



**infarma**  
MADRID 2020-2021  
EUROPEAN PHARMACY MEETING

15 – 17<sup>th</sup>  
June 2021  
Feria de Madrid

# General Conditions of participation for Exhibitors

EXHIBITION TECHNICAL SECRETARIAT:  
INTERALIA - Diagonal, 474 - 08006 Barcelona  
Phone +34 93 416 14 66 - ferias@interalia.es

[www.infarma.es](http://www.infarma.es)

CONGRESS TECHNICAL SECRETARIAT:  
COFM - Santa Engracia, 31 - 28010 Madrid  
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## 1. GENERAL INFORMATION

### 1.1. Name

INFARMA Madrid 2021  
European Pharmacies Conference &  
Medicine and Parapharmacy Exhibition

### 1.2. Venue

IFEMA - Madrid

### 1.3. Nature

Exclusively Professional

### 1.4. Dates

Tuesday 15<sup>th</sup>, Wednesday 16<sup>th</sup> and Thursday 17<sup>th</sup>, June 2021

### 1.5. Opening hours

Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> from 10 am to 7 pm uninterruptedly  
Thursday 17<sup>th</sup> from 10 am to 6 pm uninterruptedly

### 1.6. Opening hours for exhibitors

Tuesday 15<sup>th</sup> from 8.30 am to 7.30 pm  
Wednesday 16<sup>th</sup> from 9.00 am to 7.30 pm  
Thursday 17<sup>th</sup> from 9.00 am to 9.30 pm

### 1.7. Organization

Convened by:  
Colegio Oficial de Farmacéuticos de Madrid  
Col·legi de Farmacèutics de Barcelona

Organized by:  
INTERALIA, Ferias Profesionales y Congresos, S.A.

The governing body of INFARMA Madrid 2021 is the Organizing Committee, the powers of which cover all matters associated with the Convening and Organization of INFARMA Madrid 2021.

Interpretation of and compliance with these General Conditions of Participation for Exhibitors is the responsibility of the Organizing Committee. The Fair Director will deal directly with everything associated with the application of these General Conditions of Participation for Exhibitors, will supervise the organization of INFARMA Madrid 2021, and will coordinate the Fair's Technical Secretariat.

### 1.8. Exhibition Technical Secretariat

INTERALIA  
Rambla Catalunya, 60 - 08007 Barcelona  
Tel. 902 090 014 / 934 161 466 - [ferias@interalia.es](mailto:ferias@interalia.es) - [www.infarma.es](http://www.infarma.es)

### 1.9. Exhibition Technical Secretariat

COFM - Colegio Oficial de Farmacéuticos de Madrid  
Santa Engracia, 31 - 28010 Madrid  
Tel. 914 068 381 - [infarmamadrid@cofm.es](mailto:infarmamadrid@cofm.es) - [www.infarma.es](http://www.infarma.es)



## 2. EXHIBITION SECTOR

### Pharmaceutical products

- ✓ Over-the-counter medicinal products
- ✓ Medicinal products subject to medical prescription
- ✓ Generic medicinal products
- ✓ Homeopathy
- ✓ Dermopharmacy
- ✓ Food supplement and nutrition
- ✓ Phitotherapy
- ✓ Healthcare products
- ✓ Cure, hygiene and protection materials
- ✓ Optical
- ✓ Orthopaedics
- ✓ Paediatrics, childcare, maternals

### Pharmacy services

- ✓ Pharmaceutical compound utensils
- ✓ Advice, services and marketing
- ✓ Commercialization and distribution
- ✓ Facilities, decoration and healthcare apparel
- ✓ Technical publications and press
- ✓ Collectives, associations and institutions
- ✓ Multimedia - IT
- ✓ Tools and equipment for pharmacies

## 3. ACCEPTANCE OF EXHIBITORS AND DISTRIBUTION OF SPACES

**3.1.** The products and services to be exhibited must be customarily sold and/or used in pharmacies.

**3.2.** Decisions on whether to accept exhibiting companies, on the distribution of spaces in the Fair compound, and on the acceptance of products and services for exhibit in accordance with the exhibition sectors established for INFARMA Madrid 2021 are the responsibility of the Organization. These will be taken on the basis of technical criteria with regard to the Fair as a whole and materials to be exhibited, application dates, square meters requested, sectoring, harmony among spaces and dimensions hired, characteristics of the space requested, and other criteria that may be of benefit to exhibitors as a whole and to INFARMA, upon the criteria of the Organization.

**3.3.** Spaces will be assigned by the Fair's Technical Secretariat in accordance with the following general criteria:

- Standing or, in other words, exhibitors who have taken part on a continuous basis at previous fairs, provided they have made the reservation within the term established for INFARMA Madrid 2021.
- Date of the application. Order in which applications are received.
- Number of square meters requested.
- Sectoring and general distribution of the space.

None of said criteria in themselves will be determinant or binding for the acceptance of exhibitors or award of Spaces. Acceptance and award will rather be established in accordance with a weighted and suitable rating by the Organization of the applications received.

**3.4.** Upon the start of the sale of exhibition space the Organization will notify by post and by e-mail to companies exhibiting in the previous editions, who will have a period of 30 calendar days to submit in writing their preferential application for acceptance as an exhibitor at INFARMA Madrid 2021.

Since the general interest of the Organization, Exhibitors, Professional Visitors and Institutions that support INFARMA is to make this event more professional each year, and to give it greater pulling power and more scientific and professional appeal, an attempt will be made to satisfy all exhibitors who request to extend the exhibition area, offering similar alternatives in location and surface to exhibitors who share the island with them and do not require more space.



Exhibiting companies that apply for an island stand of exhibition space (in four corridors) will have first refusal to occupy the whole of this island; if two or more exhibitors request the island stand, the applicant that occupied a greater area at the previous fair will be given preference.

**3.5.** The exhibitor agrees to attend at the stand while the event is open.

Stands must be kept open during the event's visiting hours. The Organization reserves the right to close the stand or the facilities that do not comply with the terms of these Conditions.

**3.6. Change of location**

In the interests of the event, the Organization reserves the right to modify the space hired by the exhibitor within the pavilion, without the exhibitor being entitled to reimbursement. Swapping, cession or subleasing to third parties of the hired space is expressly forbidden.

If, for any reason not attributable to the Organization, the latter is unable to provide the exhibitor with the space awarded, the exhibitor will be offered another space of similar characteristics in the same pavilion. If the alternative space is smaller, the exhibitor will be refunded, where applicable, the difference between the amount paid for the space hired, and the amount of the space ultimately assigned, the exhibitor not being entitled to compensation of any kind for this item and waiving any such claim.

Receipt of written notification from the exhibitor expressing its wish not to take part at the event at its new site, will compel INTERALIA to refund the exhibitor with the amounts that, in accordance with the participation agreement it has hitherto paid, the exhibitor not being entitled to compensation of any kind for this item and waiving any such claim. Written notification must be sent by the exhibitor and communicated to the director of INFARMA within a period of eight days upon receipt of the notification of change.

**3.7. Modification of area**

If the exhibitor requests a reduction of space, it will lose the right to all that it had hired and may apply for a new location from among the spaces available.

When the exhibitor requests an extension of space, the Organization will attend to that request if available. If the space requested is unavailable, the reservation made will remain unaltered.

Any modification of the assigned space will prompt the issue of a new Application for Acceptance with new details of the location. This new Application for Acceptance will replace any other that may have previously been issued.

**3.8. Monitoring Committee**

The Organization will appoint a Monitoring Committee, which will previously monitor all the applications for acceptance as an exhibitor, visit all the stands and check that the material exhibited is in keeping with the philosophy of INFARMA. Those products and/or the advertising thereof that, upon the criteria of this Committee, do not fulfil these requisites and the regulations applicable to the pharmaceutical sector and these General Conditions of Participation for Exhibitors will not be accepted at INFARMA Madrid 2021.

**3.9.** Exhibitors will provide the Organization, one month prior to the opening of INFARMA Madrid 2021, with a detailed list of the products, services and brands they wish to exhibit at their stand.



#### 4. REGISTRATIONS AND RESERVATION OF EXHIBITION SPACE

- 4.1. Exhibition spaces will be hired through the Technical Secretariat of the Fair, INTERALIA, Ferias Profesionales y Congresos, S.A.
- 4.2. INTERALIA reserves the right to reject any acceptance agreement that does not coincide with the ends of the Fair, or that is not considered acceptable by the Organization. The reservation of exhibition space will not be final until the Organization has accepted the exhibitor and issued irrefutable notification thereof.
- 4.3. INFARMA is a professional exhibition and in accordance of the current law it is not permitted direct selling with goods withdrawal.
- 4.4. Although every possible effort will be made to ensure that the spaces hired reflect the dimensions and location specified on the maps, the Organization accepts no responsibility for any variations that may arise due to causes beyond its control.
- 4.5. Exhibitors may neither divide nor sublease the space awarded, and therefore all stands may bear only the name of the contracting company.
- 4.6. INFARMA is convened under the fair model Congress and Exhibition. All Exhibitors are sponsors of the Congress. Participating at INFARMA inseparably entails the status of exhibitor and sponsor.
- 4.7. All exhibitors, simply on account of their participation at INFARMA Madrid 2021, accept these General Conditions of Participation for Exhibitors, and other provisions that the Organizing Committee may establish.

#### 5. SPACE LEASING RATES

**FREE FLOOR SPACE** (without pre-decoration) minimum of 20 m<sup>2</sup>, 420 €/ m<sup>2</sup> + VAT  
Two-store stands, exhibition area in second floor, 210 €/ m<sup>2</sup>+ VAT

##### PRE-DECORATED STANDS

**Carpentry Stand:** minimum 16 m<sup>2</sup> (4x4) – 560€/ m<sup>2</sup> + VAT

Adaptable to any surface.

The price includes pre-decoration. Auxiliary services are hired separately.

**Modular Stand:** minimum 16 m<sup>2</sup> (4 x 4) – 520€/ m<sup>2</sup> + VAT

Adaptable to any surface.

The price includes pre-decoration. Auxiliary services are hired separately.

**Welcome Stand.** New exhibitors only.

Available in: **Carpentry Stand** 12 m<sup>2</sup> (4 x 3) – 6.720€ + VAT

**Modular Stand** 12 m<sup>2</sup> (4 x 3) – 6.240€ + VAT

The price includes pre-decoration. Auxiliary services are hired separately.

##### 5.1. Assembly fee

IFEMA charges an assembly fee for each stand that undertakes the installation and decoration of the stand, in accordance with the official IFEMA 2021 rates. The Organization will invoice this assembly fee to the exhibitor.



## 5.2. Shell Scheme

Technical features:

- Carpentry/modular structure stand
- Exhibition carpet with protective plastic
- Lighting 50 W/ m<sup>2</sup>
- 1 electric switchbox with thermal magnetic circuit breaker and differential protection with a 200W socket at 220V
- Fascia board with exhibitor's name

Other services included in the module:

- Compulsory insurance: Civil liability, fire and explosion
- Assembly Fee
- Electricity consumption of the module and industry levies
- Cleaning, prior to the fair and daily (once a day)
- 200 professional invitations
- 2 copies of the official scientific program-catalogue
- 1 business profile page in the Official Catalogue
- 10 registrations at the Congress

### Furniture Pack

#### Carpentry Stand: 710€\*

- 1 Round table
- 4 Chairs
- 1 Carpentry counter (0,90 x 1 x 0,50)
- 1 Carpentry showcase (2,30 x 1 x 0,50)
- Carpentry storeroom (1 x 1)

\* VAT not included

#### Modular Stand: 540€\*

- 1 Round table
- 4 Chairs
- 1 Carpentry counter (0,90 x 1 x 0,50)
- 1 Modular showcase (2,50 x 1 x 0,50)
- Carpentry storeroom (1 x 1)

- 5.3. Each exhibitor will undertake the interior decoration of the stands in accordance with its own criteria and convenience.
- 5.4. The prefabricated stands must be returned in the same condition as they were delivered and under no circumstances may the panels be drilled, vinyl-coated, papered, painted or spoilt. Flaws resulting from improper treatment will be charged to the exhibitor.

## 6. PAYMENT CONDITIONS

- 6.1. Once the stands have been awarded, INTERALIA, Ferias Profesionales y Congresos, S.A. will invoice exhibitors for the amount corresponding to the lease of the reserved space. For this reservation to become fully valid, 50% must be paid within a period of ten days. The remaining 50% and the auxiliary services hired must be paid before 30<sup>th</sup> April 2021.
- 6.2. The reservation and award of exhibition space will not be final until the Organization has accepted the exhibitor and issued irrefutable notification thereof. Payments on account for reservation do not imply acceptance as an exhibitor. In the event the exhibitor is not accepted, the full amount paid in advance will be returned.
- 6.3. The respective authorization from the Organization is required to occupy the space.
- 6.4. The amount for the extra services provided during the Fair, and all those quantities pending payment or invoicing, will be settled by exhibitors prior to closure. This requisite is essential for the release of the exhibited material.
- 6.5. All payments must be made to INTERALIA, Ferias Profesionales y Congresos, S.A., by bank transfer.



- 6.6. Those exhibiting companies that owe money to INTERALIA, COFM and COFB, regardless of the Fair, Year or Event to which the debt corresponds, will not be allowed to start assembly of the stand.

## 7. CANCELLATIONS

- 7.1. Once the site has been awarded, any request to cancel participation will result in loss of the advanced payment.
- 7.2. Exhibitors that withdraw from INFARMA Madrid 2021 must give the Organization written notice of said withdrawal before 20<sup>th</sup> April 2021. In all events withdrawal must occur before the Organization invoices the exhibitor, otherwise the latter agrees to pay the amount invoiced in compensation for the expenses assumed by the Organization for the cancelled participation.
- 7.3. The waiver to participate in INFARMA Madrid 2021 will mean the loss of any sponsorship option. The cancellation of the exhibition space does not exempt from the obligation to pay the total amount of the sponsorships hired by the exhibitor.
- 7.4. In addition to these rules, any space hired and not occupied in the 12 hours of the day prior to the opening of the event may be awarded to another exhibitor or be assigned by the Organization to the ends it deems appropriate.
- 7.5. **Closure of the stand**

The Organization may close a Stand during the assembly period or the event, if the exhibitor fails to comply with any of the established Rules or if a court order thus indicates, there being no obligation by the Organization either to compensate the exhibitor or to reimburse it with the payments advanced for its participation.

The Organization reserves the right to clear a stand, and to charge the exhibitor with the expenses, where applicable, that may arise.

## 8. ASSEMBLY AND DISASSEMBLY

### 8.1. Assembly

Thursday 10<sup>th</sup> June to Sunday 13<sup>th</sup> June, from 8.30 am to 8.30 pm.

Monday 14<sup>th</sup> June, from 8.30 am to 9.30 pm.

Pre-decorated stands will be available on Monday 14<sup>th</sup> June at 10 am.

### 8.2. Assembly fee

IFEMA charges an assembly fee for each stand that undertakes the installation and decoration of the stand, in accordance with the official IFEMA 2021 rates. The organization will invoice this assembly fee to the exhibitor.

### 8.3. Disassembly

Thursday 17<sup>th</sup> June, from 6.30 pm to 9.30 pm.

Friday 18<sup>th</sup> June and Saturday 19<sup>th</sup> June, from 8.30 am to 9.30 pm.

- 8.4. The IFEMA loading and unloading areas are not parking areas. Vehicles are allowed only one loading or unloading operation in these areas, according to the type of vehicle, and must immediately leave going to the appropriate parking area. The rate for overrun time is intended to be a deterrent according to the type of vehicle and the number of hours of stay.



- 8.5. The receipt or dispatch of materials, products or other articles will not be allowed in the period from 9.30 am on 14<sup>rd</sup> June to 6.30 pm on 17<sup>th</sup> June. Disassembly of stands must likewise not begin prior to the time and day indicated.
- 8.6. During assembly and disassembly work and, in general, on the days the fair is being held, materials must not be placed at the sites of other exhibitors and all corridors must, likewise, always be clear to allow for the movement of people and goods.
- 8.7. The last day of celebration, at the closure time of the fair for visitors, allows the withdrawal of goods from the stand, not structural elements. Vehicles that must enter to pick up merchandise, may approach the gates of the pavilions but not go inside the pavilion.
- 8.8. Products and materials of value must be removed upon the closure of the INFARMA Madrid 2021 (compulsory insurance includes neither theft nor robbery. See sections 12 and 13).
- 8.9. Stands that have not been disassembled, or objects that remain installed after 8 pm on 19<sup>th</sup>, June 2021 will be withdrawn by the cleaning services of IFEMA. The cost caused by the dismantling and/or clear of materials will be invoiced to the exhibitor. The Organization will not accept responsibility for the destination of the cleared material.

## 9. GENERAL RULES OF DECORATION

- 9.1. The pavilion facilities must not be altered in any way, painting, fitting plugs or scraping of any kind of its structural elements, or hanging or suspending signs, brands or drawings, or any other object, from its ceiling and on its walls are not allowed.

All decorative elements must be installed on supports assembled by the exhibitor, and in no event may the flooring of the pavilion be perforated or used in any other way.

- 9.2. Only products or brands that are presented by exhibitors inside their stand and displayed in accordance with the criteria of the Organization, and with the plans for the event, may be exhibited.
- 9.3. It is forbidden to offer visitors any food or drink that is not going to be consumed within the perimeter of the stand (especially popcorn, cotton candy or ice cream), the collection of remains and containers will be exhibitor responsible.

It is also forbidden to give helium balloons or any other floating items to the visitors.

### 9.4. Special decoration

Upon application to the Organization, exhibitors may be given authorization for special decoration (minimum of 20 m<sup>2</sup>) different from that included in the pre-decorated exhibition module. The technical plans, floor plan, elevation and renders must be submitted for technical supervision and approval, one month before the opening to [ferias@interalia.es](mailto:ferias@interalia.es) and must in all events comply with the general rules of decoration.

If the scale of the assembly so warrants, the Organization may insist that the design is signed by a qualified Expert Technician and supervised by the corresponding Official Association. This is an obligatory requirement for stands with a second floor.

- 9.5. If the Exhibitor wishes to use the structure of the pavilion cover to hang any decorative element, an authorization to IFEMA must be requested.
- 9.6. The union of stands or islands located on both sides of a corridor is not allowed, either through the unification of the carpeted floor, air structures, lighting, etc., although they belong to the same company or group of companies.



- 9.7.** The design and decoration of all stands must coincide with those authorized. The rear of all decorative elements visible to the public must be suitably covered. The Organization will be entitled to remove any object that does not meet these requirements.
- 9.8.** All the companies will be obliged to assemble their stands in compliance with section DB-SUA of the CTE (Technical Building Code), which must include at least the walls adjoining the walls of the pavilion or the adjacent stands. These walls must have a minimum height of 2.50 m.

HALLS: Inside the pavilions the maximum construction height of any element must be 4 m. In the walls adjacent to the corridors, a time element on the perimeter can be lifted to a maximum height of 6 m. In any case an element can be raised in the walls adjoined to neighbourhood stands.

The elements placed 1 m. from the perimeter inside the stand can raise up to the permitted maximum height of 6 m.

In shared islands of stands, towers or other elements in the border with other stands can only be labelled on the sides facing the own stand. It is forbidden to label the side facing other stands, whatever it was the element height. For sides facing other stands to be labelled they have to be 2 m. inside the own stand.

CONNECTION MODULES BETWEEN HALLS: In the connection modules between halls the maximum construction height of any element must be 4 m.

- 9.9.** The total closing of a lateral wall is not permitted, a minimum of 25 % must be open and accessible. Only is allowed to close 100% of all sides perimeter if walls do not exceed 1.25 m. height.
- For completely closed walls, more than 1,25 m. high, that are bounded by common-use corridors, there must be a minimum distance of 1.50 m. between said wall and the corridor.
- 9.10.** Any decorative element that projects beyond the stand (maximum of 40 centimetres) must be placed at a minimum height of 2.5 m.
- 9.11.** The pillars located within the own stand can be covered up to a maximum height of 5 m. If the columns to be covered or decorated have fire hydrant, fire extinguishers, fire pushbuttons, signage or any other element of the pavilions, these must always be visible and accessible. They cannot be manipulated or disassembled.
- 9.12.** All services (telecommunications, compressed air, water and drainage, electricity, etc.), shall be supplied inside the channel/duct in the nearest point to the location requested by the Exhibitor. If installing a wooden floor or other type of raised or technical floor on the stand area which conceals access to the channels/ducts, an access point must be provided for access to the outlets in the case of problems with the connections.
- 9.13.** The service ducts/housing situated inside a stand can be used to provide service to adjacent stands where necessary.
- 9.14.** Stands constructed on 19 mm. pallet or higher must have at least an access ramp for handicapped persons of 1,20 m. wide minimum.
- 9.15. Stands with second floor**

All companies who choose to carry out a second floor shall submit to the Organizer a certificate or a project with its corresponding project management and signed by a qualified technician, who should be endorsed by the respective Association. The project shall specify the dimensions, service load and capacity, compliance with which is the sole responsibility of the Exhibitor.



Handrails and protection level changes will be designed according to the current regulations and in particular in accordance with the provisions contained in the Technical Building Code.

Holes in second floors or changes of level opened directly to the outside at a height over than 50 cm and highlights of the pavement will be protected by a 95 cm high handrail. The outer perimeters of cantilevers on second floors will be protected with the same criteria.

Documentation required in complex constructions: descriptive report, structural static calculations, risk assessment and preventive measures project.

#### 9.16. Debris removal

All decorator companies must leave the space in which they have assembled the stand clean and clear, for which the disassembly days envisaged for each Fair are available. If at the end of the assembly period, the decorator companies leave waste or debris behind, they must pay to IFEMA the clean-up rate for 2021.

## 10. SAFETY RULES

- 10.1.** As a general safety measure due to the concurrence of activities it will be mandatory to wear a helmet, high visibility vest and safety shoes throughout the assembly and disassembly phases of fairs and events in all the exhibition areas.

Access will be strictly prohibited without said personal protection equipment. This instruction applies to any person accessing, traversing or carrying out activities in, or simply present in the halls or exterior exhibition areas during the assembly and disassembly procedures.

This instruction does not exempt anyone from the responsibility to use any other protection equipment necessary for each specific task in the course of said assembly and disassembly phases.

- 10.2.** In accordance with the regulations applicable to sites subject to risk of fire or explosion, the use of impact adhesives or any other product that, because of evaporation or and other reason, may continuously, intermittently or periodically yield dangerous concentrations of inflammable gases or vapours, albeit localized, is completely forbidden in the work of assembly, disassembly and decoration of stands.
- 10.3.** In the assembly of stands, the decoration elements must have the same characteristics as those of construction, not being able to carry any type of material or product that is easily combustible such as straw, wood or paper shavings, sawdust, peat, dry leaves, etc.
- 10.4.** The use or transport within the pavilion of petrol, acetylene, oil of any other inflammable material is not allowed under any circumstances. The use of individual heating devices is also forbidden.
- 10.5.** Once the Salon has been inaugurated, it is not allowed to move around with any vehicle, including rollers, bicycles, scooters, electric skateboards..., inside the pavilions and the avenue.
- 10.6.** If imminent danger for persons or objects is observed, the supply to the electrical installation where said danger has arisen must be interrupted. Connections or disconnections of the electrical sockets of stands must always be performed by personnel from the technical services of the pavilion, while access to connection boxes of the general mains supply by any other person is totally forbidden.
- 10.7.** The exhibition and display of the exhibited products will be authorized on the condition that it neither involves danger to the visiting public nor disturbs other exhibitors, and that does not cause damage to the pavilion.



- 10.8.** Exhibitors at INFARMA Madrid 2021 must comply with all applicable regulations and, particularly, with the safety regulations established in state, autonomous community and local legislations, including the current Occupational Hazards Act, and the specific General Rules of Participation of IFEMA. Each exhibitor is responsible for complying with these rules within the area of its stand, in the pavilion and in the Fair Complex.

## 11. CLEANING

Free floor stands do not have any cleaning service included. Exhibitors who wish to contract cleaning for your stand may do so directly with the Technical Secretariat to [ferias@interalia.es](mailto:ferias@interalia.es).

## 12. SURVEILLANCE

- 12.1.** During periods of assembly, celebration and disassembly, IFEMA undertakes general surveillance of the Fair Complex, of entrances and exits and outside surveillance, and general and preventive security and safety for matters of order and prevention of fires or emergencies of any nature.

Under no circumstances is this security addressed to the goods on exhibition, or to the private belongings of each exhibitor, and therefore the Organization, IFEMA, INTERALIA and INFARMA do not accept responsibility for the private belongings of exhibitors, their employees or assistants.

The Organization, IFEMA, INTERALIA and INFARMA accept no responsibility for robbery or theft of materials and objects deposited at the stands, or for the damages these may suffer during the periods of assembly, celebration and disassembly. The Organization will nonetheless give its assistance in completing or processing the respective report.

Each exhibitor is responsible for those objects of value that there may be at its stand, and must take care thereof during the assembly period, the hours in which the public is present, and in the disassembly period.

The Organization, IFEMA, INTERALIA and INFARMA are not responsible for surveillance of stands, and in the event an exhibitor should require a service of surveillance of its stand, it may hire such a service or perform it using its own resources.

If an exhibitor wishes to undertake surveillance of its stand itself, it must previously apply to the Department of Security of IFEMA, through the Technical Secretariat of INFARMA Madrid 2021, for the respective authorization, accompanied by a letter of legitimacy, which will be issued to the security guard upon presentation of his or her National Identity Document and submission of photocopy.

- 12.2.** The Organization will pool a system of surveillance and order throughout the pavilion during visiting hours. An identical service will be run at night. Participants will undertake surveillance of their stands during public visiting times, and the presence of the personnel thereof at other times is forbidden. This prohibition may only be lifted upon obtaining special authorization from the management of INFARMA, for highly justifiable reasons and in accordance with the specified method.
- 12.3.** General surveillance will end upon closure of the Fair. From this moment onwards, each participant will be responsible for the security of its products and facilities, although the Organization may maintain surveillance for a few further days.



- 12.4.** Both the personnel of the technical services and surveillance personnel will pay the inspection visits required in order to ensure that the rules of safety and surveillance are complied with by all exhibitors, and at any time may take appropriate measures to prevent accidents or situations that may harm persons or objects.

### 13. INSURANCE

- 13.1.** The Organization of INFARMA insures all exhibitors against risks of Fire and Explosion through a collective policy that covers the entirety of the facilities and objects of the pavilion. Each exhibitor must pay the corresponding premium.
- 13.2.** Civil Liability insurance against accidents caused to third parties, through a collective policy that INTERALIA will invoice to the exhibitor, is likewise compulsory.
- 13.3.** Insurance against robbery, theft and/or dispossession will be optional and may be covered directly by the exhibitor itself.
- 13.4.** The exhibitor must be directly insured against occupational accidents of the personnel at its stands, and of technicians involved in assembly, where applicable.
- 13.5.** The Organization of INFARMA and INTERALIA, Ferias Profesionales y Congresos, S.A. accept no liability for any other risk that exhibitors, their employees and technical staff, and their facilities and exhibited goods may run as a result of their participation at the Congress-Fair.
- 13.6.** All the policies will expire three days after the closure of INFARMA Madrid 2021.

### 14. ADVERTISING

- 14.1.** Each exhibitor's advertising must be restricted to the area of its stand. The distribution of brochures or the display of posters or other graphic or visual forms outside the space awarded to each exhibitor is not allowed, except upon prior written agreement with the Organization of INFARMA Madrid 2021, said advertising and promotion not being allowed in the corridors of the pavilions and on the premises of the Fair Complex. This advertising must adhere strictly to the criteria of the Monitoring Committee regarding products for exhibition (section 3.3 of these General Conditions of Participation for Exhibitors).
- 14.2.** Any advertising that breaches customs or bylaws, or is of a political or ideological nature, is totally forbidden in the exhibition complex.
- 14.3.** Both advertising using loudspeakers and the exhibition of audiovisual with soundtracks require special authorization from the Organization. Maximum 40 decibels.
- 14.4.** Is not allowed in any case the, activities and/or audiovisual spectacles through the corridors and/or in common areas.
- 14.5.** Third party advertising is also forbidden. Any exhibited article that does not belong to the exhibitor itself, or to represented companies, must be authorized by the Organization of INFARMA Madrid 2021 for it to be exhibited and advertised.

The Organization may prohibit the distribution of advertising that has prompted complaints and may withhold this material until the end of the event.

Authorization is required for optical, mobile or acoustic advertising media, which may only be used if it does not disturb neighbouring stands.

- 14.6.** Outside the pavilion there is a limited series of spaces fitted out for the display of advertising posters. IFEMA has awarded the exclusive operation thereof to an outdoor advertising company.



This advertising must adhere strictly to the criteria of the Monitoring Committee regarding products for exhibition (section 3.8 of these General Conditions of Participation for Exhibitors).

## 15. OFFICIAL CATALOGUE

- 15.1. INFARMA publishes the Official Catalogue, which lists all the exhibitors, their activities and the products exhibited.
- 15.2. Inclusion of exhibitor details (business profile page) in this catalogue is free for all exhibitors, who will provide, entirely upon their own responsibility, all the necessary details prior to 30<sup>th</sup>, April 2021.
- 15.3. The Organization accepts no liability for omissions or errors that may occur in the publication of the Catalogue and reserves the right to reject or modify the insert or the drafting of the information provided by the exhibitors, if it deems it appropriate.
- 15.4. Companies interested in emphasizing their participation may reserve advertising spaces in the Catalogue. This advertising must adhere strictly to the criteria of the Monitoring Committee regarding products for exhibition (section 3.8 of these General Conditions of Participation for Exhibitors).
- 15.5. The deadline for reception of the details for the free insert will be 30<sup>th</sup>, April 2021 and the deadline for the originals will be 3<sup>rd</sup> May 2021. If received after this date, the Organization cannot guarantee the publication thereof.
- 15.6. Data of a personal nature will be included on an automated file of the Organization of INFARMA in order to administer participation at the fair. By sending its details the exhibitor expressly authorizes the use thereof for sending periodic communications, even by electronic means, in order to provide information on fair activity. It likewise agrees that its data may be sent, subject to confidentiality, to companies that work with the fair organizers in providing services and added value, exclusively for the purposes of delivering information on said services and dealing with orders. The rights of access, rectification, opposition and cancellation of and to these data may be exercised by sending a letter addressed to INTERALIA (Rambla Catalunya, 60 – 08007 Barcelona) or e-mail to [ferias@interalia.es](mailto:ferias@interalia.es).

## 16. ADMISSION OF VISITORS AND BADGES

### 16.1. Visitors

- a) Pharmacists will have free access to the Fair upon identification and registration at [www.infarma.es](http://www.infarma.es) or at the reception of the event.
- b) The charge for admission will be €20 for the three days. This includes a copy of the Official Catalogue.
- c) In compliance with the provisions of LOPD 15/1999 and LSSICE 34/2002, it is informed that the personal data voluntarily provided by all participants (exhibitors, visitors, congressmen, speakers, suppliers,...), will be incorporated into an automated file owned by INFARMA and managed by INTERALIA Ferias y Congresos, S.A. These data, images and e-mail included, may be used for promotional purposes to keep participants informed about events and activities organized by INFARMA. These personal data may be handed over, with confidentiality obligation, to collaborating companies of INFARMA. Participants can exercise rights of access, rectification, cancellation and opposition of their personal data sending an e-mail at [ferias@interalia.es](mailto:ferias@interalia.es)



### 16.2. Exhibitor badges

Each company can register 5 exhibitor badges for each 20 m<sup>2</sup> module hired. These badges must be issued through the Exhibitors Area.

### 16.3. Work badges

On assembly and disassembly days, access will be allowed only to those persons with the corresponding work or exhibitor pass. IFEMA will provide the work passes requested for each exhibitor.

Compliance with these rules will be strictly enforced because, for evident reasons of security, any person who is not appropriately identified will not be permitted to handle decorative elements or exhibited articles.

### 16.4. Reservation of the right of admission

The Organization reserves the right of admission and may invite any person whose attitude is not in keeping with the basic rules of conduct to leave INFARMA.

## 17. PRESS

Professional publicity of the event will be covered by the most suitable channels to create maximum awareness, both nationwide and internationally.

## 18. CONTENT OF STANDS

**18.1.** Exhibitors will be responsible for keeping their stands in perfect order and condition during the hours the event is open, and stands must always be attended by the exhibitor itself or its representatives.

**18.2.** All exhibited material must always be kept within the space hired. If any article is positioned to obstruct or hinder movement in the corridor or at accesses, it must be removed by and at the expense of the offending party.

**18.3.** It is forbidden installing sound amplifiers like microphones, loudspeakers...

**18.4.** The level of sound or internal PA of stands must not exceed 40 decibels. In the event of non-compliance with this rule, the technical services of the Organization may disconnect the offending element.

**18.5.** Out of respect for neighbouring stands, exhibitors, visitors and exhibition activity generally is not permitted under any circumstances carry out activities and / or audiovisual shows in the corridors and common areas.

## 19. AUXILIARY SERVICES

INFARMA provides all exhibitors with a series of auxiliary decorative elements and with a broad series of complementary services (hostesses, interpreters, and audiovisual material, etc.). Exhibitors that require any of these services must give notice thereof. The deadline for reservation will be 14<sup>th</sup>, May 2021. Services requested after this date will have a 25% surcharge.



## 20. IMAGE, PHOTOGRAPY AND VIDEO

To safeguard the interests of each exhibitor, photography, filming or making sketches of the samples exhibited at the stands are not allowed. In the event of breach, the Organization is authorized to confiscate the respective negatives and sketches without right of claim by the offender. Each exhibitor is entitled to photograph its own stand and its own articles, upon informing the Organization for the due control thereof.

The Organization reserves the right to photograph, draw or film stands, facilities and products exhibited, and to use said reproductions exclusively for the promotion, advertising and press references of INFARMA.

## 21. USE OF WORKS OF INTELLECTUAL PROPERTY

In accordance with current legislation, any use, by exhibitors, of works of intellectual property included in the repertoire of the SOCIEDAD GENERAL DE AUTORES Y EDITORES (SGAE, Spanish Society of Authors. Composers and Publishers- works of music, drama and audiovisual, etc.) during INFARMA Madrid 2021, will require the exhibitor to hold the corresponding authorization from SGAE, the institution that manages authors' rights. This authorization must be obtained directly by the exhibitor.

## 22. PERSONAL DATA PRIVACY

In compliance with the provisions of LOPD 15/1999 and LSSICE 34/2002, it is informed that the personal data voluntarily provided by all participants (exhibitors, visitors, congressmen, speakers, suppliers, ...), will be incorporated into an automated file owned by INFARMA and managed by INTERALIA Ferias y Congresos, S.A. These data, images and e-mail included, may be used for promotional purposes to keep participants informed about events and activities organized by INFARMA. These personal data may be handed over, with confidentiality obligation, to collaborating companies of INFARMA. Participants can exercise rights of access, rectification, cancellation and opposition of their personal data sending an e-mail at [ferias@interalia.es](mailto:ferias@interalia.es)

## 23. SPECIAL CASES

- 23.1. The Organization of INFARMA Madrid 2021 reserves the right to cut, to prolong or to delay the exhibition, in the event that special circumstances or force majeure should so require, without this yielding any compensation for exhibitors.
- 23.2. No exhibitor may claim a refund of amounts previously paid or bring charges against the Organization for damages resulting from possible losses suffered on account of strict application of these Conditions of Participation for Exhibitors and/or in the event of failure to comply therewith by the exhibitor.
- 23.3. For all that not envisaged in these General Conditions of Participation for Exhibitors, the Organization of INFARMA will establish a respective rule, and the decision must be adhered to by all exhibitors.



## 24. CONFORMITY

By signing the Application for Acceptance the exhibitor accepts and agrees to comply with these General Conditions of Participation for Exhibitors at INFARMA Madrid 2021, which are an integral part of this Application for Acceptance, and also with the generally applicable Regulations and Rules of Participation of IFEMA for the fair events held at its fair complexes.

EXHIBITION TECHNICAL SECRETARIAT:  
INTERALIA - Diagonal, 474 - 08006 Barcelona  
Phone +34 93 416 14 66 - ferias@interalia.es

[www.infarma.es](http://www.infarma.es)

CONGRESS TECHNICAL SECRETARIAT:  
COFM - Santa Engracia, 31 - 28010 Madrid  
infarmamadrid@cofm.es - Phone +34 91 406 83 81

