

# 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** \_\_\_\_\_