

International Congress and Convention B.V.

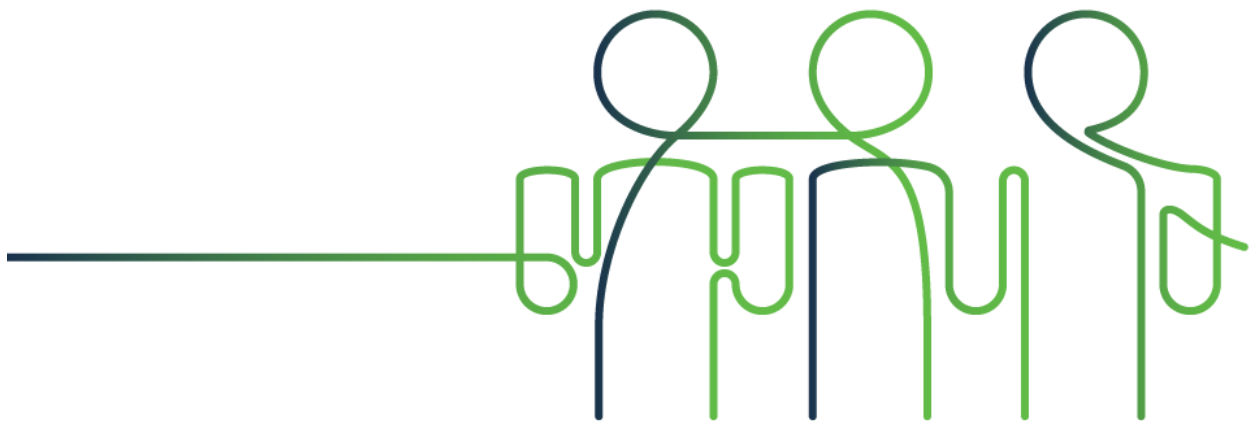
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ICCA: Alpha Tower, De Entree 57
1101BH Amsterdam, The Netherlands

Request for Proposal

Badges & Lanyards Global Events 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

ICCA is seeking proposals from qualified suppliers to provide badges and lanyards for three upcoming ICCA events in 2027 - 2028:

1. ICCA Association Circle 2027 - 2028
2. ICCA The Future of Healthcare Meetings 2027 - 2028
3. ICCA Young Professionals Forum 2027 - 2028

Each event will require approximately 100–150 badges and lanyards. ICCA 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.).

3.2. Lanyards

- High-quality lanyards that complement ICCA branding.
- Sustainable materials strongly preferred (e.g., recycled PET, bamboo fibre, cork, organic cotton).
- Printing options that support eco-friendly inks.

3.3. Quantities

For each event:

- **100–150 badge units**
- **100–150 lanyard units**

The estimated number will be confirmed four weeks before the event. Exact numbers will be confirmed one week before each event.

3.4. Delivery Requirements

- Delivery to ICCA Head Office in Amsterdam.
- Delivery should take place two to four days before the event.
- Quality assurance of all delivered items.

4. ICCA Membership Requirement

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. Sponsor benefits

Suppliers will receive:

- Sponsor logo will be included on the lanyards for the 3 above mentioned ICCA Events;
- Sponsor will be displayed on the websites of the 3 above mentioned ICCA Events under the sponsor recognition page;

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- Sponsor logo will be included in the “Good to know” e-mail prior to the event and in the “Thank you e-mail” after the event.
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6. Submission Information

Please submit your proposal via email to:

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

Deadline for submissions: 31 August 2026

Shortlisted suppliers may be invited for follow-up discussions.

7. Contact

For questions regarding the RFP, please contact:

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

8. Financial agreement

Invoices to be exchanged for the total value of the production costs (for lanyards and badges) submitted by supplier. ICC. B.V. should receive the costs at least 1 month prior to the event.

9. Cancellation

In the event of cancellation by the sponsor 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.

10. 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 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.

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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.

11. 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.