Exhibitor Checklist

Everything you need to prepare for your participation

ADVANCED MANUFACTURING

Key dates

28 September
Send the technical plan and final artwork for graphics.

6 October
Deadline for online orders and for requesting priority access for machinery.

2 and 3 November
Build-up.

4 and 5 November
Event days.

1. Prepare your stand

☐ Review the welcome email, technical plan and the location of your stand.

☐ Read the event participation regulations before planning your stand design, machinery or display materials.

☐ Confirm the services included in your participation.

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 am.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. Send documentation and graphics

Deadline: 28 September

☐ Send the technical plan to am.operaciones@easyfairs.com, showing the location of power sockets, air, water, display cases or storage, where required.

☐ Send the final artwork for included graphics and any additional graphics ordered.

☐ Check all files before sending them: changes to graphics that have already been printed may result in reprint costs.

☐ If you use an external supplier for graphics, arrange their installation and removal within the official build-up and dismantling times.

4. Plan machinery access

Deadline: 6 October

☐ If you need early access to position machinery, request priority access.

☐ Send the relevant request to am.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.

☐ Please note that the event uses halls 2, 4 and 6.

☐ Plan build-up: 2 November, 15:00–20:00; 3 November, 09:00–19:00.

☐ Plan your presence at the event: 4 and 5 November. Visitor hours: 09:30–18:00. Exhibitor hours: 4 November, 09:00–19:30; 5 November, 09:00–18:30.

☐ Organise dismantling: 5 November, 19:00–21:00; 6 November, 09:00–15:00.

Need help?

Operations, build-up and stand services: am.operaciones@easyfairs.com
MyEasyfairs and marketing tools: advancedmanufacturing@easyfairs.com