

ORGANISED BY:



**IFEMA**  
Feria de Madrid

aefol

Semana de la EDUCACIÓN

**EXPO LEARNING**  
Congreso Internacional y Feria Profesional

# MADRID

3 - 4

March

# 2016

**IFEMA CALL CENTRE**

CALLS FROM SPAIN  
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[www.expoelearning.com](http://www.expoelearning.com)

## EXPOEARNING

### APPLYING COMPANY'S INFORMATION

(Important: all documentation regarding contracting -return receipt, exhibition contract, etc.- will be sent to the email address of the "commercial contact.")

COMPANY NAME / REGISTERED NAME \_\_\_\_\_ TAX IDENTIFICATION NO. \_\_\_\_\_  
 COMMERCIAL NAME / TRADE NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 COUNTRY \_\_\_\_\_ PROVINCE/REGION/STATE \_\_\_\_\_ TOWN/CITY \_\_\_\_\_ POSTCODE \_\_\_\_\_  
 WEBSITE \_\_\_\_\_

PERSON IN CHARGE OF THE PARTICIPATION \_\_\_\_\_ POSITION \_\_\_\_\_  
 EMAIL \_\_\_\_\_ TEL \_\_\_\_\_ FAX \_\_\_\_\_  
 COMMERCIAL CONTACT \_\_\_\_\_ POSITION \_\_\_\_\_  
 EMAIL<sup>1</sup> \_\_\_\_\_ TEL \_\_\_\_\_ FAX \_\_\_\_\_

(1) Address for receiving the contract documents and the user's name and password for accessing the Exhibitors' Area.

### INVOICING COMPANY DETAILS

TICK THIS BOX IF THE INVOICING DETAILS ARE THE SAME AS THE DETAILS OF THE EXHIBITING COMPANY

REGISTERED NAME \_\_\_\_\_ TAX IDENTIFICATION NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 COUNTRY \_\_\_\_\_ PROVINCE/REGION/STATE \_\_\_\_\_ TOWN/CITY \_\_\_\_\_ POSTCODE \_\_\_\_\_  
 WEBSITE \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ POSITION \_\_\_\_\_  
 EMAIL<sup>2</sup> \_\_\_\_\_ TEL \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS FOR RECEIPT OF INVOICE (INDICATE ONLY IF DIFFERENT FROM ABOVE)

ADDRESS \_\_\_\_\_  
 COUNTRY \_\_\_\_\_ PROVINCE/REGION/STATE \_\_\_\_\_ TOWN/CITY \_\_\_\_\_ POSTCODE \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ POSITION \_\_\_\_\_

In the event that the Applying Company designates another entity to make any of the payments related to its participation, it should provide all the necessary billing information. If the entity designated fails to render payment according to the schedules established, the Applying Company is liable for the payments, to be made upon a simple request by IFEMA.

(2) Address for receiving the user name and password for accessing the Exhibitors' Area. Only if invoicing company is different.

### AREA OF EXHIBITION, FORM AND PARTICIPATION RATES

IFEMA (EVENT MANAGEMENT) RESERVES THE FINAL SAY ON THE APPLICANT'S PARTICIPATION, AS ESTABLISHED UNDER THE GENERAL REGULATIONS ON PARTICIPATION, WHICH IT WILL ATTEMPT TO APPLY, AS FAR AS POSSIBLE, TO THE APPLICANT'S REQUEST.

● Requests to hire a space  sq.m.

		Space Only	Space + Turnkey stand
Floor space range sq.m.	6		<input type="checkbox"/> 2.200,00 euros
	9		<input type="checkbox"/> 2.700,00 euros
	12		<input type="checkbox"/> 3.200,00 euros
	From 20 on	<input type="checkbox"/> 132,00 euros / sq.m.	

#### THE EXHIBITOR IS BOUND BY PARTICIPATION IN THE FAIR TO HIRE:

- (\*) Presence in Promotional Elements: 200 €
- (\*) Civil Liability Insurance (covers up to 60,000.00 €): 52.61 €
- (\*) Multifair Insurance (covers up to 30,000.00 €): 49.93 €
- (\*) Minimum electrical consumption (0.13 kw/sq.m): 3.738 € / sq.m.

(\*) Included in the Turnkey Stand.

VAT (10%) will be charged to companies established in the Spanish territory (excluding Canaries, Ceuta and Melilla). For the rest of companies this operation is not subject to Spanish VAT (for European Union Companies the liability for the payment of VAT is reversed to the Exhibitor in his own country).

**THE TURNKEY STAND PACKAGE INCLUDES:**

- Space
- Modular booth
- Lighting spots
- Commercial name in each front facing a corridor. (No more than 20 letters).
- Electrical Installation and one plug.
- Storeroom with door.
- The following furniture.: one round table, two chairs (regardless the sq.m. contracted)
- Stand Fair Carpeting
- Minimum Energy consumption. (0.13kw/sq.m.)
- Presence in promotional elements
- Daily stand cleaning.
- Compulsory insurances.
- One car parking (regardless the sq.m. contracted)
- Wifi connection (1 user / 2 days)

**TURNKEY STAND'S LETTERING**

**NAME TO BE PLACED ON THE FAÇADE OF YOUR STAND (MAXIMUM 20 CHARACTERS)**

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**COMPANY'S SECTORS**

- |  |   |
|--|---|
| <input type="checkbox"/> E-Learning , On line /On site / free of charge Training     | <input type="checkbox"/> Public Sector Institutions / Associations                  |
| <input type="checkbox"/> Consultancy/ training services and HR                       | <input type="checkbox"/> Universities/ Business Schools                             |
| <input type="checkbox"/> Platforms/ Technology/ Tic / TAC                            | <input type="checkbox"/> Digital Content /On line Courses                           |
| <input type="checkbox"/> Services / Tutoring / teachers                              | <input type="checkbox"/> Knowledge management/ HR 2.0                               |
| <input type="checkbox"/> 2.0 Tools for training                                      | <input type="checkbox"/> Mobile Learning /Video / Social Learning / Social Networks |
| <input type="checkbox"/> Languages / Translation                                     | <input type="checkbox"/> Publishers / Multimedia / Simulators                       |
| <input type="checkbox"/> Professional speech services for e-learning                 | <input type="checkbox"/> Media and specialized press                                |
| <input type="checkbox"/> Other: Information Technology, Telecommunications, Software |   |

**Others (please, detail)**

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**PAYMENT CONDITIONS**

Booking fees: Together with Application Form as follows:

From	1 to 50 sq.m.:	450,00 €
From	51 to 100 sq.m.:	750,00 €
From	101 sq.m.:	1.500,00 €

VAT (10%) will be charged to companies established in the Spanish territory (excluding Canaries,Ceuta and Melilla).

For the rest of companies this operation is not subject to Spanish VAT (For European Union Companies the liability for the payment of VAT is reversed to the Exhibitor in his own country).

50 %. Deadline: 25.11.2015 (Off the reservation fee).

50 %. Deadline: 24.01.2016.

**Through:**

\* Bank Transfer to IFEMA / AULA -SALÓN DEL ESTUDIANTE Y DE LA OFERTA EDUCATIVA:

Bankia	IBAN ES09 2038 0626 0160 0002 5280	SWIFT: CAHMESMMXXX
Santander	IBAN ES64 0049 2222 5115 1000 1900	SWIFT: BSCHEM33
BBVA	IBAN ES89 0182 2370 4000 1429 1351	SWIFT: BBVAES33
Caixa Bank	IBAN ES93 2100 2220 1102 0020 2452	SWIFT: CAIXESBBXXX

If you choose to make a bank transfer, you should send a stamped copy to SERVIFEMA. Fax: (34) 91 722 57 95 or [servifema@ifema.es](mailto:servifema@ifema.es)

\* Banker's draft made out to IFEMA / AULA -SALÓN DEL ESTUDIANTE Y DE LA OFERTA EDUCATIVA

\* Credit card in secure environment, accessible once the "Application Form" has been completed. Also, through the online Exhibitors' area, under the "Invoices and Payments" or the "Booking Services" tabs. As per current regulation cash payments and bearer cheques will not be accepted.

## EXHIBITORS AREA

IFEMA's "EXHIBITORS AREA" is an online communication channel, available on IFEMA's website, which allows exhibitors to access useful information, make estimates, book services from the "IFEMA Service Catalogue", check account statements and billing, check and update information for the Catalogue of the fair and access the various services available.

Access to the Exhibitors' Area is by user name and password. If you are a new exhibitor a user name and password will be sent to the "commercial contact" e-mail address you have indicated, once you have been assigned a stand. If you have previously exhibited at any of IFEMA's fairs you will be able to access the Exhibitors' Area by using your user name and password. If you cannot remember your old password, contact Línea IFEMA to receive one. This information is confidential. It is your responsibility to avoid improper use of it by third parties. IFEMA is in no way responsible for such use.

If the applicant company designates a third company for billing, the latter will also have a user name and password, which will be sent to the email address of the "contact person". In such cases only the billing company will be able to access service contracting in the Exhibitors' Area and the full statement of account. The applicant company, for its part, will be able to consult the services hired for it by the billing company and access the services available to exhibitors in the Exhibitors' Area.

## LEGAL CONDITIONS

Once the definitive details of your application have been decided, you will receive the corresponding Exhibition Contract with the Account Statement and plan of the stand/s. We would like to remind you that the payments indicated in these documents must be made within the stated period.

The applicant company declares it is aware of and accepts the Regulations for Participation for IFEMA Exhibitors: General Rules of Participation of IFEMA, Specific Rules for the Fair, and the Technical Annexes to the General Regulations, all of which are available online on the IFEMA website [www.ifema.es](http://www.ifema.es), in the section on information for Exhibitors and the website of each fair.

The details you provide with the contract documentation, will be entered into an IFEMA computer file, domiciled at Feria de Madrid (28042) or AEFOL, Avda. Electricidad, 19 3º 2ª de 08191 RUBI (Barcelona), respectively, with the aim of organising your relationship with IFEMA and your participation at the trade fair. By submitting your details you expressly authorise us to use them for periodic communications, including by electronic means, to inform you of trade fair business activities, content and services. Furthermore, you authorise that your professional details (company name or trading name, postal and e-mail address, telephone and fax numbers and contact person) may also be passed on, under the obligation of confidentiality, to companies which partner IFEMA, either in organising the trade fair in which you are participating or in providing it with auxiliary or value-added services, so that you may receive information about their work and services and attend your requests. The rights of access, rectification, opposition and cancellation of this data may be exercised by writing to IFEMA at Protección de Datos, apartado de correos 67.067 (28080) de Madrid or by e-mailing: [protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es), heading both with the word "Exhibitor" together with the sender's name and national identity card number, and to AEFOL, Avda. Electricidad, 19 3º 2ª de 08191 RUBI (Barcelona), or email: [info@aefol.com](mailto:info@aefol.com). Please help us keep your details up to date by informing us of any modifications to them.

## SIGNATURE OF THE LEGAL REPRESENTATIVE, STAMP AND DATE

\_\_\_\_\_, \_\_\_\_\_ (Signature and stamp)