

IBC2025 PRESS CONFERENCE ROOM BOOKING CONFIRMATION

Exhibitor Name:

Allocated Room: **F004, IBC Media Centre (Entrance F)**

**Date:**

**Time:**

Cost: £750 + VAT per hour

Please note that you will be invoiced for the cost of the room hire in advance of IBC2025

**Room setup:** *The room includes theatre style seating for 70 people, a small stage (5m x 3m) and AV support. Also included in the cost are:*

- *Freestanding flat screen*
- *Lectern (on stage)*
- *Chairs x4 (on stage)*
- *Coffee table x1 (on stage)*
- *Microphones x4*

***Please note that each booking slot will start at quarter to the hour. The 15-minute set up time for your press event is included in the 1-hour booking. If you require more than an hour for your event you will need to book additional time.***

*Should you wish to order additional furniture, catering or AV equipment, please contact the RAI Exhibitor Services on [es@rai.nl](mailto:es@rai.nl).*

**Technical Facilities**

**Beamer:** Type Eiki D-4200 DLP | 4200 ansi | connection VGA | operation through Extron Touch panel

**Projector screen:** Screen size 2 x 2m

CATERING, FURNITURE, AUDIO VISUALS, ROOM DIMENSION & ROOM SET-UP

Should you wish to order additional furniture, audio visual equipment, or discuss the size or the layout of the room, please contact the RAI Exhibitor Services:

Email: exhibitorservices@rai.nl Tel: +31 20 549 2364

Fax: +31 20 549 1964

CONFIRMATION

To confirm this booking, please sign below and return this entire form by return to: Platform Communications

Email: ibcprteam@platformcomms.com

Any questions please call Nick Field on 44 (0) 203 832 3690

BY RENTING A ROOM YOU AGREE TO BE BOUND BY THE TERMS & CONDITIONS OF EXHIBITING AT IBC2025.  
PLEASE SEE THE TERMS & CONDITIONS SECTION IN THE ONLINE EXHIBITION MANUAL FOR FULL DETAILS.

Name: .....

Company:.....

Billing Address:.....

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Email:.....

Contact number:.....

Signature: .....

Date: .....

Name of event (for signage and publication)



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