

Authorization request for wi-fi installations.

Information technologies department.

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Send to: telecomunicaciones@ifema.es

1. 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 MADRID 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 MADRID 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 MADRID 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 MADRID, a show or conference. Identifiers such as IFEMA MADRID, SIMO, Internet, WI-FI, etc, will not be valid.). The public identifier of the network (SSID) must be authorised by IFEMA MADRID.

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.

Important information - Prevailing regulations:

- **If you are an exhibitor at a fair organised by IFEMA MADRID** you may consult the "IFEMA General Participation Regulations", the specific rules for the Fair, as well as the technical annexes that complement the aforementioned general regulations, all available at ifema.es, in the Exhibitors space and on the web page for each event.
- **If you are an Exhibitor at a Fair or Congress with Exhibition not organised by IFEMA MADRID**, see the "Exhibitor regulations" (Rules of Participation for Exhibitors at Externally Organised Fairs) as well as the technical annexes also available at ifema.es, in the Conventions and Congresses area, Participation Regulations section. Also, check the Organiser's own rules regarding your fair or event.
- **If you are the organiser of a fair or event at the trade fair complex/convention centre**: see the "Organiser regulations" (Rules for participation in externally organised fairs, events in halls and events, with or without exhibitions, in the convention centre) as well as the technical annexes to the aforementioned General Regulations available at ifema.es, in the Conventions and Congresses area, Participation Regulations section.

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