

Spencer Dock, North Wall Quay,
Dublin 1.

Tel: + 353 1 856 0000

SPENCER DOCK CONVENTION CENTRE DUBLIN LIMITED

The World Science Fiction Convention

Post Office Box 64128,
Sunnyvale
CA 94088,
USA.

30th September 2016

Re: WorldCon 77 - Letter of Agreement

We here at The Convention Centre Dublin (The CCD) are delighted to be considered to host The World Science Fiction Convention **WorldCon 77** in August 2019.

Opened in 2010 The Convention Centre, Dublin (The CCD) is superbly located in the centre of the Irish capital and yet just 20 minutes from Dublin Airport. This dedicated, purpose built venue has since hosted over 1,400 events and 1,500,000 delegate days. The Centre includes a 2,000 seat auditorium, 22 multi-functional, flexible rooms, generous exhibition space, conference and banqueting halls, dining and coffee facilities, meeting rooms and breakout spaces making it one of the finest such centres in Europe. The entire venue is finished to the highest specifications and incorporates the very latest technology throughout.

Rental space:

We are currently holding the following space which includes the entire building for **WorldCon 77** on the following dates:

Space	Start	Time	End	Time	M ²
The Forum	14/08/19	06:00	19/08/19	23:59	2721
The Auditorium	15/08/19	06:00	19/08/19	23:59	3000*
The Liffey A	15/08/19	06:00	19/08/19	23:59	626
The Liffey B	15/08/19	06:00	19/08/19	23:59	897
Liffey Boardroom 1	15/08/19	06:00	19/08/19	23:59	21
Liffey Boardroom 4	15/08/19	06:00	19/08/19	23:59	18
Liffey Boardroom 2	15/08/19	06:00	19/08/19	23:59	31
Liffey Boardroom 3	15/08/19	06:00	19/08/19	23:59	32
Liffey Meeting Room 1	15/08/19	06:00	19/08/19	23:59	69
Liffey Meeting Room 2A	15/08/19	06:00	19/08/19	23:59	66
Liffey Meeting Room 2B	15/08/19	06:00	19/08/19	23:59	39
Liffey Meeting Room 3A	15/08/19	06:00	19/08/19	23:59	39
Liffey Meeting Room 3B	15/08/19	06:00	19/08/19	23:59	39
Liffey Meeting Room 4	15/08/19	06:00	19/08/19	23:59	41
Liffey Meeting Room 5	15/08/19	06:00	19/08/19	23:59	51
Liffey Hall 1	15/08/19	06:00	19/08/19	23:59	174
Liffey Hall 2	15/08/19	06:00	19/08/19	23:59	224
Wicklow Hall 1	15/08/19	06:00	19/08/19	23:59	187
Wicklow Hall 2A	15/08/19	06:00	19/08/19	23:59	222
Wicklow Hall 2B	15/08/19	06:00	19/08/19	23:59	201

EcoCem Room	15/08/19	06:00	19/08/19	23:59	99
Wicklow Meeting Room 1	15/08/19	06:00	19/08/19	23:59	84
Wicklow Meeting Room 2A	15/08/19	06:00	19/08/19	23:59	39
Wicklow Meeting Room 2B	15/08/19	06:00	19/08/19	23:59	39
Wicklow Meeting Room 3	15/08/19	06:00	19/08/19	23:59	71
Wicklow Meeting Room 4	15/08/19	06:00	19/08/19	23:59	65
Wicklow Meeting Room 5	15/08/19	06:00	19/08/19	23:59	71
Foyer 1	15/08/19	06:00	19/08/19	23:59	495
Foyer 2	15/08/19	06:00	19/08/19	23:59	482
Foyer 3	15/08/19	06:00	19/08/19	23:59	951
Foyer 4	15/08/19	06:00	19/08/19	23:59	461
Foyer 5	15/08/19	06:00	19/08/19	23:59	431
* Estimated size due to tiered seating and 2,000 seated capacity					

We include the following in our packaged price -

- EXPERT TEAM – dedicated Event Manager, Technical Production Manager and Hospitality Manager and ICT Manager.
- TECHNICAL PACKAGE – in-house technicians, high spec screens, projectors, lighting, microphones and comfort monitors
- DIGITAL SIGNAGE – which can display session names and can be branded
- CCD HOSTS – customer care experts who will greet and guide your delegates throughout the building
- COMPLIMENTARY WIFI – which can support 18,000 devices across the venue utilising the new wireless standard 802.11ac
- REGISTRATION DESKS – which can be branded
- CCD FURNITURE TEAM – who will assist with transporting deliveries
- CCD SECURITY – who monitor The CCD 24 hours a day
- CCD CLEANING – who regularly check and clean areas during events
-

Technical Packages: include Technicians

Liffey A:

- Data / Video Projector - 1 x Panasonic HD12k
- 1 x Front Projection Screen 6.222m x 3.5m (16:9)
- Desktop or Laptop Computer (Toshiba or HP)
- 1 x Comfort Monitor
- 1 x Switcher & Preview Monitor (Analogue Way Pulse LE 8 Way)
- 1 x DVD player
- Wireless Internet Access
- Cue light with built in laser pointer

Liffey B:

- Data / Video Projector - 1 x Panasonic HD12k
- 1 x Front Projection Screen 6.222m x 3.5m (16:9)
- Laptop Computer (Toshiba or HP)
- 1 x Comfort Monitor
- 1 x Switcher & Preview Monitor (Analogue Way Pulse LE 8 Way)
- 1 x DVD player
- Wireless Internet Access
- Cue Light with built in laser pointer

Auditorium:

- Stage, top table and lectern.
- Front Projection Screen 7m x 5.25m (4:3) or 6.22m x 3.5m (16:9)
- 1 x Data / Video Projector – Christie Roadster HD 18k C/w 4.1 – 6.9:1 lens
- 1 x Control Room PC or Laptop located at lectern.
- DVD player
- An Analogue Way Pulse LE 8 Way switcher and preview monitor
- Desktop or Laptop Computer
- Wireless Internet Access
- 1 x Cue Light with built in Laser Pointer
- Sound system with speakers and microphones.
- Stage lighting.

The Liffey & Wicklow Halls:

- Data / Video Projector – Vivitek D940VX
- Desktop or Laptop Computer (Toshiba or HP)
- 1 x Comfort Monitor
- 1 x Switcher & Preview Monitor (Analogue Way Pulse LE 8 Way)
- 1 x DVD player
- Wireless Internet Access – Wired Internet Access can be arranged at an additional cost
- Front Projection Screen 3000mm x 1690mm (16:9)
- Up to a maximum of 32amp single phase power supply – Larger power supplies are available at an additional cost
- 1 x USB Presenter with built in Laser Pointer

The Liffey & Wicklow Meeting Rooms

- Data / Video Projector – Vivitek D940VX
- Laptop Computer (Toshiba or HP)
- 1 x Extron IN1508 Switcher (with remote control)
- 1 x DVD player (Denon DN-V310) for DVD or audio CD playback
- Wireless Internet Access
- Front Projection Screen – There are two different screen sizes in the meeting rooms, 2500mm x 1400mm and 3000mm x 1690mm
- 13amp socket supplies up to a maximum of 32amps
- 1 x USB Presenter with built in laser pointer

Catering:

Under the assumption that the alcohol stock brought in for a hospitality suite has a cap of €250.00 - €300 per hospitality session, we can agree to the following costs:

Each Hospitality Suite will be charged one staff member €25.00 per day/night who will organise the glassware, ice and lemons/limes etc. for the Suite and replenish accordingly throughout the time that the Hospitality Suite is offered.

Each Hospitality Suite (Liffey/Wicklow Meeting Rooms) will be charged €200.00 per day. This price is applicable regardless of splitting the room or using both halves. Should a bar be required in both halves an additional staff member would be required to set this room up and service it throughout the allocated time.

Soft drinks and “dry goods” are allowed in hospitality suites.

Spencer Dock, North Wall Quay,
Dublin 1.

Tel: + 353 1 856 0000

SPENCER DOCK **CONVENTION** CENTRE DUBLIN LIMITED

WiFi:

The CCD offers a state of the art Wi-Fi service throughout the building.

- Complimentary guest service for all users
- Designed to support 18,000 devices across the venue
- Latest connectivity standard of 802.11ac.

Furniture stock:

Here is our Furniture stock that we are pleased to offer for the event:

Items	Total Stock
Glass Poseur table	25
Ovals	250
Plains (meeting rooms)	100
Trestles	150
Conference Chairs	3500
Green Pin boards	6
Flipcharts (@€20 each)	15
Registration Desks	18 (14 with headers, 4 flat desk)
Lecterns	18
Coat Rails	10
Registration Chairs	40
Mirrors	6

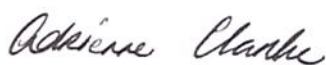
Licencing Period:

The venue is accessible 24 hours by the conference organisers. In regards to social events in the evening, we can serve alcohol until 2:30 a.m. with drink up by 3 a.m.

We here at The CCD will continue to hold the space for 3 months from when the venue is announced in Helsinki on 12th August 2017.

The Convention Centre Dublin would be honoured to host **WorldCon 77** and have worked closely with James Bacon and Steve Cooper to provide a rental package that best suits WorldCon's needs. We here at The CCD would like to reiterate our commitment to ensuring a wonderful experience here at our venue should we be successful in our bid to secure **WorldCon 77** to Dublin in 2019.

Yours sincerely



Adrienne Clarke

Head of Conference Sales