

ORGANISED BY:



TECMA
International Town Planning and
Environment Trade Fair

MADRID

12 to 15

June

2012

Edition

16

IFEMA CALL CENTRE

CALLS FROM SPAIN	902 22 15 15
INFOIFEMA	902 22 16 16
EXHIBITORS	
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EXHIBITOR'S AGENDA

DATE	
December, 2011	<ul style="list-style-type: none"> For exhibitors who took part in the last edition: Deadline: December 19, 2011 Send to IFEMA "Exhibitor Application Form", together with the payment of the corresponding fee and the Space Renewal Form, to exercise the preference right.
January, 2012	<ul style="list-style-type: none"> Payment of 50% of the total rental amount for the assigned space.
February 18, 2012	<ul style="list-style-type: none"> Send to IFEMA Form B: "Form of Represented Companies".
April 13, 2012	<ul style="list-style-type: none"> Deadline to send Form D. "Application for Promotional Material"
May, 2012	<ul style="list-style-type: none"> Deadline: <ul style="list-style-type: none"> - Pay remaining 100 % of the total rental amount. Deadline: <ul style="list-style-type: none"> - Sign and send contracts for Complementary Services - The presentation of projects of free-design stands and the floorplan showing the location of the pre-fabricated stand different elements to IFEMA's Exhibition Services Department (Fax: 34 91 722 51 27 or e-mail: stecnica@ifema.es)
May 11, 2012	<ul style="list-style-type: none"> Send Form C "Official Catalogue Entry"
June 7 - 11, 2012	<ul style="list-style-type: none"> Stands build up from 8.30 a.m. to 9.30 p.m.
June 10, 2012	<ul style="list-style-type: none"> Delivery of the Modular stands from Servifema Service Catalogue from 8.30 a.m.
June 10 and 11, 2012	<ul style="list-style-type: none"> Goods and decoration material entrance from 8.30 a.m. to 9.30 p.m.
June 12 - 15, 2012	<ul style="list-style-type: none"> Opening hours from 10 a.m. to 7 p.m. June 15 until 3.00 p.m. Exhibitors allowed in from 9.30 a.m.
June 15, 2012	<ul style="list-style-type: none"> Goods and decoration material removal from 3.30 p.m. to midnight.
June 16 to 18, 2012	<ul style="list-style-type: none"> Dismantling from 8.30 a.m. to 9.30 p.m.