

Practical security advice of exhibitors.



IFEMA MADRID's Security and self-protection department provides an emergency helpline **(+34) 91 722 54 00** to attend to any security-related incident. The priority is to protect your physical integrity and that of the people reporting to you, and of our visitors. That is why we request you keep the following advice in mind at all times.

Security measures:

- Assign each member of your booth (hostesses, sales staff, etc.) specific areas to keep watch on in the booth.
- Remember that as IFEMA MADRID site is open to the public, it is vulnerable to visits by professional thieves and pickpockets who mingle with our visitors.
- Before finalising the decoration of your booth, check the locks of your storage, cabinets and display cases, making sure they close properly, the glass is properly fitted, etc.
- Remember that the peak risk times for the security of objects are: the days when goods for display are being brought in or taken out, and when the public is leaving the fair at the end of each day.
- Before leaving your booth, securely lock (in a safe, cabinets, display cases, etc.) any objects you consider to be particularly valuable or easy to steal due to their size (laptop computers, small plasma screens, jewellery, cameras...).
- Remember, especially at night, that the storage facilities normally built for fairs are not safe deposit boxes.
- Make sure you can see objects displayed at the far ends of the booth. If possible, fix them to the structure of the booth with a steel cable or similar anchoring device.
- Don't let yourself be surrounded by groups (two/three people) who may try to distract you while someone else is stealing.
- Don't leave personal belongings (bags, briefcases, clothes, mobile phones, etc.) on tables, counters, chairs, etc. It is advisable to keep these objects inside the storage or office space of the booth.
- Keep the doors of storage areas closed.
- Be aware of couples who split up in the booth, where one talks to you and the other moves around the booth.
- At mealtimes, be extra cautious and don't leave your booth unattended.
- Try to memorise the personal details (age, height, hair colour, type and colour of clothing, accent, etc.) of anyone who you find suspicious. If someone makes you particularly suspicious, let us know: this will help us prevent incidents.
- If you have to leave the booth unattended, let the security service know.
- If you are the victim of theft, please inform the security service.
- If you are unable to remove all your merchandise within the authorised times on removal day, tell the security guard of your Hall.

This department will take all the measures available to it to protect your merchandise, but remember that you are exclusively responsible for the security of your booth, merchandise and belongings (as set out in the General Regulations for Participation).



Fires and Evacuation:

- Identify the emergency exits closest to your booth and the alarms and fire extinguishers located in your area.
- Check the evacuation routes and firefighting equipment are kept clear of obstacles. If not, report this to security or maintenance personnel.

How to avoid fires (prevention):

- Keep your workspace clean: this will prevent fires starting and keep evacuation routes clear.
- Smoking is not allowed inside the halls.
- Do not put intense heat sources next to flammable materials. Do not place intense heat sources near to electrical boards. Do not overload power points and plugs.
- Inspect your workplace and unplug all equipment at the end of the working day.
- If you find a suspicious package or object, DO NOT TOUCH IT. Inform the security personnel so that they can deal with it as appropriate.

If you discover a fire:

- Keep calm. Don't shout or run. Report the fire to the Control Centre by telephone or hit the alarm button of the nearest fire alarm.
- Provide the following information: personal identification / exact location of the fire.
- If you are trapped by fire or smoke, remember that the air will be more breathable the lower you are. Crouch down or get onto your hands and knees. If possible, put a damp cloth over your nose and mouth.
- If your clothes catch fire, do not run. Lie on the floor and roll. Throwing a blanket or similar object over burning clothes is a good way to put them out.

When you hear the general evacuation alarm:

- Get ready to leave the building when the emergency team tells you to. Use the exits and stairs established for your area, unless you are told otherwise.
- During evacuation, do not go back to get belongings or look for other people.
- Do not use the lifts or service lifts to evacuate.

- When you leave the building, go to the Outside Meeting Point.

- If you have a disability, tell the emergency personnel so that they can give you any help you need.

- During evacuation, walk in single file in passageways and on stairs, as close as possible to the wall, to allow emergency personnel and services (Fire Brigade, Police) to move freely.

- If you have a visitor, take responsibility for them during evacuation.

- During the evacuation, if you have a vehicle in one of the car parks or interior roads, do not try to take it out or move it until you are instructed to do so. Moving vehicles may present a risk to other people and hinder the access of emergency vehicles.

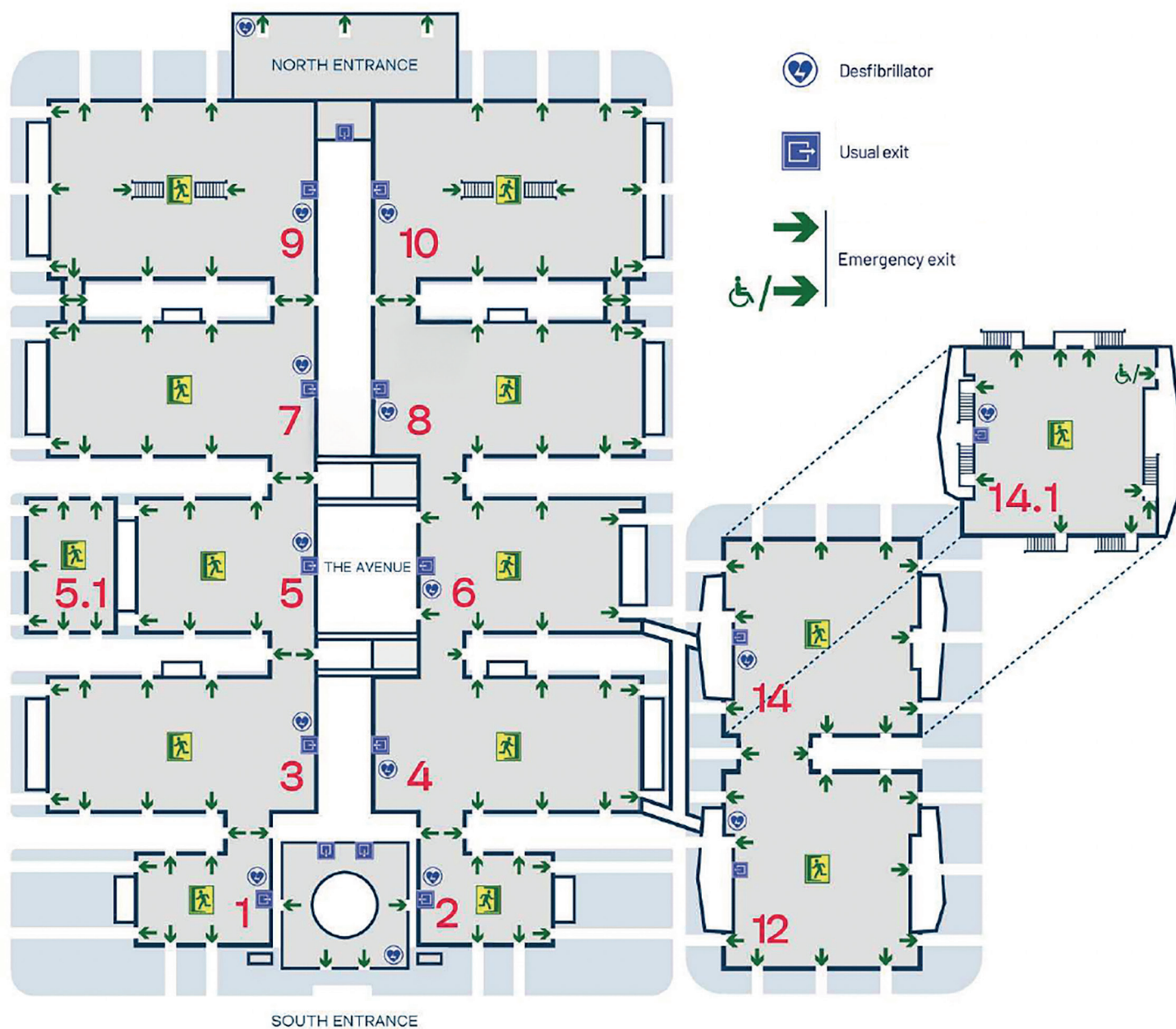
In case of confinement:

- Do not go to the emergency exits or leave your current location. Follow the instructions given by security and emergency staff.

Car parks and roads. Safety and use:

- Always drive carefully in IFEMA MADRID car parks and on interior roads. Obey the rules and road signs at all times.
- Look out for pedestrians. A lot of activities take place at IFEMA MADRID, and because of its nature, the site is often busy with children and other pedestrians.
- Remember that the speed limit is set at 20 km/h.
- While loading and unloading on interior roads, do not obstruct emergency exits, access to gates or other areas marked with no-parking signs. (See conditions for access and time restrictions in the participation rules).

Emergency exits plan



There is an Emergency Medical Unit which you can go to if necessary.
To ask for their help, contact the emergency helpline: **(+34) 91 722 54 00**

Help us to help you!
(+34) 91 722 54 00

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inspiration.**

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