

• III FERIAARTE

Feria de Antigüedades y Galerías de Arte

21-29
Nov



Exhibitor's Guide and Specific Rules of Participation



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1. HOW TO PARTICIPATE: sectors, dates and organization

FERIARTE, the Art and Antiques Fair, aims to showcase and sell art and antiques.

1.1 PARTICIPATING SECTORS

Antique dealers, art galleries and companies related to these sectors.

A selection of firms specializing in unique luxury items such as cars, wines, spirits, watches, etc., may also exhibit, exclusively by invitation from IFEMA MADRID, provided that, in IFEMA MADRID's opinion, they bring distinctive value and added prestige to the event.

1.2 DATES, TIMES AND VENUE

Feriarte will take place in **Hall 5** of the IFEMA MADRID Exhibition Centre.

Dates: 21 to 29 November 2026

Opening hours: 11.30 am to 8.30 pm.

Exhibitor hours: 10.30 am to 9.00 pm.

The fair is open to both the public and trade visitors.

1.2.1 Opening Ceremony

Unless a different programme is arranged, which will be announced in good time, **the official opening ceremony** will take place on Friday, **20 November** from 19:00 to 21:30, with doors opening to the public at 18:00. Exhibitors will have access to the hall one hour before the opening time, from 17:00.

Attendance at the opening ceremony will be by invitation from the exhibitor and/or the organizers.

1.2.2 Should the Event Management decide to introduce extended **opening hours due to a special event**, the exhibitor shall be required to remain at their stand to attend to the public until closing time. The exhibitor shall be notified of such extended opening hours in good time and always before the goods are delivered.

1.3 ORGANIZATION

IFEMA MADRID organizes the Antiques and Art Galleries Fair, FERIARTE, annually at its venues, with the conception, management, implementation and administration of the event falling to the organizing Committee appointed for this purpose.

The FERIARTE Management works in close collaboration with the exhibitors' Advisory Council, known as the organizing Committee.

The organizing Committee shall include representatives from the institutions that make up IFEMA MADRID and the exhibitors, and may include other institutions, bodies and individuals whose roles and functions are closely related to the purpose of the fair.

The appointment of the organizing Committee shall be the exclusive responsibility of IFEMA MADRID.

The organizing Committee primarily represents the interests of the exhibitors vis-à-vis IFEMA MADRID. Membership of the Committee is honorary and unpaid. The role of this Committee is to advise IFEMA MADRID on the preparation of FERIARTE and to provide support, both on general matters relating to the fair (date, content, etc.) and on specific issues (selection of participating companies, advertising campaign, catalogue, activities, etc.).

1.4 WHAT DO I NEED TO DO TO TAKE PART?

Participation by antique dealers and art galleries in FERIARTE is, first and foremost, **by invitation** from IFEMA MADRID, upon the recommendation of the organizing Committee. This process involves the Committee's prior assessment of which, among the exhibitors from the previous edition, meet the quality criteria set out in the FERIARTE regulations and are therefore invited to participate in the next edition.

The organizing Committee will propose to IFEMA MADRID that an exhibitor's participation in the current or future editions of FERIARTE be rejected or suspended if any of the following grounds arise:

- Failure to comply with the Specific and/or General Regulations.
- Failure to comply with the conditions set out in the Application Form.
- Presentation or sale of forged works or works of dubious authenticity.
- The organizing Committee's assessment that the works on display do not meet the general standard of FERIARTE, in accordance with the provisions of clauses 1.12.1 (Works to be exhibited) and 1.14 (Prohibited items) of these Specific Rules.
- The organizing Committee's assessment that the decoration and presentation of the stand do not meet the general standard of FERIARTE, in accordance with clause 1.16 (Exhibitor's obligations) of these Specific Regulations.

1.5 APPLICATION FOR PARTICIPATION

1.5.1 Exhibitors who took part in the last edition

Upon receiving the invitation to participate, the company must confirm its intention to take part by completing the Application for Participation.

The application for participation is made by completing the online Application for Participation form on the trade fair's website. It is also necessary to pay the booking fee at the same time and to send proof of payment. The deadline for confirming participation is 19 June 2026.

Companies that apply to participate before **19 June 2026** will be eligible for the first allocation of stands, which will take place on **2 July 2026**.

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

Requests for space received after 19 June 2026 will be processed in the order in which the "Application Form" and the corresponding payment of the booking fee (an essential requirement) are received, and this will determine the date of receipt of the application.

Once the space has been allocated, the exhibitor will receive the exhibition contract, along with the statement of account and a floor plan of the stand area, and from that point onwards, they will be able to access the Zona Expo customer portal to manage their participation.

Payments specified in the contract must be made within the stipulated timeframes.

1.5.2 New exhibitors

To apply to participate in the fair, the applicant company, whether public or private, must operate within the sectors covered by the event.

In addition to the invitation issued by IFEMA MADRID, 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 statement expressing their interest in participating in the fair, accompanied by a professional CV detailing their experience, activities, participation in fairs, specialisation and any other aspect they consider relevant for assessment.
- Submission of a dossier presenting a selection of the pieces/works to be exhibited at FERIARTE, which must comply with the conditions for the admission of works set out in these regulations.
- These Regulations may be requested from the FERIARTE Management or consulted directly on the fair's website. In the event that the Specific Rules for Participation and Admission of Works for the edition in question have not yet been drawn up at the time of submitting the aforementioned documentation, those of the previous edition shall be used as a model; this fact will be taken into account by the organizing Committee when assessing the submitted documentation.

- Entries must be submitted in the form of photographs, accompanied by a brief description providing all relevant details for each work (origin, period/date, material, artist's name, title of the work, technique used) and any other information that may assist in identifying the work, together with copies of any certificates held.
- Once the documentation has been submitted in accordance with the conditions set out above, the FERIARTE Management will acknowledge receipt of the application in writing.
- The FERIARTE organizing Committee will review all the dossiers provided by the applicants.

The organizing Committee makes its decisions freely and on its own responsibility.

In reaching 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, assessments and rankings shall be confidential, and the decision regarding participation shall be communicated to the applicant in writing, in accordance with the conditions set out in these Specific Rules of Participation and the ranking obtained.

1.5.3 Evaluation Criteria:

The Committee shall evaluate applications according to the following criteria:

- The professional track record of the applicant firm.
- The quality of the works.
- Reputation.

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1.5.4 Deadlines

The portfolio of works to be exhibited at Feriarte should preferably be sent by email to feriarte@ifema.es or by post to FERIARTE/IFEMA, Av. del Partenón, 5. 28042 MADRID.

Applications for the current edition must be submitted by **10 June 2026**.

Applications submitted within this deadline will be reviewed by the organizing Committee prior to the allocation of spaces. Applications received after the general allocation of spaces has taken place will be reviewed at a later date, should space become available for new entries or for inclusion on the waiting list.

1.5.5 Notification of the decision

The Management will notify the applicant company of the decision in writing, stating the reasons. The applicant may request a review within ten working days of receiving the notification, setting out and justifying in writing the reasons it deems appropriate, in accordance with the provisions of clause 2.3.1 of these Specific Regulations.

In the event that there is insufficient space to accommodate all approved applicant companies, these will be placed on a Waiting List in strict order of score, and may be eligible for a space at the fair as soon as one becomes available.

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

IFEMA MADRID will make one or more proposals for space/location, depending on the type of participation and/or the size of the stand requested.

1.5.6 Mediation Committee

There is a Mediation Committee within the organizing Committee which will act as an observer during the evaluation of applications by the organizing Committee and, in the second instance, will handle complaints from applicants who have been refused participation in FERIARTE, as well as those arising from the non-admission of works during the vetting process which takes place in the hours leading up to the start of the event.

This Committee shall consist of three members: one representative from the Madrid City Council, another from the Autonomous Community of Madrid, and a third who shall be a professional of recognized standing and experience in the valuation of works of art, who shall not be an exhibitor unless doing so in an institutional capacity.

Procedure for dealing with complaints arising from the refusal of participation in FERIARTE:

The Mediation Committee's procedure shall be brief and summary in nature, with a hearing for all interested parties in accordance with the procedure detailed below:

- The request for review and the grounds on which it is based must be submitted in writing within ten working days of the exhibitor being notified by IFEMA MADRID that their application to exhibit at FERIARTE has been rejected.
- The Mediation Committee must reach a decision within 20 working days of the submission of the request for review. Should the review of the claim be favourable to the applicant, the Application for Participation will be validated for allocation if space is available; otherwise, the applicant will be placed on the waiting list.

The decisions taken by the Mediation Committee are final.

IFEMA MADRID accepts no liability for any compensation relating to expenses that the applicant company may have incurred in connection with its application to participate in FERIARTE.

1.5.7 Procedure for dealing with complaints arising from the withdrawal of works by the Works Admission Committee / vetting committee.

The functions of the Mediation Committee are:

- To ensure that both the vetting committee process and the review of complaints regarding works that have been rejected are conducted with the necessary safeguards and in accordance with the procedures established by the organization.
- To provide an appropriate response to exhibitors' complaints, either by upholding the vetting committee's decision to reject the piece or, where appropriate, by rectifying the criteria and accepting the piece.

Any appeal against the vetting committee's decision to reject an item for exhibition must be lodged within a maximum of 24 hours at the organization Office, once the exhibitor has received the response to the complaint submitted, in accordance with the procedure described in section 3.

The Management shall submit this appeal to the Mediation Committee for resolution within 48 hours of receipt.

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FERIARTE

1.6 ALLOCATION OF STAND SPACES

1.6.1 For the allocation of stand spaces, exhibitors will be grouped according to the floor space requested. Each exhibitor will select their stand space within their designated group by lottery, and in the order assigned by lottery amongst the participants in their group.

The allocation of spaces will take place via video conference; the date will be announced in advance.

All exhibitors will be invited in the following groups and order:

- Group F (6 modules)
- Group E (5 modules)
- Group D (4 modules)
- Group C (3 modules)
- Group B (2 modules)
- Group A (1 module)

New exhibitors, who did not participate in the previous edition, will choose their stand after the returning exhibitors in their group, following the same procedure.

Should the applicant or their representative fail to attend, the Event Management will allocate the stand in accordance with the instructions received, or, failing that, at its own discretion.

To be eligible to choose a stand, the exhibitor must have paid 25% of the cost of the requested space by **19 June 2026**.

The FERIARTE Management reserves the right to make the final decision regarding the definitive location of the stands and may modify the initial plans, with the knowledge and approval of the organizing Committee.

1.6.2 Confirmation of space

The exhibitor will receive the exhibition contract, along with an invoice and a floor plan showing the dimensions and location of their stand. From that point onwards, they will be able to access the Zona Expo customer portal to manage their participation, enabling them to make the most of their presence at the fair.

Once the proposed location and floor space have been accepted, the Application for Participation constitutes an irrevocable commitment on the part of the applicant.

The stand comprises all the modules requested as a single unit.

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

1.6.3 Type of participation

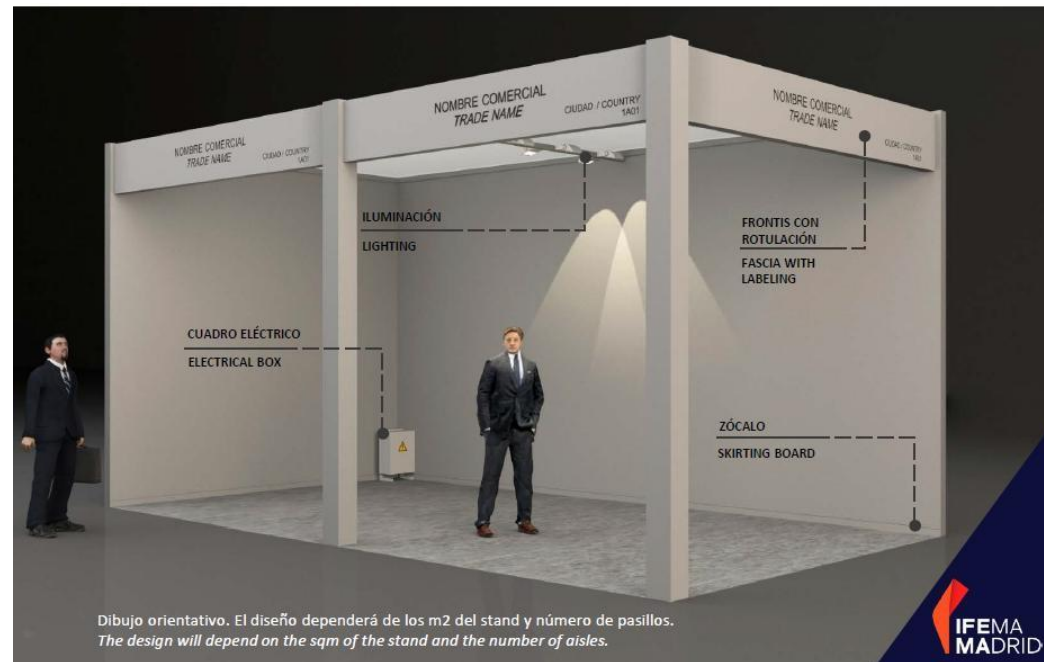
The exhibiting company is the entity in whose name the application to participate as an exhibitor is completed.

An exhibitor is the natural or legal person who has been allocated space at the event.

Participation in FERIARTE includes: the space and the modular stand.



1.7 TYPE OF FERIARTE STAND



ILLUSTRATIVE DRAWING. This will be adapted to the dimensions and layout of the allocated space.

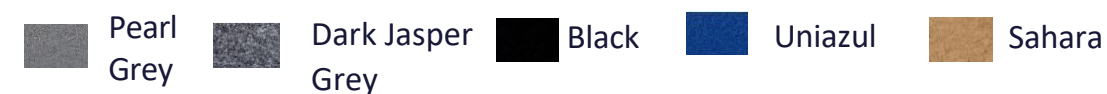
The stand construction company will send the exhibitor a plan showing the layout of all the elements included in the stand as a proposal, so that the exhibitor can confirm it or request any changes required.

STAND

- An open-plan stand facing the aisles, comprising walls made of chipboard or MDF panels 10 cm thick and 3.66 m high, finished in matt acrylic paint.
- Facade 10 cm thick and 50 cm high, supported by 20 x 20 cm pillars, with a maximum span of 5.70 m between pillars and finished in matt plastic paint. The colour of the facades cannot be changed on their outer surface.
- The stand roof shall consist of battens and shall be completely covered with white, tensioned fire-retardant fabric.
- A 6 cm high skirting board shall be fitted to the interior and exterior of the stand walls.
- Any enclosure on the aisle line must be set back at least 20 cm from the stand boundary.
- It is strictly forbidden to install any type of decorative and/or lighting element on the roof structure without prior authorization. To do so, you must submit a plan detailing the location and weight of the elements to be hung.
- A stand is defined as the unit comprising the total sum of the allocated square meters, regardless of the initial layout used for the allocation of stands.
- The usable space will be that available once the thickness of the stand walls has been deducted.
- Drilling holes is not permitted.
- Nailing or securing with adhesive tape is permitted.

EXHIBITION CARPET

The official colour of the exhibition is Pearl Grey, although you may choose from the following colours at no extra cost:



ELECTRICITY AND LIGHTING

Lighting shall be provided by warm-white (3000 K) LED track spotlights at a ratio of one spotlight per 3 m² of stand area.

An internal skirting board 6 cm high shall be fitted to the interior and exterior walls of the stands.

Any enclosure on the aisle line must be set back by at least 20 cm from the stand boundary.

Electrical installation in accordance with low-voltage standards (single-phase), consisting of one electrical panel per stand, sized to support a power rating of 130 W/m², and fitted with a socket outlet.

Exhibitors who request this by the deadlines set for submitting the assembly plan may replace spotlights with lamps with universal screw-in spotlights without lamps, maintaining the same lighting ratio.

SIGNING

Signage using standardized lettering placed on the front façade and on the sides facing the aisles, displaying the exhibitor's name, stand number and place of origin.

WALLS

The official colour of the fair for walls is COOL GREY 2U (light grey), although you may choose from the following colours at no extra cost:

- Cool Grey 2U*
- Cool Grey 10U
- Blanco roto
- Negro
- PANTONE 9186U (Tono pastel)

NOTES: • Any services or modifications requested in addition to these specifications will be at the exhibitor's expense. • The removal or replacement by the exhibitor of any component of the modular stand does not result in a reduction in cost. • The layout of all elements comprising the stand, any requested extras, and the structural elements required to support the stand will be adapted to the exhibitor's requirements, provided 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 erected, any changes to the location of elements that have not been notified by the specified date will be invoiced. • All materials used, both structural and electrical, are on a hire basis and any damage will be invoiced at the current rate. • In addition, any exhibitor may hire items listed in the IFEMA Services Catalogue.

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1.8 SPACE+STAND

Minimum area to be booked: (Modules range from 27 to 34 m²)

- Antique dealers and galleries: 1 module.
- Services and publications: from 12 m².

1.8.1 Rates

- Space+Stand: €296/m² + VAT(1)
- Space+Stand with a 2.5% discount: €288.63/m² + VAT(1)

A **2.5% early booking** discount applies to the Space+Stand rate for bookings made before 10 July 2026.

1.8.2 Services

- Civil Liability Insurance (up to €60,000): €72.84 + VAT(1)
- Multi-fair Insurance (up to €50,000): €69.15 + VAT(1)
- Minimum energy consumption (0.13 kW/m²): €7.65/m² + VAT(1)

1.8.3 Payment dates:

- **Before 19 June 2026:** First payment of 25% of the stand space.
- **Before 30 September 2026:** Second payment of 50% of the stand space. Payment of 75% is essential to gain access to the stand.
- **Before 26 November 2026:** Payment of the remaining amount for the space and services. Payment of the total amount due is essential to obtain the goods release permit.

It is mandatory to send formal proof of payment for a payment to be considered valid, before proceeding with any authorization. Send to servifema@ifema.es and feriarTE@ifema.es

1.8.4 Payment methods

- Bank transfer to: IFEMA MADRID / FERIARTE 2026

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

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

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

Please send a copy of the bank receipt to Servifema@ifema.es

- **Cleared cheque**, made payable to IFEMA MADRID/FERIARTE 2026.
- **Credit card payment** via a secure environment, accessible upon completion of the online participation application, or subsequently via Zona Expo.

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

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

1.8.5 Discounts

- 2.5% discount on the Space+Stand rate when booking the stand before 10 July 2026.
- 5% discount on services available only via Zona Expo until 12 October.

This discount will apply to Expo Zone services (furniture, cleaning, hostesses, parking permits, etc.). It does not include the mandatory services (outdoor advertising, meeting rooms, stand graphics) or specific fair services such as additional stand decoration items, exhibitor passes, invitations, etc.

1.8.6 Surcharges

25% surcharge for ordering additional stand decoration items from 30 October onwards.

25% surcharge on services available through the Expo Zone from 4 November onwards.

1.8.7 Your exhibition plan

Participate Plan

Participation as a main exhibitor at the fair requires the purchase of:

Marketing and Communications Package: €445 + VAT (1), which includes:

- Premium Wi-Fi with access for 3 users per exhibitor, with a bandwidth of 20 Mb. Before the fair begins, you will receive an email with your login details. If you have any queries, please contact our Telecommunications Department: telecomunicaciones@ifema.es
- Listing in the exhibitor directory.
- Floor plans in the hall showing the list of exhibitors and the location of your stand.
- Pocket map for visitors.

Digital Highlight + Digital Channel: €150 + VAT(1) which includes:

- Presence and visibility on the digital platform. Digital catalogue with permanent access.
- Exhibitor profile (company description, postal address and photographs of products and logo).

(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. In the case of companies from the European Union, the exhibitor will be liable for any VAT that may be due in their country of establishment.

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1.9 SPECIFIC RULES FOR PARTICIPATION

1.9.1 EXHIBITOR OBLIGATIONS

Notwithstanding any information provided to exhibitors by the fair management, each exhibitor is obliged to **ascertain for themselves the location of their stand and its specifications**. This information can be found in the Expo Zone and requested from the organizers.

All exhibitors are required to display **the identification badge always provided by the organizers** and must ensure that all persons entering the exhibition hall are properly accredited, both at the goods entrance/exit and during the event.

The exhibitor is required to **man their stand and remain with the exhibited products** throughout the entire duration and opening hours of the event.

The exhibitor must maintain the same aesthetic presentation and sufficient quantity of works at their stand from the first to the last day. In the event of a sale and if there are no replacement pieces available, the pieces sold must be kept. Display cases, shelves or walls must not be left empty. Pictures must not be displayed on the floor or stacked against the wall.

During public opening hours, it is not permitted to carry out stand reconfiguration work or move pieces. Only the replacement of one piece with another is permitted, without making noise or hammering. During these hours, it is not permitted to take pieces out into the aisle to rearrange the stand. Such work must be carried out during the exhibitor's allocated time, prior to the public entering.

Exhibitors are not permitted to use the rest areas as a dining area, nor are they permitted to eat in groups at the stand.

Activities that may disturb other exhibitors are prohibited, and noise levels must not exceed 60 decibels.

Promotional activities, distribution and display of samples, brochures, leaflets and all types of promotional material, may only take place within each exhibitor's own stand.

Activities requiring the hiring of a catering service must be accompanied by the completion of the "Notification for catering on stands" form, available at ifema.es, which must be sent to: catering@ifema.es

These Specific Rules are supplemented by the General Regulations for Exhibitor Participation in Events Organized by IFEMA MADRID, which all exhibitors, by virtue of their status as such, accept.

The exhibitor authorizes IFEMA MADRID to reproduce, in whole or in part, the objects and products displayed in their promotional material.

1.9.2 Cancellation

The exhibitor's withdrawal from the Exhibition shall constitute grounds for the termination of the contractual relationship between IFEMA MADRID and the Exhibitor for all purposes.

The withdrawal must be notified to the Exhibition Management in writing addressed to the same and shall entail the forfeiture of the amounts that the exhibitor should have paid by the date of notification, in accordance with the payment schedule set out in the Application Form.

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

Regarding any additional services offered by IFEMA MADRID that the exhibitor had contracted prior to notifying 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 the fair being cancelled due to force majeure, amounts paid for items related to physical participation shall be refunded, in accordance with Article 15 of the General Rules of Participation in events organized by IFEMA MADRID.



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1.10 PROCEDURES FOR THE DELIVERY, REMOVAL, DISPLAY AND SALE OF ITEMS

1.10.1 Delivery of goods and stand decoration

The dates for exhibitors to bring in their goods are **Tuesday 17 and Wednesday 18 November, from 08:30 to 21:30.**

No items will be accepted from outside the venue after these dates.

If, exceptionally, an item cannot be brought in during the specified period, the exhibitor must notify the organization office in writing before the last day for goods entry, providing justification and documentation for this impossibility, which will be examined and approved by the organizing Committee, indicating, where applicable, the time at which it will be reviewed. The description of the item and any documentation relating to it must be provided. Without this, the item's admission cannot be guaranteed.

1.10.2 Removal of goods

The removal of exhibition goods, decorative items and goods stored in warehouses must take place on Monday **30 November between 08:30 and 21:30.**

Neither the packing of items nor the removal of goods is permitted on Sunday 29 November.

Any changes to this schedule will be notified to the exhibitor in a timely manner, and such changes shall be binding.

1.10.3 Inspection of exhibited works: Works Admission Committee

To carry out the inspection of works, IFEMA MADRID delegates this task to the Works Admission Committee, the list of members of which is published on the website via the event's digital catalogue.

The Management, together with the organizing Committee, will appoint the members of the Works Admission Committee (vetting committee) for each edition; the vetting committee will be composed of leading figures from the arts world, academics and professionals of recognized standing and expertise.

The Works Admission Committee will be chaired by a president who will coordinate the committee's work and resolve any issues that may arise.

The inspection of the exhibited works will take place without the exhibitor being present, prior to the fair opening to the public.

The vetting committee will examine the exhibited works and decide on their admission or rejection in accordance with the rules set out.

The vetting committee will mark with a red label those pieces it considers unsuitable for exhibition at the event.

Any change to the description of a piece or notification to the exhibitor regarding the piece shall be provided to the exhibitor on a yellow label. This label does not imply the removal of the piece, but rather that the exhibitor must comply with the Committee's request as stated on the label.

The Exhibition Secretariat shall take note of all labels and take photographs.

1.10.4 Schedule and procedure for the inspection of works: Thursday 19 November

The inspection of works will take place both at the stands and in the customs warehouse.

On this date, the stands must be erected and decorated so that the Works Admission Committee can examine them. During this activity, exhibitors and their employees are prohibited from entering the exhibition hall.



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The inspection of items will take place exclusively on the specified day; therefore, all items to be displayed during the fair must be present at the stand or in the customs warehouse.

Goods stored in the customs warehouse must bear both an identification label stating the stand name and number, and a label detailing their technical specifications as they will be displayed at the stand.

All documentation relating to the item must be kept with it on the day of inspection.

On the day of inspection, all furniture, display cabinets, offices or storage areas on the stand must be **open or have the keys left in the locks** to facilitate proper inspection of all items contained therein. No items must be packed or stacked in such a way as to hinder inspection.

Keys to display cases that exhibitors do not wish to leave open may be handed in only at the event secretariat on Wednesday before 8.30 pm. The keys must be labelled with the name of the person handing them in, as well as the name of the exhibiting company and the stand number. On Friday, the exhibitor must collect the keys from the Secretariat.

Should the committee be unable to inspect the contents of any display case, cabinet or storage area on a stand, all uninspected items must be removed.

Jewellery Stand Inspection

Due to the exceptional nature of the merchandise, the inspection of jewellery stands will take place on Thursday **19 November, from 4.00 pm to 9.00 pm** for full stands, and on Friday 19 November from 10.00 am to 2.00 pm for stands with small display cases only. Jewellers will be given an appointment at a specific time to have the items ready for inspection.

Exhibitors are required to notify the event organizers of any jewellery items they intend to display at least 10 days before the start of the fair; otherwise, these items may not be exhibited.

Upon the Admissions Committee's arrival at the stand, the exhibitor must leave the stand during the inspection and may not be present.

Once the inspection has been completed, the exhibitor will be called to be informed of the result and to remove any items that have not been admitted, if applicable.

1.10.5 Results of the inspection of items

Exhibitors will have access to their stands on Friday **19 November from 09:00 to 14:00** to check the results of the inspection of items. **In the event that any item has been rejected and marked with a red label, the exhibitor must remove it from their stand or from the customs warehouse before 12:00.** Failure to comply with this rule may result in the immediate closure of the stand.

In the case of bulky items, the exhibitor must be prepared to move the items within the specified timeframe; the inability to remove them is not a valid excuse. Should the rejected items not be removed within the established timeframe, the Exhibition Management will instruct the fair's official hauliers to transfer them to the general warehouse, with the costs arising from this transport being invoiced to the owner, who shall remain responsible for said items.

Items may be collected from the "general warehouse" or taken off-site. Upon collection, the red label for the item must be handed over to the control staff.

If, once the fair has begun, the organizers discover an item at a stand that does not comply with these admission rules, the exhibitor will be required to remove it from the stand immediately.



1. HOW TO PARTICIPATE. APPLICATION FOR PARTICIPATION

1.10.6 Appeals regarding rejected entries

Should an entry be rejected, the exhibitor may submit a written, reasoned appeal, attaching any supporting documentation they possess, addressed to the Works Admission Committee. To do so, they must complete the form provided by the organizers and hand it to the control staff in the warehouse or to **the Secretariat between 09:00 am and 11:00am on Friday 20 November.**

Works claimed for review must be placed in the storage area for **claimed works between 09:00 and 12:00**; otherwise, the claim will not be considered.

The Committee will not review works at the stands.

Any work not claimed within the specified timeframe must be removed from the exhibition and may not be claimed at any other time.

Claims received will be reviewed on the same day. **The response to the exhibitor will be delivered to the stand between 18:00 on Friday 20th and 19:00 on Saturday 21st November.**

1.11 REMOVAL OF GOODS SOLD DURING THE EVENT

Once the inspection of items has been completed and the exhibitors have met the requirements, the Event Management will issue the Removal Vouchers, which are mandatory for the removal of items sold to external parties.

The distribution of vouchers will begin on Friday 20th at 4.30 pm.

The exit vouchers must be fully completed in all sections so that exit control staff can verify that the item sold matches the description on the exit voucher.

It is the responsibility of each exhibitor to safeguard the voucher books and to ensure their personal and non-transferable use.

1.12 STORAGE AREAS

IFEMA MADRID provides exhibitors with a number of communal areas for storing items.

Each item stored must be labelled with an identification tag (exhibitor name, stand number, description of the item), which will be provided by IFEMA MADRID staff.

IFEMA MADRID accepts no liability in the event of theft, loss, breakage or damage to any goods stored there.

The opening hours for exhibitors to access the storage areas are from 10.30 am to 9.00 pm on the days the event is held.

Customs Warehouse

Exhibitors have access to a warehouse known as the CUSTOMS AREA for storing the replacement items they will be exhibiting at the fair. Items may only be brought into the customs area on the 17th and 18th, during the designated hours.

The customs inspection will take place exclusively on 19 November.

All goods deposited in the CUSTOMS AREA must bear both an identification label with the stand name and number, a description of the item, and the technical and commercial description label with which it will be displayed on the stand.

General Warehouse

All items rejected for display, whether in the customs area or on the stand, must be removed to the general warehouse or taken off-site.

Storage area for items claimed for a second review

Within the general storage area, there will be a designated space for items for which a new review has been requested. Under no circumstances will claims be reviewed elsewhere.



1.13 RULES FOR WORKS TO BE EXHIBITED

This section is supplemented by clauses 1.14: prohibited items and 1.15: certificates.

All exhibited items must be labelled with their style, period and, where applicable, the artist's name (including those held in customs).

1.13.1 Works to be exhibited:

Except where otherwise stated in each section, **the minimum age required for each object is 100 years.**

TEXTILES: CARPETS, TAPESTRIES AND WOVEN FABRICS

Spanish carpets from the Royal Factory, or of comparable quality and/or by a designer, up to the year 1950 will be accepted. Under no circumstances will carpets dating from after these dates be accepted, not even for stand decoration.

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

All items must be properly labelled and accessible for inspection.

IVORY

All ivory items, from any period and even if they form part of a larger object, must be accompanied by valid documentation.

Only items carved more than 100 years ago will be accepted.

Raw tusks will not be accepted.

FURNITURE

The following will be accepted:

- Furniture over 100 years old that is characteristic of its style or period.
- Original furniture from the Art Nouveau and Art Deco movements and avant-garde designer pieces from the 20th century, 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.
- 20th-century designer furniture must bear the manufacturer's certificate or stamp.
- Furniture with up to 20% restoration, provided that this does not affect the main body of the piece or detract from its character.
- Furniture with metal fittings where no more than 20% has been renewed, provided this is 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.
- Re-veneered and/or altered furniture.
- Mixed-period furniture: where the lower, upper or interior parts do not correspond to one another in period or style, except in cases where the Admissions Committee accepts them due to their special characteristics.
- Furniture embellished with decorations that do not belong to it (marquetry, paintwork, lacquering, etc.).
- Furniture which, even if 100 years old, does not meet FERIARTE's quality standards.

SILVER

In general, silverware made of either precious metal or silver- or gold-plated alloys that is at least 100 years old will be accepted.

Pieces of a similar nature from the Art Nouveau and Art Deco periods will also be accepted, as well as those produced in the 20th century by silversmiths of recognized prestige or whose quality, in the committee's judgement, is of outstanding significance, provided they date from no later than 1950.

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

Furthermore, the label accompanying each object must expressly mention 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. APPLICATION FOR PARTICIPATION

PAINTING AND SCULPTURE

Original works by established and contemporary artists of recognized prestige and historical/artistic significance will be accepted, provided they are consistent with the general characteristics of FERIARTE.

Contemporary works must not have been created after 1999, except in duly justified cases approved by the organizing committee.

These exceptions, subject to review, will apply to works by artists with a market value on the international scene or of high collector's value. The organizing committee, advised by the vetting committee, will review these dossiers.

For approval, the exhibitor must send the list of works created after 1999, together with the relevant documentation, to the Organization Management by 10 October.

All works must be displayed labelled with the technical details: artist, school, period, technique, support and material. In the case of paintings, the original support of the work must be clearly visible.

All works by internationally recognized artists and collectors must be accompanied **by the relevant certificate**, accepted and recognized in the art market, or sufficient bibliographic documentation.

This documentation must be placed alongside each work during the inspection day. To speed up the review process, it is recommended that a copy of these certificates be sent in advance to the organization office.

Restoration: Any restoration that distorts the work or significantly alters its main parts will be sufficient grounds for the work to be withdrawn.

Reproductions of any kind will not be accepted, nor will copies which, in the opinion of the Selection Committee, do not meet the criteria of age and quality that the Committee deems essential.

Works of poor quality, even if they meet the specified date, will be rejected.

SERIED SCULPTURE:

In the case of 'seried' sculpture, the following must be specified, in addition to the artist and technique:

- Numbering of the work: No. of the copy / total edition.
- Caster (if known).

"Multiples", i.e. works with a print run of more than twelve copies, will not be accepted.

GRAPHIC WORK

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

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

All works by artists of international standing must be accompanied by the relevant certificate accepted and recognized in the art market or sufficient bibliographic documentation. This documentation must be placed alongside each work during the inspection day.

Contemporary graphic works must not have been created after 1999, except in duly justified cases approved by the organizing committee.

Modern/Contemporary Graphic Works:

Editions of more than 300 copies will not be accepted.

The following must be specified on the label:

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

Antique Print (non-serial):

The following must be specified on the label:

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

Under no circumstances will works that form an indivisible part of a book be accepted.

PHOTOGRAPHY

Original and documented photographs by the leading artists of the historical and contemporary avant-garde movements, as well as by contemporary artists of recognized international standing, will be accepted.

1. HOW TO PARTICIPATE. APPLICATION FOR PARTICIPATION

JEWELLERY AND WATCHES

Jewellery will be examined on Thursday 19 November from 4.00 pm to 9.00 pm and on Friday 20 November from 10.00 am to 2.00 pm.

All items must be accompanied by a descriptive label.

The exhibitor will be given a specific appointment time, allowing sufficient time to access their stand and arrange the items for convenient inspection by the committee.

The exhibitor must wait at their stand for the vetting committee to arrive and step away from the stand whilst the jewellery is being examined, returning once the inspection is complete and they have been notified. The exhibitor undertakes to remove any rejected items immediately.

Vintage jewellery will be accepted; this includes Art Nouveau, Art Deco, Chevalier, Retro and pieces from major brands dating from after 1950, provided they are accompanied by the relevant certificates and are validated by the Works Admission Committee.

Watches: in addition to vintage pieces, Art Nouveau, Art Deco, Grande Complication and pieces from major brands validated at the discretion of the Works Admission Committee will be accepted.

The following will not be accepted:

- Jewellery dating from after 1950, with the exceptions mentioned above.
- Imitations of styles or gemstones: modern zirconia, synthetic gemstones, rhinestones, etc.
- Cultured pearls, coral or strands of precious stones.
- Pieces with additions made after the central core of the jewellery.
- Recompositions and mountings of antique stones on later structures.
- Pieces mass-produced from antique mould.

Exhibitors are required to notify the event organizers of the jewellery items they intend to display at least 10 days before the start of the fair; otherwise, these items may not be exhibited.

Items that have not been inspected by the Admissions Committee will not be permitted to be displayed; therefore, under no circumstances may items that have not passed the relevant inspection be replaced.

During the fair, checks will be carried out on the exhibited items at any time. Photographs will be taken of the display cases in order to monitor replacements.

All items must comply with current regulations and be recorded in the Police Register.

ORIENTAL ART

For porcelain, bronzes, ivories and cloisonné, the general rules established for other items with a minimum age of 100 years shall apply, except for Chinese porcelain, for which the limit is set at pieces dating from before the end of the reign of Tao Kuang (1850).

For Oriental furniture, the rules set out in the general section on furniture shall apply.

TRIBAL ART

Only those items—ritual objects, insignia of power or domestic utensils—created within a traditional cultural context that show signs of having fulfilled their original function and are over 100 years old will be accepted.

In the specific case of ethnic jewellery – which is often reconstructed due to the fragility of its materials – only those pieces will be accepted that consist of more than 70% original elements and whose design adheres to traditional standards.

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

It should be noted that FERIARTE's Works Admission Committee is not bound by any prior expert assessment or certificates of authenticity provided by customs, governments, etc.

ARCHAEOLOGICAL ANTIQUITIES

All original pieces dating up to and including the 7th century AD will be accepted, provided they are duly documented in accordance with current Spanish legislation.

In the case of reconstructed pieces, the original part must be clearly distinguishable from the reconstructed part. In any case, the reconstruction must be specified on the identification label.

Mosaics must be original and retain their original configuration regardless of the backing.

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

Terracotta: in case of doubt, a scanner certificate for the piece must be required.

1.14 ITEMS NOT ACCEPTED

Items whose handling, restoration, alteration, etc., has altered their original function, period or style.

Unfinished items: ivory, shells, bones, antlers, etc. (even if they include a stand or base).

Furniture, paintings and items in a poor state of repair and presentation which, in the Committee's opinion, do not meet the required quality standards or do not meet the general standard of FERIARTE.

Furniture, objects, carpets, etc., brought onto the stand for decorative purposes or for the exhibitor's own use, which may cause confusion with the items on display for sale.

Works of art that have not been reviewed by the Works Admission Committee may not be exhibited on audiovisual media.

1.15 CERTIFICATES

All certificates of expertise/authenticity and scientific evidence provided will be taken into consideration but shall not be binding on the Works Admission Committee, whose judgement shall always prevail.

Such evidence/certificates must remain alongside the piece during the days set aside for the review of works. They must be placed in a location that is easily accessible and convenient for the Works Admission Committee to consult.

1.16 EXHIBITOR'S OBLIGATIONS REGARDING THE EXHIBITS

- To declare, identify and label all works submitted.

All exhibits must be accompanied by a label identifying their style, period and, where applicable, the artist, from Thursday 19 to Sunday 29 November (including those held in customs and storage).

The label describing the piece must not include any information other than that relating to the artist and their works. This information may be provided on a separate medium.

- During the days set aside for the inspection of works, all furniture, doors, drawers, display cases, offices and storerooms must remain open or have their keys left in the locks to facilitate the proper inspection of all items contained therein. Otherwise, the Works Admission Committee may require the removal of all items contained therein.
- Keys to display cases that you do not wish to leave in the locks or keep open may be handed in at the secretariat, as described in section 1.9.3.
- Correct any labels which, in the opinion of the Works Admission Committee, require changes to their description.
- Remove pieces with a red label from the stand on Friday 20 November between 9.00 am and 11.30 am.
- At the organizers' request, remove a piece immediately at any time during the fair.
- Stand decoration: Ensure the presentation and decoration of the stand are in keeping with the general standard of FERIARTE.

1.17 PROHIBITED ACTIVITIES

- It is strictly forbidden to conduct business outside the exhibition hall itself (warehouses, car park, courtyards, entrance hall, etc.).
- It is strictly forbidden to share a stand without the prior knowledge and authorization of the Event Management.
- Auctions: the display and/or distribution of any type of promotional or exhibition material relating to auctions will not be permitted, nor will any type of exhibition taking place outside the scope of FERIARTE.
- Soliciting visitors outside the stand's boundaries is not permitted.

1. HOW TO PARTICIPATE. CALENDAR

1.18 CALENDAR

When	What	How	Who attends you
Until 19 June	Application to participate (priority deadline for choosing a space) and first payment	<ul style="list-style-type: none"> Complete the online registration form Send proof of payment of 25% to servifema@ifema.es 	<ul style="list-style-type: none"> Event website: feriarte@ifema.es Customer service (Exhibitors): (+34) 91 722 30 00 atencionalcliente@ifema.es Servifema: servifema@ifema.es
2 July	Video call meeting to select venues	You will be sent a notification stating the time and the group you are in	Event website: feriarte@ifema.es
Until 30 September	2nd payment	50% of the cost of the space, bringing the total to 75% of the contracted space	Customer service (Exhibitors): (+34)917223000 atencionalcliente@ifema.es
Until 10 October	Deadline for submitting the list of works completed after 1999 for approval.	This must be sent to the organization office. This is mandatory.	Event website: feriarte@ifema.es
Until 12 October	Hiring of Services	Book services at the Expo Zone with a 5% discount.	<ul style="list-style-type: none"> Event website: feriarte@ifema.es Customer service (Exhibitors): (+34) 91 722 30 atencionalcliente@ifema.es Servifema: servifema@ifema.es
30 October	Additional decorative elements for the stand	<ul style="list-style-type: none"> Deadline for requesting additional stand features. (A 25% surcharge will apply from this date onwards) Deadline for payment of the approved quote. 	<ul style="list-style-type: none"> Modiseño: feriarte@modiseño.com Tel: +34 91 621 47 41 Servifema: servifema@ifema.es
From 4 November	Hiring of Services	A 25% surcharge applies to last-minute bookings and all other services in the Expo Zone.	Customer service (Exhibitors): (+34) 91 722 30 atencionalcliente@ifema.es

1. HOW TO PARTICIPATE. CALENDAR

When	What	Cómo	Quién le atiende
17 and 18 November	Goods entry	From 8.30 am to 9.30 pm	<ul style="list-style-type: none"> •Hall Manager •Modiseño: assembly company
19 November	Vetting	No access for exhibitors	<ul style="list-style-type: none"> •Event Organization •Works Admission Committee
20 November	Vetting review	De 9:00 a 14:00h	Event Organisation (Located at the exhibition office)
	Opening ceremony	From 6.00 pm to 9.00 pm. Exhibitors may enter from 5.00 pm.	
21–29 November	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.	
Until 26 November	Payment	100% of the cost of the space and services booked.	<ul style="list-style-type: none"> •Customer service (Exhibitors): (+34) 91 722 30 00 atencionalcliente@ifema.es •Servifema: servifema@ifema.es
30 November	Goods issue	From 8:30 a.m. to 9:30 p.m.	Hall Manager

2. MANAGE YOUR PARTICIPATION

FERIARTE

2.1. ZONA EXPO. MANAGE YOUR PARTICIPATION AND YOUR STAND. BOOKING OF ADDITIONAL SERVICES. E-COMMERCE

Log in to our Zona Expo client area via the website:

<https://www.ifema.es/en/feriarTE> to manage your company details, your contacts and everything related to your participation.

You will be able to access your participation details once they have been confirmed using your username (the email address you used to complete the application).

What can I do via Zona Expo?

- Access details of your participation, floor plans and projects
- Access the exhibitor calendar.
- View relevant documents.
- Manage exhibitor passes.
- Download discount vouchers: Renfe and Iberia.
- Send invitations.
- Access orders, payments, account statements and issued invoices.
- Access the e-commerce platform to book services.

2.2. EXHIBITOR PASSES. GOODS ENTRY AND EXIT PASSES, TRANSPORT DISCOUNT VOUCHERS, PROMOTIONAL MATERIALS AND ONLINE INVITATIONS.

2.2.1. Exhibitor passes

Exhibitor passes will be managed via ZONA EXPO, under the section "Event access/Exhibitor passes"



In order to ensure security at the fair, all **exhibitor passes will be personalised**: they will include the name of the pass holder, their company and their country. To prevent misuse of these passes, identity checks may be carried out at the fair's entrances.

The exhibitor pass must be worn visibly at all times during the fair.

2.2.2 Goods Entry and Exit Passes

Any person providing services to the exhibitor during the entry and exit of goods and who needs to access the hall must be properly accredited.

The exhibitor must provide, via the specific application to be indicated, the details of the staff who will be assisting with the entry and exit of goods. This process must be completed 2 weeks prior to the entry of goods. These passes will be handed over in person upon arrival at the exhibition centre.

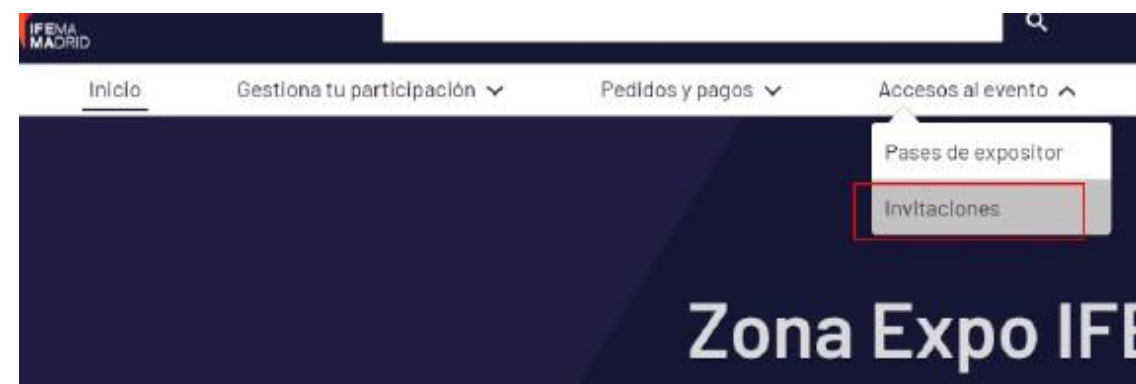


2. MANAGE YOUR PARTICIPATION

2.2.3. Online Invitations

In addition to paper invitations, each exhibitor will be provided with digital invitations to send to their contacts, at a rate of 5 per square metre of stand space, via the Expo Zone.

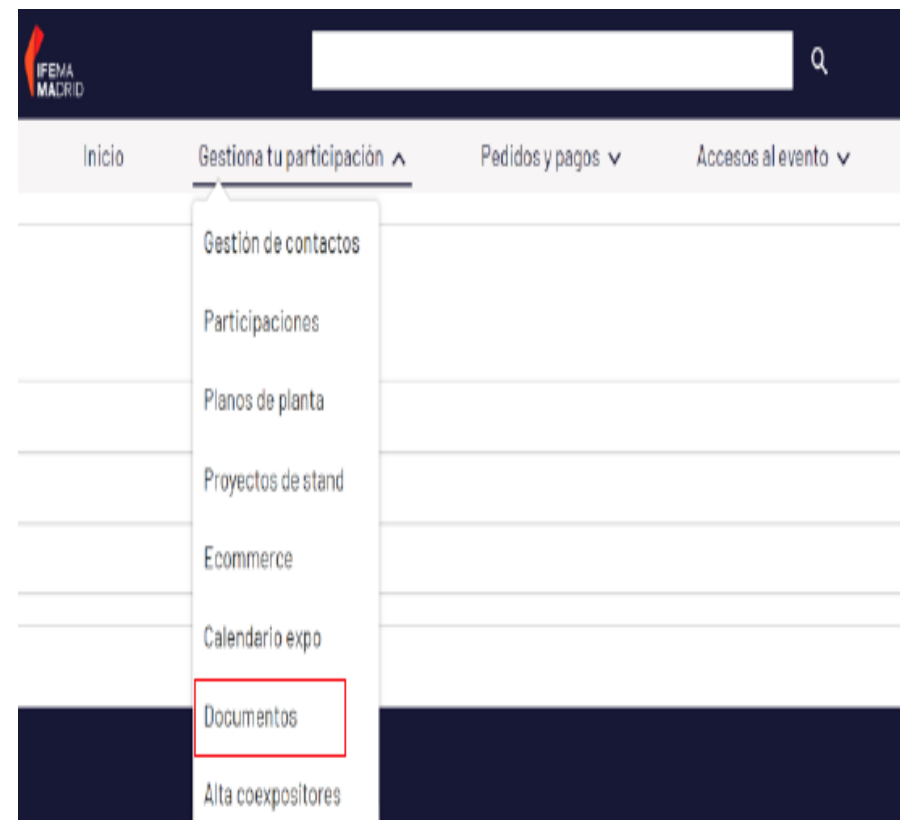
These online invitations can be sent via:
EXPO ZONE/Event Access/Invitations/Manage Invitations



The following screen will then appear, allowing you to customise the delivery:

2.2.4 Transport discount vouchers

Once exhibitor passes have been requested, **the relevant transport discount vouchers can be downloaded from ZONA EXPO**, under the 'Manage your participation/Documents' section.



2.2.5 Promotional material

Each exhibitor will receive the following for their participation:

- 1 car parking space per exhibitor (exhibitor car park)
- 2 posters
- 5 paper invitations per square metre of stand space, granting direct access for 2 guests.
- VIP passes granting direct access for 2 guests and parking.
- Opening ceremony invitations granting direct access for 2 guests.

Number of VIP and Opening invitations:

- Group A: 8
- Group B: 10
- Group C: 12
- Group D: 15
- Group E: 20
- Group F: 25

2.3. OTHER RELEVANT INFORMATION

Delivery of goods to the exhibition centre. Customs regulations

IFEMA MADRID staff are not authorised to receive any goods intended for your stand. To send goods to the venue, the exhibitor must indicate the following in the delivery address:

IFEMA MADRID (Avda. del Partenón, 5. 28042 Madrid. Spain)
Feriarte Fair
Your company name.
Hall and stand number.

The goods must be collected by your company's staff at your stand and must arrive during the days designated for goods delivery and stand fitting.

Should it not be possible to comply with the above, we recommend that you contact the partner company responsible for goods handling and storage:

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

CUSTOMS REGULATIONS

1. All products originating from non-EU countries must undergo customs clearance. It should be noted that, as of 1 January 2020, the United Kingdom is treated as a third country; therefore, all consignments originating from the United Kingdom must undergo the relevant customs clearance procedure.
2. Exhibiting companies must provide the details of the customs agent handling the clearance of their goods or, failing that, a copy of the customs documentation for entry into the European Union.
3. Materials or goods intended for distribution or consumption are subject to Spanish duties, even if they are products with no commercial value (the amount of tax may vary depending on the country).
4. Any goods subject to a temporary regime must not be moved from the stand or leave the IFEMA MADRID Exhibition Centre until their status has been changed and customs formalities have been completed. During these procedures, they may only be stored in the official logistics agent's warehouse within the Exhibition Centre.
5. It is strictly prohibited to display, sell, consume or distribute non-EU goods at a trade fair before customs formalities for the goods have been completed. This includes promotional material.

6. Any goods carried as hand luggage must be declared at Barajas Airport at the RED CHANNEL ("Something to declare") and must be cleared with the relevant airport authority.

7. Goods that have not passed through customs control and are on display will be confiscated by the customs authorities operating at the Exhibition Centre until the relevant documents are presented.

8. Any lorry arriving at IFEMA MADRID under a consignment consigned to IFEMA MADRID must proceed to the warehouse of the official Logistics Operator for the clearance of the goods being transported, located at:

Avenida del Partenón, s/n
West Entrance – Rivera del Sena Street access, Services Pavilion, Hall 2
28042 Madrid

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

2. MANAGE YOUR PARTICIPATION

2.4. Site map

IFERIAARTE



2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

Question	Answer
Where can I find the IFEMA MADRID General Terms and Conditions of Participation that apply to my participation?	<p>In addition to the Exhibitor's Guide, which sets out the specific rules for participation, your participation in Feriarte is subject to IFEMA MADRID's General Rules of Participation, which you should be aware of and which can be accessed via the IFEMA MADRID website (www.ifema.es) or via the following link: Regulations for exhibitors at fairs organized by Ifema IFEMA MADRID</p>
Can I hire a catering service or provide my own food and drink at the stand?	<p>Yes. Exhibitors who intend to offer a free catering service at their stand may do so either by submitting a request to the catering companies approved by IFEMA MADRID (See the list Catering Services Companies IFEMA MADRID) or through other catering service providers; in the latter case, it is essential to complete the form "Notification regarding the provision of catering services at Catering in stands communication - Fairgrounds", available in the exhibitors' section of the official website, and to send it, with the information requested therein, to catering@ifema.es for information and appropriate action.</p> <p>Should the Exhibitor fail to submit the aforementioned notification to IFEMA MADRID, they will not be permitted to offer this service at their stand.</p> <p>The Exhibitor assumes liability towards third parties for any claims arising from the aforementioned catering service, thereby releasing IFEMA MADRID from any liability in this regard.</p>
Can I drive onto the premises to set up and dismantle equipment or to load and unload goods?	<p>Access to IFEMA MADRID and the exhibition halls will be via the gates, on the days and at the times indicated in this Exhibitor's Guide. Please note that, for health and safety reasons, parking in front of the goods entrance gates is strictly prohibited.</p> <p>IFEMA MADRID accepts no responsibility for the security of vehicles whilst they are on the Feria de Madrid site. There is a lorry car park and a car park, which may be used upon payment of the applicable charges where applicable. Check rates</p>

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

FERIAARTE

Question	Answer
Can I send goods to my stand?	<p>IFEMA MADRID staff are not authorised to accept goods at your stand. To send goods to the venue, exhibitors must include the following in the delivery address: IFEMA MADRID (Avda. del Partenón, 5. 28042 Madrid. Spain). Feriarte Fair. Your company name. Hall and stand number.</p> <p>The goods must be received by your company's staff at your stand and must arrive during the days designated for goods delivery and stand fitting. If it is not possible to comply with the above, we recommend that you contact the partner company responsible for goods management: DB Schenker Office at the IFEMA MADRID Exhibition Centre: Hall 7, (+91) 330 51 77 ifema.madrid@dbschenker.com</p>
What procedure should I follow for hanging structures in the pavilions/rigging?	<p>Exhibiting companies may hang items from the roofs of the exhibition halls by following the procedure set out in the https://www.ifema.es/doc/normativa-rigging---recinto-ferial/rigging-recinto.pdf and by completing "Solicitud de autorización para colgar estructuras/ Rigging" form and sending it to rigging@ifema.es</p>
Can I hold prize draws and raffles at the stand?	<p>Raffles, tombola and games of chance are forms of gambling provided for in Article 3.2 and defined in Article 15 of Law 6/2001 of 3 July on gambling in the Community of Madrid.</p> <p>You can find all the information in the form below https://sede.comunidad.madrid/comunicaciones-declaraciones/cifras-tombolas</p>
How do I request a letter of invitation to support my visa application?	<p>Visa support letters are processed via the Expo Zone. To do this, you must first personalise your exhibitor passes. Once your exhibitor passes have been processed, you will be able to request the invitation letters and download them to your computer.</p> <p>To be able to request the letters, it is essential that you are up to date with your payments in accordance with the payment schedule.</p>
Where can I book services for my stand?	<p>By accessing the e-commerce site located within the Expo Zone or via the link https://shop.ifema.es</p>
Who should I contact to book a room?	<p>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 PARTICIPA scheme include?	<p>This mandatory package includes the following:</p> <ul style="list-style-type: none">•Listing in the exhibitor catalogue available on the event's official website.•Listing on the floor plans located in each of the halls. And the following services:•Access to ZONA EXPO.•Exhibitor passes according to the stand area booked.•Invitations and mailing service via ZONA EXPO.•Wi-Fi connection for 3 users throughout the fair for stand holders (devices capable of connecting to the 5 GHz band). Access codes will be sent in the days leading up to the start of the fair.
How do I use the EXPO ZONE?	<p>The following video shows a tutorial on how to use the EXPO ZONE</p>
What are the features of my Expo Zone?	<p>Used to manage each exhibiting company's participation in Feriarte</p> <ul style="list-style-type: none">•Registration of contacts who will be accessing the Expo Zone and management of access permits•Access the exhibitor's calendar.•View relevant documents.•Manage exhibitor passes, request visa support letters and send invitations.•Access payments, account statements and issued invoices.•Access the e-commerce platform to book services.
How can I request my invoices?	<p>Invoices are not generated automatically. You will need to request them directly from the IFEMA MADRID invoicing department (servifema@ifema.es), specifying the trade fair at which you are exhibiting and the items to be included on the invoice. Once it has been generated, it will be available in your Expo Zone.</p>

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

Question	Answer
Is it compulsory to be present at the stand at all times?	Yes, exhibitors are required to man their stands and remain with the products on display throughout the duration of the event and during opening hours
Are passes required for support staff handling the receipt and dispatch of goods during the trade fair?	Yes, you must provide proof of identity for all staff members who will be entering the hall to assist you. The event organisers will send you access details for the application to register support staff. These passes must be collected upon arrival at the exhibition centre.
¿How do I book a parking space at IFEMA?	<ul style="list-style-type: none">• As part of your participation, you are entitled to one car parking space in the exhibitors' car park. This parking pass can be collected from the event secretariat.• Exhibiting companies may book additional parking spaces via the e-commerce platform located within the Expo Zone or via the link https://shop.ifema.es• Once booked, parking permits can be collected from 17 November (the first day of set-up) at the exhibitor service desk, located on the central boulevard between Halls 6 and 8.
What cover do I have as an exhibitor under the included insurance policies?	You can view the details of the compulsory insurance cover in the exhibitor support section of the IFEMA MADRID website
How do I connect to the Wi-Fi network as an exhibitor?	As an exhibitor, you will receive Wi-Fi access for three users as part of the PARTICIPATE PLAN, valid for the duration of the fair and for the exclusive use of stand holders. It is essential that devices support connection on the 5 GHz band. Access codes will be sent in the days leading up to the start of the fair. You can purchase additional Wi-Fi access via the e-commerce platform within the Expo Zone or via the link https://shop.ifema.es

2. MANAGE YOUR PARTICIPATION. FREQUENTLY ASKED QUESTIONS

Pregunta	Respuesta
Regulations and support for exhibitors at the fairgrounds	https://www.ifema.es/en/support/exhibitors-ifema-fairgrounds
Regulations and support for assemblers at the fairgrounds	https://www.ifema.es/en/support/assemblers-colaborators-fairgrounds

3. PROMOTE AND PROFIT FROM YOUR PARTICIPATION

3.1 ONLINE EXHIBITOR CATALOGUE

The exhibition catalogue is an essential tool for promotion and networking. It provides visitors and other exhibiting companies with the basic information they need to prepare for the exhibition and makes it easier for them to find and contact you before, during and after the event.

- Enter and update your contact details, the products or services you are showcasing, and any information you consider relevant to maximise your company's visibility and get the most out of your participation.
- All digital communication and engagement relating to your participation is channelled through Live Connect.
- Make the most of the platform offered by IFEMA to promote your participation and showcase your products.

3.2. INVITATIONS FOR YOUR CUSTOMERS AND CONTACTS

IFEMA provides you with invitations to the fair so that you can promote your participation effectively. Be sure to make use of this useful tool, which we have made available to you in your Expo Zone.

3.3. OUTDOOR AND DIGITAL ADVERTISING

Advertising campaigns tailored to your needs.

Promote your brand before, during and after the event Attract new customers through the best B2B targeting on the market.

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



4. SUSTAINABILITY MANAGEMENT AT IFEMA MADRID

FERIARTE

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



Departamento:	Pregúnteme sobre:	Contacto:		
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	(+34) 91 7223000 feriarte@ifema.es
		Commercial Manager	Teresa Mérida – merida@ifema.es	
		Commercial Area	Pepa Casado - mjcasado@ifema.es	
Customer Service IFEMA MADRID	<ul style="list-style-type: none"> • Service Hiring • Expo Area • Visitor Information 	(+34) 91 722 30 00 atencionalcliente@ifema.es		
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 	(+34) 91 722 30 00 atencionalcliente@ifema.es catering@ifema.es		
Graphic Decoration	<ul style="list-style-type: none"> • Hiring of graphic materials to personalize your stand 	(+34) 91 722 30 00 decoraciongrafica@ifema.es		

Department	Ask about	Contact
<p>Outdoor Advertising</p>	<p>Hiring of advertising displays at the exhibition venue</p>	<p>(+34) 91 722 53 40/08 publicidadexterior@ifema.es</p>
<p>Communication and Marketing Department</p>	<p>Media Relations</p>	<p>Director: Raúl Diez Press manager: Icíar Martínez de Lecea iciarm@ifema.es Prensa Internacional: Elena Valera</p>
<p>Planning and Control Department</p>	<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. 	<p>(+34) 91 722 30 00 uanproduccion@ifema.es</p>
<p>Institutional Relations (Protocol)</p>	<ul style="list-style-type: none"> - Institutional visits - Guided tours - Protocol for all events - Institutional relations 	<p>(+34) 91 722 30 00 infoifema@ifema.es</p>
<p>Security and Self-Protection Department</p>	<ul style="list-style-type: none"> - General security and parking - Access to the Exhibition Park 	<p>(+34) 91 722 50 65 dseguridad@ifema.es</p>
<p>Medical Service and Security Emergencies</p>	<ul style="list-style-type: none"> - Medical emergency - Healthcare for exhibitors and visitors during the fairs, setup, and dismantling 	<p>(+34) 91 722 54 00</p>

Thank you

