

Passenger Terminal EXPO 2025

Exhibitor-Appointed Contractor's Information

Passenger Terminal Expo 2025 – Useful information for exhibitor-appointed contractors.

EXHIBITOR MANUAL

We cannot share the link without your exhibiting client's permission – please ask your client/exhibitor for their unique exhibitor manual link together with their access details.

The venue for Passenger Terminal Expo 2025 is Halls 9 & 10, IFEMA MADRID.

Address

IFEMA MADRID
Avenida Partenon 5
Madrid, 28042, SPAIN
Telephone: +34 917 22 30 00
Website: www.ifema.com

Please do not use this address for freight deliveries (see below).

For more information on getting to the venue, please [click here](#).

Dates

April 8, 9, 10, 2025 **(PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)**

EXHIBITION TIMETABLE

General build-up timetable

Sunday, April 6, 2025	08:30 - 21:30*	Custom build booths with independent contractor ONLY - safety shoes compulsory
Monday, April 7, 2025	08:30 - 18:00	Custom build booths with independent contractor ONLY - safety shoes compulsory & Shell Scheme and pop-up booths exhibitors permitted entry for decorating their booths
Monday, April 7, 2025	18:00 - 21:30*	Final light decoration and finishing work of all booths only. All aisles must be cleared by 18:00 and forklifts will no longer be permitted

Additional Notes Regarding General Build-Up

- Contractors will not be able to access the exhibition hall before Sunday, April 6, 2025, without prior permission from the Organiser
- An additional build-up day on Saturday, April 5, 2025 is possible on request at a cost of 1,000 EUROS. Please speak to your client for more information on how to apply for early build.
- *Overnight working will NOT be possible to work throughout the night on any build-up day.
- Safety shoes must be worn at all times during build-up and breakdown. We strongly advise wearing high-vis tabards during this period.
- Monday, April 7, 2025 from 18:00 hrs to 21:30 hrs is for light decoration and finishing work only - AISLES MUST BE KEPT CLEAR.
- Children under the age of 16 years are not allowed on-site during build-up, show days and breakdown.
- **Timings of build up may be subject to change**

We would advise exhibitors hiring a Shell Scheme package not to arrive on-site before 12 midday on Monday, April 7, 2025, as Shell Scheme booths may not be ready before this time.

Venue contractors must cease all building work at 18:00 hrs on Monday, April 7, 2025; it is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met. Please note that between 18:00 hrs and 21:30 hrs, only light decoration and finishing of booths is permitted - aisles must be kept clear and all freight cases and unused exhibits must be removed by this time.

Organiser's office opening hours

Sunday, April 6, 2025	08:30 - 18:30
Monday, April 7, 2025	08:30 - 18:30
Tuesday, April 8, 2025	08:30 - 18:30
Wednesday, April 9, 2025	08:30 - 18:30
Thursday, April 10, 2025	08:30 - 15:00

Exhibition opening hours

Tuesday, April 8, 2025*	10:00 – 18:30
Wednesday, April 9, 2025**	10:00 – 18:30
Thursday, April 10, 2025	10:00 – 15:00

During the event period, exhibitors will have access to the halls 1 hour before the opening (1.5 hours on Tuesday, April 8, 2025) and 30 minutes after closing hours to service their booths. We remind you that according to our regulations, someone must remain present on your booth until the exhibition closes at 15:00 hrs on Thursday, April 10, 2025. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

*** Opening Day drinks reception - Tuesday, April 8, 2025 - from 17:00hrs located throughout all the halls**

**** Skytrax Awards - Wednesday, April 9, 2025 - from 17:45**

Breakdown timetable

Thursday, April 10, 2025	15:30 – 21:30
Friday, April 11, 2025	08:30 – 18:00

Breakdown information

Vehicle access will not start until all empties have been returned - please allow **up to 3 hours** for this process to be completed.

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, April 10, 2025; nor will any contractors be allowed into the halls until this time - please ensure that you have briefed your contractors accordingly.

No exhibits may be removed before the exhibition closes at 15:00 hrs on Thursday, April 10, 2025, nor will any contractors be allowed into the fairground until this time - please ensure that you have briefed your contractors accordingly. Please note that there may be restrictions in place during breakdown and that access times for your vehicles may vary according to vehicle size. Vehicle access for all types of vehicles will begin at 15:00 hrs.

When the exhibition closes, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be approximately **3 hours**. Exhibitors who require forklift assistance for repacking and/or loading should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter. Please ensure that you consider this extra time when booking your return travel.

Exhibitors are reminded that security will cease once the exhibition has closed at 15:00 hrs. Items of value left on the booth, including freight, are the responsibility of the exhibitor. Please contact the security services if you would like to hire a security guard for this period.

All booth materials, packaging and waste must be removed from the halls and booth dismantling must be completed no later than 18:00 hrs on Friday, April 11, 2025. Please ensure that you organise waste removal as charges will be made for the removal of any structures or waste material and invoiced directly to the exhibitor.

EXHIBITOR BADGES - EVENT DURATION

Badges allowing exhibitors to enter the exhibition hall throughout the build-up, exhibition opening and dismantling periods will be issued onsite free of charge and must be ordered using the Exhibitor Badges order form.

If you wish to access the halls during the build-up period, please refer to the Contractor Access section below to obtain your pass.

In order to avoid the opening morning rush at registration, we highly recommend that exhibitors should go to registration on Monday, April 7, 2025, from 12.00 hrs. Exhibitors will not

be allowed entry to the hall during exhibition days without a valid badge.

Exhibitors are reminded to wear their badges at all times during the exhibition. During exhibition hours, any exhibitor without a badge will be required to obtain one from registration. Exhibitor badges are strictly for staff manning the booth only. No other personnel should wear exhibitor badges.

It is the responsibility of the main exhibitor to pass login details to any company sharing their booth space, they will then be able to order their own exhibitor badges.

All badges can be collected from registration from Monday, April 17, 2025, from 12.00 hrs. Please note that badges will NOT be posted.

CONTRACTOR ACCESS - BUILD UP & BREAKDOWN

Accessing the exhibition grounds during set-up and dismantling phases

During the set-up and dismantling phase (incl. early set-up), vehicles may only access the exhibition grounds through the check-in. Here, the check-in staff will see whether a loading zone is available for you. If it is, you will be given an authorisation form specifying the gate through which you can access the exhibition grounds. The below form will need to be completed for any contractor, subcontractor, freelancers & exhibitors wanting to gain access during build up and breakdown:

[Build Up & Breakdown Registration](#)

Please click here for further information for:

[Truck Parking, storage](#)

[Map for access for build up & breakdown](#)

VENUE TECHNICAL INFORMATION

Please click here for the [IFEMA's Technical Guidelines](#).

Maximum build heights

Hall 9

The maximum build / construction height and to suspend down from is 6m, **please note the maximum build for the booths located along the walls of the main entrance between the halls are limited at 4m.** Please note that suspensions must always be checked for feasibility by the official venue contractor for this service, before they can be approved.

To find out more information on the varied build heights, please contact the Organiser: pte@ukimediaevents.com.

For a detailed technical floorplan, please click [here](#)

Hall 10

The maximum build / construction height and to suspend down from is 6m, **please note the maximum build for the booths located along the walls of the main entrance between the halls are limited at 4m.** Please note that suspensions must always be checked for feasibility by the official venue contractor for this service, before they can be approved.

To find out more information on the varied build heights, please contact the Organiser: pte@ukimediaevents.com.

For a detailed technical floorplan, please click [here](#)

Technical Data Regarding Pillars:

Cladding the pillar is allowed to the same height as your booth walls, making sure there is a 5cm gap to ensure the pillar is not marked or damaged in any way.

ANNEX 3. TECHNICAL DATA REGARDING HALLS, NORTH AND SOUTH CONVENTION CENTRES AND HALL MEETING ROOMS

TECHNICAL DATA REGARDING HALLS

	SURFACE AREA m ²	DIMENSIONS m	HEIGHTS		COLUMNS			SERVICE LOAD kg/m ²	GOODS DOORS		
			Lower trusses, roofs and Installations m	Top trusses or concrete slab m	No.	Type	Measurements m		No.	width m	height m
					No.	-			No.	m	m
HALL 1	5.400	90 x 60	9,0	12,5	2	round	d - 0,95	15.000	6	7,6	4,9
HALL 2	5.400	90 x 60	8,0	13,0	0	none	-	15.000	6	7,6	4,9
HALL 3	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 4	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 5	10.800	120 x 90	10,5	14,0	4 single, 2 double	square	0,70 x 0,70	15.000	6	7,5	5,3
HALL 5.1	4.675	55 x 85	6,0	13,8****	0	none	-	750	5	4	4
HALL 6	10.800	120 x 90	14,5	21,5	0	none	-	15.000	8	7,5	5,3
HALL 7	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 8	16.200	180 x 90	10,5	14,0	6 single, 4 double	square	0,70 x 0,70	15.000	8	7,5	5,3
HALL 9	21.600	180 x 120	10,5 / 4,0*	15,5	8 single, 2 double	round	d - 0,70	15.000	8	6	5,5
HALL 10	21.600	180 x 120	10,5 / 4,0*	15,5	8 single, 2 double	round	d - 0,70	15.000	8	6	5,5
HALL 12	14.400	120 x 120	15,0 / 5,5*	27,00	0	none	-	15.000	6	8	5,5
HALL 14.0	14.400	120 x 120	9,0 / 5,5*	11,0 / 8,0***	9	round	d - 1,50	15.000/2.000	6	8	5,5
HALL 14.1	14.400	120 x 120	10,5 / 6,5**	10,5 / 6,5**	8	round	d - 1,50	1.500	4	Vans 6 m x 3 m x 3.5 m	
CONNECTING HUBS 1-3	900	30 x 30	4,0*	5,0	4	square	0,50 x 0,50	15.000	2	7,3	4,6

Floor loadings

The maximum floor loads are:

Hall 9 - 15,000 kg/m²

Hall 10 - 15,000 kg/m²

Rigging

You can order and pay for all rigging and suspension points via the 4foreverything [Webshop](#) (also found under Venue Services in the Order Form Checklist). Please note the deadline to confirm your order for suspension points and rigging through the webshop is February 25, 2025. Payment of these orders must be received within 2 weeks of ordering. (rigging orders that have been inquired by this deadline but not confirmed by the exhibitor by the Express Surcharge deadline will become Express Surcharge applicable). The deadline for confirming rigging quotes is March 4th 2025, after which orders are subject to the Express Surcharge (25%).

Please fill in the following [form](#) to send your rigging requests to pte@4foreverything.com. Be sure to check the following [link](#) for venue regulations and an example of a rigging project. Bear in mind that any structure other than quality certified frames or truss, canvas, plastics or very light materials (less than 5kg/m²) will require certificates from an engineer. You can order this certificate through 4foreverythings shop.

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

If you have any questions or concerns, please contact 4foreverything, email: pte@4foreverything.com or the Organiser: pte@ukimediaevents.com.

Structural Calculations

For booth constructions over 4m in height, you are required to submit your own engineers' structural calculations report which must be signed by your own engineer.

Your engineers' written report and supporting technical drawings are required to prove stability of all connections and weight loadings and stress levels of all components for any element of walling over 4m in height. Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames). Please include all construction materials and weights. Please note that all fixings should be structurally rated.

Structural calculations are not required for walls under 4m in height and modular/lightweight aluminium rigged banners (fabric infills) such as proprietary shop bought systems that are pre-manufactured and pre-tested.

Please note: You will be contacted by our official Health & Safety Consultants at AbraxysGlobal to discuss and approve your plans. Please don't send any plans via email. You will be issued with a link in order to supply all information and documents (including your Risk Assessment and Method Statement). Contact email for questions: ptx@abraxysglobal.com.

Rigging/Banners

Please note that timber framed pre constructed rigged elements and bespoke metal constructions are not allowed (this does not include modular metal frames).

Raised Floors

In order to meet IFEMA exhibitor [regulations](#) and to meet our event health and safety regulations exhibitors must ensure that all show attendees have equal access to all exhibition booths, please note that all raised floors over 2cm are required to have compulsory integrated ramp access.

Booth Perimeters

No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.

Windows in the Halls

Halls 9 & 10 have no windows.

[Hall 9](#)

[Hall 10](#)

If you have any specific questions regarding the windows, please contact the Organiser: pte@ukimediaevents.com.

Organiser's Rules and Height Restrictions

The standard height of any individual booth is considered to be 2.5m (8 feet). However, all exhibiting companies may, if they wish, build their booth to the height allowed in the individual exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 metres.

Important Notes

1. For all booth structures regardless of height, exhibitors and/or contractors must ensure that all walls facing a neighbouring stand are made good and completely covered / finished in a neutral colour.
2. Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighbouring walls.
3. No advertising or logos for your booth should directly overlook any neighbouring booth, however, you may utilize back walls which face out onto an aisle. Any logos or advertising above your booth must be inset a minimum of 1.0 meter from any side partition directly dividing yourselves and your neighbours.
4. Any banners or other materials hung directly on a dividing wall should not be transparent or left unfinished at the back.
5. No exhibits, parts of the booth structure, lights or displays such as screens or flag banners may protrude beyond any booth perimeter that may overhang into any aisle.
6. Timber framed pre constructed rigged elements and bespoke metal constructions are not

allowed (this does not include modular metal frames).

7. All exhibiting companies must complete and return the **Booth Check Form (*shell scheme and pop up displays only*) by the deadline of February 24, 2025**. Failure to gain written permission for your booth build may result in delays during the exhibition build-up. Plans submitted after the deadline (February 24, 2025) above 2.5 meters will be subject to approval and may be refused.

8. If an exhibiting company fails to submit a Booth Check Form (*shell scheme and pop up displays only*) by the deadline and the resulting design or build affects the neighbour, venue or the Organiser, ALL associated costs such as new banners, paint, labour, pillar covering, hanging costs, etc will be charged to that exhibitor directly.

Exhibitors must notify the Organiser of their booth plans and the details of any such contractors or agents using the Booth Check Form (*shell scheme and pop up displays only*). All exhibitors who do not rent a shell-scheme booth must submit a complete risk assessment and procedural instructions together with their Booth Check Form (*shell scheme and pop up displays only*).

Click [here](#) to download a Risk Assessment template

Click [here](#) to download a Method Statement template

Official Contractor Services

We are pleased to announce that 4foreverything have been appointed as the official booth contractor for Passenger Terminal Expo 2025. As on-site booth builders, they provide turnkey booth construction, rental furniture, graphics and other booth services.

Please speak to your client for access to the Webshop.

Please contact 4foreverything directly if you have any queries:

Email: pte@4foreverything.com

Phone: +34 747497154

FREIGHT FORWARDING & ON-SITE HANDLING AGENT

European International Fairs Limited is the sole official freight forwarder, customs broker and on-site cargo handling agent for Passenger Terminal Expo 2025, Madrid, Spain.

Through their Worldwide network of partners and agents, European International Fairs Limited offer a seamless multimodal door-to-stand transportation services for your stand components, exhibits and promotional items for Passenger Terminal Expo 2025 (and also the return / onforwarding of your goods after the event).

European International Fairs Limited are the sole on-site cargo handling agent for the event and provide services such as unloading & reloading, plant & labour hire, removal and storage of packaging & full goods items (i.e. empty crates, pallets toolboxes etc) during the event.

Due to health, safety and liability reasons, European International Fairs Limited will be the ONLY company permitted to operate mechanical lifting equipment (i.e. forklifts etc) at the event both inside and outside the halls.

Please contact ptxops@european-intl.com with any freight forwarding or cargo handling enquiries or bookings.

European International Fairs Limited
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Tel: +44 (0)1732 860330
Email: ptxops@european-intl.com
Web: www.european-intl.com
Contact: Mark Bartucci

It is not compulsory that you use the official agent for transportation of your goods to Madrid. However, it is highly recommended that you do so. European International Fairs Limited are specialists in Worldwide transportation of goods for trade shows and have temporary importation arrangements with Spanish Customs for items being imported for the show.

We strongly advise against shipping goods via courier directly to Passenger Terminal Expo 2025 as such shipments have a high risk of customs delays and/or going missing once they are delivered to the show site.

Please click [here](#) to access European International Fairs Limited full shipping instructions and tariff for the event.

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