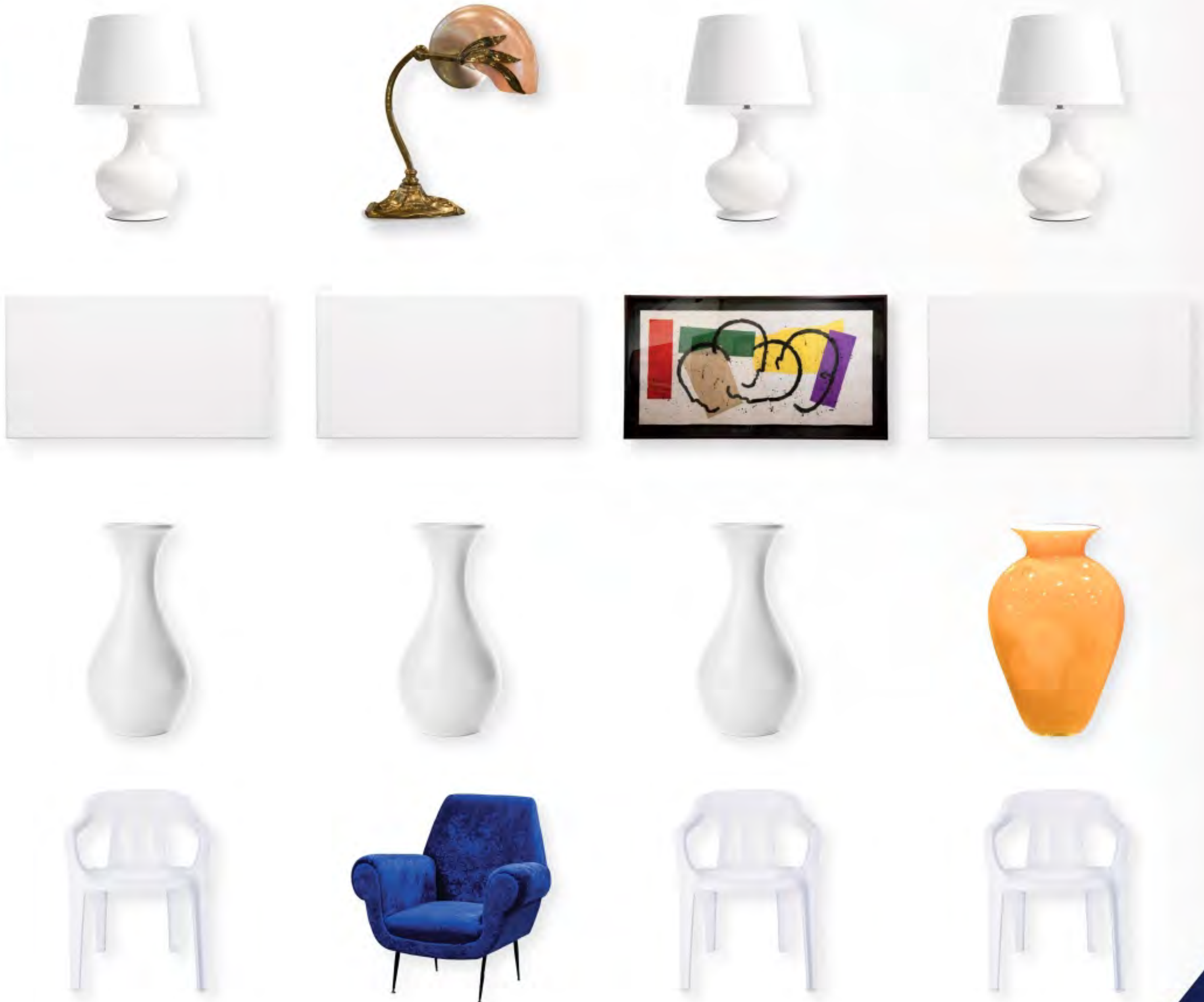


# ANTIQUK Almoneda

Art market /  
Antiques /  
Interiors /  
Lifestyle.

Exhibitor's Guide and  
Specific Rules for  
Participation



22-30  
Mar  
2025

Recinto Ferial  
[ifema.es](http://ifema.es)



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# 1. Objective and exhibition dates and times

**ANTIK Almoneda** aims to exhibit and sell art and antiques, as set out in Rule 10.

ANTIK Almoneda 2025 will be held at IFEMA MADRID, **from 22 to 30 March 2025 at hall 6.**

**Opening hours for the public:** From 11: 30 am to 8: 30 pm.

**Exhibitor opening hours:** From 10:30 am to 9:00pm.

**Sales day for professionals:** On Thursday 20 March, from 12:00 a.m. to 8:00 p.m., accredited professionals (antique dealers, gallery owners, decorators, architects, interior designers, decoration shops, etc.) will be given access to buy from exhibitors. Professional registration is essential to obtain a professional access pass. This day will be held prior to the review of the pieces, on the understanding that the transactions made between professionals apply their knowledge and guarantees.



## 2. Admission of exhibitors

ANTIK Almoneda

### 2.1.

Exhibitors may participate in **ANTIK Almoneda 2025** by invitation from the Fair or by applying to take part in the event, either by companies whose activities are linked to the purchase and sale of antiques and art. Companies providing services and publications related to the purpose of the event may also apply to take part.

### 2.2.

The admission or rejection of applications will be decided by the Advisory Committee. The reasons for non-admission will be communicated in writing to the applicants once the decision of the Advisory Committee has been ratified by the competition.

### 2.3.

Applications from companies whose purpose and nature are not in line with the purpose of the correspond to the purpose of the fair will not be accepted.

### 2.4.

The Advisory Committee may refuse the participation of an antique dealer or gallery owner who has already participated in previous editions, antique dealer or gallery owner who has already participated in previous editions, for any of the following reasons:

#### 2.4.1.

Non-compliance with SPECIFIC AND/OR GENERAL STANDARDS.

#### 2.4.2.

Failure to comply with the conditions set out in the APPLICATION FORM PARTICIPATION.

#### 2.4.3.

Presentation or sale of counterfeit works or works of dubious identity.



## 3. Booking

**3.1.** The contracting will be carried out by filling in the online Participation Application Form and paying 25% of the space requested, within 48 hours. The Participation Application Form is available on the event's website along with all the documentation and rules.

**The reservation will be formalised with the payment of 25%. If payment is not made within the established deadline, the Show Management may dispose of the stand without prior notice.**

**3.2.** New participants must submit, together with the Application Form, a photocopy of their registration in the Register of Activities under the heading dedicated to the sale and purchase of antiques, collectors' items and second-hand objects, or the sale of art in the case of galleries.

**3.3.** The exhibition contract sent by the Commercial Management with the space allocation, statement of accounts and stand plan constitutes a non-revocable commitment by the applicant and implies full acceptance of IFEMA MADRID's General Participation Regulations, the specific ANTIK Almoneda Regulations and any general provisions established by the fair organisers.

**3.4.** The resignation of the exhibitor will be governed by the provisions of the General Rules of Participation of IFEMA MADRID that you will find in [ifema.es/en/almoneda](http://ifema.es/en/almoneda).

Exhibitors' renunciation of their participation at the fair shall effectively terminate the contractual relationship between IFEMA MADRID and the Exhibitor in question, being effective to all effects. Said renunciation must be made expressly by means of written notification sent to the Trade Fair Management and featuring the loss of all amounts owing to IFEMA MADRID now in which said renunciation is announced, in accordance with the schedule of payment deadlines reflected in the Application Form.

Should the Trade Fair Management be notified of the renunciation within a period of thirty days prior to the opening of the exhibition, IFEMA MADRID may demand full payment of the space that has been contracted.

In relation to the services offered by the IFEMA MADRID that the Exhibitor may have contracted prior to renunciation, the cancellation charges established in Article 7 of the General Conditions Regarding Admission and Contracting at Fairs Organized by IFEMA MADRID shall apply.



## 4. Allocation of space

### 4.1.

The allocation of spaces will be carried out from IFEMA MADRID with videoconference connection **the 6<sup>th</sup> of February 2025**. The Organisers will inform all participants of the connection system and the time of the call, attaching the and the time of the call, attaching the floor plan of the fair. It will be in the following correlative order by groups: F, E, D, C, B, A+ and A, which correspond to the number of modules requested (6, 5, 4, 3, 2, 1.5 and 1 module respectively).

### 4.2.

Applicants who have not participated in the previous edition of ANTIK ALMONEDA or FERIAARTE, will choose their space, on the same day, after the exhibitors participating in the previous edition have done so.

### 4.3.

In order to participate in the allocation of spaces, it is essential to have completed the Online Participation Application Form and made the first payment corresponding to 25% of the space requested.

### 4.4.

If the applicant or a representative does not attend, the Show Management will allocate the stand in accordance with the instructions expressly received and, failing this, in the last turn of the group to which it belongs.

### 4.5.

The ANTIK Almoneda Management reserves the final decision on the definitive location of the stands and may modify the initial plans with the prior approval of the Advisory Committee.

ANTI K Almoneda

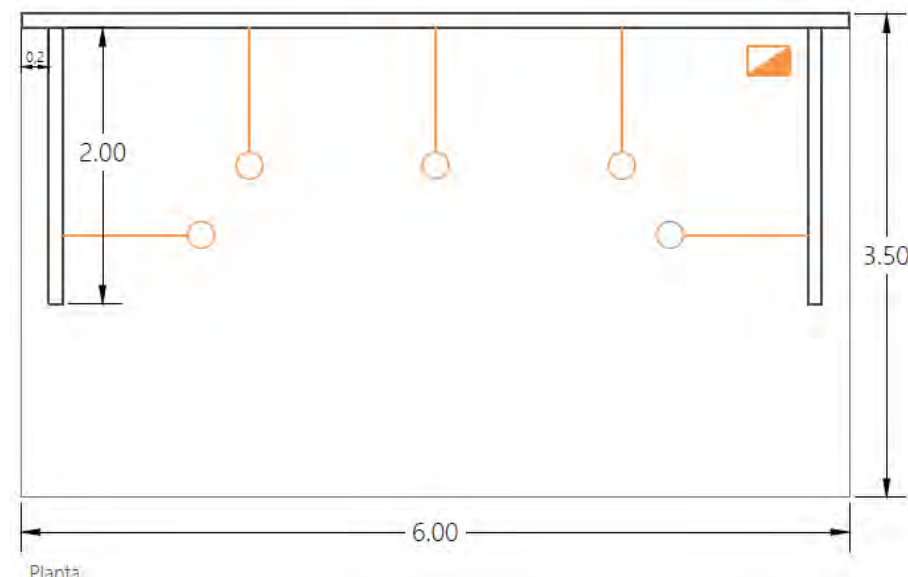


# 5. Types of participation

## STAND type Almoneda



The walls are 3.00 m high and partially enclosed to corridors. Finished in matt plastic paint. **Colours** to be communicated at a later date.



### ORIENTATIVE DRAWING

- The design will depend on the sq.m of the stand and the number of aisles.

(1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this operation is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for the VAT which, where applicable, is due in their country of establishment.

**5.1.** Participation in ANTIK Almoneda includes the space and the modular stand.

**5.2.** There are 2 types of modular stand:

### TECHNICAL CHARACTERISTICS:

#### STAND type Almoneda

The side walls facing the aisle are set back 20 cm towards the inside of the stand, and the exhibitor may make use of the outside wall and the recessed space, delimited by the carpeting of his stand.

All exhibitors are obliged to respect this structure, with the addition of panels on side walls being permitted at the exhibitor's expense, while maintaining the 20 cm setback from the aisle line. Additional decorative elements must be requested before **March 3, 2025**.

#### TRADE FAIR CARPET

##### WALLS:

Side walls shall be 2.00 m long.

##### ELECTRICAL ENERGY AND LIGHTING:

Lighting by means of LED arm spotlights at a rate of 1 spotlight per 4 sq.m.

##### STAND SIGNAGE

Signage with name and stand number.

##### RATE

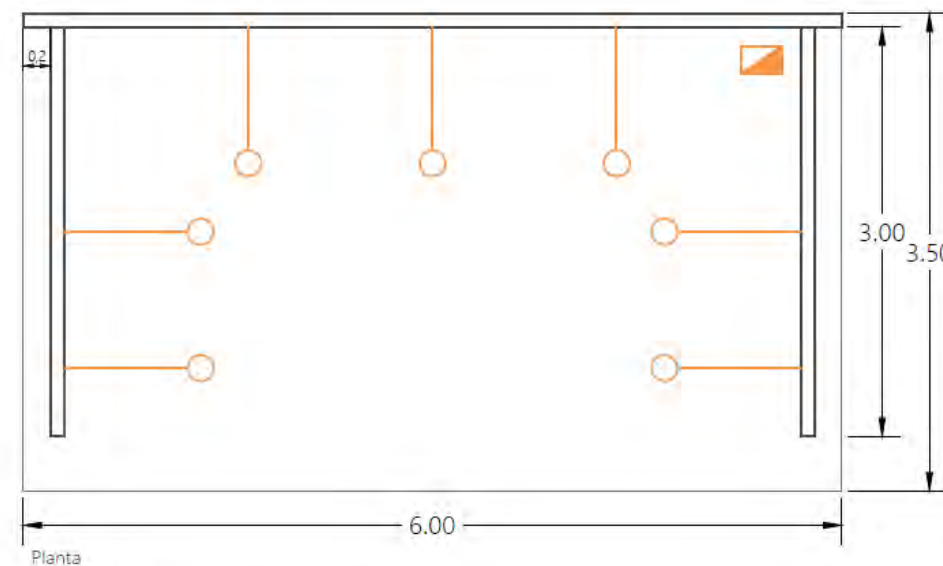
Space + stand type Almoneda: 195€/sq.m + VAT (1)\*

\*See discounts in section 6

## STAND type Gallery



Partially closed to aisles formed by walls 3.00 m high. Finished in matt plastic paint. **Colours** to be communicated at a later date.



### ORIENTATIVE DRAWING

- The design will depend on the sq.m of the stand and the number of aisles.

(1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this operation is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for the VAT which, where applicable, is due in their country of establishment.

## TECHNICAL CHARACTERISTICS:

### STAND TYPE GALLERY:

The side walls facing the aisle are set back 20 cm towards the inside of the stand, and the exhibitor may make use of the outside wall and the recessed space, delimited by the carpeting of his stand.

All exhibitors are obliged to respect this structure, with the addition of panels on side walls being permitted at the exhibitor's expense, while maintaining the 20 cm setback from the aisle line. Additional decorative elements must be requested before **March 3, 2025**.

### TRADE FAIR CARPET

#### WALLS:

Side walls shall have a length of 3.00 m.

#### ELECTRICAL ENERGY AND LIGHTING:

Lighting by means of LED arm spotlights at a rate of 1 spotlight per 3 sq.m.

#### STAND SIGNAGE

Signage with name and stand number.

#### RATES

Space + Gallery type stand: 206€/sq.m + VAT (1)\*

\*See discounts in section 6



# 6. Participation Rates

## 6.1. RATES:

The minimum surface area to be hired antique dealers, antique shops and galleries: 1 module, from 18 to 32 sq.m. Services and publications from 10 sq.m upwards.

Space + stand Almoneda	195€/sq.m
Space + stand Gallery	206€/sq.m

## 6.2. EARLY HIRING DISCOUNT

5% discount on the price of the sqm + stand if the stand is contracted before February 6, 2025.

Space + stand Almoneda 5% discount for early booking	185.50€/sq.m
Space + stand Gallery 5% discount on early booking	195.50€/sq.m

## 6.3. SIZE OF THE STANDS

A module is between 18 and 32 sq.m.

- Group A (1 module)
- Group A+ (1 module + 27 sq.m.)
- Group B (2 modules + 36 sq.m.)
- Group C (3 modules + 54 sq.m.)
- Group D (4 modules + 72 sq.m.)
- Group E (5 modules + 90 sq.m.)
- Group F (6 modules + 108 sq.m.)

## 6.4. MANDATORY SERVICES

**6.4.1 Marketing and Communication Pack** : 155 € + VAT (1) which includes:

- **Premium WIFI** with access to 3 users per exhibitor, with a bandwidth of 20 mb. Before the start of the fair, you will receive an e-mail with your access codes. If you have any questions, please contact our Telecommunications Department: telecomunicaciones@ifema.es
- **Presence at the exhibitors' preview.**
- **Floor plans in the hall**, with information on the list of exhibitors and the location of their stand.

**6.4.2 Featured Digital**: 150 € + VAT (1) which includes:

- **Presence and Visibility on the digital catalogue.**
- Exhibitor file (company description, postal address and photographs of pieces and logo).

Fill in and update your company profile data through the LIVE Connect platform, as well as your pieces so that we can promote and disseminate them. This data will be published in the online catalogue and pavilion planners.

## 6.4.3 Insurances

Civil Liability Insurance (covers up to 60.000 €): 72.84 € + VAT (1)\*.  
Multi-trade insurance (covers up to 50.000 €): 69.15 € + VAT (1)\*.  
Minimum energy consumption (0,13KW/m2): 7.430 €/ sq.m. + VAT (1)\*.

(1) Companies established in Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% VAT not included. For all other companies, this operation is not subject to Spanish VAT. In the case of companies from the European Union, the exhibitor will be responsible for the VAT which, where applicable, is due in their country of establishment.

# 7. Complementary Services

ANTIK Almoneda

## Graphic decoration for modular stands

### For exhibitors who want to customise their stand

The service includes the management of your stand decoration project from the initial definition to the installation.

You can customise your modular stand with our Stand Graphic Decoration service [decoraciongrafica@ifema.es](mailto:decoraciongrafica@ifema.es)

We offer a wide range of materials to install on your stand: foam, phorex, vinyl, canvas, and other alternatives that fit with different types of formats. We install on walls or on furniture such as counters, showcases or others.

## Outdoor and Digital Advertising

### Advertising projects adapted to your needs

- Promote your brand before, during and after the event.
- Attract new customers through the best B2B segmentations in the market.

[MORE INFORMATION HERE](#)



# 8. Payment Methods

ANTIK Almoneda

To formalise your participation, you can pay by:

Transfer to: IFEMA MADRID / ANTIK ALMONEDA 2025.

Choose between:

Santander IBAN ES64 0049 2222 5115 1000 1900 SWIFT: BSCHESMM

BBVA IBAN ES89 0182 2370 4000 1429 1351 SWIFT: BBVAESMM

Caixa Bank IBAN ES93 2100 2220 1102 0020 2452 SWIFT: CAIXESBBXXX

It is obligatory to send a copy of the bank receipt to [servifema@ifema.es](mailto:servifema@ifema.es)

Certified cheque, made out to IFEMA MADRID / ANTIK ALMONEDA 2025

Credit card in a secure environment, accessible at the end of the online application form and subsequently through the Expo Zone.

In accordance with current regulations, payments in cash or cheques to bearer are not accepted.

## 8.1. PAYMENT DEADLINES

- **Before January 15, 2025:** First payment of 25% of the space.
- **Before February 27, 2025:** Second payment of 25% of the space.
- **Before March 7, 2025:** Payment of 100% of the extra stand decoration budget.
- **Before March 27, 2025:** Payment of the remaining amount of space and services.
- **Payment of 50%** is essential to access the stand assembly.
- **Payment of the final amount** due is essential to obtain the release of goods permit.
- Proof of payment must be sent in order to consider payment valid before any authorisation can be granted. Send to [servifema@ifema.es](mailto:servifema@ifema.es) and [almoneda@ifema.es](mailto:almoneda@ifema.es)



## 9. Days and times of Build up, dismantling, entry and withdrawal of merchandise

ANTIK Almoneda

- 1. GOODS ENTRY AND STAND DECORATION**  
Wednesday 19 and Thursday 20 March from 8.30 am to 9.30 pm.
- 2. WITHDRAWAL OF MERCHANDISE:**  
Monday 31 March, from **8.30 am to 5.30 pm.**  
**There will be no packing or release of goods on Sunday 30 March.**
- 3. NEW INCOMING GOODS FOR RESTOCKING:**  
Sunday 23, from 4:00 p.m. to 8:30 p.m.  
Monday 24, from 9:00 to 10:30 a.m.  
Tuesday 25, from 4:00 p.m. to 8:30 p.m.  
Wednesday 26, from 9:00 to 10:30 a.m.  
Thursday 27, from 4:00 p.m. to 8:30 p.m.  
Friday 28, from 9:00 to 10:30 a.m.
- 4. The goods shall be deposited in the warehouse-ADUANA and checked in accordance with point 11.**
- 5.** Goods entering the premises at other times must be deposited in the **general warehouse** and transferred to the customs warehouse during its opening hours.



# 10. Rules on piece admission

- 1.** The following will be admitted to the exhibition:
  - Pieces up to 1950.
  - Original objects of designs from the 60s and 70s.
  - Bronzes up to the beginning of the 20th century.
  - Antique and contemporary paintings and sculptures.
  - Ivories and tortoiseshell up to 1947. They will be governed by the regulations in force.
- 2.** **Jewellery:** synthetic stones must be appropriately **labelled** in full view of the committee and the public.
- 3.** When the piece on display does not correspond to the period it represents, this must be indicated by a clearly visible label during the entire exhibition period. If this rule is not respected, it shall be immediately withdrawn from the competition.
- 4.** **20th century design:** All decorative objects that belong to the design of a 20th century designer must be 20th century design **must be labelled** for correct identification. During the committee's review, in addition to the label, they must be accompanied by documentation confirming the author and the work.
- 5.** **All works of painting and sculpture must be exhibited to the public with label** with the attribution of the author and date and keep it visible for the duration of the competition.
- 6.** **Graphic work:** Only work produced by non-photomechanical processes will be accepted. Only series of less than 300 copies will be accepted. The label must state at least: author, technique, numbering and series.
- 7.** All works of **tribal art, archaeology and oriental art** will be checked in accordance with the specific characteristics of these pieces and the standards that apply to them to be considered pieces of collector value. Thermoluminescence test certificates will be required for terracotta pieces. All these pieces must be **labelled** with their corresponding technical description.

- 8.** It is advisable to present, next to the piece/work, the certificates (or photocopy) and the corresponding information or proofs that provide information about the piece, to be seen during the day of the review of the works.
- 9.** **The following will not be admitted:**
  - Reproductions.
  - Retouched or transformed furniture or objects.
  - Associated furniture: when the lower/upper part does not correspond to each other.
  - Antique furniture with current polychromy (which must be in keeping with the period) if it is not accompanied by its corresponding label expressing this condition.
  - Chests that have been carved.
  - Unmanufactured objects: ivory, shells, bones, antlers, etc. (even if they include a stand or pedestal).
  - Forged works or works of dubious identity.
  - Objects for the decorative use of the stand that do not comply with the rules described above, even if they are for the exhibitor's use, and may be misleading in relation to the objects exhibited for sale (for example: vases, carpets, tables, chairs, flowerpots, etc.).
- 10.** Failure to comply with these rules may result in the closure of the exhibitor's stand and non-invitation to future editions.

# 11. Inspection of exhibited pieces

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## 11.1.

The inspection of goods on the stands will be carried out without the exhibitor being present on Friday 21 March.

All exhibits for inspection must be **unpacked and accessible to the committee**, otherwise they will be rejected.

Showcases, cupboards, drawers and storerooms must be **open on the day of the inspection**. You may leave the keys at the secretariat if you wish.

## 11.2.

On **Saturday 22 March at 9.00 a.m.**, exhibitors will be able to access the stand to find out the result of the inspection and immediately remove from their stand, if any, the pieces marked with a red label, as they have not been admitted for sale at ANTIK Almoneda 2025.

## 11.3.

Before opening to the public, **rejected exhibits** must be removed to the general store or to the outside, whether they are in the stand or in the customs store.

## 11.4.

The red label that accompanies the piece must be handed over to the warehouse security control security control at the warehouse, at the time of transfer.

## 11.5.

Any **complaints** that may exceptionally arise shall be submitted in writing only to the Competition Secretariat exclusively in writing and at the Secretariat of the Competition, before 11:30 a.m. on Saturday 22 March.

## 11.6.

The pieces for which a claim is made must be deposited in the **storage room for claimed pieces**, which has been set aside for this purpose. The Committee will not inspect exhibits on the stand.

## 11.7.

Complaints will be answered between **Saturday 22** and **Sunday 23**.

## 11.8.

The decisions finally taken by the Committee are final and cannot be appealed and non-compliance by the exhibitor may result in the closure of the exhibition could lead to the closure of his stand and the non-participation in future editions.

## 11.9.

In the event of an exhibitor's repeated refusal to remove a rejected piece from the stand, the exhibition management reserves the right to order the removal of a rejected piece from the stand to a order a transporter to remove it, to deposit it in the general warehouse and to and charge the corresponding cost to the exhibitor's account.

## 11.10.

**Exhibitors will not be authorised to sell goods if they have not removed the rejected goods** from their stand or customs before the opening of the fair and will not be of the fair and will not be provided with exit vouchers for the goods sold.

## 11.11.

**The revision of the goods for replacement** to the stand will be carried out in the warehouse-ADUANA, on **Monday 24, Wednesday 26** and **Friday 28**, from **10.30 am to 11.00 am**. No inspections will be carried out at other times.

## 11.12.

After each inspection, the exhibitor must pass the accepted goods to the stand and remove the rejected goods to the general store. The customs warehouse must be kept free of goods for the next use. In the event of non-compliance, these goods will be transferred to the general store at the exhibitor's expense.



## 12. Restocking from storage area of inspected goods

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### 12.1.

Goods destined for replacement of the stand must be deposited in advance at the must first be deposited in the ADUANA warehouse.

The operation of the ADUANA warehouse is described in section 13.  
The timetable for the entry of goods is described in section 9.3.

### 12.2.

The timetable for the replacement of goods from ADUANA to the stand is from 10: 30 a.m. to 9: 00 p.m. every day, except on inspection days, when it will be from 11: 00 a.m. to 9: 00 p.m.



# 13. Warehousing of merchandise

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## 13.1.

There is a **store-ADUANA**, for the exclusive use and access of the exhibitor and the organisation, for the storage of furniture and objects for the replacement of goods to the stand.

- The **opening hours of the warehouse-ADUANA room for replenishment of the stand are every day from 10:30 am to 9:00 pm**, except during the committee's revision hours.
- The timetable for the **entry of pieces** into the ADUANA warehouse is as described in section 9.3.
- All exhibits must have a visible **warehouse label** showing the commercial name, owner, stand number and description of the exhibit (as well as documentation if applicable), and must be unpacked and accessible for inspection.

## 13.2.

There shall also be a **general storage** of non-revised goods and rejected goods. and rejected goods. The opening hours of this general store is every day from 9:00 am to 9:00 pm.

- All goods deposited there must have an identifying **warehouse label** with the exhibitor's details clearly legible. The labels will be provided by the warehouse staff.

## 13.3.

IFEMA MADRID declines all responsibility in the event of theft, robbery or damage to goods deposited in any of the warehouses set up for exhibitors.





# 14. Rules during the exhibition

## 14.1.

The exhibitor is obliged to accept the decisions taken by the Admission Committee regarding removal of exhibits.

## 14.2.

The exhibitor, within the exhibition grounds, shall always display his Exhibitor's Pass and always keep his stand open and manned during the exhibition.

## 14.3.

It is strictly forbidden to share the stand without the knowledge and permission of the permission of the event management.

## 14.4.

Access to the storerooms is forbidden to personnel other than the exhibitor or the organisers.

## 14.5.

All goods deposited in any of the warehouses must carry the **warehouse label** identifying the commercial name, owner, stand number and description of the item. The labels will be provided by the control personnel at the entrance to the warehouses.

## 14.6.

Once the fair has begun and until it ends, it is forbidden to bring into the exhibition area entry into the exhibition area of any object whose contents are related to the goods contents are related to the goods on display and have not been previously checked.

## 14.7.

It is **prohibited to occupy aisles and free areas with merchandise**, as well as to protrude beyond the perimeter of the stand delimited by the colour of the carpet. Repeated non-compliance with this rule during the event will be understood as an extension of the exhibition space and the exhibitor will be invoiced for the space exceeded. Non-invitation to future editions will be considered when the occupation of common spaces endangers the safety and transit of visitors.

ANTIK Almoneda



## 15. How to exit sold godos from the fair

### 15.1.

All goods sold at ANTIK Almoneda must be accompanied by a **exit slip**, that will be provided by the Secretary of the Exhibition. The slips will correctly identify the goods for the security staff at the exit of the hall.

### 15.2.

Goods exit slips will be delivered on **Saturday, March 22, at 10.30 am**, after checking that the exhibitor has removed all the rejected pieces from the stand and from ADUANA.

### 15.3.

The warehouse security staff will collect the red labels when the pieces are transferred to the general warehouse or removed outside, so that the secretary has a record that exhibitor have removed all rejected goods.

### 15.4.

The goods exit slip must be clearly legible and bear the trade name, the name of the exhibitor **making the sale**, the stand number, a description of the piece sold and the company stamp (or signature).

### 15.5.

**The exhibitor is responsible for the safe custody and correct use of goods exit slips.**

### 15.6.

The use of exit slip is mandatory for both buyers leaving through the visitor's doors and exhibitors leaving with pieces through the merchandise doors.

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# 16. Online Expo Zone

Once the space for your participation has been allocated, IFEMA MADRID will send you your User and Password to access the **Expo Zone** from the ANTIK Almoneda website.

**EXPO ZONE:** Private online and interactive area for the management of your participation in ANTIK Almoneda.

- Contract and quote all the services you may need and benefit from a 5% discount when contracting online. These rates are subject to periodic modification depending on the evolution of costs. Updated prices are available at the time of contracting on the institutional website in the Expo Zone area.
- You can consult and modify your orders, consult your payments and invoices, contract services and furniture from the IFEMA MADRID Services Catalogue or find more information in Zona Expo.
- **The extra decoration** of the stand: walls, colour, carpet, panels, lighting, etc. will be managed directly with the assembly company, who will send you a surface plan by e-mail with the location of the elements and services included in your modular stand and the list of additional decorative elements.

1.

## MY ACCOUNT

- Update your company's contact details in the IFEMA MADRID database.
- Change your password.
- Consult dates and deadlines.
- Exhibitor's calendar

2.

## DOCUMENTS AND DOWNLOADS

- Communications with exhibitors.
- Regulations and Documents.

3.

## BUDGET

- Calculate your own online participation budget quickly, easily and conveniently.

4.

## MY SPACE

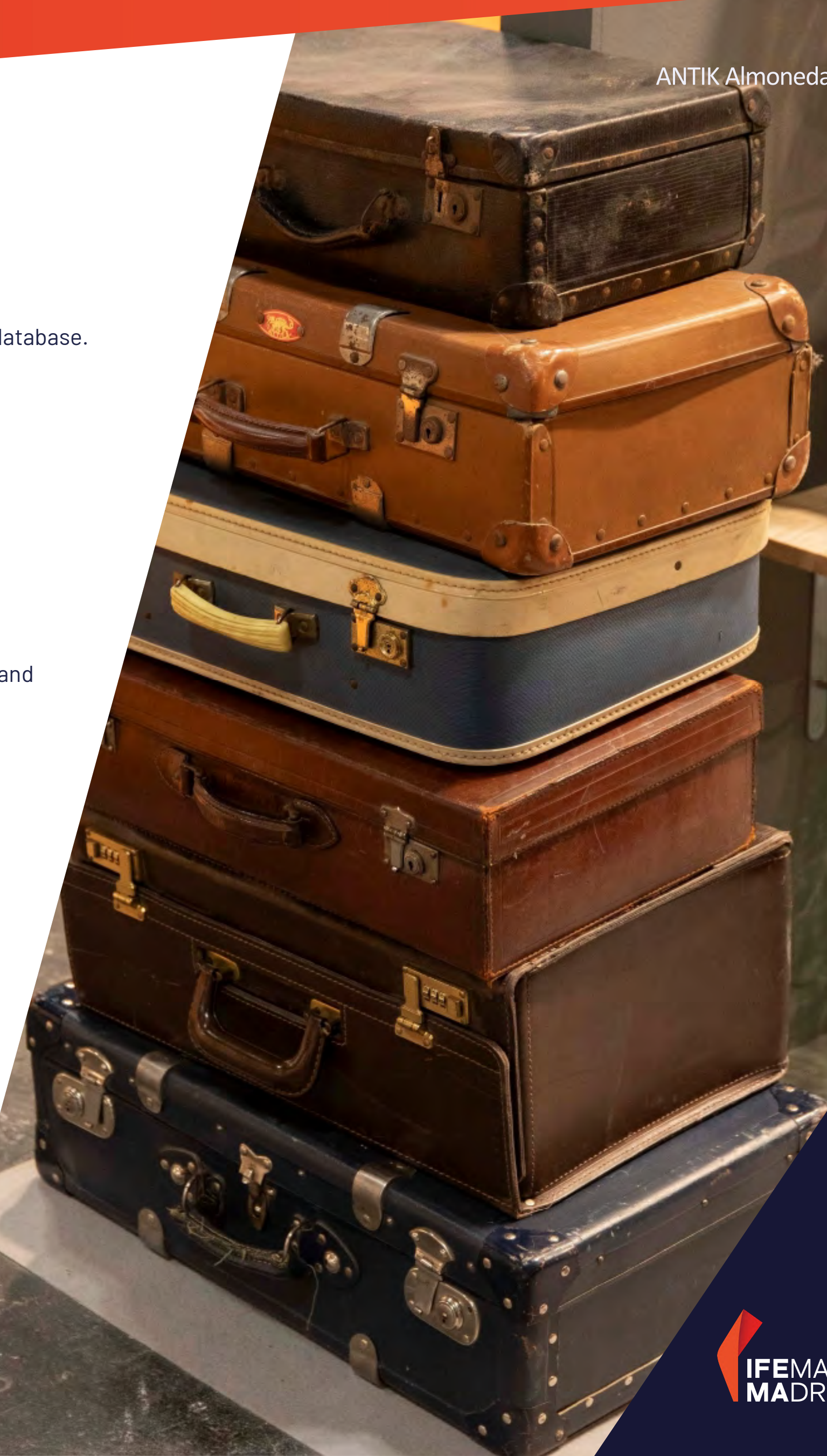
- Formalise your Application to Participate in the Fair.
- View and download the detailed plan of your stand once it has been awarded, using this tool.
- Indicate the sign you want for your stand.

5.

## INVOICES AND PAYMENTS

- All commercial and contractual documents of your trade fair participation are just a click away:
- Account statements
- Online invoices
- Direct payments
- Pay with your credit card in a secure environment

ANTI K Almoneda



# 17. Sustainability Culture Management at IFEMA MADRID

ANTIK Almoneda

**At IFEMA MADRID we are not only fully committed to sustainability per se, but also to achieving the sustainable development goals (hereinafter SDGs) promoted by the United Nations, which we have incorporated into our strategic corporate management policy and culture**

IFEMA MADRID's sustainability policy is mainly focused on the following SDGs: 8, 9, 11, 12, 13, 16 and 17

## ISO Standards certified by IFEMA MADRID:

- ISO 9001: Quality Management
- ISO 20121: Event Sustainability Management
- ISO 14001: Environmental Management
- ISO 50001: Energy Management
- ISO 22320: Emergencies Management

## ACTIONS TAKEN AT IFEMA MADRID TO REDUCE GAS EMISSIONS AND BE MORE ENERGY EFFICIENT:

- 100% certified electrical energy of renewable origin.
- Geothermal installation in Puerta Sur building.
- Low consumption lighting in our halls and on our modular stands.
- Controlling the temperature of our air-conditioning / HVAC systems.

IFEMA MADRID is in possession of "calculo" (I calculate) and "reduzco" (I reduce) stamps in Carbon Footprint Scopes 1 and 2.

## WASTE MANAGEMENT:

- The exhibitor/assembler is the generator of the waste and shall therefore be responsible for its removal and management. How the waste generated by the exhibitor is managed is explained in article 35 of the General Rules of Participation.
- We offer our exhibitors a service that includes the removal and management of the waste they/their assemblers generate. (check our fees in Exhibitors' Area).

## CARPET RECYCLING:

IFEMA MADRID recycles 100% of the carpeting used in aisles and communal areas. To do so it has been essential to change our assembly and disassembly process, that affects the entry and removal of goods (check the corresponding item). Furthermore, means that it has to be laid in strips instead of covering the entire surface area as was previously the case.

This means we can guarantee its conversion into a new raw material for the subsequent manufacture of other products.

## SUSTAINABLE MOBILITY:

IFEMA MADRID offers access to public transport close to its facilities (metro and bus), parking for electric cars with 100% renewable electricity charge points, as well as a parking area for bicycles and scooters.

## GUIDE TO SUSTAINABLE PARTICIPATION IN TRADE FAIRS/EVENTS:

IFEMA MADRID has published its Guide to Sustainable Participation in Trade Fairs for exhibitors on its website. We recommend you read it before starting to prepare your participation: [ifema.es/en/about-us/quality-sustainability](https://ifema.es/en/about-us/quality-sustainability)



# 18. Calendar

When?	What?
<b>January 15, 2025</b>	<ul style="list-style-type: none"> <li>• Deadline for submitting the Application Form, first call for applications</li> <li>• Deadline for first payment of 25%.</li> </ul>
<b>February 6, 2025</b>	Drawing of lots: allocation of spaces. Selection of stands according to section 4.1. Deadline for qualify for the 5% early bird discount
<b>February 10, 2025</b>	Sending of exhibitor materials: invitations, posters, stand leaflet.
<b>February 27, 2025</b>	Deadline for the second payment of 25%.
<b>March 7, 2025</b>	Deadline for payment of extra stand decoration. From this date onwards, the items ordered will be subject to a surcharge of 25%.
<b>March 19 and 20, 2025</b>	Entry of goods and decoration material (8:30 a.m. to 9:30 p.m.)
<b>March 20, 2025</b>	Sales day for professionals (12:00 to 8:00 p.m.). Prior accreditation of the visitors on the website it is essential.
<b>March 21, 2025</b>	Inspection of exhibits and jewellery (9:30 a.m. to 9:30 p.m.)
<b>March 22, 2025</b>	9:00 to 11:30 a.m. <ul style="list-style-type: none"> <li>• Results of the review of the stands.</li> <li>• Review of small jewellery display cases.</li> <li>• Reception of claims for withdrawn pieces.</li> <li>• Issue of exit vouchers for the sale of pieces, from 10:30 a.m. onwards.</li> </ul>
<b>From March 22 to 30, 2025</b>	<ul style="list-style-type: none"> <li>• Exhibitor opening hours: 10:30 to 21:00 h. (Saturday 22 from 9:00 h.)</li> <li>• Visitor opening hours: 11:30 a.m. to 8:30 p.m.</li> </ul>
<b>From March 23 to 28, 2025</b>	Entry of new goods for replenishment, to be deposited in the warehouse-customs office. 16:00 to 20:30 h.: Sunday 23, Tuesday 25 and Thursday 27 9:00 a.m. to 10:30 a.m.: Monday 24, Wednesday 26, Friday 28
<b>March 25, 2025</b>	Open day. Free admission
<b>March 27, 2025</b>	Deadline for making the last payment and settling the total turnover
<b>March 31, 2025</b>	Departure of goods from 8:30 a.m. to 5:30 p.m. No departure on Sunday 30.

Departament	Ask me about...	Contact
<p><b>Exhibition Management</b></p> <p><b>Director:</b> Ana Rodríguez  <b>Commercial Manager:</b> Teresa Mérida  <b>Secretary:</b> Pepa Casado</p>	<ul style="list-style-type: none"> <li>• Space allocation.</li> <li>• General issues about participation in the Trade Fair.</li> </ul>	<p>(+34) 627 27 62 89  <a href="mailto:merida@ifema.es">merida@ifema.es</a>            (+34) 619 02 41 41  <a href="mailto:mjcasado@ifema.es">mjcasado@ifema.es</a></p>
<p><b>Billing, Service Contracting and Customer Service</b></p>	<ul style="list-style-type: none"> <li>• Hiring of services.</li> <li>• Exhibitor passes.</li> <li>• Professional visitor invitations.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:atencionalcliente@ifema.es">atencionalcliente@ifema.es</a></p>
<p><b>Servifema</b></p>	<ul style="list-style-type: none"> <li>• Billing of services.</li> <li>• Collections.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:servifema@ifema.es">servifema@ifema.es</a></p>
<p><b>Directorate of Trade Fair Services            Technical Secretariat</b></p>	<ul style="list-style-type: none"> <li>• Technical support work for exhibitors and assemblers.</li> <li>• Review of stand assembly projects.</li> <li>• Solutions to technical problems during trade fair activities.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:sectecnica@ifema.es">sectecnica@ifema.es</a></p>

Departament	Ask me about...	Contact
<p><b>Communication and Marketing office</b></p> <p><b>Director:</b> Raúl Díez  <b>IFEMA MADRID Press Manager:</b> Marta Cacho  <b>Responsible Press:</b> Icíar Martínez de Lecea  <b>International Press:</b> Helena Valera</p>	<ul style="list-style-type: none"> <li>• Relations with the media.</li> <li>• Press information about fairs and shows organised by IFEMA MADRID.</li> <li>• Institutional press information.</li> <li>• Press badges for fairs and shows.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:prensa@ifema.es">prensa@ifema.es</a></p>
<p><b>Convention and Congresses</b></p>	<ul style="list-style-type: none"> <li>• Space rental for meetings and conventions in the exhibition centre, be it during the exhibitions or not.</li> <li>• Coordination of not-exhibition-related activities.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:convenciones@ifema.es">convenciones@ifema.es</a></p>
<p><b>Institutional Relations and Protocol</b></p>	<ul style="list-style-type: none"> <li>• Institutional visits.</li> <li>• Guided visits.</li> <li>• Protocol for all events.</li> <li>• Institutional relations.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:atencionalcliente@ifema.es">atencionalcliente@ifema.es</a></p>
<p><b>Security and Self-Protection Services</b></p>	<ul style="list-style-type: none"> <li>• General security.</li> <li>• Access to the Exhibition Centre.</li> <li>• Car parks.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:dseguridad@ifema.es">dseguridad@ifema.es</a></p>

Departament	Ask me about...	Contact
<p><b>Medical Service and Security Emergencies</b></p>	<ul style="list-style-type: none"> <li>• Emergencies (security and medical).</li> <li>• Health care for exhibitors and visitors during trade fairs, set-up and dismantling.</li> </ul>	<p>(+34) 91 722 30 00</p>
<p><b>Outdoor Advertising</b></p>	<ul style="list-style-type: none"> <li>• Hiring of advertising media at the fairgrounds.</li> </ul>	<p>(+34) 91 722 30 00  <a href="mailto:publicidadexterior@ifema.es">publicidadexterior@ifema.es</a></p>
<p><b>Telecommunications</b></p>	<ul style="list-style-type: none"> <li>• Information prior to contracting telephone and fax lines, ISDN lines, broadband connections by cable, WI-FI or others.</li> <li>• Technical advice and configuration.</li> </ul>	<p><a href="mailto:telecomunicaciones@ifema.es">telecomunicaciones@ifema.es</a></p>



Thank you

