



Large Meeting Room Package

A great opportunity to hold private meetings away from your busy stand. All meeting rooms meet the following specification with the number of chairs/tables increasing relevant to the maximum capacity.

- One reception/registration table and two chairs
- Table and chairs
- 1 bottle water per person
- A4 paper and pencil
- Microphone for speaker at podium or head table
- Screen
- Flower decoration at podium or head table
- Company name and logo displayed
- Dedicated contact person located at the Reception Desk in the foyer
- LCD Projector 4000Ansi: £160 per day

Room	People capacity		Price GBP	
	Theatre	Classroom	Half day 0900-1300/ 1300-1800	Full day 0900-1800
216	110	70	500	800
217	110	70	500	800
218	80	60	500	800
219	80	60	500	800
220	80	60	500	800
221	80	60	500	800

We will be pleased to provide a tailor made proposal that will meet your specific requirements. Catering provided upon request.

Boardroom Meeting Package

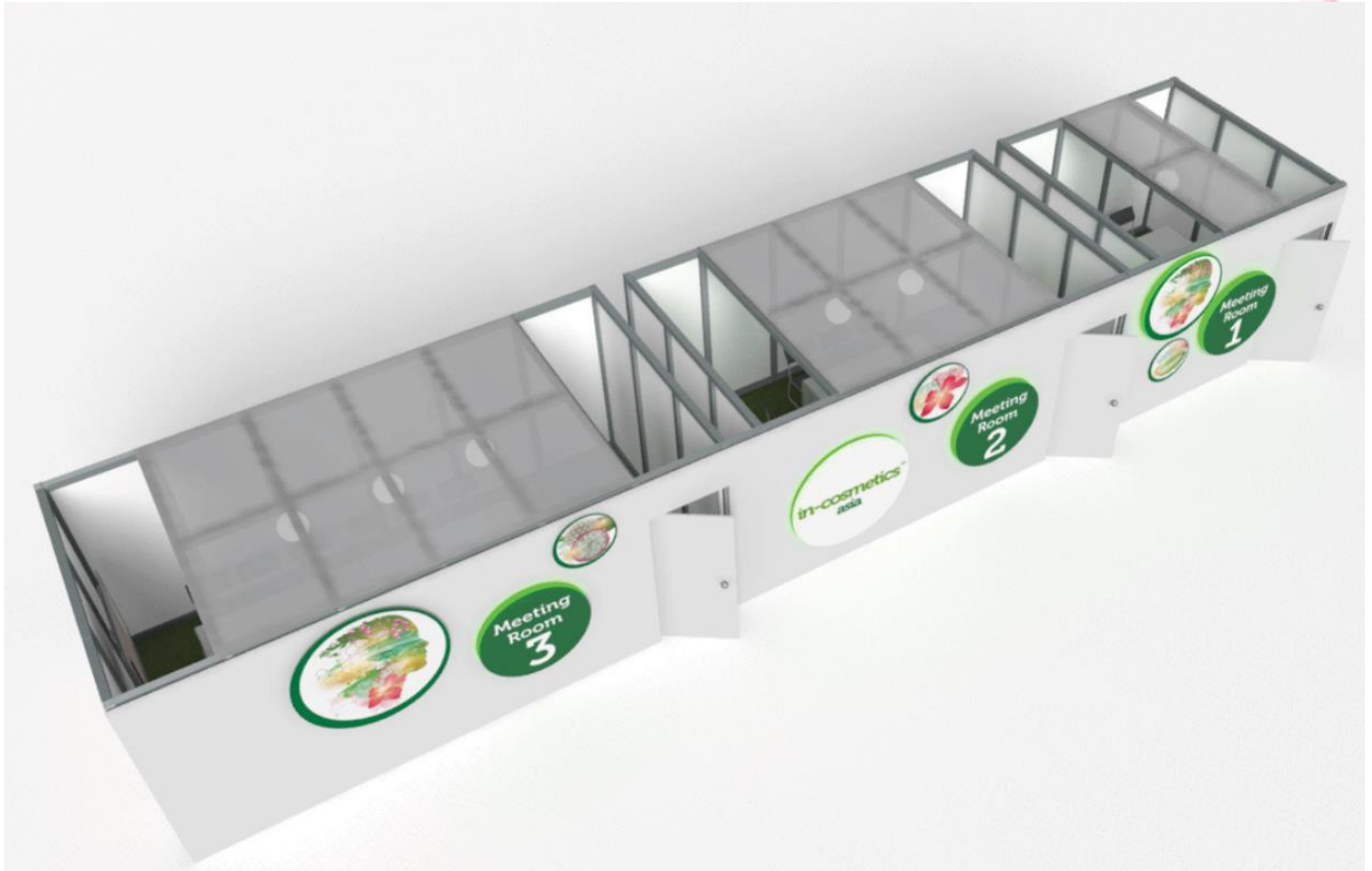
Conveniently located within the exhibition halls, perfect for holding private meetings with important clients away from your busy stand.

Room	Capacity	Price GBP				What's included
		Hourly Rate		Half day 10am - 2pm 2pm - 6pm	Full day 10am - 6pm	
		Early Pre-show	Standard Onsite			
1	6	100	120	280	400	Board table set up for 6 people Water dispenser and cups 1 x socket
2	10	120	140	350	600	Board room set up for 10 people Water dispenser and cups 1 x socket
3	14	150	180	500	800	Board room set up for 14 people Water dispenser and cups 1 x socket TV for presentation

To book please e-mail your request to: yanneth.castro@reedexpo.co.uk



What will your Boardroom look like?



Important Additional Information

- Equipment / furnishings may not be substituted and no refunds are available for items not required. If catering is ordered, it is the responsibility of the hirer to ensure the catering company is instructed to clear the room of all crockery, rubbish etc., at the end of each day or on completion of the reservation
- A venue customer service representative will remain in the area with keys to lock your room if required at any time
- Requests to hire on Monday 30th October 2017 will be considered depending on availability.

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