

EDUCATION Week

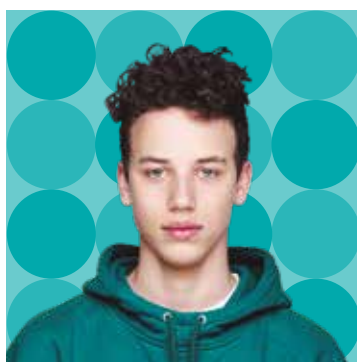


3 - 7
March
2021



YOU ARE YOUR OWN FUTURE

AUL
International
Educational Opportunities
Exhibition



Congreso
Red
Interdidac
Educational Resources
Congress and
Commercial Exhibition



EXPO
eLEARNING
International Congress
and Professional Fair
COORGANIZE
aefol



G U I D E
B O O S T
U P D A T E
D I S C O V E R
F I N D
E N J O Y

POSTGRADO
y FORMACIÓN
CONTINUA
International Higher
Education and Ongoing
Training Fair



SCH **GOALS**
DAY
Family, School
and Camps Day



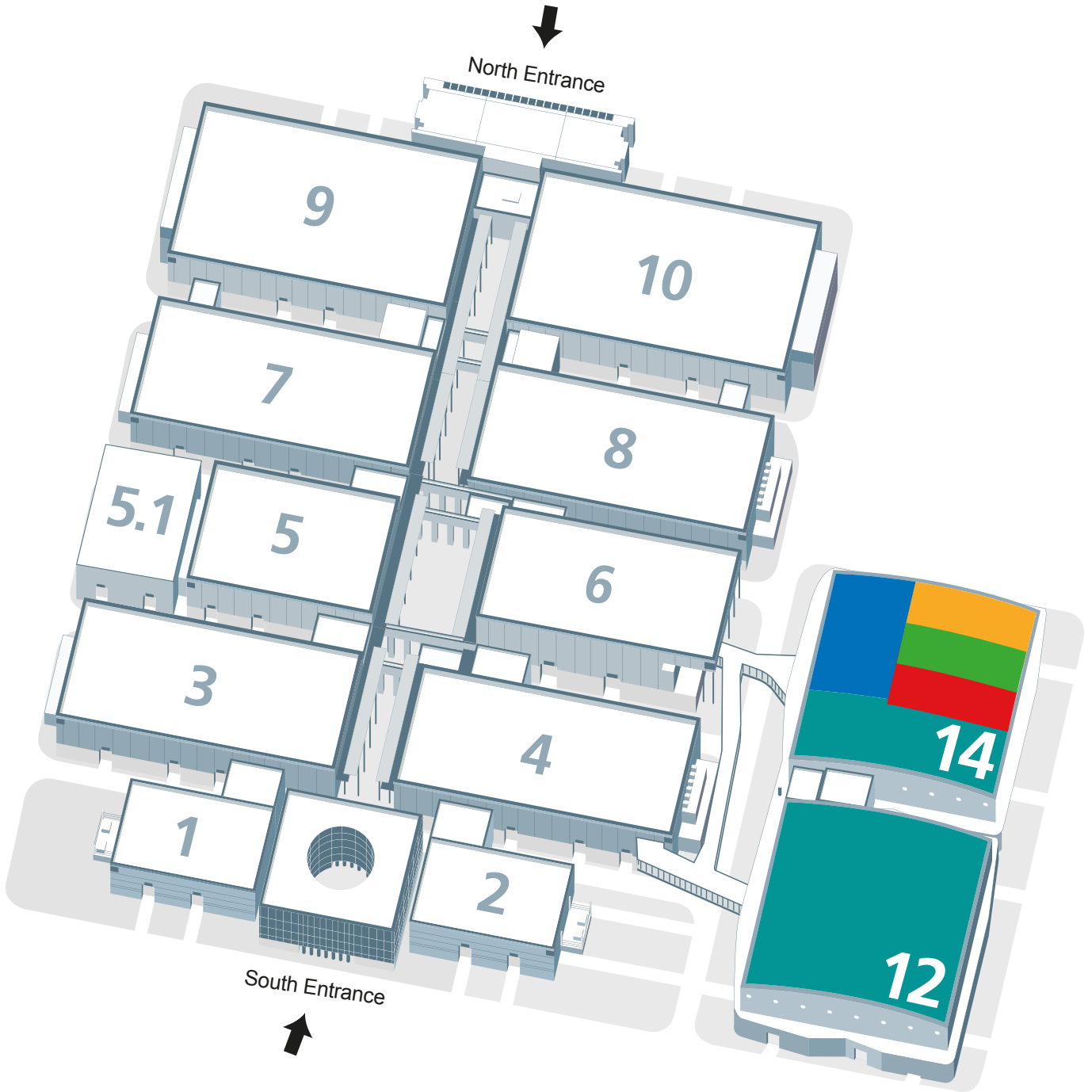
Exhibitors Guide

Specific Trade Fair Regulations

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EDUCATION Week



Station: Feria de Madrid

AULA

3 - 7
March
2021



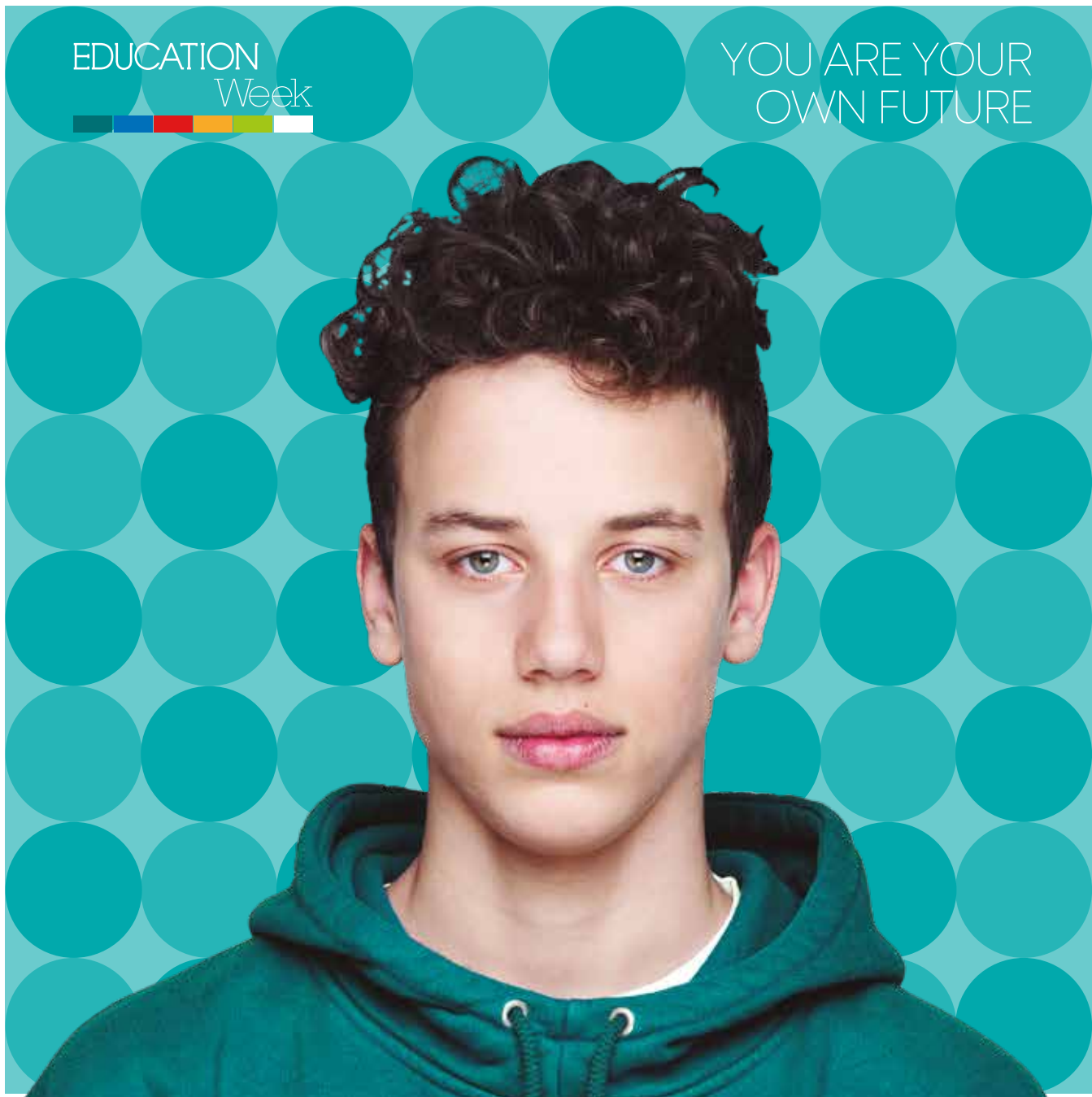
International Educational Opportunities Exhibition

GUIDE

EDUCATION
Week



YOU ARE YOUR
OWN FUTURE



Promote:



IFEMA - Feria de Madrid - (+34) 91 722 30 00
semanadelaeducacion@ifema.es
aula@ifema.es



ifema.es/aula

1. HOW DO I BECOME AN EXHIBITOR IN AULA 2021?

1.1. Space is **booked** by filling in the online **Participation Request** form that you will find aula.ifema.es, along with information on space reservation fees. You can select the **Aula** option on the online platform.

1.2. To participate in the Trade Fair, the Business activity of the Company, public or private organisation **must form part** of the sectors represented at AULA. All applications and the allocation of spaces will be approved by the Event Organisers.

1.3. If the CONTRACTING COMPANY designates another entity as the INVOICING COMPANY, the details of both companies must be included in the Application Form, which must be signed by both.

1.4. The **signature and presentation of this Application Form** constitutes an irrevocable agreement by the applicant and acceptance of IFEMA's General Regulations for Participation, and other general dispositions which may be introduced by the Exhibition Management.

1.5. The requests of the companies that send their request will be attended to in strict order of arrival.

1.6. Once the space is allocated, Exhibition Management will send the **EXHIBITION CONTRACT** along with a map showing the location of the stand and a cost estimate, as well as any information regarding IFEMA services.

1.7. If the **Exhibitor cancels** their participation, the advance amount paid shall not be returned. Should such cancellation be made within the 30 day period prior to the opening of the Exhibition, the exhibitor may be required to make full payment for the space allocated to them, even if said space may later be occupied by another company (See article 7 of General Participation Regulations).

2. RATES AND PARTICIPATION FORMATS FOR AULA

The Fair has a free-design **format for spaces over 20 s.q.**

For paces under 20 s.q., exhibitors must hire one of the "All Inclusive" modular stands:

- FLOOR + MODULAR STAND

A) FREE DESIGN STAND RATES (just floor).

Minimum surface area 20 sq.m...... 137 €/sq.m + VAT*
Exterior Surface area 88 €/ sq.m + VAT*

B) FLOOR SPACE + MODULAR STAND "ALL-INCLUSIVE" RATE

Mandatory for spaces less than 20 sq.m.

Minimum surface area 9 sq.m

MODULAR 2.060 € + VAT*
Additional sq.m 201 €/ sq.m + VAT*



*Companies established on Spanish territory (not including the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, Spanish VAT will not apply to this transaction. For European Union companies, the exhibitor will be responsible for any VAT due in their country of establishment.

**POSTGRADO
y FORMACIÓN
CONTINUA**

**4 - 6
March
2021**



International Higher Education and Ongoing Training Fair

BOOST

EDUCATION
Week



YOU ARE YOUR
OWN FUTURE



Promote:



IFEMA - Feria de Madrid - (+34) 91 722 30 00
semanadelaeducacion@ifema.es
forodepostgrado@ifema.es



ifema.es/foro-postgrado

1. HOW DO I BECOME AN EXHIBITOR IN International HIGHER EDUCATION and ONGOING TRAINING fair 2021?

- 1.1.** Space is **booked** by filling in the online **Participation Request** form that you will find ifema.es/foro-postgrado, along with information on space reservation fees. You can select the International **HIGHER EDUCATION and ONGOING TRAINING** fair option on the online platform.
- 1.2.** To participate in the Trade Fair, the Business activity of the Company, public or private organisation **must form part** of the sectors represented at International HIGHER EDUCATION and ONGOING TRAINING. All applications and the allocation of spaces will be approved by the Event Organisers.
- 1.3.** If the CONTRACTING COMPANY designates another entity as the INVOICING COMPANY, the details of both companies must be included in the Application Form, which must be signed by both.
- 1.4.** The **signature and presentation of this Application Form** constitutes an irrevocable agreement by the applicant and acceptance of IFEMA's General Regulations for Participation, and other general dispositions which may be introduced by the Exhibition Management.
- 1.5.** The requests of the companies that send your request in strict order.
- 1.6.** Once the space is allocated, Exhibition Management will send the EXHIBITION CONTRACT along with a map showing the location of the stand and a cost estimate, as well as any information regarding IFEMA services.
- 1.7.** If the **Exhibitor cancels** their participation, the advance amount paid shall not be returned. Should such cancellation be made within the 30 day period prior to the opening of the Exhibition, the exhibitor may be required to make full payment for the space allocated to them, even if said space may later be occupied by another company (See article 7 of General Participation Regulations).

2. RATES AND PARTICIPATION FORMATS FOR INTERNATIONAL HIGHER EDUCATION and ONGOING TRAINING

The Fair has a **free-design format for spaces over 20 sq.m**

For paces under 20 sq.m exhibitors must hire one of the "All Inclusive" modular stands:

- FLOOR + MODULAR STAND

A) FREE DESIGN STAND RATES (just floor).

Minimum surface area 20 sq.m..... 137 €/ sq.m + VAT*

B) FLOOR SPACE + MODULAR STAND "ALL-INCLUSIVE" RATE

Mandatory for spaces less than 20 sq.m.

Minimum surface area 12 sq.m.

MODULAR 2.330 € + VAT*

Additional sq.m..... 176 €/ sq.m + VAT*

C) Double Participation rate: this rate is only available for exhibitors participating in both fairs (Aula and Higher Education & Ongoing Training Fair).

MODULAR 12 sq.m..... 1.910 € + VAT*

Additional sq.m..... 161 €/ sq.m + VAT*



*Companies established on Spanish territory (not including the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, Spanish VAT will not apply to this transaction. For European Union companies, the exhibitor will be responsible for any VAT due in their country of establishment.

Congreso
Red
Interdidac

4 - 6
March
2021



Educational Resources Congress and Commercial Exhibition

UPDATE

EDUCATION
Week



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Promote:



IFEMA - Feria de Madrid - (+34) 91 722 30 00

semanadelaeducacion@ifema.es

interdidac@ifema.es / congresored@ifema.es



ifema.es/congreso-red

1. HOW DO I BECOME AN EXHIBITOR IN CONGRESO RED/INTERDIDAC 2021?

1.1. Space is **booked** by filling in the online Participation Request form that you will find ifema.es/congreso-red, along with information on space reservation fees. You can select the **CONGRESO RED/INTERDIDAC** option on the online platform.

1.2. 1.2. To participate in the Trade Fair, the Business activity of the Company, publico or private organisation **must form part** of the sectors represented at **CONGRESO RED/INTERDIDAC**. All applications and the allocation of spaces will be approved by the Event Organisers.

1.3. If the CONTRACTING COMPANY designates another entity as the INVOICING COMPANY, the details of both companies must be included in the Application Form, which must be signed by both.

1.4. The signature and presentation of this Application Form constitutes an irrevocable agreement by the applicant and acceptance of IFEMA's General Regulations for Participation, and other general dispositions which may be introduced by the Exhibition Management.

1.5. the requests of the companies that send your request in strict order.

1.6. Once the space is allocated, Exhibition Management will send the **EXHIBITION CONTRACT** along with a map showing the location of the stand and a cost estimate, as well as any information regarding IFEMA services.

1.7. If the Exhibitor **cancels** their participation, the advance amount paid shall not be returned. Should such cancellation be made within the 30 day period prior to the opening of the Exhibition, the exhibitor may be required to make full payment for the space allocated to them, even if said space may later be occupied by another company (See article 7 of General Participation Regulations).

2. RATES AND PARTICIPATION FORMATS FOR CONGRESO RED/INTERDIDAC

The Fair has a **free-design format for spaces over 32 sq.m.**

For paces under 32 sq.m., exhibitors must hire one of the "All Inclusive" modular stands:

A) FREE DESIGN STAND RATES (just floor).

Minimum surface area 20 s.qm. 137 € + VAT*

B) FLOOR SPACE + MODULAR STAND "ALL-INCLUSIVE" RATE

Minimum surface area 9 s.q.m.

MODULAR 1.980 € + VAT*

Additional sq.m.....195 €/ sq.m + VAT*



*Companies established on Spanish territory (not including the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, Spanish VAT will not apply to this transaction. For European Union companies, the exhibitor will be responsible for any VAT due in their country of establishment.

EXPO
LEARNING

Coorganize:
aefol

4 - 5
March
2021



International Congress and Professional Fair

DISCOVER

EDUCATION
Week



YOU ARE YOUR
OWN FUTURE



Promote:



IFEMA - Feria de Madrid - (+34) 91 722 30 00
semanadelaeducacion@ifema.es
AEFOL - 93 674 33 44 - info@aefol.com



ifema.es/expoelearning

1. HOW DO I BECOME AN EXHIBITOR IN EXPOEARNING 2021

- 1.1.** Space is **booked** by filling in the online **Participation Request** form that you will find ifema.es/en/education-week, along with information on space reservation fees. You can select the EXPOEARNING option on the online platform.
- 1.2.** To participate in the Trade Fair, the Business activity of the Company, public or private organisation must form part of the sectors represented at EXPOEARNING. All applications and the allocation of spaces will be approved by the Event Organisers.
- 1.3.** If the CONTRACTING COMPANY designates another entity as the INVOICING COMPANY, the details of both companies must be included in the Application Form, which must be signed by both.
- 1.4. The signature and presentation of this Application Form** constitutes an irrevocable agreement by the applicant and acceptance of IFEMA's General Regulations for Participation, and other general dispositions which may be introduced by the Exhibition Management.
- 1.5.** the requests of the companies that send your request in strict order.
- 1.6.** Once the space is allocated, Exhibition Management will send the **EXHIBITION CONTRACT** along with a map showing the location of the stand and a cost estimate, as well as any information regarding IFEMA services.
- 1.7.** If the **Exhibitor cancels** their participation, the advance amount paid shall not be returned. Should such cancellation be made within the 30 day period prior to the opening of the Exhibition, the exhibitor may be required to make full payment for the space allocated to them, even if said space may later be occupied by another company (See article 7 of General Participation Regulations).

2. RATES AND PARTICIPATION FORMATS FOR EXPOEARNING

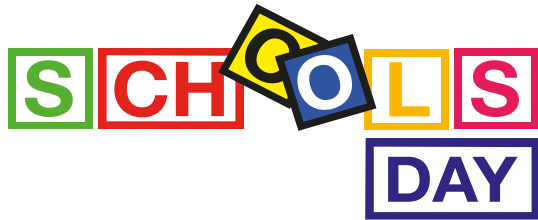
The Fair has a **free-design format for spaces over 32 sq.m.**

For paces under 32 sq.m., exhibitors must hire one of the "All Inclusive" modular stands.

- A) FREE DESIGN STAND RATES (just floor).
Minimum surface area 20 s.qm. 137 € +VAT*
- B) FLOOR SPACE + MODULAR STAND "ALL-INCLUSIVE" RATE
Minimum surface area 9 sq.m.
MODULAR 2.866 € + VAT*
Additional sq.m..... 145 €/sq.m. + VAT*
- C) PUNTO START UP (4 sq.m) 1.560 € + VAT*



*Companies established on Spanish territory (not including the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, Spanish VAT will not apply to this transaction. For European Union companies, the exhibitor will be responsible for any VAT due in their country of establishment.



6
March
2021



Family and School Day

FIND

EDUCATION
Week



YOU ARE YOUR
OWN FUTURE



Promote:



IFEMA - Feria de Madrid - (+34) 91 722 30 00
semanadelaeducacion@ifema.es
schoolsdays@ifema.es



ifema.es/schools-day

1. HOW DO I BECOME AN EXHIBITOR IN SCHOOLS DAY 2021?

1.1. Space is **booked** by filling in the online **Participation Request** form that you will find **ifema.es/schoolsday**, along with information on space reservation fees. You can select the **SCHOOLS DAY** option on the online platform.

1.2. To participate in the Trade Fair, the Business activity of the Company, public or private organisation **must form part** of the sectors represented at **SCHOOLS DAY**. All applications and the allocation of spaces will be approved by the Event Organisers.

1.3. If the **CONTRACTING COMPANY** designates another entity as the **INVOICING COMPANY**, the details of both companies must be included in the Application Form, which must be signed by both.

1.4. The **signature and presentation of this Application Form** constitutes an irrevocable agreement by the applicant and acceptance of IFEMA's General Regulations for Participation, and other general dispositions which may be introduced by the Exhibition Management.

1.5. The requests of the companies that send your request in strict order.

1.6. Once the space is allocated, Exhibition Management will send the **EXHIBITION CONTRACT** along with a map showing the location of the stand and a cost estimate, as well as any information regarding IFEMA services.

1.7. If the **Exhibitor cancels** their participation, the advance amount paid shall not be returned. Should such cancellation be made within the 30 day period prior to the opening of the Exhibition, the exhibitor may be required to make full payment for the space allocated to them, even if said space may later be occupied by another company (See article 7 of General Participation Regulations).

2. RATES AND PARTICIPATION FORMATS FOR SCHOOLS DAY

The Fair takes place under a **workshop meeting table format**:

A) RATES

SCHOOLS DAY First Participation	600 € + VAT*
SCHOOLS DAY Additional Participation	500 €+ VAT*

The rate includes: Table with 4 chairs, plug, signboard panel, basic cleaning, compulsory insurance and 1 parking space.



*Companies established on Spanish territory (not including the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, Spanish VAT will not apply to this transaction. For European Union companies, the exhibitor will be responsible for any VAT due in their country of establishment.

GENERAL SERVICES

for all the fairs of Education week

EDUCATION Week



3. GENERAL SERVICES FOR ALL EDUCATION WEEK FAIRS

The exhibitor is bound by participating in the fair to hire:

3.1. Minimum electricity consumption for general hook-up and supply of minimum power (0.13 W/sq.m.) during the celebration 4,633 €/m² + IVA**

3.2. Public liability (coverage up to € 60,000) and "multifair" liability (up to € 30,000, consisting of insurance against fire, lightning and/or explosions in relation to the goods displayed and their own decorative features or hired features, the premiums for which are € 56,71 and € 53,83 respectively + VAT (1). Public liability insurance and 'multifair' insurance coverage is charged for each stand assigned, for both individual and group participations.

3.3. Communication and Marketing: The rates are:

- Aula..... 280 €
- Congreso Red/Interdidac..... 280 €
- Postgrado y Formación continua 99 € **
- Expoelearning..... 99 €
- Schools Day 99 €

This includes the exhibitor's name and details in the following:

- **Initial exhibitor listing:** regularly updated list of exhibitors, available on the Trade Fair web (semanadelaeducacion.ifema.es)
- **Official on-line interactive exhibitor catalogue:** an innovative format enabling you to prepare your visit to the trade fair (advanced search, notes etc.).
- **Visitors' Guide:** this includes a plan of each hall, the list of exhibitors and the full schedule of all Feria de Madrid activities and services. It is available free of charge at the trade fair.
- **Interactive trade fair information points:** these are located in a number of strategic locations at the trade fair. They are accessible to visitors, and have facilities to locate exhibitors and print out customized location plans.
- **Map and list of exhibitors in each hall.**

SERVICES:

Exhibitors area: **direct access from each fair's website or from the generic Education Week website;** ifema.es/en/education-week here you can:

- Complete and update your company information and products for the **official trade fair catalogue.**
- **Online account** statement relating to your invoices.
- **Online services** booking system.
- **Online budgeting system.**
- Publish your company's news and new features in the Virtual **Press Room** and in the digital newsletters "

4. FREE DESIGN STANDS (ONLY FLOOR)

4.1. Any exhibitor who chooses a **Free Design stand** should send **the project and plans including front and side elevation** to IFEMA Exhibition Services Management. e-mail: stecnica@ifema.es for its approval, before **January 25, 2021.**

4.2. ASSEMBLY RIGHTS

The company undertaking the assembly work should send to IFEMA filled in the "Assembly Authorization" that will be send to each Exhibitor in the Services Catalogue and pay IFEMA the corresponding fee for assembly rights corresponding to services rendered during the Trade Fair assembly and dismantling period: health care service (nursing staff), inspection of electricity connections, connections and electricity supply during assembly and dismantling, use and maintenance of paint rooms, personalised service for fitters and individual space signage.

Based on the diverse use of installations and services, the fees for assembly rights, for the stand as a whole, including second floors, will be the following:

- Undecorated spaces, or those covered by carpet or platform (**):
Fee Type A € 2.16/sq.m.+ VAT*
- Modular stands basic of aluminium or similar:
Fee Type B € 4.33/sq.m. + VAT*
- Stands modular built form aluminium, wood or other materials:
Fee Type C€ 6.81/sq.m. + VAT*

*Companies established on Spanish territory (not including the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, Spanish VAT will not apply to this transaction. For European Union companies, the exhibitor will be responsible for any VAT due in their country of establishment.

5. ALL INCLUSIVE" MODULAR STAND (AULA, POSTGRADO Y FORMACMACIÓN CONTINUA, EXPOEARNIG)

- Aluminium frame structure in grey color
- Lighting by spotlighsts.
- LETTERING: sign in standarized letter with Exhibitor's Name and Stand Number on each side facing an aisle (máximum 20 characters)
- Trade fair carpeting
- Storeroom (with door)
- Electrical panel with magnetothermic switch, designed for a capacity of 30W/s.q.m. and a 500W socket.
- Furniture: 1 table, 2 chairs, 1 stool and 1 counter
- One car parking (regardless the sq.m. contracted)

GENERAL LIGHTING

- General lighting based on led spotlights in rails at the rate of 1 spotlight every 4 sq.m of stand.
- Electrical installation comprising switchboard with differential magnetotherm, and 500w built-in outlet prepared for up to 130w/sq.m.

LETTERING

- Sign in standarized letter with Exhibitor's Name and Stand Number on each side facing an aisle (maximum 20 characters).



Dibujo orientativo

** Schools Day Table

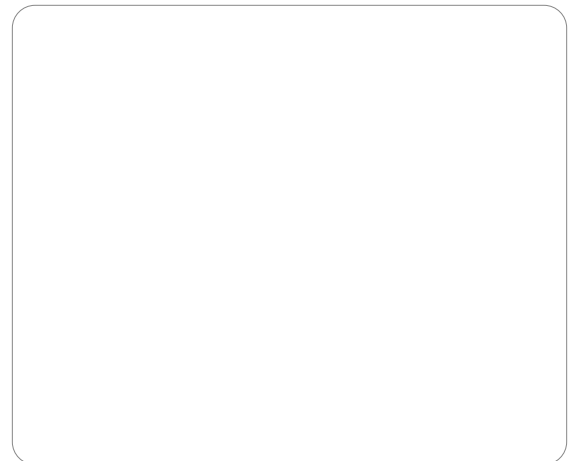
- Stand consisting of grey melamine panels.
- Furniture: 1 table (ME61) and 4 chairs (SI01).
- Standard trade fair carpeting

GENERAL LIGHTING

- 1 triple outlet.
- General lighting based on 1 led spotlight in bracket.
- Electrical switchboard equipped with mangetothermic differential, and 500w built-in outlet, prepared for up to 130w/sq.m.

LETTERING

- Sign in standard letters with the name of the exhibitor and the stand number.



Dibujo orientativo

INCLUDED SERVICES:

- Daily stand cleaning (Type A: once a day). INCLUDED SERVICES • Basic Civil Liability and Multi-Fair insurances.
- Minimum electrical consumption (0,13Kw/sq.m.). • Inclusion in promotional material.

Important: The exhibiting Company must the name it wishes to appear on the "stand sign", as well as other promotional items, entering them in the corresponding section of the Exhibitors'Area.

*In case of hiring a space greater than 32m2 the stand will come equipped with a maximum furniture equivalent to a 32m2 stand

OTHER CONSIDERATIONS TO TAKE INTO ACCOUNT

- All **services or modifications** the exhibitor wishes to make to these basic features shall be at their own expense
- Efforts will be made **to adapt the distribution of all elements comprising the stand**, any additional parts requested and all the structural elemenst to support the stand to the exhibitor's needs, whenever technically possible and the plan of the relevant.
- **Once the stand has been assembled**, changes in the placement of any element which have not been communicated by the set date will be invoiced.
- The **eliminations or substitution by the exhibitor of any formative elemnt of the modular stand** does not imply a reduction in cost.
- All **material used**, both structural and electrical, is rentd, and therefore, any deterioration will be billed at current rates.
- In addition, any exhibitor may book additional elements wchich appear in the **IFEMA Services Catalogue**.
- As a general safety measure due to the concurrence of activities it will be mandatory to wear a helmet, highvisibility vest and safety shoes throughout the assembly and disassembly phases of fairs and events in all of the exhibition areas. Access will be stricly prohibited without said personal protection equipment.

6. EXHIBITOR PASSES AND INVITATIONS FOR YOUR CUSTOMERS

In order to guarantee the professional nature of the Education Week fairs, passes will be checked on entrance. Each exhibitor will receive, according to the area assigned, a **number of exhibitor and customer invitations online** as indicated in the table below, and accessible in the Exhibitors Area.

AULA	HIGHER EDUCATION AND ONGOING TRAINING Exhibitors:
<ul style="list-style-type: none">• From 0 to 16 sqm: 50 invitations• From 16 to 32 sqm: 75 invitations• From 32 to 50 sqm:..... 100 invitations• From 50 to 100 sqm:..... 150 invitations• Over 100 sqm:250 invitations	<ul style="list-style-type: none">• From 4 to 12 sqm:..... 20 invitations• From 13 to 24 sqm: 40 invitations• From 25 to 36 sqm: 60 invitations• From 37 to 48 sqm: 80 invitations• From 49 to 60 sqm:100 invitations• Over 60 sqm:120 invitations

1 Exhibitor Badge per each 3 sqm booked

To guarantee the professionalism of the trade fair, all exhibitor passes will be personalised with the Company name.

Each exhibitor decides when to request and complete and exhibitor passes section in the Exhibitor area. All passes requested can be collected from the day before the fair opening day (March 2, 2021, from 10 am to 8 pm).

We ask all exhibitors to use these invitations in a responsible way in order to guarantee the professional objectives of the Trade Fair

7. IFEMA COMPLEMENTARY SERVICES

7.1. Once space has been allocated, access will be granted to the IFEMA Service Catalogue which includes services to complement your participation at the Fair. These can be booked on each fair's website or from the generic Education Week website in the **Exhibitors Area**. **Using this channel gives you a 15% discount on the price of each service booked until 30 days before assembly begins. A 25% surcharge will be applied to all bookings, (regardless of the channel used) that are made on any of the 7 days preceding the official assembly. (This does not include minimum compulsory services, outdoor advertising, meeting rooms and exhibition pay terminal, and Specific Fair Services such as exhibitor passes, etc).**

7.2. We offer a complete stand design service, with the maximum IFEMA GUARANTEE, WHICH IS TOTALLY ADAPTED TO YOUR NEEDS. We take charge from the initial stage of space planning, through the design, assembly and dismantling processes. Please contact us for a free, no-commitment, tailor-made Project at infodesign@ifema.es.

7.3. You will find a complete range of new **advertising services** allowing you to maximize your presence and obtain the best possible results on your investment:

- **Outdoor advertising:** a wide range of supports strategically located and on show to all visitors and exhibitor companies attending the fair.
- **Sponsoring of promotional elements with your logo or Brand image:** exhibitors' lanyards and badges, other specific element specified by you to hand out to visitors.
- **Banner on the Trade Fair website.**

See all these items on ifema.es/en/education-week; in the exhibitors area, " advertising services and promotional items", or send an email to publicidadexterior@ifema.es or call (34) 91 722 53 08 / 40.

8. COMPLEMENTARY SERVICES FOR THE EXHIBITORS

IFEMA personnel are not authorised to receive any merchandise intended for your stand. Please ensure that there is always someone on your stand. If this is not possible we recommend your contact **the partner company for transport, handing and storage goods**. Tel (+34) 91 722 52 40 / 5341/ 5334/ 5335. E-mail: ifema.onsite.logistics@dbschenker.com

- 8.1.** Access by assemblers or participants, assembly or fitting out of stands is not permitted outside the days and times indicated in the IMPORTANT DATES.
- 8.2.** Any exhibitor who has not paid the full fee for the space rented and the costs of any services booked will not be permitted to occupy the space. If the exhibitor has rented a modular stand, it will not be delivered.
- 8.3.** Exhibitors must to leave the products exhibited in their stand unattended at any time while the Fair is operating. Failure to comply with this rule could lead to the loss of the right to preferential renewal of allocated space.
- 8.4.** Exhibitors can access their stands from 9 am and may leave them anytime after the fair closes until 8.30 pm.
- 8.5.** The direct sale of any article exhibited at the Fair is expressly prohibited.
- 8.6. Noisy demonstrations that both other exhibitors are forbidden. The maximum noise level is 60 decibels.**
- 8.7.** The exhibitor authorises the full or partial reproduction of any products exhibited that IFEMA may need and/or reproduce in its promotional materia
- 8.8.** As a preventive measure of a general nature, due to the concurrence of activities, it is mandatory to wear a protective helmet, a high waistcoat visibility and safety shoes during the fair assembly and disassembly phases in all exhibition areas. Access will not be allowed without the mentioned kit.

9. EXHIBITOR CALENDAR

No exhibitors or assembly workers will have Access to the stands outside the timetables stated in the exhibitor calendar nor may any assembly or other work be carried out on stands outside these periods.

November 7, 2020	Send the on-line application form and copy of the booking fee. Payment of 50% of the total rental amount for the assigned space.
January 25, 2021 AULA, HIGHER EDUCATION AND ONGOING TRAINING FAIR, CONGRESO RED/INTERDIDAC, EXPOEARNING, SCHOOLS DAY	Sign and send contracts for complementary Services. The presentation of projects of free-design stands and the floorplan showing the location of the pre-fabricated stand different elements to IFEMA's Exhibition Services Department.(email: stecnica@ifema.es). Pay remaining 100% of the total rental amount.
January 25, 2021	Complete the form "Official Catalogue Entry", Available at "Exhibitors Area".
February 26 to march 1, 2021	AULA: Stands build up from 08.30 am to 09.30 pm
February 27 to march 2, 2021	HIGHER EDUCATION AND ONGOING TRAINING FAIR - CONGRESS RED/INTERDIDAC - EXPOEARNING: Stands build up from 08.30 am to 09.30 pm.
March 2, 2021	AULA: Delivery of the "Prefabricated Stand Package" from 08.30 am Goods and Decoration material entrance from 08.30 am to 09.30 pm.
March 3, 2021	HIGHER EDUCATION AND ONGOING TRAINING FAIR, CONGRESO RED/INTERDIDAC - EXPOEARNING Delivery of the "Prefabricated Stand Package" from 08.30 am Goods and Decoration material entrance from 08.30 am to 09.30 pm.
March 5, 2021	SCHOOLS DAY: Goods and Decoration material entrance from 08.30 am to 09.30 pm
March 3 to 7, 2021	AULA: Opening hours: from 10 am 08 pm. Sunday March 7: from 10 am to 03 pm. Exhibitors allowed in from 09.30 am until 08.30 pm.
March 4 to 6, 2021	HIGHER EDUCATION AND ONGOING TRAINING FAIR, CONGRESO RED/INTERDIDAC Opening hours: from 10.00 am 08.00 pm. Exhibitors allowed in from 09.30 am until 08.30 pm.
Marc 4-5, 2021	EXPOEARNING: Opening hours: from 10.00 am 08.00 pm. Exhibitors allowed in from 09.30 am until 08.30 pm.
March 5 , 2021	EXPOEARNING: Goods and decoration material removal from 08.30 pm to 12 pm.
March 6, 2021	SCHOOLS DAY: Opening hours: from 10 am 08 pm.
March 6, 2021	HIGHER EDUCATION AND ONGOING TRAINING FAIR, CONGRESO RED/INTERDIDAC - SCHOOLS DAY Goods and decoration material removal from 08.30 pm to 12.00 pm.
March 7, 2021	AULA: Goods and decoration material removal from 03.30 pm to 09.30 pm.
March 8 to 9, 2021	AULA - HIGHER EDUCATION AND ONGOING TRAINING FAIR - CONGRESO RED/INTERDIDAC EXPOEARNING SCHOOLS DAY Dismantling from 08.30 am to 09.30 pm.

10. CONTACT US

DEPARTAMENT	ASK ME ABOUT...	CONTACT
FAIR MANAGEMENT Director: Lola González Commercial Manager: Isabel Alcántara Secretary Aula, Higher Education and Ongoing Training Fair, Congreso Red+Interdidac, Schools Day y Expoelearning: María José de la Puente	<ul style="list-style-type: none"> • Exhibition General Information. • Exhibitor Badges and Invitations. • Fair Activities. • Open Campus: Employment & Entrepreneurship Area • Speakers' Corner • Red Congress. • Sales Representatives. 	Tel. Spain: 902 22 15 15 semanadelaeducacion@ifema.es aula@ifema.es forodepostgrado@ifema.es interdidac@ifema.es schoolday@ifema.es
SERVIFEMA (Invoicing and Contracting Services)	<ul style="list-style-type: none"> • Contracting services. • Invoicing services • Payment collection 	Tel. Spain: 902 22 15 15 Tel. Internacional: (34) 91 722 30 00 Lineaifema.expositor@ifema.es
TECHNICAL OFFICE (Fair Services Department)	<ul style="list-style-type: none"> • Technical support for exhibitors and booth assemblers. • Review of booth assembly plans. • Solutions to technical problems during the fair 	Tel. Spain: 902 22 15 15 Tel: Internacional: (34)91 722 30 00 stecnica@ifema.es
COMMUNICATION AND MARKETING MANAGEMENT Director: Raúl Díez Head of IFEMA Press Department: Marta Cacho Head of Press for EDUCATION WEEK: Jesús González International Press: Elena Valera Secretary Press: Pilar Serrano	<ul style="list-style-type: none"> • Media relations. • Press information on fairs and shows organised by IFEMA. • Institutional press information. • Press passes for fairs and shows. 	Tel: (34) 91 722 50 95 prensa@ifema.es
CONFERENCE CENTRE	<ul style="list-style-type: none"> • Hire of the various meeting and convention spaces on the trade fair site during and outside fairs. • Coordination of non-official trade fair activities. 	Tel: (34) 91 722 58 33 convenciones@ifema.es
EXTERNAL RELATIONS (Protocol)	<ul style="list-style-type: none"> • Institutional visits. • Guided tours. • Protocol for all events. • Institutional relations. 	Tel: (34) 91 722 57 19 infoifema@ifema.es
INTERNAL SERVICES AND SECURITY	<ul style="list-style-type: none"> • General security. • Entrances to the trade fair site. • Car parks. 	Tel: (34) 91 722 50 65 dseguridad@ifema.es
EXTERNAL ADVERTISING	<ul style="list-style-type: none"> • Contracting advertising media on the trade fair site. 	Tel: (34) 91 722 53 40/08 publicidadexterior@ifema.es
TELECOMMUNICATIONS	<ul style="list-style-type: none"> • Preliminary information for contracting telephone and fax lines, RDSI lines, cable broadband, Wi-Fi or other connections. • Technical advice and configuration. 	Tel: (34) 91 722 53 19 telecomunicaciones@ifema.es
MEDICAL SERVICES AND EMERGENCIES	<ul style="list-style-type: none"> • Emergencies (security or medical). • Medical care for exhibitors and visitors during fairs, assembly and dismantling phases. 	Tel: (34) 91 722 54 00

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