

# Authorization request for rigging structures in halls

Fair services department.

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## Information to be filled in by the applicant company

Fair/Event \_\_\_\_\_

### Applicant company details

Company \_\_\_\_\_ Tax ID \_\_\_\_\_

Trade name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

State \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Person in charge \_\_\_\_\_ Position \_\_\_\_\_

### Invoice details (Fill in only if other than above)

Company \_\_\_\_\_ Tax ID \_\_\_\_\_

Trade name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

State \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Person in charge \_\_\_\_\_ Position \_\_\_\_\_

### Exhibiting/organising company details

Company \_\_\_\_\_ Stand n° \_\_\_\_\_

### Basic information for the elements to be hung from the hall structure

Type of structure to be hung \_\_\_\_\_

Nº of hanging points in the hall structure \_\_\_\_\_

Total suspended weight \_\_\_\_\_

**NOTE: NOT VALID AS A CONTRACT FORM. CONTRACTING THE POINTS NEEDED AND THE TYPE REQUIRED MUST BE DONE THROUGH THE "EXHIBITORS AREA" ON IFEMA'S WEBSITE**

## Information to be filled in by the inspection company

### Plan check

Yes No

- Report is attached \_\_\_\_\_ ☐ ☐
- The weights of all elements are shown \_\_\_\_\_ ☐ ☐
- Annotated sketches are provided \_\_\_\_\_ ☐ ☐
- The loads for each hanging point are shown \_\_\_\_\_ ☐ ☐
- The loads to be transmitted are acceptable \_\_\_\_\_ ☐ ☐
- The security system is described \_\_\_\_\_ ☐ ☐
- Quality certificates are provided \_\_\_\_\_ ☐ ☐
- Result of the plan check: \_\_\_\_\_
- Comments: \_\_\_\_\_

### Hanging points

- n° of points: \_\_\_\_\_
- Linear pre-rigging meters \_\_\_\_\_
- Plan presentation date \_\_\_\_\_

### Assembly check

Yes No

- Assembly conforms to the approved plan \_\_\_\_\_ ☐ ☐
- Corrections were needed \_\_\_\_\_ ☐ ☐
- The security system is in place \_\_\_\_\_ ☐ ☐
- Measures have been adopted to protect the hall structure \_\_\_\_\_ ☐ ☐
- Result of the assembly check: \_\_\_\_\_
- Comments: \_\_\_\_\_

**IMPORTANT INFORMATION:** The installation company must make known, before the start of assembly, any damage found in the structural elements in the area where the installation is to be performed. In the event it does not, IFEMA MADRID shall assume that it is satisfied with the area and any damage detected from then onward shall be assumed to have been caused by the company. Furthermore, the installation company undertakes to collect all of the elements referred to in this authorisation at the end of the fair. In the event it fails to do so or if the facilities are damaged, IFEMA MADRID shall invoice the company for the cost incurred to collect, repair and/or return such to their original state.

The installation company is responsible for the accuracy of the information provided in this application and any documents attached hereto such as the plan, the rigging report and, in particular, all that concerns the weight and dimensions of each component of the system.

The authorisation of this application in no event means that IFEMA MADRID or the companies with which it has partnered for this service are responsible for the structural solution planned.

Person in charge from the installation company

Date and signature

Project check. Inspection company

Date and signature

Assembly inspection check. Inspection company

Date and signature

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

#### 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](http://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](http://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](http://ifema.es), in the Conventions and Congresses area, Participation Regulations section.

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