Courtesy Desk Reservation Form

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preference of Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of booking\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred location

Landside Departures  Landside Arrivals  Landside Mezzanine 

**Terms & Conditions**

* Advertising dimensions are as follows:
	+ Top Banner – 100cm Wide x 25cm High (TBC)
	+ Lower Frontage (curved) – 115cm Wide x 105cm High
* No sellotape, thumb tacks or other are allowed to be used on this desk. Please use blue / white tack only to affix signage.
* This desk is provided for a fee of €100 plus vat 23% per day which must be paid prior to using the desk.
* Cabinet keys are available on request from info desk and MUST be returned after use.
* Completion of this form does not guarantee reservation. Each application will be reviewed. You will be contacted through email / phone to confirm booking.

**Please sign to accept terms and conditions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**