

Exhibitor checklist

Everything you need to prepare for your participation



Key dates

28 September	6 October	7 October	8, 9 and 10 November
Submit documentation and request priority access for machinery with special requirements.	End of the Late period for the additional services shop.	Online shop closes. Orders through email with the Onsite price period.	Build-up, depending on participation type.
Space only – build-up		8 November, 15:00 – 20:00 9 and 10 November, 09:00 – 20:00	
Modular stands – build-up		9 November, 15:00 – 20:00 10 November, 09:00 – 20:00	
Event days for exhibitors		11 November, 09:00 – 19:30 12 November, 09:00 – 18:30	
Event days for visitors		11 and 12 November, 09:30 – 18:00	
Dismantling		12 November, 19:00 – 21:00 13 November, 09:00 – 15:00	

1. Prepare your stand

- ☐ Review the email containing the technical plan and the location of your stand within the hall.
- ☐ Confirm your participation type: Space only, All In or All In Plus.
- ☐ Read the participation regulations before planning your stand design, structure, machinery or display materials.
- ☐ For modular stands, do not make structural changes or alterations without the organiser's express consent.

2. Order the services you need

- ☐ Access MyEasyfairs to order electricity, furniture, storage, graphics or other services.
- ☐ Take the pricing periods into account. The online shop closes on 7 October.
- ☐ Once the shop has closed, orders will be handled by email via empack.operaciones@easyfairs.com, subject to stock availability and technical feasibility.
- ☐ Check your orders before the deadline: no changes or refund requests for ordered items or services will be accepted afterwards.

3. Submit the required documentation

Deadline: 28 September · Send to empack.operaciones@easyfairs.com

If your participation is Space only

- ☐ Submit floor plans and elevation drawings with dimensions.
- ☐ Submit the technical plan showing the location of connections and additional services, where applicable.
- ☐ Provide contact details for any other representatives or suppliers proposed for the supply or construction of the stand.
- ☐ Order the electrical distribution board between the hall supply point and the rest of the stand connections from the organiser.

If your participation is a Modular stand

- ☐ Provide the name to be displayed on the stand. If you do not send one, the name shown in MyEasyfairs will be used.
- ☐ Submit a technical plan only if you have ordered or included fixed installations: power sockets, compressed air, water or storage.
- ☐ Confirm the details of ordered services, such as carpet colour and graphics.

4. Graphics and machinery access

- ☐ Submit and approve final graphic artwork before printing. Changes to files that have already been printed may result in reprint costs.
- ☐ If you use an external graphics supplier, arrange installation and removal within the official build-up and dismantling times.
- ☐ Ensure that the external supplier does not cause damage or leave waste on the structures.
- ☐ If you need to position machinery with special requirements before the general build-up, request priority access before 28 September by emailing empack.operaciones@easyfairs.com

5. Register your team

- ☐ Register the staff who will attend on the event days.
- ☐ In MyEasyfairs, follow this path: Manage stand > Manage your staff in Visit Connect > Staff (Team) > Add staff.
- ☐ Registration is not required for build-up and dismantling days.

6. Organise your logistics

- ☐ Coordinate transport, suppliers and access to IFEMA MADRID in advance.
- ☐ The event takes place in Hall 6.
- ☐ Use access via Vía de Dublín; the Red and Brown car parks are the nearest parking options.

Need help?

Operations, build-up and stand services: empack.operaciones@easyfairs.com

MyEasyfairs and marketing tools: madrid@easyfairs.com