

FERIARTE

Feria de Antigüedades y Galerías de Arte

**18-26
Oct
2025**
ifema.es

**Exhibitor's Guide and Specific
Rules of Participation**



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1.1 Dates, schedule and venue.

Feriarte will take place in Pavilion 3 of the IFEMA MADRID fairgrounds.

Dates: October 18 to 26, 2025

Opening hours: 11:30 am to 8:30 pm.

Exhibitors hours: from 10:30 a.m. to 9:00 p.m.

The character of the fair is professional and public.

1.1.1 Sectors convened:

FERIARTE is aimed at the exhibition and sale of Art and Antiques.

Sectors: Art galleries, antique dealers and companies related to these sectors.

A selection of firms of unique luxury items such as automobiles, wines, spirits, watches, etc. which, in the opinion of IFEMA MADRID, provide added value and prestige to the benefit of the event, may also exhibit, exclusively at the invitation of IFEMA MADRID.

1.1.2 Opening

On **Friday 17**, exhibitors will have access to the pavilion one hour before the opening time, starting at 17:00. Unless another schedule is determined, which will be announced well in advance, the official opening will be from 19:00 to 21:30 hours, with the doors opening to the public at 18:00 hours.

Attendance at the opening will be by invitation of the exhibitor and/or the show.

In the event that the Show Management determines an **extraordinary opening time**, due to the celebration of a special event, the exhibitor shall be obliged to remain at his stand to attend to the public until closing time. The exhibitor will be notified of such special opening hours sufficiently in advance and always before the entry of goods.

1.2 Organization:

IFEMA MADRID organizes annually in its premises the Antiques and Art Galleries Fair, FERIARTE, the conception, management, realization and administration of which falls on the Management of the Fair appointed for this purpose. The Management of FERIARTE works in close collaboration with the Exhibitors' Advisory Board called the Organizing Committee. In the Organizing Committee, will be represented the institutions that constitute IFEMA MADRID and the exhibitors, being able to incorporate other institutions, organisms and people whose tasks and functions are close to the object of the fair. The appointment of the Organizing Committee will be the exclusive competence of IFEMA MADRID.

The Organizing Committee basically represents the interests of exhibitors before IFEMA MADRID. Membership of the Organizing Committee is honorary and unpaid. The function of this Committee is to advise IFEMA MADRID in the preparation of FERIARTE and to support it, both in general matters of the fair (date, content, etc.) and in specific matters (selection of participating companies, advertising campaign, catalog, activities, etc.).

1.3 What do I have to do to participate?

The participation of antique dealers and art galleries in FERIARTE is, in the first place, by invitation of IFEMA MADRID, at the proposal of the Organizing Committee. This process consists of the prior assessment by the aforementioned Committee of which of the exhibiting firms from the previous edition meet the quality criteria established in the FERIARTE regulations and are therefore invited to participate in the next edition. The Organizing Committee will propose to IFEMA MADRID to reject or suspend the participation of an exhibitor in this or future editions of FERIARTE if any of the following causes occur:

- Failure to comply with the Specific and/or General Rules.
- Failure to comply with the conditions expressed in the Participation Application.
- Presentation or sale of forged works or works of dubious identity.
- The Organizing Committee deems that the works exhibited do not meet the general standards of FERIARTE, in accordance with the provisions of stipulations 1.8.4 (Works to be exhibited) and 1.9 (Objects not admitted) of these Specific Rules.
- The Organizing Committee deems that the decoration and presentation of the stand do not meet the general standards of FERIARTE, in accordance with stipulation 1.11 (Exhibitor's obligation) of these Specific Rules.

1. HOW TO PARTICIPATE. APPLICATION FOR PARTICIPATION

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APPLICATION FOR PARTICIPATION

1.3.1. EXHIBITORS THAT PARTICIPATED IN THE LAST EDITION

The application for participation is initiated by completing, within the established deadline, the online Application for Participation form accessible from the fair's website along with proof of payment of the corresponding reservation fee.

Companies that apply for participation before **June 25, 2025** will be able to participate in the first allocation of spaces that will take place on **July 2, 2025**.

Completion of the Participation Application Form implies full acceptance of the Specific Rules for Participation and Admission of Exhibits and General Rules for Participation in Exhibitions organized by IFEMA MADRID, the technical annexes, the Specific Rules of this edition and any other generic or specific provisions established by the fair organizers.

Requests for space received after June 25, 2025 will be attended to in order of arrival of the "Participation Application" and the corresponding payment of the reservation fee (an essential requirement that will determine the date of entry of the request for participation).

Once the space has been allocated, the exhibitor will receive the exhibition contract with the statement of accounts and stand plan and, from that moment on, will be able to access the Zona Expo customer portal to manage his participation.

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

1.3.2. NEW EXHIBITORS

In order to apply to participate in the fair, it is a requirement that the exhibitor's activity, whether it be a company, public or private organization, be included within the sectors covered by the fair.

In addition to the invitations issued by IFEMA MADRID, those antique dealers and art galleries that have not been invited to FERIARTE may apply to participate subject to the following requirements:

- Submission of a written document showing their interest in participating in the fair, accompanied by a professional curriculum vitae showing acquired experience, activities, participation in fairs, specialization and any aspect they consider relevant to be valued.
- Presentation of a dossier with a selection of works to be exhibited at FERIARTE, which must comply with the conditions for the admission of works established in these rules.
- These Rules may be requested from the FERIARTE Management or may be consulted directly on the fair's website. In the event that the Specific Rules of Participation and Admission of Works for the requested edition were not in place at the time of submitting the above-mentioned documentation, those of the previous edition will be taken as a model, a fact that will be taken into account by the Organizing Committee when evaluating the documentation submitted.
- The works must be submitted with a photograph and a brief description of each work (origin, period / date, material, artist's name, title of the work, technique used) and any other information that facilitates the identification of the work, attaching a copy of the certifications they possess.
- Once the documentation has been submitted under the above conditions, the FERIARTE Management will acknowledge receipt of the request in writing.
- The FERIARTE Organizing Committee will analyze all the dossiers provided by the applicants.

The Organizing Committee makes its decisions freely and under its own responsibility. In making its decisions it takes into account the information provided by the applicant firm, as well as that which it possesses as a result of its experience and knowledge. The deliberations, qualifications and classifications will be of a reserved nature, although the score obtained will be made known to the applicant in writing, as well as the decision taken on its participation or not, in accordance with the conditions required in these Specific Rules of Participation and the classification obtained.

Evaluation Criteria

The Committee will evaluate according to the following criteria:

1. Professional trajectory of the applicant firm.
 2. Quality of the works
- Acquired prestige.

Deadlines

The application dossier should preferably be sent by e-mail to **feriarTE@ifema.es** or, if by post, to FERIARTE/ IFEMA MADRID Avenida del Partenón, 5, 28042 MADRID.

Applications for the current edition will be preferred before June 25, 2025.

Applications submitted within this period will be reviewed by the Organizing Committee before the allocation of spaces.

Applications received after the general allocation of spaces will be reviewed later by the Organizing Committee if space availability is verified in order to admit new additions or to be included in the waiting list.

1. HOW TO PARTICIPATE. APPLICATION FOR PARTICIPATION

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Resolution and Communication of Spaces

Resolution and Communication of Spaces

The Management shall communicate the score obtained in writing and in a reasoned manner to the applicant company. The applicant company may request a review of the score within ten working days following receipt of the communication, alleging and justifying in writing the reasons that, in its opinion, it deems appropriate, in accordance with the provisions of clause 2.3.1 of these Specific Rules.

In the event that there is not enough space available to accommodate all the approved applicant companies, they will be placed on a Waiting List in strict order of score, and will be eligible for space at the fair as soon as it becomes available.

Once their participation in FERIARTE has been accepted, the Management will inform the applicant company of their status as Exhibitor, so that, within a maximum period of 7 working days from the date of receipt of the notification, the Participation Application form may be formalized and the required payments may be made.

The decision to accept the exhibitor will be at the discretion of IFEMA MADRID, taking into account the purpose of the fair and the availability of space. IFEMA MADRID will make one or more space/location proposals depending on the type of participation and/or type and size of stand requested.

1.3.3 MEDIATION COMMISSION

There is a Mediation Commission, within the Organizing Committee, which will attend as observer to the evaluation of dossiers by the aforementioned Committee and, in second instance, will attend to the claims of applicants who have been denied participation in FERIARTE, as well as those arising from the non-admission of pieces in the process of expert appraisal of pieces that takes place in the hours prior to the beginning of the contest.

This Commission will be made up of three members: one representative of the Madrid City Council, another of the Autonomous Community of Madrid and a third one who will be a professional of recognized prestige and experience in the appraisal of works of art, who is not an exhibitor unless he/she is an institutional one.

Procedure of action in relation to claims arising from the denial of participation in FERIARTE:

The procedure for action by the Mediation Committee will be brief and summary, with a hearing for all interested parties in accordance with the procedure detailed below:

- The request for review and the reasons supporting it must be submitted in writing within ten working days from the notification to the exhibitor by IFEMA MADRID of the rejection of its request to exhibit at FERIARTE.
- The Mediation Committee must decide within 20 working days following the submission of the request for review of the score. In the event that, once the score is reviewed, it is favorable to the applicant, the Participation Request will take effect if there is space available to be allocated; otherwise, the applicant will be placed on the waiting list, according to the position to which his/her score corresponds.

The decisions adopted by the Mediation Committee shall be final.

IFEMA MADRID declines all responsibility for any compensation for expenses incurred by the applicant company in connection with its application to participate in FERIARTE.

Procedure to be followed in relation to claims arising from the withdrawal of pieces by the Commission for the Admission of Works:

The functions of the Mediation Commission are:

- Ensure that both the process of expert appraisal and the review of claims on the pieces that have been rejected are carried out with the guarantees and in accordance with the procedures established by the organization.
- Provide an adequate response to the exhibitors' claims, either the ratification of the experts in the rejection of the piece, or, as the case may be, the rectification of criteria and acceptance of the same.

The appeal against the ratification of the Works Admission Committee's decision to reject an object for exhibition shall be submitted within a maximum period of 24 hours, at the Secretariat of the Contest, once the exhibitor has received the corresponding response to the claim submitted, in accordance with the procedure described in section 3.

The Contest Management will submit such appeal to the Mediation Commission for resolution within 48 hours of receipt.

1. HOW TO PARTICIPATE. APPLICATION FOR PARTICIPATION

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1.4 Allocation of spaces

The allocation of space will be carried out by drawing lots to choose the location of the stand. Exhibitors will be grouped according to the surface area requested. Each exhibitor will choose his space in the turn that corresponds to him by drawing lots.

In this edition, there will be no sectorization and separation between the Art Galleries of the XIX-XXI Centuries and the antique dealers.

The allocation of spaces will be carried out by video conference, the date will be communicated in advance. All exhibitors will be called in the following groups: F (6 modules), E (5 modules), D (4 modules), C (3 modules) B (2 modules), and A (1 module).

New exhibitors, not participating in the previous edition, will then choose their stand by the same procedure.

If the applicant or his/her representative does not attend, the Show Management will allocate the stand, according to the instructions received, and failing that, at its own discretion.

In order to have access to the choice of stands, the exhibitor must have paid 15% of the amount of the surface area requested, before June 25, 2025.

The Management of FERIARTE reserves the final decision on the definitive location of the stands, and may modify the initial plans, with the knowledge and approval of the Organizing Committee.

1.4.1 SPACE CONFIRMATION

The exhibitor will receive the exhibition contract with the statement of accounts and the location plan and dimensions of his stand. From that moment on, he will be able to access the Zona Expo customer portal to manage his participation, which will allow him to make the most of his presence at the fair.

Once a proposal of location and surface area has been accepted, the Participation Application constitutes a non-revocable commitment by the applicant.

It is obligatory to make the payments indicated in the Statement of Accounts within the established deadlines.

1.4.2 PARTICIPATION MODALITY

The exhibiting company is the company in whose name the application to participate as an exhibitor is completed.

Exhibitor is the individual or legal entity that has space at the Fair.

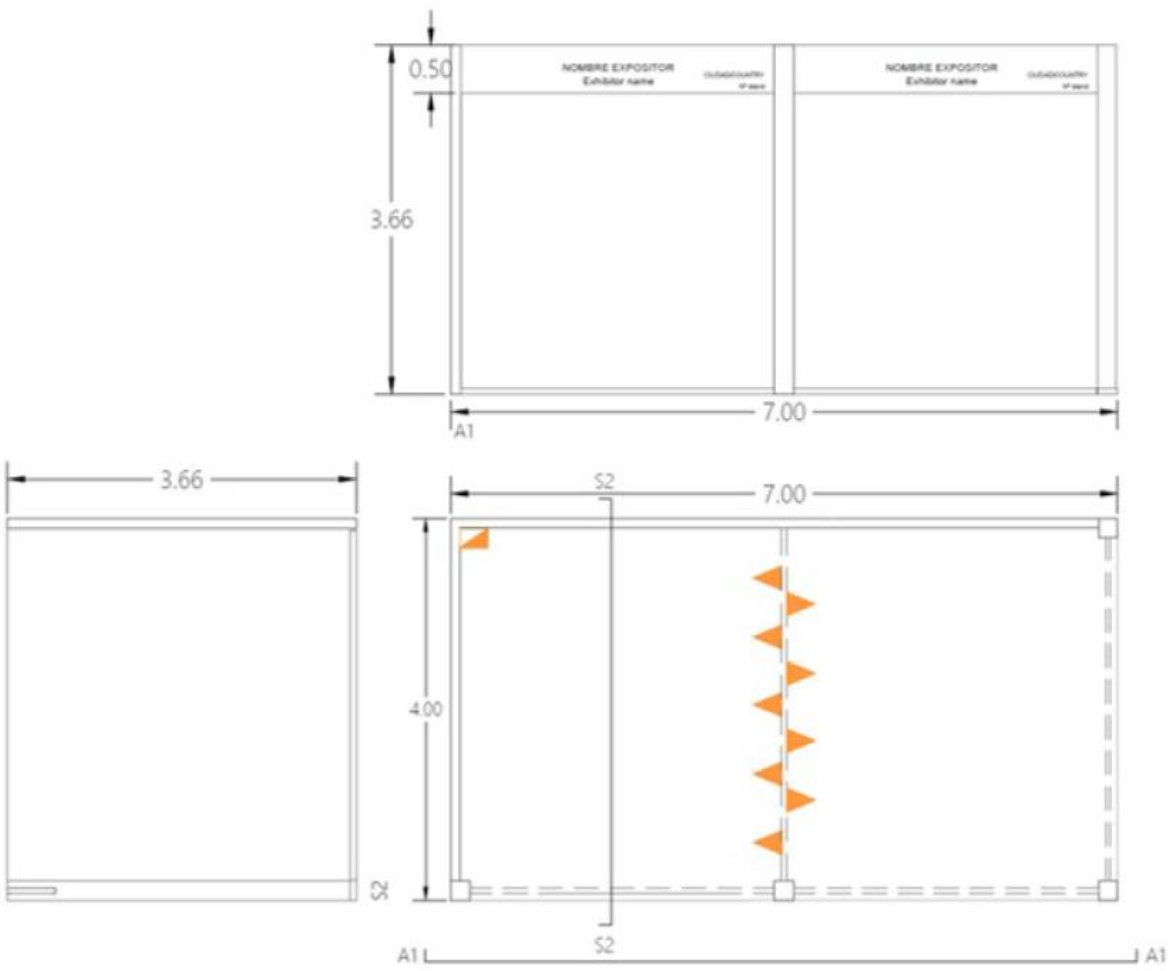
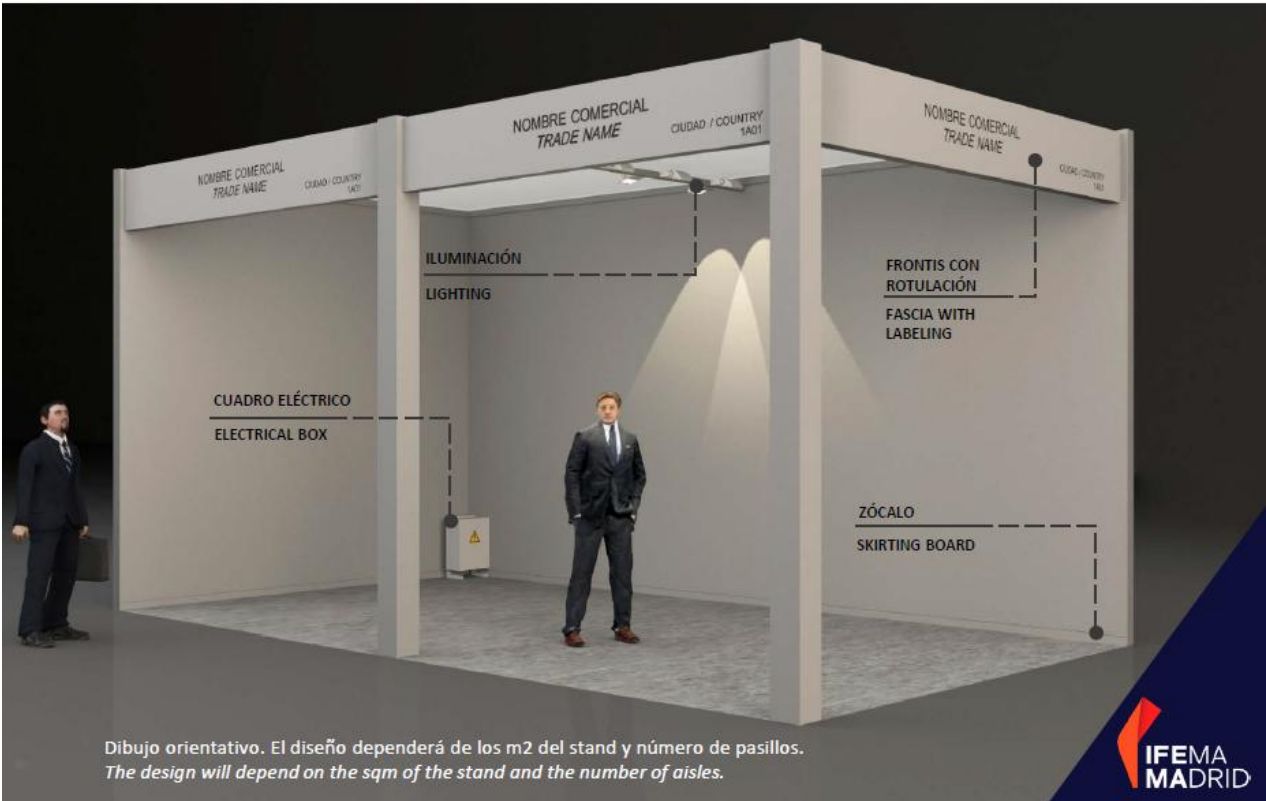
FERIARTE's participation includes the space and the modular stand.



1. HOW TO PARTICIPATE. TYPE OF STAND

1.5 Type of Stand

FERIARTE STAND

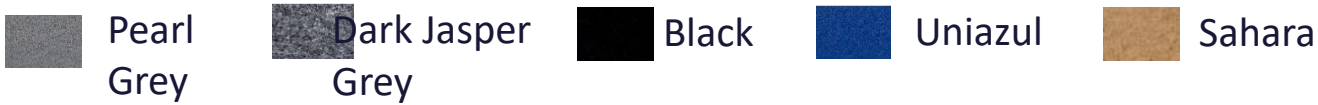


STAND

- Stand open to aisles, consisting of chipboard or MDF panel walls 10 cm wide and 3.66 m high finished in matte plastic paint.
- Frontispiece 10 cm thick and 50 cm high, supported by pillars, 20 x 20 cm, with a maximum span of 5.70 m between pillars and finished in matte plastic paint. The color of the fronts may not be changed on the outside.
- The roof of the stand shall be formed by means of rafters, and shall be completely covered with white fireproof fabric.
- In the interior and exterior areas of the walls of the stands, a 6 cm high baseboard shall be placed at the bottom.
- Cualquier cerramiento sobre la línea de pasillo deberá estar retranqueado por lo menos 20cm sobre el límite del stand.
- Any enclosure on the aisle line must be set back at least 20 cm from the booth boundary. It is strictly forbidden to install any type of decorative and/or lighting element on the ceiling structure without prior authorization from MODISEÑO S.L. To do so, a plan must be sent detailing the location and weight of the elements to be hung.
- By stand is understood the unit consisting of the total sum of the m2 allocated, regardless of the initial modulation made for the draw for the allocation of the stands.
- The usable space will be the space available after deducting the thickness of the walls of the stand.

FAIR-TYPE MOQUETA

The official color of the fair is Pearl Gray, although the following colors can be chosen free of charge:



ELECTRICAL ENERGY AND LIGHTING

Lighting by means of warm light (3000°K) LED track spotlights at a ratio of 1 spotlight for every 3 m2 of stand.

- In the interior and exterior areas of the booth walls, an interior skirting of 6 cm in height will be placed.
- Any enclosure over the aisle line shall be set back at least 20cm. Above the stand boundary.
- Electrical installation according to low voltage standard (single-phase) consisting of one electrical panel per stand sized to support a power of 130 w/m², and with a socket base.
- Exhibitors who request it on the dates established for the submission of the assembly plan may exchange the spotlights with lamps for universal screw-in spotlights without lamps in the same proportion as the lighting.

SIGNAGE

Standardized lettering placed on the front wall, on the aisle sides, with the exhibitor's name, booth number and place of origin.

WALLS

The official color of the fair for walls is COOL GREY 2U (light gray), although the following colors can be chosen free of charge:

- CoolGrey 2U
- CoolGrey 10U
- Off-white
- Negro
- PANTONE 9186U (Tono pastel)

DRAWING AS A GUIDE. Drilling is not allowed. Nailing or taping is allowed. It shall be adapted to the dimensions of the space allocated.

REMARKS: • All services or modifications to be introduced from these characteristics shall be at the exhibitor's expense. - The elimination or substitution, by the exhibitor, of any training element of the modular stand does not imply a reduction in the cost. - The distribution of all the elements that make up the stand, the extras requested, as well as the structural elements necessary for the support of the stand, will be adapted to the needs of the exhibitor, as long as it is technically feasible and the plan with the pertinent indications is received fifteen days before the first day of the beginning of the assembly. Once the stand has been assembled, any changes in the location of all the elements that have not been communicated on the established date will be invoiced. - All the material used, both structural and electrical, is rented and any deterioration will be invoiced according to current rates. - In addition, any exhibitor may hire elements listed in the IFEMA Services Catalogue.

1. HOW TO PARTICIPATE. PARTICIPATION FEES

1.6 Participation fees

Minimum surface area to be contracted antique dealers and galleries: 1 module, from 28 to 45m2.

Services and publications from 12m2.

Space + Stand: 289,50€/m2

Space + stand discount 5% early contracting : 275€/m2+VAT*.

*A 5% discount will be applied on the space + stand rate, if the stand is contracted before July 2, 2025.

SERVICES

Civil Liability Insurance (Covers up to 60.000€): 72, 84€+VAT(1)*

- Multifair Insurance (Covers up to 50.000€): 69,15€+VAT(1)*
- Minimum energy consumption (0,13KW/m2): 7,43€/m2+VAT(1)*

PAYMENT DATES

Before June 25, 2025: First payment of 15% of the space.

- **Before September 10, 2025:** Second payment of 35% of the space.
- **Before October 23, 2025:** Payment of the remaining amount of space and services.
- Payment of 50% is required to access the stand.
- Payment of the final amount due must be made in order to obtain the exit permit.
- It is essential to send the formal proof of payment to validate a payment before proceeding with any authorization. Send to servifema@ifema.es and feriarTE@ifema.es

PAYMENT METHODS

You can pay in the following ways:

- ❖ Transfer to: IFEMA MADRID / FERIARTE 2025

Santander: IBAN ES64 0049 2222 5115 1000 1900 SWIFT: BSCHESMM

BBVA: IBAN ES89 0182 2370 4000 1429 1351 SWIFT: BBVAESMM

Caixa Bank: IBAN ES93 2100 2220 1102 0020 2452 SWIFT: CAIXESBBXXX

Send copy of the bank receipt to servifema@ifema.es

- ❖ Certified check made out to IFEMA MADRID/FERIARTE 2025.
- ❖ Credit card in a secure environment, accessible at the end of the online completion of the participation application form, or subsequently through Zona Expo.

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

In Zona Expo you will find your statement of accounts of participation in the fair and the invoices, once the payments have been made. If you need an invoice to make a payment, please request it by mail to servifema@ifema.es.

DECOUNTS

5% discount on the “space + stand” rate by contracting the stand before July 2, 2025.

5% on services contracted through the Expo Zone up to 30 days before the start of assembly

This discount will be applicable to the services of the Expo Zone. Not included are the mandatory minimum services: outdoor advertising, meeting rooms, graphic decoration of stands and specific services of the fair such as extra stand decoration complements, exhibitor passes, invitations...

SURCHARGES

25% increase for contracting extra stand decoration elements from October 1.

1.7 Your Exhibitor Plan

Participate Plan.

Participation as an exhibitor at the fair requires the contracting of **Marketing and Communication Pack: 445€ + VAT (1)**

- Premium WIFI with access for 3 users per exhibitor, with a bandwidth of 20 mb. Before the beginning of the fair, you will receive an e-mail with your access codes. For any questions, please contact our Telecommunications Department: telecomunicaciones@ifema.es
- Presence in the exhibitors' preview.
- Pavilion floor plan with information on the list of exhibitors and location of their booth.
- Hand planner for visitors.

Highlighted Digital+ Digital Channel: 150€ + VAT (1) including:

- Presence and Visibility in the digital platform. Digital catalog with permanent access.
- Exhibitor file (company description, postal address and photographs of pieces and logo).

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

1. HOW TO PARTICIPATE. SPECIFIC RULES FOR PARTICIPATION

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1.8 Specific rules of participation

Without prejudice to the Management of the fair informing the exhibitors in case of relocation or significant alteration of the reserved location, each exhibitor is obliged to inform himself of the location of his stand, its exact dimensions, etc. This information can be found in your Expo Zone.

The exhibitor is obliged to attend his stand and remain with the products on display during the entire period and opening hours of the event.

The exhibitor authorizes IFEMA MADRID the possible total or partial reproduction of the objects and products exhibited in its promotional material.

The exhibitor undertakes to respect the rules and guidelines for the protection of the environment.

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

Promotional activities, distribution and exhibition of samples, leaflets, brochures, flyers and all kinds of promotional material will only be carried out within the space of each exhibitor.

The carrying out of activities that require the contracting of a specific catering service during the fair will require the completion of the "Communication form for catering at stands" available at ifema.es and which should be sent to: catering@ifema.es.

These Specific Regulations are complemented by the General Regulations for Exhibitors' Participation in Exhibitions Organized by IFEMA MADRID, which all exhibitors, by virtue of the fact that they are exhibitors, accept.

1.8.1 CANCELLATION

The Exhibitor's cancellation of its participation in the Show shall be grounds for termination of the contractual relationship between IFEMA MADRID and the Exhibitor for all purposes.

Resignation must be communicated to the Show Management in writing addressed to the same and will entail the loss of the amounts that the exhibitor should have paid at the date of communication, in accordance with the payment schedule reflected in the Participation Application.

If the cancellation has been communicated to the Show Management within thirty days prior to the opening of the event, IFEMA MADRID may require the exhibitor to pay the full amount of the contracted space.

In relation to the additional services offered by IFEMA MADRID that the exhibitor had contracted prior to the communication of the cancellation, the cancellation charges established in article 7 of the general conditions of admission and contracting in events organized by IFEMA MADRID shall apply.

In case of cancellation of the fair due to force majeure, the amounts paid for concepts related to the participation in person will be refunded, according to Article 15 of the General Rules of Participation in events organized by IFEMA MADRID.



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1.9 Procedures for exhibits

1.9.1 Entrance of merchandise and stand decoration

The dates for the access of exhibitors with their merchandise are: **Tuesday, October 14 and Wednesday, October 15, from 08:30 to 21:30 hours. There will be no entry of outside pieces after these dates.**

In the event that, exceptionally, a piece cannot enter during the indicated period, the exhibitor must notify the Show Secretariat in writing, before the last day of entry of merchandise, justifying and documenting such impossibility, which will be studied and ratified by the Organizing Committee, indicating, where appropriate, the time at which it will be reviewed. The description of the piece and its documentation must be attached. Without this requirement, admission of the piece is not guaranteed.

1.9.2 Removal of goods

The removal of exhibition merchandise, decorative elements and merchandise deposited in warehouses must be carried out on Monday, October 29th from 08:30 to 21:30 hours. Neither the packing of pieces nor the removal of merchandise on Sunday, December 1 shall be authorized. Any modification to this schedule will be promptly notified to the exhibitor, being such changes mandatory.

1.9.3 Inspection of exhibited artworks

Works Admission Committee

Para efectuar la inspección de obras, IFEMA MADRID delega en el Comité de Admisión de Obras cuya relación se hace pública por medio del catálogo digital del certamen.

The Management of the Contest, together with the Organizing Committee, will appoint the members of the Works Admission Committee for each edition, which will be made up of personalities from the world of the arts, academics and professionals of recognized prestige and knowledge.

The Works Admission Committee will be headed by a Chairman who will coordinate and resolve any questions arising from the work of the Committee.

The inspection of the exhibited works will be carried out without the presence of the exhibitor, prior to the opening of the fair to the public.

The Works Admission Committee will study the works exhibited and will rule on their admission or non-admission in accordance with the rules described above.

The Admission Committee will proceed to mark with a red label those pieces that it considers unfit to be exhibited at the fair.

Any change in the description of a piece or notification to the exhibitor about the piece, will be given to the exhibitor on a yellow label. This label does not imply the withdrawal of the piece, but only to proceed with what the committee requests on the label.

The Show Secretariat will take note of all the labels, taking photographs of the pieces to be withdrawn.

Schedule and procedure of the works inspection

Thursday, October 16 from 09:00 to 21:30h

The review of pieces will be carried out both in the stands and in the warehouse-customhouse.

On this date, the stands must be set up and decorated so that the Works Admission Committee can examine them. During this activity, access to the exhibition pavilion is forbidden to exhibitors or their employees.

The review of pieces will be carried out exclusively on the aforementioned day; therefore, all the pieces to be exhibited during the fair must be present at the stand or in the customs warehouse.



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The goods deposited in the warehouse-customs warehouse must bear both the identification label with the name of the stand, stand number and the label of its technical description with which it will be exhibited in the stand.

All the **documentation that has the piece** must be next to it during the day of review.

During the day of review all furniture, showcases, offices or storage rooms in the stand must be **open or keep the keys in their locks** to facilitate the proper inspection of all objects contained therein. No object shall be packed or stacked in such a way as to hinder inspection.

Keys to showcases that you do not wish to leave unlocked may only be delivered to the show secretariat on Wednesday before 8:30 p.m. The keys must bear a label indicating the name of the person handing them in, as well as the name of the exhibiting company and stand number. On Friday the exhibitor must pick up the keys at the Secretariat.

In the event that the committee is unable to inspect the contents of any display case, furniture or storeroom of a booth, the removal of all items not inspected will be required.

Review of Jewelry Stands

Due to the exceptional nature of the merchandise, the examination of jewelry stands will take place on **Thursday, October 16 from 2:00 p.m. to 9:30 p.m.** for complete stands and on Friday, October 17 from 10:00 a.m. to 2:00 p.m. only for stands with small display cases. Jewelers will be summoned at a specific time to have the pieces ready for inspection.

Upon arrival at the stand of the Admission Committee, the exhibitor must leave the stand during the inspection and may not intervene.

Once the inspection has been completed, the exhibitor shall be called to know the result of the inspection and proceed to remove the non-admitted parts, if applicable.

1.9.4 Results of the inspection of parts

Exhibitors will have access to their stands on Friday, **October 17 from 09:00 to 14:00 hours** to check the results of the inspection of parts. **In the event that there are any rejected pieces marked with a red label, the exhibitor must remove them from his stand or from the warehouse-customs warehouse before 12:00 noon.** Failure to comply with this rule may result in immediate closure of the stand.

In the case of bulky pieces, the exhibitor must be prepared to be able to move the pieces within the indicated period, and there will be no justification for the impossibility of removal. If the rejected pieces are not removed within the established term, the Show Management may request the official transporters of the fair to proceed with their transfer to the general warehouse, being the expenses derived from these charges invoiced to the owner, who will be responsible for these pieces.

The pieces may be taken to the “general warehouse” or taken outside. In both cases, at the moment of being withdrawn, the red label of the piece will be given to the control personnel.

Any piece deposited in the warehouse must keep, at all times, the identification label with the exhibitor's name, stand number and description of the piece, which will be provided by the control personnel.

If, once the fair has begun, the organization finds a piece in a stand that does not comply with these admission rules, it will require the exhibitor to immediately remove it from the stand.

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1. HOW TO PARTICIPATE. SPECIFIC RULES FOR PARTICIPATION

1.9.5 Claims for Unaccepted Pieces

Exhibitors may file a written and reasoned claim with the accompanying documentation addressed to the Works Admission Committee, including any missing pieces. To do so, they must complete the form provided by the organizers and submit it to the inspection staff in the warehouse or to the Secretariat, between 9:00 a.m. and 11:00 a.m. on Friday, October 17.

Pieces claimed for inspection must be placed in the warehouse for claimed pieces from 9:00 a.m. to 12:00 p.m., otherwise, the claim will not be processed.

The Committee will not inspect the pieces on the stands.

Any piece not claimed within the established period must be removed from the exhibition and may not be claimed at any other time.

Reviews of claims received will take place on the same day. The exhibitor's response will be delivered at the stand between 6:00 PM on Friday, October 17th, and 7:00 PM on Saturday, October 18th.

1.10 Warehouses

IFEMA MADRID provides exhibitors with several spaces for storing items.

Each item stored must have an identification label (exhibitor, stand number, item description), which will be provided by IFEMA MADRID staff.

IFEMA MADRID declines all liability in the event of theft, robbery, breakage, or damage to any merchandise stored there.

Exhibitor access to the warehouses is from 10:30 AM to 9:00 PM during the event.

Customs Warehouse

The exhibitor has a warehouse called CUSTOMS to store the replacement parts that will be exhibited at the fair. Parts will be admitted to customs only on the 14th and 15th, during established hours.

Customs inspection will take place exclusively on October 16th.

All merchandise deposited at CUSTOMS must bear the identification label with the name and number of the stand, the description of the part, and the label with its technical and commercial description, which will be used to display it at the stand.

General Warehouse

All pieces rejected for display, either at customs or at the stand, must be removed to the general warehouse or outside.

Reclaimed Pieces Warehouse for Re-Inspection

A space will be available to store only the pieces for which a re-inspection has been requested. Under no circumstances will claims be reviewed elsewhere. The deadlines and procedure for submitting claims are detailed.

1.11 Exit of merchandise sold during the contest

Once the inspection of pieces has been completed and the exhibitors have met the requirements, the Fair Management will distribute the **Exit Tickets**, which are mandatory for the exit of pieces sold abroad.

The distribution of tickets will begin on Friday the 17th at 4:30 p.m.

The exit tickets must be fully completed in all sections so that the exit control staff can verify that the piece sold corresponds to the description on the exit ticket.

Each exhibitor is responsible for the safekeeping of the ticket books, as well as their personal and non-transferable use.

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1. HOW TO PARTICIPATE. SPECIFIC RULES FOR PARTICIPATION

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1.12 Rules for the works to be exhibited

This section is supplemented by clauses 1.13 Inadmissible Objects and 1.14 Certificates.

All exhibited pieces must be labeled: style, period, and, where applicable, author (including those deposited at customs).

1.12.1 Works to be Exhibited

Except for the exceptions indicated in each section, the minimum age requirement for each object is 100 years.

Furniture

from exhibitors at exhibitions organized by IFEMA MADRID).

The following will be accepted:

- Furniture over 100 years old that corresponds to its style or period.
- Original furniture from the Art Nouveau and Art Deco movements and avant-garde works by 20th-century designers, as well as furniture from the 1960s and 1970s by designers who, in the opinion of the Admissions Committee, are of recognized prestige and historical/artistic importance.
- Furniture with up to 20% restoration, provided that the restoration is not a major part of the piece and does not detract from its appearance.
- Furniture with metal inserts with renovations of no more than 20%, which must be duly indicated on the descriptive label.
- Reupholstered chairs, armchairs, sofas, etc., provided that the Committee can verify their authenticity.

The following will be rejected:

- Furniture less than 100 years old.
- Veneered and/or transformed furniture.
- Associated furniture: when the lower, upper, or interior parts do not correspond to each other in period or style, except in cases where the Admission Committee accepts them due to their special characteristics.
- Furniture enriched with decorations that do not belong to the furniture (marquetry, painting, lacquer, etc.).
- Furniture that, even if 100 years old, does not meet the FERIARTE quality standard.

.Painting

- Original works by contemporary artists of recognized prestige and historical/artistic importance, compatible with the general characteristics of FERIARTE, will be accepted.
- **All works by international artists must be accompanied by their corresponding certificate, recognized in the art market, or sufficient bibliographic documentation.**
- This documentation must be placed with each work during the review process for inspection. To expedite the review process, it is suggested that a copy of these certificates be sent in advance to the Competition Secretariat.
- All works must be displayed with their identification label indicating the artist, school, period, technique, and medium. The original medium of the work must be clearly visible.
- Reproductions of any kind will not be accepted, nor will copies that, in the judgment of the Admission Committee, do not meet the conditions of age and quality that it deems essential.
- Restoration: Any restoration that distorts the work or that noticeably affects its main parts will be sufficient reason for the work to be withdrawn.

Sculpture

- Original works by contemporary artists of recognized prestige and historical/artistic importance, compatible with the general characteristics of FERIARTE, will be accepted.
- **All works by international artists must be accompanied by their corresponding certificate, recognized in the art market, or sufficient bibliographic documentation.**
- This documentation must be placed with each work during the review process for inspection. To expedite the review process, it is suggested that a copy of these certificates be sent in advance to the Competition Secretariat.
- All works must be displayed with their identifying label indicating the artist, school, period, technique, and material.
- Reproductions of any kind will not be accepted, nor will copies that, in the judgment of the Admissions Committee, do not meet the conditions of age and quality deemed essential.
- "Multiples," that is, works with a print run of more than twelve copies, will not be accepted. In the case of "serial" sculptures, the following must be specified, in addition to the artist and technique:
 - Work number: Copy number/total print run.
 - Founder (if known).

1. HOW TO PARTICIPATE. SPECIFIC RULES FOR PARTICIPATION

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Contemporary Artists

A pre-admission procedure is established for all works by contemporary visual artists. The purpose of this pre-validation process is to maintain the level of quality required by these admission rules.

At least 45 days in advance, all exhibitors must submit to the competition management a list of the contemporary artists and the works they plan to exhibit at Feriarte, for validation by the organizing committee and experts. This list must be submitted by email in a structured and legible format, before September 2, 2025, to feriarte@ifema.es.

The list of artists and works must be accompanied by the artist's CV, showing their career, exhibitions, collections, and/or museums where their work is exhibited, and all information that may contribute to their artistic evaluation.

The competition management will respond on behalf of the supervisory committee and may admit or reject artists who do not meet the quality criteria required for Feriarte.

Any contemporary work by an artist within the indicated coordinates presented at a stand at the fair without having undergone this prior validation will be rejected immediately and may not be exhibited.

Graphic Works

This category includes both engravings and prints made using any other non-photomechanical process (screen printing, lithography, etc.).

Original works by contemporary artists of recognized prestige and historical/artistic importance, compatible with the general characteristics of FERIARTE, will be accepted.

All works by international artists must be accompanied by their corresponding certificate of acceptance and recognition in the art market or sufficient bibliographic documentation. This documentation must be placed with each work during the review process for inspection.

Old graphic work (not serial)

The label must specify:

- Author(s), or failing that, school and period.
- Technique.
- Whether it is part of a book.

Modern/Contemporary Graphic Work

Print runs of more than 300 copies will not be accepted.

The label must specify:

- Author(s).
- Technique.
- Numbering: number of copies/total print run.
- Signature: "signed on plate/signed on sheet."
- Publisher (if known).
- If part of a series/portfolio/artist's book, please state: from the series.../from the portfolio...from the book....

Works that are an indivisible part of a book will not be accepted.

Photography

Original and documented photography of leading historical and contemporary avant-garde artists, as well as internationally renowned contemporary artists, will be accepted.

Silver

As a general rule, silverware items made of precious metal or silver-plated or gold-plated alloys that are at least 100 years old will be accepted.

Likewise, similar pieces from the Art Nouveau and Art Deco periods will be accepted, as well as those made in the 20th century by renowned silversmiths or whose quality, in the committee's judgment, is of outstanding relevance, always with a limit of 1950.

Under no circumstances will items that are the result of excessive restoration (including mechanical polishing) or recomposition, even if the latter includes antique elements, be accepted.

Likewise, express mention must be made on the label accompanying each item of any incident that has caused an alteration to its original integrity (significant loss or partial modification of any of its elements, including modern gilding or silver-plating).

1. HOW TO PARTICIPATE. SPECIFIC RULES FOR PARTICIPATION

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Jewelry and Watchmaking

Jewelry will be examined on Thursday, October 16, from 12:00 to 9:30 p.m. and on Friday, October 17, from 10:00 a.m. to 2:00 p.m.

All pieces must bear a descriptive label.

Exhibitors will be summoned at a specific time, allowing sufficient time to access their stand and arrange the pieces for convenient inspection by the committee.

Exhibitors must wait at their stand for the expert's arrival and leave their stand while the jewelry is examined. They must return when the inspection is complete and they have been notified. Exhibitors agree to remove rejected pieces immediately.

Vintage jewelry will be accepted; jewelry corresponding to Art Nouveau, Art Deco, Chevalier, Retro, and pieces from major designers after 1950, provided they are certified and validated by the Admission Committee.

The following Will not be accepted:

- Jewelry dating from after 1950, with the exceptions mentioned above.
- Imitations of styles or stones: modern zircons, synthetic stones, rhinestones, etc.
- Cultured pearls, corals, or precious stone strands.
- Pieces with later additions to the central core of the jewelry.
- Recompositions and mountings of antique stones on later structures.
- Pieces made in series from antique molds.

The pieces must comply with current regulations and be documented in a certified photocopy of the Police Record.

Pieces that have not been inspected by the Admissions Committee will not be permitted to be displayed. Therefore, under no circumstances may pieces be replaced if they have not passed the appropriate inspection.

During the fair, the pieces on display will be inspected at all times. Photographs will be taken of the display cases to monitor replacements.

Clocks: In addition to period pieces, Art Nouveau, Art Deco, Grand Complication, and major brands, as well as pieces from major brands validated at the discretion of the Works Admission Committee, will be accepted.

Textiles: Carpets, tapestries, and textiles

Spanish carpets from the Royal Factory, manufactured in a comparable quality and/or by a designer, will be accepted until 1950. Under no circumstances will carpets after this date be accepted, not even for stand decoration.

Tapestries: Tapestries and textiles must meet the criteria of age, quality, and state of preservation required by FERIARTE.

All pieces must be properly labeled and accessible for inspection.

Oriental Art

For porcelain, bronzes, ivories, and cloissonés, the general rules established for all other pieces with a minimum age of 100 years will apply, except for Chinese porcelain, where the limit is set for pieces from before the end of Tao Kuang's reign (1850).

For oriental furniture, the standards indicated in the general section on furniture apply.

All pieces made of terracotta or ceramic from all periods up to the Tang period must be accompanied by their corresponding thermoluminescence test.

Please note that the FERIARTE Works Admission Committee is not subject to any prior expert examination or certificates of authenticity issued by customs, governments, etc.

Archaeological Antiquities

All original pieces dating back to the 7th century AD, inclusive, will be accepted and must be properly documented in accordance with current Spanish legislation.

The reconstruction of pieces must clearly distinguish the original from the reconstructed part. In all cases, the reconstruction must be specified on the identification label.

Mosaics must be original and retain their original configuration. Works remade with old tesserae will not be accepted, regardless of the support.

All pieces made of terracotta or ceramic must be accompanied by the corresponding thermoluminescence test.

Terracotta: in case of doubt, a scan certificate of the piece may be required.

Ivories

All ivories, from any period and even if they are part of a piece, must have current documentation.

Only pieces carved within the last 100 years will be accepted. Raw tusks will not be accepted.

European Porcelain and Ceramics

Works manufactured before 1900 will be accepted. Works made after this date using old molds will not be accepted.

Works by 20th-century avant-garde artists that, in the judgment of the Admissions Committee, are of recognized prestige and historical/artistic importance will be accepted.

Glass and Crystal

Manufactured works dating back to 1940 will be accepted. Art Nouveau, Art Deco, and works by 20th-century avant-garde artists will be accepted, as well as works of recognized historical and artistic prestige and importance, in the judgment of the Admission Committee.

Tribal Art

Only pieces—ritual objects, insignia of power, or household utensils—created in a traditional cultural context that show signs of having fulfilled their original function and are more than 100 years old will be accepted.

In the specific case of ethnic jewelry—often reconstructed due to the fragility of its materials—only those that contain more than 70% original elements and whose design respects traditional canons will be accepted.

Architectural Elements

All architectural elements must be at least 100 years old.

1.13 Objects Not Accepted

- Objects whose manipulation, restoration, alteration, etc., has distorted their original function, period, or style.
- Unmanufactured objects: ivories, shells, bones, antlers, etc. (Even if they include a stand or pedestal)
- Furniture, paintings, and objects in poor condition and presentation that, in the Committee's judgment, do not meet the required quality standards or do not meet FERIARTE's general standards.
- Furniture, objects, rugs, etc., brought into the stand either for decorative purposes or for the exhibitor's use, which could cause confusion with the objects on display for sale.
- Works of art that have not been reviewed by the Admission Committee may not be displayed on audiovisual media.

1.14 Certificates

All certificates of expertise/authenticity and scientific evidence submitted will be considered, but they will not be binding on the Admission Committee; the Committee's discretion will always prevail.

These certificates/proofs must remain with the piece during the inspection period. They must be easily located and consulted by the Admission Committee.

1.15 Exhibitor Obligations

- To attend the stand continuously during all private or public opening hours of the fair.
- All exhibitors are required to wear the identification badge provided by the organizers at all times, and are required to provide identification for all persons entering the pavilion, both at the entrance/exit of merchandise and during the event.
- To declare and identify all works presented.

All pieces on display must be accompanied by their corresponding identification label, identifying the style, period, and, where applicable, the artist, from Thursday, October 16th to Sunday, October 26th (including those deposited in customs and warehouse). The label with the description of the piece must not include additional information about the artist and their works. This information may appear on a separate medium.

- At the request of the organizers, a piece may be removed immediately at any time during the fair.
- During the construction inspection days, all furniture, doors, drawers, display cases, office cabinets, and storage areas must remain open or the keys must be kept in their locks to facilitate proper inspection of all items contained within. Otherwise, the Construction Admission Committee may require the removal of all items contained within.

Keys to showcases that you do not wish to leave unlocked or open may be handed in to the secretary's office, as described in section 1.11.

- Correct any labels that, in the opinion of the Artwork Admission Committee, require description modifications.
- Remove any pieces with red labels from the stand on Friday, November 17, from 9:00 a.m. to 11:30 a.m.
- Stand decoration: Adapt the presentation and decoration of your stand to the general standard of FERIARTE.

1.16 Prohibited Activities

- Trading outside the pavilion itself (warehouses, parking areas, patios, entrance hall, etc.) is strictly prohibited.
- Sharing the stand without prior knowledge and authorization from the Fair Management is strictly prohibited.
- Auctions: Displays and/or distribution of any type of promotional or exhibition material related to auctions, as well as any type of exhibition that takes place outside the framework of FERIARTE, will not be permitted.

1. HOW TO PARTICIPATE. CALENDAR

1.17. Calendar

When	What	How	Who attends you
Until June 25, 2025	Application for participation (priority deadline for choosing a space)	Complete the online participation application and send proof of payment of 15% to servifema@ifema.es to participate in the space allocation process.	Exhibition Address: feriarte@ifema.es Customer Service (Exhibitors): (+34) 917223000 atencionalcliente@ifema.es
July 2, 2025	Meeting to select spaces	A call will be sent indicating the time and the group in which you participate.	Competition address: feriarte@ifema.es
Until September 9, 2025	Hiring services	Contratación de servicios con un 5% de descuento. En Zona Expo	IFEMA MADRID Exhibitors Line (+34) 917223000 atencionalcliente@ifema.es
Until September 10, 2025	Payments	35% of the amount of the space completing 50% of the contracted space.	Servifema: servifema@ifema.es Customer Service (Exhibitors): (+34) 917223000 atencionalcliente@ifema.es
Until September 30th	Extras Stand	Deadline to request additional stand elements without additional charge. After this date, there will be a 25% additional charge.	Modiseño feriarte@modiseño.com +34 91 621 47 41
Until October 10, 2025	Extras stand	payment of the budget for the requested extra decoration elements	

1. HOW TO PARTICIPATE. CALENDAR

When	What	How	Who attends you
From September 25, 2025	Hiring services	25% increase in prices for last-minute bookings and all other services in the Expo Zone.	IFEMA MADRID Exhibitors Line (+34) 917223000 atencionalcliente@ifema.es
October 14, 2025	Goods receipt	From 8:30 a.m. to 9:30 p.m.	Pavilion Manager Modiseño: assembly company.
October 15, 2025	Goods receipt	- From 8:30 a.m. to 9:30 p.m. - Exclusive sales day for antique dealers from 12:00 p.m. to 6:00 p.m. (Prior registration required on the website)	
October 16, 2025	Parts Review	no access for exhibitors	
October 17, 2025	Review results	From 9:00 a.m. to 2:00 p.m.	Competition Director
	Opening	From 6:00 p.m. to 9:00 p.m.	
From October 18 to 26, 2025	Celebration of the fair	Public: Hours: 11:30 a.m. to 8:30 p.m. Exhibitor: Hours: 10:30 a.m. to 9:00 p.m.	Servifema: servifema@ifema.es Customer Service (Exhibitors): (+34) 917223000 atencionalcliente@ifema.es
Until October 23, 2025	Payments	100% of the amount of the space and services contracted.	
October 27, 2025	Goods issue	From 8:30 a.m. to 9:30 p.m.	Pavilion manager



2. MANAGE YOUR PARTICIPATION

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

Access our Zona Expo customer area from the website: www.ifema.es/feriarte to manage your company's information, your contacts, and everything related to your participation. You can access your participation once confirmed using your username (the email address you used to complete the application).

What can I do from Zona Expo?

- Access details of each participation, plans, and projects.
- Access the exhibitor calendar.
- View relevant documents.
- Manage exhibitor passes and request visa support letters.
- Download discount vouchers: Renfe and Iberia.
- Send invitations.
- Access orders, payments, account statements, and invoices issued.
- Access the e-commerce site to purchase services.

2.2. Exhibitor Passes, Merchandise Entry and Exit Passes, Visa Management, Transport Discount Vouchers, Promotional Materials, and Online Invitations.

2.2.1. Exhibitor Passes

Exhibitor passes can be managed through ZONA EXPO, under the "Event Access/Exhibitor Passes" section.



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

Passes:

Group A: 4 passes

Group B: 6 passes

Groups C to E: 8 passes

Group F: 10 passes

To ensure security at the fair, 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 the fair entrances.

2.2.2 Goods Entry and Exit Passes:

In order to monitor all persons with access to the pavilion, exhibitors must enter the details of the personnel who will assist them during the entry and exit of goods into the specific application. They will be asked to complete this process two weeks before the entry of goods.

All persons who must access the pavilion must be properly accredited.



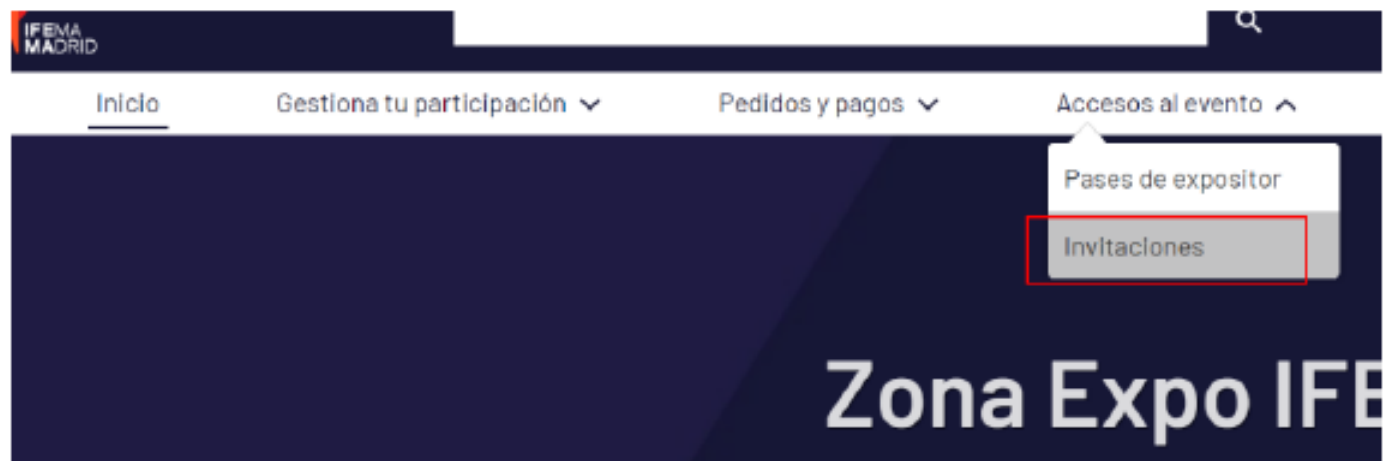
2. MANAGE YOUR PARTICIPATION

2.2.3. Online Invitations

Each exhibitor will have professional digital invitations to send to their contacts, at a rate of 5 per square meter of stand.

Exhibitors will have one VIP invitation per stand.

Online invitations can be sent via "EXPO AREA/Event Access/Invitations/Manage Invitations."



The following screen will then appear to customize the shipment:

Invitación: Feria - 100.00%

1. Introduzca las direcciones de correo a las que quiere enviar la invitación
Añadir listado de emails

Copia y pega los emails en una misma columna

2. Añadir saludo y texto adicional

Escribe aquí

3. Si dispones en tu empresa de un departamento para el cumplimiento del RGPD, añade los datos de contacto (Email: RGPD@tuempresa.es, Teléfono: 987654321, Dirección postal...)

Escribe aquí

Enviar invitaciones

We urge exhibitors to make good use of their invitations by sending them.

Guests who receive the invitation code must register ONLINE through the Feriarte website, ifema.es/feriarte, and enter the invitation code they received to receive their free pass to access the fair. (Invitation codes cannot be redeemed at the counter.)

It is absolutely necessary for all Trade Visitors who will enter the venue with a digital invitation to register as Trade Visitors through **ifema.es/feriarte**.

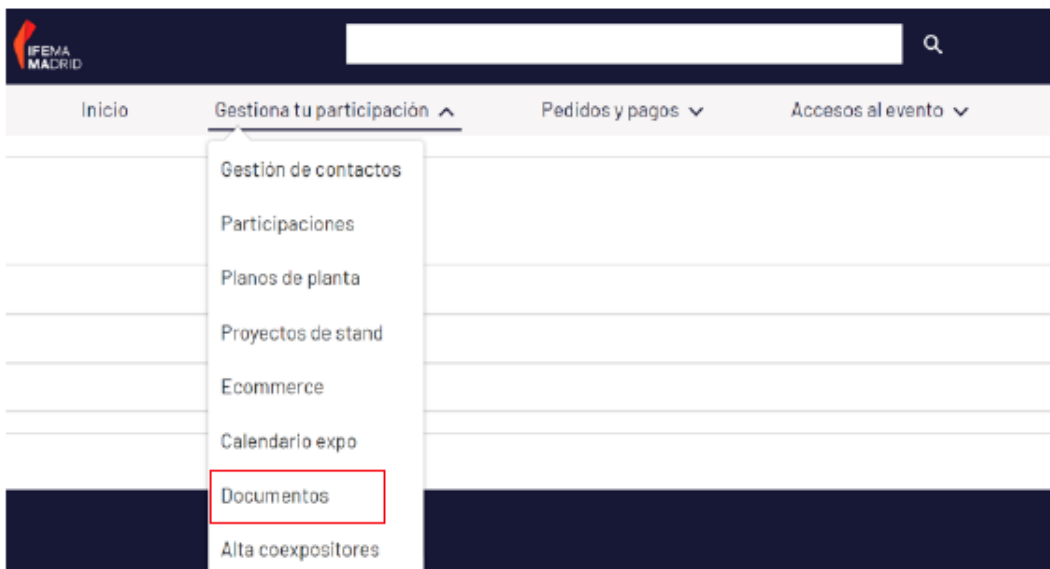
2.2.4 Visa Management

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

Once these two requirements are met, you will have access to the "Request visa support letter" button under "ZONA EXPO/Event Access/Exhibitor Passes."

2.2.5 Transportation Discount Vouchers

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



2.2.5 Promotional Material

Each exhibitor will receive the following for their participation:

- 5 paper invitations/m2 of stand space with direct access
- VIP cards with direct access
- Opening invitations with direct access

Number of VIP and Opening invitations:

Group A: 6 units

Group B: 8 units

Group C: 10 units

Group D: 12 units

Group E: 14 units

Group F: 16 units

Others:

- 2 Posters
- 1 Parking space for cars in the exhibitor parking lot

2.3. Other relevant information

Shipping of merchandise to the venue. Customs regulations.

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

- IFEMA MADRID (Avda. del Partenón, 5. 28042 Madrid, Spain)
- Feria Feriarte
- Your company name.
- Pavilion 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 reception.

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

DB Schenker Office at the IFEMA MADRID Trade Fair Center: Hall 7
Telephone: +34 91 330 51 77
ifema.madrid@dbschenker.com

CUSTOMS REGULATIONS

1. All products from non-EU countries must clear customs procedures. Special mention must be made of the fact 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 duties, even if the products have no commercial value (the amount of duties 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, goods may only be deposited in the official logistics agent's warehouse within the Fairgrounds.
5. It is strictly prohibited to display, sell, consume, or distribute non-EU merchandise at a fair before the goods have cleared customs. This includes promotional material.

6. Products transported as carry-on baggage 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 agreement must go to the official Logistics Operator's warehouse to process the transported goods. This warehouse is located at:

Avenida Partenón s/n
West Entrance – access to Rivera del Sena Street Service Pavilion, Warehouse 2
28042 Madrid

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

2.4. Site plan

FERIARTE



2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

Question	Answer
Where can I find the IFEMA MADRID General Participation Rules that apply to my participation?	In addition to the Exhibitor's Guide, your participation in Feriarte is subject to the IFEMA MADRID General Participation Rules, which you should be aware of and which can be accessed from the IFEMA MADRID website (www.ifema.es) or from the following link: Regulations for exhibitors at fairs organized by Ifema IFEMA MADRID
Can I hire catering or serve my own food and drinks at the stand?	<p>Yes. Exhibitors who intend to offer a free catering service at their stand can do so either by submitting a request to IFEMA MADRID-approved catering companies (see the list HERE) or through other catering service providers. In this case, it is essential to complete the "Notification for the provision of catering services at stands" form, available in the exhibitor area of the institutional website, and send it, along with the requested information, to catering@ifema.es for their information and appropriate action.</p> <p>Failure to notify IFEMA MADRID of this request will result in the Exhibitor being unable to offer this service at their stand.</p> <p>The Exhibitor assumes liability to third parties for claims arising from the aforementioned catering service, exonerating IFEMA MADRID from any liability in this regard.</p>
Can I access the facility with vehicles for assembly and disassembly or loading and unloading of goods?	<p>Access to IFEMA MADRID and the pavilions will be through the gates and on the days and times indicated in this Exhibitor Guide.</p> <p>We remind you that, for safety reasons, parking in front of the merchandise entrance gates is strictly prohibited.</p> <p>IFEMA MADRID is not responsible for the security of vehicles while they remain at Feria de Madrid.</p> <p>There is a truck and car park, which may be used for a fee. Consult rates.</p>

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

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Question	Answers
Can I send merchandise to my booth?	<p>IFEMA MADRID staff is not authorized to receive merchandise from your stand. To send merchandise to the venue, exhibitors must indicate the following in the delivery address: IFEMA MADRID (Avda. del Partenón, 5, 28042 Madrid, Spain). Feriarte Fair. Company name, pavilion, and stand number.</p> <p>Merchandise must be received by your company's staff at your stand and arrive during the designated merchandise and decoration reception days. If this is not possible, we recommend contacting our partner merchandise management company: DB Schenker Office at the IFEMA MADRID Trade Fair Center: Hall 7, (+91) 330 51 77 ifema.madrid@dbschenker.com</p>
What procedure should I follow to hang structures in pavilions/rigging?	<p>Exhibiting companies may hang elements from the pavilion roofs by following the procedure outlined in the "Regulations for Hanging Structures in Pavilions" and completing the "Request for Authorization to Hang Structures/Rigging" form and sending it to rigging@ifema.es</p>
Can I hold raffles and drawings at the booth?	<p>Raffles, tombolas, and random combinations are game types provided for in Article 3.2 and defined in Article 15 of Law 6/2001 of July 3, on gaming in the Community of Madrid.</p> <p>You can find all the information in the following form: https://sede.comunidad.madrid/comunicaciones-declaraciones/cifras-tombolas</p>
How do I apply for a visa support invitation letter?	<p>Visa support letters are processed through the Expo Zone. To do so, you must first personalize your exhibitor passes. Once you have processed your exhibitor passes, you can request invitation letters and download them to your device.</p> <p>It is essential that you be up to date with your payments according to the payment schedule to request these letters.</p>
Where can I hire my stand services?	<p>By accessing the E-commerce located within the Expo Zone or through the https://shop.ifema.es</p>
Who should I contact to book a room?	<p>Main exhibitors who need to book a room should contact: uanproduccion@ifema.es</p>

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

Question	Answer
What does the PARTICIPATE PLAN include?	<p>This mandatory contract includes the following elements:</p> <ul style="list-style-type: none">• Presence in the exhibitor catalog accessible on the official event website.• Presence on the floor plans located in each pavilion. <p>And the following services:</p> <ul style="list-style-type: none">• Access to the EXPO ZONE.• Exhibitor passes based on the contracted area.• Invitations and mailing service through the EXPO ZONE. <p>Wi-Fi connection for 3 users throughout the fair for stand holders (devices that allow connection in the 5 GHz band). Access codes will be sent the days prior to the start of the fair.</p>
How to use the EXPO ZONE?	<p>The following video shows a tutorial on how to use the EXPO ZONE</p>
What are the benefits of my Expo Zone?	<p>It is used to manage the participation of each exhibiting company at Feriarte.</p> <ul style="list-style-type: none">• Add contacts who will be accessing the Expo Zone and manage access permits.• Access the exhibitor calendar.• View documents of interest.• Manage exhibitor passes, request visa support letters, and send invitations.• Access payments, account statements, and issued invoices.• Access e-commerce to contract services.
How can I request my invoices?	<p>Invoices are not generated by default. You must request them directly from the IFEMA MADRID billing department (servifema@ifema.es), indicating the trade show at which you are exhibiting and the items to be included. Once generated, they will be available in your Expo Area.</p>

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

Question	Answer
Is it mandatory to attend the stand at all times?	Yes, exhibitors are required to attend their booth and remain with the products on display throughout the entire exhibition period and opening hours.
Are assembler passes required during set-up/dismantling of the fair?	You must provide accreditation for all persons who will be accessing the pavilion to provide service. The event management will send you access to the application for registering auxiliary staff.
How to book parking at IFEMA?	<ul style="list-style-type: none">For your participation, you are entitled to one parking space for passenger cars in the exhibitor parking lot. This parking card can be collected from the exhibition secretariat.Exhibiting companies can purchase additional parking spaces through the e-commerce site located within the Expo Zone or via the link https://shop.ifema.es Once purchased, parking badges can be collected starting October 14th (the first day of setup) at the exhibitor service desk, located on the central boulevard between Halls 6 and 8.
What coverage do I have as an exhibitor with the included insurance?	You can consult the mandatory insurance coverage in the exhibitor support area at IFEMA MADRID .
How do I access the Wi-Fi network as an exhibitor?	As an exhibitor, you will receive Wi-Fi access for up to three users throughout the fair, exclusively for stand holders, as part of the PARTICIPATE PLAN. It is essential that your devices support 5 GHz band connectivity. Access codes will be sent out in the days prior to the start of the fair. 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

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

FERIARTE

Question	Answer
Regulations and support for exhibitors at the fairgrounds	Regulations for exhibitors at fairs organized by Ifema IFEMA MADRID
Regulations and support for assemblers at the fairgrounds	https://www.ifema.es/en/support/assemblers-colaborators-fairgrounds

3. PROMOTE AND PROFIT FROM YOUR PARTICIPATION

FERIARTE

3.1. Online Exhibitor Catalog

The trade show catalog is an indispensable promotional and networking tool. It provides visitors and other exhibiting companies with basic information for preparing for the trade show 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 give your company maximum visibility and obtain the greatest return on your participation.

- All digital communication and communication for your participation is channeled through Live Connect.
- Take full advantage of the platform IFEMA offers to communicate your participation and showcase your products.

3.2. Invitations for your clients and contacts

IFEMA provides you with invitations to the fair so you can efficiently promote your participation. Be sure to use this useful tool, which we provide in 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 customers through the best B2B segmentation on the market.

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

[More information here: Publicidad | IFEMA MADRID](#)



4. SUSTAINABILITY MANAGEMENT AT IFEMA MADRID

MOMAD

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.

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 carpet used in corridors and common areas. To do this, it is essential to start removing it before dismantling begins, which implies a distribution by strips, instead of covering the entire space as before.

In this way, we can guarantee its transformation into 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 about	Contact		
Event address	<ul style="list-style-type: none">• Space Rental• General topics of participation in the fair• Exhibitor passes• Professional visitor invitations• Activities and forums at the fair	Director	Ana Rodríguez	<div>(+34) 91 7223000</div> <div>feriarte@ifema.es</div>
		Comercial Manager	Teresa Mérida – merida@ifema.es	
		Comercial Area	Pepa Casado – mjcasado@ifema.es	
Customer Service IFEMA MADRID	<ul style="list-style-type: none">• Service Hiring• Expo Area• Visitor Information	<div>(+34) 91 722 30 00</div> <div>atencionalcliente@ifema.es</div>		
Technical Secretariat (Fair Services Department)	<ul style="list-style-type: none">• Technical support tasks for exhibitors and contractors• Review of stand construction projects• Solutions to technical problems during the fair• Customization of modular stands• Coordination for stand catering services	<div>(+34) 91 722 30 00</div> <div>stecnica@ifema.es</div> <div>catering@ifema.es</div>		
Graphic Decoration	<ul style="list-style-type: none">• Hiring of graphic materials to personalize your stand	<div>(+34) 91 722 30 00</div> <div>decoraciongrafica@ifema.es</div>		
Comprehensive stand design service	Design and construction of custom-designed stands	<div>(+34) 91 722 30 00</div> <div>infodesign@ifema.es</div>		

Department	Ask about	Contact
Outdoor Advertising	Hiring of advertising displays at the exhibition venue	(+34) 91 722 53 40/08 publicidadexterior@ifema.es
Communication and Marketing Department	Media Relations	<div><div>Director: Raúl Díez Directora de Comunicación: Marta Cacho Jefe de Prensa: Alejandra Elorza Prensa Internacional: Elena Valera Secretaría Prensa: Pilar Serrano</div><div>(+34) 91 722 50 93 aelorza@ifema.es</div></div>
Planning and Control Department	<ul style="list-style-type: none">- Rental of various meeting and convention spaces at the exhibition venue, both during and outside of the fairs.- Coordination of off-fair activities.	(+34) 91 722 30 00 uanproduccion@ifema.es
Institutional Relations (Protocol)	<ul style="list-style-type: none">- Institutional visits- Guided tours- Protocol for all events- Institutional relations	(+34) 91 722 30 00 infoifema@ifema.es
Security and Self-Protection Department	<ul style="list-style-type: none">- General security and parking- Access to the Exhibition Park	(+34) 91 722 50 65 dseguridad@ifema.es
Medical Service and Security Emergencies	<ul style="list-style-type: none">- Medical emergency- Healthcare for exhibitors and visitors during the fairs, setup, and dismantling	(+34) 91 722 54 00

Thank you

