PARTICIPATION REGULATION EMPACK MADRID 2026

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1. GENERAL CONDITIONS

These general conditions of participation apply to the EMPACK Madrid 2026 event.

1.1 Exhibitors obligations

Participation in the event will imply full and irrevocable acceptance by the applicant of the following obligations:

- The total occupancy of the space that has been assigned and the permanence at the Stand during all hours of the Event or of at least one representative of the Exhibitor.
- The exhibition of the products throughout the duration of the event.
- Compliance with the payment obligations required for participation in a timely manner as indicated in the contract with EASYFAIRS and always before the celebration of the event, including any additional order beyond the basic equipment.
- The exhibition only of elements included within the theme of the event.
- Not to sublet, share or assign the occupation of the Space or any part thereof, except with the prior written authorization of EASYFAIRS.
- The exhibitor shall ensure that its representatives comply with the terms of the Exhibitor Manual.
- Since the webshop is closed (**October 7th**) elements' & services' already ordered returns or changes won't be accepted.

2. CONDITIONS FOR ASSEMBLY AND INSTALLATIONS WITHIN THE SPACES

2.1.- Vehicle access, loading and unloading of goods during assembly and dismantling periods

Access to IFEMA will be via the West access on the days and times established by the organization for assembly and dismantling.

Vehicles are not allowed to park inside the halls or in adjacent areas.

Neither EASYFAIRS nor IFEMA takes responsibility for the surveillance of vehicles parked at IFEMA.

There is a public <<Car park for trucks and another for cars>> that can be used by paying, where appropriate, the corresponding rate.

2.2.- Assembly regulations

It will be EASYFAIRS who will inspect the feasibility, technical suitability, and compliance with the current regulations of the assembly of the event, being its sole responsibility the authorization for the realization of this for each case.

In this way, companies that choose to make special decorations in the modular stands must send the project with the plans dimensioned in plan and elevation, as well as a technical description and quality report for more information to **operaciones@easyfairs.com** **before September 28th**.

In addition, reductions in the stand fee due to unused equipment aren't possible.

Exhibitors who are going to unload/load bulky merchandise for the exhibition during the event are required to send the completed <<Priority access request>> if it meets the required parameters.

Transport companies and/or exhibitors must carry this application that the organization will send completed with the corresponding time and door. If you do not present it, you will not be able to access the positioning of the machinery until the authorized ones have completed the positioning.

2.3.- Stand assembly regulations

2.3.1.-ALL IN STAND

It IS NOT allowed:

- Use of exhibitor's electrical boxes installed directly at the pavilion connection.
- No element can exceed the space allocated for the construction of the stand.

- The exhibitor may not make any modification to any of the components, materials and/or furniture of the stand, nor may he/she glue and/or nail any additional object or element on the walls and/or furniture of the stand that leaves any type of mark, groove, crack, or damage. All the components, materials and furniture that make up the stand (but not limited to walls, chairs, tables, showcases, etc.) are contracted by the exhibitor on a rental basis. In this way, they must be returned to EASYFAIRS once the event is over, for which the stand was hired, in the same condition in which they were delivered.

  In this sense, at the end of the event, the EASYFAIRS operations team will carry out an exhaustive review by taking photographs, which may only be used by EASYFAIRS for internal use, to check that the condition of the stand is correct and that, indeed, the exhibitor has complied with this commitment to care and maintain the stand. In this regard, and in the event that the EASYFAIRS team finds any additional element not contracted at the stand that has altered its original state and cannot be easily removed without causing some type of damage to one of its components, the EASYFAIRS staff will proceed to send the invoice for any damage that has been caused by the adhesion by the exhibitor of that additional element.

  On the other hand, and if the exhibitor finds furniture in the stand that does not correspond to the contracted package, we suggest that they notify the organization for its immediate removal, since, otherwise, EASYFAIRS will proceed to invoice the use by the exhibitor of said furniture initially not contracted at the end of the event.

  Finally, and in general terms, in the event of any damage of any nature to the standby the exhibitor, EASYFAIRS will proceed to charge the cost of repairing said damage to the exhibitor at the end of the show.

  2.3.2.- SPACE ONLY STAND

It will not be allowed to place logos, or in general any brand image, on the sides of said element, adjacent to neighboring stands, except for images placed at a height of 5 meters or more and up to 6 meters from said structures. The maximum height shall be 4 meters at the nexus of the halls.

All companies that choose to build their own stand are obliged to carry out an assembly, which includes at least the party walls with the walls of the hall or with other stands, of a maximum height of 3 m.

Electrical boxes must be contracted with the organization (EASYFAIRS) as well as their consumption.

It IS allowed:

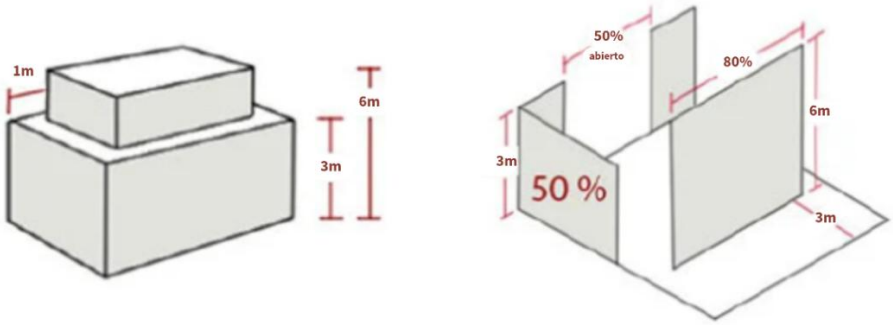
Floors:

Those stands who build on flooring, if they are a height greater than 19mm, must have at least one access ramp of at least 1.20 m wide for people with disabilities.

Vertical parameters:

- The maximum authorized height along the perimeter line is 3 m. Construction elements, decorations, and spotlights may not protrude more than 50 cm from the allocated space and must be at least 3m high.
- Blind perimeter enclosures must not exceed 50% of each corridor facade. To create longer enclosures, these must be set back a minimum of 3m towards the interior and may not exceed 80% of the length of each facade.
- For elevations exceeding 3 meters, elements must be set back a minimum of 1 meter from the perimeter towards the interior of the stand.
- The rear sides of walls exceeding a height of 3 m must have a neutral finish of a similar quality to the interior of the stand. No logos or signage may be placed on those sides that adjoin other stands.

** The exhibitor's machinery is exempt, which must not occupy more than the space assigned for the event.



It IS NOT allowed:

- Use of exhibitor's electrical boxes installed directly at the pavilion connection.
- No element can exceed the space allocated for the construction of the stand.
- The use of roll-up as a separation from adjacent stands.
- The exhibitor may not make any modification to any of the components, materials and/or furniture of the stand, nor may he/she glue and/or nail any additional object or element on the walls and/or furniture of the stand that leaves any type of mark, groove, crack, or damage. All the components, materials and furniture that make up the stand (but not limited to, walls, chairs, tables, showcases, etc.) are contracted by the exhibitor on a rental basis. In this way, they must be returned to EASYFAIRS once the event is over, for which the stand was hired, in the same condition in which they were delivered.

  In this sense, at the end of the event, the EASYFAIRS operations team will carry out an exhaustive review by taking photographs, which may only be used by EASYFAIRS for internal use, to check that the condition of the stand is correct and that, indeed, the exhibitor has complied with this commitment to care and maintain the stand. In this regard, and in the event that the EASYFAIRS team finds any additional element not contracted at the stand that has altered its original state and cannot be easily removed without causing some type of damage to one of its components, **the EASYFAIRS staff will proceed to send the invoice for any damage that has been caused by the adhesion by the exhibitor of that additional element.**

  On the other hand, and if the exhibitor finds furniture in the stand that does not correspond to the contracted package, we suggest that they notify the organization for its immediate removal, since, otherwise, **EASYFAIRS will proceed to invoice the use by the exhibitor of said furniture initially not contracted at the end of the event.**

  Finally, and in general terms, in the event of any damage of any nature to the standby the exhibitor, EASYFAIRS will proceed to charge the cost of repairing said damage to the exhibitor at the end of the show.

2.4.- Regulations regarding the hanging of structures and rigging

The aerial elements must be set back at least 1 meter around the perimeter towards the interior of the stand. In addition, it will not be allowed to put logos, or in general any brand image, on the faces of the rigging adjacent to neighboring stands, except for those structures that are placed at a height of 5m or more.

Exhibitors will be able to hang elements of the structures of the roofs of the pavilions following the procedure established in the Regulations for hanging structures in pavilions/rigging in force at IFEMA. For reasons of safety of the structure of these roofs, all the installations of hanging points that may be required by the Exhibitor will be carried out by IFEMA.

The scope of this regulation refers only to all direct hanging points that are installed in all the halls of the enclosure.

To manage the hanging projects, exhibitors will have to contact IFEMA at inspeccion.rigging@ifema.es, attaching the document <<Request for authorization to hang structures/rigging>>.

In no case is it the responsibility of the organization to inform the exhibitor or assembly company of the plans of the hall's trusses in advance.

2.5.- Use of vehicles as stands

All companies that use a vehicle with a combustion engine as a stand for the exhibition of their products must have the tanks loaded with the minimum essential fuel to be able to access the allocated space and leave it at the end of the event. It is mandatory to inform the organization so they can properly coordinate access to the interior of the hall.

The person in charge of the vehicle will be obliged to present to the Organizer the original of the vehicle's technical data sheet and the last MOT carried out.

2.6- Water and drainage. Compressed air

They will be supplied inside the duct/channel at the closest point to the one requested by the Exhibitor if this is not located in the hall aisle. For the proper functioning of the installations, it is not allowed to install more than two water or air connections for each contracted service.

In the event of the installation of platforms or any other type of technical floor on the surface of the stand that hides access to the service ducts/channels, a registration point must be provided at the location of the outlets so that they can be accessed in the event of any incidents with the connections.

2.7.- Use of machines and tools during the event

Every machine or tool must be CE approved and identified with the corresponding marking.

Each machine or tool must be equipped with emergency stop devices to enable it to be stopped safely.

Anyone who uses a machine or tool must have received adequate training and information on the risks involved in its use. Hazardous areas of machines or tools must be marked with warnings and signs.

Each part of a machine or tool which presents a hazard of entrapment, cut, abrasion or projection to the user shall be equipped with guards or protective devices.

Any safety device on the machine or tool must never be overridden or "bypassed", nor should any guards be removed.

2.8.- Use of lasers during the event

All laser activities can pose risk, not only to the user, but also to other people, even if they are at a considerable distance. For this reason, procedures that require the use of any type of laser may only be carried out in marked spaces, which must be closed and perfectly delimited areas, with exclusive access and restricted to authorized personnel. In addition, all laser devices used must have the corresponding certificate of authorization and approval from the manufacturer.

Additionally, if the Organizer or its exhibiting and/or installation companies need to **carry out cutting, welding and/or use equipment that produces heat or flame, they must ask IFEMA Technical Secretariat by email to: stecnica@ifema.es for the form entitled <<Application for Authorization of Hot Work>>** and return it completed to the same address for authorization and control. It can also be requested on site from the person in charge of the corresponding hall.

2.9.- Regulations for installing Wi-Fi

IFEMA offers the possibility of contracting a Wi-Fi network for internet access throughout our web shop online.

If your technical connection requires the deployment of your own Wi-Fi network, you must submit the completed form entitled <<Application Request for WIFI installations>> which can be found on the IFEMA website, and send it to telecomunicaciones@ifema.es, putting operaciones@easyfairs.com in copy, for assessment.

IFEMA will study the requests and notify the Exhibitor in writing. IFEMA reserves the right to refuse an application if the network presented by the exhibitor may, in its technical judgement, harm the quality of service for other exhibitors.

Pursuant to the above, it is explicitly forbidden for the exhibitors to install Wi-Fi access points without prior authorization, whether this is to connect to the internet or for any other purpose.

During the event, all Wi-Fi emissions inside the halls will be controlled. If a private Wi-Fi installation not authorized in advance is detected, its immediate disconnection will be requested.

2.10.- Maximum Sound Level

Noisy demonstrations on the premises that may disturb third parties are prohibited. In relation to the interior of the pavilion, do not exceed 60 decibels.

In the event of inconvenience to third parties due to exceeding the authorized sound level, IFEMA's technical staff will verify this fact. If the result of the measurements is positive, said personnel will require the Organizer to transfer to those responsible the obligation to reduce the volume to the authorized limits.

2.11.- Catering

Exhibitors located in the pavilion who wish to offer a free catering/catering service at their stand must inform the Organizer for their knowledge and appropriate effects.

The use of ovens or cooking accessories that use fuels other than electricity or LPG (butane/propane) is not permitted.

All packaged products must comply with current regulations.

The exhibitor must be responsible for the management of the waste derived from this service.

2.12.- Removal of waste and assembly and dismantling materials, exhibits and from the stand.

Each exhibitor shall dismantle and remove all exhibits, fixtures, articles, materials, rubbish and other display items and materials from the space and venue at the specified times during the dismantling period and no later than the end of the dismantling period. If the exhibitor fails to comply with the clause, the organization reserves the right to dismantle and remove the exhibitor's goods.

2.13.- Electrical installations

2.13.1.- General matters

All installations must comply with the Low Voltage Electrical Regulations (Royal Decree 842/2002, of 2 August), Complementary Technical Instructions and any other internal provisions established by the General Directorate for Industry, Energy and Mines of the Madrid Regional Government.

2.13.2.- Exhibitor’s electrical box

The installation of electrical boxes from suppliers or installers outside EASYFAIRS directly to the pavilion connection is not permitted, they can only be used by connecting to the contracted box through EASYFAIRS, which will act as a bridge between the electrical connection of the pavilion and the installation of the exhibitor.

No modification or manipulation can be made to the electrical installation of the stand or the installation once its connection to the network has been authorized, limiting itself to plugging its receivers into the sockets or connection points designated for this purpose by the authorized installer.

2.14.- Lighting

Lighting installed less than 2.5 m from the floor or in places accessible to people must be firmly fixed and positioned to prevent any hazard to people or fire risk.

Any lighting equipment that can reach high temperatures must be sufficiently distanced from any flammable material.

2.15.- It IS NOT allowed

- Spray-painting inside Feria de Madrid and on any kind of object.
- Depositing or exposing hazardous, flammable, explosive and unhealthy materials that give off unpleasant odors and that may cause inconvenience to other Exhibitors or the visiting public.

- Drilling the flooring or fixing carpets or building materials onto them with contact glue or similar. These elements must be fixed with double-sided adhesive tape or fixed on the pallets installed for that purpose by the exhibitor or by any other means, always independent of the flooring. Painting, inserting studs or making grooves of any kind is also prohibited.
- Perforating, nailing, drilling, or fixing anything to the walls or painting, inserting studs or making grooves of any kind.
- Performing assemblies in the areas defined as aisles for the event in question.
- Aiming spotlights outside the stand.
- Using the hall service channels for the passage of cabling or any other type of installation.
- Noisy demonstrations that may disturb other exhibitors.
- Storage of packaging inside the pavilion. If any type of packaging is found stored outside the Exhibitor's stand, EASYFAIRS reserves the right to store the packaging at the relevant cost or to invoice said space as exhibition space.
- The use of balloons is inflated with light gases as a decorative element of the stands.

2.16.- Dismantling regulation

The dismantling of the stands begins once the show is closed and when the IFEMA security department determines that it is safe to start dismantling. That said, the organization will begin with the dismantling of the stand simultaneously with the exhibitor. Empty packaging will be delivered to those exhibitors who have contracted it.

On October 16th, all exhibitors must have taken responsibility for the packaging or labeling of their belongings or elements that have been part of their stand.

Each exhibitor shall dismantle and remove all exhibits, fixtures, articles, materials, rubbish and other display items and materials from the space and venue at the specified times during the dismantling period and no later than the end of the dismantling period. If the exhibitor fails to comply with the clause, the organization reserves the right to dismantle and remove the exhibitor's goods.

The exhibitor will be responsible for all charges at a rate of €120/m2 of the exhibition space.

In the case of packaged or palletized goods that are not removed within the established period, the official IFEMA logistics company will store the goods at its facilities. The exhibitor will have to pay the costs derived from the removal of the pavilion and storage.

3. OCCUPATIONAL RISK REGULATIONS – COORDINATION OF BUSINESS ACTIVITIES

Guaranteeing the health and safety of all the people who provide their services at Empack Madrid is one of event's objectives.

To this end and pursuant to Article 24 of the Law on Occupational Risk Prevention in the Coordination of Business Activities and the implementation thereof in Royal Decree 171/2004, IFEMA, as the owner of the workplace, is obliged to inform the other businesses present of the risks inherent to the workplace which may affect their activities, the measures established to prevent these and the evacuation and emergency measures to be adopted.

In accordance with the foregoing, it is necessary for you to access, familiarize yourself with and apply the Occupational Risk Prevention Regulations that can be found on the IFEMA website.

- **Instructions for action in case of emergency** (Fair Venue and Palacio Municipal).
- **Generic risks to the installations and preventive measures in Exhibition Areas**.
- **Safety Rules applicable to use of the following Work Equipment**: Vehicles; safety signage; machines and tools; lending work equipment; confined spaces; personnel elevator platforms; forklifts; rolling scaffolding; ladders; low voltage electrical equipment, etc.

As stated in these regulations, any natural or legal person who, for any reason, carries out work at the event (service providers contracted by IFEMA, exhibitors, event organizers and contractors, subcontractors or dependent personnel, regardless of their activity, employment situation or professional relationship) are obliged to be aware of, comply with and take into account the information provided by IFEMA and EASYFAIRS in the preventive planning of the activities to be carried out at IFEMA. All companies on site are responsible for complying with and ensuring that their contractors, subcontractors and/ or freelance employees comply

with the Occupational Risk Prevention legislation that applies to their activities, including the information and instructions to be provided by IFEMA as detailed in these Rules.

Accordingly, before assembly work begins, all companies involved in work or activities in the contracted space for the Exhibitor **must complete, sign, and submit to IFEMA the form entitled <<Prevention of labor risks and business activity coordination>> and send it to stecnica@ifema.es.** Assembly work may not begin until this Protocol has been completed and submitted.

As a general safety measure in the event of concurrence of activities, **it shall be obligatory to wear a hard hat, high-visibility vest and safety footwear throughout the assembly and dismantling phases of fairs and events in all the exhibition areas.**

Access will be strictly prohibited without said personal protection equipment. This instruction applies to all people entering, in transit or carrying out activities or simply present in the halls or exterior exhibition areas during the assembly and dismantling procedures.

4. SECURITY AND EMERGENCY REGULATIONS

4.1.- Security and Surveillance of the Areas occupied by the Organizer for the Act or Event as well as the Exhibition Areas, where appropriate

During the entire fair period, IFEMA will provide general surveillance of the venue for the purposes of deterrence, prevention, access control and public. In the same way, EASYFAIRS provides a safety device for the interior of the pavilions. In this sense, it is understood that it is not a specific surveillance service of the area or of each stand and their belongings, but of preventive security of a general nature. Within the Areas occupied by the Organizer, including, where appropriate, the Exhibition areas in pavilions, it will be a surveillance service aimed at fulfilling the responsibilities described in this chapter.

Among the tasks of "public order" and "general surveillance" entrusted to IFEMA's private security, as a collaborator of the State Security Forces and Corps, is included the obligation to prevent, avoid and prosecute, as far as possible, the commission of crimes of any kind.

In accordance with the above, EASYFAIRS and IFEMA are not responsible for the theft or theft of materials and objects deposited in the area occupied by the Exhibitor, nor for any damage that may be suffered by objects, samples, personal effects, assembly and/or exhibition materials, before, during or after the celebration of the Event unless there is sufficiently proven liability of IFEMA staff or such damages are included in the coverage of the compulsory insurance, only in the case of Exhibitions, Civil Liability and "Multiferia".

The surveillance and security of the Exhibitor's private belongings, if any, **are therefore the sole responsibility of the Exhibitors.**

4.2.- Emergency procedures at Feria de Madrid

IFEMA will provide general monitoring of the fair venue for the entire duration of the fair in relation to fire safety, as well as the specific control, where applicable, stipulated in the requirements of the licenses granted.

IFEMA's Security and Self-Protection Department is responsible for the handling and management of emergencies (medical health, fire, threats of any kind and natural disasters), in the context of the Self-Protection Plan governing the fair venue.

In such situations, the Organizers, Exhibitors, their contractors and/or subcontractors and their dependent personnel are subject to the IFEMA Protection Plan, under the guidelines of the Security and Protection Department, which will at all times act in coordination, collaboration and under the auspices of the police, and must collaborate, if required, in maintaining its effectiveness, facilitating and collaborating in compliance with the drills or emergency simulations that are carried out, within the framework of current regulations, in protection-related matters.

4.3.- Keeping aisles clear

Aisles and all other evacuation routes must be always kept clear, including during assembly and dismantling.

All material must be kept within the confines of the assembly areas or stands, leaving the aisles and other common areas completely clear.

During the event, no samples, packaging, or objects in general may be placed in the aisles or other communal areas, or in the empty spaces created in the rear enclosure areas that may be assembled.

The Feria de Madrid cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

4.4.- Fixed and mobile installations against fire

Visibility and accessibility of fire-fighting material and equipment must always be respected: Fire hose cabinets (FHCs), floor hydrants, the location of which must be highlighted with a different color from that of the rest of the floor, extinguishers, alarms, water extinguishers, emergency exits, etc., even when included in the contracted spaces, and access points to technical and service areas.

4.5.- Fire prevention

The materials used for the different fair or event facilities and constructions (stands, marquees, etc.) shall comply with current regulations.

Regarding the flammability of the materials used, floor coverings shall be coated with EFL, while walls and ceilings must be coated with C-s2, d0; suspended textile elements, such as curtains or screens must be class 1, pursuant to the UNE-EN 13773:2003 standard. Decoration elements must also meet the same characteristics as construction elements, any material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves etc.

4.6.- General Provisions in Emergency Situations

Throughout the trade fair period, IFEMA provides fire protection (fixed installations and complementary mobile means) and emergency signage for the halls occupied by the event, which may not be modified, cancelled, or replaced without express written authorization from IFEMA's Security and Self-Protection Department.

IFEMA is responsible for managing exceptional alarm situations and/or within the framework of Feria de Madrid's Self-Protection Plan.