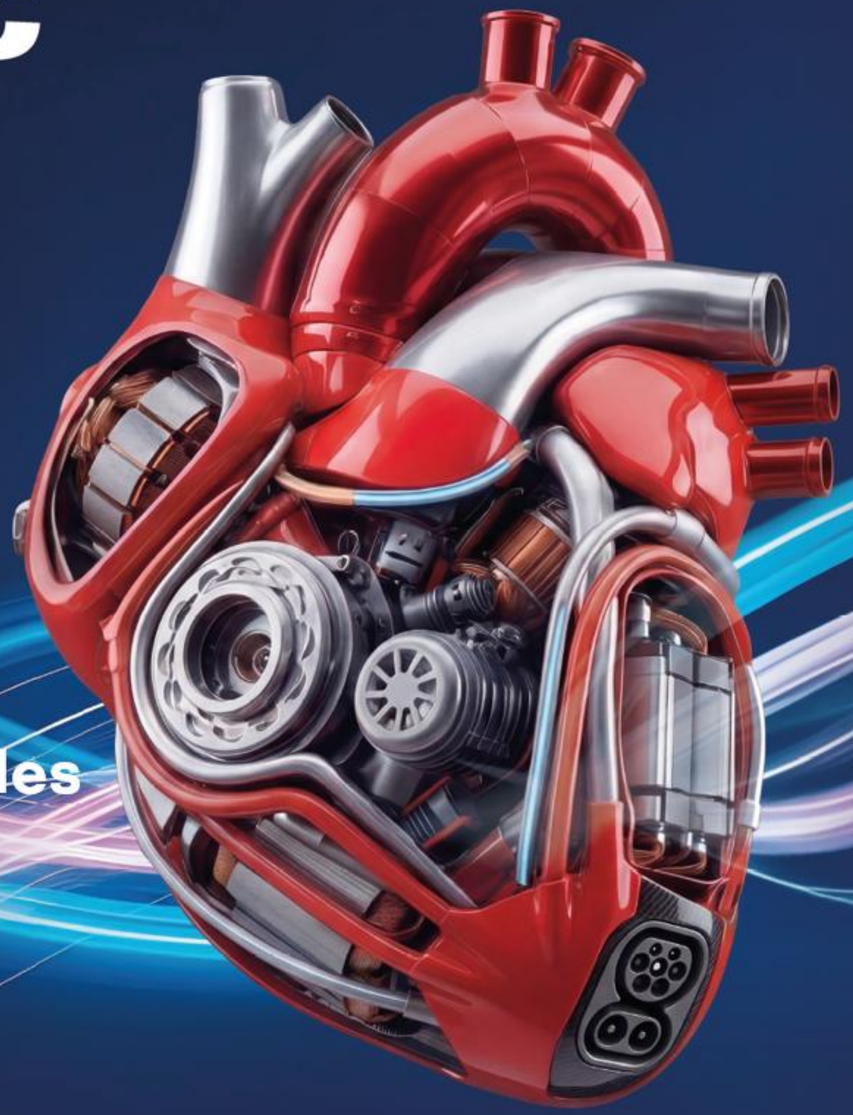
motortec

International Trade Fair for the Automotive Service Industry

07-10 Apr 2027

Connect with the heart of Automotive.



Exhibitor Guide and Specific Participation Rules

IFEMA MADRID

INDEX

1. How to become an exhibitor at MOTORTEC 2025?
   - 1.1. Dates and times of participation
   - 1.2. How to be an exhibitor
   - 1.3. Allocation of space
2. Participation rates
   - 2.1. Contracting only floor
   - 2.2. Contracting floor + stand
   - 2.3. Discounts
   - 2.4. Surcharges
3. Co-exhibitors
4. Assembly rules for free-standing stands (contracting only floor)
5. “All-inclusive” turnkey stands
6. Turnkey stand assembly standards
7. Complementary services
8. Motortec LIVE Connect
9. Exhibitor Plans
   - 9.1. Conecta Plan
   - 9.2. Impacta Plan
10. Expo Zone
11. IFEMA MADRID Services
12. Security
13. Sustainability management at IFEMA MADRID
14. Health and safety protocols at IFEMA MADRID
15. Removal of waste generated
16. Exhibitor's calendar
17. Map
18. Contact us

1. How to become an exhibitor at MOTORTEC 2025?

1.1 DATES AND TIMES OF PARTICIPATION

MOTORTEC will take place at IFEMA MADRID from **7-10 April 2027**, from 10:00 to 19:00h from Wednesday 7th to Friday 9th, and on the last day from 10:00 to 16:00h.

During these hours, the stands must remain open to the visiting public and be duly manned by competent staff.

Exhibitors may enter the exhibition center at **08:30h.**Exhibitors may remain until 30 minutes after closing time.

1.2. HOW TO BECOME AN EXHIBITOR

Space is contracted by filling in the **on-line Participation** Application form available on the fair website
https://www.ifema.es/motortec/expositores

Receipt of this form at IFEMA MADRID is the first step required to exhibit at the fair.

The application must be accompanied by payment of the corresponding reservation fee.

All companies and public or private organizations whose activities are considered to be included in the sectors covered by the fair may apply to take part in the event.

The presentation of the Participation Application form implies full acceptance of IFEMA MADRID's Participation Regulations, as well as those specific to MOTORTEC and the generic provisions established by the Fair Organizers.

Exhibitors who have not paid in full for the space contracted and the costs of the services **requested will not be authorized to occupy the space and, where applicable, the modular stand** will not be handed over.

1.3. ALLOCATION OF SPACE

Former exhibitors
Preferential allocation to exhibitors from the last edition (2025).

Those who repeat participation from one edition to another may choose to keep their location or improve it as long as they maintain the same surface area or it does not vary downwards by more than 15%.

Deadline: Until 20 July 2026, only applications for space from former exhibitors of the 2025edition will be awarded.

New exhibitors
From 21 July onwards, the remaining applications will be allocated in order of largest to smallest surface area.

→ The Management of the fair will select the location with each exhibitor and will allocate it once it has been confirmed.

→ The Show Organizers reserve the right to change stand locations for justified reasons.



2. Participation rates

Exhibitors can hire only floor space to build a free design stand or hire an all-inclusive stand.

Participation as an exhibitor at the MOTORTEC fair requires the contracting of the CONECTA exhibitor PLAN at the price of 545€ +VAT (1). See details in point 9.

2.1. CONTRACTING ONLY FLOOR

The minimum area to be contracted for this modality is **32 sqm.**

Rates for space without stand:

Contracted area	Rate (1)
From 32 to 50 sq.m	161 €/sq.m
From 50,5 to 100 sq.m	149 €/sq.m
From 100,5 to 220 sq.m	124 €/sq.m
From 220,5 m² to 550 sq.m	110 €/sq.m
From 550,50 m² to 1.000 sq.m	98 €/sq.m
More than 1.000 sq.m	90 €/sq.m

In addition to the CONECTA exhibitor PLAN at the price of 545€ +VAT (1), the contracting of the "Only Floor" modality requires the contracting of:

Services	Rate (1)
Liability Insurance	74,30 €
"Multiferia" Insurance	70,53 €
Minimum electrical energy consumption (0,13 Kw/sqm) (1)	7,88 €/sqm

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

It is also a prerequisite for starting the assembly of the free-design stand to have paid the assembly fees:

- **Rate type A:**
Undecorated spaces occupied by carpeting or flooring..... 2,80€ /sqm

- **Rate type B:**
Basic modular stands in aluminium or similar ..... 5,62 €/sqm

- **Rate type C:**
Modular stands with carpentry design and other materials..... 8,94€/sqm

2.2. CONTRACTING FLOOR +STAND

Minimum contract surface area: 16 sqm

Type of stand	Base rate 16 sqm (1)	Additional sqm rate (1)
BASIC from 16 to 32 sqm	3.593 € (16 sqm)	224 €/sqm
PREMIUM from 16 to 32 sqm	4.537 € (16 sqm)	274 €/sqm

To these rates must be added the CONECTA exhibitor PLAN at a price of 545€ +VAT (1).

Basic and premium stands include:

- Minimum electricity consumption (0.13 kW/sqm).
- Daily cleaning of the stand (type A once a day).
- Liability Insurance (coverage up to 60.000€).
- "Multiferia" Insurance (coverage up to €50.000€).
- Assembly fees.

2.3. DISCOUNTS

- **5% discount for early payment** on the floor rate, provided that 100% payment is made before 28 november.

- **5% discount for exhibitors** of the last edition, redeemable for consumption vouchers.

2.4. SURCHARGES

- **25% increase** for those services requested 7 days before the start of the assembly (7th April).

- **25% increase** when the hiring of assembly rights takes place during the week prior to (7 days before) the start of the assembly, during the assembly, celebration and dismantling.

3. Co-Exhibitors

A co-exhibitor is any company participating in the Show in the same space as the company owning the stand.

In order to have access to all the elements included in the Conecta Exhibitor Plan, each exhibitor must complete the Participation Application Form, which includes the Conecta Exhibitor Plan concept, the fee for which is €545 +VAT (1).



Motortec

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

4. Assembly rules for free-standing stands (contracting only floor)

MINIMUM SURFACE AREA FROM 32 SQM

The designs of the stands in terms of the location of their constructions as well as their decoration and advertising elements must respect the general perspective of the Exhibition and the visibility of neighbouring stands.

HEIGHT

The maximum authorized height of stands on their perimeter line is 4 m. A single element on the perimeter may be raised up to a height of 6 meters, except in the medians with neighbouring stands. In no case may the height of 6 meters be exceeded.

BLIND ENCLOSURES

Perimeter enclosures to aisles may not exceed 50% of each aisle. If blind enclosures of greater length are to be erected, they must be set back a minimum of 3 m inwards and may not exceed 80% of the length of the facade.

Any element that prevents or limits the view of the stand, whether it is formed by constructive elements or by the arrangement of decorative elements, is considered to be an enclosure.

SIGNAGE

Signs, flags and spotlights may not protrude more than 50 cm. from the allocated space, and from a minimum height of 2.5 meters, nor exceed the maximum height of 4 m. on the perimeter. The spotlights must be directed towards the inside of the stand. If in doubt, please consult IFEMA MADRID's Trade Fair Services Department.

PACKAGING

Packaging will not be allowed to be stored inside the hall. For this service, please request information from the Exhibition secretary's office.

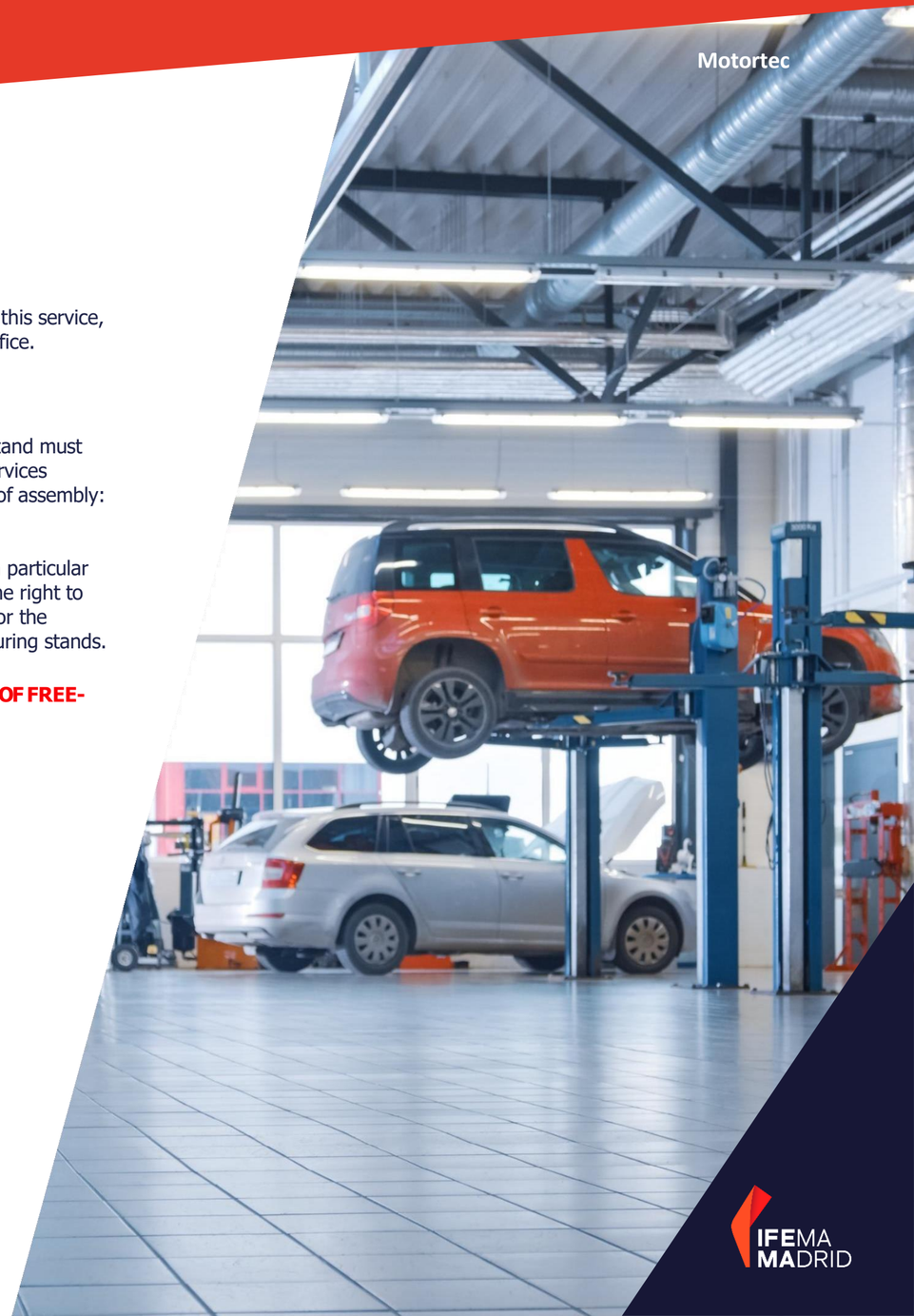
PROJECT APPROVAL

Companies opting for the free-design construction of their stand must send their assembly project to IFEMA MADRID's Trade Fair Services Department for approval at least one month before the start of assembly: floor plans and dimensioned front and side elevations.

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

RECOMMENDATIONS FOR THE DESIGN AND CONSTRUCTION OF FREE-DESIGN STANDS

Consult the recommendations and updated regulations at **ifema.es/support**

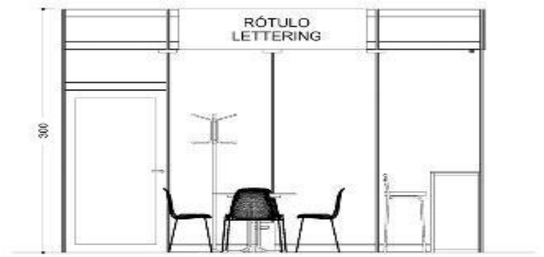

Motortec

5. All-inclusive"turnkey stands"

Turnkey "all-inclusive" stand Modular BASIC







GUIDING DRAWING: It is not allowed to pierce or nail elements to the stand. It is possible to use adhesive tape or graphics, which are easily removable and do not damage the panels.

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

GENERAL CHARACTERISTICS:

RATES
Turnkey "all inclusive" stand Modular BASIC (from 16 to 32 sqm): ..... 3.593 € +VAT (1)
Additional m² turnkey stand "all inclusive" Modular BASIC: ..... 224 sqm +VAT (1)

Participation as an exhibitor requires the Conecta Exhibitor Plan: 545€ +VAT (1).

TECHNICAL CHARACTERISTICS:

STAND
Stand open to one or more aisles depending on location.
Aluminium structure in grey.
Melamine walls.

WAREHOUSE with lockable door in the following proportion:

- Up to 16 sqm 1x1
- From 16.5 to 32 sqm 2x1
- From 32.5 sqm 3x1

FAIRGROUND CARPET IN COLOUR
- Parts and components: ducado blue.
- Accessories and customisation: jasper red.
- Electronics and systems: navy blue.
- Mobility and services: gold.
- Tyres and batteries: sienna.Service stations and car wash: sienna.
- Repair and maintenance: ducado blue.
- Dealer and workshop management: sienna.

SIGNAGE:
Standardized lettering with the exhibitor's name and stand number **(maximum 20 characters).**

ELECTRICAL ENERGY AND LIGHTING:
Lighting by means of LED spotlights at a rate of 1 spotlight per 3 sqm of stand.

TYPE A CLEANING:
First cleaning with removal of the plastic covering the carpet, daily cleaning of the floor and collection of the contents of the litter bins.
Does not include cleaning of exhibits.

SERVICES INCLUDED:
- Daily cleaning of the stand (Type A, once a day).
- Set-up fee included in the price.
- Multi-trade fair and civil liability insurance included in the price.
- Minimum electricity consumption (0,13 Kw /sqm).

FURNITURE for every 16 sqm hired (maximum 2 groups):
- 4 Madrid chairs (6RL01001).
- 1 white Dom table (6RL02001).
- 1 Tana counter (6RL08003).
- 1 White Duero wastepaper basket (6RL04003).
- 1 Lima stool (6RL01009).

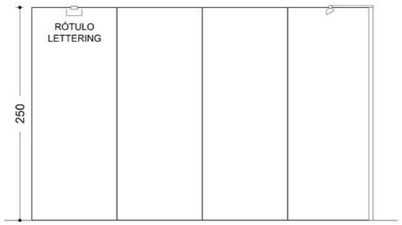


5. “All-inclusive” turnkey stands

Turnkey stand "all inclusive" Modular PREMIUM







GUIDING DRAWING: It is not allowed to pierce or nail elements to the stand.

GENERAL CHARACTERISTICS:

RATES
Turn-key "all inclusive" stand Modular PREMIUM (from 16 to 32 sqm): ..... 4.537€ +VAT (1)
Additional m² turn-key stand "all inclusive" Modular PREMIUM: ..... 274 sqm +VAT (1)

Participation as an exhibitor requires the Conecta Exhibitor Plan: 545€ +VAT (1).

TECHNICAL CHARACTERISTICS:

STAND
Stand open to one or more aisles depending on location.
3 m high walls made of chipboard painted in a choice of colors:

Structure: aluminum frames at a height of 2.5 m with palboard (PVC) walls.

Any color change will be invoiced as an additional extra, subject to a prior budget request.

WAREHOUSE with lockable door in the following proportion:

- Up to 16 sqm 1x1
- From 16.5 to 32 sqm 2x1
- From 32.5 sqm 3x1

FAIRGROUND CARPET IN COLOUR
- Parts and components: ducado blue.
- Accessories and customisation: jasper red.
- Electronics and systems: navy blue.
- Mobility and services: gold.
- Tyres and batteries: sienna.Service stations and car wash: sienna.
- Repair and maintenance: ducado blue.
- Dealer and workshop management: sienna.

SIGNAGE:
Standardized lettering with the exhibitor's name and stand number **(maximum 20 characters).**

ELECTRICAL ENERGY AND LIGHTING:
- Lighting by means of LED spotlights at a rate of 1 spotlight per 3 sqm of stand.
- Electrical panel with magneto-thermal differential, prepared for a power of 130W/sqm and a 500W socket base.

TYPE A CLEANING:
First cleaning with removal of the plastic covering the carpet, daily cleaning of the floor and collection of the contents of the litter bins.
It does not include the cleaning of exhibits.

SERVICES INCLUDED:
- Daily cleaning of the stand (Type A, once a day).
- Set-up fee included in the price.
- Multi-trade fair and civil liability insurance included in the price.
- Minimum electricity consumption (0,13 Kw /sqm).
- 1 parking space for every day of the fair.

FURNITURE for every 16 sqm hired (maximum 2 groups):
- 4 Madrid chairs (6RL01001).
- 1 white Dom table (6RL02001).
- 1 Tana counter (6RL08003).
- 1 white Duero wastepaper basket (6RL04003).
- 1 Lima stool (6RL01009).
-



ADDITIONAL SERVICES Customize your modular stand with our Graphic Decoration Service: standspremium@ifema.es

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

6. Turnkey stand assembly standards

MINIMUM SURFACE AREA FROM 16 SQM

Send a **plan of the modular stand** with the distribution of the different services and complements to the Exhibition Services Department (atencionalcliente@ifema.es).

In the Exhibitors' Area/Contracting Services, indicate the color of the wall, carpeting and signage according to the modular stand contracted.

If the wall color is not indicated, the default color will be WHITE.

REMARKS:

1. All services or modifications that may be introduced based on these characteristics shall be at the exhibitor's expense. The elimination or substitution, by the exhibitor, of any formative element of the modular stand does not imply a reduction in the cost.
2. The distribution of all the elements that make up the stand, the extras requested, as well as the structural elements necessary for the support of the stand, shall be adapted to the needs of the exhibitor, provided that it is technically feasible and that the plan with the relevant indications is received fifteen days before the first day of the start of assembly.
3. Once the stand has been assembled, any changes to the location of all the elements that have not been communicated on the established date will be invoiced.
4. All the material used, both structural and electrical, is rented and any deterioration will be invoiced according to the current rates.
5. The elimination, by the exhibitor, of any training element of the prefabricated stand does not imply a reduction in cost.



7. Complementary services

- Once the space has been allocated, you will have access to the IFEMA MADRID Services Catalogue, which includes the services that can complement your participation in the fair. These can be contracted through **ifema.es/motortec** in the Exhibitor Area.
- **Until 12 March 2027:** if you contract services through the Exhibitors' Area, a **5% discount** will be applied. These rates are subject to periodical modification depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitor Area space.
- This discount will also be applicable to the services included for your location in the plan of your stand sent to the Technical Secretariat up to 30 days before the start of assembly.
- Mandatory minimum services, outdoor advertising, meeting rooms, graphic decoration of stands and Specific Services of the fairs such as exhibitor passes, etc.) are NOT included.

Do you want to build your stand with us?

For exhibitors who have contracted floor space or free design only

Comprehensive stand design service: IFEMA MADRID offers not only modular stands but also a modular stands a comprehensive service, with our maximum guarantee and fully adapted to your needs. fully adapted to your needs. We take care of the planning of your space, design, assembly and dismantling. Request, free of charge and with no obligation, a project adapted to your needs needs by sending an email to **infodesign@ifema.es**

Recommendations for the design and construction of free-design stands. Consult the recommendations and updated regulations at **ifema.es/soporte**

I WANT TO KNOW MORE

Graphic decoration for stands modular

For exhibitors who want to personalize their stand

The service includes the management of the decoration project of your stand from initial definition to installation

You can customize your modular stand with our Decoration service. Stand Graphics **decoraciongrafica@ifema.es**

We offer a wide range of materials to install on your stand: foam, vinyl, vinyl, tarpaulins, and other alternatives that fit with different types of formats. formats. We install on walls or on furniture such as counters, showcases or other counters, showcases or others.

You can contract services and furniture from IFEMA's Services Catalogue. MADRID, or find more information in Expo Zone.

Outdoor and Digital Advertising

Advertising projects adapted to your needs

- Various outdoor advertising supports in different areas of the fairground to promote your brand, products or services. to promote your brand, products or services.

Presence in online media

- Possibility of connecting in a unique way with the audience, before, during and after the fair. In addition to communicating your participation and attract professionals

MORE INFORMATION HERE

Other services of interest

On the fair website **ifema.es/motortec** you will find a list of other services, regulations and documents that may be of interest to you

- Communication for catering at stands.
- Occupational risk prevention and coordination of business activities.
- Application for authorization for private security at stands.
- Application for authorization to install wifi.
- Application for authorization for antenna cabling.
- Application for authorization to hang structures/ rigging.

Maximum sound level

According to IFEMA's general regulations, noisy demonstrations are prohibited, and the level of 60 decibels measured at the edge of the stand must not be exceeded.

Any activity such as musical performances by bands, DJs, or similar must have express authorization from the management of the event and, in any case, must always take place from 6:00 p.m. onwards.

If the indicated sound level is exceeded, IFEMA MADRID staff will require the Exhibitor to lower the volume to the indicated limits. In case of refusal or repeated non-compliance with the rule, IFEMA MADRID staff may cut off the electrical supply to the stand and, if necessary, close and shut it down, without the Exhibitor having the right to a refund of paid amounts or any compensation.

8. MOTORTEC LIVE Connect

WHAT IS LIVE CONNECT?

LIVE Connect is the multi-sector dialogue community offered by IFEMA Madrid, adapted to your interests, open 365 days a year and connected to our digital events.

Each edition of **Motortec LIVE Connect** provides a digital twin of the trade fair, allowing participants to prepare their attendance and increase the return on their investment, as well as extending the timeframe beyond the event, providing unique content and professional networking.

WHAT WILL YOU FIND AT LIVE CONNECT?

LIVE Connect is the digital ecosystem **that fosters connections with other professionals**, facilitates the preparation of meetings, offers exclusive content and activities and generates business opportunities.

Business and networking

Identify leads to generate business and schedule high-value meetings.

Post-fair ecosystem

Activity and visibility for 3 months after the fair: access and share content, participate in challenges and much more.

Positioning

Highlight your company and increase the visibility of your offer.

WHAT CAN I DO FROM MY EXHIBITOR AREA IN LIVE CONNECT?

- Update my company details visible in the web catalogue and in Motortec LIVE Connect.
- Add my products and services, which will be visible in Motortec LIVE Connect.
- Register users from my team to access the Motortec LIVE Connect digital event.

WHAT CAN I DO IN THE MOTORTEC LIVE CONNECT DIGITAL EVENT?

- Search for contacts of interest in the professional network.
- Request and accept to be contacted for chatting and videoconferences.
- Request and/or accept appointments for professional meetings at my stand at the fair or by videoconference.
- Complete my professional profile as a user of the platform and my agenda of availability for meetings.
- View information on what other exhibitors have to offer.
- Consult the activities and conferences both on-site and online and enter them in my diary.
- Scan visitor badges at the fair.



9. Exhibitor Plans

1. CONECTA PLAN

RATE of 545€ +VAT (1).

The CONECTA plan is contracted with participation as an exhibitor and includes the following services:

- **Dissemination** of participation in the fair through inclusion in the **list of exhibitors** available in open access on the ifema.es/motortec website and shared as a link in sectoral communications.
- **Presence** during the fair on the hall **plans** and exhibitor lists.
- Access to IFEMA Madrid's customer portal "ZONA EXPO" to manage participation.
- Exhibitor **passes** according to the contract (see point 12.2).
- **Invitations** according to the contract (see point 12.2).
- Premium **wifi** connection for 3 users throughout the fair (these connections will only work with devices that allow connection in the 5 GHz band).
- Exhibitor presence at the Motortec LIVE Connect **digital event.** The digital event extends the duration of the trade fair beyond the event itself, provides additional content from the exhibition and industry news and is accessible to exhibitors and registered visitors.

+Functionalities CONECTA Exhibitor at Motortec LIVE Connect for 3 users

Connection functionalities with other users to generate business and networking opportunities:

- Search for new **contacts** among registered visitors and exhibitors.
- Communication with contacts **(chat and videoconference).**
- Preparation of **meetings** to optimize time at the fair.
- **Scanning** of visitor passes at the fair.

9.2. IMPACTA PLAN

RATE of 981€+ VAT (1)

Includes the functionalities of the **Conecta Plan and in addition:**

- Visibility of the company profile with positioning as a prominent exhibitor, for the entire contracted period.
- Possibility of including unlimited products.
- Possibility to highlight 2 products.
- Access for all members of the exhibitor team with networking options (unlimited users).
- Possibility of offering 2 sessions, seminars or product demonstrations.



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

10. Expo Zone

WHAT CAN I DO FROM THE EXPO ZONE?

- Access the details of each participation, plans and projects.
- Access the exhibitor's calendar.
- View documents of interest.
- Manage exhibitor passes and request visa support letters.
- Send invitations.
- Register co-exhibitors.
- Access orders, payments, account status and invoices issued.
- Upload free design stand projects.
- Request the distribution of modular stand elements, add the sign and choose the color of the carpet.
- Access to e-commerce for contracting services.

CONTRACTING SERVICES:

Contract and quote all those services you may need and benefit from a **5% discount** by contracting online until March 12, 2025.

These rates are subject to periodic modification depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the **e-commerce.**

Last day to contract **online** services: April 10, 2025.



11. IFEMA MADRID Services

Promote your brand		Telephone	Email
On-site and digital advertising	Multiply the presence of your brand and products at the fair. Our advertising team will advise you on the best physical and digital media to achieve the greatest impact.	(+34) 91 722 53 40 (+34) 91 722 53 08	publicidad@ifema.es
Graphic decoration for stands	Customise your modular stand with your brand image. Our team of consultants will help you define the best fit for your stand and will follow up the 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 trade fair sector and IFEMA MADRID guarantees the quality of their design and assembly. Contact us without obligation.	(+34) 91 722 57 22	infodesign@ifema.es
Organise and decorate your space			
Furniture	Make your space a place to work and interact with your customers. Tables, offices, sofas, counters, all adapted to your style and budget.	(+34) 91 722 30 00	atencionalcliente@ifema.es
Refrigeration and cooking equipment	Food preservation and catering solutions for all the activities you want to organise on your stand.	(+34) 91 722 30 00	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
Auxiliary staff	We offer you from auxiliary staff to help you with the assembly to hostesses during the celebration, who will help you to attend to your clients in different languages and with the utmost professionalism.	(+34) 91 722 30 00	atencionalcliente@ifema.es

11. IFEMA MADRID Services

Organise and decorate your space		Telephone	Email
Cleaning and waste containerscontainers	Health safety and sustainability are priority commitments for IFEMA MADRID, which is why we provide exhibitors and fitters with various types of cleaning services and a complete waste management system that complies with all environmental standards and health and safety regulations.	(+34) 91 722 30 00	atencionalcliente@ifema.es
Audiovisuals	We have the best equipment for multimedia presentations, sound and translation in stands and halls.	(+34) 91 722 30 00	atencionalcliente@ifema.es
Support services and logistics			
Transport and storage	Sending, receiving and storing the goods you need for your participation is very easy at IFEMA MADRID. We offer a comprehensive or partial service, national or international, always adapted to your needs.	(+34) 91 722 30 00	atencionalcliente@ifema.es
Driverless forklift trucks andlifting platforms	If you need to unload goods or use special machinery to display your product, we have a wide range of forklifts and lifting platforms to complete any task.	(+34) 91 722 30 00	carretillasdealquiler@ifema.es

*__From 7 April 2025 (7 days before the start of the assembly__): if you contract services in our Last Minute Services Catalogue, a 25% price increase will be applied.

12. Security

12.1. SAFETY REGULATIONS FOR ACCESS TO HALLS DURING ASSEMBLY AND DISMANTLING

For safety reasons, and as a general and permanent preventive measure due to the concurrence of activities, it has been made compulsory to wear a protective helmet, high-visibility waistcoat and safety footwear during the assembly and dismantling phases of fairs and events in all exhibition areas.

This measure affects any person accessing, passing through, carrying out activities or simply being present in pavilions or outdoor exhibition areas during assembly and dismantling tasks. This **regulation extends to assemblers, exhibitors, organizers, transporters, etc.**, who, if they do not have the necessary technical equipment, can purchase it in **Halls 6 - 8 from Exhibitor Services.**

12.2. ACCESS TO THE EXHIBITION

- In order to guarantee the professional nature of the Fair, access controls will be carried out to validate the correct reading of the passes during access to the Fair.
- Each exhibitor may request additional Exhibitor Passes **at a cost of €4.57/each. + VAT*.**
- The online professional invitations will be available in the Exhibitors' Area, so that each exhibitor can send them to their clients, who must register online in order to obtain the **direct access pass to the Fair.**
- Each exhibitor will receive, depending on the allocated space, the following number of exhibitor passes and online invitations for their clients.

SPACE	EXHIBITOR PASSES	ONLINE INVITATIONS
From 16 to 50 sqm	8	300
From 50,5 to 100 sqm	18	700
From 100,5 to 220 sqm	32	1.500
More than 220.5 sqm	38	2.000

12.3. INSTALLATION OF RECYCLABLE CARPETING IN COMMON AREAS

In line with IFEMA MADRID's commitment to the 2030 SDGs (United Nations Sustainable Development Goals), as indicated in the Guide for sustainable participation in fairs and events. In order to optimize the process of installation and removal of recyclable trade fair carpeting for its subsequent reuse and consequent elimination of protective plastic at source, the times of entry and exit of goods must be adapted to these processes and will be as set out in point 15 Exhibitor Calendar.

12.4. ASSEMBLY FEES

In order to be more efficient and to be able to offer you a better service, avoiding incidences in the assemblies, **from 31th March, 20272025,** we will apply the surcharge for last minute contracting to the contracting of the assembly rights, as it happens with the rest of our services.

This surcharge **increases the price by 25% when the booking is made during the week prior (7 days before) to the start of the assembly**, during the assembly, celebration and dismantling.

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

To contract services, you must go through our online channel, which you can access from the following link:
https://shop.ifema.es/s/?language=es



13. Sustainability management at IFEMA MADRID

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

IFEMA MADRID's sustainability policy is mainly focused on the following SDGs: 8, 9, 11, 12, 13, 16 and 17.

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

ISO Standards certified by IFEMA MADRID:

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

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

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

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

WASTE MANAGEMENT:

- The exhibitor/assembler is the generator of the waste and shall therefore be responsible for its removal and management. How the waste generated by the exhibitor is managed is explained in article 35 of the General Rules of Participation.

- We offer our exhibitors a service that includes the removal and management of the waste they/their assemblers generate. (check our fees in Exhibitors' Area).

Carpet recycling:

IFEMA MADRID recycles 100% of the carpeting used in aisles and communal areas. To do so it has been essential to change our assembly and disassembly process, that affects the entry and removal of goods (check the corresponding item) . Furthermore, means that it has to be laid in strips instead of covering the entire surface area as was previously the case. This means we can guarantee its conversion into a new raw material for the subsequent manufacture of other products.

SUSTAINABLE MOBILITY:

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

GUIDE TO SUSTAINABLE PARTICIPATION IN TRADE FAIRS/EVENTS:

IFEMA MADRID has published its Guide to Sustainable Participation in Trade Fairs for exhibitors on its website. We recommend you read it before starting to prepare your participation:
ifema.es/en/about-us/quality-sustainability





14. Health and safety protocols at IFEMA MADRID

For the safety of all participants, IFEMA MADRID has developed its Contingency Plan including the action protocols corresponding to:

- **Activity.**
- **IFEMA MADRID personnel.**
- **Cleaning and disinfection.**
- **Communication.**
- **Continuity Plan.**

All the processes implemented by IFEMA MADRID have different certifications that guarantee their suitability to create a safe space for holding fairs and events:

- **Madrid Guarantee Seal.**
- **Safe Travel stamp guide WTTC (World Travel & Tourism Council).**

It has also published on its website - ifema.es - the regulations applicable to exhibitors, visitors and external operators, which must be complied with.
Consult the recommendations and updated regulations at ifema.es/support.



15. Removal of waste generated

The IFEMA MADRID General Participation Regulations specify:

Article 35.- "Removal of waste and assembly and exhibition materials. In application of current legislation on urban waste, all Exhibitors, as well as the companies contracted and/or subcontracted to assemble and/or dismantle stands, are obliged to assemble, dismantle and remove the assembly, decoration and exhibition materials used, within the time periods established for this purpose.

Once the deadlines established for the removal of goods and decoration material and those specifically established for the dismantling of stands have elapsed, all materials still remaining in the exhibition areas of the hall will be considered waste materials and will be removed by IFEMA MADRID, the Exhibitor forfeiting any right to claim for loss or damage to the same, the Exhibitor being responsible for the costs related to their removal, which will be invoiced by IFEMA MADRID in accordance with the rates established in the Price List (100€/m2), for the total square meters allocated.

If the stand is not dismantled within the established period, the Exhibitor shall pay IFEMA MADRID the cost of carrying out this service in accordance with the estimate provided by IFEMA MADRID based on the work to be carried out.

IFEMA MADRID will use all the human and technical resources at its disposal to detect possible material abandonment and will apply the aforementioned article, both during assembly and dismantling.

IFEMA MADRID can hire the necessary containers at the following rates:

CONTAINER	RATE	INCLUDING
800 litres	50€/unit	Delivery and collection at the stand and waste management.
30 sqm	300€/unit	Delivery and collection at the stand and waste management.



16. Exhibitor's calendar

When	How	Who attends to you
From July, 2026	**Sending the On-line "Application for Participation"**	Customer Service (+34) 91 722 30 00
30 September 2026	**Deadline for payment of up to 50%** of the allocated space minus the space registration fee.	Expo Zone ifema.es/motortec servifema@ifema.es
31 January 2027	**Complete LIVE Connect profile.**	Expo Zone **ifema.es/motortec**
15 January 2027	**Sending to the Communications Department** the press dossier on the news of the exhibiting companies.	prensa@ifema.es
3 February 2027	Deadline to complete 100% of the space rental payment.	Customer Service (+34) 91 722 30 00 **ifema.es/motortec** Expo Zone **ifema.es/motortec**

16. Exhibitor's calendar

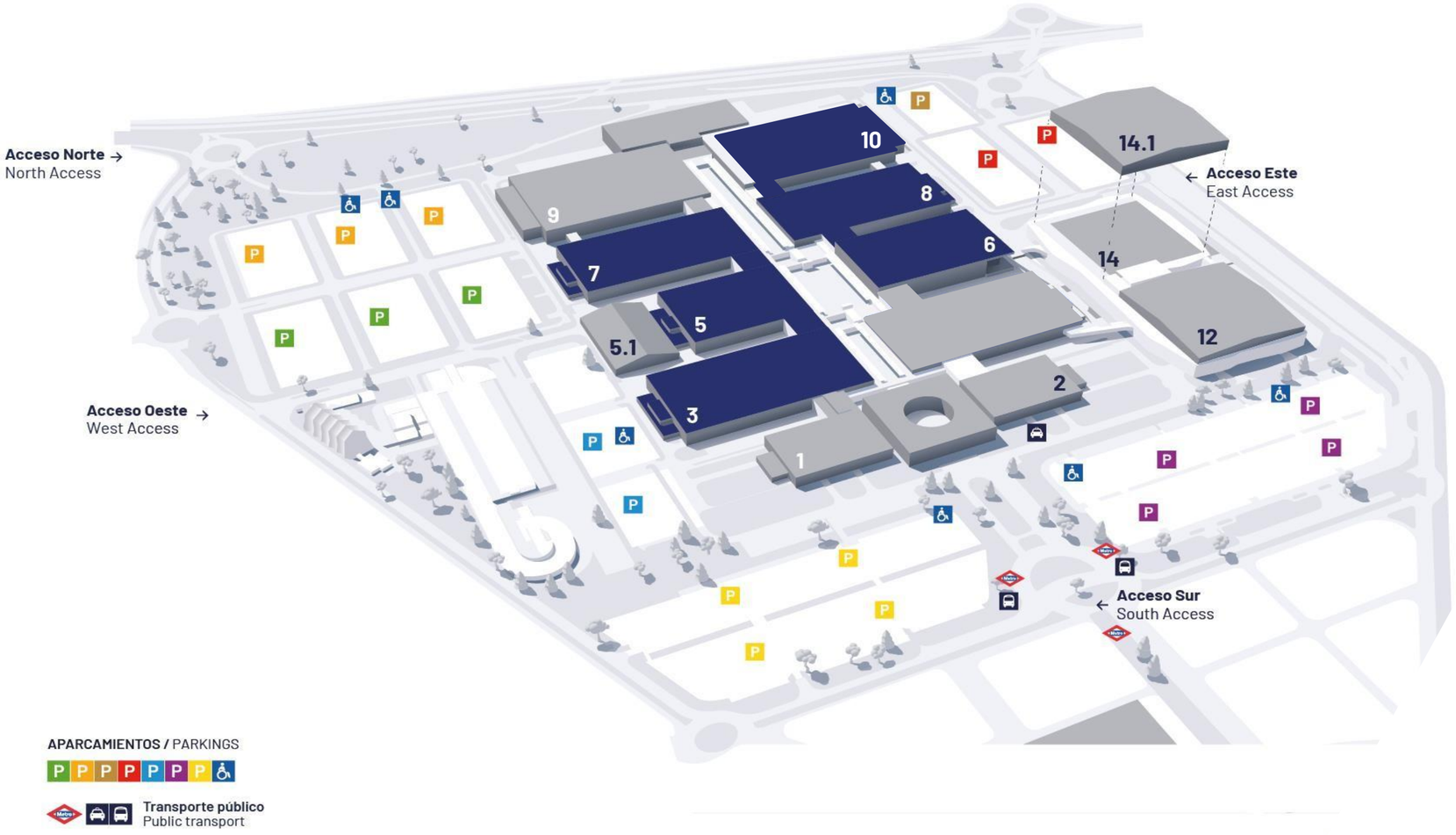
When	How	Who attends to you
Until 22 February 2027	**Deadline for contracting complementary services with a 5% discount. These rates are subject to periodical modification depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Exhibitor Area space. Deadline for sending the stand construction PROJECT** to the Exhibition Services Department.	atencionalcliente@ifema.es
9 March 2027	**Deadline for sending the plan of the modular stand** with the distribution of the different services and complements to the Exhibition Services Department.	atencionalcliente@ifema.es
As of 31 March 2027	The price of contracting services and contracting assembly rights is **increased by 25% when the contract is made during the week prior (7 days before the start of the assembly)**, during the assembly, celebration and dismantling. We would like to remind you that the assembly rights apply to free design assemblies and that **they can be contracted with a 5% discount** if the contract is made up to 30 days before the start of the fair assembly.	Expo Zone **ifema.es/motortec** servifema@ifema.es
1 to 4 April 2027	**Assembly of stands:** • from 08:30 a.m. to 09:30 p.m.	
5 April 2027	From 08:30h delivery of the modular stands.	
5 and 6 April 2027	Entry of goods and decoration material: from 8:30 a.m. to 9:30 p.m. 6 April from 7:00 p.m. no vans, wheelbarrows, etc. will be allowed into the halls. Access will only be through the pedestrian gates and the goods gates will be closed for the installation of recyclable carpeting.	

16. Exhibitor's calendar

When	How
7 to 10 April 2027	**Celebration of Motortec:** • Opening hours: 10:00 a.m. to 7:00 p.m., last day until 2:00 p.m. • Exhibitor access from 8:30 a.m. to 7:30 p.m.
10 and 11 April 2027	**Departure of goods and decoration material:** • 10 April: from 2:30 p.m. to 11:55 p.m. • 11 April: from 8:30 a.m. to 9:30 p.m.
11 to 13 April 2027	**Dismantling of stands:** 11-13 April, from 8:30 a.m. to 9:30 p.m.

17. Map

motortec



18. Contact us

Department	Ask me about	Contact			
Address of the competition	• Space allocation • General topics of trade fair participation • Exhibitor passes • Trade visitor invitations • Trade fair activities and forums	**Director**	David Moneo		(+34) 91 722 30 00
		Commercial Manager	Javier Sanz de Andino	jsandino@ifema.es (+34) 91 722 57 44	
		Secretariat	Susana Martínez	susana@ifema.es (+34) 91 722 50 30	
Call Centre	• Contracting services • Expo Zone • Visitor information	(+34) 91 722 30 00 atencionalcliente@ifema.es			
Technical Secretariat(Directorate of Trade Fair Services)	• Technical support work for exhibitors. • Review of stand decoration projects. • Solutions to technical problems during trade fair activities.	(+34) 91 722 30 00 atencionalcliente@ifema.es			
Servifema	• Contracting of services. • Invoicing of services. • Collection of payments.	(+34) 91 722 30 00 servifema@ifema.es			
Communication and Marketing Management	• Relations with the media. • Press information on trade fairs and shows organised by IFEMA MADRID. • Institutional press information. • Press accreditations for trade fairs and shows.	**Director:** Raúl Diez **Communications and Media Relations:** Pablo López **Press:** MarcoPresa		(+34) 91 722 50 95 mpresa@ifema.es	

18. Contact us

Department	Ask me about	Contact
Planning and Control Directorate	• Rental of the different meeting and convention spaces at the fairgrounds, both during and outside the fairs. • Coordination of extra-fair activities.	(+34) 91 722 30 00 **uanproduccion@ifema.es**
Institutional Relations (Protocol)	• Institutional visits. • Guided tours. • Protocol for all events. • Institutional relations.	(+34) 91 722 50 82 **infoifema@ifema.es**
Security and Self-Protection Directorate	• General security. • Access to the Exhibition Centre. • Car parks.	(+34) 91 722 50 65 **dseguridad@ifema.es**
Medical Service	• Medical emergencies. • Health care for exhibitors and visitors during trade fairs, set-up and dismantling.	(+34) 91 722 54 00
Digital Outdoor Advertising and Special Actions	• Hiring of advertising media at the fairgrounds, on the website and special actions.	(+34) 91 722 53 40/08 **publicidadexterior@ifema.es**

Thank you

IFEMA MADRID