

**14.03.2024**

### **IBC AT NAB**

The IBC Sales and Account Management team are looking forward to being at NAB Show this year. We would love the opportunity to meet in person, catch up and discuss making the most of your presence at this year's IBC show. We have a wider team attending IBC this year including marketing and IBC365 if you'd benefit from meeting with them also. Please do let us know if you will be attending NAB. We will have a stand if you do not have a presence at the show or will be happy to meet you on your stand.

### **E-ZONE LAUNCH – 29 March**

We will be launching the IBC E-Zone (Exhibitor Zone) on 29 March which is phase one of this year's launch. The E-Zone is your one stop shop for planning your stands at IBC and the launch on 29 March will include the Exhibition Manual, Task Lists and access to the RAI Webshop. It will include details on how to order products/services from a range of suppliers including the RAI Webshop. Ahead of the launch, we will also publish a list of key deadlines for your diaries so that you/your contractors can plan your ordering/form submissions in advance.

### **PRIMARY EXHIBITION COORDINATORS**

As the recipient of this Newsletter, you are listed as the Primary Exhibition Coordinator for your stand(s). You will receive the log in details for the E-Zone as well as have access to set up your account in the RAI Webshop. If you are no longer the correct contact, please contact your Account Manager ASAP with the correct details.

### **EXHIBITOR MARKETING ASSETS**

Our SAVE THE DATE Marketing Assets will soon be sent out to exhibitors via email (they will be coming from [arahneva@ibc.org](mailto:arahneva@ibc.org), so please look out for those). The SAVE THE DATE assets will include only your Exhibitor Name and Stand Number, as they are placeholder assets meant to be used to promote your participation at IBC2024 until our Exhibitor Code Assets are made LIVE along with registration in May.

### **WEBINAR SERIES**

Tune into our 4th webinar in our Exhibitor Workshop series on **Thursday, March 28th at 3pm UK Time-** IBC2024 Exhibitor Logistics Update – How to plan and manage your stands at IBC.

Jamie Trevor – Exhibitor Operations Manager – will detail the processes for exhibitors at IBC this year. This will include an overview of the E-Zone, the RAI Webshop, key deadlines and processes for all stand types. He will also highlight important changes for this year for any returning exhibitors. There will be opportunity for questions at the end of the webinar. View details here – [Exhibitor Workshop series](#).

**STAND PLAN SUBMISSION FOR APPROVAL – DEADLINE 20 JUNE 2024**

**Stand Plan Approval is applicable to the following exhibitors:**

- ALL Space Only Stands including Double Decker Stands
- All Outdoor Exhibits including any vehicles displays without any build
- All Balcony Suites built by any 3rd party contractor other than the event official supplier - RAI Exhibitor Services
- All internal fitouts of pre-built Package 2 Meeting Suites and pre-built Balcony Suites by any 3rd party contractor other than the event official supplier - RAI Exhibitor Services
- Internal fitouts of any RAI Meeting Rooms by any 3rd party contractor other than the event official supplier - RAI Exhibitor Services
- Shell Scheme Stands planning physical construction within their stand (only if using your own third-party contractor, other than the event official supplier - RAI Exhibitor Services)
- Any stand exhibiting 'Prohibited Goods' – See Health & Safety rules

The stand plan approval is subject to the Stand Plan Inspection (SPI) fee which is part of your overall stand plan submission. **The Early Bird SPI fee of £175 + VAT deadline is 20 June 2024.** For stand plan submissions after this deadline, the SPI fee will increase to the regular fee of £300 + VAT. We do recommend that stand plans and supporting health and safety documents are submitted to our dedicated stand plan inspection agency Abraxys as early as possible.

If you are still looking for a stand builder for IBC2024, we do have a recommended list of **IBC2024 Verified Suppliers** (available on our website early April), which we highly recommend. For more information around this please email your dedicated Account Manager.

**IBC2024 HOTEL BOOKING PORTAL – NOW LIVE!**

RAI Hotel Services is the only official housing agent offering hotel accommodation booking service for IBC2024 exhibitors and attendees at special event rates. 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 IBC2024 hotel booking portal is now live – [click here](#) to secure your hotel accommodation!** We recommend reserving your room(s) early as availability is becoming increasingly limited. For any housing related questions, please contact RAI Hotel Services on [hotelservices@rai.nl](mailto:hotelservices@rai.nl) or +31 (0)20 549 1927.

**AVOID DISAPPOINTMENT – THIRD PARTY COMPANIES**

We strongly recommend that all hotel bookings are made through our 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. 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.



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)

**Customer Services Team** – [support@ibc.org](mailto:support@ibc.org)

**Help Centre** - [IBC \(zendesk.com\)](https://ibc.zendesk.com)

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