

**fiaaa**   
INTERNATIONAL BUS AND COACH TRADE FAIR

**A new mobility  
concept.**

**Exhibitor's Guide**

**18-21  
Oct  
2022**

**Recinto Ferial  
ifema.es**



 **IFEMA  
MADRID**



# INDEX

<b>1. Hiring and allocation of space</b>	Pag. 02
<b>2. Dates and times of celebration</b>	Pag. 02
<b>3. Allocation of space</b>	Pag. 02
<b>4. Participation fees</b>	Pag. 03
<b>5. General Participation Regulations of IFEMA MADRID</b>	Pag. 04
<b>6. Recommendations for design and construction of free design stands</b>	Pag. 04
<b>7. New security regulations for access to pavilions in assembly and disassembly</b>	Pag. 04
<b>8. “All-inclusive” turnkey stands</b>	Pag. 04
<b>9. Passes and invitations</b>	Pag. 07
<b>10. Gain notoriety at FIAA</b>	Pag. 08
<b>11. Test circuit</b>	Pag. 08
<b>12. Exhibitors’ Area</b>	Pag. 08
<b>13. Exhibitors’ calendar</b>	Pag. 11
<b>14. IFEMA MADRID Services</b>	Pag. 14
<b>15. Sustainability Culture Management at IFEMA MADRID</b>	Pag. 17
<b>16. Contact us</b>	Pag. 18

# 1. Hiring and allocation of space

## 1.1. SUBMISSION OF THE ONLINE “APPLICATION FOR PARTICIPATION” available at [ifema.es/fiaa](https://ifema.es/fiaa)

Receipt of this form at IFEMA MADRID is the necessary preliminary step to exhibit at the Fair. The request must be accompanied by the payment of the corresponding reservation fee.

All those companies and public or private organizations whose activities are considered included in the sectors covered by it may request their participation in the Contest.

The signing and presentation of the Application for Participation implies full acceptance of the IFEMA MADRID Participation Rules, as well as those specific to FIAA and the generic provisions established by the Organization of the Fair.

**Occupation of space will not be authorized and modular stand will not be delivered to exhibitors without full payments for contracted space and services.**

The exhibitor’s cancellation of participation is reason for loss of the advanced amount. If the resignation takes place in the 30 days prior to the opening of the Contest, the full payment of its space may be required, even when it may be occupied later by another exhibitor.

# 2. Dates and times of celebration

The FIAA Fair will be held at IFEMA MADRID, from **October 18 to 21, 2022**.

- The schedule of the fair will be from **Tuesday 18 to Thursday 20 from 10:00 a.m. to 7:00 p.m. and Friday 21 from 10:00 a.m. to 4:00 p.m.**
- During these hours, the stands must remain open to the visitors and be duly attended by competent personnel. Exhibitors may access the venue at **8:30 a.m.**  
Exhibitors may stay up to 30 minutes after closing time.

# 3. Allocation of space

**3.1. Last edition exhibitors:** will have priority in choosing space, as long as they register as exhibitors as indicated in the Exhibitor's Calendar.

**Deadline:** Until **March 20, 2022** Only requests for space from last edition exhibitors will be assigned.

**3.2. New exhibitors: From April 2022, the rest of the applications will be attended.**

The new exhibitors will choose the location of their stand, once the spaces of the last edition exhibitors have been assigned, in order of form reception and from largest to smallest area.

**3.3.** The Fair Management will select the location with each exhibitor and will assign it once confirmed.

**3.4.** The Organization of the event reserves the right to change the locations of the stands for just cause.

## 4. Participation fees. VAT not included (10%)

### 4.1. SPACE RENTAL RATES

Floor prices depend on the size of the stand:

#### A. ONLY FLOOR RATES

Space from 16 to 50 Sq.m. ....	€137/Sq.m. + VAT (1)
Space from 51 to 150 Sq.m. ....	€125/Sq.m. + VAT (1)
Space from 151 to 500 Sq.m. ....	€121/Sq.m. + VAT (1)
Space from 501 to 750 Sq.m.....	€90/Sq.m. + VAT (1)
Space from 751 to 1000 Sq.m. ....	€78/Sq.m. + VAT (1)
More than 1000 Sq.m. ....	€55/Sq.m. + VAT (1)
2nd floor and outdoor space .....	€38/Sq.m. + VAT (1)

The contracting of the 'Floor Only' modality implies the mandatory contracting of:

Civil Liability Insurance.....	€60.11 + VAT (1)
Multiferia Insurance .....	€57.06 + VAT (1)
Minimum electrical energy consumption (0.13Kw/Sq.m.).....	€6,255 /Sq.m. + VAT (1)
Communication and Marketing .....	€330 + VAT (1)

#### B. FLOOR RATES + TURNKEY STAND

Turnkey stand (16Sq.m.).....	€3,730.92 + VAT (1)
Sq.m. additional.....	€189.62/Sq.m. + VAT (1)

#### C. FLOOR RATES + PREMIUM TURNKEY STAND

Turnkey stand (16Sq.m.).....	4,327 €/Sq.m. + VAT (1)
Sq.m. additional .....	€204/Sq.m. + VAT (1)

All these services are included in the Turnkey Stands. Communication and Marketing includes access to the following services and elements:

- WIFI: 20MB / 5Ghz band / 3 users / technical support
- Presence in catalog (online)
- Presence in News of the fair.
- Presence in planeros in pavilions
- Newsletters.
- RRSS.
- Press News repository.
- Renfe and Iberia discount bonds.

**Exhibitor Passes:** They are requested through the Exhibitors Area at the website. Each exhibitor is entitled to 6 free passes for stands up to 50 Sq.m. and one more pass for each additional 10 Sq.m. up to a maximum of 30 units. Additional passes will be invoiced at the price of €3.10 unit + VAT (1).

### 4.2. ASSEMBLY RIGHTS

It is an essential condition to be able to start the assembly of the free design (Only Floor) stand to have satisfied the assembly rights:

#### Rate A

Spaces without decoration or occupied by carpet or flooring  
€2.29/Sq.m. + VAT (1)

#### Rate B

Basic modular aluminum stands or similar  
4.59 €/Sq.m. + VAT (1)

#### Rate C

Design modular stands in aluminium, carpentry and other materials  
€7.22/Sq.m. + VAT (1)

- (1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10%\* VAT not included. For 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 that, if applicable, is accrued in their country of establishment.  
\*The applicable VAT rate will be the one legally in force on the date of accrual of the service.



## 5. General Participation Regulations of IFEMA MADRID

The website includes the Rules for all the events held at IFEMA MADRID and that all exhibitors, by the fact of their registration, accept.

## 6. Regulations for setting up free design stands

Consult the updated recommendations and regulations at [ifema.es/support](https://ifema.es/support)

## 7. New security regulations for access to pavilions in assembly and disassembly

For safety reasons, and as a general and permanent preventive measure due to the concurrence of activities, it has been determined that it is mandatory to wear a protective helmet, high-visibility vest and safety footwear during the assembly and disassembly phases of fairs and events in all exhibition areas. This measure, already in force, affects any person by access, transit, carrying out activities or mere presence in pavilions or outdoor exhibition areas during assembly and disassembly tasks. This regulation is extensive to assemblers, exhibitors, organizers, carriers, etc., who, if they do not have the necessary technical equipment, can acquire it between Hall 6 - 8 in Exhibitor Service.

## 8. All-inclusive turnkey stands

### CHARACTERISTICS:

#### • EXHIBITION SPACE

#### • MODULAR STAND ASSEMBLY WITH THE FOLLOWING CHARACTERISTICS:

- Stand open to one or more aisles depending on location.
- Structure in aluminum profiles and melamine panels.
- Ceiling made of grids of 1 m x 1 m
- Warehouse with door in the following relationship:
  - Up to 16Sq.m.: 1m x 1m
  - 16.5Sq.m. up to 32Sq.m.: 2m x 1m
  - 32.5Sq.m. onward: 3m x 1m
- Fair-type carpet (choose color in the Exhibitors' Area - Hiring of Services).

#### • ILLUMINATION:

- Lighting by rails with several adjustable LED spotlights at a rate of 1 spotlight for every 3 Sq.m. booth
- Electrical panel with magneto-thermal differential, prepared for a power of 130 W/Sq.m., and a 500 W socket outlet.

• **LABELING:**

Standard letter with the exhibitor's name and stand number on each aisle façade (maximum 20 characters).

If this field is not filled in, Contracting Services in the Exhibitors' Area will appear with the data of the Commercial Name of the Application for Participation.

• **MINIMUM MANDATORY ELECTRICAL ENERGY CONSUMPTION (0.13 Kw / Sq.m.)**

• **COMPULSORY INSURANCE**

• **STAND CLEANING (type A: once a day)**

• **FURNITURE INCLUDED (regardless of the Sq.m. built):**

- 1 white Niagara shelf (C001)
- 1 white Katyn round table (ME02)
- 1 white Indo coat rack (C022)
- 2 Torne Blanco counters (C011)
- 4 white Madrid chairs (SI01)
- 1 white Pisa stool (SI54)
- 1 white Duero bin (C027)

• **COMMUNICATION AND MARKETING**



GUIDANCE DRAWING.

- Drilling or nailing is not allowed.
- If it is allowed to stick with adhesive tape that does not damage the panels.

## Turnkey STAND PREMIUM CHARACTERISTICS:

### • EXHIBITION SPACE

#### • MODULAR STAND ASSEMBLY WITH THE FOLLOWING CHARACTERISTICS:

- Stand open to one or more aisles depending on location
- Painted chipboard panels (color to be chosen in the Exhibitors' Area).
- Roof covered in white fabric.
- Warehouse with door in the following relationship:
  - Up to 16 sq.m.: 1m x 1m
  - 16.5 sq.m. up to 32 sq.m.: 2m x 1m
  - 32.5 sq.m. onward: 3m x 1m
- Fair-type carpet choose color in Exhibitors' Area - Hiring of Services

### • ILLUMINATION

- Lighting by rails with several adjustable LED spotlights at a rate of 1 spotlight for every 3 sq.m. of stand.
- Electrical panel with magneto-thermal differential, prepared for a power of 130 W/ sq.m., and a 500 W socket

### • LABELING

Standard letter with the exhibitor's name and stand number on each aisle façade (maximum 20 characters).

If this field is not filled in (Contracting Services in the Exhibitors' Area), it will appear with the data of the Commercial Name of the Application for Participation.

### • MINIMUM MANDATORY ELECTRICAL ENERGY CONSUMPTION (0.13 Kw /sq.m.)

### • SCOMPULSORY INSURANCE



#### GUIDANCE DRAWING.

- Drilling or nailing is not allowed.
- If it is allowed to stick with adhesive tape that does not damage the panels.



- **STAND CLEANING (type A: once a day)**

- **FURNITURE INCLUDED (regardless of the sq.m. built):**

- 1 white Niagara shelf (C001)
- 1 round glass Everest table (ME10)
- 1 Indo Black coat rack (C023)
- 2 white Tana counters (C007)
- 4 black New York chairs (SI32)
- 1 black Lima stool (SI72)
- 1 Black Duero bin (C028)

- **COMMUNICATION AND MARKETING**

### OBSERVATIONS

- All the services or modifications that may be introduced based on these characteristics will be the responsibility of the exhibitor.
- The distribution of all the elements that make up the stand, the requested extras, as well as the structural elements necessary to support the stand, will be adapted to the needs of the exhibitor, as long as it is technically feasible and the plan is received with the pertinent indications fifteen days before, at most, the first day of the beginning of the assembly.
- Once the stand has been assembled, changes in the location of all the elements that have not been communicated on the established date will be invoiced.
- The elimination, by the exhibitor, of some formative element of the prefabricated stand does not imply a reduction in cost.
- All the material used, both structural and electrical, is rented and any deterioration will be billed according to the current rate. In addition to these stands, you will find a wide range of furniture and other equipment in the IFEMA MADRID Services Catalog accessible in the Exhibitors' Area of the Event's website.

## 9. Passes and invitations

### 9.1. EXHIBITOR PASSES:

They are requested through the Exhibitors' Area of the website:

- Free: 6 passes for stands up to 50 Sq.m. and 1 more pass for every 10 sq.m. additional up to a maximum of 30 units.
- Additional passes will be invoiced at the price of €3.10/unit. + VAT. (1) In order to guarantee the professional character of the Fair, access controls will be carried out to validate the correct reading of the passes during access to it.

### 9.2. ELECTRONIC INVITATIONS:

Available in Exhibitors' Area:

- Free: 3,000 units.

Each exhibitor will be able to send professional visitor invitations online to their contacts from the Exhibitors' Area. With these invitations they will be able to register online and obtain their free pass to access directly to the fair.

### 9.3. PRINTED INVITATIONS:

They are requested through the Exhibitors' Area of the website:

### CONTACT YOUR POTENTIAL CUSTOMERS IN ADVANCE

- The exhibitor may hire packages of 250 Professional Invitations at a price of €13 + VAT. (one)
- Communicate your participation in the Fair and previously announce the products, services and novelties that you are going to present at the event.



- Include your news in your catalog file from the online Exhibitors' Area and contact the Press Department to give more publicity to your presence.
- Send your customers online invitations to visit the fair. They will get their direct access pass after registering as professionals on the web.
- OR
- Interact with FIAA profiles on Social Networks. Take advantage of the opportunity to have visibility on FIAA's Social Networks.
- More information at [fiaa.ifema.es](http://fiaa.ifema.es) and [prensa@ifema.es](mailto:prensa@ifema.es)

## 10. Gain notoriety at FIAA

Consult the different types of sponsorships in the contest by contacting [fiaa@ifema.es](mailto:fiaa@ifema.es)

## 11. Test circuit

There will be, at the disposal of the vehicle exhibitors, a test circuit located in the venue itself, in which only the same models or finishes that are exhibited in the stands may participate.

Participants will be provided with a map with the routes indicated for the vehicle tests.

To formalize the registration, the exhibitor must send completed form E "Request for Registration Testing Area". Registration of the first vehicle is free. From the second vehicle the rate will be €440 + VAT (1).

## 12. Exhibitors' Area

**If you were an exhibitor in the last edition**, we remind you that to access the Exhibitor Area you must enter the same username and password that you had in the last edition. If you have forgotten your passwords, you can request help in the Exhibitors' Area itself.

**If you are participating for the first time**, once you accept a space proposal and you are awarded a stand, you will be sent a username and password to enter the Exhibitors' Area.



These rates are subject to periodic modification based on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area space.

### 12.1. MY ACCOUNT

Update the contact details of your company in the IFEMA MADRID database. Modify the access password and username. Access the Exhibitor Calendar to prepare for the fair.

- Beginning
- Exhibitor Calendar
- My data
- Change Password
- Change username

## 12.2. DOCUMENTS AND DOWNLOADS

- Graphic material
- Regulations and Documents
- Communications

## 12.3. BUDGET

Calculate your own online participation budget quickly, easily and conveniently.

- Budget

## 12.4. MY SPACE

Formalize your Application for Participation in the fair, and view and download the detailed plan of your stand once awarded.

- Application for Participation
- Plan of the stand

## 12.5. INVOICES AND PAYMENTS

Access your statement of accounts and invoice in a single click

- Statement of accounts
- Invoices

## 12.6. HIRING OF SERVICES

Hire and estimate all those services you may need and benefit from a 5% discount when hiring online up to 30 days before the start of assembly. You can also consult and modify your orders.

These rates are subject to periodic modification based on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area space.

- Budget services
- Hire services
- Pay with your credit card in a secure environment

## 12.7. DATA FOR CATALOG

Enter and update your contact details for the trade fair catalogue, as well as those of your co-exhibitor companies. Remember that this documentation will facilitate business meetings with professional visitors by offering essential data about your company and the products and services presented at the fair.

- Catalog access



## 12.8. MY NETWORK OF CONTACTS

Manage your meeting agenda: It allows you to offer and manage appointments and meetings at the Fair, with other exhibitors and visitors to the Professional Meeting Point.

Publish the news and novelties of your company in the Virtual Press Room and official Newsletter of the fair.

Send electronic invitations to your professional contacts.

- Meeting Point
- Manage my meeting agenda
- Post my news
- Send invitations

## 12.9. PASSES AND INVITATIONS

Request your exhibitor passes.

Request visa support letter.

Request your discount vouchers and transport advantages.

Send electronic invitations to your professional contacts.

- Exhibitor Passes
- RENFE / IBERIA Bonds
- Send invitations

## 13. Exhibitor calendar

When	To do	Where
<b>Until March 20, 2022</b>	<p>For participating exhibitors in the last edition:</p> <ul style="list-style-type: none"> <li>• Submission of the On-line "Participation Request" Form together with proof of payment of the space contracting fee to exercise your preferential right in the choice of space.</li> </ul>	fiaa.ifema.es
<b>From April, 2022</b>	<p>For companies exhibiting for the first time:</p> <ul style="list-style-type: none"> <li>• Sending the Participation Request Form On-line.</li> </ul>	
<b>Until June 1, 2022</b>	<ul style="list-style-type: none"> <li>• Complete 15% of the space rental payment, deducting, if applicable, the fee already paid.</li> </ul>	servifema@ifema.es
<b>Before June 30, 2022</b>	<ul style="list-style-type: none"> <li>• Submission of the Form Request for invitations</li> </ul>	fiaa@ifema.es
<b>Until July 17, 2022</b>	<ul style="list-style-type: none"> <li>• Fill in the data Official Catalog Insertion.</li> <li>• Submission of the Application for Testing Area Registration Form.</li> <li>• Sending the news dossier to the Communication and Press Department.</li> </ul>	fiaa.ifema.es prensa@ifema.es
<b>Until September 12, 2022</b>	<ul style="list-style-type: none"> <li>• Last day to hire services (parking, hostesses, assembly accessories, etc.), with a 5% discount. via Exhibitors' Area. These rates are subject to periodic modification based on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitors' Area space.</li> </ul>	servifema@ifema.es



When	To do	Where
<b>Until September 12, 2022</b>	<ul style="list-style-type: none"> <li>• Sending of the free assembly construction project or the plan of the modular stand with the distribution of the different services and accessories to the Trade Fair Services Department of IFEMA MADRID.</li> </ul>	sectecnica@ifema.es
<b>Until September 27, 2022</b>	<ul style="list-style-type: none"> <li>• Sending of the plan of the modular stand with the distribution of the different services and accessories to the Fair Services Department of IFEMA MADRID.</li> </ul>	sectecnica@ifema.es
<b>Until August 31, 2022</b>	<ul style="list-style-type: none"> <li>• Complete 85% of space rental payment</li> </ul>	servifema@ifema.es
<b>From October 05, 2022</b>	<ul style="list-style-type: none"> <li>• Consult our catalog of last minute services The contracting of last minute services will have a supplement of 25% on its base price</li> </ul>	fiaa.ifema.es
<b>October 12 to October 15, 2022</b>	<ul style="list-style-type: none"> <li>• Assembly of free design stands: from 8:30 a.m. to 7:30 p.m.</li> </ul>	
<b>October 15 and 16, 2022</b>	<ul style="list-style-type: none"> <li>• Entry of goods and decoration material from 8:30 a.m. to 9:30 p.m.</li> </ul>	
<b>October 16, 2022</b>	<ul style="list-style-type: none"> <li>• Starting at 8:30 am, delivery of the modular stands.</li> <li>• Entrance of Exhibition Vehicles from 8:30 a.m. to 9:30 p.m.</li> </ul>	

**When**

**To do**

**Where**

**October 17, 2022**

- Entrance of Exhibition Vehicles from 8:30 a.m. to 7:00 p.m.
- **After 7:00 p.m. you can only enter through the pedestrian doors**, closing the freight doors to proceed with the installation of recyclable carpet.

**October 18 to 21, 2022**

- Celebration of the Hall: From Tuesday 6 to Thursday 8: from 10 a.m. to 7 p.m.  
Friday 9: from 10:00 a.m. to 4:00 p.m.
- Exhibitors access from 8:30 am.

**October 21, 2022**

- Exit of goods and decoration material: from 4:30 p.m. to 9:30 a.m.
- From 4:30 p.m. to 5:30 p.m. you can only exit through the pedestrian doors to proceed with the removal of recyclable carpet. After that time, the merchandise gates will open until 9:30 p.m.

**October 22 and 23, 2022**

- Dismantling of the stands: from 8:30 a.m. to 7:30 p.m.



## 14. IFEMA MADRID Services [ifema.es/servicios-expositor](https://ifema.es/servicios-expositor)

### Promote your brand

#### Advertising at the venue and in digital channel

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

### Telephone

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

### Email

publicidadexterior@ifema.es

#### Graphic decoration for stand

Customize your modular stand with your brand image. Our team of Advisors will help you define what best suits your stand and will follow up on production and installation. You will have everything ready for when you arrive.

(+34) 91 722 57 22

decoraciongrafica@ifema.es

#### Stand design and construction

Do you need a spectacular stand design adapted to your budget? Our partner companies have extensive experience in the exhibition sector and IFEMA MADRID guarantees the quality of their designs and assemblies. Contact us without commitment.

(+34) 91 722 57 22

infodesing@ifema.es

### Organize and decorate your space

#### Furniture

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

(+34) 91 722 30 00

atencionalcliente@ifema.es

#### Plants and floral arrangement

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

(+34) 91 722 30 00

plantas@ifema.es

## Organize and decorate your space

### Cold and kitchen equipment

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

### Telephone

(+34) 91 722 30 00

### Email

equiposdefrioycocina@ifema.es

### Telecommunications and IT

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

(+34) 91 722 30 00

telecomunicaciones@ifema.es

### Support staff

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

(+34) 91 722 30 00

atencionalcliente@ifema.es

### Cleaning and waste containers

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

(+34) 91 722 30 00

atencionalcliente@ifema.es

### Audiovisuals

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

(+34) 91 722 30 00

atencionalcliente@ifema.es

## Booking Conditions

### Transport and storage

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

## Telephone

(+34) 91 722 30 00

## Email

atencionalcliente@ifema.es

### Driverless cherrypickers and lifters

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

(+34) 91 722 30 00

carretillasdealquiler@ifema.es

## Booking Conditions

### Last minute Services Catalogue

#### **NEW!!**

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

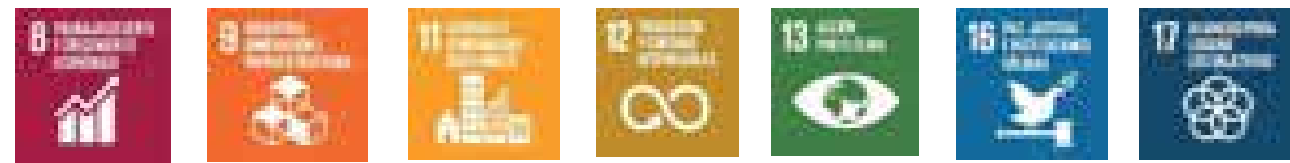
atencionalcliente@ifema.es

**From October 5, 2022 (7 days before the start of assembly):** If you contract services in our Last Minute Services Catalog, a 25% increase will be applied to the prices.



## 15. Sustainability Culture Management at IFEMA MADRID

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



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

ISO Standards certified by IFEMA MADRID:

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

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

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

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

### **WASTE MANAGEMENT:**

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

### **Carpet recycling:**

IFEMA MADRID recycles 100% of the carpeting used in aisles and communal areas. To do so it is essential to begin removing it before take-down starts, which means that it has to be laid in strips instead of covering the entire surface area as was previously the case.

This means we can guarantee its conversion into a new raw material for the subsequent manufacture of other products.

### **SUSTAINABLE MOBILITY:**

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

### **GUIDE TO SUSTAINABLE PARTICIPATION IN TRADE FAIRS/EVENTS:**

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

**[ifema.es/en/about-us/quality-sustainability](https://ifema.es/en/about-us/quality-sustainability)**

# 16. Contact us

<p><b>Address of the contest</b></p>	<p><b>Director:</b> David Moneo  <b>Commercial manager:</b> Javier Sanz de Andino  <b>Secretary:</b> Susana Martínez</p>	<p>(34) 91 722 50 30  fiaa@ifema.es</p>
<p><b>Servifema (Contracting Services)</b></p>	<ul style="list-style-type: none"> <li>• Hiring of services</li> <li>• Billing of services</li> <li>• Collections</li> </ul>	<p>servifema@ifema.es</p>
<p><b>Fair Services Department Technical Secretary</b></p>	<ul style="list-style-type: none"> <li>• Technical support work for exhibitors</li> <li>• Review of stand assembly projects</li> </ul>	<p>sectecnica@ifema.es</p>
<p><b>Communications and Marketing Office</b></p>	<p><b>Director:</b> Raúl Díez  <b>Press Officer:</b> Ana Uruñuela  <b>International Press:</b> Helena Valera  <b>Coordinator:</b> Julián García</p> <ul style="list-style-type: none"> <li>• Press information on fairs and shows organized by IFEMA MADRID</li> <li>• Press accreditations for journalists</li> </ul>	<p>902 22 15 15  anau@ifema.es</p>
<p><b>Conventions and Congresses</b></p>	<ul style="list-style-type: none"> <li>• Rental of the different meeting spaces of the fairgrounds</li> </ul>	<p>(34) 91 722 50 72  convenciones@ifema.es</p>

**Security and Safety**

- Parking lots
- General security
- Access to the Fairgrounds

(34) 91 722 50 65  
 dseguridad@ifema.es

**Medical service**

- Health care for exhibitors and visitors during the celebration of fairs, assembly and disassembly

(34) 91 722 54 00

**External advertising**

- Recruitment of advertising media at the fairgrounds

(34) 91 722 53 40/08  
 publicidadexterior@ifema.es

**Telecommunications**

- Information prior to contracting telephone and fax lines, ISDN /
- Cable broadband connections, WI-FI

telecomunicaciones@ifema.es

Updated 27/05/2022



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Av. del Partenón, 5  
Madrid, Spain

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