

***General Conditions  
for Admission  
and Contracting  
at Events  
Organised by IFEMA***



IFEMA

**Feria de  
Madrid**

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

## Article 1.- Definitions

In these General Conditions for Admission and Contracting at Events organised by IFEMA, the term «Event» refers to the trade fair or exhibition. The term «Exhibitor» includes any physical or legal entity possessing space at the Event. The term «Management» designates the corresponding Department of IFEMA-Institución Ferial de Madrid, the organising body of the Event. The term «Feria de Madrid» refers to the complex owned by IFEMA, where its Events generally take place. The term «Rules of Participation» refers to the General Conditions for Admission and Contracting at Events organised by IFEMA, to the General Rules of Exhibitor Participation, and the Specific Rules of the Event.

## Article 2.- Acceptance of the Rules of Participation in Trade Fairs Organised by IFEMA

All companies who apply to participate as Exhibitors at any event organised by IFEMA accept the Rules of Participation, including the present general conditions as well as the General Rules of Exhibitor Participation and the Specific Rules of the Event.

Said regulation is available in the Exhibitor Zone at IFEMA's website [www.ifema.es](http://www.ifema.es), and at each Event's website.

## Article 3.- Requesting Participation

Participation at the Event may be requested by all those companies whose activities are encompassed by the industries and products at the trade fair or exhibition.

The request for exhibition space must be formalised through completion of the booking material specific to the Event in compliance with its terms, conditions, prices, forms of payment and time periods.

## Article 4.- Acceptance of Participation

IFEMA will acknowledge receipt of the requests for participation made in accordance with the Specific Rules of the Event.

Final acceptance of participation is the decision of IFEMA, which may reject those requests it does not consider to be encompassed by the industries and products featuring in the trade fair and therefore do not comply with its aims. Another reason for rejecting the request is lack of space and/or the presentation of the request outside the set time periods. IFEMA will notify applicants of this in writing.

If the request is not accepted, IFEMA will return the sum paid. The applicant is not eligible for any compensation.

## Article 5.- Award of Space

Space will be awarded as indicated in the Specific Rules of the Event.

For organisational reasons, the Event Management may modify the space assigned.

Except in those cases where the Specific Rules of the Event indicate otherwise, the Exhibitor will not acquire rights on the exhibition space he occupied, if any, in the previous edition. Distribution of space at the trade fairs, in accordance with the circumstances of each Event, is the exclusive concern of IFEMA.

On presentation and approval of the project, the Management may authorise stands of two floors, with characteristics which will be determined at the time. The price per square metre of the second floor will be a minimum of 50% of the price per square metre of the constructed space on the first floor.

## Article 6.- Payment

Payments to IFEMA for the services hired, will be made on presentation of the charges in compliance with the forms of payment featuring in the Rules of Hire.

If the exhibiting company designates another body to make any of the payments connected with its participation, it must supply all the necessary invoicing information. If the designated company defaults on any of the payments in the set time periods, the exhibiting company will cover these by means of a simple request by IFEMA.

In the case of non-payment, within the set time period, of any of the items reflected in the booking material, the Exhibitor will forfeit all rights on the space reserved. This space will be transferred to the Event Management, which may offer it to other companies.

In all cases, occupation of exhibition space will not be authorised nor the stand hired from IFEMA will not be assembled, while its full cost has not been paid, together with the sum for the services hired and, when free-design stands have been hired, until the corresponding assembly rights have been paid.

## Article 7.- Exhibitor Cancellation

Cancellation by the Exhibitor of his participation at the Event is just cause for the loss of sums paid up to then. If the cancellation takes place within thirty days before the start of the Event, full payment for the space could be requested, even when it may be subsequently occupied by another Exhibitor.

## Article 8.- General Services

Being an Exhibitor implies the hiring of the General Services indicated in the booking material for space at the Event.

## Article 9.- IFEMA Services Catalogue

The IFEMA Services Catalogue, in its various formats, includes the services provided by IFEMA which may be hired by the Exhibitor, together with their prices and conditions. Services must be hired by means of this Services Catalogue. However, stand assembly plans sent to IFEMA, in which complements or services which have not been hired are included, will be

considered as firm bookings and will be charged in accordance with current rates.

The deadline for hiring all services ends a month prior to the Event. IFEMA reserves the right to reject requests made after then.

When there is an acceptance of services requested within 15 days before the start of assembly, during assembly or the Event itself, IFEMA will apply a 25% surcharge on the price set out in the above Services Catalogue.

A service may be cancelled within 15 days prior to assembly or during assembly by paying 40% of the corresponding price.

If modification of a service already hired is requested within 15 days prior to the start of assembly, during assembly or the Event itself, it will be charged, if provided, as cancellation of the previous service and as a new hiring made beyond the time limit.

### **Article 10.- Exhibitor Access to Internet: Exhibitors' Area**

The IFEMA Exhibitor avails of a personalised «Exhibitors' Area» on the Internet. This area consists of a group of services intended for the Exhibitor which may be accessed from the IFEMA website: [www.ifema.es](http://www.ifema.es) or through the Event website.

IFEMA provides access to the «Exhibitors' Area» by means of a user name and password. Returning Exhibitors must use the user name and password sent to them on previous editions; if they have not retained their codes, they should contact LINEA IFEMA to recover them. If they have not exhibited previously, IFEMA will provide them with the user name and password once their stand has been awarded.

The information offered in the «Exhibitors' Area» and the access codes are confidential. It is the responsibility of Exhibitors to avoid improper use by third parties, with IFEMA declining any responsibility to this effect.

### **Article 11.- Promotional Elements for the Event**

The Events will be able to publish in various promotional elements a breakdown of the products, brands, logotypes and advertising of confirmed Exhibitors up to the publishing deadline for each element. The type of element, price, technical characteristics and time periods for presenting information and requests for advertising will be specified by each Event. Exhibitors bear the sole responsibility for the correctness of information supplied. IFEMA may modify texts to adapt them to the system established for each element.

Information will be inserted into the promotional element hired. IFEMA may publish this element in various formats (printed and electronic ones, such as CD, DVD etc.) for its distribution among interested parties and include it on the Event website and at information points for the visitor.

Personal information provided for inserting into promotional elements will be stored in an IFEMA automated file, domiciled at Feria de Madrid (28042), Madrid. The rights of access, rectification, objection and cancellation of this information may be exercised by means of a letter addressed to IFEMA: protección de Datos - CATALOGOS, apartado de correos 67.067 (28080) de Madrid, or by e-mail

to: [protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es) indicating the subject: «CATALOGUES». The rights of rectification and cancellation may only be exercised in the publication of the website, but not in non-interactive publications, such as books or stable electronic formats. The Exhibitor must be authorised to publish the personal information of third parties, if any, in the promotional element concerned.

### **Article 12.- Personnel Under the Charge of the Exhibitor: Contractors and Sub-Contractors**

At no time will there be a working relationship between IFEMA and the personnel sent to Feria de Madrid to undertake any work detailed in their contract by the Exhibitor and/or the companies involved in the assembly of the stand, in terms of contractors and/or sub-contractors, either in a direct or subsidiary manner. The Exhibitor is liable for his contractors and/or subcontractors, the entirety of their wages, their national insurance payments, deductions and returns, tax settlements and all the obligations proceeding from the working contract or any other type of contract, IFEMA being authorised to demand the presentation of accrediting documents to check on these payments.

Moreover, the Exhibitor undertakes to comply and ensure that his contractors and sub-contractors comply with current legislation concerning prevention of labour risks which may be applicable to the work he performs or, any work he has contracted or sub-contracted.

The companies who perform work for Exhibitors or their contractors must be covered for the Civil Responsibility derived from their activity.

### **Article 13.- Industry Rules for Products Exhibited**

The Exhibitor undertakes to only exhibit, offer or commercialise products and services which fully comply with the laws applicable to them.

### **Article 14.- Transfer of Space**

Partial or total transfer of the stand or of the rights acquired by the exhibition contract to third parties, is not permitted. Occupation of space by various Co-Exhibitors will not be allowed without prior written authorisation by the Event Management in each specific case.

### **Article 15.- Change of Date, Cancellation and Suspension**

If IFEMA was to (i) cancel the Event, (ii) cancel or reduce the space hired, due to force majeure, (iii) change the date of the Event celebration, or (iv) suspend, temporarily or definitively, partially or totally - the activities of the trade fair, IFEMA will reimburse Exhibitors with the sums they have paid, without their having a right to any compensation for these items.

### **Article 16.- Closure of Stands**

IFEMA may close a stand during its period of assembly or during the Event in the case of non-compliance by the Exhibitor of the established Rules of Participation or in execution of a court order which indicates this, without any obligation on the part of IFEMA to grant any compensation or return the amounts paid for his participation.

### **Article 17.- Disqualification from Entering into Contracts**

Anyone who fails to comply with IFEMA's Rules of Participation will be disqualified from entering into contracts with IFEMA or from taking part in any Event it organises or is held in its installations. This also includes those whose acts infringe the law, morality or good behaviour, or risk the safety of people, installations and assets, or which transgress the decency of the Event or damage the prestige and good image of IFEMA. IFEMA will evaluate and determine the duration of the disqualification, which will not exceed five years.

### **Article 18.- Complaints**

With the aim of attending properly to Exhibitors, any complaint to IFEMA related to the Event must be made in writing, preferably the day the incident occurred.

### **Article 19.- Protection of Personal Information**

The personal information the Exhibitor provides will be stored in IFEMA's automated file, domiciled at Feria de Madrid, 28042 Madrid, with the aim of managing his participation at the trade fair. On sending his details, the Exhibitor expressly authorises their use in periodic correspondence, including that of an electronic nature, to provide information about trade fairs - activities, contents and services. Moreover, he authorises the communication of his personal information, under the obligation of confidentiality, to those companies who assist IFEMA in organising the trade fair by providing

auxiliary services and those of extra value, exclusively with the aim of sending him information about such services and attending to his orders. The rights of access, rectification, cancellation and objection may be exercised by writing to IFEMA: Protección de Datos, apartado de correos 67.067, 28080 Madrid, or by e-mailing: [protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es) with reference in both cases «Exhibitor» in the subject, name and ID number of the sender.

### **Article 20.- Supplemental Legal Rules**

For extremes which are not covered in these Rules, any of the relevant provisions of substantive order which regulate the activity will be applied.

### **Article 21.- Arbitration**

The parties involved agree that all disputes, discrepancies, questions or complaints resulting from the execution and interpretation of this contract or directly or indirectly related to it will be definitively resolved through arbitration at the Madrid Arbitration Court of the Madrid Official Chamber of Commerce and Industry, to which it entrusts the administration of the arbitration. Similarly, the parties expressly undertake to comply with the binding judgement issued.

### **Final Provision**

The Rules of Participation are obligatory both for Exhibitors at Events held at Feria de Madrid and for companies which are contracted or sub-contracted by them and any partner companies which, as a consequence of the holding of the Event, perform work or services on the Exhibitor's behalf. Consequently, the Exhibitor undertakes to transfer to these contracted, subcontracted or partner companies the Rules of Participation insofar as they may be affected by them, in terms of the work entrusted by the Exhibitor and to be undertaken at the Exhibition Complex.

In the case of discrepancies regarding the interpretation of the Rules of Participation, the Spanish version will prevail over versions in other languages.