

AUTHORIZATION REQUEST FOR WI-FI INSTALLATIONS

TECHNICAL MAINTENANCE DEPARTMENT

Send to telecomunicaciones@ifema.es

IFEMA CALL CENTRE

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IFEMA
Feria de
Madrid

C.I.F. Q-2873018-B

INFORMATION TO BE FILLED IN BY THE APPLICANT COMPANY

FAIR/EVENT _____

APPLICANT COMPANY DETAILS

COMPANY _____ TAX ID N° _____

TRADE NAME _____

ADDRESS _____ POSTCODE _____

CITY _____ PROVINCE/STATE _____

COUNTRY _____ PHONE _____ FAX _____

EMAIL _____ WEBSITE _____

CONTACT PERSON _____ POSITION _____

EXHIBITING/ORGANISING COMPANY DETAILS

COMPANY _____ STAND N° _____

2. REASON FOR THE REQUEST

All four fields must be filled in:

- Reasons why the official IFEMA service does not meet your needs: _____
- Technical and functional characteristics of the network to be installed (noting the access point model and characteristics regarding regulation of strength and channel selection): _____
- Aim and purpose of the wireless network to be installed: _____
- Indicate network name: _____

3. DOCUMENTS TO BE PRESENTED

Attach installation plan.

4. COMMENTS

IFEMA will study the application and inform the exhibitor in writing. As long as, according to the technical criteria of Feria de Madrid, the official service can cover the needs/functions required by the exhibitor, or if the exhibitor cannot give technical reasons why the official service does not meet its needs, authorisation will be denied.

IFEMA also reserves the right to reject an application if the network to be installed as described by the exhibitor might, in its technical opinion, endanger the quality of service to other exhibitors.

Without prejudice to the above, the following criteria will apply:

- If the exhibitor does not want to use the IFEMA Wi-Fi network for reasons of data security (because it requires encryption) we recommend the use of an Ethernet connection or specialist services to secure data.
- The public identifier of the network (SSID) must have a name identifying the exhibitor or stand and, in any event, must avoid confusion (the name must not be easy to confuse with a service provided by IFEMA, a show or conference. Identifiers such as IFEMA, SIMO, Internet, WI-FI, etc, will not be valid.). The public identifier of the network (SSID) must be authorised by IFEMA.

In all cases, unless expressly authorised, **it is prohibited to install Wi-Fi access points providing free internet access to visitors and/or exhibitors.**

If an exhibitor installs an **unauthorised Wi-Fi network** or a different configuration to that authorised, the exhibitor will be contacted and asked to **immediately turn off the network or reconfigure it to the authorised parameters.** If the exhibitor refuses to do so or repeats this breach of regulations, IFEMA may disconnect its internet access service.

The applicant company confirms that it is aware of and accepts the prevailing rules (see note on reverse).

The information in this form will be included in an IFEMA file for managing companies and individuals assigned by companies for contracted work. The contractor must obtain consent from its personnel for the provision of this information. You have the right to access, correct, oppose and cancel this information, and can do so by writing to IFEMA: Protección de Datos, apartado de correos 67.067 (28080) de Madrid. Alternatively, exhibitors can send an email to protecciondedatos@ifema.es, in both cases with the reference **FEC Data**. A refusal to provide this information or its cancellation will lead to the withdrawal of authorisation to provide services on the site.

IMPORTANT INFORMATION - PREVAILING REGULATIONS:

- If you are an exhibitor at a trade fair organised by IFEMA you must consult IFEMA's General Rules of Participation, Specific Fair Rules and the Technical Appendices of the aforementioned general rules and regulations. These are all available on the IFEMA website www.ifema.es, under Participation Rules for Exhibitors and on the website for each event.
- If you are an Exhibitor at a Trade Fair or a Congress with an Exhibition NOT organised by IFEMA you must consult the **Regulations for Exhibitors** (Participation Rules for Externally Organised Trade Fairs) and the aforementioned Technical Appendices of the General Rules and Regulations. These are available at all times on the IFEMA website www.ifema.es under Participation Rules for Conferences and Congresses.
- If you are the Organiser of a Trade Fair, an Event in an Exhibition Hall/s and/or an Event, with or without an Exhibition, in the Convention Centre: you must consult the **Regulations for Organisers** (Participation Rules for Externally-Organised Trade Fairs, Events in Exhibition Halls and Events, with or without an Exhibition, in the Convention Centre) and the aforementioned Technical Appendices of the General Rules and Regulations. These are available at all times on the IFEMA website www.ifema.es, under Participation Rules for Conferences and Congresses.

In the last two cases, we also suggest consulting the Organiser's own rules for their exhibitors as they may contain useful additional information.