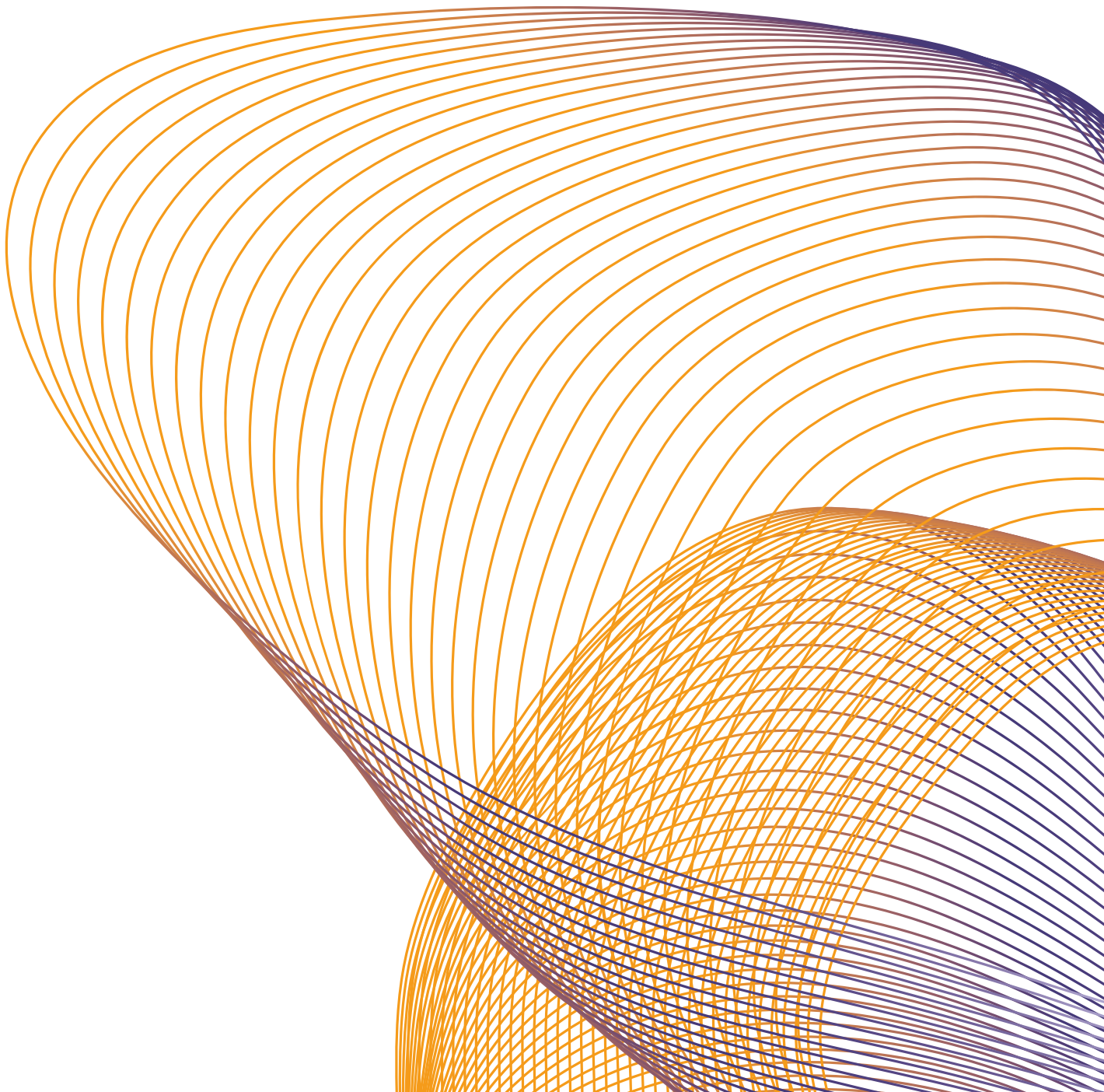


FISIOEXPO/

Operational considerations

September 27, 28 and 29

IFEMA Madrid



We are pleased to welcome you to FISIOEXPO 2024.

The professional salon dedicated entirely to the Physiotherapy in Spain.

Please read carefully the operation with all the details about FISIOEXPO.

Place and date of celebration

- 27, 28 and 29 September 2024
- IFEMA: Av. del Partenón, 5, 28042 Madrid
- Pabellón No. 4.

Schedules

- **ASSEMBLY OF FREE DESIGN STANDS**
 - > Tuesday, September 24: from **8:30 a.m. to 9:00 p.m.** (*only organization staff and assemblers*)
 - > Wednesday, September 25: from **8:30 a.m. to 9:00 p.m.** (*only organization staff and assemblers*)
- **DELIVERY OF MODULAR STANDS AND WOOD**
 - > Thursday, September 26: from **8:30 a.m. to 9:00 p.m.** (*organization and exhibitors*)
- **MERCHANDISE RECEPTION AND STANDS DECORATION, ONLY AUTHORISED HOURS FOR EXHIBITORS**
 - > Thursday, September 26: from **8:30 a.m. to 9:00 p.m.** (*organization and exhibitors*)
- **COLLECTION OF ACCREDITATIONS FOR EXHIBITORS**
 - > Organization desk, located in the mounting access **Door 4H, pavilion 4 of IFEMA.** Thursday, September 26: from **8:30 a.m. to 8:00 p.m.**
- **STAND DISASSEMBLY**
 - > Sunday, September 29: from **3:00 p.m. to 9:00 p.m.** (*organization, exhibitors and assemblers*)
 - > Monday, September 30: from **8:30 a.m. to 3:00 p.m.** (*organization, exhibitors and assemblers*)
- **FISIOEXPO CELEBRATION – OPENING AND CLOSING FOR EXHIBITORS**
 - > Friday, September 27: from **9:00 a.m. to 8:30 p.m.**
 - > Saturday, September 28: from **9:00 a.m. to 8:30 p.m.**
 - > Sunday, September 29: from **9:00 a.m. to 3:00 p.m.**
- **FISIOEXPO CELEBRATION – OPENING AND CLOSING FOR VISITOR**
 - > Friday, September 27: from **10:00 a.m. to 8:00 p.m.**
 - > Saturday, September 28: from **10:00 a.m. to 8:00 p.m.**
 - > Sunday, September 29: from **10:00 a.m. to 3:00 p.m.**

Sending materials to your stand

The reception of goods at IFEMA Madrid can be made on September 26.

Address:

FISIOEXPO – Pavilion 4 IFEMA Madrid

Avenida del Partenón, 5 - 28042 Madrid

IMPORTANT: indicate stand N°. It is advisable that someone from your company is there for the reception. At IFEMA there is an official handling company, RESA EXPO LOGISTICS, in case you want to manage transport and delivery with them. They will be happy to help you with your questions and offer reception services, delivery or unloading of your products to the stand. Please note that the venue does not receive shipments. In case of sending materials directly to your stand, they must be present at the time of delivery to sign the delivery note of your carrier. However, shipments from outside the EU need an importer and cannot be consigned directly to the venue.

Please see contact details below.

RESA EXPO LOGISTICS

Tel: +34 91 669 40 79

madrid@resaexpo.com

General plan of accesses

We attach general plan of the fairground (IFEMA)

ASSEMBLY AND DISASSEMBLY

We attach full informative document

Upon arrival at IFEMA, the exhibitor must look for the EAST ACCESS by the AVD of DUBLIN to carry out the unloading and assembly.

At the entrance, a parking card will be purchased to mount on the access fences.

With this card each exhibitor will have an estimated unloading time according to type of vehicle (indicated in the general plan of the enclosure the DOWNLOAD TIMES 1-3h) if the maximum time established, is exceeded, it will be charged as a extra by IFEMA Madrid.

Once the goods have been unloaded, the exhibitor will proceed to remove the vehicle and if he wishes he can park it in the car parks enabled for assembly and disassembly:

RED AND BROWN PARKING For more clarification read informative document.

- Red and Brown parking **(for vehicles and vans up to 6m.)**
- Navy blue parking **(for trucks or vehicles over 6 m.)**

DURING THE EVENT

You can use the **RED** and **PURPLE PARKING**.

The closest to Gate 4, is the **RED** car park, if it were full, vehicles are diverted to **BROWN** or **PURPLE**.

IMPORTANT

The hiring of the parking service can be done directly from the IFEMA webshop with the exhibitor's customer code.

Please note that you should reserve your place in advance.

<https://www.ifema.es/ser-expositor/servicios>

EXHIBITOR ACCREDITATIONS:

We recommend and appreciate carrying printed accreditations. Once at the countertop, you will be provided with the Lanyard.

Booth workers who come during the celebration hours will be able to request their lanyard at the entrance counterstop.

The staff with Exhibitor accreditation, issued by the Organization, will be able to access the Fair during assembly, disassembly and replacement of goods. The Exhibitor passes are nominative, and will be identified according to exhibiting company, at any time of the event you can check the ownership of the bearer and withdraw the accreditation and even deny access in case of improper use.

ACCREDITATIONS FOR WORKSHOP SPEAKERS

The accreditations of the speakers. Each commercial house that conducts workshops must register its speakers within the exhibitor area, generate their exhibitor accreditation and send it to their corresponding speaker. The speaker will go through the main entrance desk and would be provided with a speaker identification.

WIFI

Pavilion No. 4 does NOT have Wi-Fi, but this service must be contracted by each exhibitor through the IFEMA web shop, with their assigned customer code.

<https://www.ifema.es/ser-expositor/servicios>

Additional information

GENERAL

The Exhibitor must have its personnel insured against accidents, as well as cover social insurance, health standards, taxes and other labor and fiscal obligations provided for in current legislation, declining the Organization of the event any possible claim or incidence on these matters. The Exhibitor will provide the Organization with the documentation requested in this regard.

PREFABRICATED STAND. FEATURES AND SERVICES INCLUDED

- Carpeting of the fair floor with the color according to sector and contracted measures.
- Side walls and background in wood panels with natural paints or aluminum, according to agreement and contracting with each exhibitor.
- Graphic with the name of the Exhibitor and stand number.
- Electrical installation at a rate of 0.13W per 1 m²

FREE DESIGN. FEATURES AND REQUIREMENTS

The assembly company hired by the Exhibitor must comply with current legislation. Likewise, it will present the project to the Organization and will provide as much documentation and requirements as requested by the venue...

This modality doesn't include any type of assembly. The Exhibitors of free design must contract the minimum mandatory electrical energy with the Organization at a rate of 130W / m², as well as the electrical panel they need through their assembler or with the service provider of the venue.

An assembly fee established by IFEMA will be applied, with a cost of € 8.32 / m² that will be invoiced

directly by the Organization.

The assembly of the stands contracted to the organization may be carried out during the hours and days that the Organization establishes (see schedule of construction of stands).

The assembly of the free design stands, made directly by the exhibitor, will require the contracting of the electrical panel and electricity supply, as an essential requirement to start the construction of this.

The exhibitor must submit to the Organization a bounded plan of the stand for its knowledge and approval before the start of the assembly.

The dismantling may be carried out on the last day of the event, from the closing time until the time established by the Organization and during the following day, also, at the time established by the Organization.

The Organization reserves the right to modify the periods and schedules of assembly and disassembly if it deems it necessary at any time.

LIMITATIONS IN THE CONSTRUCTION AND DECORATION OF STANDS

In order not to obstruct the visibility of adjacent stands, the construction of completely enclosed stands will not be allowed.

A maximum perimeter closure of 50% of each side of the stand will be allowed.

The stands that occupy an island may have a maximum height of 6m inside the pavilion.

The rest of the stands may have a maximum height of 3m and to exceed that height for any constructive, decorative, or signaling element, it will be necessary to set back one meter inwards the entire perimeter of the stand.

In no case may the height of 6m be exceeded.

The Organization is empowered to remove any element that exceeds the stipulated measures.

The back of the back walls of the stands must have a finish of the same quality as those inside it, not being able to place on them any advertising, logo, or signage.

An Exhibitor that occupies a space adjacent to other Exhibitors, must have in its stand its own dividing walls of 3 m in height and may not use in any case the walls of the adjacent stands or the walls of the venue.

The interpretation and application of the regulations for each case will be borne by the Organization who reserves the right to arbitrate exceptions if it deems it necessary, based on the general perspective of the event and the visibility and respect for neighboring stands.

Exhibitors who only contract the space must take care of the design and construction of the Stand in the assigned space at their own expense and may use the official contractor or a contractor of their choice.

All these Stands must have the approval of the Organizer, and the Exhibitor must submit the detailed plans, elevations, and complete profiles, as well as the details of the construction works and other works to be carried out, as well as the materials, the method of construction and the name of the proposed contractor, at least one month before the opening of the Exhibition.

The location and dimensions of the machinery must be indicated, as well as the products to be exhibited

of large dimensions.

The installation or construction of solid walls along the circumference of the Stand is not authorized. Exhibitors must convince the Organizer that both the assembly and disassembly of the stand can be carried out safely and within the established deadline...

The workers of the contractors must comply with all the safety standards required by the venue.

SUPPLY OF ELECTRICAL ENERGY

The prefabricated stands have sockets for alternating current supply at 220 V with a supply of 130 W per 1m².

Any other electrical installation will be borne by the Exhibitor, who must express their needs in the request form for extra services through the IFEMA web shop and contract directly with the service provider of the venue.

Exhibitors who have contracted free design will only have 130 W per 1 m².

Power sockets are not included.

If they require sockets (electrical panel, plugs, etc.) or more electrical power, they must contract it on separate order with the service provider of the venue through the IFEMA web shop.

And they will be billed for the installation and electricity consumption and the Organization will be provided with the projects that it requires.

In both cases the electricity supply is 24 hours at no added cost.

ASSEMBLY, DECORATION AND LIMITS OF THE STAND

Exhibitors will be able to have the prefabricated stands for decoration one day before the start to the public and the Exhibitors of free assembly will be able to access two days before the start to the public.

Previously authorized by your commercial manager with whom you have contracted the participation.

The presence of minors during assembly and disassembly hours is strictly prohibited. It is not allowed to access with animals to the Fairgrounds.

Exhibitors may not exceed in any case the limits of their stand by not occupying and / or leaving the aisles free for circulation, neither with elements (counters, chairs, etc.) nor with their own staff attracting customers or distributing advertising.

COMMON CLEANING AREAS AND STAND

The Organization will take care of the general cleaning of the Fairgrounds. Each stand has as a service included in the hiring of its space a minimum daily cleaning service. Basic previous cleaning, and one daily before the start of each day.

Basic cleaning: carpet sweeping and vacuuming, emptying bins.

If you want a more thorough cleaning, you can hire it through the IFEMA web-shop.

COMPLIANCE WITH LABOR, HEALTH AND TAX LEGAL OBLIGATIONS

The Exhibitor is responsible for being up to date with its tax, health and any other legal obligations according to its activity. It is also the responsibility of the legal-labor situation of the people who attend

your stand.

At no time will there be any employment relationship between the Organization and the staff that the Exhibitor or its contractors and / or subcontractors move to the Fairgrounds to carry out the work for their participation as an Exhibitor, either directly or subsidiarily, being on behalf of the Exhibitor all their salaries, Social Security contributions, withholdings and tax declarations-settlements, and all obligations arising from the employment contract or any other type of contract, the Organization being empowered to require the presentation of documents proving that it is up to date with them.

Likewise, the Exhibitor undertakes to comply, and to enforce its contractors and subcontractors, the current legislation on Occupational Health and Safety that applies to the work carried out by it or, where appropriate, contracted or subcontracted.

REGULATIONS FOR EXHIBITORS

It is expressly forbidden to exchange, transfer, or sublease to third parties the contracted space, unless expressly authorized in writing by the Organization.

The Organization may close a stand during the assembly or celebration period if the Exhibitor fails to comply with any of the established rules, harms other Exhibitors or if there is a court order indicating this, without any obligation on the part of the Organization to compensate or reimburse the amounts paid for their participation.

If the Exhibitor has not occupied the contracted space on the opening day of the event before the opening of the event, its participation may be understood as canceled, leaving the Organization free to assign the space to a third party, without having any obligation to compensate or reimburse the amounts advanced as compensation for the expenses suffered by the Organization.

The Exhibitor undertakes to keep its stand properly attended and open to the public uninterruptedly during all the hours stipulated by the Organization. The objects and products exhibited must remain at the Exhibitor's stand during the days and times of the fair.

The Exhibitors will always act in accordance with the rules established by the Organization, respecting the other Exhibitors, visitors and the Organization responding without exception for all damages that their action may have caused to third parties.

During the event, the Exhibitor will occupy only and exclusively the contracted space and under no circumstances may use or occupy other spaces, such as corridors etc.

It is also not allowed to store packaging inside the pavilion, it is only allowed to do so in the warehouse of the stand itself (to be contracted separately).

Failure to comply with this rule will enable the Organization to proceed with the closure of the stand. Advertising or promotional actions that are carried out outside the limits of the stand itself are totally prohibited, unless expressly authorized in writing by the Organization. Advertisements or marketing actions that represent competition with the fair will not be allowed.

In order not to disturb the other Exhibitors, the sound volume of the activities carried out in each stand must not exceed 40 decibels.

The speakers cannot be installed above 190 cm in height and their orientation must necessarily be towards the interior of the stand, never towards other Exhibitors or corridors.

It is strictly forbidden for Exhibitors to carry out any professional or leisure activity within their stand that

may cause air pollution by smoke or bad odors.

It is also strictly forbidden any activity that produces noise pollution using live music, horns, sirens or any other noisy element.

Failure to comply with this rule entitles the Organization to suspend the electricity supply or even close the stand.

Without the prior written consent of the Organizer, no name other than that of the Exhibitor shall be displayed on the stand nor shall any printed material of products other than those of the Exhibitor be displayed or distributed.

However, after obtaining approval from the Organization to sublease a stand, the Exhibitor shall be responsible for all consequential costs incurred by the sub-exhibitor.

No type of advertising or promotional action that supposes competition with the activity of the Organization will be allowed, reserving this the right of admission, always, both companies and individuals.

Helium-inflated balloons may not be used as an advertising or decoration element, as well as their distribution to visitors. It is also not allowed during the days of celebration of the event the use of stilts, or any type of mobile vehicle among others, bicycles, skates, skateboards, tricycles, segway and its derivatives inside the Fairground.

THEFT

The Organization is not responsible for the theft or theft of cash, materials and objects deposited in the stands, nor for damages that may be suffered by them during the period of assembly, celebration, and disassembly of the event, as well as for the private property owned by the Exhibitors, their employees or dependents.

STORAGE

There are no common storage spaces. It must be inside the stand or by daily replenishment of merchandise.

GOODS RECEIPT

The entry of supplies and materials during the days of the fair, any repairs that may be necessary to carry out in the facilities, as well as their cleaning, must be carried out outside the hours destined for opening to the public.

Material can be replenished every day from 9 a.m. to 9:45 a.m.

For this purpose, it will be essential to have the corresponding Exhibitor accreditation.

OPENING AND CLOSING

Exhibitors are obliged to keep their pavilions or stands open to the public throughout the duration of the fair, with the schedule set by the Organization.

DISASSEMBLY AND OUTPUT

The stands may not be evacuated, in whole or in part, before the end time of the fair.

The stands must be evacuated at the following dismantling times: last day of the fair, September 29, from 3:00 p.m. to 9:00 p.m., the following day, September 30 from 8:30 a.m. to 3 p.m.

The space should be left completely clean, and garbage should be collected, as well as disposable material.

SURVEILLANCE AND SECURITY

The fair will establish within the Fairground, a service of order and general surveillance, but declines all responsibility for damages that, due to meteorological accidents, smoke, theft, or any fact of any nature, could be caused to the facilities and property of all individuals, entities and organizations participating in it.

Likewise, the Exhibitors will be responsible for the damages that, by their own action, that of their personnel, or their facilities may cause to third parties.

Exhibitors are free to insure themselves against the risks by the system they deem most convenient.

For security reasons and according to the evacuation plan, Exhibitors may not occupy, in any case, the aisle, outside their stand and must comply with the requirements set by the Organization and the Fairground.

EXHIBITED PRODUCTS

It is strictly forbidden to deposit or exhibit in the stands and fair facilities, dangerous materials, butane gas, flammable, explosive or unhealthy, that give off bad odors and in general, those that may disturb other Exhibitors and the public. The custody of the facilities and products will oversee their private personnel. The exhibition of machinery in operation will require the prior authorization of the Organization of the fair, authorization that will only be considered when it does not constitute a danger or a serious nuisance for the facilities and for the public. These facilities must be sufficiently protected to avoid accidents to visitors and other persons outside them. The use and demonstration of all kinds of sound devices must be carried out in acoustic conditions such as not to cause discomfort. Regardless of our own regulations, the legal provisions in this regard must be observed.

If you have any questions, we are at your disposal.

FISIOEXPO Team

FISIOEXPO /

fisioexpo.es

