



INFORMATION MANUAL FOR EXHIBITORS - RULES FOR SHIPPING MATERIAL, ASSEMBLY AND DISASSEMBLY OF STANDS

In order to facilitate your participation in the commercial exhibition and the sending of material for the IBC-2024, to be held from July 21 to 27, 2024, we are pleased to send you technical and regulatory information.

Carefully review the IFEMA regulations [HERE](#)

The information we send is useful to know times and days of receipt of goods, as well as exhibition hours.

Important dates:

June 18, 2024

Last day to send the stand plan with the preferred locations of the technical services that you have contracted through the webstore. Please send the email to the Technical Secretariat Department - stecnica@ifema.es.

July 11, 2024

First day on which last minute rental prices will be applied. If you contract services from the Catalog after the indicated date, a 25% supplement will be applied to the prices of the services. After this date and for technical reasons, there will be services that will not be available and if you wish to contract them under the supervision of the technicians, you must contract them directly at the IFEMA MADRID Exhibitor Service Office.

1. SHIPPING OF EXHIBITOR MATERIAL: RECEPTION

All merchandise must be processed through the IFEMA website with the logistics supplier, who can assist you with the shipping, reception and storage of any merchandise. **NO GOODS CAN BE SHIPPED DIRECTLY AT YOUR OWN ACCOUNT AS IT WILL NOT BE RECEIVED.**

Tel. +34 91 330 51 77
ifema.madrid@dbschenker.com
www.dbschenker.com/es

2. ASSEMBLY AND DISASSEMBLY OF STANDS



Stand Assembly/Disassembly Schedule:

The stands will be assembled by the company **SERVIS** and you can access your space once all the stands are installed and delivered from:

On Sunday, July 21 at 9:00 am

BEFORE THIS DATE IT IS NOT POSSIBLE TO ACCESS THE STANDS.

The stands must be dismantled once the congress ends AND AFTER THE CARPET IS REMOVED. Exhibitors can begin removing merchandise with machinery an hour and a half after the close of the congress.

- **Saturday, July 27**, starting at 7:30 p.m., the disassembly with machinery begins and needs to be finished at 9:30 p.m.

During assembly and disassembly, it is **MANDATORY to use safety equipment in order to access the pavilion**: helmet, safety shoes and vest. Good environmental practices will be respected, the waste generated must be deposited in its corresponding containers.

For any questions you can contact:

ibc24@servisgroup.es

3. SPACE AND HEIGHT

The space of each stand is 3x3 meters. Both the back of the stands and the sides can be customized through the service offered in the IFEMA webstore at ibc24@servisgroup.es

You can check its location on the stand distribution plan that appears on the conference website:

<https://ibcmadrid2024.com/index.php?seccion=comercialExhibition2&subSeccion=comercialExhibitionPlan>

4. ESSENTIAL: ACCREDITATIONS FOR ASSEMBLY AND DISASSEMBLY PERSONNEL

You will not be able to access at any time before, during or after assembly without **accreditation**. If you wish to access your stand during assembly and disassembly You must access at all times with the exhibitor accreditation that we will give you at the Technical Secretariat for exhibitors.

5. TRADE EXHIBITION SCHEDULES



The hours of the commercial exhibition will be:

- **Sunday, July 21** from 12:00 p.m. to 7:00 p.m. It will be possible to finalize details of setting up the stands and remember that from 7:00 p.m. the commercial exhibition closes and gives way to the opening ceremony of the congress.
- **Monday, July 22** from 9:00 a.m. to 7:55 p.m.
- **Tuesday, July 23** from 9:00 a.m. to 7:55 p.m.
- **Wednesday, July 24** from 9:00 a.m. to 6:00 p.m.
- **Thursday, July 25** from 9:00 a.m. to 7:55 p.m.
- **Friday, July 26** from 9:00 a.m. to 7:55 p.m.
- **Saturday, July 27** from 9:00 a.m. to 5:00 p.m.

6. EXHIBITORS

It is essential that exhibitors carry their accreditation throughout the congress since without it the IBC controllers will not allow them access to it. They will be able to pick it up at the authorized place of the Technical Secretariat.

7. ELECTRICAL POWER

Each exhibitor will automatically have a 130 W/m² electrical connection in the space and 1 socket. It is a basic electricity to connect a computer or a mobile phone or a TV that you wish to hire. If you contract a service with the catering that includes a coffee maker or refrigerator or any appliance, you must confirm with Servis (ibc24@servisgroup.es) whether the power included is sufficient.

Example: If you have a space of 9 m², you will have $9 \times 130 \text{ W} = 1,170 \text{ W} = 1.17 \text{ kW}$.

If you need more power or an additional plug, you must request it through the webstore in Services/Electricity. YOU MUST SEND A DRAWING ONE MONTH BEFORE TO CONFIRM WHERE YOU WANT THE INSTALLATION. If it will not be installed where it is decided and then changing it will have an additional cost.

Please note that, if you request extra electricity, you must also contract the additional panels and plugs through the webshop since the extra electricity consumption does not include the installation of panels or other services.

Electrical Connection Packages + Panel + Certification: These packages include a distribution panel (with several KW options available) plus the corresponding Madrid Electrical Installation Certificate.

If you select this option, the contracted distribution board will be installed at the beginning of assembly in the location indicated on the stand plan sent to IFEMA.



ibc24@servisgroup.es

customerservice@ifema.es

8. CATERING SERVICE

If you wish to hire a service for your stand, you must do so directly with the selected caterer; no external supplier of this service will be permitted.

<https://cateringdomenico.com/trabaja-con-nosotros/>

events@domenico.com

Tel: 91 535 0890

9. FURNITURE

You can hire the furniture you want at the stand from the webstore where you can see the catalog and add it to the cart.

You can also bring your own furniture, but you must contract its reception through the website with the logistics supplier directly. Logistics cannot be managed with a supplier external to IFEMA.

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10. INTERNET

If you want to have a dedicated Internet cces at your booth you need to contract it through Telecommunications and IT for your stand, you can do so through your username in the webstore.

11. FREE FLOOR STAND / DESIGN

Although the IBC offers the modular structure included in the price of the stand space, if you wish to hire a free or designed stand you can do so and contract the design and construction services with the company of your choice and contract the stand services with IFEMA.



Only freely designed stands can hang something from the ceiling, who will take into account that the placement of all installation points is carried out by IFEMA, and these points will be available to exhibitors and builders from their first day of assembly in the venue.

The design and construction company of the stand must send the rigging project to IFEMA (inspeccion.rigging@ifema.es) in accordance with the Rigging Standards at <https://www.ifema.es/en/doc/rigging-regulations---recinto-ferial/rigging-recinto-ing.pdf> .

rigging certification requests with this completed form:

<https://www.ifema.es/en/doc/request-rigging---recinto-ferial/solicitud-rigging-recinto-ing.pdf> .

The prices of these rigging points include inspection fees and are available in the IFEMA online store. To avoid delays in the rigging procedure, rigging points can be requested at the same time the project is submitted for approval.

12. MODULAR STAND – CUSTOMIZATION AND GRAPHICS



With the selection of the stand, we offer a closed model of modular stand for the 3x3m stand spaces, carpet and you can customize the walls and fronts of the same by hiring printing services through the webstore in book services, stand complements and any questions should be directed to ibc24@servisgroup.es.

IT IS NOT PERMITTED: TO HANG, STAPPLE OR STICK ANYTHING IN THE WALLS OR STRUCTURE OF THE STAND.

13. AUXILIARY STAFF



If you wish to hire the hostess service, it is essential that in order to hire it through the website you take into account:

- schedule
- position to perform
- number of hostesses.
- Language.

14. CLEANING

A basic cleaning services is included in you stand .If you need to hire additional cleaning services for your stand, you can do so through the webstore, indicating the type of cleaning and number of repetitions per day.

15. WAREHOUSEMEN

The Congress will NOT have a basic general warehouse management service for all exhibitors. There will be an individual warehouse porter service to help exhibitors replenish the material on the stands and if you wish you must hire them.

16. TROLLEYS, PALLET TRUCKS AND OTHER LIFTING VEHICLES.

The logistics supplier has mechanical resources for rent for the transportation of material. If an exhibitor wants a personalized service, they can contract it through the webstore with their username and password and assign it to their stand.

17. WAREHOUSE SPACE REQUIRED

Ther will not be a warehouse for exhibitors' material. Therefore, each exhibitor must hire the space they need to guarantee the location of the material with the logistic suplier:

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18. STAND SECURITY



It is the company's responsibility to hire a security service during the assembly, the development of the event and the disassembly. There will be no surveillance of the stands or storage spaces, which will remain open during business hours.

The Organization is not responsible for the security of the stands, nor the material they contain or that is stored in their premises. The surveillance of each stand is, therefore, the exclusive responsibility of each exhibitor.

If you need to hire security, request it through the webstore.

19. DISASSEMBLY OF STANDS AND REMOVAL OF MATERIAL

The dismantling of the structure and the contracted services is carried out by the same assembly company, but if you need the storage of any material, it must be contracted from the logistics supplier through the webstore.

20. CONTACT PERSONS IN THE TECHNICAL SECRETARIAT.

Contact person	e-mail	Mobile
Aura Dominguez	adominguez@fase20.com	639 134 467

RULES OF PERFORMANCE

- The Organizing Committee reserves the right to request the cessation of the temporary activity of the stand for the opening and/or closing ceremony.
- The people who attend the stand will be able to carry out their activity within the session hours established in the congress program.
- Especially noisy devices, televisions or any audiovisual system that disturbs the rest of the exhibitors due to their noise or excessive lighting cannot be installed.

Important note: these standards are based on those required by the BEC and consequently the organization cannot alter them without its express authorization.