



## Exhibition Rules and Regulations

### **1. SALON GOURMETS INFORMATION**

**Organisation:** The 38 Salon Gourmets is an event organised by Progourmet, S.A.

**Location:** It will be held at Feria de Madrid venue (Ifema Madrid).

**Dates:** Monday 7, Tuesday 8, Wednesday 9 and Thursday 10 April 2025.

#### Opening hours

- Visitors: From 10:00 am to 7:00 pm, Monday 7, Tuesday 8, Wednesday 9 April 2025. Thursday 10 April, from 10:00 am to 5:00 pm
- Exhibitors: From 8:30 am to 7:00 pm Monday 7, Tuesday 8, Wednesday 9 April 2025. Thursday 10 April, from 8:30 am to 5:00 pm.

### **2. DEFINITIONS**

In accordance with the Exhibition Rules and Regulations, the following terms marked in red shall have the meaning specified below:

**2.1. Salon Gourmets or the Event:** Means the event organised by Progourmet, S.A., where Exhibitors will present their products to the professional visitors who attend. It is a business framework where commercial transactions between Exhibitors and professional visitors will be promoted.

**2.2. The Organisation or the Organiser:** Means Progourmet, S.A.

**2.3. Exhibition Rules and Regulations or ERR:** Refers to this document which includes the system of rights and obligations that will regulate the relationship between the Exhibitor and the Organisation. Every Exhibitor, by virtue of being an Exhibitor, expressly accepts the full contents of these Regulations (ERR). The following list of annexes is an integral part of the Exhibition Rules and Regulations:

- Annex 1: Application for Admission.
- Annex 2.1: Confirmation of the Organisation .
- Annex 2.2: Booking Order.

**2.4. Executive Committee or the Committee:** Means the executive body that decides on the various factors that assure the quality of the Event, including the suitability of the Exhibitors, the products to be exhibited and the activities permitted at the Event. The decisions of the Committee will be immediately binding and the Exhibitors may not appeal against them.

**2.5. Exhibitor:** Means the individual, self-employed worker, business person or professional, or legal entity, legally incorporated, or institution, that completes and submits the Application for Admission to the Organisation and which is in any of the following situations:

**2.5.1. Registered Exhibitor:** Once the Application for Admission has been completed and submitted to the Organisation, and the Registration Fee has been paid, the Committee must decide on the Exhibitor's participation in the Event. If the Committee approves the Exhibitor's participation in the Event, the Exhibitor will receive a Booking Order, whereupon the Exhibitor will acquire the rights and accept the obligations set forth in these Exhibition Rules and Regulations. The Registered Exhibitor is responsible for the Collective Exhibitors or Co-Exhibitors that take part under its aegis in the Event.

**2.5.2. Collective Exhibitor or Co-Exhibitor:** Means the Exhibitor who takes part under the aegis of a Registered Exhibitor.

**2.6. Application for Admission or Participation:** This is the document that the Exhibitor will send, duly signed, to the Organisation, physically or by e-mail or through the Salon Gourmets website ([Application](#)) so that the Committee may consider their participation in the Salon Gourmets (Annex 1). You will be able to take part in the Event, and will therefore be considered to be an Exhibitor, when you receive a confirmation sent by the Committee by e-mail along with the Booking Order Number (Annexes 2.1 and 2.2).

## **2.7. Space, Location and Stand:**

**2.7.1. Space:** This is the area or surface booked by contract by the client and where the stand is built. It is measured in square metres (m<sup>2</sup>).

**2.7.2. Location:** This is the exact location of the Space booked by the Exhibitor within the Salon Gourmets and where the Exhibitor will exhibit their products and attend the visitors. All the actions carried out by the Exhibitor during the time of the Event is being held will be limited to the Space booked and delimited by the Location.

**2.7.3. Stand:** This is the element built within the Space booked by the Exhibitor.

**2.7.4. Collective Stand:** A Stand occupied by a Registered Exhibitor and several Co-Exhibitors.

**2.8. Booking Order Number:** This is the number that will grant the Exhibitor priority in choosing its Location at the Salon Gourmets. The Exhibitor will be informed of its assigned booking number at the same time of the notification of its admission as an Exhibitor.

**2.9. Registration Fee:** This is the cost that the Exhibitor must pay to process the Application for Admission so that the Committee can assess the Exhibitor's participation and, if necessary, assign a Location.

**2.10. Monographic Exhibition Spaces:** These are the Spaces with turnkey stands, with services defined in point 4.Prices. An Exhibitor may only use a Monographic Exhibition Space if it has paid the fee provided for in section 4.2.3 was been fully paid. These Spaces may only be used if a minimum number of Exhibitors ultimately takes part in the Event.

## **3. ADMISSION AND CONTRACT**

**3.1.** All individuals, self-employed workers, business people or professionals, or legal entities, which are legally incorporated, or institutions whose activities are included within the sector of quality food or beverages and related companies, and that, in the opinion of the Committee, meet the objectives of the Salon Gourmets, may apply to participate in the 38 Salon Gourmets. The Committee reserves its right of admission of the Exhibitors, and of the products which may be exhibited.

**3.2.** Applications for Admission must be formalised by filling out the corresponding form (Annex 1) which must be sent duly signed and stamped by an authorised person or using the web link indicated in the definitions. The Committee will only consider the Application for Admission if it is accompanied by the bank receipt for payment of the Registration Fee, or full payment, when appropriate, of a Monographic Exhibition Space.

**3.3.** The final acceptance of the Exhibitor's participation is reserved to the discretionary decision of the Committee, whether the Exhibitor is a Registered Exhibitor, a Collective Exhibitor and/or exhibiting under the aegis of any Institution (Regions and Institutional Bodies). The applicant may not invoke their participation in previous editions of the Event to claim the right to participate in the 38 Salon Gourmets. Similarly, the Committee may overturn the final acceptance of Exhibitors if their admission was based on inaccurate or false information or if the conditions for admission set out in these Exhibition Rules and Regulations were not ultimately met.

**3.4.** Several Exhibitors are not allowed to occupy a single Space, unless the Organisation has previously given its express written authorisation; the Organisation may also authorise collective Spaces. If the Organisation authorises a collective Space, the Registered Exhibitor of the Space will take full responsibility for the actions of the Collective Exhibitor.

**3.5.** Exhibitors are not allowed to assign or sublease the Contracted Space or any part of it.

**3.6.** Once the Exhibitor's participation has been confirmed, a Booking Number will be assigned. This Number will determine the order in which the Space will be allocated. Locations will be chosen in strict order of Booking Number, compliance with payment deadlines and m<sup>2</sup> booked. The Location is subject to the discretionary decision of the Committee, in accordance with the purposes and object of the Event.

The companies that book Monographic Exhibition Spaces will receive a Booking Number which will determine the order for choosing the Location and Stand within the Monographic Exhibition Space.

The Committee may decide to modify the Locations and Spaces initially allocated due to technical, systematic, distribution or safety reasons.

The Space allocated will not be final until the Exhibitor pays in full the amounts due under the Exhibition Rules and Regulations.

**3.7.** The decisions of the Committee on participation and allocation of Placements/Spaces shall be binding and not subject to appeal. Exhibitors will be assumed to agree with their assigned Locations simply by virtue of having paid the official prices stipulated in the time periods indicated in the ERR.

**3.8.** Exhibitor's Private Area: Once the participation has been formalised, under the terms provided for in clause 3, the Exhibitor will receive a username and password which they can use to access the [Exhibitor's Private Area](#), where they can make the necessary arrangements to take part in the Event.

### **3.9.** [Data Protection Policy](#)

## **4. PRICES**

**4.1. Floorspace:** This is the basic way of taking part as an Exhibitor in the Event. It involves renting only the Exhibition Space. Prices in this section do not include VAT.

### **4.1.1. Registration Fee:** 67 €/m<sup>2</sup>

The payment of the Registration Fee includes the costs of managing the following concepts and services:

- Dossier opening.
- Administrative processing.
- Right to obtain the Booking Number and right to request/book Space and the Location.
- The right to receive a username and password to access the Exhibitor's Private Area.
- Right to include the Exhibitor's data and products in the Catalogue.
- Right to include the Exhibitor's news, which can be published in the Grupo Gourmets social media.
- Right to include the activities that the Exhibitor will carry out during the year and, especially, those that will be carried out during Salon Gourmets.
- Right to access and appear in the Salon Gourmets App.
- Access to the App will be granted in order to save visitor's contact details by scanning a QR code.

### **4.1.2. Space rental:** 295 €/m<sup>2</sup>. Includes:

- Booked Surface/Area.
- Assembly and dismantling rights.
- Cleaning of the Stand during the Salon Gourmets.
- One event invitation (4 days) and 8 one-day invitations for every 2 m<sup>2</sup> booked.
- 4 Exhibitor passes for each Stand up to 24 m<sup>2</sup>, an additional for every further 12 m<sup>2</sup>, up to a maximum of 100 m<sup>2</sup>.
- 1 parking pass per 50 m<sup>2</sup> or fraction thereof.
- Insurance (refer to section 7.6).
- 24h permanent power supply and electrical consumption. Once the Minimum Mandatory Power Supply has been arranged by contract (130 w/m<sup>2</sup>).
- Right to participate in the Business Center, Innovation Area & Organic Exhibition Area. The total number of meetings will depend on the booked surface (m<sup>2</sup>).

#### **4.1.2.1. Specific regulations for free design stands.**

- The assembly of these stands should either include a fitted carpet or a platform and walls (walls of adjacent stands cannot be used).
- Free design stands should have a certificate, a connection supply and an electrical panel. This service can be contracted through the Organisation if the chosen assembly company does not offer the service.
- 130 w/m<sup>2</sup> is the minimum mandatory power and it should be contracted through the Organisation as well as extra power if need be.
- The design and planning should be sent to the Organisation within the requested dates in order to be approved.
- The dimensions of the stand should be within the contracted limits (being 9 m<sup>2</sup> the minimum required) and the maximum wall height should not exceed 4m or 6m for stands located in peripheral areas. Logos and turntables can reach up to 5m high.

- The rear side of the stand's panels will need to have a high quality finish and no added decoration.
- Stands built over a platforms should include an access ramp for people with disabilities.
- Rigging can be added to stands at a maximum height of 6m (they must be setback 0.5 metres) and in order to do this, technical secretary should be contacted: [stecnica@ifema.es](mailto:stecnica@ifema.es).

### 4.1.3. Optional supplements

#### 4.1.3.1. Corners:

- One corner (2 - sides open) 29,50 €/m<sup>2</sup> \* (10% surcharge on the Space Rental).
- Two corners (3 - sides open) 59 €/m<sup>2</sup> \* (20% surcharge on the Space Rental).
- \* The corners will be awarded based on the m<sup>2</sup> booked, minimum 24 m<sup>2</sup> and the Organisation's needs.

#### 4.1.3.2. Fitted stand (minimum 9 m<sup>2</sup>): 95 €/m<sup>2</sup>. Includes:

- Stand assembly.
- Shell scheme aluminium structure.
- Melamine boards 1 m wide x 3 m high.
- Maroon fair carpet.
- 1 counter for every 15 m<sup>2</sup> or fraction thereof.
- 1 round table for every 15 m<sup>2</sup> or fraction thereof.
- 1 chair for every 5 m<sup>2</sup> or fraction thereof.
- 1 shelf for every 5 m<sup>2</sup> or fraction thereof.
- Mandatory Power Supply (130w/m<sup>2</sup>).
- 1 Fuse box whit socket (500 w), led spotlights, 50w for every 12m<sup>2</sup> or fraction.
- White cardboard labeled in black with company name.

#### 4.1.3.3. Official Design Stand (minimum 12 m<sup>2</sup>): 185 €/m<sup>2</sup>. Includes:

- Stand assembly.
- White chipboard panels with a height of 3 m.
- Grey fair carpet.
- Totem with company logo.
- Counter.
- Storage, shelves, tables, chairs, stool (depending on amount of m<sup>2</sup> booked).
- 1 adhesive vinyl on totem.
- Text on vinyl film with company name.
- Spotlights 300 w.
- Mandatory Power Supply (130w/m<sup>2</sup>).
- 1 Fuse box whit socket (500 w).
- One 500 w socket at the counter.
- 4-shelf rack in storage.

**4.1.3.4. Official/Premium - taylor made Stand:** Exclusive provision of Progourmet, S.A. It will be adapted to the specific needs of the exhibitor.

## 4.2. Monographic Exhibition Spaces

### 4.2.1. Listing of the Monographic Exhibition Spaces

- Los Mejores de la Guía (LMG), Best of Gourmets Wine Guide (LMG).
- La Galería del Salon (The Gallery).
- La Galería de la Pizza (The Pizza Gallery).
- GourmetQuesos (GourmetCheese).

### 4.2.2. Common equipment for all the Monographic Exhibition Spaces:

- Dossier Opening.
- Administrative processing.
- Right to obtain the Booking Number.
- Right to request/reserve Location, depending on the Booking Number, within the Monographic Exhibition Space.
- Right to include the Exhibitor's data and products in the Official Catalogue.
- Right to include the Exhibitor's news, which can be published on the Grupo Gourmets social media.
- The right to include the activities that the Exhibitor will carry out during the year and, especially, those that will be carried during Salón Gourmets.
- Right to access and appear in the Salón Gourmets App.
- Access to the App will be granted in order to save visitor's contact details by scanning a QR code.
- Turnkey stand.

- Fair carpet.
- Construction of the Stand.
- Assembly and dismantling rights.
- Cleaning service for the Stand during the Fair.
- 24h permanent power supply.
- Insurance (refer to section 7.6).
- Access to exhibit in the Innovation Area & Organic Exhibition Area.
- Label with company name.
- Invitations (see specific conditions of the Space).
- Exhibitor Passes (see specific conditions of the Space).
- Parking passes (see specific conditions of the Space).
- Access to the Exhibitor's online area.

#### **4.2.3. Specific allocation by type of Space and prices:**

##### **4.2.3.1. Best Wines of the Gourmets Wine Guide (LMG): 3.750 €/pc.**

Wineries may only exhibit in this area if their wines have achieved a minimum score of 90/100 in the 2024 edition of the Gourmets Wine Guide (Guía Vinos Gourmets).

- Turnkey stand of 4 m<sup>2</sup>.
- Socket (500 w).
- 4 event invitations and 20 one-day invitations.
- 2 Exhibitor passes.
- 1 parking pass.
- 1 counter with cabinet, key and display case.
- 1 white stools.
- 1 glass shelve.
- Company logo.
- 1 rack of 25 u. of Riedel glasses (missing glasses will be charged at the end of the event).
- Right to participate in the Business Center, Innovation Area & Organic Exhibition Area.
- The Exhibitors that already exhibit in the 38 Salon Gourmets, can also opt for a Stand in this area under the following conditions:
  - When the Stand is 30 m<sup>2</sup> or more, they will be able to take part with a Stand in the Best of the Gourmets Wine Guide at a cost of 0 €.
  - When the Stand is 10 m<sup>2</sup> or more and under 29 m<sup>2</sup>, they will be able to take part with a Stand in the Best of the Gourmets Wine Guide at a cost of 2.680 €.
  - When the Stand is 9 m<sup>2</sup> or less or they take part in any collective or institutional Stand, they will be able to take part with a Stand in the Best of the Gourmets Wine Guide at a cost of 3.150 €.

##### **4.2.3.2. The Gallery and The Pizza Gallery: 2.100 €/pc.**

- Turnkey stand of 3 m<sup>2</sup>.
- Socket (500 w).
- 3 event invitations and 12 one-day invitations.
- 2 Exhibitor passes.
- 1 parking pass.
- 1 round table and 2 chairs.
- Company logo.
- Illuminated display case.
- Shared storage space.
- For Exhibitors with a Stand over 16 m<sup>2</sup> can also opt for Pizza Gallery at a cost of 0 €.

##### **4.2.3.3. GourmetCheese: 1.400 €/pc.**

- Wooden counter table and 2 white stools.
- Wooden staircase type shelving with 2 shelves.
- Personalised poster.
- 2 event invitations and 6 one-day invitations
- 2 Exhibitor passes.
- Storage area for collective use.
- Refrigerated space for conservation.
- A professional support and collaboration team.
- 1 socket.
- 1 parking pass.

### 4.3. Additional services and equipment

The Booked Space only consists of the floorspace (except for the fitted options, official design and the Monographic Exhibition Spaces), so Exhibitors must personally book the services they need in the Exhibitor's Private Area:

- Additional electrical power
- Additional invitations
- Water and drainage
- Additional plugs
- Additional furniture
- Parking passes
- Refrigerators
- .../...

The deadline for booking and paying for additional services and equipment is **Friday, February 28, 2025**. After that date, prices will have a **surcharge of 25%** and we can no longer guarantee that the service and equipment requested will be available.

**RIGGING:** Exhibitors who wish to hang any type of structure/truss in the halls, only on the booked Space of the Stand, should contact the Ifema Madrid Technical Secretariat: [stecnica@ifema.es](mailto:stecnica@ifema.es). This is the only service that must be arranged and paid for directly to Ifema Madrid (point 7.1).

## 5. PAYMENTS

### 5.1. Deadlines:

For an Exhibitor to secure their participation in the Salon Gourmets, they must comply with the following payment schedule:

- Registration Fee: When the Exhibitor submits the Application for Admission and for it to be considered and processed, the Registration Fee must be paid within five days of the date the Organisation requests it.
- First deadline: Payment of 50% of the Space booking and other outstanding items before Friday, November 15, 2024.
- Second deadline: Full payment of outstanding amounts by Friday, January 17, 2025.
- When an Exhibitor wishes to book their Space after any of the previous dates and once their participation has been accepted, they must pay all the amounts already due.
- Monographic Exhibition Spaces: Exhibitors who wish to participate in a Monographic Space must pay the full price of the Stand as soon as their participation has been accepted.

### 5.2. Applicable discounts:

- Exhibitors at 37 Salon Gourmets (held in 2024) who book their space before Friday, September 27, 2024 and pay by the dates indicated in point 5.1 will benefit from a 12% discount to apply on the Registration Fee, Space and Corner rentals. The discount will be applied to the invoice for the 2<sup>nd</sup> deadline, provided that the previous payments have been made on the dates indicated. This discount will be applied to the total price in the Monographic Exhibition Spaces.
- New Exhibitors who arrange to book their space before Friday, November 15, 2024 and meet the deadlines indicated in section 5.1 will benefit from a 5% discount to apply on the Registration Fee, Space and Corner Rentals. This discount will be applied to the total price in the Monographic Exhibition Spaces.

Payments must be made by bank transfer to the following bank account or any other account that the Organisation may communicate at any time:

Company name: Progourmet, S.A.  
CAIXABANK  
C/ Basílica, 19  
28020 - Madrid, Spain.  
IBAN: ES94 2100 5836 3913 0012 3161  
SWIFT / BIC : CAIXESBBXXX

## **6. EXHIBITOR CANCELLATION**

The Organisation may reclaim Exhibitor Spaces which are not paid in full by the second deadline, Friday, January 17, 2025. The Exhibitor will relinquish the right to a refund of the amounts paid in application of the Exhibition Rules and Regulations. The Organisation will retain these amounts as a penal clause, without prejudice to the Organisation's right to claim for damages that the failure to comply with its obligation may have caused from the Exhibitor.

Exhibitors who pull out of the Salon Gourmets will lose the amounts paid in advance if they inform the Organisation that they are pulling out within **90 days** before the Event begins. For those Exhibitors who notify the Organisation that they are pulling out before this period, the Committee will study each case on a case-by-case basis and, in view of the concurrent circumstances, will decide whether or not to reimburse the amounts advanced by the Exhibitor, except for the Registration Fee, which will be invariably retained by the Organisation as a management fee (section 4.1.1). In both cases, the Organisation reserves the right to claim damages from the Exhibitor for any loss or damage that may arise from their not participating in the Fair.

Monographic Exhibition Spaces (GourmetCheese, The Gallery, The Pizza Gallery and The Best of the Gourmets Wine Guide): If Exhibitors in these Spaces notify the Organisation that they are pulling out from the Salon Gourmets before **90 days** prior to the start of the Fair, the Committee will study each case on a case-by-case basis and, in view of the concurrent circumstances, will decide whether or not to return the amounts advanced by the Exhibitor, except for 20% of the Stand price (section 4.2.3) for management costs (section 4.2.2). If the Exhibitor notifies the Organisation that it is pulling out within 90 days before the beginning of the Fair, the Exhibitors will lose all the amounts paid in advance to the Organisation. In both cases, the Organisation reserves the right to claim damages from the Exhibitor for any loss or damage that may arise from their not participating in the Fair.

## **7. PARTICIPATION**

### **7.1. Assembly and dismantling**

Exhibitors who have chosen the Free Design Space type must inform the Organisation of the company that will be building the Stand before February, Friday 28, 2025.

At no time shall there be any employment relationship between PROGOURMET, S.A. and the Exhibitor's personnel or its contractors and/or subcontractors who travel to the trade fair to carry out assembly and dismantling work, either directly or secondarily, where the Exhibitor will have to cover all of their salaries, Social Security contributions, tax deductions and declarations-settlements, and all obligations arising from the employment contract or any other type of contract. PROGOURMET, S.A. shall be entitled to require the Exhibitor to show documents proving that it has fulfilled payments of its tax, employment and Social Security obligations.

Likewise, the Exhibitor undertakes to comply with, and to ensure that its contractors and subcontractors comply with, prevailing Occupational Health and Safety laws applicable to the work carried out by it or, where applicable, contracted or subcontracted.

The Exhibitor shall be responsible for the actions of its contractors and/or subcontractors and shall be obliged to hold harmless and indemnify the Organisation, Ifema Madrid or any other third party, as a result of any type of damage or loss, whether personal, material, direct or consequential, suffered by them as a result of their activity at the Exhibition or on the Stand or in the Exhibition Centre and, in particular, for the tasks of assembly and dismantling to be carried out on the Stand.

It shall be the Exhibitor's responsibility to inform its contractors and/or subcontractors of the deadlines for submission of projects, contracting of services and payments, and conditions and deadlines for assembly and dismantling.

Assembly and decoration companies must know and comply with the regulations applicable to the work to be carried out on the exhibition site and act in accordance with the indications and information provided by Ifema Madrid. In accordance with the above, these companies will be informed prior to the commencement of the work, of their obligations in terms of occupational hazards and the procedure enabled for the coordination of business activities, of the preventive measures in the exhibition areas during the assembly and dismantling phases, of the general safety regulations of the premises, of the regulations on access and permanence of vehicles for loading and unloading, activities prohibited throughout the premises or in specific locations, regulations relating to the assembly of Stands and/or structures, waste, time allowed for assembly and dismantling of Stands, entry and exit of goods and decorative material, etc.

## I.- Exhibitor Regulations Ifema Madrid Fairground

- General Rules for fairs organized by Ifema Madrid 10th Edition

## II.- Rules on vehicles - Fairground

- Rules on vehicles accessing and remaining in Ifema Madrid for assembly and dismantling periods

## III.- Regulations for fairs and events with external organization - Fairground

- Regulation for Organizers - Ifema Madrid Participation Rules in External Organization Fairs, Pavilion Acts and Acts, with or without Exhibition at the Convention Center
- Regulation for Exhibitors - Participation Rules for Exhibitors in External Organization Fairs

## VII.- Technical Regulations

### Rigging Regulations

- Rigging Regulations at the Fairgrounds
- Rigging Regulations at the Palacio Municipal

### Occupational Risk Regulations and coordination of business activities

- Coordination of Business Activities
- Instructions for action in case of emergencies at the Fairgrounds
- Instructions for action in case of emergencies in the Palacio Municipal
- Confined Works Regulations
- People Lifting Platforms Standard
- Internal Rules on Assignment of Work Equipment to Outside Companies
- Safety Standard for Machine and Tool Management
- Signaling Security Standard
- Vehicle Safety Standard
- Rolling Scaffolding Standards
- Standards forklifts
- Rules of ladders use
- Norms Work Teams with Low Voltage risk

### Works and Services Request Forms

- Authorization request for private security- All enclosures
- Authorization Request for WIFI installations - Fairgrounds
- Application for authorization for telecommunications facilities - Palacio Municipal
- Authorization request for antenna cable connections - All enclosures
- Catering stands communication - Fairgrounds
- Catering in stands communication - Palacio Municipal
- Communication for the performance of Catering Organizer Concerts - Fairgrounds
- Prevention of labor risks and business activity coordination - Fairgrounds
- Prevention of labor risks and business activity coordination - Palacio Municipal
- Authorization request for rigging structures in halls / Rigging - Fairgrounds
- Application for authorisation to hang structures / Rigging - Palacio Municipal
- Request for access of lift trucks and elevator platforms - Fairgrounds
- Request for show authorization - All enclosures
- Use of sound in halls declaration form - Fairgrounds

## VIII.- Environment, Energy and Sustainability Standards

- Environment, Energy and Sustainability Standards for exhibitor and external operators
- Environment, Energy and Sustainability Standards in Events for Ifema Madrid staff and Collaborating Companies

Note: All this updated documentation is available in the following [link](#), below we highlight the most important documents:



The Exhibitor is responsible for complying with and ensuring that their employees and the employees of the contractors and/or subcontractors they recruit comply with, the exhibition centre regulations and should also bear in mind that the following rules shall prevail if they differ from that indicated by Ifema Madrid in the documents referred to above:

- Send the Stand decoration/construction project for it to be approved by the Organisation.
- Fill in the form for the Prevention of Occupational Hazards and Coordination of Business Activities and send it to the address given on the form. Form that you will find in the Exhibitor's Private Area, in the documents section.
- The maximum height for Stands will be 4 m. Logos and revolving stands may reach a maximum height of 5 m. Peripheral stands will be limited to a maximum height of 6 m. In the connecting hallway between the halls the maximum height is 4 m. In all cases, they must be approved by the Organisation.
- The exhibition of products or decorative items may not, under any circumstances, exceed the limits of the perimeter of the Stand.
- Those Stands built on a platform must have access ramps for people with disabilities. If Ifema Madrid requires it, the Free Design Stands may need to be signed by a senior technician and be stamped by the pertinent professional institution.
- It is mandatory to build a Stand in the exhibition area booked by the Exhibitor. The Organisation is authorised to oblige those companies that have not arranged to have a Stand to fulfil the above rules.
- Exhibitors who book the Free Design Space may not use the walls of the adjacent Stands.
- Fitted Stands, the Official Design Stands and the Monographic Exhibition Spaces will be delivered on Sunday, April 6, 2025 from 12:00 pm onwards.
- The Exhibitor undertakes to be available at their Stand during the entire time the Salón Gourmets is being held, from the time it opens until its products are withdrawn, once the event is over.
- Each Exhibitor will be responsible for the surveillance of the material and objects deposited in their Stands. For safety reasons, the Organisation recommends not leaving the Stands unattended until the end of the day when the pavilions have been cleared of professional visitors.
- Exhibitors presenting products and activities other than the theme of the Salón Gourmets (based on the Committee's criteria) will lose their right to the Spaces Booked.
- Waste: All Exhibitors, as well as companies contracted and/or subcontracted to carry out the assembly and/or dismantling of Stands, are obliged to assemble, dismantle and remove the assembly, decoration and exhibition materials used. After the established deadlines to remove products / dismantling, all materials that still remain in the exhibition halls will be considered waste materials and will be removed and billed at a cost of **134€/m<sup>2</sup>** for all the square metres of the Booked Stand.

#### Schedule:

- The assembly schedule will be from 8:30 am to 9:00 pm from Thursday 3 to Sunday 6, April, 2025.
- The dismantling schedule will be from 8:30 am to 9:30 pm Friday, April 11, 2025 and from 8:30 am to 2:00 pm, Saturday, April 12, 2025.
- Outside these days and schedule, Exhibitors or assembly and dismantling companies will not be able to access the venue.

## 7.2. Catalogue, Innovation Area & Organic Exhibition Area

### 7.2.1. Catalogue

Once the Exhibitor's participation has been confirmed, the Organisation will add their basic data to the Catalogue.

The Organisation recommends that each Exhibitor checks the Exhibitor's Private Area, fills in their details, includes the news and activities they wish to carry out at the Event, the list and description of their products, specifying whether they are new or ecological, if applicable, and any matters or issues that may be of interest in relation to their participation in the Event. These details are those consulted by professional buyers and the press and are those disseminated by the Organisation through the networking platforms and its social media.

Only the basic data from the Exhibitor's Private Area will appear in the written version, web version and in the App unless the Exhibitor reviews, corrects and completes it. The Organisation is not responsible for inaccurate, incomplete and/or incorrect data that may appear in the Catalogue and in the Exhibitor's Private Area.

The deadline for adding and/or correcting the data to appear in the printed version of the Catalogue is **Friday, March 7, 2025.**

### **7.2.2. Innovation Area**

It is a free exhibition area where the Exhibitor can display the “new products” they will be showcasing at the Event. A “new product” is considered to be one that was launched on the market after the previous Event. The Organisation will inform the interested Exhibitor on how to take part in this area.

### **7.2.3. Organic Exhibition Area**

It is a free exhibition area where Exhibitors can showcase their “new organic products” submitted to the Contest. A “new organic product” is considered to be one that complies with European regulations and is properly certified as such as well as being launched after the last edition of the contest. The organisation will inform the interested Exhibitor on how to take part in this area.

### **7.3. Products**

**Arrival of products** - During the days, the Salón Gourmets is being held, Exhibitors’ products are only allowed to enter the premises between 8:30 am and 10:00 am.

Access to Ifema, the halls and the various gates will be provided where indicated by Ifema Madrid and the Exhibitors will be informed in the “latest recommendations” document which will be sent to the Exhibitors, 2 weeks before the beginning of the assembly. Exhibitors must send this information to their staff and, if they are Registered Exhibitors, to the Co-Exhibitors that may be exhibiting under their aegis.

**Withdrawal of products** - During the days, the Salón Gourmets is held and in order to avoid theft, only products presented as gifts to visitors will be able to leave the premises, and to do so the security guards will have to be shown the authorisation attached to the product. These adhesive authorisations will be given to the Exhibitors at the Organisation’s office and must be stamped and signed.

Once the Event finishes on Thursday, April 10 at 5:00 pm, Exhibitors must remove all their products from the Stands between 6:00 pm at 9:30 pm that same day.

The Exhibitor shall be responsible for the entry and exit of products and shall be obliged to hold harmless and indemnify the Organisation, Ifema Madrid or any other third party, as a result of any type of damage or loss, whether personal, material, direct or consequential, sustained by them as a result of their activity at the Exhibition or on the Stand or in the Exhibition Centre and, in particular, during the entry and exit of products.

### **7.4. Business Center - Hosted Buyers Program**

The Business Center is a programme, without cost for the Exhibitor, through which the Organisation invites important international buyers from various countries so that Exhibitors can present their products.

It is based on an agenda of meetings that are held between the Exhibitors and the invited buyers in a Stand designed for this purpose.

To be able to take part in these commercial meetings with international buyers, Exhibitors must register between February 6 and March 14, 2025 and must have filled out the catalogue beforehand with their products, indicating those they wish to participate with.

From March 18 to March 28, 2025 eligible Exhibitors will be able to choose the invited buyers they are interested in and contact them to schedule their meetings using the 38 SG Matchmaking tool.

The Organisation will provide an interpreter free of charge when necessary. It will also inform the Exhibitor of the number of meetings they may have. This will depend on the Booked Space, the demand for the product, and the foreign buyers invited who are interested in their product(s).

The Monographic Exhibition Spaces have special conditions for participating in the Business Center (section 4.2).

The Organiser will not be responsible, under any circumstances, for the commercial agreements reached between the invited buyer and the Exhibitor.

### **7.5. Surveillance**

The Organisation will ensure the general security of the venue 24 hours a day, but will not be responsible, under any circumstances, for the materials, products and other objects deposited by Exhibitors in their Stands.

The surveillance service will start on Thursday, April 3 at 8:30 am and will end on Saturday, April 12 2025 at 2:00 pm.

The Organisation is authorised to establish the necessary controls to exercise this surveillance.

Exhibitors who wish to do so, may book an individualised surveillance service for their Stand directly with the Organisation.

The Organisation is not responsible for the surveillance of vehicles parked in the car parks provided by Ifema Madrid, both with regard to the vehicles themselves, as well as the care and integrity of the goods or persons inside. Consequently, the Organisation does not assume any responsibility for theft, damage or any accidents that may occur while the Event is being held. It is strictly forbidden to leave vehicles parked overnight in the Ifema Madrid car parks.

The Exhibitor will be responsible for any loss, damage or accident of any kind that may occur (caused to the material, personnel and objects that are in the Stand), and it will not be the responsibility of the Organisation under any circumstances.

Each Exhibitor will be responsible for the surveillance of the material and objects deposited in their Stands. For safety reasons, the Organisation recommends that the Exhibitors not leave their Stands until the end of the day when the pavilions have been cleared of professional visitors.

The Exhibitor will be responsible for the products presented at their Stand and for the consequences of any kind that may arise from the presentation of illegal products, products in a poor condition, etc.

The Exhibitor will also be responsible for having the required administrative authorisations. The Organisation does not assume any responsibility for the handling of products, their display, etc.

Exhibitors presenting products and activities other than the theme of the Salón Gourmets (in the Committee's opinion) will lose their right to occupy the Spaces Booked. Only products and/or activities included in the sectors that are the object of the Event will be admitted to the Stands. If any Exhibitor fails to comply with this obligation, the Organisation will send a written communication to the Exhibitor so that they can immediately withdraw the products and cancel the activities. If the Exhibitor does not remove the products and/or stops their activities within a period of two hours, the Stand will be closed and the signs dismantled without any further requirement, and the Exhibitor will not be entitled to a refund of the amounts paid or to compensation of any kind.

The Exhibitor shall be responsible for their actions of any kind in the Event, and shall be obliged to hold harmless and indemnify the Organisation, Ifema Madrid or any other third party, as a result of any type of damage or loss, whether personal, material, direct or consequential, suffered by them as a result of their activity at the Exhibition or on the Stand or in the Exhibition Centre.

Ifema Madrid will provide a medical service to Exhibitors and deal with any health problems that may arise.

## **7.6. Insurance**

- As part of the Organiser's obligations towards Ifema Madrid, it will take out a third-party liability insurance policy and a property damage insurance policy to cover certain risks that may occur while the Event is being carried out (the "Insurance Policies"). Once Ifema Madrid has validated the Insurance Policies taken out by the Organiser, these Policies will be made available to Exhibitors in the Exhibitor's Private Area.
- Once all the obligations derived from the Exhibition Rules and Regulations have been fulfilled, Exhibitors taking part in the Event may benefit from the content of the Insurance Policies, in the terms and with the scope contained in them, if any claim covered by them were to occur, without having to pay any amount to the Organiser.
- The Organiser alone is responsible for managing all types of Insurance Policies.
- The Insurance Policies taken out by the Organiser do not in any way limit the liability assumed by the Exhibitor in the Exhibition Rules and Regulations or the right to compensation of any person who has been harmed due to the Exhibitor's failure to fulfil its obligations assumed through these Regulations.

## **7.7. Prohibitions**

- Pursuant to Region of Madrid Act 5/2002 of June 27, 2002, nobody under 18 years old, including children and babies, either alone or accompanied by a guardian, may enter the Salon Gourmets, both during the assembly and dismantling, and during the days of the Event. In case of any doubt, the Organisation may ask the Exhibitor to produce the documentation to prove their age.
- Entry is strictly forbidden to visitors who are NOT professionals in the sector and to those who cannot provide official proof of identity (ID, Passport, ...) at the entrances. Admission right reserved. Accreditations/Badges are personal and non-transferable. Professional visitors may enter the Salón Gourmets until 30 minutes before closing time.

- It is strictly forbidden to distribute and display samples, human billboards, brochures, flyers, bags and any kinds of promotional material in the common areas. This type of practice can only be carried out within the limits of each Exhibitor's Stand. The promotional materials distributed in these Spaces must never differ from the general theme of the Salon Gourmets.
- Pets are strictly forbidden to enter the fair, except for guide dogs.
- It is strictly forbidden to spray cellulose paints inside the exhibition centre on any kind of object.
- It is strictly forbidden to deposit or exhibit flammable or explosive hazardous materials, materials which are noisy, unhealthy, give off unpleasant odours and, in general, those which may inconvenience other Exhibitors or the public.
- It is strictly forbidden to install gas on the Stands, or anywhere in the pavilions, except for installations approved and certified by an official installer with the prior written permission of the Organisation.
- It is strictly forbidden to project any kind of image or light beam outside the Stand area.
- Any kind of assembly in those areas defined as Exhibition Centre corridors is strictly forbidden.
- It is strictly forbidden to prepare products which generate odours or excessive smoke for culinary purposes, except with the express prior written authorisation of the Committee. Invariably, extractor hoods with carbon filters will have to be installed, especially in Stands where meat, fish, fresh produce, foie, etc. are cooked.
- Noisy demonstrations that may inconvenience other Exhibitors are strictly forbidden and may not exceed 60 decibels, measured at the edge of the Stand.
- It is strictly forbidden to consume products provided by Exhibitors outside the limits of their Stand.
- Activities which, in the opinion of the Committee, are not aligned with the purpose of the Event are strictly prohibited.
- The distribution of promotional bags that, due to their size, could encourage or be used to steal goods exhibited by other exhibitors is strictly prohibited.
- It is strictly forbidden to enter the Salón Gourmets with shopping carts.

### **7.8. Withdrawal of accreditations**

From the first day of the Fair, the accreditations of Exhibitors and visitors who do not intend to return to the Fair must be handed over at the exit gates. This is so they cannot be used by third parties to gain access to the Salón Gourmets, and for the benefit of all.

### **7.9. Competence and Responsibility**

- These Exhibition Rules and Regulations (ERR), their annexes, the provisions of the Organisation that are announced, where appropriate, and the Ifema Madrid Regulations (available at the link in point 7.1) where the Event is held, shall apply to all Exhibitors participating in the Salon Gourmets, and by accepting to take part in it the Exhibitors also accept the aforementioned regulations.
- The Organisation declines to accept any liability, nor does it offer any guarantee on the commercial agreements that Exhibitors may formally enter into within the framework of the Salon Gourmets. Similarly, insofar as Progourmet, S.A. does not carry out sales transactions of any kind within the Salon Gourmets, but rather organises them, no commercial transaction may be signed by any representative of Progourmet, S.A.
- All the conditions established in these Exhibition Rules and Regulations, their annexes, the provisions of the Organisation that may be announced, if applicable, and the Ifema Madrid Regulations (available in the link in point 7.1) where the event is held, remain fully in force and binding on Exhibitors until the content of these conditions is modified, which, if applicable, will be expressly communicated to the Exhibitor in due course.
- If for any reason, unrelated to the Organisation, the Salon Gourmets cannot be held, the Exhibitor shall be entitled to a refund of the amounts paid, except for the Registration Fee, where it will not be entitled to any type of compensation.
- Likewise, for justified reasons or force majeure, the Organisation of the Salon Gourmets may change the place or dates of the Event, in which case it will have had to inform the Exhibitors beforehand, and the latter will not be entitled to any compensation as a result.
- The parties to this agreement, in accordance with the provisions of the Exhibition Rules and Regulations and expressly waiving their own jurisdiction, if any, expressly agree to abide by the Courts of Madrid to resolve any dispute that may arise from the interpretation or fulfilment of what has been agreed between them in relation to the Exhibitor's participation in the Event.
- In case of discrepancy or litigation, regarding the Exhibition Rules and Regulations, the Spanish version will prevail.

# 38 SALÓN GOURMETS

Mon 7, Tue 8, Wed 9  
10 am - 7 pm  
Thu 10  
10 am - 5 pm

April  
2025

Ifema  
Madrid,  
Spain



See  
Exhibition Rules  
and  
Regulations



### Exhibiting Company Details

Brand Name for Catalogue:

Address: \_\_\_\_\_ Población: \_\_\_\_\_  
 State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ www: \_\_\_\_\_ e-mail: \_\_\_\_\_

### Invoicing details (if different from above)

Company: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 ZIP Code: \_\_\_\_\_ Country: \_\_\_\_\_ VAT: \_\_\_\_\_

### Contacts

#### Fair contact

#### Administration

Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 e-mail: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Position: \_\_\_\_\_

### Space Request

Registration Fee\* – 67 € / m<sup>2</sup>      67 € x \_\_\_\_\_ m<sup>2</sup> = \_\_\_\_\_ €  
 Space Only Rental Fee – 295 € / m<sup>2</sup>      295 € x \_\_\_\_\_ m<sup>2</sup> = \_\_\_\_\_ €

### Supplements

Fitted Stand\*\* (minimum 9 m<sup>2</sup>) – 95 € / m<sup>2</sup>      95 € x \_\_\_\_\_ m<sup>2</sup> = \_\_\_\_\_ €  
 White       Black       Beech  
 Official Design Stand\*\* (minimum 12 m<sup>2</sup>) – 185 € / m<sup>2</sup>      185 € x \_\_\_\_\_ m<sup>2</sup> = \_\_\_\_\_ €  
 Corners (from 24 m<sup>2</sup> and according to the Organisation)  
 1 corner – 29,5 € / m<sup>2</sup> (2 sides open)      \_\_\_\_\_ € x \_\_\_\_\_ m<sup>2</sup> = \_\_\_\_\_ €  
 2 corners – 59 € / m<sup>2</sup> (3 sides open)      \_\_\_\_\_ € x \_\_\_\_\_ m<sup>2</sup> = \_\_\_\_\_ €  
 Total Supplements = \_\_\_\_\_ €  
 Total = \_\_\_\_\_ €

### Other exhibiting options

The Gallery of the Salon\*\*\* – 2.100 € / pc      \_\_\_\_\_ pcs x \_\_\_\_\_ € = \_\_\_\_\_ €  
 TOTAL = \_\_\_\_\_ €

**NOTE:** A minimum of participants is required for this area.

(\*) Includes: administration fees, processing and pre-reservation. Attach bank payment receipt. No allocations will be offered until the payment of the Registration Fee has been satisfied.

(\*\*) See equipment and requirements in [Exhibition Rules and Regulations](#).

(\*\*\*) See specific conditions of each model in the [Exhibition Rules and Regulations](#).

I have read and agree to all stipulations and annexes of the [Exhibition Rules and Regulations](#).

Full name

Date

Signature and Company stamp

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be returned, signed and scanned to: [infosalon@gourmets.net](mailto:infosalon@gourmets.net).

PROGOURMET, S.A. C/ Aniceto Marinas, 92. 28008 Madrid, Spain. Tel: +34 915 489 651

This form is an Admission's Request and does not allow you to exhibit at Salon Gourmets. All Requests will be submitted to the Committee, the only one responsible for its definitive acceptance without any obligation to justify their decision.

## Annex 2.1

### Confirmación de la Organización / *Organisation confirmation*

Estimado expositor:

Una vez recibida la Solicitud de Admisión y tras la aceptación por su parte del [Reglamento de Régimen Interno](#), acusamos recibo para su participación en el 38 Salón Gourmets.

Para tramitarlo, le adjuntamos la factura correspondiente a la Cuota de Inscripción y de los importes que hayan vencidos según el presente Reglamento de Régimen Interno, que deberá abonar mediante transferencia bancaria en los cinco días posteriores a la fecha de la presente comunicación.

*Dear exhibitor,*

*Upon receipt of your Application for Admission and acceptance of the [Exhibition Rules and Regulations](#), we acknowledge receipt of your participation at the 38 Salon Gourmets.*

*In order to proceed, we are enclosing the invoice for the Registration Fee and the amounts due according to the present Exhibition Rules and Regulations, which must be paid by bank transfer within five days from the date of this communication.*

Reciba un cordial saludo / *Yours sincerely,*

Patricia López  
Salón Gourmets

—  
Aniceto Marinas, 92  
28008 Madrid  
T. +34 915 489 651

### **38 SALÓN GOURMETS**

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## Annex 2.2

### COMUNICADO NUMERO DE RESERVA / RESERVATION NUMBER COMMUNICATION

Bienvenidos al Salón Gourmets / Welcome to Salon Gourmets,

Por la presente acusamos recibo del pago de la Cuota de Inscripción y le facilitamos los datos de acceso al Área Privada del Expositor:

*We hereby acknowledge receipt of payment of the Registration Fee and provide you with the login credentials for the Exhibitor's Private Area:*

Usuario / User: [\_\_\_\_\_]

Contraseña / Password: [\_\_\_\_\_]

Le comunicamos que se le ha asignado el siguiente Número de Reserva, en virtud del cual procederemos a la adjudicación de su Stand: [\_\_\_\_\_]

Las ubicaciones se elegirán por riguroso orden del Número de Reserva, el cumplimiento de los plazos de pago y m<sup>2</sup> contratados, siguiendo las instrucciones de la Organización.

*We inform you that you have been assigned the following Reservation Number under which we will proceed with your Stand allocation: [\_\_\_\_\_].*

*The locations will be chosen in strict accordance with the Reservation Number, compliance with the payment terms and m<sup>2</sup> booked, according to the Organisation's instructions.*

Le recordamos que toda la documentación contractual que le vincula como Expositor está accesible y a su disposición en el Área Privada del Expositor. Todos los conceptos que en esta carta se indiquen con mayúsculas tienen el significado que se otorga a los mismos en el [Reglamento de Régimen Interno](#) ("RRI").

No duden en contactar con nosotros en caso de necesitar cualquier aclaración.

*We remind you that all the contract documents binding you as an Exhibitor are available in the Exhibitor's Private Area. All concepts indicated in this letter in capital letters have the meaning given to them in our [Exhibition Rules and Regulations](#) ("ERR").*

*Do not hesitate in contacting us in case you need any further clarification.*

Reciba un cordial saludo / Yours sincerely,

Patricia López  
Salón Gourmets

—  
Aniceto Marinas, 92  
28008 Madrid  
T. +34 915 489 651

**38 SALÓN  
GOURMETS**

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