

25.05.2023

### **IBC2023 E-ZONE– NOW LIVE**

**Our IBC2023 E-Zone is now live!** The Primary Coordinator from your company should have already received an email with login details from [noreply@expo.ibc.org](mailto:noreply@expo.ibc.org). Here you can plan your show including adding your company profile, managing co-exhibitors, registering your staff and making use of the IBC marketing toolkit. There are a range of tasks that will need completing in the E-Zone including confirming your appointed contractor for this year. If you have not received your login details to date, please first check your spam/junk folders and if this still isn't in your inbox, please email [support@ibc.org](mailto:support@ibc.org) and we can resend these to you.

To assist you with the E-Zone and wider logistics this year, we will support you through a range of channels: User

- guide pdf will be available to help you with the full functionality of the E-Zone
- A range of videos covering the E-Zone, top tips, suppliers and logistics as well as the rebooking process
- Webinar tutorials covering E-Zone, RAI Webshop, suppliers and logistics and including Q&A with members of the team
- New IBC Customer Support – online support via [support@ibc.org](mailto:support@ibc.org), live chat via the website and E-Zone and a comprehensive Help Centre containing searchable event FAQs - [IBC \(zendesk.com\)](https://www.ibc.org/ibc-zendesk.com)

Please note that it is currently not possible to register co-exhibitors – this will go live from the beginning of June. The IBC marketing toolkit will also be available in mid-June.

### **IBC2023 REGISTRATION OPEN**

Attendee registration is now open. Exhibitor registrations will be available in your E-Zone from **1st June**. Bulk badge collection will also be available to purchase within the E-Zone this year. **Please Note:** Every person will need to be registered with their own individual email address. You will not be able to use one single email address for multiple registrations. There will be no option to register onsite, all registrations need to be completed before arriving at the venue. Children under the age of 16 are NOT allowed into the show during build-up, breakdown or show open.

### **Visa Invitation Letters**

Visa invitation letters will also be available from the 1st of June as part of the Exhibitor registration process. Once a staff member is registered as stand staff, they will receive a confirmation email with a link to their attendee portal. In the attendee portal they can fill in their personal data such as passport number and date of birth in order to request downloadable Visa invitation letters. These letters are available to download immediately once the data has been input.

Alternatively Primary Exhibition Coordinators are able to input the necessary Visa invitation data (such as passport number and date of birth) if the exhibitor is comfortable sharing that private data with them.

### **ONLINE COMPANY PROFILE**

Your company profile should be submitted via the E-Zone. This profile will be used for your online company profile and the IBC2023 App. Complete your profile by **1st June** to make the most of your pre-show marketing. **Please note:** If you are contacted by a company called Expo Guide, Event Guide, Interact Create UK or Fair Guide in regards to the IBC catalogue, please note they are not affiliated with IBC in any way and have NOT been commissioned by IBC. Further details on these scam/phishing emails are available here - [Scam/Phishing emails – Warning - IBC2023](#)

### **RAI EXHIBITOR SERVICES**

You should have received a welcome email from the RAI Exhibitor Services team introducing you to the RAI Webshop where you can order a range of products and services for your stand at IBC2023. You can access the RAI Webshop through your E-Zone. Your dedicated RAI Exhibitor Services Account Manager will be happy to assist you with any ordering questions you may have. Depending on your stand type and items ordered, you will be sent a form to specify the company name for your fascia, carpet colour and any other customisation applicable to your stand type.

### **UPCOMING ORDERING & LOGISTICAL DEADLINES**

You can access a list of upcoming key deadlines within your E-Zone. Some upcoming deadlines to note:

**1 June** – Order before the 1st of June and **receive an extra 15% discount on your electricity and rigging.**

**9 June** – Complete your stand plan submission form by **9 June**. On completion of this task, Abraxys will email you/your appointed contractor with the Stand Plan Submission Form link. No plans or documents will be reviewed unless submitted via the Stand Plan Submission Form link.

**22 June** – Submit your Stand Plan Design and the applicable Health & Safety documentation to Abraxys via the Stand Plan Submission Form link before the 22nd of June to **benefit from the early Stand Plan Inspection (SPI) fee of GBP 175 (+20% VAT). Please note that for late stand plan submissions after 22 June, the SPI fee will increase to GBP 300 (+20% VAT).**

### **STAND PLAN APPROVAL IS APPLICABLE TO THE FOLLOWING EXHIBITORS:**

- ALL Space Only Stands including Double Deckers
- Outdoor Exhibits excluding outdoor vehicle displays with no build requirements
- Self-built Balcony Suite exhibitors
- Internal fitouts of pre-built Package 2 Meeting Suites and pre-built Balcony Suites (only if using own thirdparty contractor, other than the event official supplier - RAI Exhibitor Services)
- Internal fitouts of any RAI Meeting Rooms (only if using own third-party contractor, other than the event official supplier - RAI Exhibitor Services)
- Shell Scheme Stands planning physical construction within their stand (only if using own third-party contractor, other than the event official supplier - RAI Exhibitor Services)

**22 June** – Submit your application for the [Double Decker Build Permit](#) (in conjunction with your stand plan submission to Abraxys).

### **IBC2023 FINAL INVOICES**

As per your contract, your final 25% invoice will be emailed to you on or after the 1st of June. This will be sent from [updates@msg.ibc.org](mailto:updates@msg.ibc.org) so please do keep an eye out for this email. We would like to remind all customers when making a payment, to add the company name and invoice number to ensure that the payment is allocated correctly. If you have any questions around outstanding payments please email [finance@ibc.org](mailto:finance@ibc.org) and the team will be able to assist.

**IBC AWARDS – NOW OPEN**

The IBC Awards are now open. The Innovation Awards look for completed projects that overcome real challenges faced in the industry and The Social Impact Awards recognise initiatives and campaigns that are making a difference in equity and environmental responsibility. Check out the link [IBC2023 Awards - IBC2023](#) and we hope to see some of you entering. Deadline for entries is 2nd June 2023. If you have any questions please contact [awards@ibc.org](mailto:awards@ibc.org).

**IBC DAILY – HALL WRITERS**

Once again, IBC will be producing its ever-popular IBC Daily and Edaily in print, digital and newsletter formats. The IBC Daily and Edaily contain all the latest exhibitor and product news from around the show and offers advertisers the opportunity of a Q&A or Opinion Piece.

As in previous years, each hall will have a dedicated writer from our team of expert industry journalists assigned to cover technology stories, product launches and exhibitor news from your industry area:

**Halls 4, 5** – Anne Morris - [amorris@ibcdaily.org](mailto:amorris@ibcdaily.org)

**Halls 6, 7, 8, 9** – Kevin Emmott - [kemmott@ibcdaily.org](mailto:kemmott@ibcdaily.org)

**Halls 1, 2, 3, Outside Exhibits** – Adrian Pennington - [apennington@ibcdaily.org](mailto:apennington@ibcdaily.org) **Halls**

**10, 11, 12, 13** – David Fox - [dfox@ibcdaily.org](mailto:dfox@ibcdaily.org)

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 [support@ibc.org](mailto:support@ibc.org) or your dedicated Account Manager - we are here to assist you the best we can. If you are looking to enhance your presence further at IBC2023 do get in touch with our dedicated Account Manager and we will be happy to assist.

**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, 3, 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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