



# QUICK FACTS IFEMA – Madrid - Spain

## Schedule: Stand Build Dates and Times

Exhibitor move in is Tuesday 23<sup>rd</sup> September 09.00 – 18.00

(Large Raw Space (SpaceOnly) booths can apply for permission for access on 22<sup>nd</sup> Contact Ben Bradberry)

**ALL STANDFIT MUST BE COMPLETE BY 09.30 WEDNESDAY 24<sup>th</sup> SEPTEMBER.**

## Exhibition Dates and Times

Wednesday 24<sup>th</sup> 10.30 – 17.30

Thursday 25<sup>th</sup> 09.30 – 15.00

## Dismantling Dates and Times

Thursday 25<sup>th</sup> 14.30 – 21.00

Friday 26<sup>th</sup> 08.00 – 13.00

## Shell Scheme Booth Specification (See form over for upgrades)

Included in the cost of Shell Scheme booth space are (per unit 9m<sup>2</sup>):

3m x 3m Aluminium framed units with carpet to floor. Chrome coloured framework with solid grey fabric covered panels to closed sides and 300mm deep fascia to open sides with company name board. 3No. Low Voltage spotlights and 1No. 500w 240v 3 pin socket.

**Raw/Space only Specification** – (per unit 9m<sup>2</sup>): 3m x 3m space with carpet to floor and 1 No. 500w socket. **PLEASE NOTE RAW/SPACE ONLY HAS NO WALLING OR CURTAINING INCLUDED. IT IS THE EXHIBITORS RESPONSIBILITY TO DRESS THE REAR AND SIDE WALLS OF THEIR BOOTH.**

**IMPORTANT - There are strict rules concerning stand construction and electrical installation on Custom Build booths. Please refer to Venue Regulations and Forms - Please ensure you pass these to your booth contractor! - IMPORTANT**

## Additional Stand fitting Requirements – SEE ORDER FORMS OVER FOR:

Furniture, Shell Scheme Extras, Audio Visual, Electrical, Full Graphics Service.

**Orders for which should be accompanied by payment via Sterling Cheque, Credit Card or Wire Transfer and sent (NO LATER THAN 22<sup>nd</sup> August) to :**

BEN BRADBERRY - MRO PROJECT MANAGER - SAXON DESIGN LIMITED

Unit 40, Deykin Park, Deykin Avenue, Birmingham, B6 7BG, ENGLAND

T: +44 (0)121 328 9996 F: + 44 (0)121 328 9992 E : [ben@saxondesign.co.uk](mailto:ben@saxondesign.co.uk)

## Custom and Modular Build Stands

Saxon provide a full service Design and Build program for modular and custom made booths to exhibitor requirements. Contact us for details.

**Venue Services** - The venue 'IFEMA - Madrid' provide a range of services including- Catering, Cleaning, Telephony & Internet, Parking, Refuse, Rigging, Stand staff and Electrical Inspection service. See forms in exhibitor resource centre.

**Freight Forwarding** - For Freight enquiries see TWI forms in exhibitor resource centre or email LeAnn OMalley [Lomalley@twiglobal.com](mailto:Lomalley@twiglobal.com). **Please note-All empties cases and crates must be removed from the hall floor - WITHOUT EXCEPTION.**

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