INCLUDED FACILITIES

HALLS

RAI STAFF

Account Manager	
Event Manager	
First Aid Officer	
Safety Manager	
CAD Office staff	
Receptionist at reception desk	
Front desk Exhibitor Services staff	If the webshop service has been arranged
Environmental Auditor	
Traffic Managers	Special requests by organisers not included

SERVICES

Fixed toilet location	
Cloakroom location	Cloackroom staff not included
First aid station	
IT infrastructure	
Electricity infrastructure	
Marking/alignment of stand positions on the floor	
Use of loading dock	
Business Centre	Located in the Elicium Passage, Entrance D -1
Baby Care lounge and prayer room	Located in the Elicium Passage, Entrance D -1

MATERIALS

Cord separation	Max. 50 m
Bridge from the Diamond Lounge to Hall 3	Connecting the conference rooms to the halls
Cashier booths	Only in Entrance F, Hall 8 and Entrance R, Hall 7

RAI MEDIA PACKAGE

Your event mentioned	• On the RAI website calendar • In the RAI Event E-newsletter • A-O signage boards on the RAI site, directing visitors to the entrance of your event
RAI accommodation logo	For all your communications

ORGANISATION PACKAGE

One organisers' room	With one key
Lavazza coffee and tea	In the organisers' room
RAI Wi-Fi	In the organisers' room
Two parking places	Assigned to vehicle registration plates or exit passes (two per day)
Safety helmets and safety shoes	
RAI badges	Providing entrance to rented areas

ADDITIONAL COSTS

For all facilities and services not mentioned in this document, additional costs apply.
Examples of facilities and services that come with additional costs are:

Carpet	
Cleaning	Of the halls and the fixed toilet locations
Rubbish/waste disposal	
Climate control	Heating or air-conditioning of the hall(s) during build up, breakdown and event days
Lighting of the hall(s)	During build up, breakdown and event days
Additional staff	Such as cloakroom staff, hosts or event security
Catering	
Tailor-made (branded) directional signage and media items	Via RAI partner Partnion
Wi-Fi or cabled internet connections	
Security	At entrance door(s)
Door attendants	At loading dock doors
Electricity connections	To the grid in the hall floor ducts
Darkening of the halls	
Permits	