • Download visitor passes scanned by the company at the fair. At the digital event: • Complete my personal profile on the platform and my availability schedule for meetings. • Search for contacts of interest in the professional network and request and accept contacts for chatting and video conferencing. • Scan professional visitor passes at the fair. • View information about other exhibitors' offerings. • Consult activities with the possibility of scheduling them and viewing the available digital content. • Download my personal contact list.
How can I request my invoices?	Invoices are not generated by default. You must request them directly from the IFEMA MADRID invoicing department (servifema@ifema.es) indicating the event at which you are exhibiting and the items to be included in the invoice. Once it has been generated, it will be available in your EXPO ZONE.
What is the difference between the floor only option and the turnkey modular stand option?	Floor only mode: it is the exhibitor who has to create a free design stand and submit it for approval by the IBERZOO PROPET Technical Secretariat or contract it through the stand design service offered by IFEMA MADRID, build a stand with us. This modality only includes the contracting of the space and the elements that must be contracted (insurance, minimum electricity consumption) Modular stand: delivered assembled. The structure of the stand is made of aluminium and the panels are made of melamine. See description in section 1.6. The Conecta Exhibitor Plan must be contracted, regardless of the type of assembly (floor only or modular).

2.7. Frequently Asked Questions

Question	Answer
Can I decorate and/or set up my stand with IFEMA?	Yes, IFEMA MADRID offers two main services: <u>Graphic decoration for stands</u>: Customise your modular stand with your brand image for maximum visitor impact. There is a wide range of versatile graphic materials adaptable to walls, furniture, front, banners... You can request information and a quote at: decoraciongrafica@ifema.es. If you have a premium modular stand, please contact standspremium@ifema.es <u>Stand design</u>: this consists of a comprehensive stand design service fully adapted to your needs. From the planning of your space, design, assembly and disassembly. You can request information and a quote at: infodesign@ifema.es
Is it compulsory to attend the stand at all times?	Yes, exhibitors must not leave their stand unattended and must remain with the products on display throughout the entire period and opening hours of the event.
Are assembler's passes necessary during the set-up of the trade fair?	No. The requirements to be allowed to enter and set up are: to have paid 100% of your participation, to have the project presented and approved, to have paid the assembly fees, and to have completed the occupational risk protocol.
How can I book parking at IFEMA?	Exhibitor companies can hire parking spaces from the e-commerce section of the Expo Zone or via the link https://shop.ifema.es Once the parking space has been hired, parking badges can be collected from March 6 (first day of assembly) at the exhibitor service desk, located on the central boulevard between Halls 6 and 8.

2.7. Frequently Asked Questions

Question	Answer
What coverage do I have as an exhibitor with the insurance included?	You can check the coverage of the compulsory insurance policies at the IFEMA MADRID exhibitor support area
How can I access the WI-FI network as an exhibitor?	As an exhibitor, you will receive Wi-Fi connection for 3 users throughout EXPONMED for the exclusive use of stand holders as part of the CONECTA PLAN. It is essential that devices allow connection in the 5 GHz band. Access codes will be sent in the days leading up to the start of EXPONMED. You can purchase additional Wi-Fi access from the e-commerce site located within the Expo Zone or via the link. https://shop.ifema.es
Regulations and support for exhibitors at the trade fair centre	https://www.ifema.es/en/support/exhibitors-ifema-fairgrounds
Regulations and support for fitters at the trade fair centre	https://www.ifema.es/en/support/assemblers-colaborators-fairgrounds

3. PROMOTE AND PROFIT FROM YOUR PARTICIPATION

3.1. Exhibitor Catalog

The EXPOINMED catalog, or list of exhibiting and co-exhibiting companies, is an indispensable promotional and networking tool. It provides visitors and other exhibiting companies with basic information for preparing for EXPOINMED and makes it easier for them to find and contact you before, during, and after the event.

- Enter and update your contact information, the products or services presented, and any information you consider relevant to maximize your company's visibility and obtain the highest return on your participation.
- All digital communication and communication for your participation is channeled through liveconnect.
- Take full advantage of the platform IFEMA offers to communicate your participation, schedule appointments, showcase your products, and connect with your target audience.

3.2. Invitations for your clients and contacts

IFEMA provides you with invitations to EXPOINMED so you can efficiently promote your participation. Don't miss out on this useful tool that we provide at your Expo Zone.

3.3. Outdoor and digital advertising

Advertising projects tailored to your needs

- Promote your brand before, during, and after the event
- Attract new clients through the best B2B segmentation on the market.

Further information here: [Advertising | IFEMA MADRID](#)

Consult these elements on your Trade Show website; in the EXPO ZONE section "Advertising services and promotional elements," or send an email to publicidad@ifema.es or by phone: (34) 91 722 53 08/40.

3.4. Networking

Enrich your contact list.

liveconnect gives you the opportunity to search for contacts among its participants. You can use filters based on country, activity, position, products of interest, etc., to perform searches. Once you've located potential clients, you can request contact information (sharing information such as email and phone number). Once they've accepted your request, you can chat with them or invite them to an in-person meeting at EXPOINMED or a video conference at the liveconnect event.

Be proactive and take advantage of the opportunity to build a good contact list.

Other users can request meetings by directing their request either to the company in general (without prior acceptance of the contact) or to a specific team member (with prior contact). This way, the entire team can schedule their appointments in EXPOINMED well in advance.

3.5. Sponsorships

You have a wide range of promotional activities and sponsorships that will provide additional visibility and allow for the development of high-impact initiatives among the national and international professional audiences visiting EXPOINMED

ENQUIRE ABOUT POSSIBLE SPONSORSHIPS: patrocinios@ifema.es

3.6. Special Promotional Activities

IFEMA offers its clients special marketing activities to optimize the impact of their presence at the venue. Contact: publicidadexterior@ifema.es Tel.: (+34) 91 722 53 08/40.

3.7. Room Rentals

Exhibitors at the event can rent rooms at the venue if they wish to hold a conference, reception, press conference, or product presentation during EXPOINMED. Advance reservations are required. Request a quote:

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

[Visita virtual salas](#)

4. SUSTAINABILITY MANAGEMENT AT IFEMA MADRID

EXPOINMED

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 focused on the following SDGs: 8, 9, 11, 12, 13, 16 and 17.

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



Department	Ask me about	Contact		
Fair Management	- Space booking - General topics for trade fair participation - Exhibitor passes - Trade visitor invitations - Trade fair activities and forums	Directora de Desarrollo de Negocio e Innovación de IFEMA MADRID.	Lola González	(+34) 91 722 30 00 expoinmed@ifema.es
		Sales Managers	Santiago Díez	sdiez@ifema.es (+34) 651 87 63 31 expoinmed@ifema.es
			Mercedes Ferrero	mferrero@ifema.es (+34) 627 27 71 48 expoinmed@ifema.es
		Ommercial Technical Support	Gloria Ayllón García	gayllon@ifema.es (+34) 678 64 74 50 expoinmed@ifema.es
IFEMA MADRID Customer Service	- Booking of services - EXPO ZONE - Visitor Information	(+34) 91 722 30 00 atencionalcliente@ifema.es		
Servifema	Billing and payments	(+34) 91 722 30 00 servifema@ifema.es		
Technical Secretariat (Trade Fair Services Department)	- Technical support to exhibitors and assemblers - Review of stand assembly projects - Solutions to technical problems during the exhibition activity - Customization of modular stands - Coordination for stand catering	(+34) 91 722 30 00 stecnica@ifema.es catering@ifema.es		
Graphic decoration	Hiring of graphic materials to customize your stand	(+34) 91 722 30 00 decoraciongrafica@ifema.es		

Department	Ask me about	Contact	
Full service stand design	Design and assembly of free-design stands	(+34) 91 722 30 00 infodesign@ifema.es	
Outdoor Advertising	Hiring of advertising media at the fairgrounds	(+34) 91 722 53 40/08 publicidadexterior@ifema.es	
Communication and Marketing Management	Media relations	Director: Raúl Díez Head of Press: Alejandra Elorza International Press: Helena Valera	(+34) 91 722 50 93 aelorza@ifema.es
Planning and Control Management	- Rental of the different meeting and convention spaces at the fairgrounds, both during and outside the fairs. - Coordination of extra-fair activities	(+34) 91 722 30 00 uanproduccion@ifema.es	
Institutional Relations (Protocol)	- Institutional visits - Guided tours - Protocol for all Events - Institutional relations	(+34) 91 722 30 00 relacionesinstitucionales@ifema.es	
Safety and Self-ProtectionManagement	- General security and parking - Access to the Fairgrounds	(+34) 91 722 50 65 dseguridad@ifema.es	
Medical Service and Security Emergencies	- Medical emergency - Health care for exhibitors and visitors during the celebration of fairs, set-up and dismantling.	(+34) 91 722 54 00	

Thank you

