

ORGANISED BY:


IFEMA
Feria de Madrid

 Semana de la
EDUCACIÓN

 foro de
Postgrado

 INTERNATIONAL HIGHER
EDUCATION FAIR

MADRID

 3 - 6
March

2016

Edition

7th
IFEMA CALL CENTRE

 CALLS FROM SPAIN
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INTERNATIONAL CALLS (34) 91 722 30 00
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Spain
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C.I.F. Q-2873018-B

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FORO DE POSTGRADO

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 _____
 EMAIL¹ _____ 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 _____
 EMAIL² _____ 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	Space + Turnkey stand Aula Exhib
12		<input type="checkbox"/> 2.200,00 euros	<input type="checkbox"/> 1.800,00 euros
Floor space range sq.m. From 12,5 on		<input type="checkbox"/> 12 sq.m. : 2.200,00 euros (Additional sq.m. : 167,00 euros / sq.m.)	<input type="checkbox"/> 12 sq.m. : 1.800,00 euros (Additional sq.m. : 152,00 euros / sq.m.)
From 20 on	<input type="checkbox"/> 132,00 euros / sq.m.		

'ONLY SPACE' GENERAL SERVICES:

- (*) Presence in Promotional Elements: 60.00 €
- (*) 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' and 'Turnkey Stand for Aula Exhibitors'.

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).

SPACE + TURNKEY STAND														
BOTH 'TURNKEY STAND' PACKAGES INCLUDE:														
<ul style="list-style-type: none"> - Space - Modular booth - Lighting spots - Commercial name in each front facing a corridor. (No more than 20 letters). - Electrical Installation and one plug. - The following furniture per each 12 sq.m.: one round table, two chairs, one counter and one stool - Stand Fair Carpeting - Minimum Energy consumption. (0.13kw/sq.m.) - Presence in promotional elements - Daily stand cleaning, type A. - Compulsory insurances. - One car parking (regardless the sq.m. contracted). 														
TURNKEY STAND'S LETTERING														
NAME TO BE PLACED ON THE FAÇADE OF YOUR STAND (MAXIMUM 20 CHARACTERS)														
<hr/>														
EXHIBITING AREA														
<input type="checkbox"/> Postgraduated centres	<input type="checkbox"/> Financial company	<input type="checkbox"/> Business school												
<input type="checkbox"/> Official Organisation	<input type="checkbox"/> Technical press	<input type="checkbox"/> University												
Others (please, detail)														
<hr/>														
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 €												
<p>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).</p> <p>50 % . Deadline: 25.11.2015 (Off the reservation fee). 50 % . Deadline: 24.01.2016.</p> <p>Through:</p> <p>* Bank Transfer to IFEMA / AULA -SALÓN DEL ESTUDIANTE Y DE LA OFERTA EDUCATIVA:</p> <table border="0"> <tr> <td>Bankia</td> <td>IBAN ES09 2038 0626 0160 0002 5280</td> <td>SWIFT: CAHMESMMXXX</td> </tr> <tr> <td>Santander</td> <td>IBAN ES64 0049 2222 5115 1000 1900</td> <td>SWIFT: BSCHESMM</td> </tr> <tr> <td>BBVA</td> <td>IBAN ES89 0182 2370 4000 1429 1351</td> <td>SWIFT: BBVAESMM</td> </tr> <tr> <td>Caixa Bank</td> <td>IBAN ES93 2100 2220 1102 0020 2452</td> <td>SWIFT: CAIXESBXXX</td> </tr> </table> <p>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</p> <p>* 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.</p>			Bankia	IBAN ES09 2038 0626 0160 0002 5280	SWIFT: CAHMESMMXXX	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: CAIXESBXXX
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EXHIBITORS AREA														
<p>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.</p> <p>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 Linea 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.</p> <p>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.</p>														

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, 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 Avda. del Partenón, 5 (28042) Madrid, 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 they may provide you with 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, heading both with the word "Exhibitor" together with the sender's name and national identity card number. 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)