

Authorization request for private security

Security and self-protection department.

INSTITUCIÓN FERIAL DE MADRID
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Send to: dseguridad@ifema.es

Information to be filled in by the applicant company

Fair/Event _____

Applicant company details

Company _____ Tax ID nº. _____

Trade name _____

Address _____ Postcode _____

City _____ Province/State _____

Country _____ Phone _____ Fax _____

Email _____ Website _____

Contact person _____ Position _____

Exhibiting/organising company details

Company _____ Stand nº. _____

Security company providing the service

_____ Telephone _____

Email _____ Fax _____

Details of the security personnel providing the service

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

D. _____ T.I.P. _____

Dates and times for provision of the service

Start date _____ End date _____

Start time _____ End time _____

Details of the service inspector, if applicable

Full name _____

Inspection times _____ Telephone nº. _____

Authorisation of Feria de Madrid security and self-protection department (signature, date and stamp)

Services provided by external security companies at IFEMA MADRID installations must comply with the following requirements:

A) The company:

- Must provide documentation showing the company is registered and authorised to provide security and protection services, according to the legislation in force in terms of private security.
- Send a copy of the document proving you have presented the communication of provision of the

reference service, before the corresponding authority to the Security and Self-Protection Department of Feria de Madrid. This must be presented at least 12 hours before service provision starts.

- No inspections of the service will be permitted outside the hours of the fair (public opening times).

B) The security guard:

- Must have a Professional Identification card (T.I.P.).
- Must wear the full official uniform of the company, with the Security Guard badge visible, and the logo of the security company.
Security guard shifts from 8 a.m. to 10 p.m. are compulsory.
- Security guards must remain in the stand or area they are responsible for guarding during their working hours.
- If they are repeatedly found outside their stand or set area without justified cause, or in a stand other than

the one they are working for (even for the first time) this will entitle the Feria de Madrid security services to ask them to leave the fair site, with the security guard and company being responsible for any liability arising from this.

- When Security and Self-Protection Department of Feria de Madrid deems it necessary, it can carry out a visual inspection of the stand or set security area and the belongings of the security guard (bags, briefcases, etc.). This inspection will be carried out by Feria de Madrid security personnel in the presence of a representative of this department.

Important information - Prevailing regulations:

- **If you are an exhibitor at a fair organised by IFEMA MADRID**, you may consult the "IFEMA MADRID 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.
- **If you are an Organiser of a fair or event at IFEMA PALACIO MUNICIPAL**, see the "Participation regulations for events with or without exhibitions at IFEMA PALACIO MUNICIPAL" as well as the technical annexes that complement the aforementioned regulations, all which are available at ifema.es in the Conventions and Congresses area.