



17.08.2023

ACCESS DURING BUILD-UP

Below are the access/build times for IBC2023:

Thursday 7 September	08:00 - 21:00	Early Access for Space Only stands – must be requested via the Early Access for Build-Up form (See Tasks in your E-Zone). NO LATE WORKING PERMITTED.
Friday 8 - Sunday 10 September	08:00 - 21:00	Space Only stand build-up. NO LATE WORKING PERMITTED.
Monday 11 - Wednesday 13 September	08:00 - 21:00	Space Only stand build-up. LATE WORKING PERMITTED WITH ADVANCE APPROVAL ONLY.
Wednesday 13 September	08:00 - 21:00	Shell Scheme stand build-up begins (including Meeting Suites, Balcony Suites and Pods).
	15:00 - 15:30	Exhibition hall lights will be dimmed to allow exhibitors to test the lighting on their stand.
Thursday 14 September	07:00 - 18:00	FINAL DAY OF BUILD-UP.
	08:00 - 18:00	Outdoor Exhibits build-up.
	15:00 - 15:30	Remove and dispose of plastic covering from stand floor and furniture to allow for cleaning. Exhibition hall lights will be dimmed to allow exhibitors to test the lighting on their stand.
	18:00	Aisle carpet and floor graphics will be laid during the evening. Stand construction and decorating must be completed and no more materials will be permitted into the halls.
	18:00 - 22:00	LATE WORKING PERMITTED FOR TECHNICAL SETUP/TESTING ONLY WITH ADVANCE APPROVAL.
Friday 15 September	07:00 - 10:00	Staff briefings only. NO STAND CONSTRUCTION OR DECORATING PERMITTED.

LATE WORKING

Late working is classified after 21:00 until 23:00 only and will only be permitted from Monday 11 to Wednesday 13 September with advance authorisation from IBC. On Thursday 14 September late working will



be permitted until 22:00 for technical setup/testing only. Late Working Authorisation Form can be obtained in the IBC Sales Office (Holland Lounge) and must be submitted by 15:00 on the respective day(s) of working late. **Overnight working will not be permitted.**

IMPORTANT: EARLY ACCESS FOR SPACE ONLY EXHIBITORS

The final deadline to register for early access is this Friday 18 August. After this date it will no longer be possible to apply for early access and you will need to plan your build from Friday 8 September. If you have not applied for early access, you will be refused entry to the venue until the next available booking slot on Friday 8 September. Early access can be requested through the Tasks in your E-Zone.

RAI LOGISTICS MANAGEMENT SYSTEM FOR LOADING AND UNLOADING AT THE RAI

If you are not serviced by CEVA for loading and unloading (i.e. if you have not booked a forklift or a pallet truck with CEVA), you will need to book a timeslot via the RAI Logistics Management System (LMS) which will be live Thursday 17 Aug at 8am UK time for you to book your timeslot for loading and unloading. For vehicles above 8m. long, it's only possible to book a timeslot in LMS by RAI staff at P20. Timeslots will be given out based on availability. If your preferred timeslot is not available, you will need to book another timeslot. **Book you timeslot here via the [RAI Logistics Management System \(LMS\)](#).**

For information on the CEVA services, [download their brochure here](#). For more information on lorry registration and parking route maps, please see the 'Access & Registration' section of the Exhibitor Manual within your E-Zone. Exhibitors are requested to share this information with their appointed contractors.

MARKETING OPPORTUNITIES

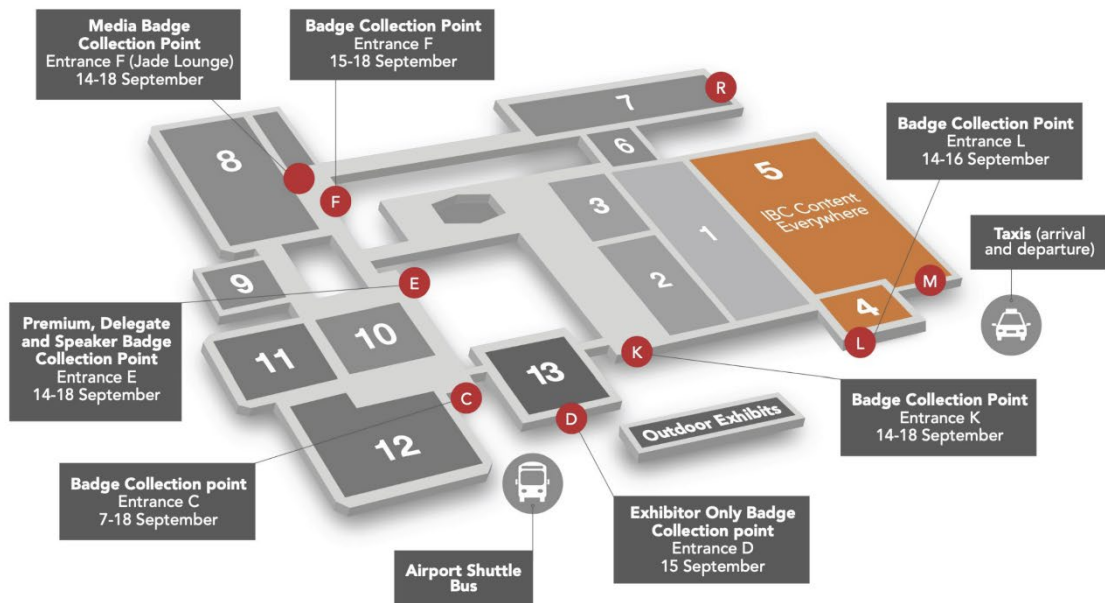
Don't forget to **access your Customised Marketing ToolKit and use your customer codes** - Available within the [E-Zone](#), you can download logos, landing pages, email invites, footers and online banners all with your stand location so customers know where to find you. Your exhibitor customer code is your exclusive invitation to your clients or prospects to visit you at IBC. Your clients will be able to use this code to register for IBC for free, even once the early bird registration has closed on August 25th. **For every visitor who registers with your customer code, you will also receive their contact details as a lead.**

WHERE TO COLLECT YOUR BADGE ONSITE

It is critical that you ensure that all of your staff are pre-registered before arriving onsite at IBC2023. **No onsite registrations are available.** If you have not already done so, you can register staff within your E-Zone. Please ensure you have registered yourself as well as your colleagues.



IBC2023 BADGE COLLECTION MAP



Badge collection opening times and locations:

Date	Badge Collection hours	Location
Thursday 7 September	12:00 - 16:00 (for access before 12:00 register for Work Pass)	Entrance C
Friday 8 September	08:00 - 16:00	Entrance C
Saturday 9 September	08:00 - 16:00	Entrance C
Sunday 10 September	08:00 - 16:00	Entrance C
Monday 11 September	08:00 - 16:00	Entrance C
Tuesday 12 September	08:00 - 18:00	Entrance C
Wednesday 13 September	08:00 - 18:00	Entrance C
Thursday 14 September	07:00 - 18:00	Entrance C, Entrance K, Entrance L (L open from 14:00)
Friday 15 September	07:00 - 18:00	Entrance C, Entrance K, Entrance L, Entrance F Entrance D (Exhibitors Only)
Saturday 16 September	08:00 - 18:00	Entrance C, Entrance K, Entrance L, Entrance F
Sunday 17 September	08:00 - 18:00	Entrance C, Entrance K, Entrance F
Monday 18 September	08:00 - 15:00	Entrance C, Entrance K, Entrance F



IMPORTANT: PPE (PERSONAL PROTECTIVE EQUIPMENT)

Hard hats, safety shoes and hi viz jackets (PPE) are compulsory for anyone in the halls during the build-up period of Thursday 7 to Wednesday 13 September. Depending on conditions within halls, PPE may also be required on Thursday 14 September. Hard hats, safety shoes and hi viz jackets are compulsory during exhibition breakdown. Tuesday 19 September is the first official full structural breakdown day until the end of the last breakdown day Thursday 21 September. PPE can be ordered through the [RAI Webshop](#) or purchased onsite at the RAI Hospitality Crew Centre (subject to availability).

LIGHT TESTING/ DARK SHOW

As a reminder IBC2023 is a dark show. All of the lighting within the venue will be turned off during show open with the exception of the Hall 6 & Hall 8 meeting suites where lights will be turned on. Light testing will take place during build-up so you can make any required adjustments before show open (see above table in access section for timings).

UNREGISTERED COACHES

Please note, if you are organising coaches to drop off visitors or exhibitors, you must inform IBC prior to the event. If you have not pre-registered, your coach may be turned away at the venue. You can register your coaches by filling out the coach arrival form [available here](#).

GVB TRAVEL PASSES

An added benefit of your exhibitor badge is a free GVB travel pass to use on trams, metro and buses in and around the city. Valid through 15 - 18 September. Further details will be available shortly.

COMPLETE YOUR TASKS IN YOU E-ZONE

Please ensure that you have completed all the tasks in your E-Zone, especially the Health & Safety Declaration. Click here for more information on [how to complete tasks](#).

SCAM/PHISHING EMAILS

It has been brought to our attention that scam/phishing companies are targeting both past and present exhibitors of IBC claiming to provide services on our behalf. These scams involve exhibitors being targeted to sign up to show guide/directory services, hotel room bookings or the selling of attendee lists/email data on behalf of IBC. **These scam companies are NOT connected to IBC** or the event and you risk being forced to pay significant sums of money if you sign up for any of these services. Please read the Scam/Phishing section in the exhibitor manual tab within your E-Zone.

IBC2024

You should have already received your appointment for IBC2024 rebooking – details of this are located within your E-Zone (on the dashboard- IBC rebooking portal). Please let your account manager know if you have any questions around this or need re-confirmation.

We really look forward to seeing you again at IBC2023. If there is anything we can assist with in these last few weeks of planning, please do get in touch and we are happy to help – support@ibc.org or visit the [Help Centre here](#).



IBC Account Management Team

Exhibitors in Halls 1, 8 and OE:

Roman Wolujewicz, Account Manager E: rwolujewicz@ibc.org

Exhibitors in Hall 2, 3, Meeting Suites and Balcony Suites:

Kimberly Lightfoot, Account Manager E: klightfoot@ibc.org

Exhibitors in Halls 4, 5 (Content Everywhere), 9, 11 & 13

Lucy Davis, Account Manager E: ldavis@ibc.org

Exhibitors in Halls 6, 7, 10, 12, Pods and RAI Meeting Rooms

Kevin Van T' Kruys, Account Manager E: kvantkruys@ibc.org

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