

Semana de la Educación

11-15
Mar
2026

ifema.es

Thematic axis:
Sustainability.
Your future starts today.

Exhibitor Guide and
Specific Participation Rules

Promoted by:



IFEMA
MADRID

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1.1 Dates. Time and venue. Sectors involved

Education Week will take place at the IFEMA MADRID exhibition centre from March 11 to 15, 2026.

Postgraduate and DIGILEARNING will be held on Wednesday 11 and Thursday 12 March from 10 a.m to 7 p.m.

Aula and School Days will take place from Wednesday 11 to Sunday 15 March, Wednesday and Thursday from 10 a.m to 7 p.m, Friday and Saturday from 10 a.m to 8 p.m and Sunday from 10 a.m to 3 p.m.

Exhibitors may access the venue (pavilions 12 and 14) from 9 a.m. and must leave before 8:30 p.m. The virtual event via the [liveconnect](#) digital platform will be open from February 12 to October 2026. The fair is open to the public, except for DIGILEARNING, which is exclusively for professionals.

Sectors involved:

- Pre-school, Primary and Secondary Education
- University and Higher Education
- Master's Degrees, Postgraduate Courses and Second and Third Cycle Studies
- Media and Specialised Press
- Vocational and Technical Training
- E-learning and Training for Businesses
- Training Resources and Teaching Materials.
- Languages and International Studies
- Lifelong Learning and Continuing Education
- Complementary Educational Services and Activities (Extracurricular Activities, Camps)
- Extracurricular Activities
- Official Bodies and Entities
- Official Bodies and Government Entities Related to Education

1.2 What do I need to do to participate?

The application process begins by completing the form within the established deadline. [Application for Participation](#), accessible online from the [fair website](#) together with proof of payment of the corresponding reservation fee.

This form will enable us to provide you with comprehensive information and make you a proposal for participation. You can check the booking and payment deadlines on the form itself and in the Exhibitor Calendar.

The booking fee may be used to offset the costs incurred in making the application and proposal and will be applied as part of the total payment for participation.

Submission of the Application for Participation implies full acceptance of the [General Rules for Participation in Competitions organised by IFEMA MADRID](#), of the technical annexes, the Specific Rules of this edition and the provisions that, whether general or specific, are established by the fair organisers.

The exhibiting company is the company that will participate in the fair, on whose behalf the application to participate as an exhibitor is completed.

To apply to participate in the fair, it is a requirement that the activity of the exhibitor, whether a company, public or private organisation, falls within the sectors covered by the event.

By clicking on the "send application" button, the exhibitor confirms to IFEMA MADRID that they are seriously interested in participating as such and in receiving a proposal.

From the same application form, if the process is not completed, it is possible to request information and quotes, which does not constitute a request for a quote and does not require the payment of a reservation fee.

If the CONTRACTING COMPANY designates another entity as the INVOICING COMPANY, the details of both must be included in the application form. No changes to the invoicing company will be authorised once the first invoice has been issued.

FIRST ADJUDICATION

Companies that submit the **Participation Application** and pay the reservation fee indicated therein before the **deadline of December 5**, will be **eligible to participate in the first allocation or draw for spaces, which will take place on December 9, 10 and 11**, in order to optimise their chances of selection.

NEW APPLICATIONS FOR PARTICIPATION

Requests for space received after December 5, will be dealt with in order of arrival of the 'Participation Request' and the corresponding payment of the reservation fee (the latter is an essential requirement and will determine the date of entry of the request to participate as an exhibitor).

1.3 Contracting and allocation of spaces.

The decision to accept the exhibitor will be at the discretion of IFEMA Madrid, taking into account the purpose of the fair and the availability of space.

IFEMA Madrid will make one or more proposals for space/location depending on the type of participation and/or type and size of stand requested. This proposal constitutes a contract offer. If the contracting party accepts the offer by email or during the space selection meeting, they will be formalising the contract for participation in the fair, which constitutes a binding and irrevocable commitment on the part of the applicant.

The space will be allocated after written acceptance by the exhibitor.

The exhibitor will receive the exhibition contract with the statement of account and location plan and dimensions of their stand(s) and from that moment on will be able to access the [Expo Zone](#) customer portal to manage their participation.

It is essential to make the payments indicated in the contract within the established deadlines.

1. HOW TO PARTICIPATE. RULES

1.4 . PAYMENT TERMS AND METHODS

Participation fee for space allocation400 €

December 19, 2025 deadline for payment of the first 50% of the contracted space.
(Less the participation fee paid for the allocation of spaces).

February 11, 2026 deadline for payment of 100% of the space and contracted services.

Transfer to : IFEMA MADRID/EDUCATION WEEK 2026

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

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

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

Send a copy of the bank receipt to atencionalcliente@ifema.es

Credit card in a secure environment, accessible after completing the online Participation Application, or later through the online Exhibitor Area, in the Invoices and Payments tab. In accordance with current regulations, cash or bearer cheques are not accepted.

The signing and submission of the Participation Applications constitutes an irrevocable commitment by the applicant and implies full acceptance of IFEMA MADRID's General Participation Rules and the general provisions established by the fair's organisers.

The exhibitor's withdrawal from participation shall result in the loss of the amount paid in advance. If the withdrawal takes place within 30 days prior to the opening of the fair, the exhibitor may be required to pay the full amount for their space, even if it is subsequently occupied by another exhibitor.



1. TYPES OF PARTICIPATION AND RATES

1.5 Ways to participate.

• **Exhibitor** : is the individual or legal entity that has space at the Exhibition.
The exhibiting company is the one in whose name the application to participate as an exhibitor is completed.

The exhibitor has the option of contracting a 'basic turnkey', modular stand, a "PLUS" modular stand, or contracting only the space to build their own 'free design stand'.

Participation methods and rates

(Companies established in Spain (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. In the case of companies in the European Union, the exhibitor will be responsible for any VAT that may be payable in their country of establishment.

EDUCATION WEEK , It hosts the AULA, DIGLeLEARNING, POSTGRADO Y FORMACIÓN CONTINUA and SCHOOLS DAY fairs. They are held in a floor-only format in spaces measuring 20 s.q.m or more.

For areas smaller than 20 s.q.m, you must hire one of the modular stand formats. **All-inclusive for turnkey stands Basic + Modular Stand PLUS REGULATIONS ON ASSEMBLY RIGHTS**

In order to be more efficient and provide you with better service, avoiding incidents during set-up, from 1 October 2024 we will apply a last-minute surcharge to the hiring of set-up rights, as is the case with the rest of our services.

This surcharge increases the price by 25% when the booking is made during the week prior (7 days prior) to the start of the assembly, during the assembly, celebration and dismantling. We remind you that assembly rights apply to free design assemblies and 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, please visit our online channel, which you can access via the following link: Commerce.

AULA RATES

A) FEE FOR LAND ONLY

Minimum surface area starting from 20 s.q.m..... 169 €/ s.q.m + VAT (1)
External surface..... 95 €/s.q.m + VAT (1)

B) MODULAR STAND "ALL INCLUSIVE"

Mandatory for spaces smaller than 20 s.q.m
Minimum contract area 9 s.q.m

BASIC MODULAR PACK 9 s.q.m..... 2.522€ + VAT (1)
Additional s.q.m.....238 €/s.q.m + VAT (1)

MODULAR PLUS PACK 9 s.q.m..... 3.270 € + VAT (1)
Additional s.q.m..... 318 €/s.q.m + VAT (1)

You can view the layout of your stand in the [Expo Zone](#) and indicate any changes you wish to make in the comments section, as well as change the colour of the carpet and indicate the signage before 10 February 2026.

DIGLeLEARNING RATES

ASSOCIATED WITH ENTITIES IN THE SECTOR

A) RATES FOR FLOOR ONLY

Minimum surface area starting from 20 s.q.m 169€/s.q.m + VAT (1)

B) MODULAR STAND 'ALL INCLUSIVE'

Mandatory for spaces smaller than 20 s.q.m
Minimum contract area 9 s.q.m

BASIC MODULAR PACK 9 s.q.m.....2.179 € + VAT (1)
Additional s.q.m..... 202 €/s.q.m + VAT (1)

MODULAR PLUS PACK 9 s.q.m..... 2.737€ + VAT (1)
Additional s.q.m..... 280 €/s.q.m + VAT (1)

NOT ASSOCIATED WITH ENTITIES IN THE SECTOR

A) RATES FOR FLOOR ONLY

Minimum surface area starting from 20 s.q.m..... 169€/s.q.m + VAT (1)

B) MODULAR STAND 'ALL INCLUSIVE'

Mandatory for spaces smaller than 20 s.q.m
Minimum contract area 9 s.q.m

BASIC MODULAR PACK 9 s.q.m..... 2.416 € + VAT (1)
Additional s.q.m..... 228 €/s.q.m + VAT (1)

MODULAR PLUS PACK 9 s.q.m..... 2.956 € + VAT (1)
Additional s.q.m..... 307 €/s.q.m + VAT (1)

You can view the layout of your stand in the new Expo Zone and indicate any changes you wish to make in the comments section, as well as change the colour of the carpet and indicate the signage before 10th February.

1. PARTICIPATION MODALITIES AND RATES

RATES POSTGRADO AND FORMACIÓN CONTINUA

A) RATES FOR FLOOR ONLY

Minimum surface area starting from 20 s.q.m 169 €/s.q.m + VAT (1)

B) MODULAR STAND 'ALL INCLUSIVE'

Mandatory for spaces smaller than 20 s.q.m

Minimum contract area 9 s.q.m

BASIC MODULAR PACK 9 s.q.m.....2.388 € + VAT (1)

Additional s.q.m..... 224 €/s.q.m + VAT (1)

MODULAR PLUS PACK 9 s.q.m..... 3.146 € + VAT (1)

Additional s.q.m..... 304 €/s.q.m + VAT (1)

FOR EXHIBITORS PARTICIPATING IN BOTH UNDERGRADUATE AND POSTGRADUATE COURSES AND CONTINUING EDUCATION

BASIC MODULAR PACK FORO EXP AULA 9 s.q.m.....2.054 € + VAT (1)

Additional s.q.m..... 220 €/s.q.m + VAT (1)

MODULAR PLUS EXPO FORUM PACK AULA 9 s.q.m.....2.741 € + VAT (1)

Additional s.q.m.....267 € + VAT (1)

You can view the layout of your stand in the new [Expo Zone](#) and indicate any changes you wish to make in the comments section, as well as change the colour of the carpet and indicate the signage before February 10, 2026.

RATES SCHOOLS DAY

A) RATES FOR FLOOR ONLY

Minimum surface area from 20 s.q.m 169 €/s.q.m + VAT (1)

B) FLOOR SPACE ONLY + MODULAR STAND 'ALL INCLUSIVE' RATES

Mandatory for spaces smaller than 20 s.q.m

Minimum contract area 9 s.q.m

BASIC MODULAR PACK 9 s.q.m.....2.522 € + VAT (1)

Additional s.q.m..... 238 €/s.q.m + VAT (1)

PACK MODULAR PLUS 9 s.q.m.....3.270 € + VAT (1)

Additional s.q.m.....318 €/s.q.m + VAT (1)

You can view the layout of your stand in the new Expo Zone and indicate any changes you wish to make in the comments section, as well as change the colour of the carpet and indicate the signage before February 10, 2026.

SPECIFIC ASSEMBLY RULES FOR FREELY DESIGNED STANDS

All companies will be required to assemble their stand, which must include at least the walls separating it from the pavilion wall or other stands, and to submit their occupational risk protocol.

Companies that choose to build their own stands must upload their plans to [Expo Zone](#) before February 26, 2026.

In the event that the project involves any elements suspended from the pavilion ceiling, please note that it is mandatory to contract the suspension points with the fair (see online rates in the exhibitors' area) and to submit an exclusive rigging project to: inspeccion.rigging@ifema.es

The assembly rules shall be those included in the General Rules for Exhibitor Participation in Events Organised by IFEMA MADRID.

IMPORTANT INFORMATION

Blind perimeter enclosures along corridors may not exceed 50% of each façade or corridor. To construct longer enclosures, these must be set back a minimum of 3 metres towards the interior and may not exceed 80% of the length of the façade.

Signs, flags and spotlights may not protrude more than 50 cm from the allocated space, and from a minimum height of 2.5 metres, nor may they exceed a maximum height of 4 metres around the perimeter. Spotlights must be directed towards the interior of the stand. If you have any questions, please consult IFEMA's Exhibition Services Department.

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

1.6. Connect Exhibitor Plan

CONECTA EXHIBITOR PLAN

Participating as an in-person exhibitor offers you the opportunity to sign up for a basic CONECTA EXHIBITOR PLAN at EDUCATION WEEK 2026, during and after the fair. PLAN DE EXPOSITOR Conecta incluye:

- Presence in the online catalogue.
- Presence in pavilion floor plans.
- Social media.
- Wi-Fi: 20MB / 5Ghz band / 3 users / technical support.
- Newsletters.
- Discount vouchers.
- Access as an exhibitor to the LiveConnect platform with its features.

RATES Education Week 2026 [liveconnect](#)
CONECTA Exhibitor Plan..... 371€+VAT (1)

CONECTA EXHIBITOR PLAN

- Registration as a participating exhibitor.
- Registration for one person in the community with full functionality.
- Access to all [liveconnect](#) EDUCATION WEEK activities.

COMPANY REGISTRATION AND ACCESS TO LIVECONNECT (SIGN IN TO THE PLATFORM) COMPANY REGISTRATION FORM

Registration with [liveconnect](#) as an exhibiting company includes the following basic features:

Registration of the company profile in the official interactive online list of exhibiting companies: official list of exhibitors accessible on the platform and at [Education Week 2026 | Leading education fair | IFEMA MADRID](#), which allows exhibitors and visitors to prepare for the fair in advance. Each exhibitor's profile includes contact details, video or image, logo, general information about the company, activity and products. Liveconnect participants can perform advanced searches, chat or request an appointment via videoconference or at the fair.

HOW TO ACCESS THE PLATFORM

You will receive a welcome email at the address you provided as your primary contact from the competition organisers. The sender will be lnoreply@ifema.es. Please check your inbox and spam folder.

You must click on the 'Access [liveconnect](#)' button, which will open a screen that you must fill in.

Case 1: If you have an IFEMA account with the email address indicated as your primary email address, please log in.

Case 2: If you do not have an account, you must click on 'Create account' using the email address you provided as your primary contact.

IMPORTANT: In both cases, it should be the email address to which the welcome email was sent.

You can now see the main buttons on the platform. Please note that some features (list of exhibitors, sessions, etc.) may still be inactive.

You will see that you have two profiles:

Staff, with contact details, job title, interests, etc. Company information can be accessed from the 'Expo Zone' located in the top right-hand corner.

From now on, you can log in with your email address and password at [Education Week 2026 | Leading education fair | IFEMA MADRID](#) and from the welcome email.

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

Exhibitor passes

Each company will receive one exhibitor pass for every 3 square metres of exhibition space contracted.

In order to ensure the professionalism of the fair, all exhibitor passes will be personalised with the company name.

In order to ensure the professional nature of the fair, access controls will be carried out to validate the correct reading of passes when entering the fair.

Each exhibitor may purchase packs **of 5 additional exhibitor passes** at a price of **€10 + VAT (1)**.

Invitations

Exhibitors will have a number of invitations that can be downloaded via the [Expo Zone](#) and sent to their customers. Customers must then register online at liveconnect to obtain their access pass.

- Stands from 0 to 9 s.q.m 25 invitations
- Stands from 9.5 to 16 s.q.m 50 invitations
- Stands from 16,5 to 32 s.q.m 75 invitations
- Stands from 32,5 to 50 s.q.m100 invitations
- Stands from 50,5 to 100 s.q.m.....125 invitations
- Stands more than100 s.q.m.....250 invitations

Each exhibitor may purchase **packs of 25 additional invitations** at a cost of **€88/pack + VAT (1)**.

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

TURNKEY STAND BASIC AULA Y SCHOOLS DAYS



GENERAL FEATURES:

RATES

Turnkey stand "BASIC" (9s.q.m):2.522 € + VAT (1)
 Additional s.q.m..... 238€/s.q.m + VAT (1)

MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

TECHNICAL FEATURES:

STAND

Stand open to one or more aisles depending on location.
 Grey aluminium structure and melamine panels.

STORAGE ROOM with lockable door in the following proportion :

- Up to 16s.q.m:..... 1x1
- From 16,5s.q.m to 32:2x1
- More than 32,5:3x1

EXHIBITION CARPET

5 colours to choose from in the Expo Zone.

Grey Jasper Mustard Black Leaf green Blue

Exhibitors must indicate their chosen carpet colour by **February 19, 2026**.
 If no colour is indicated, the default colour will be jasper grey.

SIGNING :

Standardised signage with the exhibitor's name, editable in the [Expo Zone](#), and stand number.
 Maximum 20 characters. If the exhibitor name field in the Expo Zone is not completed by February 19, 2026, the signage will display the name of the exhibition as stated on the Participation Application Form.

ADDITIONAL SERVICES:

Customise your modular stand by contacting decoraciongrafica@ifema.es

ELECTRICITY AND LIGHTING:

- Lighting via LED spotlights on rails, with one spotlight per 3 square metres of stand space.
- Electrical panel with circuit breaker and built-in 500W socket, designed for a power output of 130W/square metre.

TYPE A CLEANING:

Initial cleaning with removal of plastic covering the carpet, daily cleaning of the floor and emptying of waste bins. Does not include cleaning of exhibits.

SERVICES INCLUDED

- Daily cleaning of the stand (Type A, once a day).
- Assembly rates included in the price.
- Multi-fair insurance and civil liability included in the price.
- Minimum electricity consumption (0.13 kW/sqm).
- 1 parking space (regardless of the contracted surface area).

FURNITURE

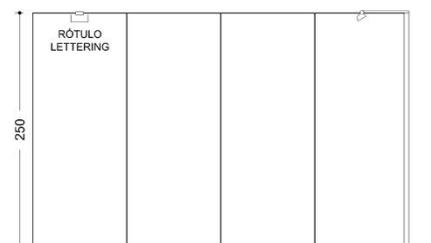
- White Dom Table (6RL02001)
- 3 Madrid Chairs (6RL01001)
- 1 Tana counter (6RL08003)
- 1 Lima Stool (6RL01009)



INDICATIVE DRAWING. Drilling and nailing are not permitted. Adhesive tape may be used, provided that its removal does not damage the panels. It must be adapted to the dimensions of the space allocated.

OBSERVATIONS: •Any 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. •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. 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. • All the material used, both structural and electrical, is for hire and any deterioration will be invoiced according to the current price list. •In addition, any exhibitor can hire elements listed in the IFEMA Services Catalogue.

TURNKEY PLUS STAND AULA Y SCHOOLS DAYS



GENERAL FEATURES:

RATES

Turnkey stand "PLUS"(9s.q.m):3.270 € + VAT (1)
 Additional s.q.m": 318 €/s.q.m + VAT (1)

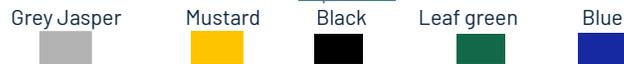
MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

TECHNICAL FEATURES:

EXHIBITION CARPET

5 colours to choose from in the [Expo Zone](#).



Exhibitors must indicate their chosen carpet colour by **February 19, 2026**.
 If no colour is indicated, the default colour will be jasper grey.

STAND

The minimum area for hire is 9 square metres.
 Stand open to one or more aisles.
 Modular aluminium frame structure connected internally at a height of 2.5 metres.

STORAGE ROOM with lockable door in the following proportion :

- Up to 16s.q.m:..... 1x1
- From 16,5s.q.m to 32:2x1
- More than 32,5:3x1

SIGNING :

Standardised signage with the exhibitor's name, editable in the [Expo Zone](#), and stand number. Maximum 20 characters. If the exhibitor name field in the Expo Zone is not completed by February 19,2026, the signage will display the name of the exhibition as stated on the Participation Application Form.

ADDITIONAL SERVICES:

Customise your modular stand by contacting standspremium@ifema.es

ELECTRICITY AND LIGHTING:

- Lighting via LED spotlights on rails, with one spotlight per 3 square metres of stand space.
- Electrical panel with circuit breaker and built-in 500W socket, designed for a power output of 130W/square metre.

TYPE A CLEANING:

Initial cleaning with removal of plastic covering the carpet, daily cleaning of the floor and emptying of waste bins. Does not include cleaning of exhibits.

SERVICES INCLUDED

- Daily cleaning of the stand (Type A, once a day).
- Assembly rates included in the price.
- Multi-fair insurance and civil liability included in the price.
- Minimum electricity consumption (0.13 kW/sqm).
- 1 parking space (regardless of the contracted surface area).

FURNITURE

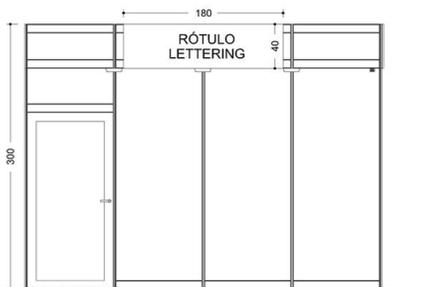
- White Dom Table (6RL02001)
- 3 Madrid Chairs (6RL01001)
- 1 Tana counter (6RL08003)
- 1 Lima Stool (6RL01009)



INDICATIVE DRAWING. Drilling and nailing are not permitted. Adhesive tape may be used, provided that its removal does not damage the panels. It must be adapted to the dimensions of the space allocated.

OBSERVATIONS: •Any 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. • 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. 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. • All the material used, both structural and electrical, is for hire and any deterioration will be invoiced according to the current price list. •In addition, any exhibitor can hire elements listed in the IFEMA Services Catalogue.

BASIC TURNKEY STAND DIGIeLEARNING



GENERAL FEATURES:

RATES FOR MEMBERS

Turnkey stand "BASIC" (9s.q.m): 2.179 € + VAT (1)
 Additional s.q.m":202 €/s.q.m + VAT (1)

MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

RATES FOR NON-MEMBERS

BASIC modular pack (9 s.q.m)..... 2.416 € + VAT (1)
 Additional s.q.m..... 228 €/s.q.m + VAT (1)

TECHNICAL FEATURES:

STAND

Stand open to one or more aisles depending on location.
 Grey aluminium structure and melamine panels.

STORAGE ROOM

With lockable door in the following proportion:
 - Up to 16s.q.m:..... 1x1
 - From 16,5s.q.m to 32:2x1
 - More than 32,5:3x1

EXHIBITION CARPET

5 colours to choose from in the Expo Zone.
 Grey Jasper Mustard Black Leaf green Blue

Exhibitors must indicate their chosen carpet colour by **February 10, 2026**.
 If no colour is indicated, the default colour will be jasper grey.

SIGNING :

Standardised signage with the exhibitor's name, editable in the [Expo Zone](#), and stand number. Maximum 20 characters. If the exhibitor name field in the Expo Zone is not completed by February 10,2026, the signage will display the name of the exhibition as stated on the Participation Application Form.

ADDITIONAL SERVICES:

Customise your modular stand by contacting decoraciongrafica@ifema.es

ELECTRICITY AND LIGHTING:

- Lighting via LED spotlights on rails, with one spotlight per 3 square metres of stand space.
- Electrical panel with circuit breaker and built-in 500W socket, designed for a power output of 130W/square metre.

TYPE A CLEANING:

Initial cleaning with removal of plastic covering the carpet, daily cleaning of the floor and emptying of waste bins. Does not include cleaning of exhibits.

SERVICES INCLUDED

- Daily cleaning of the stand (Type A, once a day).
- Assembly rates included in the price.
- Multi-fair insurance and civil liability included in the price.
- Minimum electricity consumption (0.13 kW/sqm).
- 1 parking space (regardless of the contracted surface area).

FURNITURE

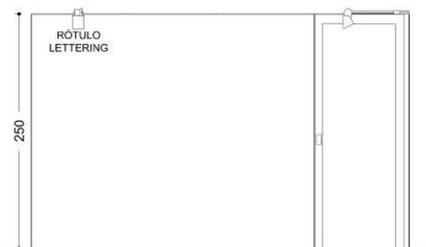
- White Dom Table (6RL02001)
- 3 Madrid Chairs (6RL01001)
- 1 Tana counter (6RL08003)
- 1 Lima Stool (6RL01009)



INDICATIVE DRAWING. Drilling and nailing are not permitted. Adhesive tape may be used, provided that its removal does not damage the panels. It must be adapted to the dimensions of the space allocated.

OBSERVATIONS: •Any 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. • 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. 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. • All the material used, both structural and electrical, is for hire and any deterioration will be invoiced according to the current price list. •In addition, any exhibitor can hire elements listed in the IFEMA Services Catalogue.

TURNKEY PLUS STAND DIGIeLEARNING



GENERAL FEATURES:

RATES FOR MEMBERS

Turnkey PLUS Stand (9s.q.m): 2.737 € + VAT (1)
 Additional s.q.m :280 €/s.q.m + VAT (1)

MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

RATES FOR NON-MEMBERS

Modular Plus Pack 9 s.q.m..... 2.956 € + VAT (1)
 Additional s.q.m..... 307 €/s.q.m + VAT (1)

MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

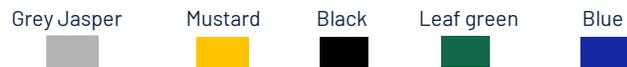
TECHNICAL FEATURES:

STAND

Stand open to one or more aisles depending on location. 3m high walls made of chipboard painted in a choice of 3 colours. Black, grey, white (default). Chipboard structure.

EXHIBITION CARPET

5 colours to choose from in the [Expo Zone](#).



Exhibitors must indicate their chosen carpet colour by **February 10, 2026**.
 If no colour is indicated, the default colour will be jasper grey.

SIGNING

Standardised signage with the exhibitor's name, editable in the Expo Zone, and stand number. Maximum 20 characters. If the exhibitor name field in the [Expo Zone](#) is not completed by February 10, 2026, the signage will display the name of the exhibition as stated on the Participation Application Form.

ADDITIONAL SERVICES:

Customise your modular stand by contacting standspremium@ifema.es

ELECTRICITY AND LIGHTING:

- Lighting via LED spotlights on rails, with one spotlight per 3 square metres of stand space.
- Electrical panel with circuit breaker and built-in 500W socket, designed for a power output of 130W/square metre.

TYPE A CLEANING:

Initial cleaning with removal of plastic covering the carpet, daily cleaning of the floor and emptying of waste bins. Does not include cleaning of exhibits.

SERVICES INCLUDED

- Daily cleaning of the stand (Type A, once a day).
- Assembly rates included in the price.
- Multi-fair insurance and civil liability included in the price.
- Minimum electricity consumption (0.13 kW/sqm).
- 1 parking space (regardless of the contracted surface area).

FURNITURE

- White Dom Table (6RL02001)
- 3 Madrid Chairs (6RL01001)
- 1 Tana counter (6RL08003)
- 1 Lima Stool (6RL01009)



INDICATIVE DRAWING. Drilling and nailing are not permitted. Adhesive tape may be used, provided that its removal does not damage the panels. It must be adapted to the dimensions of the space allocated.

OBSERVATIONS: •Any 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. •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. 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. • All the material used, both structural and electrical, is for hire and any deterioration will be invoiced according to the current price list. •In addition, any exhibitor can hire elements listed in the IFEMA Services Catalogue.

BASIC TURNKEY STAND POSTGRADO AND FORMACIÓN CONTINUA



GENERAL FEATURES:

RATES POSTGRADO AND FORMACIÓN CONTINUA

Turnkey stand "BASIC" (9s.q.m): 2.388 € + VAT (1)
 Additional s.q. m..... 224 €/s.q.m + VAT (1)

TARIFAS POSTGRADO AND FORMACIÓN CONTINUA + AULA

Turnkey stand "BASIC(9s.q.m): 2.054 € + VAT (1)
 Additional s.q.m..... 220 €/s.q.m + VAT (1)

MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

TECHNICAL FEATURES:

STAND

Stand open to one or more aisles depending on location. Grey aluminium structure and melamine panels.

EXHIBITION CARPET

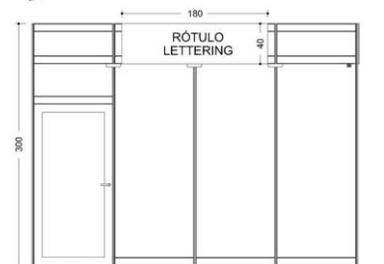
5 colours to choose from in the Expo Zone.

Grey Jasper Mustard Black Leaf green Blue

Exhibitors must indicate their chosen carpet colour by **February 10, 2026**.
 If no colour is indicated, the default colour will be jasper grey.

STORAGE ROOM with lockable door in the following proportion :

- Up to 16s.q.m:..... 1x1
- From 16,5s.q.m to 32:2x1
- More than 32,5:3x1



SIGNING:

Standardised signage with the exhibitor's name, editable in the [Expo Zone](#), and stand number. Maximum 20 characters. If the exhibitor name field in the Expo Zone is not completed by February 10, 2026, the signage will display the name of the trade fair from the Participation Application.

ADDITIONAL SERVICES:

Customise your modular stand with our Stand Graphic Decoration service. decoraciongrafica@ifema.es

ELECTRICITY AND LIGHTING:

- Lighting via LED spotlights on rails, with one spotlight per 3 square metres of stand space.
- Electrical panel with circuit breaker and built-in 500W socket, designed for a power output of 130W/square metre.

TYPE A CLEANING:

Initial cleaning with removal of plastic covering the carpet, daily cleaning of the floor and emptying of waste bins. Does not include cleaning of exhibits.

SERVICES INCLUDED

- Daily cleaning of the stand (Type A, once a day).
- Assembly rates included in the price.
- Multi-fair insurance and civil liability included in the price.
- Minimum electricity consumption (0.13 kW/sqm).
- 1 parking space (regardless of the contracted surface area).

FURNITURE

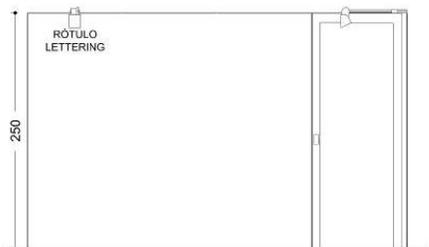
- White Dom Table (6RL02001)
- 3 Madrid Chairs (6RL01001)
- 1 Tana counter (6RL08003)
- 1 Lima Stool (6RL01009)



INDICATIVE DRAWING. Drilling and nailing are not permitted. Adhesive tape may be used, provided that its removal does not damage the panels. It must be adapted to the dimensions of the space allocated.

OBSERVATIONS: •Any 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. •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. 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. • All the material used, both structural and electrical, is for hire and any deterioration will be invoiced according to the current price list. •In addition, any exhibitor can hire elements listed in the IFEMA Services Catalogue.

TURNKEY PLUS STAND POSTGRADO AND FORMACIÓN CONTINUA



GENERAL FEATURES:

RATES POSTGRADO Y FORMACIÓN CONTINUA

Turnkey stand "PLUS" (9 s.q.m): 3.146 € + VAT (1)
 Additional s.q.m: 304 €/s.q.m + VAT (1)

RATES POSTGRADO Y FORMACIÓN CONTINUA + AULA

Turnkey stand "PLUS" (9 s.q.m): 2.741 € + VAT (1)
 Additional s.q.m: 267 €/s.q.m + VAT (1)

MANDATORY HIRING

Furthermore, participation as an exhibitor requires the mandatory purchase of the CONECTA EXHIBITOR PLAN. : 371€ + VAT

TECHNICAL FEATURES:

STAND

Stand open to one or more aisles depending on location. 3m high walls made of chipboard painted in a choice of 3 colours. Black, grey, white (default). Chipboard structure.

STORAGE ROOM with lockable door in the following proportion :

- Up to 16s.q.m:..... 1x1
- From 16,5s.q.m to 32:2x1
- More than 32,5:3x1

EXHIBITION CARPET

5 colours to choose from in the [Expo Zone](#).

Grey Jasper Mustard Black Leaf green Blue

Exhibitors must indicate their chosen carpet colour by **February 10, 2026**.
 If no colour is indicated, the default colour will be jasper grey.

SIGNING:

Standardised signage with the exhibitor's name, editable in the Expo Zone, and stand number. Maximum 20 characters. If the exhibitor name field in the [Expo Zone](#) is not completed by February 10, 2026, the signage will display the name of the trade fair from the Participation Application.

ADDITIONAL SERVICES:

Customise your modular stand by contacting standspremium@ifema.es

ELECTRICITY AND LIGHTING:

- Lighting via LED spotlights on rails, with one spotlight per 3 square metres of stand space.
- Electrical panel with circuit breaker and built-in 500W socket, designed for a power output of 130W/square metre.

TYPE A CLEANING:

Initial cleaning with removal of plastic covering the carpet, daily cleaning of the floor and emptying of waste bins. Does not include cleaning of exhibits

SERVICES INCLUDED

- Daily cleaning of the stand (Type A, once a day).
- Assembly rates included in the price.
- Multi-fair insurance and civil liability included in the price.
- Minimum electricity consumption (0.13 kW/sqm).
- 1 parking space (regardless of the contracted surface area).

FURNITURE

- White Dom Table (6RL02001)
- 3 Madrid Chairs (6RL01001)
- 1 Tana counter (6RL08003)
- 1 Lima Stool (6RL01009)



INDICATIVE DRAWING. Drilling and nailing are not permitted. Adhesive tape may be used, provided that its removal does not damage the panels. It must be adapted to the dimensions of the space allocated.

OBSERVATIONS: • Any 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. • 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. 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. • All the material used, both structural and electrical, is for hire and any deterioration will be invoiced according to the current price list. • In addition, any exhibitor can hire elements listed in the IFEMA Services Catalogue.

REGULATIONS AND SETTING UP YOUR SPACE

ASSEMBLY AND DISASSEMBLY

All companies shall be required to assemble their stand, which shall include at least the partition walls with the hall wall and with the adjacent stands, depending on their location.

The assembly of free-design stands may take place from 6 to 10 March 2026 during the following hours:

On March 6, 9 and 10, from 6:30 a.m to 9:30 p.m.

And on the **7th and 8th**, the hours are from **8:30 a.m. to 7:30 p.m.**

The delivery of modular stands contracted with IFEMA MADRID will take place on **March 10, from 6:30 a.m.** onwards.

Occupancy of the space will not be authorised, nor will the modular stand be delivered to exhibitors who have not paid in full for the space contracted and the costs of the services requested.

Goods and decorative materials may be brought in on March 10, from 6:30 a.m. onwards. Entry will only be permitted through the pedestrian doors, as the goods gates will be closed to allow for the installation of recyclable carpet.

Goods and decorative materials may be removed on 16 March. Removal may only be carried out through the pedestrian doors in order to remove recyclable carpet. The goods gates will be open from **3 p.m. until 12 p.m**

The **stands may be dismantled** on **March 16 and 17, 2026** between **8:30 a.m. and 9:30 p.m.**

For **DIGIeLEARNING POSTGRADO AND FORMACIÓN CONTINUA**, goods may be collected on **February 12, from 7:30 p.m. onwards.**

General assembly regulations

For safety reasons, and as a general and permanent preventive measure due to the concurrence of activities, **It is mandatory to wear a protective helmet, high-visibility vest and safety footwear during the assembly and dismantling phases of fairs and events in all exhibition areas.**

During assembly, it is not necessary to carry passes, so there are no assembler passes.

Assembly work may not commence without first completing and sending the [Participation regulation | IFEMA MADRID](#) available on the website of IFEMA MADRID: [IFEMA MADRID: Events, Fairs and Congresses | IFEMA MADRID](#)

Forms (Article 15 of the general rules for participation in events organised by IFEMA MADRID).

Vehicle traffic and parking regulations during the event: inside the exhibition grounds, it is expressly prohibited to park vehicles in loading and unloading areas, meaning that they may only be parked in the designated areas, paying the corresponding fee where applicable. Once the event has begun, no vehicles are permitted inside the pavilions or on the avenue, unless expressly authorised by IFEMA MADRID (Article 14 of the general provisions of IFEMA MADRID's General Rules of Participation).

Waste management and assembly and exhibition materials: all companies involved in the assembly and dismantling of stands at the fair/event must take direct responsibility for managing the waste they generate so that it can be removed within the specified time frame. IFEMA MADRID will offer the possibility of hiring containers to facilitate the sorting and removal of waste and will supervise them (see rates in the Expo Zone Customer Portal, under Service Contracting, in the cleaning and waste containers section).

The exhibitor shall lose all rights to claim for loss or damage to materials remaining in the exhibition areas of the pavilion after the deadline and shall bear the costs of their removal, which shall be invoiced by IFEMA MADRID in accordance with the established rates (see Article 35 of the general regulations for exhibitor participation in events organised by IFEMA MADRID).

SPECIAL AUTHORISATIONS

On the ifema.es website, you will find a list of other services, regulations and forms that may be of interest to you:

[Communication regarding catering services at stands.](#)

- ♦ Prevention of occupational hazards and coordination of business activities.
- ♦ Request for authorisation for private security at stands.
- ♦ Request for authorisation to install Wi-Fi.
- ♦ Request for authorisation for antenna cabling.
- ♦ Request for authorisation to hang structures/rigging.

[Regulations for exhibitors at fairs organized by Ifema | IFEMA MADRID](#)

REGULATIONS AND SETTING UP YOUR SPACE

Installation of recyclable carpet in common areas: in line with IFEMA MADRID's commitment to the 2030 SDGs (United Nations Sustainable Development Goals), as indicated in the [Regulations for exhibitors at fairs organized by Ifema](#) | IFEMA MADRID, and with the aim of optimising the process of installing and removing recyclable exhibition carpet for subsequent reuse and the consequent elimination of protective plastic at source, the times for the entry and exit of goods must be adapted to these processes and will be reflected in the corresponding point. Thank you for your cooperation with our environmental commitment. In order to optimise the process of installing and removing recyclable exhibition carpet for subsequent reuse and the consequent elimination of protective plastic at source, goods entry and exit times must be adapted to these processes and will be reflected in the corresponding point. Thank you for your cooperation with our environmental commitment.

IFEMA MADRID carpets the aisles throughout the fair and, for sustainability reasons, does so with reusable strips of standard sizes, leaving a small strip of carpet-free space at the edges of the aisles bordering the stands.

These uncarpeted **strips form part of the aisle and not the stands, and therefore exhibitors are not authorised to cover or decorate them.** We kindly request the exhibitor's cooperation in respecting this decision; IFEMA MADRID staff will monitor compliance as far as possible and will require any carpet that encroaches on these strips to be removed. If, despite these controls, the strip is encroached upon, **the aisle space encroached upon will be billed to the exhibitor as space.**

Modular turnkey stands. Regulations and customisation.

All modular stands that include interior decoration with panels, profiles, totems, platforms, trusses, etc., **MUST UPDATE their project in their [Expo Zone](#) before February 10, 2026.**

The removal or replacement by the exhibitor of any element of the modular stand does not imply a reduction in cost. All materials used, both structural and electrical, are rented, and any damage will be invoiced according to the current rates.

The layout of all the elements that make up the stand, the extras requested, as well as the structural elements necessary to support the stand, will be adapted to the exhibitor's needs, provided that it is technically feasible and the plan with the relevant instructions is uploaded to Zona Expo 15 days before the start of assembly: February 20, 2026.

CUSTOMISE YOUR STAND WITH US: GRAPHIC DECORATION FOR STANDS

Customise your modular stand with your brand image to make the maximum impact on visitors. We offer a wide range of versatile graphic materials (vinyl, foam, Forex, canvas, etc.) that can be adapted to all elements of your stand (walls, furniture, front panels, banners, displays, etc.). Request more information and a quote. Our specialist team will oversee production and installation decoraciongrafica@ifema.es

If you wish to hire a premium modular stand, please contact standspremium@ifema.es

Once the stand has been assembled, any changes to the location of any elements that have not been communicated by the established date will be invoiced.

To contract services, please visit our online channel, which you can access via the following link: [Commerce](#).

Freely designed stands. Regulations and assembly

Companies that choose to build their own stands must **UPLOAD the project to their Expo Zone** for approval **before February 23, 2026**.

If your project involves rigging structures, you must complete the Application for hanging structures / rigging | IFEMA MADRID before February 6, 2026.

Assembly rights

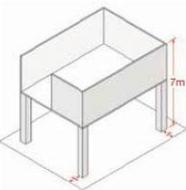
The company responsible for assembling a stand must pay IFEMA MADRID, before commencing such work, the assembly rates corresponding to the services provided during the assembly and dismantling period of the Fair. If, as the main exhibitor, you wish to assume payment of these assembly rates and have them included in your invoice, you must contract this service in the [Expo Zone](#).

In order to be more efficient and provide you with better service, avoiding incidents during set-up, IFEMA MADRID has begun to apply **a last-minute surcharge to the contracting of set-up rights, as is the case with the rest of our services.**

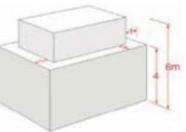
This surcharge increases the price by 25% when the contract is signed during the week prior (7 days prior) to the start of assembly, during assembly, celebration and dismantling..

Please note that assembly rates apply to custom-designed stands and that a 5% discount is available if the contract is signed at least 30 days before the start of the exhibition assembly.

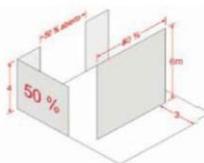
Segunda planta.
Máxima ocupación segunda planta.



Normativa de alturas.
Máxima ocupación espacial a ocupar con cualquier elemento.



Cerramientos.



SPECIFIC ASSEMBLY RULES FOR FREESTANDING STANDS

Height

- Maximum authorised height along the perimeter line: 4 m.
- In order to raise or hang any decorative element at a maximum height of 6 m, it is necessary to set back 1 m inwards around the entire perimeter.
- This option is not available in the connecting areas between pavilions, nor on the sides of the entrances to pavilions 9 and 10.
- Construction elements, decorations and spotlights may not protrude more than 50 cm from the allocated space and from a minimum height of 2.5 m.

Blind enclosures around the perimeter

- Blind perimeter enclosures may not exceed 50% of each corridor façade.
- To construct longer enclosures, these must be set back a minimum of 3 metres inwards and may not exceed 80% of the length of the façade.

Second floor

- The permitted height for two-storey stands in pavilions is 7 metres.
- The second floor must be set back 1 metre around the entire perimeter of the stand.
- In the connecting areas between pavilions and in the side areas at the entrances to pavilions 9 and 10, it is not permitted to build a second floor.
- They must submit a certificate specifying the dimensions, load capacity and capacity, and the exhibitor is solely responsible for complying with the limits set out therein.

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

DESIGN YOUR STAND WITH US

In addition to turnkey stands, we offer a comprehensive stand design service, with our guarantee and fully tailored to your needs. We take care of the planning of your space, the design, the assembly and the dismantling. Request a free, no-obligation project tailored to your needs by sending an email to standbuilding@ifema.es.

I want to know more

Designer stands | SEMANA DE LA EDUCACION

To contract services, please visit our online channel, which you can access via the following link: [Commerce](#).

1. HOW TO PARTICIPATE. RULES

1.8 Participation Rates UPDATE WITH EDUCATION WEEK

TYPE OF SPACE	RATE
Exterior Surface	95 €/s.q.m + VAT (1)
Floor space only: from 20 s.q.m	169 €/s.q.m + VAT (1)
Aula y Schools Day Stands	
Turnkey stand "BASIC" (9s.q.m)	2.522 €/s.q.m + VAT (1)
s.q.m Additional	238 €/s.q.m + VAT (1)
Turnkey stand "PLUS" (9s.q.m)	3.270 € + VAT (1)
s.q.m Additional	318 €/s.q.m + VAT (1)
DIGIeLEARNING STANDS	
ASSOCIATE RATES	
Turnkey stand "BASIC" DIGIeLEARNING (9s.q.m)	2.179 € + VAT (1)
s.q.m Additional	202 €/s.q.m + VAT (1)
Turnkey stand "PLUS" DIGIeLEARNING (9s.q.m)	2.737 € + VAT (1)
s.q.m Additional	280€/s.q.m + VAT (1)
RATES FOR NON-MEMBERS	
Turnkey stand "BASIC" (9s.q.m):	2.416 € + VAT (1)
s.q.m Additional	228 €/s.q.m + VAT (1)
Turnkey stand "MODULAR PLUS" (9 s.q.m)	2.956 € + VAT (1)
Additional s.q.m	307 €/s.q.m + VAT (1)
Postgrado and Formación Continua Stand	
Turnkey stand "BASIC" (9s.q.m)	2.388 € + VAT (1)
s.q.m Additional	224 €/s.q.m + VAT (1)
Turnkey stand "PLUS"	3.146 € + VAT (1)
s.q.m Additional	304 €/s.q.m + VAT (1)
Rates Postgrado and Formación Continua + Aula Stands	
Turnkey stand "BASIC" (9s.q.m)	2.054 € + VAT (1)
s.q.m Additional	220 €/s.q.m + VAT (1)
Turnkey stand "PLUS" (9s.q.m)	2.741 € + VAT (1)
s.q.m Additional	267 €/s.q.m + VAT (1)

SERVICES	RATE
Civil liability insurance (covers up to 60.000€)	72,84€ + VAT (1)
Multi-fair insurance (covers up to 50.000€)	69,15€ + VAT (1)
Minimum electricity consumption (0,13 kW/s.q.m)	7,43€ + VAT (1)
Assembly rights	
Type A: spaces without decoration, or covered with carpet or wooden flooring	2,77€/s.q.m + VAT (1)
Type B: basic modular stands made of aluminium or similar material	5,56€/s.q.m + VAT (1)
Type C: modular aluminium stands, wooden stands and other materials	8,75€/s.q.m + VAT (1)
CONECTA EXHIBITOR PLAN	
	371 €/s.q.m + VAT (1)
Pack of 25 invitations	88,30 € +VAT (1)
Pack of 5 exhibitor passes	10 € +VAT (1)

1.8 Payment terms and methods

PAYMENT DATES

Upon submitting the Participation Application, the space reservation fee of **€400** shall be paid.

- **19 December 2025:** deadline for payment of the first **50% of the contracted space, minus the space reservation fee.**
- **10 February 2026:** deadline for payment of **100% of the space and services contracted.**

PAYMENT METHODS

You can make payment in the following ways:

- ❖ Transfer a: IFEMA MADRID / EDUCATION WEEK 2026

Santander: IBAN ES64 0049 2222 5115 1000 1900 SWIFT: BSCHEM33

BBVA: IBAN ES89 0182 2370 4000 1429 1351 SWIFT: BBVAES33

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

Send a copy of the bank receipt to servifema@ifema.es

- ❖ Certified cheque, made payable to IFEMA MADRID/ EDUCATION WEEK 2026.
- ❖ Credit card in a secure environment, accessible upon completion of the online application form, or subsequently through the Expo Zone. In accordance with current regulations, cash or bearer cheques are not accepted.

In the [Expo Zone](#), you will find your account status for participation in the fair and invoices once payments have been made. If you require an invoice to make a payment, please request it by email at servifema@ifema.es.

Discounts :

5% DISCOUNT ON SERVICES CONTRACTED THROUGH THE EXPO ZONE, UP TO 30 DAYS BEFORE THE START OF ASSEMBLY.

This discount will also apply to services contracted by sending the floor plan of your stand to the technical secretariat. The following are not included: mandatory minimum services such as outdoor advertising, meeting rooms, graphic decoration of stands, or specific fair services such as exhibitor passes...

Recargos:

25% increase for contracting services, including assembly rights, requested 7 days prior to the start of assembly (February 28, 2026)

(1) Companies established in Spain (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this transaction is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for any VAT that may be payable in their country of establishment.

1. HOW TO PARTICIPATE. RULES

Semana de la Educación

IMPORTANT NOTE

Maximum sound level

- Noisy demonstrations are prohibited, and noise levels must not exceed 60 decibels measured at the edge of the stand.
- It is prohibited to advertise goods or services or carry out activities that require the use of loudspeakers or music equipment at the stand, as well as individual sound systems whose broadcast is not strictly limited to the listening area delimited by your stand and provided that they do not cause discomfort to visitors or other exhibitors.
- Failure to comply with this rule will result in a €300 fine and, if it causes inconvenience to other exhibitors, could lead to the automatic cutting off of the electricity supply at the Fair, as well as the subsequent loss of the right to preferential renewal of the allocated space.
- In the event of non-compliance with this rule, IFEMA MADRID staff will require the Exhibitor to cease the activity. In the event of refusal or repeated non-compliance with the rule, IFEMA MADRID staff will proceed to close down the stand, without the Exhibitor being entitled to a refund of the amounts paid or any compensation..



1.9 Specific rules for participation

The decision to accept the exhibitor will be at the discretion of IFEMA Madrid, taking into account the purpose of the fair and the availability of space.

The minimum area to be contracted is 9 sq.m.

The fair management may alter the spaces allocated or make changes to the layout of the halls for organizational reasons. Notwithstanding that the fair management will inform exhibitors in the event of a significant change or alteration to the reserved location, each exhibitor is responsible for finding out the location of their stand, its exact dimensions, etc.

Access is not permitted to any exhibitor or visitor who cannot prove that they belong to the participating professional groups, even if they have the corresponding pass or invitation.

The exhibitor is obliged to attend their stand and remain with the products on display throughout the entire period and opening hours of the event. Failure to comply with this regulation could result in the loss of the right to preferential renewal of the allocated space.

The direct sale of any type of item displayed at the fair is strictly prohibited.

The exhibitor authorises IFEMA MADRID to reproduce, in whole or in part, the products exhibited in its promotional material.

The exhibitor undertakes to comply with environmental protection rules and guidelines.

Activities that may disturb other exhibitors are prohibited and may not exceed 60 decibels.

Promotional activities, the distribution and display of samples, brochures, leaflets and all kinds of promotional material shall only be carried out within each exhibitor's space.

The organisation of activities that require the hiring of a one-off catering service during the fair will require the completion of the form "Communication for catering at stands" available at ifema.es, which must be sent to: catering@ifema.es

Exhibitors are expressly prohibited from installing Wi-Fi access points, whether for connecting to the internet or for presenting other features. The purpose of this measure is to avoid interference problems, both with access points that may be installed independently by each Exhibitor and with IFEMA MADRID access points. Such interference could cause the existing Wi-Fi networks to malfunction. For further information, please refer to Article 33 of the General Regulations for Exhibitor Participation in Events Organised by IFEMA MADRID.

CHANGES IN SHAREHOLDING

Once space has been allocated to a company, requests to change the dimensions of the space may involve changes to the location.

CANCELLATION

The exhibitor's withdrawal from participation in the Exhibition shall constitute grounds for termination of the contractual relationship between IFEMA MADRID and the Exhibitor for all purposes. The withdrawal must be communicated to the Exhibition Management in writing and will result in the loss of any amounts that the exhibitor should have paid by the date of communication, in accordance with the payment schedule set out in the Application Form.

If the withdrawal has been communicated to the Event Management within thirty days prior to the opening of the event, IFEMA MADRID may require full payment for the contracted space.

With regard to any additional services offered by IFEMA MADRID that the exhibitor had contracted prior to notification of withdrawal, the cancellation charges set out in Article 7 of the general conditions of admission and contracting for events organised by IFEMA MADRID shall apply.

In the event of cancellation of the fair due to force majeure, the amounts paid for items related to physical participation will be refunded, in accordance with Article 15 of the **General Rules for Participation** in events organised by IFEMA MADRID.

These Specific Rules, including the rules governing participation and assembly in this chapter, are supplemented by **the General Regulations for Exhibitor Participation in Events Organised by IFEMA MADRID**, which all exhibitors accept by virtue of their participation.

1. HOW TO PARTICIPATE. RULES

1.10. Calendar

When	What	How	Who is assisting you?
Until December 5, 2025	Application for participation (priority deadline for space selection)	Complete the online application form and send proof of payment of the reservation fee to servifema@ifema.es to participate in the first allocation of space.	Contest Management: aula@ifema.es Customer service: (+34) 917223000 atencionalcliente@ifema.es
After December 5, 2025	Application for participation	<ul style="list-style-type: none"> Continuation of the process of receiving applications for participation. Offers of space from the second half of January 2026. Awarding and sending of participation contracts. 	Contest Management: aula@ifema.es Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until December 19, 2025	Payments	Pay 50% of the total cost of the space, minus the reservation fee already paid.	Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until February 6, 2026	Free design projects	The deadline for projects is February 6, 2026, for both decoration and rigging projects. If your project involves rigging, you must complete the Application for hanging structures / rigging IFEMA MADRID before February 6, 2026.	Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until February 10, 2026	Payments	Pay 100% of the amount for the space and services contracted	Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until February 10, 2026	Customisation of modular stands	<ul style="list-style-type: none"> Submit interior decoration designs for modular stands. Choose carpet colour in the Expo Zone. Communicate signage in the Expo Zone. The modular stand design must be submitted to the Expo Zone, or uploaded with the stipulated modifications. 	Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until February 10, 2026	Customisation of premium modular stands	Customise your modular stand through standspremium@ifema.es	Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until February 6, 2026	Contracting of services	Contracting services with a 5% discount.	Customer service: (+34) 917223000 atencionalcliente@ifema.es

1. HOW TO PARTICIPATE. RULES

1.10. Calendar

When	What	How	Who is assisting you?
February 2, 2026	Access to the digital event	Access to the liveconnect digital platform for exhibitors and visitors. Networking, preparation, participation and follow-up of the fair.	Customer service: (+34) 917223000 atencionalcliente@ifema.es
Until February 10, 2026	Modular stand signage	Communicate signage in the Expo Zone	Customer service: (+34) 917223000 atencionalcliente@ifema.es
From February 28, 2026	Contracting of services	25% increase on prices for last-minute booking of assembly rights and other services.	Customer service: (+34) 917223000 atencionalcliente@ifema.es
From March 6 to 10, 2026	Stand assembly	From March 6 to 9 , from 6:30 a.m. to 9:30 p.m. On March 10 , from 6:30 a.m. to 7:30 p.m.	Hall manager
March 10, 2026	Delivery of modular stands	On March 10 , starting at 8:30 a.m.	Hall manager
	Goods receipt	From 8:30 a.m. to 9:30 p.m. From 7 p.m. onwards, entry will only be possible through the pedestrian gates, with the goods gates closed so that recyclable carpet can be laid in the corridors.	Hall manager
From March 11 to 15, 2026	Fair celebration	Postgrado and Formación Continua will be held on Wednesday 11 and Thursday March 12, 2026, from 10am to 7pm. Aula and School Days will take place from Wednesday 11 to Sunday 15 March, Wednesday and Thursday from 10 a.m to 7 p.m, Friday and Saturday from 10 a.m to 8 p.m, and Sunday from 10 a.m to 3 p.m.	Hall manager
March 15, 2026	Goods dispatch	For DIGIEARNING and POSTGRADUATE AND FORMACIÓN CONTINUA , it will take place on February 12, 2026, from 7:30 p.m. AULA and School Days on March 15, 2026, from 3:30 p.m.	Hall manager
March 16 and 17, 2026	Dismantling of stands	Opening hours: from 8:30 am to 9:30 pm.	Hall manager

2.1. Expo Zone. Manage your participation and your space. Hiring additional services. E-commerce

Access our Zona Expo customer area from the website: <https://www.ifema.es/en/semana-de-la-educacion/aula> to manage your company's details, your contacts and everything related to your participation. You will be able to access your participation once it has been confirmed with your username (the email address you used to complete the application).

What can I do from the Expo Zone?

- Access details of each participation, plans and projects. • Access the exhibitor's calendar.
- View documents of interest.
- Manage exhibitor passes and request visa support letters.
- Download discount vouchers: Renfe, Iberia.
- Send invitations.
- Access orders, payments, account status and invoices issued.
- Upload free design stand projects.
- Request the distribution of modular stand elements, coat racks or shelves, add signage and choose the colour of the carpet.
- Access e-commerce to contract services.
- Access [liveconnect](#) to manage your catalogue and networking.

2.2. Liveconnect: the digital platform you have access to with your Plan

Liveconnect is the digital ecosystem **that fosters connections with other professionals**, facilitates meeting preparation, 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 after the fair: access and share content, follow up with your contacts, and much more.

Positioning

Highlight your company and increase the visibility of your offering.

What can I do from the My Company area in liveconnect?

- Update my company's details visible in the web catalogue and on the platform.
- Add my products and services, which will be visible on the FERIA [liveconnect](#) digital platform.
- Register users from my team so that they can access the digital event.
- Manage the exhibiting company's agenda and company meetings at my stand at the fair.
- Download visitor passes scanned by the company at the fair.

What can I do at the virtual trade fair event on Liveconnect?

- Search for contacts of interest in the professional network • Request and accept contacts for chatting and video conferencing
- Request and/or accept appointments for professional meetings at my stand at the fair or via video conference.
- Complete my professional profile as a user of the platform and my personal availability calendar for meetings.
- View information about what other exhibitors have to offer.
- Consult the activities and conferences, both in person and online, and add them to my calendar.
- Scan visitor passes at the fair.
- Download my personal contact list.

2. MANAGE YOUR PARTICIPATION

Semana de la Educación

2.3. Exhibitor passes, transport discount vouchers, visas and invitations

EXHIBITOR PASSES

Exhibitor passes will be managed from the [Expo Zone](#), in the section 'Event access/Exhibitor passes'.



The exhibitor may **purchase packs of 5 additional exhibitor passes (€10 per pack + VAT)**.

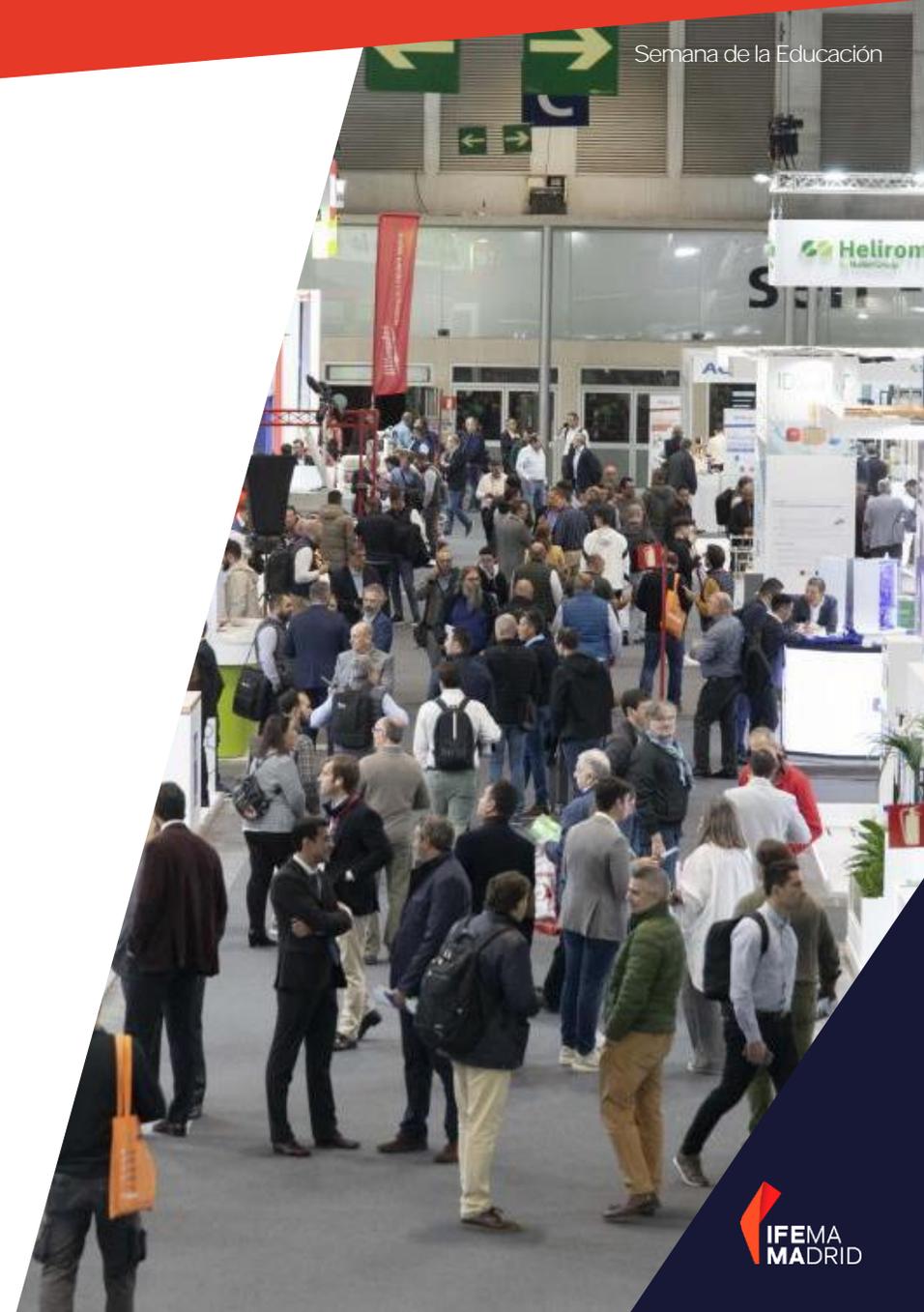
Tipos de pase	Personalización	Destino	Disponibles	Generados
<input type="radio"/> Pases de expositor	Genérico	Feria	0	5

Each company will receive one exhibitor pass for every 3 square metres of exhibition space contracted.

In order to ensure the professionalism of the fair, all exhibitor passes will be personalised with the company name.

In order to ensure the professional nature of the fair, access controls will be carried out to validate the correct reading of passes when entering the fair.

The [following video](#) shows a tutorial on how to use the Expo Zone.



2. MANAGE YOUR PARTICIPATION

ONLINE INVITATIONS

Each exhibitor will have online professional invitations to send to their contacts.

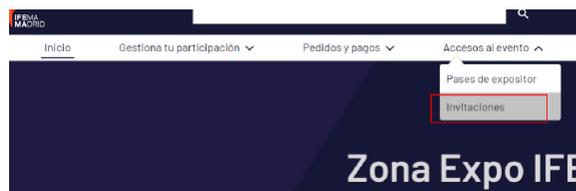
Online registration will be open until March 15, 2026.

Invitations will be sent via '[Expo Zone](#)/Access to the event/Invitations/Manage invitations'.

Exhibitors will have a number of invitations that they can download via the Expo Zone and send to their customers.

Customers must then register online at [liveconnect](#) and obtain their access pass.

Each exhibitor may purchase packs of 25 additional invitations at a cost of € 88/pack + VAT (1).



The following screen will then appear to customise the shipment:

The [following video](#) shows a tutorial on how to use the [Expo Zone](#).

We urge exhibitors to make good use of invitations, sending them exclusively to professionals in the sector to ensure the professionalism of the fair. Access controls may be carried out for this purpose.

Professionals who receive the invitation code must register ONLINE via the aula website, [ifema.es/aula](#), in the 'Get your pass' section and enter the invitation code they have received to obtain their free pass to access the fair. (Invitation codes cannot be redeemed at the counter).

It will be absolutely necessary for all Professional Visitors who are going to access the venue with a Professional Invitation to be accredited as professionals through: <https://www.ifema.es/en/semana-de-la-educacion/aula>

VISA MANAGEMENT

If you require a visa to travel, **you can request letters of support to process it from the Expo Zone**. To do so, **you must first personalise your exhibitor pass and have formalised payment** for your participation in accordance with the payment schedule (see point 1.8).

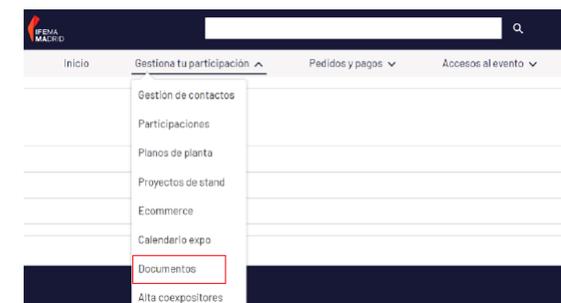
Once these two requirements have been met, you will have access to the 'Request visa support letter' button from '[Expo Zone](#)/Event access/Exhibitor passes'.

We advise you to start the process as soon as possible, as the deadline for visa applications is usually at least 30 days before travel.



DISCOUNT VOUCHERS FOR TRANSPORT

Once exhibitor passes have been requested, **the corresponding transport discount vouchers can be downloaded from the Expo Zone**, in the section 'Manage your participation/Documents'.



2.4 Other relevant information

SHIPPING GOODS TO THE PREMISES

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

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

Goods must be received by your company's staff at your stand and must arrive during the days designated for goods delivery and decoration.

If this is not possible, we recommend that you contact the goods handling and storage partner company:

DB Schenker office at the IFEMA MADRID Exhibition Centre:

Hall: 7

Telephone: +34 91 330 51 77

ifema.madrid@dbschenker.co

CUSTOMS REGULATIONS

1. All products originating from non-EU countries must pass through customs formalities, with special mention that, as of 1 January 2020, the United Kingdom is now treated as a third country, meaning that all shipments originating in the United Kingdom must have their goods cleared through the corresponding customs formalities.

2. Exhibiting companies must provide the details of the customs agent handling the clearance of their goods or, failing that, a copy of the customs documentation for entry into the European Union.

3. Material or goods for distribution or consumption are subject to Spanish taxes, even if they are products with no commercial value (the amount of tax may vary depending on the country).

4. Any goods subject to temporary importation must not be moved from the stand or leave the IFEMA MADRID Exhibition Centre until their status has been changed and customs formalities have been completed. During these formalities, they may only be stored in the official logistics agent's warehouse within the Exhibition Centre.

5. It is strictly forbidden to display, sell, consume or distribute non-EU goods at a trade fair before customs clearance has been completed. This includes promotional material.

6. Products transported as hand luggage must be declared at Barajas Airport in the RED CHANNEL ('Something to declare') and must be regularised with the relevant authority at the airport.

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

8. All lorries arriving at IFEMA MADRID covered by a transit consignment to IFEMA MADRID must go to the official Logistics Operator's warehouse, located at:

Avenida Partenón s/n

West Entrance – street Access: Rivera del Sena

Services pavilion, building 2

28042 Madrid

In order to avoid undesirable situations, and for any questions you may have, please contact our Customs Logistics Operator, DB SCHENKER: (+34) 91 330 51 77; email: ifema.madrid@dbschenker.com

CATERING AT THE STAND

Exhibitors who intend to offer free food/catering at their stand must complete the form. «[Comunicación para la realización de restauración/catering en stands](#)» Available on the IFEMA MADRID website. Please submit it with all the requested information to catering@ifema.es.

PARKING CATERING / REFRIGERATED TRUCKS

There is a parking area for catering vehicles and refrigerated lorries, with electrical hook-up facilities. You can book this via eCommerce.

DAILY RESTOCKING OF GOODS

Goods can be brought in continuously through the service doors located at the rear of the halls. We will inform you later of the gates designated for this purpose and the times for daily restocking of goods.

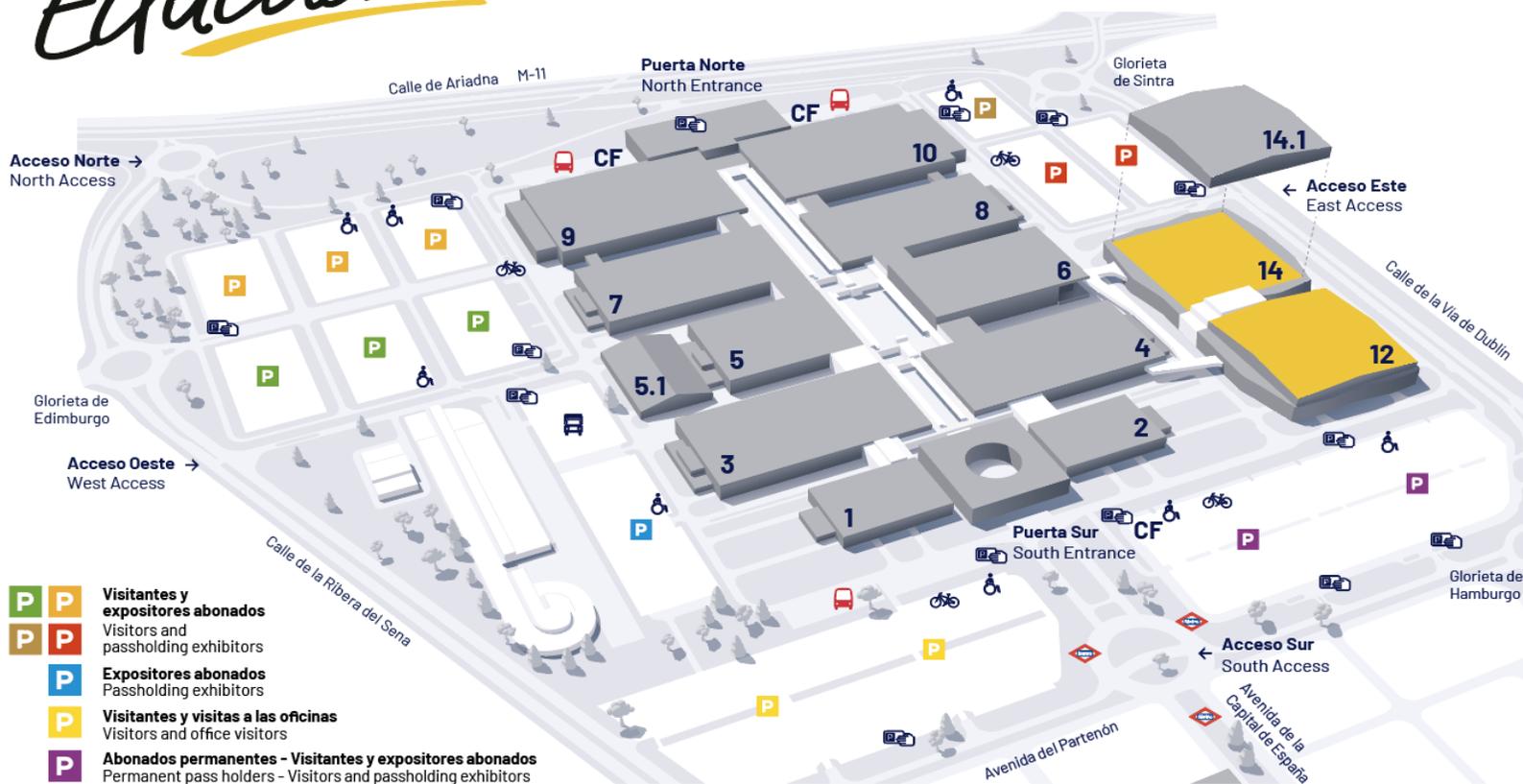
ROOM RENTAL

For exhibitors at the event, there is the possibility of renting rooms on the premises if you wish to organise a conference, reception, press conference or product presentation during the fair. Advance booking is required. Request a no-obligation quote by email. aula@ifema.es

[MORE INFORMATION](#)

2.5. MAP

Semana de la Educación



- P P** Visitantes y expositores abonados
Visitors and passholding exhibitors
- P P** Expositores abonados
Passholding exhibitors
- P** Visitantes y visitas a las oficinas
Visitors and office visitors
- P** Abonados permanentes - Visitantes y expositores abonados
Permanent pass holders - Visitors and passholding exhibitors

Cajero aparcamiento
Pay parking

CF Club Feria Oro

Personas con movilidad reducida
People with reduced mobility

Zona Bicicletas
Bicycles Area

Autocares
Coaches

Camiones
Lorries

2.7. FAQs

Question	Answer
Where can I consult the IFEMAMADRID General Participation Rules to which my participation is subject? Where can I consult the IFEMA	<p>In addition to the Exhibitor's Guide, your participation in Education Week is subject to IFEMA MADRID's General Participation Rules, which you should be aware of and which can be accessed on the IFEMA MADRID website www.ifema.es and via the following link IFEMA MADRID General Participation Rules.</p>
Can I hire a catering service or serve my own food and drinks at the stand?	<p>Yes. Exhibitors who wish to offer a free catering service at their stand may do so by submitting their request to IFEMA MADRID's approved catering companies. (See the list HERE) either through other catering service providers, in which case it is essential to complete the form "Communication for the provision of catering services at stands" available in the exhibitor Zone of the institutional website and send it, with the information requested therein, to catering@ifema.es for your information and appropriate action. If you do not notify IFEMA MADRID, you will not be able to offer this service at your stand.</p> <p>The exhibitor assumes responsibility towards third parties for any claims arising from the aforementioned catering service, exempting IFEMA MADRID from any liability in this regard. If you need parking for the catering van, special spaces are available for this type of activity. You must request this via eCommerce..</p>

2.7. FAQs

Question	Answer
Can I send goods to my booth?	<p>IFEMA MADRID staff are not authorised to receive merchandise for your stand. In order to send merchandise to the venue, the exhibitor must indicate the delivery address: IFEMA MADRID (Avda. del Partenón, 5. 28042 Madrid. Spain). C&R Trade Fair Name of your company. Hall and stand number.</p> <p>The merchandise must be received by your company's staff at your stand and arrive on the days set aside for incoming merchandise and decoration. If it is not possible to comply with the above, we recommend that you contact your freight forwarding partner: DB Schenker office at the IFEMA Trade Fair Centre MADRID: Hall 7, (+91) 330 51 77 ifema.madrid@dbschenker.com</p>
What procedure do I have to follow to hang structures in the halls/rigging?	<p>Exhibiting companies may hang elements from the ceiling of the halls following the procedure shown in the "Regulations for hanging structures in Halls" and by completing the form "Application for authorisation for hanging structures/rigging" and sending it to rigging@ifema.es</p>
Can I hold prize draws and raffles at the stand?	<p>Raffles, prize draws, and random combination games are forms of gambling as set out in articles 3.2 and defined in article 15 of Law 6/2001 of 3 July on gambling in the Community of Madrid.</p> <p>All the information is available in the following form: https://sede.comunidad.madrid/comunicaciones-declaraciones/cifras-tombolas</p>
How do I apply for a visa support letter?	<p>Visa support letters are managed through the EXPO ZONE. To do so, you first have to personalise your exhibitor passes. Once you have managed your exhibitor passes, you can request your support letters and download them to your computer.</p> <p>It is essential to be up to date with payments according to the payment schedule in order to be able to apply for the letters.</p>
Where can I book the services for my stand?	<p>Either through the e-commerce section inside the Expo Zone or via the link https://shop.ifema.es</p>
Who do I contact to book a room?	<p>Exhibitors who need to book a room should contact with: aula@ifema.es</p>

2.7. FAQs

Question	Answer
<p>What does the CONECTA PLAN (formerly the Marketing and Communication Pack + C&R LiveConnect) include?</p>	<p>This concept of compulsory contracting covers the following services:</p> <ul style="list-style-type: none">• Promotion of participation in the fair through inclusion in the list of exhibitors, which is freely accessible on the fair's website and shared in communications.• Presence during the fair on the hall plans and lists of exhibitors on display.• Presence as exhibitors at the digital event of the fair with services associated with the company profile.• Access to IFEMA MADRID's 'Expo Zone' customer portal to manage participation.• Exhibitor passes according to the contract (see point 2.3).• Online invitations according to the contract (see point 2.3) and delivery service through the Expo Zone.• Transport discount vouchers.• Premium Wi-Fi connection for 3 users throughout the fair (5 GHz devices). Access codes will be sent in the days prior to the start of the fair.• Access to the digital event for users with connection features to generate business opportunities
<p>How to use the EXPO ZONE?</p>	<p>The following video shows a tutorial on the use of the Expo Zone</p>
<p>What are the features of my EXPO ZONE?</p>	<p>Expo Zone: Used to manage each exhibiting company's participation in Education Week .</p> <ul style="list-style-type: none">• Register contacts who will access the Expo Zone and manage access permissions.• Access the exhibitor's calendar. • View documents of interest.• Manage exhibitor passes, request visa support letters and send invitations.• Access payments, account status and invoices issued.• Upload free design stand projects and distribute modular stand elements.• Add signage and choose carpet colour for exhibitors with modular stands.• Access e-commerce to contract services.• Access liveconnect to manage catalogues and networking.

2.7. FAQs

Questions	Answers
<p>What are the features of my LIVEConnect?</p>	<p>In the My Company area of liveconnect:</p> <ul style="list-style-type: none">• Update the company's details visible in the catalogue and at the digital trade fair event.• Display my range of products and services.• Manage the company's schedule of appointments for professional meetings at the stand.• Register other team members with access to the digital platform.• Manage the exhibiting company's schedule and company meetings at my stand at the fair.• Download visitor passes scanned by the company at the fair.. <p>At the digital event on Liveconnect:</p> <ul style="list-style-type: none">• Complete my personal profile on the platform and my availability schedule for meetings.• Search for contacts of interest in the professional network and request and accept contacts for chatting and video conferencing.• Scan professional visitor passes at the fair.• View information about what other exhibitors have to offer• Check out activities with the option of scheduling them and viewing the available digital content.• Download my personal contact list.
<p>How can I request my invoices?</p>	<p>Invoices are not generated by default. You must request them directly from the IFEMA MADRID invoicing department (atencionalcliente@ifema.es) indicating the event at which you are exhibiting and the items to be included in the invoice. Once it has been generated, it will be available in your Expo Zone.</p>
<p>What is the difference between floor only and turnkey stand basic?</p>	<p>The floor-only system only includes the booking of the stand space and the mandatory elements (insurance, minimum electricity consumption, assembly fee and Communication and Marketing Pack + liveconnect), and it is down to the exhibitor to create a free-design stand or hire it through the stand design service offered by IFEMA MADRID.</p> <p>The turnkey stands are delivered assembled. The stand structure is made of aluminum and melamine panels. You can see the detailed characteristics under point 1.6</p>

2.7 FAQs

Question	Answer
Can I decorate and/or set up my stand with IFEMA?	<p>Yes, IFEMA MADRID offers two main services:</p> <p>Graphic decoration for stands: Customise your modular stand with your brand image for maximum visitor impact. There is a wide range of versatile graphic materials adaptable to walls, furniture, front, banners... You can request information and a quote at: decoraciongrafica@ifema.es</p> <p>Stand design: this consists of a comprehensive stand design service fully adapted to your needs. From the planning of your space, design, assembly and disassembly. You can request information and a quote at infodesign@ifema.es</p>
Is it compulsory to attend the booth at all times?	<p>Yes, exhibitors must not leave their stand unattended and must remain with the products on display throughout the entire period and opening hours of the event.</p>
Are assembler's passes necessary during the set-up of the trade fair?	<p>No. The requirements to be allowed to enter and set up are: to have paid 100% of your participation, to have the project presented and approved, to have paid the assembly rates, and to have completed the occupational risk protocol.</p>
How can I book parking at IFEMA?	<p>Exhibiting companies will be able to book parking spaces through the e-commerce section inside the EXPO ZONE or via the link https://shop.ifema.es.</p> <p>Once the contract has been signed, parking badges can be collected from November 12 (first day of stand set-up) at the exhibitor services desk, located in the central boulevard between halls 6 and 8.</p>

2.6. FAQ's

Question	Answer
What coverage do I have as an exhibitor with the insurance included?	You can check the coverage of the compulsory insurance policies at the IFEMA MADRID exhibitor support area .
How can I access the WI-FI network as an exhibitor?	As an exhibitor you will receive as part of the CONNECT PLAN a Wi-Fi connection for 3 users during the entire trade fair for the exclusive use of stand holders. Devices that allow 5GHz network capability are required. Access codes will be sent out during the lead up to the event. Additional Wi-Fi access can be booked through the e-commerce section inside the Expo Zone or via the link https://shop.ifema.es
Regulations and support for exhibitors at the trade fair centre	https://www.ifema.es/en/support/exhibitors-ifema-fairgrounds
Regulations and support for fitters at the trade fair centre	https://www.ifema.es/en/support/assemblers-colaborators-fairgrounds

3. PROMOTE AND MAXIMIZE YOUR PARTICIPATION

3.1 Exhibitor Catalogue.

The fair's catalogue, or list of exhibiting and co-exhibiting companies, is an essential tool for promotion and networking. It provides visitors and other exhibitors with the basic information needed to prepare for the fair and helps them find and contact you before, during, and after the event.

- Enter and update your contact details, the products or services presented, and any relevant information to give your company maximum visibility and ensure you get the most return from your participation.
- All the digital environment and communication for your participation is channeled through Live Connect.
- Make the most of the platform offered by IFEMA to promote your participation, schedule appointments, showcase your products, and connect with your target audience.

3.2 Networking.

Enhance your contact list. LIVE Connect gives you the opportunity to search for contacts among its participants. You can use filters such as country, activity, job title, products of interest, etc., to perform searches. Once you've identified potential clients, you can chat with them, request contact details (such as email and phone number), or invite them to a meeting at the fair.

Be proactive and take advantage of this opportunity to build a valuable contact list.

Meeting requests can be directed to the company in general or to a specific team member. This way, the entire team can plan their meeting schedule at the fair in advance.

3.3 Liveconnect Digital Platform. Other Exhibitor plans.

Liveconnect is the digital ecosystem that fosters connections with other professionals, facilitates meeting preparation, offers exclusive content and activities, and generates business opportunities.

3.4. Invitations for your customers and contacts.

IFEMA provides you with invitations to the fair so that you can promote your participation efficiently. Be sure to use this useful tool, which is available in your [Expo Zone](#).

3.5 Outdoor and digital advertising.

Advertising projects tailored to your needs.

Promote your brand before, during and after the event.

Attract new customers through the best B2B segmentation on the market.

[Advertising | IFEMA MADRID](#)

See also the advertising options offered by the liveconnect platform.

3.6 Sponsorships.

We offer a wide range of promotional activities and sponsorship opportunities that will give you additional visibility and enable you to carry out high-impact activities aimed at the national and international professional audience visiting the fair: SEE POSSIBLE SPONSORSHIP OPPORTUNITIES: aula@ifema.es

3.7 Promotional share issues.

IFEMA offers its clients special marketing initiatives to optimise their impact.

3.8 Room rental.

For exhibitors at the event, there is the possibility of renting rooms on the premises if you wish to organise a conference, reception, press conference or product presentation during the fair. Advance booking is required. Request a quote:

(+34) 91 722 30 00

aula@ifema.es

[Salas para conferencias, eventos y reuniones | IFEMA MADRID](#)

4. Sustainability Culture Management at IFEMA MADRID

C&R

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

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

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. (check our rates in Exhibitors' Zone).

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:

[Quality and sustainability | IFEMA MADRID](#)



Department	Ask me about	Contact
Commercial Department	<ul style="list-style-type: none"> Contracting space General topics of participation in the fair Exhibitor passes Trade visitor invitations Activities and forums at the Fair. 	Director Ana Rodríguez
		Comercial Manager Isabel Alcántara (+34) 627 37 70 14 isabel@ifema.es
		Comercial Area Macarena Hormaechea (+34) 630 775 930 macarena@ifema.es
		(+34) 91 7223000 aula@ifema.es
IFEMA MADRID Customer Service	<ul style="list-style-type: none"> Hiring of services Expo Zone Visitor information 	(+34) 91 722 30 00 atencionalcliente@ifema.es
Technical Secretariat (Trade Fair Services Department)	<ul style="list-style-type: none"> Technical support to exhibitors and assemblers Review of stand assembly projects Solutions to technical problems during the exhibition activity Customization of modular stands Coordination for catering at stands 	(+34) 91 722 30 00 stecnica@ifema.es
Graphic decoration	Hiring of graphic materials to customize your booth	(+34) 91 722 30 00 decoraciongrafica@ifema.es
Full service stand design	Design and assembly of free design stands	(+34) 91 722 30 00 infodesign@ifema.es

Department	Ask me about	Contact	
Outdoor Advertising	<ul style="list-style-type: none"> Hiring of advertising media at the fairgrounds 	(+34) 91 722 53 40/08 publicidadexterior@ifema.es	
Communication and Marketing Management	<ul style="list-style-type: none"> Media relations 	Director: Raúl Díez Head of press: Selva Dalila	(+34) 91 722 50 93 sdalila@ifema.es
Planning and Control Management	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Institutional visits Guided tours Protocol for all Events Institutional relations 	(+34) 91 722 30 00 infoifema@ifema.es	
Safety and Self-Protection Management	<ul style="list-style-type: none"> General security and parking Access to the Fairgrounds Coordination for stand catering 	(+34) 91 722 50 65 dseguridad@ifema.es	
Medical Service and Security Emergencies	<ul style="list-style-type: none"> Medical emergency Health care for exhibitors and visitors during the celebration of fairs, set-up and dismantling. 	(+34) 91 722 54 00	

Thank You

