**IICC – Convention Centre Booking Proposal Form**

**■CONFERENCE/MEETING DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title (In full)** |  | | |
| **Subject** |  | **Event Details** |  |
| **Minimum Guaranteed Pax** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Conference / Event Type** |  |
| **AV requirements** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **F&B / catering requirements** |  |

**Event Dates (No. of Days): \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_ ( \_\_\_\_ days)**

**■SPACE REQUIRED (Please tick in your preferred area )**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CONVENTION CENTER** | | | | | | |
| Auditorium  (B2 – 2F) | Complete  (6000 Seats)  □ | Auditorium 1 (B2)  (1800 Seats)  □ | Auditorium 2 (B1 – 2F)  (3500 Seats)  □ |  |  | |
| Lobby Area  (GF-2F) | GF  (1500 sqm)  □ | 1F  (500 sqm)  □ | 1F  (470 sqm)  □ | 1F  (150 sqm)  □ | 2F  (1400 sqm)  □ | |
| Meeting Rooms  B1 | B101+B102  (1246 sqm)  □ | B101  (623 sqm)  □ | B102  (623 sqm)  □ |  |  | |
| Meeting Rooms  2F | 201+202  (543 sqm)  □ | 201  (328 sqm)  □ | 202  (215 sqm)  □ |  |  | |
| Meeting Rooms  3F | 301  (223 sqm)  □ | 302  (310 sqm)  □ | 303  (162 sqm)  □ | 304  (291 sqm)  □ | 305  (323 sqm)  □ | |
| Meeting Rooms  4F | 401  (148 sqm)  □ | 402  (150 sqm)  □ | 403  (134 sqm)  □ | 404A  (178 sqm)  □ | 404B  (118 sqm)  □ | 405  (97 sqm)  □ |
| Lobby Area  (3F-6F) | 3F  (1230 sqm)  □ | 4F  (770 sqm)  □ | 6F  (940 sqm)  □ |  |  | |
| Grand Ballroom  (6F) | Complete  (3467 sqm)  □ | Hall 1  (1100 sqm)  □ | Hall 2  (1100 sqm)  □ | Hall 3  (1100 sqm)  □ |  | |
| Other Areas | Terrace-2F  (825 sqm)  □ | Lounge-3F  (A)  □ | Lounge-3F  (B)  □ | Pre-Function Area -6F  (1100 sqm)  □ | | |

**Any Other Requirement:**

**■ORGANIZER CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** |  | **MD/CEO** |  |
| **Address** |  | | |
| **Venue Coordinator** |  | **E-Mail** |  |
| **TEL.(Landline)** |  | **Mobile Phone** |  |

\* Please note that this application form is not legally binding and the submission of this application does not guarantee the booking of your desired space. Booking procedure shall only be completed after the official tenancy contract is concluded by both parties’ signature.

\* KINEXIN Convention Management Pvt. Ltd. reserves the right to allocate exhibition halls, conference rooms or any other properties or assets within IICC premise.

Application Submission Date (DD/MM/YYYY): \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signatory**