

Company:

Tax number:

Tel.:

Fax.:

E-mail:

Contact person:

**LINEA IFEMA**

EXPOSITORES 902 22 16 16  
INTERNACIONAL (34) 91 722 30 00

FAX (34) 91 722 57 95

IFEMA  
Feria de Madrid  
28042 Madrid

servifema@ifema.es

[www.ifema.es](http://www.ifema.es)



**Services free design stands**

**VAT not included**

- The service will be performed as a hire. Unless indicated expressly, the charges for the services comprise the price for each day and hour the exhibition is open to the public. IFEMA offers a wide range of materials and resources, with sufficient capacity to respond to the needs of exhibitors. However, IFEMA reserves the right not to provide services if available stock or resources are already contracted.

- Deadline for receiving service application forms: one month prior to the celebration of the fair.

- IFEMA reserves the right to render services requested outside the established time period. If requested services should be provided within 15 days prior the commencement of the fair assembly, during the assembly or during the fair celebration, prices shall be increased by 25%.

- If a service should be cancelled within 15 days prior the commencement of the fair assembly, during the assembly or during the fair celebration, 40% of the corresponding fee must be paid.

- If the modification of an already contracted service is requested within 15 days prior the commencement of the fair assembly, during the assembly or during the fair celebration, and said modification should be made, it shall be billed as the cancellation of the previous service and the contracting of a new service after the deadline.

**Valid 2009**

Code	Accessories	Unit Price	Units
KJ	FUSE BOARD, ELECTRICAL CONNECTION TO FUSE BOARD AND CERTIFICATED FOR UP 18 KW	478,86 €	
KX	FUSE BOARD, ELECTRICAL CONNECTION TO FUSE BOARD AND CERTIFICATED FOR UP 35 KW	865,54 €	
KH	FUSE BOARD, ELECTRICAL CONNECTION TO FUSE BOARD AND CERTIFICATED FOR UP 5 KW	186,45 €	
KA	CERTIFICATES FOR UP 5 KW	76,41 €	
KB	CERTIFICATES FOR UP 18 KW	101,88 €	
KC	CERTIFICATES FOR UP 35 KW	139,59 €	
KT	CERTIFICATES UPWARDS OF 35 KW (INDICATE POWER) (Price for Kw)	5,58 €	
KG	ELECTRICAL CONNECTION TO FUSE BOARD AND FUSE BOARD (INDICATE POWER)	30,56 €	
KR	VISIT BY AN ELECTRICIAN	30,15 €	
KY	SINGLE-PHASE OUTLET UP TO 500W This service requires an electrical fuse board.	10,67 €	
KW	SINGLE-PHASE OUTLET UP TO 3500 W This service requires an electrical fuse board.	16,91 €	
K7	THREE-PHASE OUTLET OVER 3500W (INDICATE POWER) This service requires an electrical fuse board. (Price for Kw)	3,38 €	
11A	BUILD-UP CHARGE A Undecorated spaces, or fitted with carpet or wood platform floor.	1,95 € sq.m/Exhibition	
11B	BUILD-UP CHARGE B Aluminium or similar modular stands.	3,90 € sq.m/Exhibition	
11C	BUILD UP CHARGE C Carpentry stands and those of other materials.	5,85 € sq.m/Exhibition	

For the correct placing of materials and supplies, it will be essential to send a map showing their desired location, one month before the start of the exhibition, to fax number: 91 722 51 27 or by e-mail: [stecnica@ifema.es](mailto:stecnica@ifema.es). If this is not received, it will be carried out according to IFEMA criteria. The distribution of all the elements comprising the stand, the extra parts requested, together with the structural elements needed to support the stand, will attempt to adapt to the needs of the exhibitor, whenever technically feasible.

**Electrical services**

All installations shall be carried out in accordance with the requirements of the Electrotechnical Regulations for Low Voltage (Royal Decree 842/2002, of 2 August), and Additional Technical Instructions. (included in the IFEMA General Rules on Participation).

Once the Electrical Installation Inspection certificate has been issued, no changes can be made to the installation.

If any damage, loss or irregularity should occur to elements, the cost shall always be charged to the exhibitor.

All material is rented.

**Build up charges**

The company undertaking the assembly work should, before commencing this work, pay IFEMA the corresponding fee for Assembly Charges, under the heading of services rendered during the period of assembly and dismantling:

- Health assistance service (nursing staff).
- Reduced fees in the services of restoration.
- Inspection of electrical installations.
- Cleaning of common areas,
- Electricity connections and supply during assembly and dismantling.
- Use and maintenance of toilets and paint rooms.

Date and Signature:

Please send to **SERVIFEMA**

Company:

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E-mail:

Contact person:

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- Personalised care service for stand fitters and individualised signalling of spaces.

The fees for assembly charges, for the stand as a whole, including second floors, will be the following:

- Undecorated spaces, or those covered by carpet or platform: Fee Type A.
- Modular stands of aluminium or similar: Fee Type B.
- Carpentry stands and those of all other materials: Fee Type C.

**Withdrawal of assembly materials**

It is compulsory for all exhibitors and companies contracted and/or subcontracted to assemble and/or dismantle stands to assemble, dismantle and remove the materials used for assembly in the time periods set for said purpose.

When the time period for dismantling the stand has lapsed, any materials which still remain in the hall shall be removed by IFEMA. Exhibitors shall lose any rights to make a claim for loss or damage to the same and shall pay the costs incurred in their removal. Said costs shall be billed by IFEMA at a rate of 8.88 euro per square metre of stand occupied floor space (excluding VAT, regardless of the amount of material left).

IFEMA has a wide offering of materials and resources which can easily meet exhibitors' needs. Nevertheless, IFEMA reserves the right not to render services if available stocks and resources have already been contracted.

Unless it is expressly indicated otherwise, service charges include all the days and times that the fair is open to the public.

**Stand services and accessories on plans**

Any stand services and accessories which are drawn on plans sent to IFEMA shall be deemed to be definite orders and shall be billed at the set prices.

**Mailing of forms and service payment**

When you have filled in the enclosed service contracting forms, please send them, preferably via fax, to:

SERVIFEMA

Feria de Madrid  
28042 Madrid

e-mail: [servifema@ifema.es](mailto:servifema@ifema.es)

Fax: 91 722 57 95

Tel.: 902 22 16 16

International: (34) 91 722 30 00

Service charges shall be paid when the corresponding fees are submitted via:

- Bank transfer to IFEMA:

Caja de Madrid IBAN ES09 2038-0626-01-6000025280

Caja España IBAN ES76 2096-0090-39-3231462104

Banesto IBAN ES34 0030-1001-31-0004796271

BBVA IBAN ES66 0182-5638-81-0014291353

If you should choose to pay by bank transfer, you must send a copy of the transfer slip to IFEMA, preferably by fax (34) 91 722 57 95).

- Certified cheque made out to IFEMA.

**Additional information about services**

You will find additional information about IFEMA services in the General Guidelines of Participation, included in the IFEMA services catalogue in the section "Documentation and information of interest".

EUROECHO 2009  
forms

Stand Number:

Company:

Tax number:

Tel.:

Fax.:

E-mail:

Contact person:

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Specific guidelines on the assembly of exhibitions is also at the disposal of exhibitors and fitters in the section "Information for Fitters and Decorators" at [www.ifema.es](http://www.ifema.es)

Similarly, IFEMA's Technical Department can provide you with more information and resolve your technical doubts:

**EXHIBITION SERVICES**

Technical Secretariat

Feria de Madrid

28042 MADRID

e-mail: [tecnica@ifema.es](mailto:tecnica@ifema.es)

Tel.: 902 22 16 16

International: (34) 91 722 30 00

Fax: 91 722 51 27

Any personal details given by you shall be incorporated into an IFEMA computer file domiciled at Feria de Madrid (28042), Madrid, so that your participation in the fair can be managed. On sending us your details, you expressly authorise them to be used to carry out periodic communications, including by e-mail, to inform you of the fair activity - activities, contents and services - . You likewise give your consent for your details to be communicated, with a confidentiality undertaking, to the companies that collaborate with IFEMA in the organisation of fairs rendering auxiliary and added value services, exclusively for the purposes of forwarding you information about said services and attending to your orders. You may exercise your right to access, amend, challenge and cancel said details by writing to IFEMA: Datacom, apartado de correos 67.067 (28080), Madrid, or by e-mailing: [datacom@ifema.es](mailto:datacom@ifema.es).

Date and Signature:

**Please send to SERVIFEMA**