



15-17
JUNE
2016

ORGANISED BY



TECMA - SRR, two events, a great appointment:
opportunities of business, knowledge and meeting in the major sample of products
and environmental solutions of leading companies



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RECYCLE
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ENVIRONMENTAL SUSTAINABILITY

Exhibitor Guide

AND SPECIFIC PARTICIPATION CONDITIONS FOR EXHIBITORS

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www.tecma.ifema.es
www.srr.ifema.es



1. Contracting and allocation of space



2. Participation rates

1.1. How can I be an exhibitor at TECMA / SRR?

Companies, institutions and official bodies whose activities are encompassed by the sectors brought together at the trade fair may request participation at TECMA and SRR. The event's organisers reserve the right to decide whether these or any other companies not included amongst the former may participate at the exhibition.

The signing and presentation of the Participation Request constitutes a non-revocable commitment on the part of the applicant and entails total acceptance of IFEMA's General Participation Rules, as well as the Fair's SPECIFIC REGULATIONS and any provisions of a general nature that may be established by the fair organisers.

1.2. Allocation of Space

The Fair Management shall attend to any space requests that arrive, until the space that has been set aside for the trade fair has been filled. This shall be done by means of proposals sent to each company in question offering the space that may be available at any given time.

In all cases, exhibitors shall receive an Official Allocation Letter from the Management of TECMA /SRR, including an account statement, a plan of the space location and an outline of the stand.

Space Allocation shall not be formalised until the corresponding payment has been made, which means that, if the payment has not been received by the deadline indicated, the stand shall be placed at the disposal of other exhibitors.

1.3. Exhibitor Renunciation

Exhibitors' renunciation of their participation at the fair shall effectively terminate the contractual relationship between IFEMA and the Exhibitor in question, being effective to all effects and featuring the loss of all amounts owing to IFEMA at the moment in which said renunciation is announced. Said renunciation must be made expressly by means of written notification sent to the Trade Fair Management.

For the purposes of the previous paragraph, "amounts owing" shall be understood to mean those that the Exhibitor should have paid to IFEMA at the moment in which the renunciation was announced, in accordance with the instalments calendar indicated on the Participation Request Form.

Should the Trade Fair Management be notified of the renunciation within a period of thirty days prior to the opening of the exhibition, IFEMA may demand full payment of the space that has been contracted.

In relation to the services offered by the IFEMA Services Catalogue that the Exhibitor may have contracted prior to renunciation, the cancellation charges established in Article 7 of the General Conditions Regarding Admission and Contracting at Fairs Organised by IFEMA shall apply.

2.1. Participation rates

- ONLY FLOOR with the following scale:

		2nd Floor
From 16 to 100 sq.m.	120 €/sq.m.	60 € + VAT*
From 100,5 to 500 sq.m. .	110 €/sq.m.	55 € + VAT*
From 500,5 sq.m. on	100 €/sq.m.	50 € + VAT*
Exterior Exhibition Areas		60 €/sq.m.

- EQUIPPED STAND: 16 sq.m. 3.060€ + VAT*
Equipped stand additional sq.m.: 183€/sq.m.

This Price includes: space, prefabricated stand, minimum electrical consumption (0,13Kw/sq.m.), liability and multiferia insurance, cleaning type A and one card parking. Furniture: 1 table (ME01), 2 chairs (SI01), 1 counter (CO07), 1 stool (SI72).

- MACHINERY EXHIBITION SPACE:
Minimum 20 sq.m.: 123 €/sq.m.

Only exhibitors who have previously contracted an equipped stand can contract this mode.

- This Price includes: space, carpet, minimum electrical consumption (0,13Kw/sq.m.), cleaning type A and build up charge.
- One exhibition badge per 10 sq.m. up to 100.

2.2. Complementary Services

GENERAL SERVICES

Taking part as an exhibitor with "Space Only" participation, includes compulsory contracting of:

- Civil Liability Insurance 52.61 € + VAT*
- Multifair Insurance 49.93 € + VAT*
- Minimum electrical power
(0,13 kw/sq.m) 3.738 €/sq.m + VAT*
- Presence in Promotional Elements 150 €+ VAT*
- Assembly rights

All of these services are included in "Space + Modular stand" participation.

PRESENCE IN PROMOTIONAL ELEMENTS

- **Being an exhibitor entails , whose cost shall be 150€+VAT***

Should the exhibitor contract his stand after the deadline date for each of the promotional elements, making it impossible for said exhibitor to be effectively included in them, payment of the amount of 150€+VAT (1) shall still necessarily apply.

* Companies based on Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% V.A.T. not included. For all other companies, this operation is not subject to Spanish V.A.T. In the case of companies from the European Union, exhibitors shall be responsible for the V.A.T. that may be due in the country where they are based.



CO-EXHIBITORS (companies that are present with their own products at a stand/space belonging to stand-holders), shall also be also obliged to pay 150€+VAT (1) for this service.

GROUP PARTICIPATION shall be understood to mean cases in which a company or body manages the participation of a group of companies. These participants shall be considered to be direct exhibitors and must complete the corresponding documentation. Definitive acceptance of participation at the trade show shall be the preserve of the Fair Management.

2.3. Payments

Forms of payment can be consulted on the Participation Request Form for TECMA / SRR 2016. **IFEMA does not accept any cash payments.** 50% with the application form May 13, 2016: 100% total space contracted

2.4. Promotional Elements

- **Exhibitor Preview Listing:** this is available to all trade visitors via www.tecma.ifema.es / www.srr.ifema.es.
- **Official Online Catalogue:** this shall be available to all trade visitors through the web site, www.tecma.ifema.es / www.srr.ifema.es, one week prior to the commencement of the trade fair.
- **Visitor Guide and Plan:** this shows the location of the exhibitors and is distributed free of charge during the course of the trade fair.
- **Interactive Information Points at the Fair:** these are located in the hall. These are available for visitors to use, featuring the possibility of carrying out exhibitor searches and printing up personal layout and route plans, in order to create an optimum tour of the stands to be visited.
- **Plan Displays in the Hall:** these provide stand and stand-holder information in each of the halls.
- **APP of the fair:** In order to provide maximum value, service and modernity to our trade fairs and customers, there is a new application specifically designed for use on mobile devices. This application allows you to check in a simple way information for visit and primarily consists:
 - * Have a list of companies participating with data sheet.
 - * Fact sheet of the Fair.
 - * General Information: Location, Maps of the Halls, timetables, prices and Restoration
 - * Activities to be held during the celebration of the FAIR.



Services

Once the stand has been allocated, exhibitors can gain access to the applications in the Exhibitors Area by logging on to www.tecma.ifema.es / www.srr.ifema.es:

- **Exhibitor Agenda**
- **"Trade Meeting-Point":** this is a Data Base of the Trade Visitors who are members of the Meeting-Point.
- **"Meetings Agenda":** this programme enables users to manage their agenda at the fair, accepting appointments and meetings with other exhibitors and visitors who form part of the Trade Meeting-Point.
- **Invoicing Balance of Account.**
- **Access to Plan of the Stand.**
- **Online budget estimate service.**
- **Contracting of services online**
- **Catalogue Application:** here exhibitors can fill in and update their company details as stand-holders for the Official Catalogue, as well as providing the details of their co-exhibitors.
- **Request for personalised exhibitor badges:** including both those that correspond to the exhibitor based on the size of the space contracted and any other additional badges to be invoiced.
- **Possibility of publishing news, new features and presentations in the Catalogue entry and in the section set aside for the press on the web.**

Users can also gain access in order to consult the IFEMA Services Catalogue, as well as contracting services through the Exhibitors Area, thus taking advantage of a 15% discount. This discount does not apply to minimum compulsory services, exterior publicity, meeting rooms, the fair payment terminal and specific fair services such as exhibitor badges, etc.

We also offer a series of advertising services that enable participants to promote their participation at the fair and, thus, make the very most of their investment in the event:

- **Exterior Publicity:** a wide range of strategically-located options in areas of obligatory transit for visitors and exhibitors who come to the fairground.

publicidadexterior@ifema.es - Tel.: (34) 91 722 53 08/40



Exhibitor badges and visitor information

4.1. Exhibitor Badges

All badges must be requested via the Exhibitors Area. Badges that are not expressly requested shall not be issued.

Additional exhibitor badges may be requested.

Exhibitors must decide the moment in which they would like to request and fill in the Exhibitor Badges section in the Exhibitors Area.



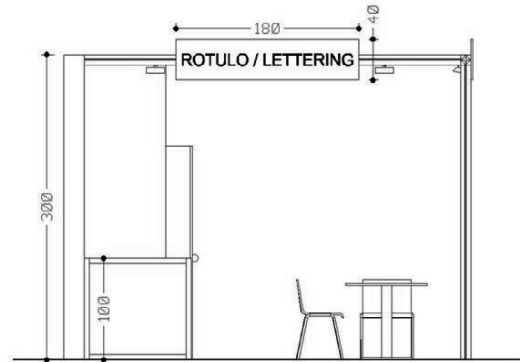
4.2. Visitor Information

It shall be essential for trade visitors who are going to enter the fairground to obtain accreditation as Professionals from the Sector, the registration desks. Alternatively, they can obtain accreditation via www.tecma.ifema.es or www.srr.ifema.es in the section entitled Request for Trade Visitor Accreditation, in order to avoid queues during the registration process.

Free online pre-registration shall be operative up until June 10, 2016. Up until this date, pre-registered visitors for TECMA /SRR 2016 shall receive their free entry pass for the trade fair via their electronic mail.

Persons under the age of 16 years are requested to refrain from applying for accreditation.

We would like to emphasise the importance of the correct use and allocation of Trade Visitor Badges, with a view to guaranteeing the trade character of the fair. Access controls shall be carried out to this effect.



- DESIGN FOR INFORMATION PURPOSES ONLY
- No making holes or nailing is permitted
- Fixing with adhesive tape which removed don't damage the panels is permitted

5.1. Only Space

Specific rules for assembling of free-design stand:

- **FREE DESIGN STAND:** Companies that opt for stands with a free-design stand must send their PROJECT to IFEMA's Exhibition Services Department (Fax: 91 722 51 27 or email: stecnica@ifema.es) for its approval, not later than May 9, 2016.

The carrying out of these requirements is absolutely essential to be able to begin the construction of the stand.

- The maximum authorised perimetric HEIGHT of the stand is 4 m.

In order to raise walls or any decorative element higher than 4m. it will be necessary to reset 1 m. towards the interior.

In no circumstance can a stand reach higher than 6 m. either for reasons of construction or decoration.

- Blind perimetral walls cannot be longer than 50% of each aisle. To do blind walls of a greater length, these must be set back a minimum of 3,00m. towards the interior and may not exceed 80% of the length of the side.
- SIGNS, posters, spotlights, and other decorative elements may not project over 50 cm. beyond the space allocated, at a minimum height of 2.5 meters, nor exceed the maximum height specified in these rules. Spotlights must be directed toward the interior of the stand. In case of doubt, consult IFEMA'S Exhibition Services Department.
- During the Fair no sample, packaging or any other objects may be placed in the aisles and other common areas. For these services please contact to the Fair Management.
- These specific conditions complement the " GENERAL RULES FOR PARTICIPATION OF IFEMA".

Assembly Rights:

The company in charge of setting up and assembling free design stands must pay the Assembly Rights fee, before beginning to assemble the stand. This is to cover services provided during the setup and dismantling periods of the Fair. These services are: Health Care Service (ATS), reduced prices in Catering Services,

5. TECMA / SRR 2014 Types of contracts



* Companies based on Spanish territory (excluding the Canary Islands, Ceuta and Melilla): 10% V.A.T. not included. For all other companies, this operation is not subject to Spanish V.A.T. In the case of companies from the European Union, exhibitors shall be responsible for the V.A.T. that may be due in the country where they are based.

Electrical Inspections, Electricity Connection and Supply during the assembly and dismantling, use and maintenance of paint rooms, personalized assistance service for the assembler and customised signs for spaces.

Depending on the different facilities and services used, the fees for Assembly Rights for the whole stand, including a second floor, shall be as follows:

- Undecorated spaces, or those covered by carpet or platform:
Fee A 2,01 €/ sq.m + VAT*
- Basic aluminum modular stand or similar:
Fee B 4,02 €/ sq.m + VAT*
- Modular design stand in aluminum, wood and other materials:
Fee C 6,32 €/ sq.m + VAT*

All decorating projects should be sent to the Exhibition IFEMA Services for approval (e-mail: stecnica@ifema.es / fax: 34 917 225 127) before May 9, 2016.

The interpretation and application of the rules in each specific case shall be the responsibility of IFEMA, which reserves the right to make certain exceptions if this is deemed necessary, based on a sense of respect for the overall image of the fair and the visibility of neighbouring stands.

5.2 Equipped Stand

- Stand open onto aisles
- Aluminium frame structure in grey colour.
- Chipboard walls painted in white colour and built asin the design.
- Storeroom with door as follows:
Up to 20 sq.m..... 1x1
From 20.5 to 60 sq.m..... 2x1
From 60.5 sq.m. upwards 3x1
- Furniture regardless the sq.m contracted: 1 table (ME01), 2 chairs (SI01), 1 stool (SI72) and 1 counter (CO07).
- Fair-type fitted carpet in colour (SRR: leaf green; TECMA: billiar table; ESCLEAN: light blue).

LIGHTING

- General lighting based on 300w halogen spotlights in rails, providing 1 spotlight every 4 sq.m. of stand.
- Electrical installation comprising switchboard with differential magnetotherm, and with an outlet of 500w prepared for up to 130w/sq.m.

LETTERING

- Sign in standarized letter with Exhibitor's Name and Stand Number on each side facing an aisle (maximum 20 characters).

INCLUDED SERVICES

- Basic Civil Liability and Multi-Fair insurance.
- Minimum Electrical power (0,13 Kw/sq.m.).
- Daily stand cleaning (once a day).
- 1 parking card.

Observations

- All services or modifications that you wish to add or make, parting from these basic features shall be at your expense.
- We shall try to adapt the layout of the elements that form the stand, the additional ones as well as the structural ones that are necessities for the support of the stand as much as possible to the exhibitor's needs, if it is technically possible and the plan is received with the pertinent instructions at the latest fifteen days before the beginning of the assembling period.

- Once the stand has been assembled, changes in the location of any of the elements previously described, and of which the Management has not been notified, shall be billed.
- The elimination, by the exhibitor, of any element of the prefabricated stand shall not mean a reduction in its cost.
- All material you may use, both structural or electrical, is rented, and therefore, any deterioration in it shall be billed at current rates.



Final observations

Exhibitors shall be required to attend their stand throughout the entire duration and opening hours of the fair, which is to say, between **Wednesday 15 and Friday 17 June**, encompassing all of the official fair opening hours. Non-fulfilment of this point shall entail the loss of the exhibitor's preferential renewal right regarding the adjudicated space.

Exhibitors who have not paid all of the amounts corresponding to the exhibition space and the services contracted, as well as the fee for Inclusion in Promotional Elements, shall not be authorised to occupy their exhibition space and, where appropriate, the prefabricated stand shall not be handed over to said exhibitors.

The total settlement of the costs generated throughout the course of the fair shall be an indispensable condition for exhibitors to be able to remove their exhibition material from the stand in question. Authorisation issued by SERVIFEMA shall be required for the exit of merchandise. Said authorisation shall only be granted to those exhibitors who have fulfilled the requirements set out in the previous paragraph.

Should the EXHIBITING COMPANIES designate another company to make any of the payments corresponding to their participation, all of the necessary invoicing details must be furnished. Should the designated company fail to make the payments within the established time-periods, the EXHIBITING COMPANIES in question shall make the corresponding payments following a simple request on the part of IFEMA.

The setting-up of catwalks in the stands shall be permitted solely with the proviso that no sound is used, thus helping to maintain the overall ambience of the trade fair.

Promotional and advertising measures must be carried out exclusively within the space contracted. Publicity for third parties may not be carried out within the allocated space, unless the stand-holder in question registers said third parties as co-exhibitors at the stand.

Exhibitors who wish to stage a draw, raffle or competition at their stand must carry out the procedures established in Article 11 of the General Participation Rules for Exhibitors at Fairs Organised by IFEMA, as well as receiving prior authorisation from the Trade Fair Management.

Regulation of the Cancellation and Suspension of the Trade Fair is provided for in Article 15 of the General Conditions Regarding Admission and Contracting at Fairs Organised by IFEMA, as set out in the General Participation Rules.

Individual sound projection by any type of system that is not limited to the area of the exhibitor's stand shall be strictly prohibited. Furthermore, this sound projection shall not cause any inconvenience to visitors or to other exhibitors. The maximum authorised level is 60 decibels. Non-fulfilment of this requirement shall lead to the automatic cutting of the stand's electricity supply and may lead to the subsequent loss of the exhibitor's preferential renewal right regarding the allocated space at future editions of Promogift. Furthermore, exhibitors must pay special attention to the distribution of any promotional elements that may cause unnecessary noise.

With regard to the organisation of press conferences, please contact:

Press and Communications Office (prensa@ifema.es)

For the hiring of rooms at the fairground, please consult availability at:

Conventions and Congresses (convenciones@ifema.es)

The staging of activities that require the contracting of a specific catering service during the course of TECMA /SRR shall require the submission of a notification form for the provision of catering at stands, which is available at www.tecma.ifema.es or www.srr.ifema.es and which must be sent to: catering@ifema.es

The contracting of any service or the staging of any activity on the part of a co-exhibitor must necessarily have the prior authorisation of the stand-holder, who, in addition, shall pay the possible costs generated by the co-exhibitor as a result of said party's participation at the fair should the co-exhibitor fail to settle the amounts owed.

It is strictly prohibited to carry out direct sales of the items on show.

Under no circumstances shall the presence of live animals at the stands be permitted. IFEMA shall accept no responsibility for breaches of this rule, subject to its right to take the necessary legal measures against those who fail to comply with this provision.

Access shall not be permitted to any person who cannot provide accreditation of their membership of the participating professional groups. This provision shall apply to both exhibitors and visitors, even though they may be able to produce the corresponding badge or invitation.

All photographs that are taken by the Official Photographer upon the request of the Trade Fair Management may be used by the trade fair for promotional purposes.

With regard to the exceptional entry/exit of materials and items during the staging of the fair, the exhibitor must request special permission from the Fair Services Department.

The entry of merchandise and decorative material to the stands shall take place on June 13 and 14, 2016 between 8.30 am and 9.30 pm.

The exit of merchandise and decoration material shall take place on **June 17, 2016 between 3.30 pm to midnight**. During this period, exhibitors may remove all of the exhibition material from their stands. For reasons of security, exhibitors are advised to remove all of their material at this time.

The dismantling of stands shall take place on **June 18 to 20, 2014 from 8.30 am and 9.30 pm**

Exhibitors who participate on a transfer or exchange basis at TECMA / SRR 2014 shall not include co-exhibiting companies at their stands, in accordance with the provisions contained in the IFEMA General Conditions of Participation:

These Specific Regulations shall be complemented by the General Participation Rules for Exhibitors at Fairs Organised by IFEMA, which all exhibitors implicitly accept in their capacity as exhibitors.

Contact your customers and potential customers before the trade fair



- Announce your participation at **TECMA / SRR** to your list of customers. Present a preview of the **PRODUCTS, SERVICES and NEW FEATURES** that you will be presenting at the event.
- Organise your Appointments Agenda in advance:
 - With trade visitors, through the Trade Meeting-Point. Enter the Exhibitors Area on the **TECMA or SRR** web site with your user name and password and click on My Network of Contacts.
 - With other exhibitors. You can generate appointments through the Exhibitor Catalogue. Enter the Exhibitors Area on the **TECMA or SRR** web site with your user name and password and click on My Network of Contacts.



Exhibitors Agenda

Visit Exhibitors Agenda in Exhibitors Area.

EXHIBITORS AREA

- ① My Account
- ② Cost Calculator
- ③ My Space
- ④ Invoices and Payments
- ⑤ Booking Services
- ⑥ Information for Catalogue
- ⑦ My Network
- ⑧ Badges & Invitations

① My Account

Update your company contact details on the IFEMA data base.
Change your access password.

- Home page
- My details
- Modify password

② Cost Calculator

Calculate your own participation budget online in a rapid, simple and convenient manner.

- Calculate a cost Estimate

③ My Space

Formalise your Participation Request at the trade fair and visualise and download a detailed plan of your stand once it has been allocated.

- Application Form
- Stand Plan
- Free Assembly Reports

④ Invoicing and Payments

All of the commercial and contractual documents relating to your participation at the trade fair are just a click away: "Balance of Account and Online Invoices".

- Account statement
- Pay with your credit card within a secure environment

⑤ Booking Services

Contract and budget all of the services you require and take advantage of a 15% discount when contracting online.
You can also consult and change your requests.

- Book Service
- Produce budget
- Pay with your credit card within a secure environment

⑥ Information for Catalogue

Introduce and update your contact details for the Fair Catalogue, as well as the details of your co-exhibiting companies. Remember that this documentation will help trade visitors to locate you at the fair by offering your company's essential details and the products and services to be presented at the exhibition, thus facilitating trade contact.

- Access Catalogue

⑦ My Network

Access the Trade Meeting-Point.
Manage your Meetings Agenda at the fair.
Publish your news in your Catalogue entry and in the Press Room.
Send invitations to your trade contacts.

- Book Service
- Manage my appointments diary
- Publish my news
- Send invitations

⑧ Badges & Invitations

This tool will facilitate your attendance at the fair, as well as that of your guests. Request your exhibitor badges and, if necessary, the confirmation letters for your visa arrangements. You can also send invitations to your network of contacts, making it easier for them to gain access to the fair.

- Exhibitor Badges
- Confirmation letter for visa requests
- Send invitations
- Discount vouchers



Access and halls

Hall 2	
Hall 4	
Hall 6	

North Entrance
North Convention and Congresses

Airport
Barajas



South Entrance
South Convention and Congresses

Trade Visitors Access Exhibitors Access
 Trade Visitor Registration Exhibition Secretariat



Contact us

DEPARTMENT	ASK ME ABOUT ...	CONTACT
Fair Management <ul style="list-style-type: none"> • Director: Lola González • Sales Manager ESCLEAN / TECMA: Beatriz Pérez-Frade • Sales Manager SRR / ENVIFOOD: Pilar Heredero • Coordinator: Isabel Alcantara / Candelas Acedos • Secretary ESCLEAN / TECMA: Virginia Montouto • Secretary SRR / ENVIFOOD: M^a José Puente 	<ul style="list-style-type: none"> • Contracting of services. • General questions relating to participation at the fair. • Exhibitor badges. • Guest Programme. • Shop Windows. 	<p>Tel. Spain: 902 22 15 15 International Tel.: (34) 91 722 30 00 tecma@ifema.es srr@ifema.es</p>
Servifema (Invoicing and Contracting of Services)	<ul style="list-style-type: none"> • Contracting of services. • Invoicing of services. • Payments. • Purchase of Fair Catalogues. 	<p>Tel. Spain: 902 22 15 15 International Tel.: (34) 91 722 30 00 lineaifema.expositor@ifema.es</p>
Technical Department Technical Department	<ul style="list-style-type: none"> • Provision of technical support for exhibitors and assembly agents. • Review of stand assembly projects. • Resolution of technical problems that arise during fair activity 	<p>Tel. Spain: 902 22 15 15 International Tel.: (34) 91 722 30 00 Fax: (34) 91 722 51 27 stecnica@ifema.es</p>

Communication and Marketing Office

Director: Raúl Díez
Jefe de prensa IFEMA: Marta Cacho
Jefe de Prensa TECMA / SRR:
Jesús González
Prensa Internacional: Elena Valera
Secretaría Prensa: Pilar Serrano

- Relations with the media
- Press information regarding fairs and events organised by IFEMA
- Press information for institutions
- Press accreditations for fairs and events

Tel.: (34) 91 722 50 98
Fax: (34) 91 722 57 93
prensa@ifema.es

Convention Centre

- Rental of different meeting and convention rooms at the fairground, both during the staging of fairs and at any other time.
- Co-ordination of extra-fair activities.

Tel.: (34) 91 722 50 72
Fax: (34) 91 722 57 89
convenciones@ifema.es

External Relations

(Protocol)

- Institutional visits
- Guided visits
- Protocol for all events.
- Institutional relations

Tel.: (34) 91 722 50 82
Fax: (34) 91 722 58 01
infoifema@ifema.es

Security and Self-protection

- General security
- Access to the Exhibition Centre
- Car-parks

Tel.: (34) 91 722 50 65
Fax: (34) 91 722 57 81
dsinternos@ifema.es

Medical Service and Security Emergencies

- Emergencies (security and medical).
- Medical attention for exhibitors and visitors during the staging of fairs and during assembly and dismantling periods.

Tel.: (34) 91 722 54 00

Outdoor Publicity

- Contracting of advertising supports and spaces within the fairground

Tel.: (34) 91 722 53 40/08
Fax: (34) 91 722 53 09
publicidadexterior@ifema.es

www.tecma.ifema.es
www.srr.ifema.es

In coincidence with:



IFEMA CALL CENTRE

CALLS FROM SPAIN
INFOIFEMA 902 22 15 15
INTERNATIONAL CALLS (34) 91 722 30 00

tecma@ifema.es
srr@ifema.es
esclean@ifema.es
envifood@ifema.es