

EXHIBITOR SERVICE MANUAL

EXHIBITION

16-17 SEPTEMBER 2025

25-26 October

SPIE. SENSORS+
IMAGING

15-18 September 2025
FEMA Madrid
Madrid, Spain

EXHIBITOR CHECKLIST

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

		Completed
Date	Event	
DEADLINE DATE TO SEND TO IFEMA 25 AUGUST ACCESS TO EXHIBIT HALL WILL NOT BE ALLOWED IF THIS FORM IS NOT COMPLETED.	HEALTH AND SAFETY - MANDATORY Health and Safety Information to be sent out to all booth personnel. All Booth Personnel must sign and return the form Prevention of labor risks and business activity coordination If you are demonstrating a Laser or similar displays at your stand complete The Operating Lasers Form and return to Exhibition Management . PPE – Personal Protective Equipment If you need access to your booth outside of the official exhibitor set-up and dismantling hours it is obligatory to wear hard hat, high-visibility vest and safety footwear.	
As soon as possible	Hotel Accommodation Book early and look at accommodation search engines for best possible rates.	
As soon as possible	Become a Sponsor	
As soon as possible	Company Listing	
As soon as possible	Co-exhibitor form	
As soon as possible	Booth Personnel Badge registration	Open June
3 August 2025	WiFi will be available during the event. For enhanced WiFi contact Exhibition Management	
	To order, Graphics, AV, Electricity and Furniture via Servis Complet click on the links below 1. Sign up to register and create a login 2. It will then ask for a registration code enter SPIE25MA	
Last day to submit graphic art 8 August 2025	Graphics	
Prices have a discounted rate of 25% and will be valid for orders received until 14 August 2025	Audio Visual	
	Electricity & Lighting	
	Furniture	
18 August 2025	Insurance Certificate – submit via Exhibitor Dashboard	
22 August 2025	Booth Activity Request	
5 September 2025	Freight forwarding/Shipping/Storage logistics Order Form	
9 September 2025	Mice Catering Catalogue E-mail paula.luis@micecatering.com	
11 September 2025	Stand Cleaning	

**EXHIBITION CONTACTS & OFFICIAL CONTRACTORS**

SPIE has selected the following companies to provide exhibitors with services. SPIE has negotiated special rates, and you may save money by eliminating fees from outside companies. Look for the official seal of approval when vendors approach you offering to provide a service.

CATERING

Paula Luis
Tel: 34 6489 02089
www.micecatering.com
EMail: paula.luis@micecatering.com

CLEANING & ENCHANCED WIFI

Amanda Summers
Tel: +44 (0)29 2089 4747
E-mail: amanda@spieeurope.org

EXHIBITION MANAGEMENT

Amanda Summers
Jane Morrison
Tel +44 (0)29 20894747
Mobile +44(0)798 4669822
E-mail: amanda@spieeurope.org
E-mail: jane@spieeurope.org

**ELECTRICAL, SHELL SCHEME,
STAND BUILDER, GRAPHICS,
FURNITURE & AV**

Servis Group
Tel: +34 91 669 94 80
E-mail: boutiquemad@servisgroup.es

HOTEL ACCOMMODATION

[Hotel and travel](#)

INSURANCE

BUNDA
Baltic Underwriting Agency, AB
E-mail: andrius@bunda.eu and/or
zaneta@bunda.eu

SHIPPING AND MATERIAL HANDLING

DSV Solutions
Ricky Straw
Tel: +44 (0)7808 242467
E-mail: ricky.straw@dsv.com

TWI Group Inc. – For US Companies
Tel: +1 702 691 9000
E-mail: usa@twigroup.com

SALES

SPIE Europe
Laurence Devereux, SPIE Europe
Tel: +44 29 2278 9031 (office)
E-mail: laurence@spieeurope.org

Exhibition Location:

North Convention Centre 1st Floor, North Lobby
IFEMA • Recinto Ferial
Avda. del Partenón, 5
28042 Madrid
Spain

Exhibition Hours

Tuesday, 16 September	10:00 a.m. to 5:00 p.m.
Wednesday, 17 September	10:00 a.m. to 4:00 p.m.

PPE – Personal protective equipment

If you need to access your booth outside of the official exhibitor move-in and move-out hours it is obligatory to wear a **hard hat, high-visibility vest and safety footwear**.

Exhibition Set-Up

Monday, 15 September	12:00 noon to 6:00 p.m.
Tuesday, 16 September	08:00 a.m. to 10:00 a.m.

Exhibition Move-out

Wednesday, 17 September	4:00 p.m. to 6:00 p.m.
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Exhibitors are **not** allowed to begin tear down prior to 4:00 p.m. on Wednesday. Please be respectful of attendees and your fellow exhibitors and wait until the closing announcement.

Badge pickup and registration hours

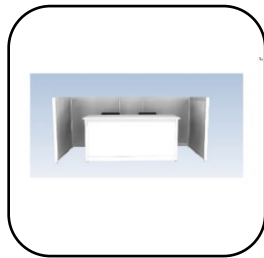
Sunday, 14 September	3:00 p.m. to 5:00 p.m.
Monday, 15 September	7:45 a.m. to 5:00 p.m.
Tuesday, 16 September	8:00 a.m. to 5:00 p.m.
Wednesday, 17 September	8:00 a.m. to 5:00 p.m.
Thursday, 18 September	8:00 a.m. to 4:00 p.m.

AFTER HOURS

- Only registered Exhibition Staff and authorised set-up crew will be allowed in the Exhibition Hall during build-up times.
- Any exhibitor needing to stay after hours must inform [Exhibition Management](#) prior to the event and, in accordance with SPIE rules, wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. This rule will be strictly enforced to provide maximum security to exhibitors.

Guidelines for Display Rules & Regulations

Contents



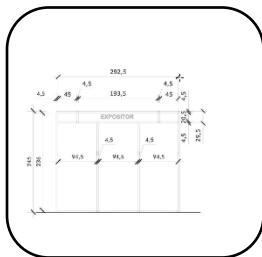
Tabletop

3



Shell Stand

4



Other Important Considerations

5

Issues Common to All Booth Types

6-9

Guidelines for Display Rules and Regulations

- Responsibility of the exhibiting company to accept and comply with [IFEMA's regulations for Exhibitors](#) in addition to SPIE rules and regulations that can be found in this document
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Items located in the exhibit space must be in good taste or will be removed at the discretion of the organiser

VIEW SPECIFIC BOOTH REGULATIONS

- [Tabletop](#)
- [Shell Stands](#)
- [Other important considerations](#)
- [Issues Common to all Booth Types](#)

THE FOLLOWING ITEMS ARE OPTIONAL AND MUST BE ORDERED SEPARATELY

- [Electricity](#) (Shell Stands are provided with electricity, Tabletops do not have electricity)
- [Additional Furniture](#)

Tabletop

- Limit of one table per contracted tabletop space, 2.5m x 1.5m (8.2ft x 4.9ft)
- **Display space may not exceed 2.5m (8.2ft) width limit**
- **Display materials are not allowed to be hung on back wall**
- **Floor standing back walls are not allowed**
- **Additional Furniture is not allowed**

NOTE: Electricity is NOT included with the tabletop package.

Included:

- Tabletop L 1.50m x W 0.6 m (4.92ft x 1.96ft)
- Company identification sign
- Two chairs
- Wastebasket
- Carpet (blue) on top of raised platform



Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 1.5m (5ft) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pull-up roller banners positioned behind the table [maximum 0.9m (3ft) wide and 2.4m (8ft) high]
- Easel positioned behind the table
- Tabletop or floor standing monitor (positioned behind the table)
- Literature stand
- Bag stand

Note: When ordering any monitors please ensure that you also order Electricity

SPIE Exhibition Management reserves the right to remove any display that does not conform to tabletop display regulations.

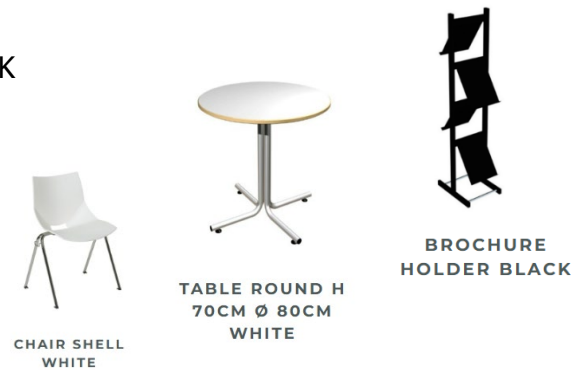
ROW AND CORNER SHELL STAND REGULATIONS

Shell Scheme

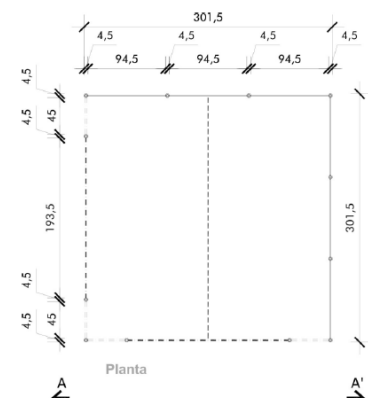
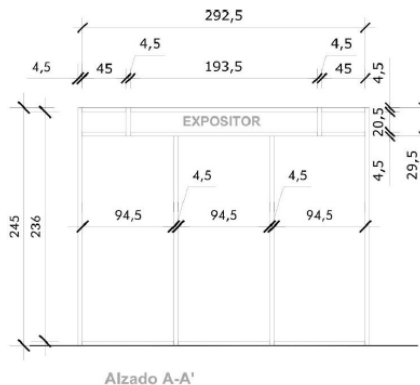
Display space is defined by silver coloured aluminum structure 245 cm high support/frame elements and in-filling walls white.

Included:

- One rail with three mounted LED spotlights 4000°K
- One Fascia for each open side
- One wastebasket
- 1 Bistro Table
- 2 chairs
- One literature rack
- Electrical panel with 1.2 kW single socket base
- Carpet (blue) on top of raised platform



Example of 9sqm Shell Stand



In the event of exhibitors opting for a specifically designed stand, the recommendations regarding ventilation, movement of personnel, access points, etc. applicable to any meeting space must be incorporated please contact [SPIE Management](#) for more details.

Linear Shell Stands

Linear Shell Stands, also called "in-line" booths, are arranged in a straight line, and have neighbouring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

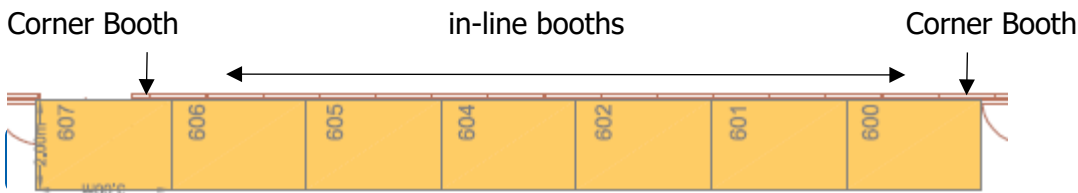
Linear Shell Stands are most commonly 9sqm 3.0m wide and 3.0m deep (9.84ft x 9.84ft) or 6sqm 3.0m by 2.0m (9.84ft x 6.5ft). A maximum back wall height limitation of 2.5m (8.2ft) is specified.

Use of Space

Regardless of the number of Linear Shell Stands utilised, display materials should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitors or interfere with the flow of traffic. A maximum height of 2.5m (8.2ft) is allowed only in the booth space.

Corner Shell Stands

A Corner Shell Stand is at the end of a series of "in-line" booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Shell Stands apply.

**Customised Shell Stand**

Exhibitors building a customised Shell Stand are required to submit a drawing, plans or renderings, preferably digital, to the show organiser, and to the show's general service contractor. Customised stands must adhere to Linear Shell Stand guidelines.

The maximum allowed height of stands and decorative elements in the North Convention Centre will be four metres (4 m). All stands and decorative elements must be built on a wooden base or platform and must have access ramps for the disabled.

No assembly work may begin without the prior completion and submission to IFEMA of the ["Prevention of Labour Risks and Business Activity Coordination"](#)

The company in charge of assembling a stand must pay IFEMA MADRID, before beginning said work, the corresponding assembly rights for the services it provides during the assembly and dismantling periods of the Fair.

Other Important Considerations**Hanging Signs**

No exhibitor elements may be hung in the North Convention Centre

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. It is not possible to build a multi-story exhibit in the North Convention Centre.

EXHIBITION DISPLAY RULES

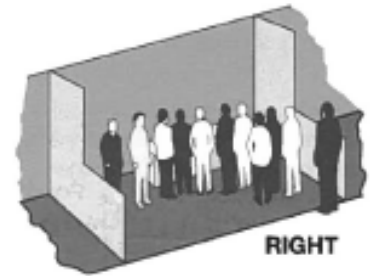
North Convention Centre – structural elements

All exhibitors are obliged to respect all the structural elements of the conference room and exhibition area together with the elements which comprise equipment and decoration, including the stage. It is forbidden therefore to remove or modify these elements.

Issues Common to all Booth Types

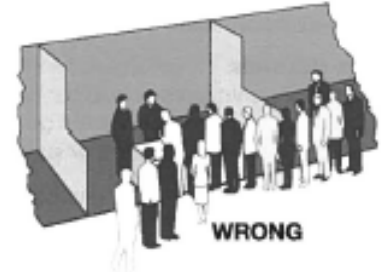
Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance.



Flammable and Toxic Materials

The materials used for the different fair or event facilities and constructions (stands, marquees, etc.) shall comply with current regulations. In particular, with regard to the flammability of the materials used, floor coverings shall be coated with EFL, while walls and ceilings must be coated with C-s2, d0; suspended textile elements, such as curtains or screens must be class 1, pursuant to the UNE-EN 13773:2003 standard.



Decoration elements must also meet the same characteristics as construction elements, any material or product that is easily combustible such as straw, wood shavings, paper shavings, sawdust, peat, dry leaves etc. being prohibited.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting installed less than 2.5 m from the floor or in places accessible to people must be firmly fixed and positioned so as to prevent any hazard to people or fire risk.
- Any lighting equipment that can reach high temperatures must be sufficiently distanced from any flammable material.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as pallet hand or forklift truck. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

EXHIBITION DISPLAY RULES

Rules for using the installation

No modification may be made to the electrical installation of the stand or installation once its connection to the network has been authorised, merely connecting receivers to the sockets or connection points allocated by the authorised installer for that purpose.

Multi-way adapters cannot be used.

Each one of the stand's receivers shall be individually and directly connected to the corresponding connection points installed beforehand by the installer for that purpose.

Under no circumstances will it be allowed to recharge batteries or accumulators of any type inside the venue. They may only be allowed in stands with the prior knowledge and authorisation of IFEMA's Technical Department.

The Organiser, Exhibitor and/or their contractors and/or subcontractors shall be liable for any damage caused by modifications to or improper use of the electrical installation.

Sound/Music

Noisy demonstrations on the premises that might disturb third parties are prohibited. With respect to the interior of the hall or convention centre, the decibel level shall not exceed that authorised by the Organiser. IFEMA recommends that said level should not exceed 60 decibels.

If there is a nuisance to third parties due to exceeding the authorised noise level, IFEMA technical staff will test the levels. If it is found that the maximum sound level is being exceeded, the IFEMA technicians will require the Organiser's managers to reduce the volume to the authorised limits.

Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle.

Keeping aisles clear

Aisles and all other evacuation routes must be kept clear at all times, including during assembly and dismantling. All material must be kept within the confines of the assembly areas or stands, leaving the aisles and other common areas completely clear.

During the event, no samples, packaging or objects in general may be placed in the aisles or other communal areas, or in the empty spaces created in the rear enclosure areas that may be assembled.

The Feria de Madrid cleaning services will remove any items left in these areas and their owners may not claim damages or compensation for their loss.

During the event, samples, packaging and objects in general may not be placed in aisles or other communal areas. Contact [SPIE Management](#) in relation to collection, storage and delivery service.

Prohibited Activities

The following are not permitted anywhere on the premises

- a) Activities that compromise the premises of Feria de Madrid or any of its structural elements.
- b) Spray-painting inside Feria de Madrid and on any kind of object
- c) Depositing or exposing hazardous, flammable, explosive and unhealthy materials that give off unpleasant odours and that may cause inconvenience to other Exhibitors or the visiting public.
- d) Drilling the floorings or fixing carpets or building materials onto them with contact glue or similar. These elements must be fixed with double-sided adhesive tape or fixed on the pallets installed for that purpose by the exhibitor or by any other means, always independent of the flooring. Painting, inserting studs or making grooves of any kind is also prohibited.
- e) Perforating, nailing, drilling or fixing anything to the walls or painting, inserting studs or making grooves of any kind.
- f) The use of balloons inflated with lighter-than-air gases as a decorative element for stands is not permitted. Their use will be permitted subject to prior consultation with IFEMA's Fair Services Department providing they are anchored to the stand structure or filled with non-toxic, heavier-than-air gases that prevent them from rising.
- g) Performing assemblies in the areas defined as aisles for the event in question.
- h) Aiming spotlights outside the stand.
- i) Using the hall service channels for the passage of cabling or any other type of installation, except for TV signal coaxial cables, for which the corresponding authorisation must be requested by completing form [Authorization request for antenna cable connections](#) available on the [IFEMA](#) website, sending it to **stecnica@ifema.es**.
- j) The installation of antennas in the outdoor or covered hall areas. If an element of this kind needs to be installed, the corresponding authorisation must be requested, with the exhibitor agreeing in writing to take down the items at the end of the event.
- k) Scattering confetti.
- l) Activities that involve fireworks.
- m) Attachment of anything to the walls.

Additionally, the following are not allowed in the Convention Centre:

- a) Activities that may affect the Convention Centre facilities: Painting, nailing, pasting, fixing studs, making grooves or carrying out carpentry or masonry work of any kind or fixing or hanging materials to or from any structural element. Drilling floors or fixing carpets or construction elements to floors. All stands, carpets and decorative elements must be fixed on platforms or wooden flooring.
- b) The application of paint (of any kind) inside the Convention Centre to any kind of object is not allowed. Depositing or exposing dangerous, flammable, explosive and unhealthy materials that give off unpleasant odours and that may cause inconvenience to other exhibitors or the visiting public.
- c) Assembling anything outside the areas defined as the exhibition area, according to the plan approved by IFEMA.
- d) Hanging items, including decorations, from the ceiling of the Convention Centre lobby.
- e) Assembling any type of structure (including stands) with a fully enclosed roof, regardless of the material used. Partial closures may be installed that do not exceed 50% of the total surface area of the structure.

EXHIBITION DISPLAY RULES

- f) Unless otherwise specified in the Rules of the Event regulations, signs, flags and spotlights may not project more than fifty centimetres (50 cm) from the allocated space, and from a minimum height of two metres and fifty centimetres (2.5 metres), nor may they exceed the maximum height shown in the aforesaid Rules. Spotlights must be directed so as not to disturb other exhibitors, visitors or other events that might be taking place in the Convention Centre.
- g) The use of decorative gardening elements (natural turf, soil, fountains, waterfalls etc.) in direct contact with the surface of the building is not permitted unless they are mounted on boards or a platform and always protected with a waterproof material. Watering plants on site is not permitted.
- h) The presence of animals, unless authorised in the Specific Rules of the Event, pursuant to current legislation.
- i) The use of cutting machines of any kind is not permitted.

All [IFEMA'S regulations](#), SPIE [Exhibition](#) and [Event](#) policies apply

EXHIBITION HALL POLICY

- Everyone who attends the exhibition must be registered and have a badge. Badges for children are free and available onsite at the registration desk
- Children under 14 years of age must always be accompanied by an adult. Guardians are asked to help maintain a professional, disturbance-free exhibition environment
- For safety and insurance reasons, children under 18 are not allowed in the exhibition area during exhibition move-in and move-out

CLEANING SERVICES

- IFEMA MADRID, we are committed to the environment and compliance with environmental and waste management guidelines.
- IFEMA have different types of cleaning of spaces and stands, in addition to adapting to any special needs that may arise during your event. If you require stand cleaning contact [Exhibition Management](#) **deadline date 7 September 2025**
- Maintaining booth cleanliness is the responsibility of the exhibitor.
- The exhibition booth will not be cleaned, or wastebasket emptied, without ordering from IFEMA.
- Exhibition Management will arrange for the general cleaning of the Exhibition Hall and communal areas; limited to aisle carpet/flooring and communal area garbage disposal

DISTRIBUTION OF FLYERS

- Distribution outside the parameters of the exhibitor's own booth is *prohibited* – unless it is an SPIE approved Event Marketing Opportunity
- Invitations to parties, flyers or company advertisements and logos allowable within the confines of the exhibitor's own booth

GENERAL CODE OF CONDUCT AT IFEMA

- There is no smoking permitted within IFEMA
- During build up and break down, please respect others working in the building and keep noise levels minimum where possible
- Breaches of Health & Safety rules will not be tolerated within the building. IFEMA reserves the right to refuse an individual entry to the building if these guidelines are not followed.

LASER SAFETY CHECK

- No aerial display of any laser beam within the conference centre property, including assigned booth, is allowed without SPIE exhibition management written permission
- If you are demonstrating a laser or similar displays you must, complete the [Operating Laser Safety Form](#)
- All displays containing an operating laser(s) and open laser beam must be contained in a Class 1 type enclosure
- All Laser equipment, associated optics or equipment and beam stops are required to be secured from any movement (accidental or otherwise)
- Exhibitors are responsible for the safety of any laser display during both set-up and exhibition hours
- Exhibitors shall use appropriate safety measures to prevent any unwanted or unintentional laser radiation exposure to any convention centre staff or workers during pre-show set-up
- [Laser Safety Rules and Guidelines](#) are courtesy of the International Electrotechnical Commission

All activities with lasers can represent a hazard, not only for users but also for other people, even at a considerable distance. For this reason, all procedures which require the use of any kind of laser may only be carried out in clearly defined spaces that have been entirely closed off and marked and to which access is restricted to authorised personnel only. Additionally, all laser equipment used must be accompanied by the corresponding manufacturer's certificate of authorisation and approval.

SECURITY AND LIABILITY

- A 24-hour guard service will be provided in the exhibition area for protection against fire and other catastrophes
- Exhibitors may order additional security - Contact [Show Management](#)
- Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which considers the full value of the exhibit
- SPIE recommends exhibitors remove valuable and small, easily portable items from the exhibition area any time the exhibition is officially closed
- SPIE does not accept any responsibility for losses

SELLING ON EXHIBITION FLOOR

- The Technical Exhibition is limited to organisations with products or services related to the industry served by the event and is provided to allow industry companies to meet with researchers and engineers, who work in this field and to provide company exposure to those attendees
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited
- Exhibitors are solely responsible for any tax liabilities, which may arise relating to sales resulting from the exhibition
- SPIE is not responsible for any sales, use, or other taxes relating to transactions by exhibitors at the SPIE exhibitions

WIRELESS INTERNET ACCESS (WIFI SERVICE)

- Complimentary WIFI will be available in the exhibition hall. Enhanced WIFI or hardlines can be purchased by exhibitors for more information contact [Exhibition Management](#) by **3 September 2025**
- It is explicitly for exhibitors to install Wi-Fi access points without prior authorisation, whether this is in order to connect to the internet or for any other purpose.

WASTE MANAGEMENT

All promotional materials **MUST** be removed from your stand, Post Event, failure to do so will incur a surcharge.

BOOTH ACTIVITIES IN THE EXHIBITION HALL

Exhibitors must always contain customer activity and noise levels within their booth space and during demonstrations and receptions. Blocking aisles is not allowed during exhibition hours. Please submit the [Booth Activity Request form](#) **Deadline date 22 August 2025.**

CATERING

All services relating to catering, cafeteria, cocktail events and drinks on stands are available from [Mice Catering](#) please E-mail Paula Luis at paula.luis@micecatering.com. **Deadline date 22 August 2025.**

Exhibitors who have arranged with Mice Catering to provide catering/food service **at their stand** also need to complete the IFEMA form [Catering in Stands Communication](#)

The preparation of food at stands (boiling, frying, roasting, etc.) is **NOT** permitted in the North Convention Centre.

IFEMA will not receive freight on an exhibitor's behalf and there is no area to store empty boxes onsite.

SPIE recommend that you use DSV Solutions, our official freight forwarder and on-site lifting contractor for sending goods to the show. Services provided are:

- Door to door service
- Import Customs clearance from arrival to the advanced warehouse, to your stand
- On-site unloading
- Storage of empties
- All the above services in reverse after the show has finished

To use DSV Solutions complete the [Freight Order Form](#) by **5 September 2025**

DSV
c/o SPIE Sensors + Imaging 2025
Gt House, 25-27 Blackwell Drive
Braintree,
Essex, CM7 2PU
Booth No.:
Contact: Ricky Straw
Tel: 44 (0)7808 242467
E-mail: ricky.straw@dsv.com

A representative from DSV will be in attendance throughout the event, if using DSV, you do not need a representative on-site to sign goods.

- **Exhibitors from outside the European Union, prior to sending your shipment, we suggest you contact DSV to avoid complications with your delivery on site.**
- Shipments are subject to customs clearance and general courier companies may not be able to arrange for customs clearance, depending on the type of goods being sent, value, etc.

IMPORTANT - If using any other freight provider, adhere to these guidelines:

- **Your onsite Company representative is required at your exhibition space when freight is due for delivery.** They will need all relevant information about the delivery arrangements for your consignment. If no one is onsite to receive the goods, DSV will take receipt of your shipment and transfer them to the stand upon your arrival. Charges will apply.
- SPIE does not function as a freight customs company and does not provide support with freight clearance or delivery issues
- It is your responsibility to confirm with your freight provider that your packages have been received and that any customs clearance duties for your package have been invoiced

For direct shipments complete the [Shipping Label](#)

Shipping parcels directly to the Advanced Warehouse – Please use this address:

**SPIE c/o Sensors + Imaging 2025
IFEMA Madrid
Exhibitors Name
Booth number
Avenida del Sistema Solar, 27
28830 San Fernando de Henares
Madrid**

**NON-EU Shipment dates– 4 September for customs clearance
EU – Shipment dates - 10 Sept for customs clearance**

Delivery and Exhibitor Access to the IFEMA via the Loading Bay see [Move in and Move out information](#).

Return Shipping

It is the Exhibitors' responsibility to arrange return shipping of their goods. All shipments must be removed on **Wednesday 17 September 2025**. An onsite staff member is required to hand the shipment over to the courier/freight forwarder, if you are unable to organise removal of your shipment on **Wednesday 17 September 2025**, it will be removed by DSV, sent to their Advance Warehouse and **a charge will apply**.

The North Convention centre is situated between Hall 9 and 10. For directions access [IFEMA MADRID website](#). For more information review [Interactive map](#) and [North Convention Centre North Lobby](#).

IFEMA has an electronic system for controlling vehicle access to its facilities, the purpose of which is to ensure that vehicles do not stay too long in the Feria de Madrid. This measure involves reducing the volume of vehicles at the loading and unloading bays.

The loading and unloading bays adjacent to the halls are **not** parking areas. Vehicles are allowed to only Load or Unload in these areas and must immediately leave for the appropriate parking area. While events are being held, access to these areas is strictly prohibited without specific authorisation by IFEMA.

- Each vehicle will receive a ticket at the entrance to the site that will have a maximum stay time in the loading and unloading area of between one and three hours.
- After this time, the vehicle must either leave the Fair Venue or park in the corresponding car park (truck parking for transport vehicles or car parking, if applicable, for cars and vans of up to 3,500 kg that do not exceed dimensions – 6 m length x 2.2 m width), control will be supervised by security personnel on access.
- At the exit control, the system will determine if the vehicle is within the maximum authorised time or has exceeded it by reading the license plate. In the former case, the exit barrier will open, allowing the vehicle to leave immediately. In the latter case, the driver will have to pay the rate corresponding to the time exceeded at an automatic ticket reader at the exit, using the ticket received at the entrance.

The rate for time exceeded will be dissuasive, its sole purpose being to ensure compliance with the regulations and respect for the maximum authorised length of stay. IFEMA is therefore not seeking to profit from this measure, but rather to improve working conditions in critical areas for the development of fair activity

- Once the vehicle has left Feria de Madrid, the system **will not allow** re-entry until 30 minutes has passed.

Parking is available near the North Entrance to IFEMA Madrid. Ticket dispensers are in all car parks, see map and details below. For further information review [IFEMA's website](https://www.ifema.es/en) and reference Recinto Ferial which has the nearest car parks to the North Convention Centre.



Hourly Rate: 2.95 € / hour (VAT included)

Prepaid: 15.00 € / day (VAT included).

You can get savings for stays longer than 4.5 hours. This rate must be chosen in the first hour of stay in the parking lot. You must purchase it at the manual points of sale and at the parking lot ATMs.

- **Maximum:** 15.00 € (VAT included).
- **Hours:** 07:00 - 22:00 from Monday to Friday

INSURANCE GUIDELINES – Deadline 18 August 2025

Exhibitors must, at their own expense, secure and maintain the required insurance coverage, throughout the duration of the exhibition, including move-in and move-out days:

Required Coverages:

Comprehensive General Liability Insurance with limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis.

- The exhibitor shall name SPIE as an additional insured on its general commercial liability insurance.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure the Certificate of Insurance includes the name of the exhibiting company.**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf.
- Claims made policies are not acceptable and do not constitute compliance with the Exhibitor's obligations under this paragraph.
- This insurance must be in force during the dates of the event, **15-17 September 2025**, naming SPIE – The International Society for Optics and Photonics (PO Box 10, Bellingham WA 98227) as the certificate holder. The following must be named as additional insured:
 1. SPIE – The International Society for Optics and Photonics - PO Box 10, Bellingham WA 98227
 2. IFEMA, Feria de Madrid, Avda. del Partenón, 5, 28042 Madrid

For exhibitors who wish to purchase the required insurance coverage via our approved provider please contact BUNDA Baltic Underwriting Agency, see details below;

- Application link for liability insurance [Liability Insurance](#)
- Administrative queries please contact andrius@bunda.eu and/or Žaneta at zaneta@bunda.eu
- Insurance premium 220 Euros

Upload Certificate of Insurance through the [Exhibitor Dashboard](#) **by 18 August 2025.**

All Health & Safety information can be found on the [IFEMA website](#)

IFEMA, as the owner of the workplace, is obliged to inform the other businesses present of the risks inherent to the workplace which may affect their activities, the measures established to prevent these and the evacuation and emergency measures to be adopted.

As stated in the regulations, any person who carries out work at Feria de Madrid (service providers contracted by IFEMA, exhibitors, event organisers and contractors, subcontractors, personnel, regardless of their activity, employment situation or professional relationship) are obliged to be aware of, comply with and take into account the information provided by IFEMA.

All Booth Personnel

It is mandatory for all booth personnel involved in work or activities in the contracted space to **complete the form entitled [Prevention of labor risks and business activity](#)** which is available on IFEMA's website. Access to the exhibit hall will not be allowed unless this form is completed and submitted to IFEMA.

All personnel should review the following safety rules and emergency procedures prior to going to the event.

- [Instructions on emergencies and evacuation](#)
- [Generic risks to the installations and preventative measures in Exhibition Areas](#)
- Safety Rules on handling equipment if applicable – see [IFEMA website](#)

PPE – Personal Protective Equipment

If you need to access your booth outside of the [exhibitor set-up and dismantling hours](#) it is obligatory to wear a **hard hat, high-visibility vest and safety footwear**.

The information provided by IFEMA may be complimented with other specific rules that may apply which, due to the nature of the specific activities taking place, are deemed necessary for general safety. Where applicable, this shall be decided by IFEMA by mutual agreement with the companies involved in the execution of the work.

Similarly, all other specific technical regulations contained in these Regulations are complimentary to Occupational Risk Prevention regulations, and compliance is intended to ensure the safety of people and premises.

All companies on site are responsible for complying with and ensuring that their contractors, subcontractors and/or freelance employees comply with the Occupational Risk Prevention legislation that applies to their activities, including the information and instructions to be provided by IFEMA on their website.

Basic instructions on emergency and evacuation.

Coordination of business activities.

Workplace risk prevention.

Upon accessing your work area, identify and show to your staff:

- Evacuation routes.
- Emergency exits.
- Fire extinguishing systems.

Corridors, evacuation routes and emergency exits must be free of obstructions at any times.

If you notice any sign of fire, the presence of a package/-container that you suspect might contain explosives, or any anomaly in the protection systems (including fire extinguishers, equipped fire hydrants, blocked emergency exits, defective signposting, etc.), **report it immediately to the safety Control Centre, by calling 91 722 54 00.**

- Speak slowly with a clear voice, and do not hang up until you are certain that the Safety Control Centre Worker has understood you perfectly.
- Identify and report the exact location of the incident.
- Please remain as calm as possible and keep panic from spreading at all costs.
- Your own safety and that of the staff members for whom you are responsible depend upon you acting properly.
- Becoming nervous and panicking are your biggest enemies.

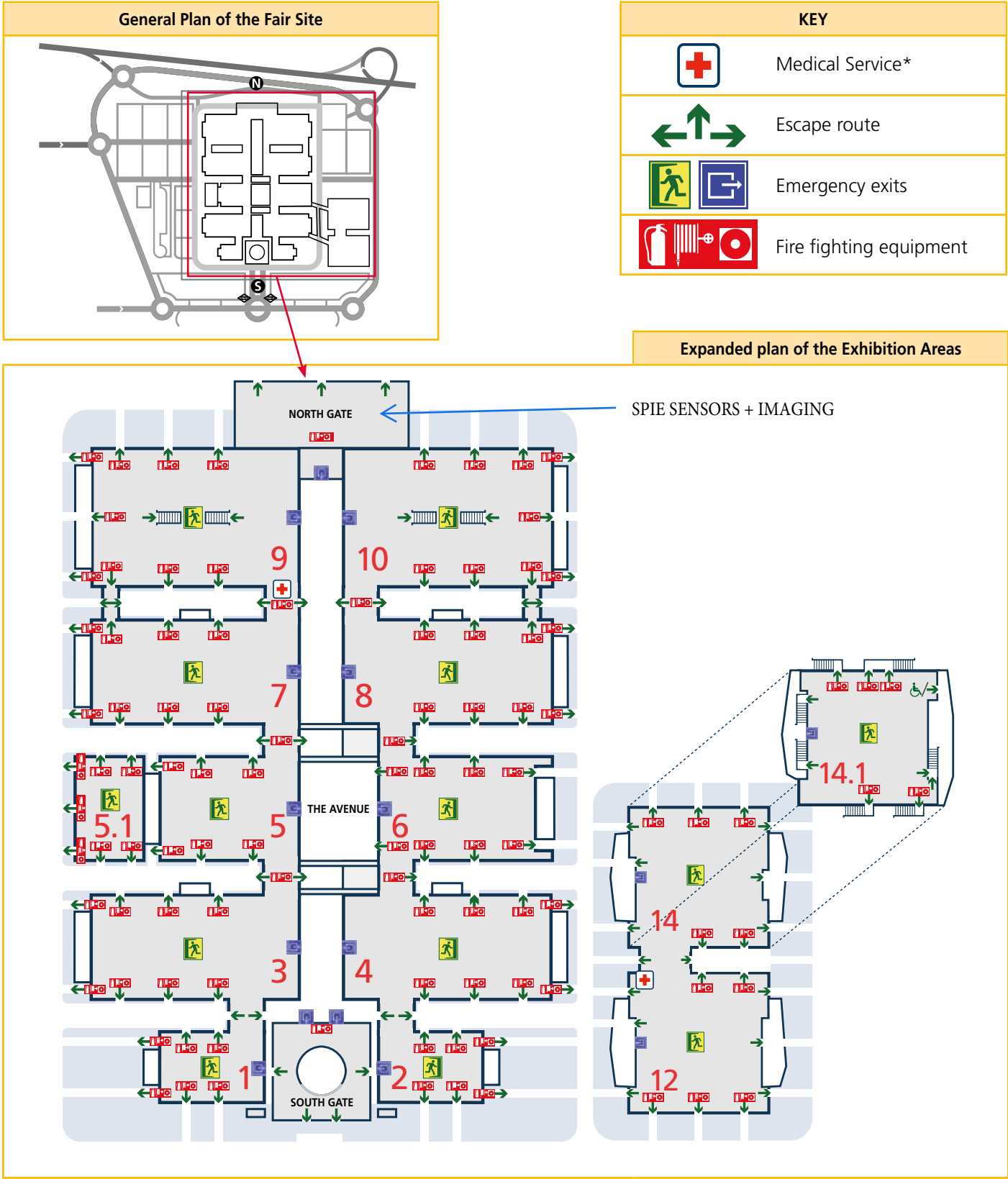
If you are trapped by fire or smoke, crouch down or get onto your hands and knees. If possible, put a damp cloth over your nose and mouth. If you have been alone in a room, close all the doors and any openings that smoke could come through. Try to let people know where you are, any way you can.

When you hear the general evacuation alarm, get ready to leave the building when the emergency teams tell you:

- Evacuate quickly, but do not run.
- Do not take bulky objects with you.
- During evacuation, do not go back to get belongings or look for other people.
- Before opening a door, touch it. If it is hot, do not open it.
- Tell the emergency team about it.
- Do not use the lifts or service lifts.
- After the evacuation, go to the Outside Meeting Point.
- If you have a disability, tell the emergency personnel so that they can give you any help you need.
- If you have any visitors with you, take responsibility for them during evacuation.

**Our emergency
Telephone line:
(+34) 91 722 54 00**

INFORMATION ON EMERGENCY MEASURES AND EVACUATION AT THE FAIR VENUES, PLAN
SHOWING LOCATIONS OF EVACUATION ROUTES, EMERGENCY EXITS, FIREFIGHTING AND
HEALTHCARE FACILITIES



* Medical service available depending on the fair activity.

Safety rules for works in halls and exhibition areas.

General risks in installations.

Preventive Measures and Safety Instructions.



Emergency and Evacuation	Work Safety Equipment and Methods	Vehicle Transit	Protection Against Falling
<ul style="list-style-type: none"> Upon accessing your work area, identify the Evacuation Routes, Emergency Exits and Fire Extinguishing Systems and show them to your staff. In the event of an emergency, you will be advised by your Area Chief. Upon hearing an Evacuation Order, pass it on to all of the personnel for whom you are responsible and execute it immediately. Leave the area by way of the Evacuation Routes, heading towards the Emergency Exits. Make sure that your entire staff goes before you. Avoid anything that might cause or increase Panicking. The Hallways and Evacuation Routes must remain free of objects at all times. 	<ul style="list-style-type: none"> All of the work tools and equipment used in Areas of Exposure must be compliant with the general requirements dictated by the Laws and the safe usage instructions established by the manufacturer. Those workers who use them must have the proper training and information on safe methods of use. Any works with EQUIPMENT WHICH LIFTS PEOPLE must IN ALL CASES be performed with both feet supported on the floor of the basket, which must not be used as a crane or be anchored to fixed structures. Those works with EQUIPMENT FOR TRANSPORTING AND LIFTING LOADS are to be carried out with them properly ensured against falls and without them passing over (whether suspended or supported) people, installations, vehicles, etc. Any lifting operation shall require cordoning off the area of risk of falling objects, with attention to any possible contact with aerial ducts, supports and attachments, structures, etc. The maximum load must not be surpassed, nor the maximum number of occupants either. Lighted and acoustic signals must be operative at all times. The operations of several mobile pieces of lifting equipment in one single environment must be coordinated so as to avoid accidents. CUTTING EQUIPMENT shall always be equipped with the proper protections against cuts and/or the projection of particles. The safety devices for putting them into operation must not be modified and must have waste aspira-tion systems. CHEMICALS must always be used in labelled packages appropriate for their contents. The use of flammable products is forbidden, as is the spraying of paints containing cellulose. 	<ul style="list-style-type: none"> All of the vehicles which access the pavilions to carry out tasks of loading and unloading, trans-port and/or handling of materials must be equip-ped with all of the safety devices established by the manufacturer and/or the current laws in force. Likewise, the people who drive them must have the necessary training and must at all times com-ply with the safe usage methods issued by the same sources. Special attention must be placed on the prohibition of transporting people in those vehicles which are not designed for that purpose. All types of vehicles must move about the inside of the pavilion at the speed of a walking person. No vehicle or machine may stop or park at the emergency exits or in evacuation routes. 	<ul style="list-style-type: none"> Carrying out works above ground height must occur with the proper forms of protection for preventing falls by people or falling objects. Special attention must be placed on ladders and scaffolding. These must ALWAYS have the necessary certifications, being assembled, used and dismantled in accordance with the manufacturer's instructions, by people properly trained and responsible for their use. SCAFFOLDING must in all cases have platforms with a width of at least 60 cm., railings measuring 90 cm. on all four sides, a foot rail measuring 15 cm., a wheel anchoring system and safety stringers, depending upon their use. LADDERS must in all cases have anti-slippage shoes. No repaired or defective ladders may be used. Nobody may climb above the third rung, when counting from the highest, and they are not to be supported at unstable points or used with legs astride.

As a general preventive measure due to the concurrence of activities, it is expressly mandatory to wear a helmet, high-visibility vest and safety footwear during the phases of assembly and disassembly of fairs and events throughout all exhibition areas.



Step 1 Company details

This form must be completed and signed by those intending to operate lasers. If you have any questions please contact [Exhibition Management](#).

Company Name:

Stand No:

Contact Name:

Step 2 Laser details

Please supply details of laser type, power output (for CW lasers), pulse energy, length and rep rate (for pulsed lasers), operating wavelength(s) and Laser Class to EN 60825-1:1994 or 2001 (IEC 60825-1 is identical).

Step 3 Control Measures

If you are intending to operate any Class 3B* or Class 4* laser(s) please complete the following Details about your lasers on display.

	Type	Laser Class	Describe the control measures you will be using with this laser
Laser 1			
Laser 2			
Laser 3			
Laser 4			

Step 4 Risk Assessment

Any company running lasers will be required to provide a Risk Assessment, please complete this in a standard manner and tick as appropriate:

Our Risk Assessment is attached ☐

Step 5 Signature

We agree to conform to the European laser safety standard EN 60825-1 and to any requests regarding laser or gas safety by officers from or acting on behalf of SPIE, NEC, or the H.S.E., and to accept full responsibility for any damage caused to persons or property within the exhibition area or their environment.

Signed:

Date:

Enhanced Media Services for SPIE Sensors + Imaging Exhibitors – Increase Your Exposure**Media Representation**

Trade and mainstream media are welcome to attend SPIE Sensors + Imaging and to view the products/services your company is showcasing. As they pre-register for the meeting, media representatives are added to the registered press list. You can view the list by emailing media@spie.org. Take advantage of this opportunity to promote your product before the meeting.

Social media – let's connect!

Use the hashtag #SPIESensors on your preferred social media network to promote your products and connect with attendees, the press, and SPIE. Join the conversation before, during, and after the event for maximum engagement and visibility.

Tag us on your preferred social media network during, before, and after the event:

Bluesky: [@SPIE.org](https://bsky.app/profile/spie.org)

Instagram: [@SPIEphotonics](https://www.instagram.com/SPIEphotonics)

LinkedIn: [SPIE, the international society for optics and photonics](https://www.linkedin.com/company/spie-the-international-society-for-optics-and-photonics)

Facebook: [@SPIE.org](https://www.facebook.com/SPIE.org)

Social Media Contact: Emily Haworth email: emilyh@spie.org

Free Online Product Announcements

Journalists prefer electronic material that is accessible at their convenience. Give them advance notice of your news by posting a brief product announcement on the SPIE Sensors + Imaging Online Exhibition webpage **free of charge**.