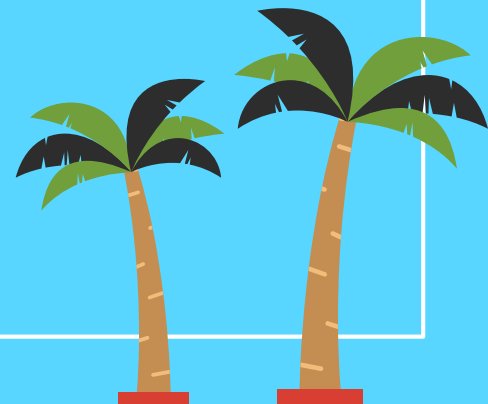




# Hola! Exhibitors

Manual 2025

22<sup>nd</sup> to 24<sup>th</sup> April



# Welcome to Spain / España 🚀

Welcome to **Geospatial World Forum 2025**, where innovation meets opportunity in the global geospatial community. We are thrilled to host this prestigious event in Spain, bringing together industry leaders, innovators, and change makers to explore the latest advancements in geospatial technology. With new and enhanced offerings, this year's forum promises a richer experience, fostering deeper collaborations and unlocking new business potential.

This Exhibitor Manual is your go-to guide for a smooth and successful showcase. Inside, you'll find all the key details, deadlines, and insights to help you make the most of your presence.

We're excited to have you on board and can't wait to see your impact at Geospatial World Forum 2025!

Let's shape the future of geospatial together.

**See you in Spain!**



# Table of contents



**01/ Key Contacts**

**05/ Build-up Information**

**02/ General Information**

**06/ Booth Specifications**

**03/ Venue**

**07/ Standards and Directives**

**04/ Exhibitor Registrations**

**08/ Important Deadlines**

# Key Contacts

## Organizer

### **Geospatial Media and Communications B.V.**

Prinses Irenelaan 10  
2273 DD Voorburg, The Netherlands  
Phone: +31 628 926 956

## Exhibition Operations & Logistics

### **Mr. Yash Agarwal**

Manager – Events Operations  
Mob: +91 9319900362  
E-mail: [yash@geospatialworld.net](mailto:yash@geospatialworld.net)

## Official Stand Contractor

### **Mr. Jasper Van Honk**

A-Booth  
Mob: +31 (0)756225582  
E-mail: [jasper@a-booth.nl](mailto:jasper@a-booth.nl)

## Program and Speaking Slot

### **Ms. Ravneet Kaur**

Manager – Conferences GW events  
Mob: +91 8860316328  
E-mail: [ravneet@geospatialworld.net](mailto:ravneet@geospatialworld.net)

## Registrations

### **Mr. Rohit Kakkar**

Assistant Manager – registrations  
Mob: +91 9811904058  
E-mail: [rohit@geospatialworld.net](mailto:rohit@geospatialworld.net)

## Freight forwarder

### **Bárbara Helguero**

Resa Expo Logistics  
Mob: +34 (0)916694079  
E-mail: [bhelguero@resaexpo.com](mailto:bhelguero@resaexpo.com)



An illustration of a domed building with a white dome and orange-brown walls, elevated on white stilts. Two palm trees are to the left. The building is on a sandy beach next to a body of water where a small red and white boat is floating. The sky is blue with two white clouds.

# General Information

## Exhibition date and Time

**Tuesday, 22 April 2025**

**Exhibition Hours: 17:30 – 19:30**

**Wednesday, 23 April 2025**

**Exhibition Hours: 10:00 – 18:00**

**Thursday, 24 April 2025**

**Exhibition Hours: 10:00 – 18:00**

\* Any change in timing will be intimated to all the exhibitors accordingly.

## 🇪🇺 Currency

The official currency of **Spain** is the **Euro (EUR)**. For real-time exchange rates, visit reputable currency exchange websites like [XE.com](https://www.xe.com).

## 🌐 Tourist Information

Discover the rich history, vibrant culture, and must-visit attractions of **Madrid, Spain!** For detailed travel tips, local guides, and recommendations, visit the official tourism website: [Spain.info](https://www.spain.info).

## 🇪🇺 Spain Visa

Plan ahead for a smooth entry into Spain. Check visa requirements with your travel agency or the **Spanish consulate/embassy** in your country. Stay updated on travel regulations at [Spain's Official Government Website](https://www.spain.info)

## 🗣️ Useful Spanish Phrases for Exhibitors

- 🗣️ **Hola, cómo estás?** – Hello, how are you?
- 🗣️ **Cuánto cuesta esto?** – How much does this cost?
- 🗣️ **Dónde está la estación de metro?** – Where is the metro station?
- 🗣️ **Gracias!** – Thank you!

## 📞 General Emergency Service

### Universal Emergency Number: 112

This number connects you to police, fire, and medical services and is available 24/7.

### 🚑 Medical Emergencies

Ambulance Services: 061  
Poison Control Center:  
(+34) 91 562 04 20

### 🔥 Fire Services

Fire Brigade: 080

### 🚓 Police Services

National Police: 091  
Local Police: 092  
Civil Guard: 062

### 💡 Additional Resources

#### On-Duty Pharmacy

(+34) 913 664 616

#### Taxi Services:

Radio-Tele Taxi  
(+34) 91 547 82 00

# Spain



# Venue

## Madrid Marriott Auditorium

Av. de Aragón, 400, San Blas-Canillejas, 28022

Madrid, Spain

Phone: +34 914 00 44 00

[Google Location](#)

[Visit Website](#)

### ➔ Getting to Madrid Marriott Auditorium Hotel & Conference Center

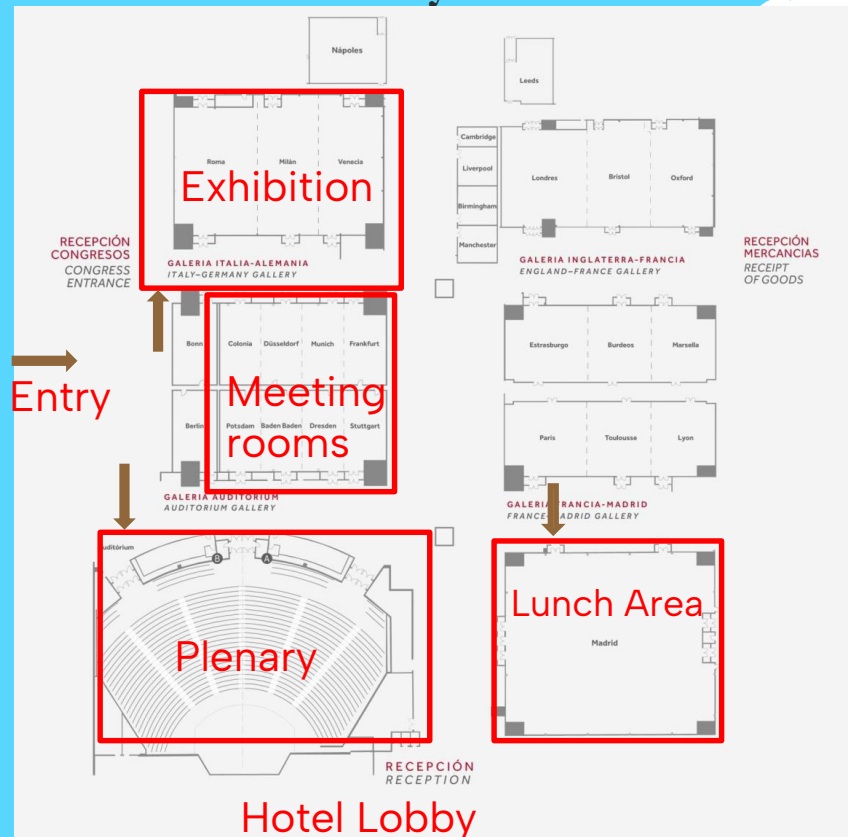
#### From Adolfo Suárez Madrid-Barajas Airport (MAD):

- 🚌 **Hotel Shuttle (Recommended)** – Free shuttle service runs every **30 minutes** from all terminals. The ride takes just **10 minutes**. Check the hotel website for the latest schedule.
- 🚖 **Taxi** – A direct ride takes **12 minutes** and costs around **€19–€23**.
- 🚌 **Public Bus** – Take **Bus Line 200** from the airport to **Avenida de América**, then transfer to **Bus 224** towards Alcalá de Henares. Get off at **Ctra. A2–Hotel** (in front of Marriott). Total travel time: **30–40 minutes**.

#### From Madrid City Center:

- 🚌 **Bus 224 (Fast & Affordable)** – Departing from **Avenida de América**, this bus drops you **right in front of the hotel**. Runs every **5 minutes**, costs **€1–€3**, and takes **20 minutes**.
- 🚖 **Taxi** – A **14-minute** direct ride, costing around **€25–€31**.
- 🚇 **Metro & Bus Combo** – Take **Metro Line 5** to **Canillejas**, then switch to **Bus 224**. Travel time: **30–35 minutes**.
- ⭐ **Tip:** Taxis and hotel shuttles are the fastest, while buses offer a budget-friendly alternative. 💡

## Venue Layout



# Exhibitor Registrations



## Pre-Registration Process

- Exhibitors will receive registration codes and a link from our registration team to complete the online process. Alternatively, you may share your employees' details with us, and our team will manually register the participants on your behalf.
- Please ensure that the names of representatives availing this complimentary registration are submitted no later than 10 April 2025.

\*Note: Sponsored / Exhibitor Delegates have full access to the conference, while Booth Attendees will have access only to the Exhibition area and are not entitled for any F&B

## Onsite Registration Date and Opening Hours

**Tuesday, 22 April 2025**


**Hours: 09:00 – 19:30**

**Wednesday, 23 April 2025**

**Hours: 08:00 – 18:00**

**Thursday, 24 April 2025**

**Hours: 08:00 – 18:00**

- Any change in timing will be intimated to all the exhibitors accordingly
  - Please note that it is compulsory for all to wear their registration badge for the duration of the Exhibition
- 



# Build-up Information

## Shell Scheme Exhibitors:

Day	Date	Time(Hrs)*	Info
Tuesday	22/04/2025	09:00	Exhibitors may start setting up display equipment and posters.
Tuesday	22/04/2025	14:00	Aisles must remain clear; remove all packing materials. No movement allowed in aisles. <b>*Please note Conference starts at 14:30, no lunch on 22<sup>nd</sup> April</b>

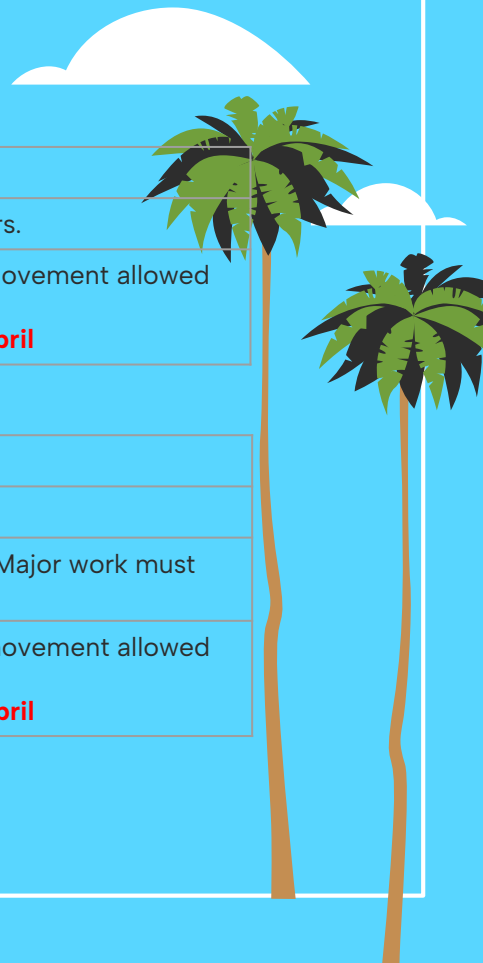
## Raw Space/Space only Exhibitors:

Day	Date	Time(Hrs)*	Info
Monday	21/04/2025	07:00	Floor marking and possession of space.
Monday	21/04/2025	09:00	Construction begins, and exhibitors may move in materials. Major work must finish by 2100 hrs. on 21 April 2025.
Tuesday	22/04/2025	12:00	Aisles must remain clear; remove all packing materials. No movement allowed in aisles. <b>*Please note Conference starts at 14:30, no lunch on 22<sup>nd</sup> April</b>

## Dismantling hours:

**Thursday 24 April, 19:00–22:00**

- Any change in timing will be intimated to all the exhibitors accordingly



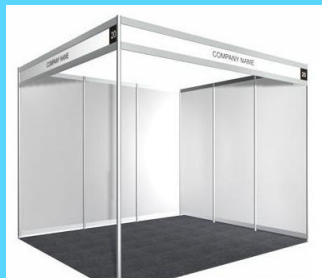
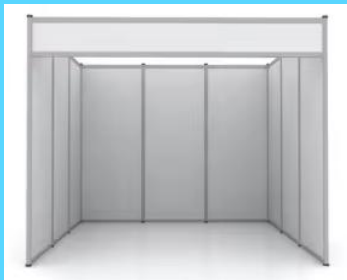
# Booth Specifications

## Shell Scheme Stand

Standard shell scheme package is available for row, corner and peninsula spaces between 9 m<sup>2</sup> and 36 m<sup>2</sup>.

Shell Scheme Booth Inclusions:

- ✓ White walls in an aluminum frame (2.50m x 1.00m)
- ✓ Closed fascia with a 200 cm-wide name panel
- ✓ 500-watt wall socket (main electricity connection included)
- ✓ Company name & booth number in black on each open side
- ✓ 1 spotlight per 4 sqm
- ✓ Standard exhibition carpet tiles



- The printable dimensions of each octomom panel 100 cm (wide) x 250 cm (Height)
- The building height is 2.50 meter for all shell scheme stand walls and the objects inside the stand should not be more than 2.50 m.
- No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provisions.
- Exhibitors must order for furniture and extra power supply which will be on paid basis. Please order on the web shop: [GWF 2025](#)

As an exhibitor, we require the following from you latest 10<sup>th</sup> April 2025 for the inclusion of the same in our Exhibitor's Profile section:

- 100-word company profile in MS Word Format
- High resolution company logo in JPEG
- Contact person name and email id
- Fascia name in MS Word Format

# Booth Specifications

## 🌐 Country Pavilions & Sub-Exhibitors

Sub-exhibitors are companies exhibiting under a group pavilion with their own products and personnel.

**Pavilion Structure:** Each Country Pavilion is managed by a designated sales representative, with multiple sub-exhibitors.

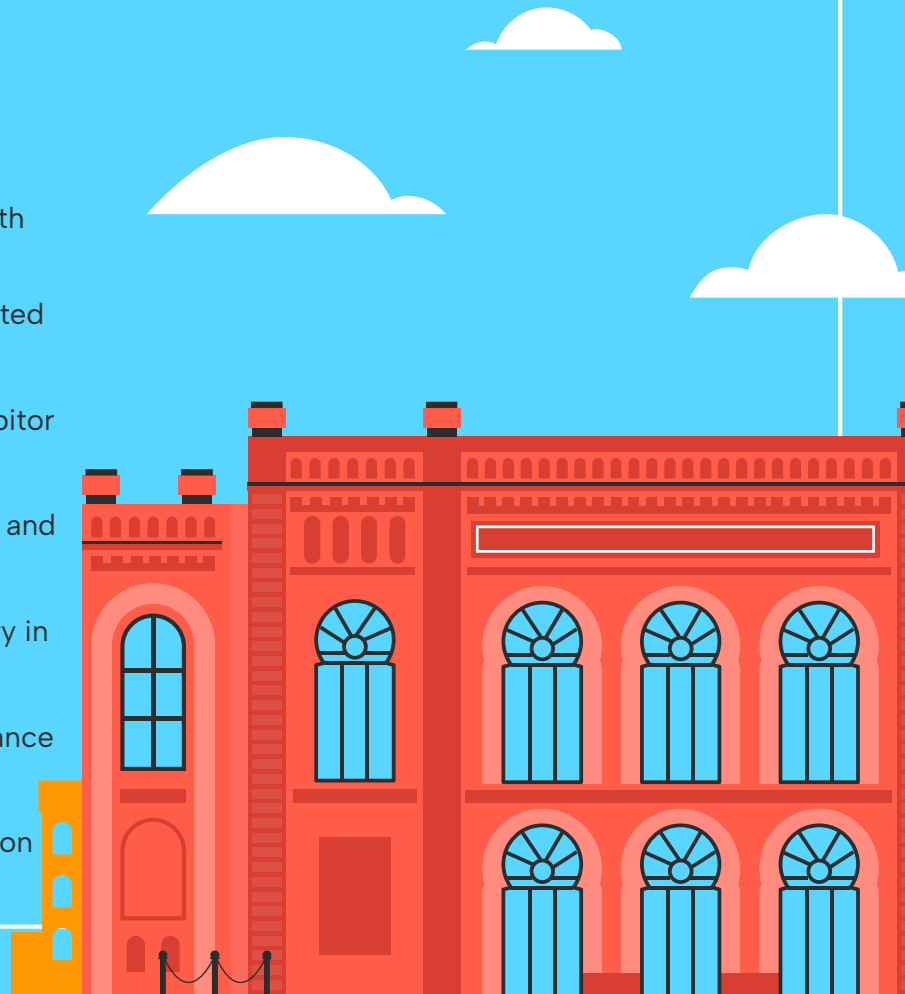
**Space & Branding:** Commitments vary by pavilion—each sub-exhibitor will have specific allocations for space, branding, and visibility.

**Registration & Approval:** All sub-exhibitors must be pre-approved and registered under their respective pavilions.

**Directory Listing:** Each sub-exhibitor will receive an individual entry in the exhibitor directory under the pavilion name.

**Responsibilities:** The pavilion sales representative ensures compliance with exhibitor guidelines.

**Updates & Changes:** Any modifications in sub-exhibitor participation must be communicated in advance to [yash@geospatialworld.net](mailto:yash@geospatialworld.net).



# Booth Specifications

## Raw Space/Free Build Stands

### 🔧 Design Approval Guidelines

- **Mandatory Submission:** Exhibitors using custom-built stands must submit booth designs for approval before setup.
- **Approval Deadline:** All designs must be submitted by 1<sup>st</sup> April 2025 to ensure compliance with venue regulations.
- **Submission Format:** Send detailed plans, including dimensions, elevations, materials, and structural details, in PDF or PPT format.
- **Height Restrictions:** Maximum booth height is 2.5m. Special approvals required for exceeding this limit.
- **Open Sides & Visibility:** Designs should ensure an open and engaging layout without obstructing neighboring booths.
- **Final Approval:** Construction can begin only after written confirmation from the event organizers.

✉ Submit Designs To: [yash@geospatialworld.net](mailto:yash@geospatialworld.net)



### ⚡ Electricity Guidelines

**Voltage:** 230V/400V, 50 Hz (floor duct connections).

**Power Supply:** Activated by the official contractor(A-Booth) from 21 April 2025 via the main DB inside the exhibitor's area.

**Order Deadline:** Raw exhibitors must order electricity by 10 April 2025. **Order Here!**

### ⚙ Connection & Load Rules

- Exhibitors must connect their equipment from the assigned DB.
- Use proper wiring (distribution boards, isolation switches, insulated cables).
- Independent switches required (No alternate/throw-over switches).
- Power must not be drawn from sockets.

### ⚠ Safety & Accessibility

- Keep supply points accessible for emergencies..
- Use stabilizers/UPS for sensitive equipment.
- Certified professionals required for installations.

### 🔌 Plugs & Sockets

Standard European Schuko plugs are used in Spain.

# Booth Specifications



## Raw Space/Free Build Stands

### Possession of Space and Security Deposit

Raw exhibitors must submit a Euro 2000/- security deposit cheque (favoring Geospatial Media and Communications B.V.) to Yash Agarwal by 21 April 2024. The cheque, submitted by the booth contractor, will be returned post-event if no damages occur. **Space will be handed over only after hall marking is complete**

### Internet

- Order Deadline: 15 March 2025 (via the official contractor).
- Contact: Jasper at Jasper@a-booth.nl or +31 (0)75 – 6225581 for inquiries and setup.

### Waste Management

- No waste in aisles – keep pathways clear.
- No empty cases/crates in aisles to ensure safety.

### Delivery & Removal of Exhibits

- Loading/unloading via hall's platform (except hand-carried items).
- No vehicle parking on the loading platform.
- Exhibits cannot be removed during the exhibition.

### Storage

No on-site storage for packing cases or surplus materials. Freight forwarder arrangements required for safekeeping. No storage behind stalls – violations may incur charges.

### Stand Number & Allocation

- Stand numbers and locations will be confirmed by Geospatial World.
- Any changes will be communicated immediately to exhibitors.

# Official Freight Forwarder & Logistics



To ensure smooth transport of exhibits, **DB Schenker** is the official freight forwarder for the event, handling freight forwarding, customs clearance, on-site handling, storage, and transportation for exhibitors.

## **Services Offered by DB Schenker**

- International & Domestic Freight Forwarding
- Customs Clearance & Documentation
- Temporary Storage & Warehousing
- On-Site Handling & Delivery to Booths
- Return Logistics & Post-Event Shipments

## **Shipping Manual, Rate Sheet & Labels**

- A detailed Shipping Manual and Rate Sheet will be available online for exhibitors to plan their shipments effectively.
- Pre-designed shipping labels will also be provided to ensure proper handling and delivery of materials.
- Please refer to Shipping Manual for complete guidelines on shipping procedures, documentation, and costs.

## **Key Deadlines for Shipments & Customs Clearance**

- International Freight Arrival (Air & Sea): 7<sup>th</sup> April 2025
- Domestic Freight Arrival (Road Transport): 10<sup>th</sup> April 2025
- On-Site Delivery to Booths: 22 April 2025

## **Freight & Delivery Guidelines**

**Time-Slot System:** Pre-scheduled (un)loading time slots will be assigned upon booking.

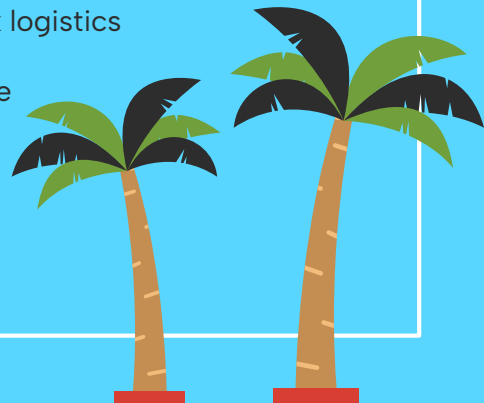
**Pre-Booking Required:** Exhibitors must book logistics services in advance to avoid delays.

**On-Site Assistance:** DB Schenker will provide handling, unpacking, and storage support.

## **Contact DB Schenker**

 [ifema.madrid@dbschenker.com](mailto:ifema.madrid@dbschenker.com)

 +34 91 330 51 77



# Standards and Directives



## Contractor Responsibilities & Stand Construction Guidelines

**Contractor Conduct:** Raw space exhibitors are responsible for the actions of their contractors if they are not the official contractor.

**Damage Costs:** Any damages to venue property, flooring, or walls will be charged to the exhibitor/contractor.

## Restrictions & Precautionary Measures

**Structural Boundaries:** No part of the stand should extend beyond allocated space.

**Shell Scheme Panels:** Nailing, drilling, or puncturing panels is strictly prohibited; damages will be charged.

**Heavy Machinery:** Maximum display height for heavy machinery is 2.5 meters.

**Protect the Floor:** Use plastic sheets, plywood, or old carpet to protect venue flooring and aisle carpets.

## Stand Design & Construction

**Avoid Blocking Others:** Stand designs must not obstruct neighboring exhibitors.

**No On-Site Fabrication:** Major stand construction must be prefabricated before arriving at the venue; only assembly and minor touch-ups are allowed inside the hall.

**Back Walls & Finishing:** Ensure back walls are properly finished and do not leave them unsightly.

## No Smoking Policy

**Strictly Prohibited:** Smoking inside the venue is strictly forbidden during build-up, event hours, and dismantling.

**Designated Areas:** Exhibitors and attendees must use designated smoking zones outside the venue.

## Insurance & Liability

**Exhibitor Responsibility:** Exhibitors are solely responsible for their own goods and properties, whether personal or company-owned.

**Organizer Disclaimer:** The organizers are not liable for any loss, damage, or theft of personal belongings such as laptops, briefcases, purses, or other valuables.

**Insurance Recommendation:** While fire & theft insurance is not mandatory, exhibitors are strongly advised to arrange coverage through their local insurance broker or check existing policies.

## Force Majeure Clause

In the event of force majeure or other unavoidable circumstances leading to the cancellation of the exhibition, exhibitors shall not be entitled to claim damages or compensation of any kind.

The organizers reserve the right to reschedule the event in the best interest of the exhibition.

## Health & Safety Guidelines

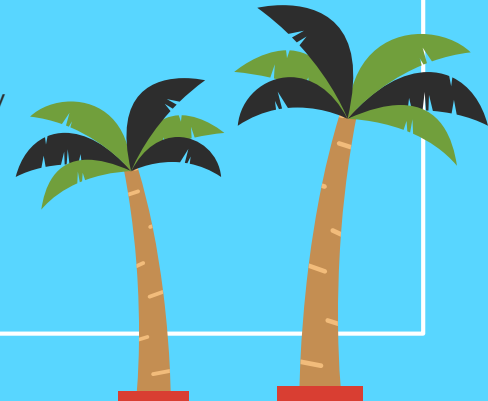
**Compliance with Regulations:** All setup and dismantling activities must follow occupational health and safety laws, venue rules, and industrial regulations.

**Worksite Supervision:** If required, exhibitors must appoint a coordinator to oversee construction activities.

**Authority to Stop Work:** In case of violations, the Organizer (GWF 2025), Venue, or Public Authorities may halt work immediately.

**Mandatory Safety Gear:** Hard hats and safety shoes (Category S3 or higher) are advised in all construction areas during the build-up and dismantling period.

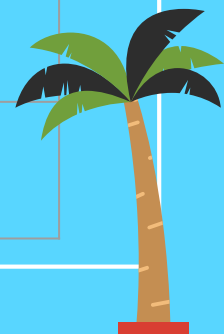
**Employer Responsibility:** Compliance with safety regulations rests solely with exhibitors and their contractors





# Important Deadlines

Service	Official Vendor	Contact Details	Order Due Date
Branding Furniture Electricity Order Technical Order Internet Order	Jasper A-Booth Exhibition Services	<u><a href="#">A-Booth Webshop.</a></u> T: +31 (0)75 – 6225581 F: +31 (0)75 –6225582 E: Jasper@a-booth.nl	10 April 2025
Shipping Manual and Labels	DB Schenker Logistics	T: +34 91 330 51 77 E: ifema.madrid@dbshenker.com	As per shipping label
Company Information Form Fascia Name Form Security Deposit Form	Yash Agarwal, Geospatial World	M: +91 9319900362 F: +91 120 461 2555 E: yash@geospatialworld.net	10 April 2025
Registrations and Badge Printing	Rohit Kakkar, Geospatial World	M: +91 9811904058 F: +91 120 461 2555 E: rohit@geospatialworld.net	10 April 2025
Accommodation		<u><a href="#">Book Here!</a></u>	



# Thanks!

Do you have any questions?

Reach at  
[yash@geospatialworld.net](mailto:yash@geospatialworld.net)  
+91 9319900362

