

# REQUEST FOR AUTHORISATION TO FIT HANGING STRUCTURES/RIGGING

FAIR SERVICES DEPARTMENT

Send to [inspeccion.rigging@ifema.es](mailto:inspeccion.rigging@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 INSTALLATION COMPANY

FAIR/EVENT \_\_\_\_\_

**APPLICANT COMPANY DETAILS**

COMPANY \_\_\_\_\_ Tax ID \_\_\_\_\_

TRADE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_ CITY \_\_\_\_\_

PROVINCE/STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_ POSITION \_\_\_\_\_

**INVOICE DETAILS** (Fill in only if other than above)

COMPANY \_\_\_\_\_ Tax ID \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PROVINCE/STATE \_\_\_\_\_ COUNTRY \_\_\_\_\_

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 \_\_\_\_\_

N° OF HANGING POINTS IN THE HALL STRUCTURE \_\_\_\_\_

TOTAL SUSPENDED WEIGHT \_\_\_\_\_

### INFORMATION TO BE FILLED IN BY THE INSPECTION COMPANY

**PLAN CHECK**

	YES	NO
REPORT IS ATTACHED .....	<input type="checkbox"/>	<input type="checkbox"/>
THE WEIGHTS OF ALL ELEMENTS ARE SHOWN .....	<input type="checkbox"/>	<input type="checkbox"/>
ANNOTATED SKETCHES ARE PROVIDED .....	<input type="checkbox"/>	<input type="checkbox"/>
THE LOADS FOR EACH HANGING POINT ARE SHOWN .....	<input type="checkbox"/>	<input type="checkbox"/>
THE LOADS TO BE TRANSMITTED ARE ACCEPTABLE .....	<input type="checkbox"/>	<input type="checkbox"/>
THE SECURITY SYSTEM IS DESCRIBED .....	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY CERTIFICATES ARE PROVIDED .....	<input type="checkbox"/>	<input type="checkbox"/>

RESULT OF THE PLAN CHECK: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**HANGING POINTS TO BE INVOICED**

N° OF POINTS: \_\_\_\_\_

PLAN PRESENTATION DATE: \_\_\_\_\_

**ASSEMBLY CHECK**

	YES	NO
ASSEMBLY CONFORMS TO THE APPROVED PLAN .....	<input type="checkbox"/>	<input type="checkbox"/>
CORRECTIONS WERE NEEDED .....	<input type="checkbox"/>	<input type="checkbox"/>
THE SECURITY SYSTEM IS IN PLACE .....	<input type="checkbox"/>	<input type="checkbox"/>
MEASURES HAVE BEEN ADOPTED TO PROTECT THE HALL STRUCTURE .....	<input type="checkbox"/>	<input type="checkbox"/>

RESULT OF THE ASSEMBLY CHECK: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

The installation company undertakes to collect all the elements referred to in this authorisation at the end of the fair. In the event it is not collected or the installations are damaged, IFEMA will bill the cost of the repair work and/or restoring them to their original state.  
The installation company will be responsible for the accuracy of all the information provided in this application and attached documents such as the rigging plan and report, especially in relation to the sizes and weights of each element in the system.  
This authorisation does not mean that IFEMA or its collaborating companies for this service are responsible for the planned structural solution.

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 affirms it is aware of and accepts IFEMA Regulations, also available at [www.ifema.es](http://www.ifema.es).

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 at Protección de Datos, apartado de correos 67.067 (28080) de Madrid. Alternatively, exhibitors can send an email to [protecciondedatos@ifema.es](mailto: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.