



wework

WeWork Italy Office Add-ons Catalogue

2022

Office Add-ons

From office branding to new finishes, these handpicked products are curated by WeWork design experts—specifically sized and formatted to fit your WeWork office.

Tech Services

Enhance your network performance, speed, and security with our full-stack technology bundles. No CapEx required.

The products and services offered in this Catalogue are only available to businesses which are current WeWork members and for business use only.



How to place an order

Step 1

Submit a Support Request through the WeWork Members Network.

Step 2

Specify your Item/s in the support request

For example: *Corridor Panels*

Step 3

Approve the quoted price approve the quoted price and sign the add-ons amendment to your membership agreement. The cost will be added to your upcoming invoice

Step 4

Await timely updates from your community team and get ready to enjoy your new add-on purchase.

If you have any questions along the way, please reach out to your Community Team.



WeWork Office Add-ons

01 Finishes

Privacy Vinyl	06
Acoustic Panels	07

02 Branding

Branded Logo on Door	09
Glass Partition Signage	10
Branded Privacy Vinyl Bands	11
Wall Signage	12

03 Cleaning Services

One-time Office Cleaning	14
Daily Office Clean	15
Night and Weekend Office Clean	16

04 Operations

Handyman Labour	18
After Hours HVAC	19
Onsite Parking	20

05 Security & Reporting

Security Services & Hardware	22
Guest Reports	23
Access Control Reports	24

06 Tech Services

Tech Services Overview	26
Tech Service Bundles Overview	27
Standard Office Tech Bundle	28
Office Suite Tech Bundle	29
Full Floor Tech Bundle	30
All Access Tech Bundle	31

07 Events & Production

Events & Production	33
---------------------	----

SECTION

FINISHES

01

Privacy Vinyl

For pricing, please request a consultation

Notes

This add-on requires a technician to verify the space and take dimensions. This does not require the member to be out of the space. This will be priced on overtime, and installation is required after hours.

Full-height and partial-height vinyl cannot be installed along the corridor storefront.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes may be applicable.



Corridors and Meeting Rooms



Between Offices

Corridor Panels

Dimensions

785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF). Scope of work dimensions to be taken by Third Party

Color

White Visible Reflectance 79% & Visible Light Transmittance 85%

Material

Satin Crystal HD Frost

Adjoining Office Panels

Dimensions

Top of Privacy Vinyl installed at 1575 mm Above Floor Finish Level (AFF). Scope of work dimensions to be taken by Third Party

Color

White Visible Reflectance 79% & Visible Light Transmittance 85%

Material

Satin Crystal HD Frost

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Acoustic Panels

For pricing, please request a consultation



Acoustic Panels To Gypsum Wall

Dimensions

2440x1220mm per panel. Scope of work dimensions to be taken by Third Party

Color

Light Grey

Material

A lightweight and semi-rigid acoustic panel, 100% Polyester Fibre (PET).

Notes

This add-on requires a technician to verify the space and take dimensions.

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Taxes may be applicable.

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SECTION

Branding

02

Branded Logo On Doors



Swing Door



Sliding Door

Notes
Logo files to be provided by member and shop drawing to be approved by WeWork prior to fabrication.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes may be applicable.

<hr/>	
Description	(1) Colour vinyl logo on swing or sliding door. Logo size will be scale within a maximum print size of 410mm x 305mm
<hr/>	
Color	Door Logo: Colour Vinyl
<hr/>	
Material	Vinyl Film
<hr/>	
Price	€20 / smq for the furnishing + installation cost on demand
<hr/>	

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Glass Partition Signage

For pricing, please request a consultation

Notes

Logo files to be issued by client/member prior to fabrication. Typical die cut color logo on door. Small die cut signage (no color) on adjacent fixed storefront panel. Pricing varies by size & design.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes may be applicable.



Branded Privacy Vinyl With Logo At Door - Small Office

Dimensions	Logos and die cuts will be a maximum print size of 410mm x 305mm per storefront panel. For offices with 3 or less storefront panels.
Color	Door Logo: Color Clear logo & band: Satin Crystal HD Frost
Material	Vinyl Film



Branded Privacy Vinyl With Logo At Door - Large Office

Dimensions	Logos and die cuts will be a maximum print size of 410mm x 305mm per storefront panel. For offices with 3 or more storefront panels.
Color	Door Logo: Color Clear logo & band: Satin Crystal HD Frost
Material	Vinyl Film

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Branded Privacy Vinyl Bands

For pricing, please request a consultation



Multi-Panel Logo - 2 Panels

Description

(1) die cut logo across (2) fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

Color

Die cut: Clear
Frosted Vinyl band: Satin Crystal HD Frost



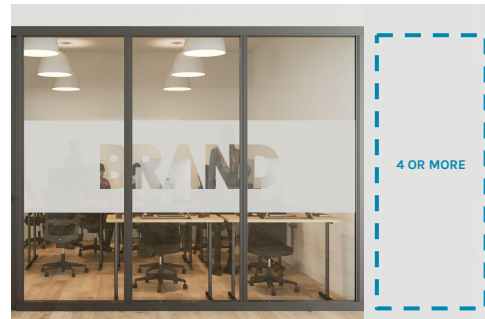
Multi-Panel Logo - 3 Panels

Description

(1) die cut logo across (3) fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

Color

Die cut: Clear
Frosted Vinyl band: Satin Crystal HD Frost



Multi-Panel Logo - 4 Panels

Description

(1) die cut logo across (4) or more fixed panels. Logo will be a maximum print size of 1520mm x 710mm across all panels. 785mm band. Top of Privacy Vinyl installed at 1650mm Above Floor Finish Level (AFF).

Color

Die cut: Clear
Frosted Vinyl band: Satin Crystal HD Frost

Notes

Logo files to be issued by member and shop drawing to be approved by WeWork prior to fabrication.

This item will require a technician to verify the scope prior to fabrication.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes may be applicable.

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Wall Signage

For pricing, please request a consultation

Notes

Logo files to be issued by client/member prior to fabrication. Pricing varies by size & design.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes may be applicable.



Custom vinyl logo

Dimensions	Logo width not to exceed 36" wide.
	Top of logo to be installed at 66" above finished floor.
Color	Multicolor
Material	Vinyl



Custom dimensional logo

Dimensions	Logo width not to exceed 36" wide.
	Top of logo to be installed at 66" above finished floor. Three-dimensional logo not to exceed a thickness of 2".
Color	Multicolor
Material	PVC or Acrylic

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SECTION

Cleaning Services

03

One-Time Office Cleaning (Event)

Notes

Please allow for up to 10 days for your additional cleaning(s) to begin.

For services outside of the detailed scope, please request a consultation.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



Description:

This One-Time Office Cleaning add-on provides a single additional office clean upon request (from Monday to Friday).

Example of the Cleaning scope:

- Damp wipe of desks if clear, keeping them mark free
- Cleaning of high touch areas, including door handles, counters etc
- Removal of trash, replace plastic liner, wipe down inside and outside of receptacle.
- Wipe down outside of glass entry door
- Full sweep and mop of floors
- Vacuum all carpet and area rugs

1 - 20p Office

Time: 2h

€50 HT from 6am to 9pm
€63 HT from 9pm to 6am

21 - 40p Office

Time: 3h

€75 HT from 6am to 9pm
€94.50 HT from 9pm to 6am

41p+ Office

Maximum Time: 4h

From €100 HT from 6am to 9pm
From €126 HT from 9pm to 6am

Daily Office Cleaning

Notes

Please allow for up to 10 days for your additional cleaning(s) to begin.

For services outside of the detailed scope, please request a consultation.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



Description:

Daily Office Cleaning add-on provides an additional office clean upon request (from 6am to 9pm, from Monday to Friday).

Example of the Cleaning scope:

- Damp wipe of desks if clear, keeping them mark free
- Cleaning of high touch areas, including door handles, counters etc
- Removal of trash, replace plastic liner, wipe down inside and outside of receptacle.
- Wipe down outside of glass entry door
- Full sweep and mop of floors
- Vacuum all carpet and area rugs

1 - 20p Office

Time: 2h

€50 HT

21 - 40p Office

Time: 3h

€75 HT

41p+ Office

Maximum Time: 4h

From €100 HT

Night & Weekend Office Cleaning

For exact pricing, please request a consultation

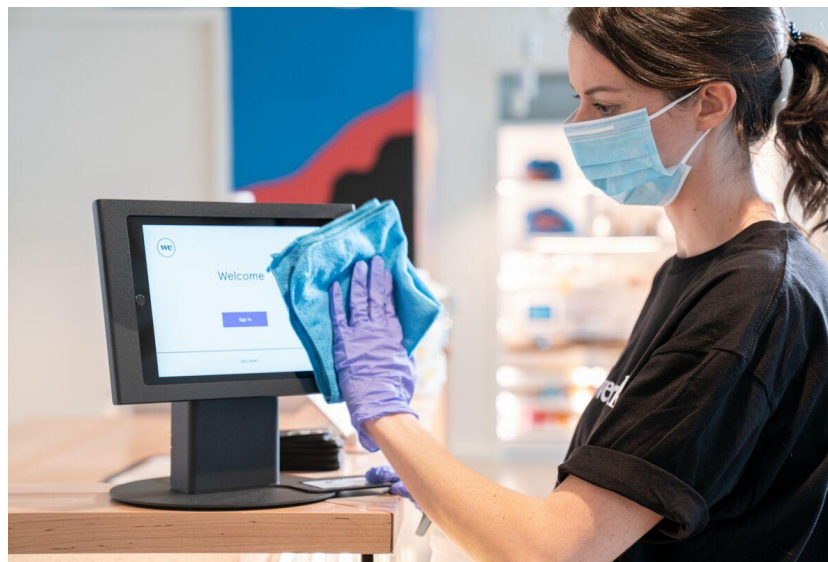
Notes

Please allow for up to 10 days for your additional cleaning(s) to begin.

For services outside of the detailed scope, please request a consultation.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



Description:

Have your office cleaned every weekday at night (Monday to Friday) or at the weekend (Saturday)

Example of the Cleaning scope:

- Damp wipe of desks if clear, keeping them mark free
- Cleaning of high touch areas, including door handles, counters etc
- Removal of trash, replace plastic liner, wipe down inside and outside of receptacle.
- Wipe down outside of glass entry door
- Full sweep and mop of floors
- Vacuum all carpet and area rugs

1 - 20p Office

Time: 2h

€63

21 - 40p Office

Time: 3h

€94.50

41p+ Office

Maximum time: 4h

€126

SECTION

OPERATIONS

04

Handyman Labour

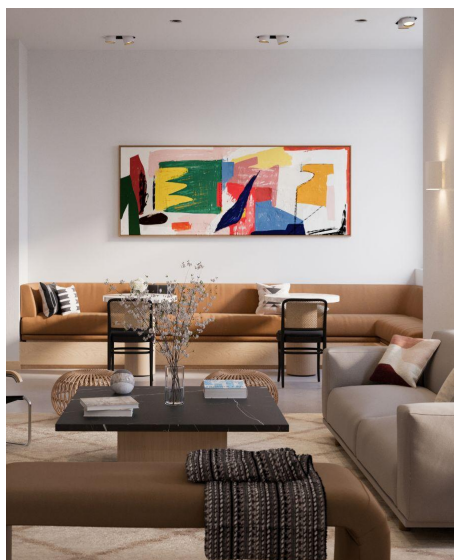
The standard handyman rate is €50 (Minimum 1 hour) during office hours (8am-5pm)/ €55 out of office hours, plus any additional labour costs/supplies on request.

Notes

At the end of your Membership, your workspace will need to be reverted back to its original condition. Restoration costs will be quoted and charged to you upon your move out.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



Furniture Assembly

Description

Our maintenance team can assemble any additional furniture you would like to bring in, including shelving, cabinets, and other items. All you need is to confirm that all supplies/parts are on-site.

Price

Price dependent on job

Material

Any additional labour costs/supplies will be charged.

Mounting Items

Description

Do you have art, a tv, whiteboard, small neon signs, etc that you would like to be mounted on a wall in your office? Once you provide dimensions and necessary materials, our team can assist in mounting.

Price

Price dependent on job

Material

Any additional labour costs/supplies will be charged

After Hours HVAC

For pricing, please request
a consultation

Working late, have an after hours
event on? We will ensure the
temperature is just right for you!

Description

Let us know the finer details of your
event including the location, date and
time, and we will work with our facilities
team to keep you comfortable.

Price

€57 p/h HT

*Product specification is subject to change based on
availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

Onsite Parking

For pricing, please request
a consultation

.....

**Needing to park your car or bike?
Life’s too short to circle the block
looking for a spot.**

.....

	Access to parking on a daily or long term basis.
Description	Prices and rates vary by location. (Not available in all locations)
	Only available to WeWork members

.....

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

SECTION

SECURITY & REPORTING

05

Security Services & Hardware

*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

Permanent Security Guard

Description	Permanent Security Guarding with a minimum of 5 hours per shift
Price	€24.70 +VAT per hour (Mon - Fri, excluding Public Holidays)

Temporary Security Guard

Description	Temporary Security Guarding with a minimum of 5 hours per shift
Price	€24.70 +VAT per hour (Mon - Fri, excluding Public Holidays)

Extra Security Services

Description	Security guards and RSA Officers / Marshalls on attendance - minimum 5 hours per shift
Price	€31.39 +VAT per hour (Mon - Fri, excluding Public Holidays)

Security Hardware

Description	Self managed CCTV Systems. Install and supply Keycard readers/Access control units
Price	Price upon request

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Guest Reports

Notes

Available to the extent permissible under applicable data privacy laws.

*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

One Time Report

Description	A single or regular report of your guests check-ins (One Time)
Price	€160 +VAT

Weekly Report

Description	Badge data report per office - Weekly (Upon signing the data Waiver)
Price	€40 +VAT

Monthly Report

Description	Badge data report per office - Monthly (Upon signing the data Waiver)
Price	€160 +VAT

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Access Control Reports

Notes

Available to the extent permissible under applicable data privacy laws.

*Product specification is subject to change based on availability, pricing and regional variances.

Price includes shipping, handling, & installation. Taxes not included but will be charged on final invoice.

One Time Report

Description	1 x Access Control Report (on demand)
Price	€200 +VAT

Weekly Report

Description	Access control report X52 reports per year
Price	€4190 +VAT per year

Monthly Report

Description	Access control report X12 reports per year
Price	€970 +VAT per year

Quarterly Report

Description	Access control report X1 report per quarter
Price	€320 +VAT per year









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SECTION

TECH SERVICES

06

Tech Services

Service	Description	Benefits	Price**
 Private WiFi (SSID)	Support data security by giving your employees a branded, private wireless (WiFi) network with unthrottled access to available internet bandwidth.	<ul style="list-style-type: none"> — Only accessible with a unique password, a Private SSID ensures your employees' machines are separated from other devices on the general WeWork WiFi network — Authenticate against your corporate infrastructure 	€165/mo. + VAT
 Public IP Address	For those who wish to build their own network, establishing a public IP on the WeWork network will allow your members direct internet access to their own firewall or appliance.	<ul style="list-style-type: none"> — Uniquely identify your team's Internet traffic — Whitelisting — Securely support VPN and remote access 	€70/mo. + VAT
 Private VLAN	Establish a private and security-enhanced connection on our wired network—separating your employees' internet traffic from other members.	<ul style="list-style-type: none"> — Enhanced Security — Networking 	€70/mo. + VAT
 Enterprise direct connect VPN	A connection to your company's network with enhanced security, supported by primary and backup circuits for a reliable connection. No VPN client required.	<ul style="list-style-type: none"> — Removes the need for a VPN client — Private VLAN and SSID are included with the service, making your employees' connection even more secure. 	€400/mo. + VAT
 Dedicated Bandwidth	High-performance internet, exclusively for your employees, featuring enhanced security and speeds. Includes primary and secondary Internet Service Provider circuits to support internet continuity if one circuit fails.	<ul style="list-style-type: none"> — Shorter installation times — Back-up reliability — 24/7 monitoring 	100Mbps: €875/mo. + VAT 200Mbps: €1,700/mo. + VAT 400Mbps: €2,800/mo. + VAT
 Private video conferencing equipment	Enhance your private meeting room with video conferencing equipment, featuring an all-in-one video bar with a built-in camera, microphone, and speaker and a touch panel tablet.	<ul style="list-style-type: none"> — Delivery, installation, and programming included — Expert support included — Support included: equipment will be repaired or replaced 	Starting at €900/mo. per room + VAT
 Firewall-as-a-service	Realise the benefits of a dedicated firewall with 24/7 monitoring without the required CapEx, configuration, or ongoing management.	<ul style="list-style-type: none"> — Fully customizable network configuration — Unified Threat Management — Support included: equipment will be repaired or replaced 	Starting at €600/mo per Firewall + VAT
 On-site Co-location	Store your network gear in a climate-controlled, secured environment within a WeWork IT room. This offering is sold by rack unit ("RU").	<ul style="list-style-type: none"> — Secured room with cooling — Uninterruptible power source (UPS) to help protect your equipment should the primary source of power fail 	1 RU: €200/mo. + VAT 10 RU: €1,260/mo. + VAT 20 RU: €2,170/mo. + VAT

*All services are subject to a €200 set-up fee and applicable taxes.

**Promotional pricing, [terms apply](#).

Services are subject to availability in your building. Services not available for WeWork On Demand members and not all services are available to WeWork All Access members. Private Video conferencing is available for most private meeting rooms with existing A/V infrastructure. WeWork's technology team will be in touch to confirm product availability.

Tech Services Bundles Overview

	All Access Technology Bundle	Standard Office Technology Bundle	Office Suite Technology Bundle	Full Floor Technology Bundle
Dedicated Bandwidth	✓	✓	✓	✓
Private WiFi (SSID)	✓	✓	✓	✓
Private VLAN or Public IP	✓	✓	✓	✓
Private video conferencing	--	--	✓	✓
Firewall-as-a-service (FWaaS)	Can be added	Can be added	Can be added	✓
Enterprise Direct Connect	✓	Can be added	Can be added	✓
On-site Co-location	Can be added	Can be added	Can be added	Can replace FWaaS
Monthly Price Per Site*	Starting at €900 + VAT	Starting at €875 + VAT	Starting at €1,475 + VAT	Starting at €2,075 + VAT

*Plus €500 one-time setup fee + VAT

Services are subject to availability in your building. Services not available for WeWork On Demand members and not all services are available to WeWork All Access members. Private Video conferencing is available for most private meeting rooms with existing A/V infrastructure. WeWork's technology team will be in touch to confirm product availability.

Standard Office

Technology Bundle



Our Standard Office Technology Bundle provides your employees with enhanced network performance, speed, security, and reliability to help get their work done while giving you the security of operating in an exclusive, password-protected environment.

Upgrades available: Firewall-as-a-Service, On-site Co-location, and Enterprise Direct Connect (VPN)

Standard Office Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

What's included

Dedicated bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

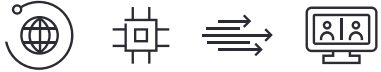
Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Bundle cost	€875/mo. +VAT	€1,700/mo. +VAT	€2,800/mo. +VAT
+ €500 one-time setup fee			

Office Suite

Technology Bundle



Our Office Suite Technology Bundle provides your employees with enhanced network performance, speed, security, and reliability to help get their work done. With connection more important than ever—we've added video conferencing options so your employees can make video calls with ease.

Upgrades available: Firewall-as-a-Service, On-site Co-location, and Enterprise Direct Connect (VPN)

Office Suite Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

What's included

Dedicated bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

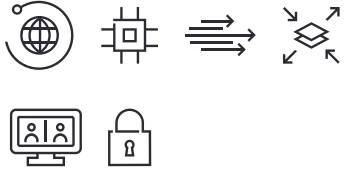
Private video conferencing equipment

Enhance your private meeting room with video conferencing equipment, featuring an all-in-one video bar and expert support.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Video conference room	1 Included (Additional available for €600/room/mo. +VAT)		
Bundle cost	€1,475/mo. +VAT	€2,300/mo. +VAT	€3,400/mo. +VAT
+ €500 one-time setup fee			

Full Floor

Technology Bundle



Our Full Floor Technology Bundle provides your employees with enhanced network performance, speed, security, and reliability to help get their work done. With connection more important than ever—we've added video conferencing options so your employees can make video calls with ease, Enterprise Direct Connect to make it seamless to create a connection to your company's network, and Firewall-as-a-service to complete your network stack with a dedicated firewall.

Substitutes available: On-site Co-location (2 RUs) can replace Firewall-as-a-Service if you choose to bring in your own firewall equipment

Full Floor Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

What's included

Dedicated bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

Private video conferencing equipment

Enhance your private meeting room with video conferencing equipment, featuring an all-in-one video bar and expert support.

Enterprise direct connect VPN

A connection to your company's network with enhanced security, supported by primary and backup circuits. No VPN client required.

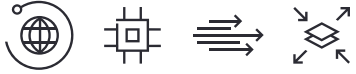
Firewall-as-a-service (FWaaS)

Realize the benefits of a dedicated firewall with 24/7 monitoring without the required CapEx, configuration, or ongoing management.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Video conference room	1 Included (Additional available for €600/room/mo. +VAT)		
Firewall-as-a-Service	1 Included (Additional available for €600/mo. +VAT) Higher throughput firewall available for €1,200/mo. +VAT		
Enterprise Direct Connect	1 Included (Additional available for €325/mo. +VAT)		
Bundle cost	€2,075/mo. +VAT	€2,900/mo. +VAT	€4,000/mo. +VAT
	+ €500 one-time setup fee +VAT		

All Access

Technology bundle



Distributing your workforce and corporate technology across multiple offices has never been easier. Our full-stack technology package provides your company with a high-performance network in WeWork buildings of your choosing. This provides your employees an enhanced and trusted connection to your company's network while taking advantage of the convenience and flexibility of WeWork All Access.

All Access Technology Bundle subject to availability in your building. WeWork's technology team will be in touch to confirm product availability.

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.

What's included

Dedicated Bandwidth

High-performance internet, exclusively for your employees, featuring enhanced security and speeds.

Public IP

Unique address reserved for your company to connect a device to the Internet, securely supporting VPN and remote access.

Private VLAN

Separate your employees' internet traffic from other members with a private and security-enhanced connection.

Private WiFi (SSID)

Branded, password-protected network exclusively for your employees.

Enterprise Direct Connect VPN

A connection to your company's network with enhanced security, supported by primary and backup circuits. No VPN client required.

Dedicated Bandwidth speed	100Mbps	200Mbps	400Mbps
Public IP, Private VLAN, SSID	Included		
Enterprise Direct Connect	1 Included (Additional available for €325/mo. +VAT)		
Bundle cost per location	€900/mo. +VAT	€1,500/mo. +VAT	€2,500/mo. +VAT
	+ €500 one-time setup fee +VAT		

SECTION

EVENTS & PRODUCTION

07

Events & Production

For pricing, please submit an enquiry form at [wework.com/events-contact-us](https://www.wework.com/events-contact-us) and one of our events specialists will be in touch. Spaces are subject to availability.



Description

Whether you are planning a conference, drinks reception, ticketed keynote, birthday, hybrid panel, product launch or team-offsite - WeWork is a great setting for any event.

From art-filled lounges, informal auditoriums and roof terraces with skyline views, our event spaces combine central city locations, designed spaces and quality production.

Add-On Services Upon Request

Included within your hire fee is use of your selected indoor or outdoor space. WeWork can also provide the following add-on services on request (additional costs may apply):

- Room set-up and end-of-event cleaning
- Additional security
- Cloakroom services
- Collaboration tools such as whiteboards, flipcharts
- Additional hours (may incur security charges)

*Product specification is subject to change based on availability, pricing and regional variances.

Taxes not included but will be charged on final invoice.



wework

Thank
you

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