

EXHIBITORS' SCHEDULE

What to do?	2012												2013			Who informs you?	Tool
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH		
BOOKING AND PAYMENT																	
Application Form: 17-APRIL Priority deadline for participating in the first space allocation. Sending of application together with confirmation of payment																Exhibition Management	Sending of Application Form by fax or email and payment of fee. On line Application Form at www.motortec-automechanika-iberica.com
PARTICIPATION OBJECTIVES: Start planning objectives (See on line Application Form). Commercial and media contacts, brand and corporate image positioning, development of new channels and products, contact with media, etc.																Contact with Trade Fair Management. Count on their guidance for helping to prepare your participation at the trade fair.	
Open for sending the on line Application Form after 17 April.																Exhibition Management	
Space Allocations.																Exhibition Management	After space allocation you may access the "Exhibitors' Area".
Exhibitors' Area: Exhibitor allocated spaces will receive logon details for the "Exhibitor's Area" and the Services File containing all the available services on offer.																IFEMA Call Centre	Effective tool active as of space allocation, may be used for planning budgets, hiring services and publicity elements, viewing account status, etc.
13 OCTOBER Deadline payment 50% payment of the space booked at MOTORTEC AUTOMECHANIKA IBÉRICA.																IFEMA Call Centre	State of account updated in the Exhibitor's Area.
13 FEBRUARY Deadline payment 100% payment of the space booked at MOTORTEC AUTOMECHANIKA IBÉRICA.																IFEMA Call Centre	Consult updated state of account in the Exhibitor's Area.
Official Online Exhibitors Catalogue: Insertion of exhibitor data for the Exhibitor Catalogue and online publications. Catalogue accessible from the website and regularly updated.																motortec-automechanika-iberica.com	Management of catalogue data for your company and co-exhibitors available at the Exhibitor's Area.
ADVERTISE AND COMMUNICATE YOUR PARTICIPATION AT THE TRADE FAIR																	
Prepare your complementary promotional exhibitor activities, customer presentations, to the sector, media, etc.																Exhibition Management	
Announce your participation at the Trade Fair to the media.																Press Dept.	
Promotional Materials: Use the promotional materials available at the Trade Fair, banners, exhibitor catalogue advertising, outdoor publicity.																Exhibition Management	Budgeting and hiring of services through the "Exhibitors' Area" or by sending in the corresponding forms from the Services Catalogue.
Communicate your new products and services to the media, to other exhibitors and trade visitors by publishing your news free of charge.																Press Dept.	
Services File: Prepare the necessary material for your participation at the Trade Fair, free-design project or personalisation of your modular stand, material preparation and show literature, necessary staff, services and catering services, decor, etc.																IFEMA Call Centre	Budgeting and hiring of services through the "Exhibitors' Area" or by sending in the corresponding forms from the Services Catalogue.
International Buyers Programme: Indicate to us the names of your most significant international buyers and MOTORTEC AUTOMECHANIKA IBÉRICA will take care of the travel and accommodation.																Exhibition Management	International Buyers Programme is co-organised between IFEMA and the Madrid Chamber of Commerce.
Personalised Invitations: Send out Personalised Invitations with your company name and stand number which we will provide you with in digital format. We will later inform you of visitor numbers invited by your company.																Exhibition Management	
Visas: If your company personnel or that of co-exhibitors require visas to attend the Trade Fair. MOTORTEC AUTOMECHANIKA IBÉRICA Event Management can provide a letter confirming their participation.																Exhibition Management	
Trade Meeting Point: Send all trade visitors registered at the Trade Meeting Point information about your products or services.																IFEMA Call Centre	Trade Meeting Point available at the Exhibitors' Area.
Meeting Service: Arrange appointments with visitors and other exhibitors registered at the Trade meeting Point.																IFEMA Call Centre	Meeting Service available in the Exhibitor's Area.
Seminars, Presentations, Press Conferences: If you wish to hold or host any event or product presentation during MOTORTEC AUTOMECHANIKA IBÉRICA and you are going to require a room in Feria de Madrid it is necessary to make a prior request to enable the booking procedure.																Convention Centre	Request estimates without any commitment.
STAND ASSEMBLY AND TRADE FAIR OPENING HOURS																	
Free-design Projects: Sending of projects, deadline 13 February.																Technical Secretariat-Trade Fair Services Dept. (T.F.S. Dept.)	Before commencing with free-design stand assembly the project must be seen by the Technical Secretariat and the Assembly Rights must be paid.
Hiring of Additional Services: Hostesses, furniture, catering, etc. There is a 15% discount on prices of services booked via the Exhibitor's Area. Remember that bookings made 15 days prior to the assembly Trade Fair are subject to a 25% price increase. Book your services soon.																	
Free-design Stand Assembly: From 7 to 11 March from 8.30 a.m. to 9.30 p.m.																Technical Secretariat - T.F.S. Dept.	
Delivery of "Basic & Premium" Modular Stands: since 11 March at 8.30 a.m.																Technical Secretariat - T.F.S. Dept.	
Delivery of goods and decoration materials: 11 and 12 March from 8.30 a.m. to 9.30 p.m.																Technical Secretariat - T.F.S. Dept.	
MOTORTEC AUTOMECHANIKA IBÉRICA: 13 MARCH - 16 MARCH Trade Fair opening hours: from 10.00 a.m. to 7.00 p.m.																	
Removal of goods and decoration materials: 16 March from 7.30 p.m. to midnight. 17 March from 8.30 a.m. to 9.00 p.m.																	
Free-design Stand disassembly: From 17 to 19 March from 8.30 a.m. to 9.30 p.m.																	