



## 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: £180 per day

Room	People capacity		Price GBP	
	Theatre	Classroom	Half day 0900-1300/ 1300-1800	Full day 0900-1800
<b>214</b>	80	60	525	840
<b>215</b>	80	60	525	840
<b>216</b>	80	60	525	840
<b>217</b>	80	60	525	840

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

## Boardroom Meeting Package

Perfect for holding private meetings with important clients away from your busy stand in the comfort of the business centre, Refreshments will be provided.

Room	Capacity	Price GBP		What's included
		Half day 9am - 1pm 1pm - 6pm	Full day 9am - 6pm	
<b>BC 1</b>	15 - 20	600	880	<ul style="list-style-type: none"> <li>• Paper, pencil, water</li> <li>• LCD &amp; screen projector, Laser pointer, Flipchart, Whiteboard</li> <li>• Coffee break with tea, coffee, finger sandwiches and miniature fruit tarts.</li> </ul>
<b>BC 2</b>	6 - 8	320	520	<ul style="list-style-type: none"> <li>• Paper, pencil, water</li> <li>• LCD &amp; screen projector, Laser pointer, Flipchart, Whiteboard</li> <li>• Coffee break with tea, coffee, finger sandwiches and miniature fruit tarts.</li> </ul>
<b>BC 3</b>	4 - 6	280	460	<ul style="list-style-type: none"> <li>• Paper, pencil, water</li> <li>• LCD &amp; screen projector, Laser pointer, Flipchart, Whiteboard</li> <li>• Coffee break with tea, coffee, finger sandwiches and miniature fruit tarts.</li> </ul>

To book please e-mail your request to: [yanneth.castro@reedexpo.co.uk](mailto:yanneth.castro@reedexpo.co.uk)



## What will your Boardroom look like?



BC 1 ↑



BC 2 ↓

BC 3 ↑



## 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 29<sup>th</sup> October 2018 will be considered depending on availability.

To book please e-mail your request to: [yanneth.castro@reedexpo.co.uk](mailto:yanneth.castro@reedexpo.co.uk)