

## Shell Scheme (including CE & Enhanced Shell), Meeting Suite Balcony Suite & Pod Exhibitors

27.04.23

### **What is the IBC2023 E-Zone?**

The E-Zone is our new exhibitor resource which will launch on 11 May and will contain everything you need to know to plan and manage your participation at IBC2023. The E-Zone will host the Exhibitor Manual which will include everything from important deadlines, health and safety rules to our stand build regulations as well as specific tasks for you to complete. The E-Zone will also link to the RAI Webshop for you to order various products and services for your stand and list our Verified Suppliers. You will be able to register and manage your stand personnel within the E-Zone as well as order lead retrieval. To further assist with your preparations for IBC2023, the E-Zone will include extensive FAQs along with a live chat function.

### **Are you the Primary Exhibition Coordinator?**

You are listed as the Primary Exhibition Coordinator for your stand this year and we will be sending you the E-Zone log in details on 11 May. As the Primary Exhibition Coordinator, you will be responsible for completing the tasks within the E-Zone. In case you are not going to be the primary coordinator for your stand this year, please send the contact details of the new primary coordinator to your IBC Account Manager as soon as possible. To help you manage your E-Zone, you will be able to give access to additional users such as your colleagues and/or stand builders (contractors) and assign specific tasks for them to action. We would recommend adding your additional users as soon as you log in for the first time.

### **What are the key deadlines I need to know?**

From 11 May, the full list of your tasks and deadlines will be available in your E-Zone. If you or your stand contractor require any information in the meantime, this can be accessed here: [Stand Builder Information - IBC2023](#). Build-up and breakdown schedules are listed here: [Access & Registration - IBC2023](#) and a list of services and ordering deadlines can be found here: [Services & Deadlines - IBC2023](#), most of which are via the RAI Webshop. Please note that the RAI Webshop will require separate login credentials to your E-Zone (IBC2023 E-Zone login details will not be valid).

Shell scheme exhibitors (including enhanced shell, meeting suites, pods & pre-built balcony suites) can order services from the RAI Webshop to help customise your stand. These include wall graphics, furniture, cabled internet connection plus a range of other services to maximise your stand presence. The link to the RAI Webshop will be in your E-Zone and you can view the list of services and deadlines here - [Services & Deadlines - IBC2023](#). The RAI Exhibitor Services team are on hand to answer your questions via email/phone as well as having a range of useful information in the RAI Webshop.

Please note that any length of shell walling/fascia over 5m in length will require additional support. For further details please contact the RAI Exhibitor Services via [es@rai.nl](mailto:es@rai.nl).

Please note if the below applies to your planning, you will need to submit stand design plans and supporting health and safety documentation as well as pay the stand plan inspection and approval fee before 22 June. Submission after this date will incur increased stand plan inspection and approval fee.

- Internal fit outs of pre-built Package 2 Meeting Suites, Balcony Suites, and self-build Balcony Suites (if using own third-party contractor, other than the event official supplier RAI Exhibitor Services)
- Shell Scheme Stands planning physical construction within their stand (if using own third-party contractor, other than the event official supplier RAI Exhibitor Services)

### **Scam/Phishing emails – warning**

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. For further information, please visit our website: [Scam/Phishing emails – Warning - IBC2023](#).

### **Verified Suppliers for IBC2023**

IBC have a wide selection of carefully chosen Verified Suppliers that offer a range of products and services to help with your event needs. A full list can be found here: [IBC2023 Verified Suppliers](#).

If you have any questions regarding your exhibition stand, exhibition logistics, or additional promotional opportunities across the event, please feel free to get in touch with your dedicated Account Manager - we are here to assist you the best we can.

### **IBC Account Management Team**

#### **Exhibitors in Halls 1, 8 and OE:**

Roman Wolujewicz, Account Manager E: [rwolujewicz@ibc.org](mailto:rwolujewicz@ibc.org)

#### **Exhibitors in Hall 2, Meeting Suites and Balcony Suites:**

Kimberly Lightfoot, Account Manager E: [klightfoot@ibc.org](mailto:klightfoot@ibc.org)

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

Lucy Davis, Account Manager E: [ldavis@ibc.org](mailto: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](mailto:kvantkruys@ibc.org)

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