

Auto motive

MEETINGS

Manufacturing
Madrid - Spain

TECHNICAL GUIDE

Recinto Ferial IFEMA MADRID
Av. Parten.n, N. 5, 28042, Madrid, Spain

OCTOBER 10&11
2023
MADRID - SPAIN
Recinto Ferial IFEMA MADRID

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CONTACTS

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SCHEDULE & AGENDA

Monday, October 9, 2023	Tuesday, October 10, 2023	Wednesday, October 11, 2023
15:00 - 18:00 Booth set-up (If Applicable)	08:00 - 08:30 Booth set-up (If Applicable) 08:30 - 09:00 Registration / Check in 09:30 - 12:30 Conferences 12:30 - 14:00 Lunch* 14:15 - 18:30 BtoB meetings & Workshops 18:30 - 21:00 Networking Cocktail	09:15 - 12:30 BtoB meetings 12:30 - 14:15 Lunch* 14:15 - 18:00 BtoB meetings 18:15 - 18:30 Booth materials removed 18:30 - 19:30 Materials picked up by Carrier

* Catered Lunch provided onsite during October 10-11 should be purchased in advance. See paragraph below.

* Gala Dinner / Networking Reception will be held at the venue.

RECEPTION DESK

Before arriving at the venue, **print your pass (badge) with the QR code and bring it with you to the event for fast-track entry.** Please note that we are unable to scan barcodes on mobile devices or tablet screens. Upon arrival at the event venue, proceed to the reception desk to check in and pick up your lanyard(s).

Where to find your badge (pass):

- Log in to your B2B matchmaking platform account with your credentials [HERE](#).
- Open and print your badge from your home page by clicking on the 'BADGE' pdf icon next to your name.

Welcome to your online profile

Manage your information and get access to all important details

Steps	Summary		
<p>1. Your profile</p> <ul style="list-style-type: none"> Company description Delegates Select package and Edit Purchase order (PO) 	<p>Company name</p> <p>ABE - ADVANCED BUSINESS EVENTS 10 rue de la Rochefoucauld - CS 50300 BOULOGNE-BILLANCOURT - FR</p> <p>Edit</p>	<p>Delegates</p> <p>Lola AGUILAR - BADGE</p> <p>Edit</p>	<p>Administrator</p> <p>Lola AGUILAR</p> <p>Edit</p>

BOOTH SET-UP



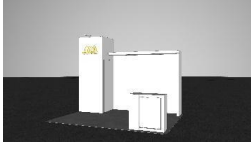
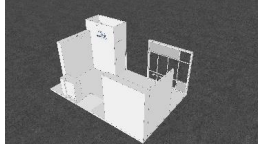
Automotive Manufacturing Meetings Madrid offers **hard-walled booths** for participants. To optimize your meeting space and business exposure, **we strongly recommend you bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance.**

- Noisy machines or sound systems are not permitted.
- Please ensure that all equipment and graphics you bring actually fits in your booth.
- Please note that walls cannot be damaged.
- Any materials, such as adhesives, double-sided tape, scissors, or other materials, are not provided by **abe** (you must bring your own materials needed).

Set-up time will be running from 03:00 pm to 06:00 pm on Monday, October 9.

For participants unable to set-up Monday, we recommend you arrive at IFEMA at 08:00 am on Tuesday, October 10th to complete the set-up and personalization of your booth, prior to the commencement of BtoB Meetings and Workshops.

BOOTH DETAILS

Basic Package 4 m ² (2x2)	Executive Package 8 m ² (2x4)	Luxury Package 12 m ² (4x3)	Premium Package 24 m ² (6x4)
			
<p>Carpentry:</p> <ul style="list-style-type: none"> - 4m² standard carpeting - Exterior and interior melamine walls measure: 94,5 x 283,5 cm. <p>Electricity/Lighting:</p> <ul style="list-style-type: none"> - 1 Spotlights - 1 electrical outlet <p>Graphics:</p> <ul style="list-style-type: none"> - 1 company sign with exhibitor company's name and the booth number: 194 x 45 cm. <p>Furniture</p> <ul style="list-style-type: none"> - 1 table - 3 chairs 	<p>Carpentry:</p> <ul style="list-style-type: none"> - 8m² standard carpeting - Exterior and interior melamine walls measure: 94,5 x 283,5 cm. <p>Electricity/Lighting:</p> <ul style="list-style-type: none"> - 1 Spotlights - 1 electrical outlet <p>Graphics:</p> <ul style="list-style-type: none"> - 1 company sign with exhibitor company's name and the booth number: 194 x 45 cm. <p>Furniture</p> <ul style="list-style-type: none"> - 2 tables - 6 chairs 	<p>Carpentry:</p> <ul style="list-style-type: none"> - 12 sqm of standard carpeting. - 1 Ud. de tótem/store room: 1.06 x 1.06 x 3.00 m. With door included - 1 Ud. of back wall: 2.90 x 2.40 m. - 1 Ud. of counter: 1.00x0.50x1.00 m. - 1 Ud. of cantilever: 2.9 0x 0.60 m. - 1 Ud. Partition panel: 0.60x2.40 m. <p>Electricity/Lighting:</p> <ul style="list-style-type: none"> - 2 Uds. of socket. - 2Uds. of downlight led. - 1 Ud. of arm spotlight. <p>Furniture</p> <ul style="list-style-type: none"> - 1 table - 3 chairs - 1 high table with 3 stools - 1 counter - 1 totem/store room, carpet <p>Graphics:</p> <ul style="list-style-type: none"> - 1 Ud. of printed vinyl: 1.00x1.00 <p>*Deadline to confirm this package: September 11.</p>	<p>Carpentry:</p> <ul style="list-style-type: none"> - 24 sqm of white melamine flooring - 1 Ud of entrance ramp. - 1 Ud. of store room: 2.05 x 1.06 x 3.00 m. With door included - 2 Uds. of blind partition panel: 2.05 x 2.40 m. (Light box adaptable) - 1 Ud. of blind partition panel: 1.75 x 2.40 m - 1 Ud. of decorative partition panel: 2.55 x 2.40 m - 1 Ud. of counter: 1.00 x 0.50 x 1.00m <p>Electricity/Counter:</p> <ul style="list-style-type: none"> - 3 Uds. of socket. - 3 Uds. arm spotlight <p>Furniture</p> <ul style="list-style-type: none"> - 1 table - 3 chairs - 1 high table with 3 stools - 1 counter, - 1 store room, carpet <p>Graphics:</p> <ul style="list-style-type: none"> - 1 Ud. of printed vinyl: 1.30x1.00 m <p>*Deadline to confirm this package: September 11.</p>

Please note that when submitting your order, you do not need to enter your booth number. These will be assigned at a later stage. Entering TBD will suffice.

STAND CUSTOMIZATION

#A&MMM2023 offers to the exhibitor a customized service to enhance your participation with the following items

Graphic Design: Creating an original and stunning design will allow you to stand out, capture attention, and offer improved branding to your target audience. In this case, the client provides the final artwork for the graphics to Grupo Absolute.

Graphic Production: As an exhibitor, you have several customization options for your booth to make it more appealing and corporate.

MARKETING & COMMUNICATION

The exhibitor can also contract through Grupo Absolute different services that are detailed below:

- Rental of audiovisual material
- Corporate video production and presentations
- Design and production of printed and digital catalogs and dossiers
- Design and production of merchandising
- ONLINE - Landing page fair / Digital catalog
- Adhoc Communication Campaign for the event

To request for quotation of these services and customize your stand, you can have a look at the catalog of our official supplier:

<http://grupoabsolute.com/ammm2023/>

GRUPO ABSOLUTE - Yolanda Plaza | +34 674 363 656 | amm2023@grupoabsolute.com

ADDITIONAL FURNITURE

Our official supplier, "IFEMA", offers a full range of furniture and equipment. You can exchange your default furniture or order additional equipment at your expense. They can also print your banner or roll-up.

You can consult their catalog [here](#)

Please note that, when placing your order, you do not need to enter your booth number. It will be assigned to you later. Simply enter TBD.

How to place an order?

Check the catalog online: https://www.spain.automotivemeetings.com/images/2023/downloads/IFEMA_furniture_catalogue_2023.pdf

Fill out the following form to request a quotation: <https://bit.ly/3rkmGkJ>

If you have any doubts, please write to the following email laguirre@advbe.com

Please note that when submitting your order, it is not necessary to enter your booth number. It will be assigned later. Simply enter TBD.

ALL ORDERS MUST BE SUBMITTED BY SEPTEMBER 12, 2024

LUNCH & NETWORKING COCKTAIL

Coffee Breaks

During October 10 and 11, 2023, there will be 2 coffee breaks:

- A coffee break at 10:30 h.
- A coffee break at 14:00 h.

Lunch

A business lunch will be served on October 10 and 11, 2023 for those who have prepaid for the lunch option during the original (online) registration process. Access to the lunch area will be denied to those who have not paid in advance.

Networking cocktail

A gala dinner will be held in a room in the same exhibition hall of IFEMA on **October 10, 2023, at 6:30 pm.**

*Access only to participants who have paid for this option.

Note: If you have not purchased tickets for the luncheon and wish to do so, **please send an urgent e-mail to automeetingspain@advbe.com. The deadline for ordering the luncheon is September 12, 2023. The cost of lunch is 70€ per person.**

All meals and beverages must be ordered from AREAS, IFEMA's exclusive supplier.

To place an order, please contact

Marta Otero

Marta.otero@areas.com / jorge.moreno@areas.com

Teléfono: 663 97 34 59

Orders must be placed no later than 14 days before the event, and full payment in advance must be guaranteed.

SHIPPING & HANDLING

If you wish to send packages to your stand, please contact us at: ifema.madrid@dbschenker.com or Tel.: 91 330 51 77 .

Shipping address: Recinto Ferial IFEMA MADRID

Av. Partenón, Nº 5, 28042 Madrid, Spain

Pavilion 14.1

Schenker Logistics, S.A.U.

DB Schenker Office at IFEMA MADRID: Pavilion 7

www.dbschenker.com/es

Please do not forget to mention Automotive Meetings Madrid 2023 and your company name.

Reception of your packages will only start from September 4.

MOVE OUT

Exhibitors must have all their materials and equipment cleared from the booths by **06.30pm on Wednesday October 11, 2023**. Your materials and equipment must be picked up by your outbound carrier by 19:00 on October 11th, 2023 from the exhibition center.

Note: You are recommended to attend all your belongings at all times. Advanced business events shall not be responsible for any damage caused to your equipment theft. Any materials or equipment left or unattended by **Friday, October 12th** could be taken to a place the organizer deems appropriate at the participant cost and risk.

ACCESS TO THE VENUE

Av. Partenón, Nº 5, 28042 Madrid, Spain, Pavilion 14.1 - 1st Floor



For more information, visit the venue's website: <https://www.ifema.es/como-llegar>

PARKING

Parking Cars Public Visitor

Hourly Rate	Per hour	2,85 €
Prepaid rate (this can be done instantly at the machines)	Per day	14,00 €
Maximum Rate / day	Per day	20,00 €

REVOLUGO

Preferential rates for Automotive Madrid 2023 attendees!

We have negotiated the best rates for your accommodation - accommodation solution with our partner REVOLUGO.

Book in advance through the platform below to get the best deals!

<https://platform.revolugo.com/hotels?wid=automotive-manufacturing-meetings-2023>

For more information or group bookings (from 9 rooms and up), please contact:

+33 6 99 25 29 40 / reservations@revolugo.com