



**HOUSE  
OF EVENTS  
HOME  
OF YOUR  
INDUSTRY**



## INCLUDED FACILITIES

AUDITORIUM, FORUM, ELICIUM 1 & 2, AMTRIUM 1 & 2

### RAI STAFF

Account Manager	
Event Manager	
First Aid Officer	
CAD Office staff	
RAI Stage Manager	Only in the Auditorium

### SERVICES

Cleaning	Rooms and lounges, excluding exhibitor stands, once per day
Fixed toilet location	Including cleaning
Cloakroom	Coatracks, excluding RAI hired staff
First aid station	
RAI Wi-Fi	
IT infrastructure	
Electricity infrastructure	
Marking/alignment of stand positions on the floor	
Business Centre	Located in the Elicium Passage, Entrance D -1
Baby care lounge and prayer room	Located in the Elicium Passage, Entrance D -1
One set of wall partitions	Only in the rooms Elicium 1 & 2 and Amtrium 1 & 2
Use of loading dock outside (including DB Schenker assistance on loading dock lift)	Only in the rooms Elicium 1 & 2

### MATERIALS

One set up	Including standard tables and chairs
Lectern	
Darkening of rooms	<ul style="list-style-type: none"> <li>• Standard in the Auditorium and Forum</li> <li>• By means of automatic darkening drapes in Elicium 1 &amp; 2</li> <li>• Only when walls are closed in Amtrium 1 &amp; 2</li> </ul>
Room lighting	



Audio system	Speakers (excluded Elicium) Amplifier in the Auditorium and Forum Connection of sources to this system only with additional staff from the RAI or our preferred partner
Technical cabin	Only in the Auditorium and Forum Use only with additional staff from the RAI or our preferred partner
Stage	<ul style="list-style-type: none"> <li>• Fixed in the Auditorium and in Forum</li> <li>• Optional in Elicium 1 &amp; 2: (8 x 4 x 0.6 m), in Elicium 1 or 2: (6 x 3 x 0.6 m)</li> <li>• Optional in Amtrium 1 &amp; 2 as one room: (6 x 3 x 0.6 m)</li> </ul>
Room climate control	Heating or cooling
Rubbish bins	
Mobile RAI registration desks	Including registration desk signs
Flipchart	Including whiteboard
Cord separation	Max. 50 m
Fixed projection screen	Only in the Auditorium, Forum, Amtrium as one hall and Amtrium 1 & 2
Projector	Only in the Amtrium used as one hall, Amtrium 1 and Amtrium 2

## RAI MEDIA PACKAGE

Your event mentioned	<ul style="list-style-type: none"> <li>• On the RAI website calendar</li> <li>• In the RAI Event E-newsletter</li> <li>• On A-0 signage boards on the RAI site, directing visitors to the entrance of your event</li> </ul>
Your event text	<ul style="list-style-type: none"> <li>• Default RAI template with red background:</li> <li>• On monitors next to the room</li> <li>• On display at the reception on the ground floor, where available (one name, max. 23 characters per room, per day)</li> <li>• On display in the lounges on the relevant floors, where available (one name, max. 23 characters per room, per day)</li> </ul>
RAI accommodation logo	For all your communications

## ORGANISATION PACKAGE

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)
One organisers' room, with one key	Only in the Auditorium, Forum and Elicium 1 & 2