

## **IBC2025 RULES & REGULATIONS**

If you are already looking to design your stand for IBC2025, we have created webpages with important information in advance of our E-Zone going live in late March, (this includes the exhibitor manual, technical information, RAI Webshop, etc), which this year will be available in the Exhibiting section of our [Help Centre](#). This includes our rules and regulations, event timetables, Verified Suppliers and technical floorplans (available in March). We will continue to send you dedicated monthly emails highlighting key information and will be in touch with you when our E-Zone goes live at the end of March.

**Please contact our Support Team – [support@ibc.org](mailto:support@ibc.org) if you have any specific questions not covered in the Stand Builder pages or Help Centre.**

## **TECHNICAL SETUP DAY**

As part of the ongoing improvements to our event, Thursday will now be designated as a **Technical Setup Day**, with specific guidelines to ensure safety and efficiency during the build-up process. All construction to be completed by 10pm Wednesday 10 Sept. Thursday 11 Sept will be for technical/exhibiting/display items setup only. Below are the basic rules for what is/isn't allowed on Thursday 11 Sept:

### **No construction activities allowed. This includes:**

- Forklifts
- Trucks
- Scaffolding
- Working at height
- Erecting walls or structures
- Cherry pickers
- Rigging
- Use of construction equipment

### **Powered transport equipment (e.g. motorized trolleys) is not permitted.**

- CEVA is the only authorised supplier for powered transport and can assist with unloading before Wednesday. Please ensure to book an unloading appointment with them if necessary.

### **Filling, Sanding and Painting are strictly prohibited on Thursday.**

**All stand build equipment must also be removed before Thursday 11 Sept**

**No PPE will be required to access the halls on Thursday 11 Sept**

### **Timelines for build-up:**

Thursday 4 Sept – Early Access – form available in the E-Zone. Fees apply

Friday 5 Sept – Wed 10 Sept – Build-up

Thursday 11 Sept – Technical Setup Day

Friday 12 – Mon 15 Sept – Show days

**Full details will be available in the [Help Centre](#) or please contact [support@ibc.org](mailto:support@ibc.org) for further information.**

## **VERIFIED SUPPLIERS**

IBC have a wide selection of carefully chosen Verified Suppliers that offer a diverse range of products and services to help with all your event needs. IBC team work closely with our Verified Suppliers all year round to ensure that their quality of service and high level of customer care is in line with the IBC brand.

### **Benefits of using our Verified Suppliers:**

- Individual SLAs are in place with each Verified Supplier to ensure the highest quality of service and customer care is given at all times.
- Access to the venue for these suppliers has been arranged through IBC and the RAI allowing a more efficient build/breakdown of your stands.
- Verified Suppliers are available on site at the RAI during IBC2024 so you can be given support and help when needed during the build-up.
- They offer a range of expertise and experience across the events industry

The full list will be available via the [Help Centre](#) in March.

## **ADDITIONAL UPDATES**

Information on the additional technical changes is available in the Help Centre here - [UPDATES for IBC2025 – IBC](#). These include changes to Balcony Suites, stand height rules and an Abraxys update.

## **IBC2025 HOTEL BOOKING PORTAL LIVE – SECURE YOUR STAY AT REDUCED RATES!**

RAI Hotel Services are the exclusive official housing agent offering hotel accommodation for IBC2025 exhibitors and attendees at special event rates. **RAI Hotel Services** have secured discounted rates with many hotels for IBC2025, with most rates being lower than those offered last year. By booking through RAI Hotel Services, you benefit from a wide selection of hotels and no administration fees or hidden charges. Furthermore, there are no minimum stay restrictions when you book through RAI Hotel Services.

The IBC2025 hotel booking portal is now live – [CLICK HERE](#) to secure your hotel accommodation! To benefit from these discounted rates, we recommend reserving your hotel accommodation as early as possible as availability is becoming increasingly limited. For any housing related questions, please contact the RAI Hotel Services on [hotelservices@rai.nl](mailto:hotelservices@rai.nl) or +31 (0)20 549 1927.

## **AVOID SCAMMERS**

We strongly recommend that all hotel bookings are made through IBC's only official housing agent RAI Hotel Services. By booking through RAI Hotel Services, you can be certain that there are no hidden charges and that your financial information and any transactions are secure. IBC are not affiliated with any other hotel booking agents. Should you feel that you have been contacted by a fraudulent third-party company, please let us know immediately by emailing [operations@ibc.org](mailto:operations@ibc.org). IBC are not liable for any issues that this may cause.

### **AIR FRANCE & KLM DISCOUNTED FARES**

IBC have partnered with Air France and KLM to offer IBC2025 attendees attractive discounts of up to 10%\* on a wide range of airfares on Air France, KLM and their code-shared flights. Tickets can be booked via the [Air France](#) or [KLM](#) websites by applying the unique Event ID Code GME50258AF during checkout (valid for travel from 5 September 2025 to 22 September 2025). [CLICK HERE](#) for more information. \*Subject to terms & conditions.

### **EXHIBITOR WEBINAR SERIES & E-ZONE TUTORIALS**

This year we are planning to run a series of monthly webinars to help you best plan and prepare for IBC2025. If you missed our latest webinar you can watch it via our [Help Centre here](#). Our next Webinar will take place in March and details will be sent to you shortly. We will also be running a series of E-Zone tutorials to help new users to navigate the platform and learn about the full the functionality the E-Zone offers. Details will be available when the E-Zone launches at the end of the March.

If you missed the January update you can find this information here – [IBC2025 EXHIBITION MONTHLY UPDATES](#)

**If you have any questions regarding your exhibition stand or exhibition logistics, please feel free to get in touch - we are here to assist you the best we can.**

#### **For any operational/logistics queries:**

Contact our Customer Support Team – [support@ibc.org](mailto:support@ibc.org)

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

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

#### **Exhibitors in Hall 2, 3, 6, 7 and Balcony Suites**

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

#### **Exhibitors in Halls 4 & 5 (Content Everywhere) 13 & 14**

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

#### **Exhibitors in Halls 9, 10, 11, 12, Pods and Meeting Room/Suites**

Kevin Van T' Kruys, Account Manager E: [kvantkruys@ibc.org](mailto:kvantkruys@ibc.org)