



TRANSPORT >>>>>>
INFRASTRUCTURE
INTERNATIONAL FORUM

16 - 18
June
2020

ORGANISED BY:



EXHIBITOR'S GUIDE

Specific Rules of Participation for Exhibitors

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1. CONTRACTING AND ALLOCATION OF SPACE

Only those companies and institutions whose activities are encompassed by the sectors brought together at TIIF-Transport Infrastructure International Forum may request participation with a stand in the exhibition area in the North Convention Center at IFEMA.

The signing and presentation of the Participation Request constitutes a non-revocable commitment on the part of the applicant and entails total acceptance of IFEMA's General Participation Rules, as well as the TIIF's SPECIFIC REGULATIONS and any provisions of a general nature that may be established by the organizers.

Definitive acceptance of participation shall be the preserve of TIIF Management.

1.1. “All-included” concept

TIIF 2020 will present a participation model based on modular and uniform stands for all the participants, which guarantees a harmonious and balanced presentation of brands.

1.2. Allocation of Space

TIIF Management will allocate the space on a first-come, first served basis, and until the exhibition surface in the networking area at the Forum is completed.

Exhibitors shall receive an Official Allocation Letter from TIIF Management, including an account statement, a plan of the space location and an outline of the stand. Space allocation shall not be formalized until the corresponding payment has been made, which means that, if the payment has not been received by the deadline indicated, the stand shall be placed at the disposal of other exhibitors.

1.3. Exhibitor Renunciation

Exhibitors' renunciation of their participation at TIIF shall effectively terminate the contractual relationship between IFEMA and the Exhibitor in question, being effective to all effects. Said renunciation must be made expressly by means of written notification sent to the TIIF Management.

2. PARTICIPATION RATES

The exhibition area shall be organized in the networking area of TIIF, around spaces of 9 sq.m. (3x3 m), featuring all basic services included.

“All-included” Stand (9 sq.m.): 4.200 € (+VAT*)

The price of each module includes the following:

- Space
- Special modular assembly
- Compulsory insurances
- Basic electricity consumption (0,13 KW/sq.m.)
- A daily cleaning service for the stand
- One parking space throughout the duration of the forum
- Furniture: 1 counter, 1 table and 3 chairs
- Two Exhibitor badges

Forms of payment can be consulted on the Application Form for TIIF 2020.

3. SERVICES

Once the stand has been allocated, exhibitors will receive an user and password to access to the Exhibitors Area, available at **ifema.es/tiiforum**

In the Exhibitors Area you can gain access to the following:

- Invoicing Balance of Account
- Access to Plan of the Stand
- Online budget estimate service
- Printing exhibitor badges
- Contracting of services online, through IFEMA Services Catalogue. You can take advantage of a 15% discount in some services if you book them not later than May 15th. Services requested from June 7th shall feature a 25% surcharge.

4. EXHIBITOR BADGES

Each exhibitor will receive **two exhibitor badges**, which shall be downloaded from the Exhibitors Area. These badges will give access to coffee break and the networking lunch, but not to the Conference Rooms

(*) Companies based on Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% V.A.T. not included. For all other companies, this operation is not subject to Spanish V.A.T. In the case of companies from the European Union, exhibitors shall be responsible for the V.A.T. that may be due in the country where they are based.

5. STANDS TIIF 2020

See specific brochure featuring their characteristics.

OBSERVATIONS

All and any service additions or modifications that are made with regard to the initial stand sketch shall be at the exhibitor's own expense.

No cost reduction shall be applied if the exhibitor chooses to eliminate any element that makes up the prefabricated stand.

All material used, whether structural or electrical, are provided on a rental basis and any deterioration thereof shall be invoiced in accordance with the current rate.

These specific regulations complement any regulations regarding assembly that are established in the General Participation Rules that govern all IFEMA fairs.

6. FINAL OBSERVATIONS

Exhibitors shall be required to attend their stand throughout the entire duration and opening hours of the Forum, which is to say, between June Tuesday 16th and Thursday 18th encompassing all of the official Forum opening hours.

Modular stands shall not be handed over exhibitors who have not paid all the amounts corresponding to the exhibition space and the additional services contracted.

Should the EXHIBITING COMPANIES designate another company to make any of the payments corresponding to their participation, all of the necessary invoicing details must be furnished. Should the designated company fail to make the payments within the established time-periods, the EXHIBITING COMPANIES in question shall make the corresponding payments following a simple request on the part of IFEMA.

Individual sound projection by any type of system that is not limited to the area of the exhibitor's stand shall be strictly prohibited. Furthermore, this sound projection shall not cause any inconvenience to visitors or to other exhibitors. The maximum authorised level is 60 decibels. Non-fulfilment of this requirement shall lead to the automatic cutting of the stand's electricity supply.

All photographs that are taken by the Official Photographer upon the request of the TIIF Management may be used by the trade fair for promotional purposes.

The entry of merchandise and decorative material to the stands shall take place on June 16th 2020 between 8.00 am and 9.00 am.

Exhibitors will be able to access their stands, with the exhibitor badge, on June 17th and 18th from 9.00 am on.

The exit of merchandise and decoration material shall take place on June 18th, 2020 between 5.30 and 6.30 pm. During this period, exhibitors may remove all of the exhibition material from their stands.

These Specific Regulations shall be complemented by the General Participation Rules for Exhibitors at Fairs Organized by IFEMA, which all exhibitors implicitly accept in their capacity as exhibitors.

7. THE EXHIBITOR'S AGENDA

DATES	WHAT TO DO?	WHERE?
Before March 31st	Complete the online Participation Form.	On-Line Request ifema.es/tiiforum
May 15th	Deadline for contracting services via the Exhibitors Area and obtaining a 15% discount.	"Exhibitors Area"
Before May 16th	Deadline for payment of the 100% of the space allocated and any additional services contracted	servifema@ifema.es Account Statement available in the "Exhibitors Area"
June 6th	Deadline for contracting services through "Exhibitors Area" with no discount nor surcharge. From this date on, booking services shall feature a surcharge of 25%	"Exhibitors Area"
ASSEMBLY OF STANDS AND FORUM SCHEDULE		
June 16th	Hand-over of modular stands and entry of merchandise and decoration material From 8.30 to 9.00 am	
June 16th, 17th and 18th	<p>Attendees registration: Tuesday, June 16th: From 9.00 am to 9.30 am</p> <p>Staging of Forum: Tuesday, June 16th: From 9.30 am to 7.00 pm Wednesday, June 17th: From 9.30 am to 7.00 pm Thursday, June 18th: From 9.30 am to 5.00 pm</p> <p>Exhibitors access to stands: Tuesday, June 16th: From 8.30 am on Wednesday, June 17th: From 9.00 am on Thursday, June 18th: From 9.00 am on</p>	
June 18th	Removal of merchandise and decoration material From 5:30 pm to 6:30 pm	
	Gala dinner 8.00 pm	
June 19th and 20th	Technical visits	

8. CONTACT US

DEPARTMENT	ASK ME ABOUT...	CONTACT
<p>TIIF Management</p> <p><u>2BMICE:</u></p> <ul style="list-style-type: none"> • TIIF Director: José Manuel Caballero • TIIF International Director: Ignacio Bartolomé <p><u>IFEMA:</u></p> <ul style="list-style-type: none"> • TIIF Commercial Team: Leo Pizarroso 	<ul style="list-style-type: none"> • TIIF Programme • Coordination of invited authorities • Stand availability • Space allocation • TIIF sponsorship • General topics of participation in the exhibition area 	<p>tiif@2bmice.com tiif@ifema.es</p> <p>José Manuel Caballero: Tel. (34) 680 38 38 04</p> <p>Ignacio Bartolomé: Tel. (34) 679 37 89 46</p> <p>Leo Pizarroso: Tel. (34) 91 722 57 32</p>
<p>SERVIFEMA (Invoicing and Contracting of Services)</p>	<ul style="list-style-type: none"> • Contracting of services • Invoicing of services • Payments 	<p>Tel.: (34) 91 722 30 00 lineaifema.expositor@ifema.es</p>
<p>TECHNICAL DEPARTMENT (Management of Fair Services)</p>	<ul style="list-style-type: none"> • Provision of technical support for exhibitors • Resolution of technical problems that arise during fair activity 	<p>Tel: (34) 91 722 30 00 stecnica@ifema.es</p>
<p>PRESS AND COMMUNICATION OFFICE</p> <p><u>Communication agency 3AW:</u> Alfonso López García</p> <p><u>IFEMA:</u></p> <ul style="list-style-type: none"> • Press & Communication Director: Marta Cacho • International Press: Helena Valera • Institutional Press: Pablo López • Press Secretary's Office: Pilar Serrano 	<ul style="list-style-type: none"> • Relations with the media • Press information regarding fairs and events organized by IFEMA • Press information for institutions • Press accreditations to fairs and events • Interviews • Further information 	<p>Tel.: (34) 626 00 35 71 alopez@3aw.com</p> <p>Tel.: (34) 91 722 58 20 pablo.lopez@ifema.es</p>
<p>EXTERNAL RELATIONS (Protocol)</p>	<ul style="list-style-type: none"> • Institutional visits • Guided visits • Protocol for all events • Institutional relations 	<p>Tel.: (34) 91 722 50 82 infoifema@ifema.es</p>
<p>SECURITY AND INTERNAL SERVICES</p>	<ul style="list-style-type: none"> • General security • Access to the Exhibition Centre • Car-parks 	<p>Tel.: (34) 91 722 50 65 dseguridad@ifema.es</p>
<p>MEDICAL SERVICE AND SECURITY EMERGENCIES</p>	<ul style="list-style-type: none"> • Emergencies (security and medical) • Medical attention for exhibitors and visitors during the staging of fairs and during assembly and dismantling periods 	<p>Tel.: (34) 91 722 54 00</p>