

International Congress and Convention B.V.

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Web: www.iccaworld.org
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ICCA: Alpha Tower, De Entree 57
1101BH Amsterdam, The Netherlands

Request for Proposal

Badging & Kiosks

ICCA Congress 2027 & 2028



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1. About ICCA

ICCA - the International Congress and Convention Association - is the global community and knowledge hub for the international association meetings industry.

ICCA is the global association leader for the international meetings industry and specialises in the international association meetings sector, offering unrivalled data, education, communication channels, and business development and networking opportunities. Since its establishment in 1963, ICCA has represented the world's top destinations and most experienced suppliers specialised in handling, transporting and accommodating international meetings and events, and comprises of over 1,100 member companies and organisations in almost 100 countries and territories worldwide.

2. Introduction

ICC BV. is seeking proposals from qualified suppliers to provide on-site badging and kiosks for the upcoming ICCA Congress in 2027 & 2028:

Each event will require approximately 1200–1500 badges. ICC BV. aims to partner with a supplier who offers innovative, sustainable solutions and either is already an ICCA member or is willing to apply for membership.

3. Project Scope

All designs will be provided by ICC B.V., based on the events branding. The selected supplier will be responsible for providing:

3.1. Badges

- Durable, professional event badges.
- Innovative and technology options (e.g., smart badges, digital integration, reusable or modular designs, biodegradable materials, etc.).
- Sustainable production methods and materials.
- Full-colour printing and customized branding, provided by ICC B.V..
- Optional accessories (badge holders, RFID features, QR codes, etc.).

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3.2. Kiosks

- Modern and fast badge printing kiosks
- The kiosks must be brandable. Branding designs to be provided by ICC B.V. The printed branding to be provided by the supplier
- Option for badge printing via facial recognition

In addition to the kiosks the supplier needs to provide a desk badge printer to support the registration desk.

3.3. Quantities

For each event:

- **1200–1500 badge units**
- **4–6 kiosk units**

3.4. Additional support

For each event:

- The supplier should provide the ICCA registration team with access to advanced insights with live graphs and charts pertaining to the registration
- At least 1 representative from the supplier should be present at each event for onsite technical support and kiosk set-up and dismantling
- Continuous support with linking ICC BV's existing registration system with the one from the supplier by means of API.

3.5. Delivery Requirements

- Delivery to venue where the ICCA Congress will take place.
- Delivery should take place on the designated build-up days prior to the event.
- Quality assurance of all delivered items.

4. ICCA Membership Requirement

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Suppliers must:

- Be an **existing ICCA member, or**
- Commit to applying for ICCA membership upon contract award.

Please indicate current membership status and, if applicable, willingness to join.

5. Submission Information

Please submit your proposal via email to:

registration@iccaworld.org & agapi.k@iccaworld.org

Deadline for submissions: 20 March 2026

Shortlisted suppliers may be invited for follow-up discussions.

6. Contact

For questions regarding the RFP, please contact:

Agapi Kapia
Senior Events Specialist
Agapi.k@iccaworld.org

7. Financial agreement

Invoice to be sent to ICC. B.V. by the supplier upon signing of a partnership agreement.

8. Cancellation

In the event of cancellation by the partner after signing this agreement, a cancellation fee shall apply in accordance with the terms to be agreed upon in a separate contract drafted for the relevant event.

9. Force Majeure

If, for any reason, holding the event referred to in this agreement becomes impossible for the organiser due to reasons of force majeure, including but not limited to blackout, public

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safety, strikes, natural disasters, epidemics, pandemics, war, government regulations, internet failure or hacker attack, there will be no refund of the sponsorship fees already paid.

International Congress and Convention B.V. is entitled to postpone its events until a time that the event of force majeure no longer exists, as the organiser's obligation is to perform the Events under the desired conditions.

10. Confidentiality

The parties agree to treat and maintain as confidential the terms of this Agreement and all commercial, financial, marketing, and other information obtained from the other which they may have acquired as a result of entering into this Agreement and which is not in the public domain including without limitation management accounts, projections, budgets, pricing and discount policies, trade secrets, members, exhibitors, visitors and potential contacts lists and databases. Each party agrees not to divulge such information to any third party (except to such of their own employees and ICCA Board of Directors who need to know and their professional advisers) except with the prior written consent of the other party or where required by law or the Chamber of Commerce or where required for the performance of this Agreement.

Disclaimer:

Unless otherwise stated, any reference herein to "ICCA" shall be deemed to refer to International Congress and Convention B.V., a private limited liability company registered with the Dutch trade register under number 85598232.