EXHIBITOR TECHNICAL GUIDE

Dublin 2020

SETAC Europe 30th Annual Meeting
3–7 May 2020
INTRODUCTION

Thank you for joining us in Dublin! We are committed to work with you to ensure you get a rewarding experience for you, your company and your visitors.

This manual provides essential information regarding the exhibition in Dublin. We invite you to read this carefully and contact us in case you should have any questions (barbara.koelman@setac.org).

In this manual you will general information about the exhibition, information from the Convention Centre Dublin (CCD), from our official shipping company, Interflow and from the booth building company Total Expo.
VENUE

The Convention Centre Dublin (CCD)
Spencer Dock
North Wall Quay
D01 T1W6 Dublin – IRELAND

CCD is located at 15 minutes from Dublin Airport.

DATES AND EXHIBITION HOURS

Saturday 2 May  construction of exhibition booths

Sunday 3 May  07:30 – 12:00 - construction of booths
               12:00 – 17:00 – set-up by exhibitors
               17:00 – 18:00 – cleaning of pathways exhibition hall
               18:00 – 19:30 – no access to exhibition hall
               19:30 – 21:30 – Welcome Reception

Monday 4 May /
Tuesday 5 May /
Wednesday 6 May  08:30 – 18:15 – Exhibition open
                  10:05 – 10:45 – coffee break
                  12:25 – 13:55 – lunch
                  15:30 – 16:15 – coffee break
                  17:15 – 18:15 – poster social & networking

Thursday 7 May  08:30 – 15:00 – Exhibition open
                10:05 – 10:45 – coffee break
                12:25 – 15:00 – farewell lunch & closing session in
                                exhibition hall
                15:00 – 17:00 – teardown
# LIST OF EXHIBITORS

<table>
<thead>
<tr>
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<th>Company Name</th>
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<tbody>
<tr>
<td>1</td>
<td>Biotage AB, from Sweden</td>
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<td>2</td>
<td>LUKASIEWICZ - IPO Branch Pszczyna</td>
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<td>3</td>
<td>TSG Consulting</td>
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<td>TekenBio</td>
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<td>ECT Oekotoxikologie</td>
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<td>SynTech Research</td>
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<td>NC3Rs</td>
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<td>Union Biometrica, Inc.</td>
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<td>Ramboll</td>
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<td>10</td>
<td>Cambridge Environmental Assessments</td>
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<td>Bias Labs</td>
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<td>Compliance Services International</td>
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<td>Agilent</td>
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<td>AnaPath Services</td>
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<td>CEHTRA</td>
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<td>16</td>
<td>VIEWPOINT BEHAVIOR TECHNOLOGY</td>
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<td>IES Ltd</td>
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<td>Eurofins Agroscience Services</td>
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<td>Thermo Fisher</td>
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<td>Cefic-European Chemical Industry Council</td>
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<td>Norwegian Institute for Water Research (NIVA)</td>
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<td>Smithers</td>
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<td>European Chemicals Agency (ECHA)</td>
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<td>Bayer</td>
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<td>BioChem agrar GmbH</td>
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<td>Charles River</td>
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<td>Scymaris</td>
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<td>Mambo-Tox</td>
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<td>PerkinElmer</td>
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<td>Shimadzu Europa GmbH</td>
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<td>46</td>
<td>NCEC (part of Ricardo)</td>
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<td>47</td>
<td>i2LResearch Ltd</td>
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<td>Covance</td>
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<td>49</td>
<td>Laboratoire Watchfrog</td>
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<td>Greyhound Chromatography</td>
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<td>51</td>
<td>RIFCON</td>
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<td>52</td>
<td>Laboratoires des Pyrénées et des Landes</td>
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<td>Chemservice</td>
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<td>ToxRat</td>
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<td>Primacyt</td>
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<td>Anatune Ltd</td>
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<td>ERM</td>
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<td>63</td>
<td>Cambridge Isotope Laboratories</td>
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ACCOMMODATION

Congrex Switzerland is the official congress partner for hotel accommodation and is the only agency offering accommodation on behalf of SETAC Europe. To make a booking, please go to the meeting website: [https://dublin.setac.org/general-info/hotels/](https://dublin.setac.org/general-info/hotels/)

The official headquarter hotel is the Hilton Garden Inn which is located at walking distance from the congress centre. By booking a room through the official booking website you do not only benefit from the best available rates, you also help SETAC having reduced hotel room fees in the future.

Congrex will not contact you directly, unless there is a question about your existing reservation. Please be wary about booking hotels through other sources that contact you, as there is no guarantee you will have a room upon your arrival in Dublin.

COMPANY LOGO

Please send your company logo (if not already done) in high resolution to barbara.koelman@setac.org.

ADVERTISEMENT PROGRAMME BOOK

Please send your advertisement in the correct format to barbara.koelman@setac.org
Instructions and sizes for exhibitors

<table>
<thead>
<tr>
<th></th>
<th>Width</th>
<th>Height</th>
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<tbody>
<tr>
<td>Single booth</td>
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<tr>
<td>1/4 page - vertical</td>
<td>9.6 cm (3.78”)</td>
<td>13.6 cm (5.35”)</td>
</tr>
<tr>
<td>Double booth</td>
<td></td>
<td></td>
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<tr>
<td>1/2 page - horizontal</td>
<td>19.6 cm (7.72”)</td>
<td>13.6 cm (5.35”)</td>
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</tbody>
</table>

Ad Size
Ad size is the final dimension of the advertisement listed in the table above. To ensure the full visibility of every advertisement, we will keep distance between the ads. Therefore, the sizes are smaller as an ordinary A5 or A6 page.

Please submit your artwork as a press-quality PDF file, 300 dpi, fonts embedded.

Ad Size / Trim
Ad size or trim is the final dimension of the advertisement listed in the table above.

Bleed
Please add at least 5 mm bleed to your advertisement. To prevent an unwanted white border from showing at the edge of your ad, be sure to extend any background colours, design elements or pictures all the way to the bleed line.

Safe Area
The safe area are borders that are definitely inside the advertisements. Please remember to keep all important information like names, contact details and logos within that safe area - about 1 cm - to ensure that they are not cut off by the binding.

Images
Any image you plan to use should have approximately 300 dpi at 100% output size.

Any questions? Please contact rebecca.bundschuh@setac.org
REGISTRATION AND EXHIBITOR BADGES

With your booth you have one free FULL registration, giving access to the exhibition hall and the scientific sessions. You can buy up to 4 exhibitor passes for 250€ each. These exhibitor passes only give access to the exhibition hall (welcome reception, coffee breaks and lunches included).

You can register the free registration and the exhibitor passes through the following online registration system: https://www.setaceu.org/events/register.aspx?id=1322175&itemid=28dd2371-fc7a-4b88-be3c-38ebf367fd62

Deadline for registration: 1 April 2020

All free registrations and exhibitor passes can be collected at the “Exhibition Desk” in the registration area in Dublin upon arrival.
Included in the booth are:

- Shell scheme
- Signature
- Carpet
- Electricity
- 1 Table and 2 chairs

You will receive an e-mail with the exact wording for your booth signage. If you want to change this, please do so before 1 April 2020.
**ADDITIONAL FURNITURE / GRAPHICS / AV EQUIPMENT**

Additional furniture can be ordered through our booth building company Total Expo. You can find detailed information in part IV of this manual.

**SHIPPING MATERIAL TO AND FROM THE MEETING**

If you need to send any material to the congress centre, we strongly advise you to read all the attached documents from Interflow Logistics carefully. No goods can be sent directly to the congress centre.

Material needs to be shipped early to avoid express charges and late arrival fees. We advise you to use the advance warehouse for your shipments. All shipments need to be confirmed by e-mail to Interflow (see instructions in part III).

**CATERING**

The Welcome Reception on Sunday, morning and afternoon coffee breaks and lunches from Monday to Thursday are included in the participants’ fees. If you wish to order any additional catering for your booth you can do so directly with the congress centre (see Exhibitor Event Information – CCD). If you wish to order catering for business meetings or other events, please send an e-mail to barbara.koelman@setac.org.
SUSTAINABILITY – Environmental Quality at SETAC Events

“SETAC’s mission is to support and facilitate the development of principles and practices for the protection, enhancement and management of sustainable environmental quality and ecosystem integrity.”

With this in mind, we are convinced that not only we should strive towards organising sustainable events, but that SETAC, as organiser of large events, can play a role in having more sustainable products and initiatives in the meeting industry. Although the influence is sometimes limited, we think that every step is important.

We kindly ask you to follow our “green meeting” guidelines:

- Waste produced at the congress venue must be disposed of according to the waste management system.
- All materials used at the responsibility of the exhibitor (stand, roll-up, decoration, etc) are reusable and will be reused.
- No cans and only reusable bottles as give-aways.
- Decrease of give-aways at the booth and use of products without extra packaging.

CONTACT DETAILS

SETAC Europe
Avenue des Arts 53-54
1000 Brussels
Belgium

E-mail: barbara.koelman@setac.org
PART II

EXHIBITOR TECHNICAL GUIDE

INFORMATION FROM THE CONVENTION CENTRE DUBLIN
We look forward to welcoming you to The Convention Centre Dublin (The CCD). Our aim is to ensure you enjoy a pleasant experience while exhibiting here. The following document outlines our policies and procedures and includes other useful information about the venue to ensure the safety and convenience of all visitors. For example, we have a comprehensive environmental and waste management policy in place and we work hard to monitor and improve our recycling figures, which rank consistently above 95%.

**ACCESS**

Please visit the how to get here section of our website for information about access to The CCD at:  
https://www.theccd.ie/how-to-get-here

Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue leading to an underground basement car park with a height limit of 4.5m, 14’ 3”. The weight limit of the ramp is 12.5KN/m² with an axle load of 8.5 tonnes.

**Truck Lift**

Access to the exhibition halls is via a truck lift or van lift. As space is limited, once your vehicle loading or unloading is complete, you will be asked to move on to allow others to use the lifts. A separate entrance to the Forum Hall is also available on ground road level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door.

The Truck Lift can accommodate a trailer size of maximum 13,600mm long x 2500mm wide x 4000mm high or, 2 x vans of maximum 7345mm long x 2360mm wide x 3055mm high. The maximum dimensions of the Van Lift entrance and exit are 2900mm wide x 3200mm high. Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

**Van Lift**

The Van Lift can accommodate a vehicle of maximum 2360mm wide x 7345mm deep x 3055mm high. The maximum dimensions of the Van Lift entrance and exit are 2900mm wide x 3200mm high. Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

**East Access Door to Forum**

The dimensions of this door are 4560mm high by 5000mm wide. Please note, we do not accept exhibitor deliveries at our main entrance. Please be aware there is very little space to back an Artic Trailer into the Forum. For convenience, access to the East Road is controlled by our Security Traffic Marshals, who manage a strict loading and unloading time schedule.

**Loading Bay Doors into Halls**

Dimensions as follows for loading doors in the Forum and Liffey as follows:

**Forum:**

- **Door 1 (on front of the van lift):**  
  3225mm high & 3590mm wide  
- **Door 2 (on front of the truck lift):**  
  3225mm high & 3775mm wide

**Liffey:**

- 3225mm high & 3960mm wide

Where the exhibition organiser has supplied The CCD, contractors and exhibitors with specific load-in and load-out times, these times will be strictly implemented by the traffic marshals. Any vehicle arriving outside its allotted time will be asked to depart and return at their scheduled time. Similarly, during the exhibition breakdown, we will not permit access to any stand contractor for at least 1 hour after the closing time of the exhibition. This is to allow exhibitors sufficient time to break down and pack up their stand.

During build-up, vehicles requiring access to The CCD should be directed to the relevant goods entrance, where they should be unloaded as quickly as possible and then immediately removed from the loading area, and taken off site. Depending on the operational constraints of the event, a time allocation may be enforced in order to make space for other vehicles.
Passenger Lifts

There are also 2 smaller passenger lifts available, with a maximum of 1600Kg capacity in each, for transporting smaller boxes and handheld items only. We must be notified in advance of any requirement to transport goods to levels 4 & 5, as these levels are only accessible by passenger lifts in front of house areas and lift protection must be installed to facilitate this. We do not permit the transport of any items on our escalators without prior approval.

BABY CHANGING & FEEDING FACILITIES

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<tr>
<th>Floor</th>
<th>Location</th>
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<tbody>
<tr>
<td>Ground</td>
<td>Unisex West side</td>
</tr>
<tr>
<td>First</td>
<td>Unisex East side</td>
</tr>
<tr>
<td>Second</td>
<td>Unisex Middle of foyer</td>
</tr>
<tr>
<td>Fourth</td>
<td>Unisex East side</td>
</tr>
</tbody>
</table>

BALLOONS, AIRSHIPS & BLIMPS

The use of balloons, airships and blimps within the venue is strictly regulated. Please note that if you do wish to have balloons at your event, and if any balloons escape to the roof, there could be a cost in retrieving them.

BUSINESS CENTRE

We do not have a business centre. However, Snap Printing on Mayor Street, just five minutes’ walk from us, offers full printing and design services for printing documents or creating posters. Please ask your Event Manager for further details. CCD staff will also be on hand to give you directions.

CARPETS

There are red and green carpet tiles throughout the exhibition halls. Please note that all exhibitors and contractors should only use B3/A5 Exhibition Tape when fixing anything to carpets and ensure it is lifted and removed at the end of the show. Exhibitors who leave tape on the floor at the end of an event will be subject to a dilapidation charge of at least €15.00 per linear metre, depending on the amount of damage. Carpet tiles damaged as a result of stand materials or the building and removal of stands will be charged €45.00 per carpet tile. Please be aware that carpet brought in to furnish exhibition stands becomes waste after the exhibition and must be removed and disposed of by the stand contractor. Exhibitors wishing to build a space-only stand with secondary flooring must lay hardboard over the affected area of carpet before laying the secondary flooring.

CASH POINT

The nearest ATM is inside the Fresh convenience store on Mayor Street Lower. The next closest cash point is at the AIB Branch on Mayor Square. Both cash points are within five minutes’ walk of The CCD. Please ask our staff for directions.

ONLINE ORDERING

Our online ordering facility lists equipment, technical, cleaning, internet and hospitality available to hire for your event at: https://www.theccd.ie/visiting/online-ordering
Click on the online ordering tab and follow the directions on screen. Early bird online ordering service closes 15 working days before the first build day of the event. Online ordering closes 3 working days before the build for your event commences. Your exhibition organiser will be able to provide you with the event code for booking this service. Please have your credit card details, stand name and number to hand when ordering.

CCD HOSPITALITY (CATERING)

All food and beverage consumed on The CCD premises must be purchased through The Convention Centre Dublin Hospitality department. For a full menu, please contact CCD Hospitality (Samuel.Hunter@theccd.ie).

The Convention Centre Dublin does understand the need to provide samples of food and drink products when demonstrating and exhibition. The CCD’s approval is required in writing for such activities. If permission is granted, the exhibitor will be advised of rules and regulations which apply to providing food and of the facility fee incurred. Food sampling must be carried out in such a way that consumers do not touch food that other people will eat; cross-contamination cannot occur.

Representatives of The CCD’s Health & Safety team will monitor compliance with any relevant legislation.

Please note that samples should be no more than:

<table>
<thead>
<tr>
<th>Food Items</th>
<th>bite size/canapé size only</th>
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<tbody>
<tr>
<td>Wine</td>
<td>25ml</td>
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<tr>
<td>Beer/Cider/Larger/Alco pops</td>
<td>50ml</td>
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<tr>
<td>Spirits</td>
<td>5ml</td>
</tr>
<tr>
<td>Non-alcoholic drinks (juices, hot drinks etc)</td>
<td>50ml</td>
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</table>

Cooking on Stands

Any exhibitor wishing to do a cookery demonstration should notify your exhibition organiser, who will notify The CCD.

Stand Catering

For further information on the hospitality services available, please use our online ordering facility at www.theccd.ie

CHILDREN ON SITE

For Health & Safety and legal reasons, children, under the age of 16, are not allowed on site during an exhibition build or breakdown. This rule is strictly enforced by The CCD Security team.
CLEANING

General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. This service is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling. If it is the responsibility of each exhibitor to ensure their stand is clean and tidy. We are not responsible for cleaning exhibits, unless pre-ordered, at a cost of €5 plus VAT per square meter. The individual exhibitor can order this via our online ordering facility at www.theccd.ie Please be aware that, with the exception of recyclable paper, cardboard and food and beverage packaging materials (except polystyrene), all exhibitors are required to dispose of their own rubbish. This includes wooden pallets, unwanted stand building materials, unwanted carpet and associated flooring materials. Costs for proper disposal will be re-charged where materials are left behind. If you need to dispose of a lot of materials at the end of the exhibition, or your waste is of a medical nature, please contact your Event Manager and a skip or appropriate safe disposal can be arranged by quotation.

COMPLEX STRUCTURES & HEIGHT LIMIT OF STANDS

If a stand is not constructed from shell scheme, it is the responsibility of the stand designer to submit plans to the venue for approval.

Submission Procedures

Permission to build any complex structure will not be given until the Event or Technical Production Manager has received two copies of the following:

1. Detailed, scaled drawings showing:
   - Plan view of each storey of the stand
   - Sections through each storey of the stand
   - Elevations, including full steelwork and staircase details
   - Width position of gangways within the stand
   - Floor and/or floor loadings
   - Specifications of materials used
2. Structural calculations
3. Risk Assessment (to include fire hazards) and method statement

Complex Structures

If the structure is deemed to be a complex structure by The CCD, they will appoint an independent structural engineer who will confirm the design is safe for its purpose and issue a design certificate to Dublin City Council. A construction certificate will also need to be completed and submitted by the independent structural engineer to Dublin City Council. Once the structure has been built.

If any complex structure is modified after submission of the above information, plans must be re-submitted to the venue with details of all modifications, so this can be approved by the independent structural engineer and submitted to Dublin City Council. Final submissions must be received 6 weeks before exhibition build commences.

Please note, there is a cost to engage the independent structural engineer and payment is made on submission. Please contact the Event or Technical Production Manager for more information.

Examples of Complex Structures:

- Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor)
- Any structure regardless of its height which requires structural calculations
- Any part of a stand or exhibit which exceeds 4 metres
- Multi-storey stands
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer, unless you are using the Venue in-house staging
- Temporary raised or tiered seating
- A stand requiring foundations
- Sound/lighting towers

Onsite Management

All construction must be monitored during build up by the organisers appointed Health and Safety Representative. Structures which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information and certification has been received.

The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

COMPRESSED GASES

1. Details of any proposed use of compressed gas must be submitted to the venue no later than 30 days prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.
2. No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.
4. Suitable warning notices shall be provided where appropriate, drawing attention to the flammable nature of the materials.
5. Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand.
6. All such materials in excess of the requirements for one day’s exhibition shall be stored away from the stand in a properly constructed flammable materials store.
7. All connections must be made by a Registered Gas Installer with RGII in conformance with Irish Installation Standards (I.S. 813 or I.S. 820).
8. Cylinders and other vessels shall not be connected or disconnected during the time that an exhibition is open to visitors.
9. Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349: 1973, ‘Identification of Contents of Industrial Gas Cylinders’.
10. Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.
11. Where such vessels are used, a certificate in respect of a recent pressure test of each vessel shall be available for inspection.

**DAMAGE & LOSS**

The CCD and exhibition organisers accept no responsibility for damage or loss of materials introduced into the venue by exhibitors and/or their contractors. You should take every step to ensure the security of your stand and the items contained within, with the recommendation that insurance be undertaken where applicable.

**DELIVERIES & COLLECTIONS**

Deliveries and collections may only be made during contracted exhibition tenancy times and, where applicable, the exhibition organiser should provide us with a delivery schedule no later than 5 working days before the exhibition is due to commence build. Due to limited storage space, deliveries arriving outside tenancy will be turned away and asked to return at the appropriate time. The CCD and the exhibition organiser will not be responsible for accepting deliveries on an exhibitor’s behalf. Please ensure a stand representative is available to receive and sign for each on-site delivery. When arranging deliveries to us, as well as the venue address, please ensure the delivery is marked up as follows:

- name of event
- event dates
- hall name
- stand number and exhibitor’s name
- on-site contact name and phone number

Exhibitors should provide sufficient staff, and where possible, bring goods trolleys to move goods from their vehicles to stands. During the show, we will not permit exhibition materials to be stored on or behind exhibition stands. Materials must be placed in exhibition storage areas, if provided. Arrangements must be made for the collection of goods before the final close of the exhibition. Unaccompanied goods must not be left for collection in the exhibition hall. We will not be responsible for materials left behind following an exhibition and reserve the right to dispose of materials after one week.

We cannot accept any large deliveries through the front of the building instead handheld box-sized deliveries only will be accepted through this entrance/exit. In addition, nothing can be transported via the escalators without prior approval and anything positioned on Level 4 and 5 Foyers will require lift protection in our Front of House lifts, as this is the only access to those areas for set up.

**DEMONSTRATIONS ON STANDS**

Please contact the exhibition organiser as soon as possible or at least 14 days before the exhibition if you wish to hold a live demonstration on your stand. This includes loud electrical appliances or displays requiring the use of heat, naked lights, lamps or gas.

**DILAPIDATIONS**

A pre-event dilapidation inspection will take place before the exhibition build commences. This will identify any damage to the exhibition hall already in place. The hall will be monitored during build up, open dates and break down. It is important to note that you will be charged for making any damage to the hall or stand area, including the floor, caused by your staff or contractors. Tape used to secure flooring must be removed at the end of the exhibition. All stands must be entirely self-supporting; under no circumstances should anything be attached to the fabric of the venue. Nails and screws must not be used in the floors or the walls of the venue, nor must anything be attached to roof bars or trusses. Once the exhibition breakdown is complete, a final dilapidation inspection will take place. Please note that items stuck to the fabrication of the building in any area will not be tolerated and will be removed immediately.

All fixings or attachments to, or penetration of, the fabric, structure or floors on The CCD’s premises shall be carried out by The CCD appointed staff at the expense of the exhibitor requiring the service. In order to enquire about this service please contact your appointed Event Manager.

**DISABLED ACCESS**

We ensure disabled visitors are given the same opportunities as able-bodied visitors. Exhibitors should also make sure their stands allow unrestricted access to disabled visitors. We welcome assistance dogs when aiding visually or hearing impaired visitors. Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand.

**EXHIBITION OPEN AND CLOSE TIMES**

Exhibitors must ensure their stand is ready for display 60 minutes before the pre-determined open time on the first day of the event. This allows a final inspection of the exhibition by CCD Management and the Exhibition Organiser. Any stand not ready at this time will be asked to stop construction until it is deemed safe for stand building to continue. Exhibition stands must not be dismantled until after the published close time on the final day of the exhibition. Likewise, stand build contractors will not be granted access to the exhibition hall during open times.
EVACUATION PROCEDURES

If it is necessary to evacuate the building, you will hear a public address evacuation announcement. In the event of evacuation, please follow directions from our Hosts in grey/purple themed uniforms and Fire Marshals in hi-vis jackets. You will be directed to the assembly point. Please take extra care when crossing the road and use the pedestrian crossing where possible. More information is available in the Exhibitor Safety Handout.

FABRICS

Please ensure all furniture & fabrics have relevant fireproofing solutions and comply with the Code of Practice legislation for Fire Safety of Furnishings & Fittings in Large Places of Assembly. If necessary, additional controls, such as fire extinguishers, will be required on site during the exhibition. It is the exhibitor’s responsibility to provide this equipment.

All materials used in the construction of stands, features and displays, including signs and fascias shall be:

• Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
• Water based, where applicable, e.g. adhesives and paint.

FIRE EXtinguishERS

The CCD will provide an appropriate level of fire extinguishers to cover the building and catering points within your event. If there is an additional requirement for firefighting equipment on your stand, as identified in your fire risk assessment, e.g. cooking demonstrations on stands, it is the exhibitor’s responsibility to provide same.

FLOOR LOADS

Full details of floor loadings in each hall and foyer are available on request. As a guide, weight loads for main spaces are:

• Forum Exhibition Hall - 12.5kN/m².
• Liffey Exhibition Hall - 14.5kN/m².
• Auditorium Stage - 7.5kN/m².

This does not take into account foyers or ancillary spaces.

FORKLIFT SERVICE

Please contact your exhibition organiser directly if you require a forklift service. A forklift or both forklift and driver can be hired from us, with prices on application. Where the forklift is hired without a CCD driver, the hirer must provide evidence that their driver has the necessary competency certificate before the forklift is released for hire. The hirer must also provide a “spotter” to work alongside the forklift driver at all times.

FURNITURE/FLORAL

Please use our online ordering facility at www.theccd.ie for any equipment, furniture and floral requirements. If you cannot find the item you would like to hire on the online pricelist, please contact us at onlineorders@theccd.ie

GANgWAYS & AISLES

Under no circumstances should exhibition stands, materials or furniture encroach into the aisles and gangways. These aisles are pre-determined and act as a means of escape in the event of an emergency.

Fire exits should be kept free of obstruction at all times including build up and breakdown. This includes vehicle entry doors, main entrances to the exhibition halls, foyer exits, and conference room exits.

HEALTH & SAFETY

When in The CCD, all exhibitors and their contractors must comply with the Safety, Health and Welfare at Work Act 2005, all other relevant legislation and our Health & Safety Policies and Procedures.

It is the responsibility of The CCD to ensure the following actions are brought to the exhibitors and contractors attention. This includes but is not limited to:

• The need to maintain emergency exits and keep gangways clear (through build, open and breakdown).
• Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building.
• Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
• Ladders, mobile scaffold towers and cherry pickers must be used in a safe manner, using suitable equipment in the approved way, e.g. safety harness to be worn when operating MEWP’s.
• The consumption of alcohol is not permitted on the exhibition floor during the build and breakdown periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
• Borrowing tools, ladders, forklifts or cherry pickers from The CCD is not permitted.
• All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. All such equipment must have up to date evidence of PAT testing. Trailing power leads must be kept to a minimum and not across gangways. Petrol and diesel powered equipment must not be used within the venue.
• Exhibitors of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods. **Please be aware that the wearing of hard hats will only be required in defined hard hat areas.** This requirement will be clearly displayed at various access points in and around the Venue and will be strictly enforced.

For further assistance with the completion of Safety Statements and Risk Assessments, please visit: [https://www.hsa.ie/eng/](https://www.hsa.ie/eng/)

**INTERNET & WI-FI ACCESS**

If you require cabled internet access to your stand, please use our online ordering facility at [www.theccd.ie](http://www.theccd.ie). All internet and Wi-Fi orders close 15 working days before the first build day of the event. There is a free Wi-Fi service for delegate use in the foyer spaces in the building, however this is unsuitable for exhibitor use.

**LOST PROPERTY**

Lost property should be handed to our Hosts or our Security Team.

**MEDICAL EMERGENCIES/MEDICAL ASSISTANCE**

If you require First Aid Assistance please contact a member of The CCD Team or The CCD Security Team who will dispatch a qualified Occupational First Aider to deal with the incident.

Emergency Services can be contacted on 999 or 112. Additionally there are a number of medical centres in close proximity to The CCD.

**Custom House Square Medical Centre**

2 Gandon House
Mayor Street Lower
International Financial Services Centre
Dublin 1

Tel: +353-1-8290902 - Appointments
Fax: +353-1-8290906
[http://www.custommedical.ie/](http://www.custommedical.ie/)

Opening Hours:
Monday to Friday: 7.00 am - 7.00 pm.
Saturday: 10.00 am - 2.00 pm.

The practice remains closed on Bank Holiday Saturday and Monday. In case of emergency outside our working hours please contact D-DOC clinic on 1850-224477.

**Hanover Medical**

1 Forbes Street, Sir John Rogerson's Quay, Dublin 2.
T: (01) 678 6086
F: (01) 670 6020
[http://www.hanovermedical.ie/](http://www.hanovermedical.ie/)

Opening Hours:
Monday to Thursday: 8am - 7pm
Friday: 8am - 3pm

**MICROPHONES**

Microphone usage is only permitted with the prior approval of the exhibition organiser and should not disturb other exhibitors. The CCD reserve the right to test the noise levels if it believes there is a need to and, to terminate the activity if necessary.

**MUSIC**

Please refer to the Irish Music Rights Organisation website regarding the playing of music in a public domain and associated copyright legislation [www.imro.ie](http://www.imro.ie). Playing music on stands is only permitted with the prior approval of the exhibition organiser and should not disturb other exhibitors. The CCD reserve the right to test the noise levels if it believes there is a need to and, to terminate the activity if necessary.

**PARKING (CARS, SMALL VANS, MOTORCYCLES)**

There are 321 low-ceiling underground public car parking spaces on The CCD site; spaces can be reserved directly with the operators Euro Car Parks by telephone on +353 1 8761763 or email ccd@eurocarparks.ie. If the public car park below The CCD is full, the nearest car park is located at the National College of Ireland, approximately two minutes’ drive away and the Irish Financial Services Centre (IFSC) is about five minutes’ drive away. These car parks offer 400 additional spaces in total.

The Convention Centre Car Park

Opening times:
Monday to Sunday: 7.00am to Midnight

**Rates**

<table>
<thead>
<tr>
<th>Hourly rate</th>
<th>€3.50</th>
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</thead>
<tbody>
<tr>
<td>Daily Rate</td>
<td>€25.00</td>
</tr>
<tr>
<td>Evening Rate</td>
<td>€12.00 – valid from 6.00PM to close</td>
</tr>
</tbody>
</table>

Note: Pre-booking Group Discount rates available.

**Group Discounts**

**Day Rates:**

- For a booking of 10 cars or more maximum of €12 per day
- For a booking of 20 cars or more maximum of €10 per day
- For a booking of 40 cars or more maximum of €8 per day

**Evening Rates:**

- For a booking of 10 cars or more maximum of €8 per day
- For a booking of 20 cars or more maximum of €7 per day
- For a booking of 40 cars or more maximum of €5 per day
Access

• On Guild Street (coming from Samuel Becket Bridge) take the first right turn and then right turn down the ramp to the car park under the Convention Centre building.

• Along North Wall Quay past the front of the Convention Centre and take the next Left Turn, take the next left and then left turn down the ramp to the car park.

Contact Details

Please contact Euro Car Parks for further information in relation to parking for events.
Tel: 01 8761763
E-mail: ccd@eurocarparks.ie

Types of Payments accepted

• Cash
• Credit Card, Visa or MasterCard

Process for Lost / Damaged Tickets

• The customer should to the automatic pay station located in each of the car park lobbies
• They should press the help button for assistance
• The operator will then assist them

Pending the set up of Remote Monitoring a Euro Car Park Attendant will be available to assist customers.

What is the process around change not been given out?
In the event that the a client has an issue the car park attendant will be available in the car park to assist

Is the car park manned at all times?
Pending the set up of Remote Monitoring the car park will be manned while the car park is open.
In an emergency who should be contacted.

The following is the list of contact numbers in the event of an emergency.

24 Hour Call Centre 01 8908320
Car Park Manager Ciprian Gudea 086 252 6431
ccd@eurocarparks.ie

PARKING (HGVs, LONG WHEEL-BASE, TRANSITS, SPRINTERS)

On-site parking is limited for HGVs, long wheel-base, transits and sprinters. In order to maintain a free flow of access into and out of the service bays and the East Access Road, HGVs etc. arriving on site will be subjected to the pre-determined timeframe for unloading and re-loading. All times will have been agreed and communicated beforehand by the Exhibition Organiser.

Vehicles will be directed to the Tedcastles car park on North Wall Quay, where they will be met by a member of our Security Team. Once at the Tedcastles site, the driver will be logged, given an access permit and informed of the approximate waiting time. Once their pre-determined slot is available, they will then be asked to proceed to The CCD for un-loading or loading. Our Security Team operating on site remains in constant dialogue with the officers at the Tedcastles site and control and maintain the access to and from The CCD. Any contractor operating outside of their allotted time slot will be asked to move their vehicle. There is a public waiting area located in the Topaz Service Station, close to Dublin Port, on Promenade Road, which is perfect for HGVs and long wheel-base vehicles. Please also note the HGV 5-axle ban in force throughout Dublin City Centre, by checking the Restriction Zone Map on the www.hgv.ie website to plan your access point and route beforehand.

DIRECTIONS TO THE CCD

By Air:
Dublin Airport is Ireland’s busiest airport, with over 75 airlines flying to over 179 destinations, including direct scheduled daily flights from North America, mainland Europe, Britain and the Emirates. It’s new passenger terminal, Terminal Two, which opened in November 2010, increased the annual passenger capacity to over 35 million.

The airport is conveniently located 10km north of Dublin city centre, with excellent roads links to The CCD, only 20 minutes away via the Port Tunnel, which brings visitors directly into the Spencer Dock area. Bus and car hire services are also available at the airport for your journey to The CCD.

By Bike:
Dublin Bikes are a perfect way to get around the city, while minimising your effect on the local environment. There are 40 Dublin Bikes stations distributed throughout the city centre to enable easy access and optimal use. Located in close proximity to each other, every station has a minimum of 15 stands in place.

There are two stations located in the Docklands area beside The CCD:

• Custom House Quay - Northside beside the Sean O’Casey Bridge
• Pearse Street - Southside near Pearse Street Train Station
By Car:
The CCD is easily accessible by road, given its city centre location and proximity to Ireland’s motorway network. It is only minutes from the Dublin Port Tunnel with connections to the upgraded M50 motorway and Dublin Airport. It is also next to the new Samuel Beckett Bridge which spans the River Liffey, aiding access between the North and South of the city.
The CCD has its own underground car park, and there are 1,600 spaces nearby in local car parks, as well as considerable on street ‘pay and display’ parking on North Wall Quay and adjoining roads.

SAT Navigation
If you are using a satellite navigation system, please enter the coordinates
N 53 20 51.5
W 6 14 24.6
Loc8 Code
Our Loc8 Code is NN6-16-S23
Traffic Information
AA Roadwatch provides regular updates on traffic and weather conditions on major routes throughout Ireland. You can also plan your journey with AA Routeplanner.

Dublin City Council runs LiveDrive 103.2FM Radio, which gives live traffic updates from around the city during peak drive time Monday to Friday (except bank holidays). Tune in on weekdays mornings from 07.00 to 10.00 and weekday evenings from 16.00 to 19.00 hours.

By Rail:
The CCD is less than 15 minutes from Dublin’s two mainline railway stations (Connolly and Heuston) which serve all the major towns and cities in Ireland.
Irish Rail is the state-owned company responsible for operating rail services in Ireland, providing rail links between Ireland’s main towns and cities. The Dart and The Luas are light rail networks which provide transport within the Dublin City and Suburban areas.

DART
The DART (Dublin Area Rapid Transit) is the rail line running along the coast of Dublin, from Malahide and Howth southwards as far as Greystones, Co Wicklow. You can connect to the regular train service for communities north of Dublin, right up to Belfast. Pearse Street and Tara Street stations are both located about ten minutes walk from The CCD.

LUAS
The Luas Red Line runs directly behind The CCD, conveniently linking to downtown Dublin and to Connolly and Heuston rail stations. Stops are provided at George’s Dock, Mayor Square and Spencer Dock.

By Sea:
Dublin Port is only ten minutes from The CCD, and has frequent ferry services to the UK and mainland Europe for both passengers and freight. Its close proximity and direct road links to The CCD make it the perfect location for bringing in goods for use on your event.

Public Transport:

Dublin Bus
Dublin Bus offers a high frequency, accessible and easy to use service from all over Dublin City Centre and the surrounding area. These services include city bus services, Railink, School link, Airlink, Nitelink and DART feeder buses. Dublin Bus also operates day tours and is obliged to provide services to people with disabilities.

Taxis
Increased availability of taxis in Dublin means that it’s easy to travel to and from Dublin city, day or night. There are now nearly 12,000 taxis available in Dublin city. Fares are regulated and tips are at your own discretion.

POWER
All stand power requirements should be confirmed to the exhibition organiser 4 weeks before the exhibition build date. When placing your order please confirm any requirements for a 24-hour power supply. All on site additional power requests must be made through the exhibition stand power contractor. Additional power cannot be provided once the stand has been built.

PUBLIC ADDRESS SYSTEM
Please be aware that announcements will be made throughout the build and breakdown process to inform exhibitors and contractors of key information regarding inspections and opening times etc. Unfortunately, this public address system is not available to exhibitors.

RIGGING
There is an extensive range of hanging products available, which can enhance your event from banners, lighting rigs, support structures to tall stands. Please use our online ordering facility at www.theccd.ie to order any rigging required.

SECURITY
We will provide stewarding throughout the exhibition halls on event open days. However, each exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please contact us if you wish to arrange additional security cover for your stand. In the unlikely event of theft, please report the incident to exhibition organisers immediately.

SMOKING & ALCOHOL
In accordance with the Public Health (Tobacco) Act, 2002, it is an offence to smoke in any enclosed workplace in Ireland. If exhibitors or contractors wish to smoke they may do so outside the venue in designated venue smoking areas. Any contractor suspected of being under the influence of alcohol, during build or breakdown periods, will be asked to cease working on site for safety reasons.
STORAGE
We do not provide storage facilities for exhibitors. Storing of packaging and literature to the side or behind stands is forbidden as it creates a fire risk. We advise that, where feasible, storage areas are built into exhibition stands.

TROLLEYS
Exhibitors should bring trolleys to transport goods from their vehicles to stands. The CCD will not provide these on site.

VEHICLE DISPLAYS
We have strict regulations concerning the display of motor vehicles on exhibition stands. Please contact us if you wish to display a vehicle.

WATER SUPPLY
The CCD does not offer water or waste supplies directly to exhibition stands.
Important information for organisers and exhibitors

Fire // Security // Traffic

Your responsibilities
It is of utmost importance that you and your staff are aware of security and fire procedures. You should nominate a sufficient number of staff to ensure the observance of procedures at all times.

Checking your area
It is important to make constant checks of your stand to ensure that no unidentifiable packages, cases, or bags have been deposited. Nominate a person to check at regular intervals, and if suspicions arise, do not touch the article but call the Security Control Room (Internal 4999, external (01) 8184999).

In the event of an evacuation, and when leaving your area each night, please ensure that:

- appliances are switched off, and
- the area is checked for other potentially dangerous items

Evacuation
In the event the building is to be evacuated, the following message will be communicated over the voice activation system. Strobe lights will also activate.

Ladies and Gentlemen. Please may I have your attention. An incident has been reported in the Building. Please leave the building immediately, by the nearest exit. Do not use the lifts.

On hearing this message or seeing the strobe lights, all occupants must proceed without delay to the nearest exit. In no circumstances should occupants return to collect personal belongings.

All occupants must adhere to any instructions given by The CCD Security personnel, The CCD Hosts and the designated Fire Marshals, who will be recognisable as they will be wearing high visibility vests.

Assembly Point
The Assembly Point is located on the quayside across the road from the front of the venue. Please take extra care when crossing the road and use the pedestrian crossing where possible.

It is the responsibility of the Event Organiser to account for all contractors and employees present at the event and report to the Assembly Point Marshall. The Event Organiser will have a registered list of attendees and/or delegates available, if requested by Dublin City Fire Brigade.

Return to the Venue
N.B. Once the building evacuation has commenced, no one should attempt to re-enter the building; until the Dublin City Council Fire Brigade or the CCD Security Control Room have given direction on when it is safe to do so.

Medical Emergencies
In cases of medical emergency call Security Control Room (Internal 4999, external (01) 8184999) giving the exact location of the casualty and details of injuries sustained. Alternatively, speak to a member of The CCD staff who will contact the Security Control Room. Security Control will then arrange for all necessary assistance.

Fire procedures
An intelligent fire alarm system and audible sounders protect The CCD. There are portable fire extinguishers, fire hoses and a sprinkler system throughout. In the event of discovering a fire in your vicinity please follow this procedure:-

- Raise the alarm by breaking the glass in the fire alarm call point
- Inform the Security Control Room on an internal telephone by calling 4999 giving location and nature of the fire
- Tackle the fire only if it is safe to do so and if you have the appropriate training. Do not put yourself in any danger
- Report to the assembly point on the quays, riverside, across the road from the CCD

Note:-
Lifts must not be used. Do not attempt to obtain personal belongings from cloakrooms or other areas.

Security
Please remember to be vigilant throughout your event to ensure the safety of your property. If items cannot be watched then it is important that they are properly secured.
PART III

INFORMATION FROM INTERFLOW LOGISTICS
SHOW CONTACTS

Your contacts for events at The Convention Centre Dublin are Vivian and Anderson. They will be happy to assist you with any questions you have regarding shipping. We strongly recommend that anyone wishing to ship items from outside the EU (European Union) read these instructions thoroughly and contact us in advance to discuss the best method of shipping.

1. vivian.brodigan@interflow.ie   Tel: +353 (0) 877643970
2. anderson.marisa@interflow.ie  Tel: +353 (0) 872388185
3. ops@interflow.ie              Tel: +353 (0) 1 6853845

Please submit order form [https://www.interflow.ie/freight-order-form/](https://www.interflow.ie/freight-order-form/) to make your booking.
DELIVERIES TO THE CCD

Forklift services, offloading and empty case storage must be arranged through the official appointed freight forwarder - Interflow Logistics. No other agent / exhibitors or stand builders can operate / drive their own forklift or similar onsite mechanical lifting equipment at the show site. Please note the forklift must be booked in advance. To speed up the unloading and reloading process, all vehicles over 3.5 ton such as 7.5 ton, 18 ton and 13.6m vehicles or any shipping containers will have to be handled by Interflow Logistics and the official tariff charges will apply. Please ensure all items loaded are palletised or crated for unloading / reloading. There is limited space within The CCD for vehicles, so we request that only full truck loads are sent directly to the venue. All direct deliveries/collections made during the official tenancy period must request a timeslot in advance. EXHIBITORS CHOOSING OUR DOOR TO DOOR, VIA WAREHOUSE OR AIR/SEA SERVICES DO NOT NEED TO REQUEST A TIME SLOT.

Smaller “groupage” shipments should be sent to the advance warehouse, already Customs cleared no later than 3 working days prior to date required on stand. We will transfer the goods to the venue and deliver them to your stand during the official move-in period. You are not required to be present during delivery if you choose this option.

For any International exhibitors wishing to send goods by air or sea we can arrange a full door to door service through our overseas partners. Please contact us for their details. Alternatively, we can arrange customs clearance (if required) and transport from Dublin airport or port to our advance warehouse. If you are using this service, then please pass a copy of these shipping instructions to your freight forwarder.

Any participants sending goods from outside the EU, should ensure their freight forwarder/courier can customs clear the goods into Ireland. Any shipments that get stuck in Irish Customs, that require our assistance may be delayed and will be charged accordingly.

SHIPMENTS VIA WAREHOUSE

Consignee:
Interflow Logistics Ltd
Airfreight Office
Blakes Cross, Lusk
Co. Dublin, K45 WY42
Ireland
Warehouse contact:
Interflow Logistics Ltd.
Phone +353 877643970 / Vivian Brodigan
Name of event:
Name of exhibitor: ......... Stand number: .................

SHIPMENTS VIA AIRFREIGHT

Consignee:
Interflow Logistics Ltd
Airfreight Office
Blakes Cross, Lusk
Co. Dublin, K45 WY42
Ireland

Notify party:
Interflow Logistics Ltd.
Phone: +353 (0) 1 870 2884 / Name: Alan Doolan
Name of event:
Name of exhibitor: ......... Stand number: .................

* when sent by airfreight send on direct awb to avoid 3rd party costs *
*** Please ensure that each item is clearly labelled with your company name, hall and stand number. As per attached label sample. 

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned “Freight Prepaid”. A 5% outlay commission will be imposed on all “Freight Collect” consignments.

COURIER SHIPMENTS

Courier companies – such as TNT, UPS, FedEx and DHL – cannot clear customs in Ireland without an EORI number. It can take 2-3 days to custom clear exhibition shipments. Additional clearance charges will apply. Also please note couriers do not deliver the goods to your stand. We strongly discourage non-EU exhibitors from using courier companies for exhibitions. Please contact Interflow directly for further guidance.
EMPTY CASE STORAGE

For public safety and security of exhibits the first 2 hours of the dismantle period will be dedicated to the return of the empty crates and tools by Interflow Logistics. During this period no other cargo, crates or equipment will be allowed inside the halls. If you need empty case storage please contact Interflow. An economy and priority empty case storage service is available. Priority storage will return to your stand within 1 hour of the official breakdown period. In most instances, a representative will call by your stand and discuss your requirements for storage. If, for any reason, no one visits you during the build-up period please do not assume that empty cases, cartons or pallets will be taken away automatically. Please visit our service desk, call one of our on-site representatives for empty case storage labels.

LOCAL AGENTS

Interflow Logistics Ltd. has a global network of partners and freight agents to assist the exhibitors with Shipping to and from the event. The agent’s contact details are available upon request and we strongly recommend that you use one of these specialised agents. They will be able to assist you with all shipping queries & quotations.

Exhibitors / contractors using their own shipping company must ensure a pre-advice detailing all the necessary information is sent to us in advance of the goods arriving. This will ensure speedy customs clearance and avoid high storage charges being incurred by airlines and shipping lines.

CUSTOMS CLEARANCE

Please pay attention to the following points to accurately complete your invoice as per Customs requirements:

- Customs codes – Please make sure that your invoice has HTC numbers to identify the exact merchandise you are sending
- Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry
- Serial numbers – Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
 Quantity – Please list the quantity of each item
 Weight – Please list the weight and the content of each package
 Values – Use values that represent fair market value to avoid a possible value adjustment by the Customs. Each invoice will have to show the following sentence “The value shown is true, real and is according to the market value”.
 Origin of the goods – Please indicate the TW: “Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show”
 Literature and give-aways – Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally, such items are subject to import duties

INTERFLOW cannot make Customs entry on shipments where invoices indicate general descriptions such as “Exhibition goods” or “Stand-fitting materials” or “give-aways”. Nor can INTERFLOW make entry on invoices that indicate lump sum value only. In these instances, entry will be delayed until detailed invoices are received from the shipper.

**DOCUMENTATION**

- 1 copy of Commercial Invoice & Packing List
- 1 copy of Original B/L / AWB
- 1 copy of Insurance Policy (if insured)
- 1 copy of container / consolidation manifest

**FREIGHT ARRIVAL DATES AT TERMINAL AND WAREHOUSE**

<table>
<thead>
<tr>
<th>port/airport/terminal</th>
<th>goods must be received by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean Freight FCL DUBLIN</td>
<td>7 working days before requested delivery date</td>
</tr>
<tr>
<td>Ocean Freight LCL DUBLIN</td>
<td>12 working days before requested delivery date</td>
</tr>
<tr>
<td>Airfreight DUBLIN (DUB)</td>
<td>3 working days before requested delivery date</td>
</tr>
<tr>
<td>Truck DUBLIN warehouse</td>
<td>2 working days before requested delivery date</td>
</tr>
<tr>
<td>Truck direct deliveries DUBLIN</td>
<td>As per move in/out dates</td>
</tr>
</tbody>
</table>

For cargo arriving beyond deadlines, an additional 25% handling surcharge will be added to cover the additional costs. INTERFLOW will make all reasonable efforts to ensure the delivery before the
show opens; however, no guarantees can be given. The surcharge will apply regardless of the delivery date to the show site.

**CASE MARKINGS**

For easy identification, all packages must be marked as follows:

<table>
<thead>
<tr>
<th>Name of Exhibitor</th>
<th>Stand Number</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Case 1 of 3, 2 of 3 etc.</th>
<th>Gross/Net Weight</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

**PACKING**

We advise strong, bolted, wooden crates or cases for exhibits and displays. Furthermore, we recommend “pallet size” cartons for all loose materials and that the pallet is sealed with plastic wrapping film. Heavy equipment must be placed on skids and provided with lifting or hoisting resources (hoist bolts, skids which can be handled by forklifts etc).

All wooden packaging coming from outside the EU must conform to current regulations – the following information must be marked or stamped on the consignment:

- ISPM15 Logo
- ISO Country Code
- Licence number assigned to the company that performed the fumigation
- Fumigation method (HT or MB treatment used)

**ON SITE HANDLING**

For all orders for onsite services, we must have the following details before any work is carried out:

- Dimensions and Total gross weight
- Weight of the heaviest piece
• Type of equipment / manpower required (crane, fork truck, labour etc)

Please contact us via the methods stated on https://www.interflow.ie/freight-order-form/ to make your booking

**EMPTY CASE STORAGE**

Empty cases will be removed from your stand before the event begins, placed in secure storage and returned to your stand during the dismantling period.

**INSURANCE**

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

Interflow Logistics Ltd can insure your goods for you but this is on a request basis.

**OFFICIAL CCD HANDLING TARIFF 2020**

1 – **DIRECT DELIVERY FROM TRUCK TO BOOTH EACH WAY** :

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Load under 7 LDMS</td>
<td>560,00 €</td>
</tr>
<tr>
<td>Full Load over 7 LDMS</td>
<td>860,00 €</td>
</tr>
<tr>
<td>1 cbm=250kg for road freight. 1LDM = 4 cbm</td>
<td></td>
</tr>
</tbody>
</table>

2 - **ADVANCE WAREHOUSE UP TO BOOTH EACH WAY:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offloading, intermediate storage and delivery to booth per cbm</td>
<td>65,00 €</td>
</tr>
<tr>
<td>(Min 3 cbm). 1 cbm=250kg for road freight</td>
<td></td>
</tr>
</tbody>
</table>

2.1) **SMALL COURIER SHIPMENTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small shipments less 40 Kgs per shipment.</td>
<td>120,00 €</td>
</tr>
</tbody>
</table>
Shipments over 40 kgs/0.12m³ will be billed as per point 2.

3 - EMPTY CASE STORAGE
Collection, storage and re-delivery of empties per cbm 65,00 €
* Minimum 3 cbm

4 - AIR FREIGHT HANDLING
From free arrival DUB AIRPORT up to Interflow warehouse per kg 0.70 €
Chargeable weight minimum. 180 € per shipment
Including Terminal Handling Charges
(Excluding airline / storage charges, agent fees)
Airport Facility Service Fee 45,00 €

Delivery to CCD per cbm (min 2 cbm) 65,00 €
* Any transfer charges or storage to pay at the airfreight company on arrival at Airport. cost.

5 – RENTAL OF LABOURS (FOR WORKS ON STAND ONLY)
Hand lift (min. 4 hours) per hour: 45,00 €

6 – CUSTOMS FORMALITIES
6.1 - Customs clearance
Import or export per entry: 140,00 €

6.2 - Customs bond fee.
3.0 % of CIF value. min charge per entry (non-refundable) 75,00 €

6.3 – Importer of record
Use of Interflow importer of record tax ID 90,00 €
6.4 – Examination (Carnet or temp Import)
Customs attendance for examining cargo each way. 80,00 €

6.5 – Cancellation of import bond
For goods under TIB and not re-exported (either total or partial) 120,00 €

(Excluding duties and taxes)
Duties and taxes, to be debited according to official outlay, + 5% advanced payment (min50€)

7 - ADDITIONAL:
Service fee per shipment per way inbound/outbound: 60,00 €

8 - FORKLIFT HIRE (For works on stand only not applicable to point 1.)
2/3T (min. 2 hours) per hour: 170,00 €

9 - SURCHARGES TO BE APPLIED ON SECTION NRS. 1), 2), 4), 5), 8):
Overtime (17:00 – 08:00h): 50%
Saturdays: 50%
Sundays/Public Holidays: 100%

Public holidays in Ireland 2020:
Wednesday 1st January, Tuesday 17th March, Monday 13th April, Monday 4th May, Monday 1st June, Monday 3rd August, Monday 26th October, Friday 25th December, Monday 28th December

GENERAL CONDITIONS
√ Rates will be calculated on 1 cbm=167kg volume/weight ratio for air freight and 1 cbm=333kg for road freight.
√ Rates are applicable to single unit not exceeding one of the following dimensions cm 350x200x200(h) and 2.000 kg of gross weight.
√ All rates are subject to 23% VAT, where applicable.
√ Interflow will provide storage of shipments 10 days before and 10 days after the show. Long-term warehousing can be provided only upon specific agreement.
The empty storage service is only intended for empty packing materials. Interflow will not be responsible for the damage or loss of any material and/or goods left inside.

Above rates are for shipments handled in accordance with our shipping instruction and deadlines.

Interflow are not responsible for goods left unattended at the stand at the closing of the event.

All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed. The invoice for the services will be delivered to the booth.

Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%.

Issuing of various certificates (CITES, Phytosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 25,00).

Further services not included in the present Handling and Logistic Tariff will have to be agreed in advance.
Introduction

For the lay-out of your booth you can rely on our exhibition partner Total Expo. You can order with them the graphics of your booth, additional furniture, audio visual equipment, electrical services and any other stand extras.

In this part of the manual you will find all the information you need.

You can order directly online.

**Total Expo Limited**

GD House, Whitestown Drive,
Tallaght Industrial Estate, Tallaght, Dublin
Telephone: +353 (0)14137315
Email: info@totalexpo.ie
Web: [www.totalexpo.ie](http://www.totalexpo.ie)
Online ordering: [www.eventorders.com](http://www.eventorders.com)
Allocated spaces are **3 x 2m corners** unless otherwise indicated.

**Each stand comes with:**

- 1x Table with table cloth
- 2x Eames chairs
- 2x Longarm spotlights
- 1x Double socket positioned at the back of your stand (1.5kW max.)
- 1x Namecard
- Default venue carpet

**UPGRADE PACKAGES**

**PACKAGE 1**

The deadline for ordering this package is 9th April 2020. The deadline for print ready artwork submission is 17th April 2020, and the deadline for furniture and electric orders is 24th April 2020.

All items are for hire only with the exception of branded graphics.

- Branded seamless graphics on 2 walls
- A4 brochure holder
- 2x Longarm spotlights*
- Namecard*
- 2x Eames chairs*
- 1x Table*

* included with your default stand

€1,510.00 + VAT

Click to order at [www.eventorders.com](http://www.eventorders.com)

Artwork must be supplied as CMYK PDF, flattened, fonts outlined, at 2966w x 2470h (mm) for backwall and 1974w x 2470h (mm) for side wall (at 50% or 25%).

• We reserve the right to substitute with similar furniture, if items are out of stock.
PACKAGE 2

The deadline for ordering this package is 9th April 2020. The deadline for print ready artwork submission is 17th April 2020, and the deadline for furniture and electric orders is 24th April 2020. All items are for hire only with the exception of branded graphics.

- Branded seamless graphics on 2 walls
- Branded counter with shelves and lockable doors
- 1x Coco stool
- A4 brochure holder
- 2x Longarm spotlights*
- Namecard*
- 2x Eames chairs*
- 1x Coffee table

* included with your default stand

€1,575.00 + VAT

Click to order at www.eventorders.com

Artwork must be supplied as CMYK PDF, flattened, fonts outlined, at 2966w x 2470h (mm) for backwall, 1974w x 2470h (mm) for side wall and 982w x 2470h (mm) for counter (at 50% or 25%).

PACKAGE 3

The deadline for ordering this package is 9th April 2020. The deadline for print ready artwork submission is 17th April 2020, and the deadline for furniture and electric orders is 24th April 2020. All items are for hire only with the exception of branded graphics.

- Branded seamless graphics on 2 walls
- Branded counter with shelves and lockable doors
- 1x Coco stool
- A4 brochure holder
- 1x Longarm spotlight*
- Namecard*
- 2x Eames chairs*
- 1x Coffee table
- 1x 43" wall mounted TV

* included with your default stand

€1,870.00 + VAT

Click to order at www.eventorders.com

Artwork must be supplied as CMYK PDF, flattened, fonts outlined, at 2966w x 2470h (mm) for backwall, 1974w x 2470h (mm) for side wall and 982w x 2470h (mm) for counter (at 50% or 25%).

* We reserve the right to substitute with similar furniture, if items are out of stock.
We offer a wide range of furniture which you can hire for the duration of the show. Our furniture is of the best quality and delivered by our staff directly to your stand.

You can place your order at eventorders.com

Deadline for furniture and electric orders is 24th April 2020.

We accept credit / debit card payments
DEFAULT SPACE

With your default space you will get:

1x double socket (1.5 kW)
which is included in your package

If you wish to get any extra electrics please order from the options below.

FREEBUILD

If your stand is a freebuild you need to order mains first:

16A single phase (3kW max)
20A single phase (4kW max)
32A single phase (6kW max)

16A three phase (12kW max)
32A three phase (18kW max)

...and then you can order the rest of your electrics:

Double 13A socket 220V
Long arm spotlight

Deadline for furniture and electric orders is 24th April 2020.

You can place your order at eventorders.com/product-category/electricalccd/

We accept credit / debit card payments
Exhibitors’ Check List

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-complex Space Only Stands plans</td>
<td>The organiser</td>
<td>30 days (4 weeks) prior start of event</td>
</tr>
<tr>
<td>Exhibition Stand Fittings orders (Packages)</td>
<td>Total Expo</td>
<td>21 days (3 weeks) prior start of event</td>
</tr>
<tr>
<td>Rigging</td>
<td>Total Expo</td>
<td>14 days (2 weeks) prior start of event</td>
</tr>
<tr>
<td>Additional Electrical orders</td>
<td>Total Expo</td>
<td>14 days (2 weeks) prior start of event</td>
</tr>
<tr>
<td>Furniture hire &amp; plants</td>
<td>Total Expo</td>
<td>7 days (1 week) prior start of event</td>
</tr>
<tr>
<td>AV equipment</td>
<td>Total Expo</td>
<td>7 days (1 week) prior start of event</td>
</tr>
<tr>
<td>Internet &amp; Telecommunications</td>
<td>SETAC</td>
<td>14 days prior start of event</td>
</tr>
<tr>
<td>Food &amp; Beverage orders</td>
<td>SETAC</td>
<td>14 days prior start of event</td>
</tr>
</tbody>
</table>

Please keep a copy of any forms you return for your records.
If you have any questions about any of the above, or your own individual requirements, please send an e-mail to: barbara.koelman@setac.org.
Contractors’ Desk

From the morning of the event build day Total Expo Ltd – the Shell Scheme, electrical service and furniture contractor will have a service desk in the exhibition hall. Total Expo Limited is there to assist you and to help ensure that your exhibition build-up is as smooth and trouble free as possible.

To ensure that you receive the precise equipment you need for the exhibition you should consider your requirements before arrival at the venue and place your order 7 days before the event. Total Expo Limited cannot always guarantee that they can meet every order if placed during build-up at the exhibition and any items ordered after the deadlines may be subject to a surcharge. In any case, it may not be possible to provide services or equipment ordered after the event build has begun.

Complex Structures & Height limit of stands

If a stand is not constructed from shell scheme, it is the responsibility of the stand designer to submit plans to the venue for approval.

Submission Procedures

Permission to build any complex structure will not be given until the Event or Technical Production Manager has received two copies of the following:

1. Detailed, scaled drawings showing:
   - Plan view of each storey of the stand
   - Sections through each storey of the stand
   - Elevations, including full steelwork and staircase details
   - Width position of gangways within the stand
   - Floor and/or floor loadings
   - Specifications of materials used

2. Structural calculations

3. Risk Assessment (to include fire hazards) and method statement.
Complex Structures

If the structure is deemed to be a complex structure by the CCD, they will appoint an independent structural engineer who will confirm the design is safe for its purpose and issue a design certificate to Dublin City Council. A construction certificate will also need to be completed and submitted by the independent structural engineer to Dublin City Council once the structure has been built. If any complex structure is modified after submission of the above information, plans must be re-submitted to the venue with details of all modifications, so this can be approved by the independent structural engineer and submitted to Dublin City Council. Final submissions must be received 6 weeks before exhibition build commences.

Please note, there is a cost to engage the independent structural engineer and payment is made on submission. Please contact the Event or Technical Production Manager for more information. Examples of Complex Structures:

Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor)

- Any structure regardless of its height which requires structural calculations
- Any part of a stand or exhibit which exceeds 4 metres
- Multi-storey stands
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer, unless you are using the Venue in-house staging
- Temporary raised or tiered seating
- A stand requiring foundations
- Sound/lighting towers
Compressed gases

1. Details of any proposed use of compressed gas must be submitted to CCD no later than **30 days** prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.

2. No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.


4. Suitable warning notices shall be provided where appropriate, drawing attention to the flammable nature of the materials.

5. Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand.

6. All such materials in excess of the requirements for one day’s exhibition shall be stored away from the stand in a properly constructed flammable materials store.

7. All connections must be made by a Registered Gas Installer with RGII in conformance with Irish Installation Standards (I.S. 813 or I.S. 820).

8. Cylinders and other vessels shall not be connected or disconnected during the time that an exhibition is open to visitors.

9. Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349; 1973, ‘Identification of Contents of Industrial Gas Cylinders’.

10. Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.

11. Where such vessels are used, a certificate in respect of a recent pressure test of each vessel shall be available for inspection.
Damage & Loss

The CCD and the Organiser accept no responsibility for damage or loss of materials introduced into the venue by exhibitors and/or their contractors. You should take every step to ensure the security of your stand and the items contained within, with the recommendation that insurance be undertaken where applicable.

Deadlines

Please note that there is a deadline for each service provided by contractors working at this event. The deadlines are essential for contractors, detailing exhibitor requirements in advance so that arrangements can be made to ensure supply of the assistance, equipment or services required. Some contractors impose a surcharge for any orders received after the deadline date.

In certain instances it is not possible to provide a catalogue entry if the publication deadline is missed. Catalogue entries will be compiled from the information supplied by exhibitors. If it is not supplied, there can be no entry.

In other instances, it may not be possible to provide services or equipment ordered after the deadline date. All exhibitors are requested therefore to meet the specified deadlines and no liability can be accepted in the instance that deadlines are missed.

Electrical Services

Shell stands

Typical Shell Scheme stands are provided with an electrical package comprising 1 x 13 amp double socket (1kw max) and 2no x spotlights.

Large Shell Scheme stands over 20m² are provided with 2 x 13amp double sockets and 4 x spotlights.

Space only

No electrics are provided for Space Only sites.

Total Expo Ltd has been appointed to act on behalf of the electrical contractors at this event. All work on stands must be ordered through the official electrical contractor. Details of your requirements must be forwarded to Total Expo Ltd as early as possible. Orders received after the deadline date may be subject to a surcharge.
Exhibition Aisles

The aisles in the exhibition are the minimum permissible in law. It is not possible therefore to place exhibits, stand dressing, tables, chairs or any other item relating to exhibits in the exhibition aisles. Please keep all your exhibits inside your stand area, as it will be necessary to remove any item placed in the aisles.

The venue Hall is carpeted throughout and will remain throughout the event. To ensure the carpet remains in good condition please ensure contractors and staff take care, as this may affect the presentation of your stand area.

Exhibition Organisers’ Office

The Exhibition Organisers’ Office will be located just inside the main entrance to the venue and will be staffed during build-up and the open hours of the exhibition.

Evacuation procedures

If it is necessary to evacuate the building, you will hear a public address evacuation announcement. In the event of evacuation, please follow directions from CCD Hosts in grey/purple themed uniforms and Fire Marshals in hi-vis jackets. You will be directed to the assembly point. Please take extra care when crossing the road and use the pedestrian crossing where possible. More information is available in the CCD Exhibitor Safety Handout.
Fabrics

Please ensure all furniture & fabrics have relevant fire proofing solutions and comply with the Code of Practice legislation for Fire Safety of Furnishings & Fittings in Large Places of Assembly. If necessary, additional controls, such as fire extinguishers, will be required on site during the exhibition. It is the exhibitor’s responsibility to provide this equipment. All materials used in the construction of stands, features and displays, including signs and fascias shall be:

- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
- Water based, where applicable, e.g. adhesives and paint.

Fire extinguishers

The CCD will provide an appropriate level of fire extinguishers to cover the building and catering points within your event. If there is an additional requirement for firefighting equipment on your stand, as identified in your fire risk assessment, e.g. cooking demonstrations on stands, it is the exhibitor’s responsibility to provide same.

Furniture & Plants

A selection of stand furniture & potted plants is available from the appointed contractors Total Expo Limited. Orders can be placed using the website www.eventorders.com. Total Expo Limited cannot always guarantee that they can meet every order if placed after the deadline or during build-up at the exhibition. Any items ordered after the deadline may be subject to a surcharge. Their contact details are as follows:

Total Expo Limited
GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin
Telephone: +353 (0)14137315
Email: info@totalexpo.ie
Web: www.totalexpo.ie
Gangways & aisles

Under no circumstances should exhibition stands, materials or furniture encroach into the aisles and gangways. These aisles are pre-determined and act as a means of escape in the event of an emergency. Fire exits should be kept free of obstruction at all times including build up and breakdown. This includes vehicle entry doors, main entrances to the exhibition halls, foyer exits, and conference room exits.

Health & Safety


It is the responsibility of The CCD to ensure the following actions are brought to the exhibitors and contractors attention. This includes but is not limited to:

- The need to maintain emergency exits and keep gangways clear (through build, open and breakdown).
- Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building.
- Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
- Ladders, mobile scaffold towers and cherry pickers must be used in a safe manner, using suitable equipment in the approved way, e.g. safety harness to be worn when operating MEWP’s.
- The consumption of alcohol is not permitted on the exhibition floor during the build and breakdown periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
- Borrowing tools, ladders, forklifts or cherry pickers from The CCD is not permitted.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. All such equipment must have up to date evidence of PAT testing. Trailing power leads must be kept to a minimum and not across gangways. Petrol and diesel powered equipment must not be used within the venue.
- Exhibitors of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods.
Please be aware that the wearing of hard hats will only be required in defined hard hat areas. This requirement will be clearly displayed at various access points in and around the Venue and will be strictly enforced. For further assistance with the completion of Safety Statements and Risk Assessments, please visit: www.hsa.ie/eng/

**Insurance**

Whilst every precaution is taken to protect your property during the event, responsibility cannot be accepted for any loss or damage that befalls the personnel or property of any exhibitor howsoever caused. Exhibitors are reminded of their responsibility to carry adequate insurance both before and during the event.

You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect your outlay against Abandonment and Cancellation or Curtailment of the event due to reasons beyond the control of the Organiser.

**Internet & Wifi access**

CCD offer a state-of-the-art Wi-Fi service throughout the building with a range of package options to choose from.

- Complimentary guest Wi-Fi service which is ideal for delegates checking emails and light browsing of the internet. (This service is not recommended for heavy usage or exhibitors, due to the amount of traffic and number of devices connecting at the one time).
- Wi-Fi service which is fully monitored by CCD in-house ICT team and can support up to 22,000 devices across the venue with speeds of up to 2Gbps. Latest connectivity standard of 802.11ac.

If you require cabled internet access to your stand, please use CCD online ordering facility at https://onlineorders.theccd.ie/. All internet and Wi-Fi orders close 15 working days before the first build day of the event. There is a free Wi-Fi service for delegate use in the foyer spaces in the building, however this is unsuitable for exhibitor use. If you need additional equipment, CCD offer a range of stock to hire, as well as the option of an approved supplier list to help deliver all your ICT requirements.
Lost property

Lost property should be handed to CCD Hosts or CCD Security Team.

Medical emergencies / Medical assistance

If you require First Aid Assistance please contact a member of The CCD Team or The CCD Security Team who will dispatch a qualified Occupational First Aider to deal with the incident.

Emergency Services can be contacted on 999 or 112. Additionally, there are a number of medical centres in close proximity to the CCD.

Custom House Square Medical Centre
2 Gandon House
Mayor Street Lower
International Financial Services Centre
Dublin 1
Tel: +353-1-8290902 - Appointments
Fax: +353-1-8290906
www.custommedical.ie

Opening Hours:
- Monday to Friday: 7.00 am - 7.00 pm.
- Saturday: 10.00 am - 2.00 pm.

The practice remains closed on Bank Holiday Saturday and Monday. In case of emergency outside our working hours please contact D-DOC clinic on 1850-224477.

Hanover Medical
1 Forbes Street, Sir John Rogerson’s Quay, Dublin 2.
T: (01) 678 6086
F: (01) 670 6020
www.hanovermedical.ie

Opening Hours:
- Monday to Thursday: 8am - 7pm
- Friday: 8am - 3pm
Microphones

Microphone usage is only permitted with the prior approval of the Organiser and should not disturb other exhibitors. The CCD reserve the right to test the noise levels if it believes there is a need to and, to terminate the activity if necessary.

Onsite Monitoring

All construction must be monitored during build up by the Organiser’s appointed Health and Safety Representative. Structures which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information and certification has been received. The venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

Power

All stand power requirements should be confirmed to the Organiser 4 weeks before the exhibition build date. When placing your order please confirm any requirements for a 24-hour power supply. All on site additional power requests must be made through Total Expo. Additional power cannot be provided once the stand has been built.

Public address system

Please be aware that announcements will be made throughout the build and breakdown process to inform exhibitors and contractors of key information regarding inspections and opening times etc. Unfortunately, this public address system is not available to exhibitors.

Rigging

There is an extensive range of hanging products available, which can enhance your event from banners, lighting rigs, support structures to tall stands. Please use online ordering facility at www.theccd.ie to order any rigging required.
Security

CCD will provide stewarding throughout the exhibition halls on event open days. However, each exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please contact CCD if you wish to arrange additional security cover for your stand. In the unlikely event of theft, please report the incident to the Organiser immediately.

We recommend that valuables, particularly of a portable nature, are not left unattended on your stand. This is especially relevant during build-up and breakdown. Please refer to comments about security in the Breakdown section of the manual.

Please ensure that any incident involving the loss of property is reported to the Organisers’ Office on site. Failure to do so could result in insurance companies refusing to meet claims.

If you require any advice on the subject of security please contact the Exhibition Office. It is acceptable for exhibitors to employ security personnel if required. A contact can be provided for the provision of security services.

To assist with security, all personnel in the exhibition halls must wear identification badges at all times. Exhibitor and contractor passes will be available for collection onsite from the Organiser’s Office during build-up. For security and safety reasons, exhibit movement in or out of the exhibition halls is not permitted during exhibition opening hours.
Shell Scheme Stands / Stand Extras

If you have selected a Shell Scheme stand it will be constructed as specified below. The official Shell Scheme contractor for the exhibition is Total Expo Limited.

1. Shell Scheme stands will be provided in accordance with the following specification. No alterations may be made to the Shell Scheme without prior discussion and approval of the Exhibition Office.

- Shell scheme will be built from modular system with 3mm white vinyl covered infill panels. Overall wall height is 2.5mm.
- Name card 1m wide x 0.5m tall with exhibitors name and event logo will be installed on top of the back wall.
- Shell Scheme will consist of Octanorm modular system with 3mm white vinyl covered infill panels. Overall wall height is 2500mm (2.5m).
- Fascia: A fascia will be provided on all open sides of the stand. The fascia board is 175mm deep in white finish with name card will include the event logo and exhibitors name.

2. Floor covering: The venue hall is carpeted throughout, hence all Shell Scheme stands and Space Only stands will make use of this. Should you wish to change the colours of carpet, please contact Total Expo Limited at least 7 days before the event.

3. Additional fittings: A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display and ceiling panels, etc., may be hired from Total Expo Limited. Please see www.eventorders.com.

Smoking & alcohol

In accordance with the Public Health (Tobacco) Act, 2002, it is an offence to smoke in any enclosed workplace in Ireland. If exhibitors or contractors wish to smoke they may do so outside the venue in designated venue smoking areas. Any contractor suspected of being under the influence of alcohol, during build or breakdown periods, will be asked to cease working on site for safety reasons.
Solvents

Solvents and other substances are not permitted in the exhibition hall without prior written permission and approval from the Fire Health & Safety Officer at the venue. Hazard data sheets should be sent in advance to the Fire Health & Safety Officer via the Organiser.

Space Only Electrics

Electrics for Space Only sites must be completed online at www.eventorders.com as soon as possible.
Please ensure that your Space Only contractor is aware of this requirement so that the appointed electrical contractor can complete the electrics for Shell Scheme exhibitors.
Please note that if you are unable to meet this deadline you may cause delay and difficulty to other exhibitors.

Space Only Sites

A Space Only site is an area marked out to the correct dimensions. These dimensions must not be exceeded. No stand fitting, lights or electrics are provided for Space Only sites.

Exhibitors are responsible for their own stand design and construction. It is possible to offer advice and guidance on the preparation of your display at the exhibition. The exhibition contractors Total Expo Limited are able to provide a fully comprehensive stand design and construction service if required.

If you are considering erecting a modular stand on your Space Only site, please note that you are responsible for constructing and decorating the side and back walls facing onto your site to a height of 2.5 metres.

The minimum height for dividing walls is 2.5 metres. Walls above 2.5 metres must be clad and decorated on both sides from 2.5 metres upwards by the exhibitor. Such walls overlooking adjoining stands must also be finished to a high standard in plain colours only.

The overall height restriction in the hall is 4 metres this may be exceeded subject to location with written permission from the Organiser.

Full dimensional, technical drawings showing the proposed construction details, positions and dimensions of exhibits and a risk assessment must be submitted and approved
by the Exhibition Office before any work is started on site.

Please submit your plans either electronically or on paper with an artist’s impression to the Exhibition Office no later 30 days before the event.

You are advised that delegates and visitors to the exhibition during will find it easier to locate your stand if you display your stand number on every open side of your stand. All stand fittings exceeding 4 metres in height must be set back 1 metre from the open perimeter of the stand site.

**Stand Fitting Regulations**

Total Expo Limited has been appointed as the official contractor for Shell Scheme stands. However, exhibitors may employ a contractor of their choice to construct stand interiors and any free-standing displays that may be required.

1. The contractor must be approved by the venue and conform to the following regulations that must be observed when preparing a stand.

2. Contractors appointed must be registered with/approved by the Organiser and the venue.

3. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted with an artist’s impression, to the Exhibition Office **30 days** before the event opens.

4. Contractors must ensure that they can provide on-site, the appropriate certificate/s confirming that all the materials used in the construction of their stand have been adequately treated for fire retardancy.

5. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes the exhibitor’s name, logo or light fittings.

6. No fitting, display or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may holes be nailed, screwed, drilled or punched into the walls or floor, without written agreement from both the Organiser and the venue. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.

7. Displays must be self-supporting.
8. Exhibitors wishing to construct a false ceiling on their stand must submit drawings to the Organiser for approval by the Fire & Safety Authority. Ceilings can only be constructed of a large mesh or egg box material that will permit the passage of water in the event of a fire.

9. In the case of an island site, a long stretch of full height wall of 2.5m height will not be allowed on the perimeter of the stand.

10. No flashing/winking lights or neon signs will be permitted, unless it forms an integral part of an exhibitor’s product. Sequence-lit displays may be used subject to the Organisers’ approval and the rate of light change.

11. For safety and insurance reasons, only the official electrical contractor can carry out electrical wiring and connections.

12. No services such as electricity cables, water/compressed air pipes, telephone lines inside or near to the stand may be removed, cut or diverted without the permission of the Organiser/Hall Manager of the event.

13. All contractors are expected to clean the stands and remove all construction debris before the official cleaning contractor takes responsibility of the hall.

14. Storage of stand materials and/or exhibits is not permitted behind the perimeter of the stands. This is a Fire & Safety Regulation and will be strictly enforced.

15. Welding and heavy sawing is not permitted inside the halls.

16. Exhibitors constructing/decorating their stands are required to sign an undertaking, guaranteeing responsibility for any damage which may be caused by any of their employees, including appointed sub-contractors, to exhibits and/or property of other exhibitors, the Organiser, Hall Manager, Landlord and Contractors of any other person(s).
Specific to Shell Scheme Stands

1. No additional stand fittings may be attached to the Shell Scheme structure. No nails, screws, staples or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.

2. No painting or wallpapering on the Shell Scheme panels is allowed. Exhibitors who wish to have the panels painted must inform the official stand fitting contractor who will provide a quotation on request.

3. An exhibitor occupying a corner stand may not completely fully close the stand by building a complete side wall.

4. Any change in colour or type of fascia and floor covering must be carried out by the official stand-fitting contractor, after approval from the Organiser. The cost involved must be borne by the exhibitor.

5. No financial credit will be given for any Shell Scheme package item not utilised.

6. All interior fittings for Shell Scheme stands must be contained within the Shell stand structure and must not exceed 2.43 metres in height.

Specific to Space Only Sites

1. Stand construction height without written permission is limited to 4 metres. It is possible to exceed this height but only with written permission from the Exhibition Office. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted, and with an artist’s impression, to the Organiser 30 days before the event. Technical drawings together with risk assessment forms are required. No stand may be constructed until these plans/drawings have been approved, by the Organiser in writing.

2. The Organiser reserves the right to request that an exhibitor should change, modify, lower or shorten any back or side wall proposed in the Space Only design if, in the opinion of the Organiser, such back or side wall will obstruct the reasonable exposure of any adjacent exhibition stand.

3. All stands must be constructed with back and side-walls other than island sites, which do not require any wall.
4. Exhibitors are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighbouring wall.

5. Where a structure such as a wall or sign, exceeds the height of the neighbouring stand, the exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser. In addition, the external side of any wall that faces another exhibitor or public area must also be finished to a quality acceptable to the Organiser/Hall Manager.

6. Stand signs and towers must not exceed 4 metres in height without written permission. It is possible to exceed this height but only with written permission from the Organiser. Full dimensional plans must be submitted for approval no later than 30 days before the event.

7. The name and stand number of each exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers as considered fit and to charge the cost incurred to the exhibitor.

8. A Space Only stand cannot display fascia or company name/logo boards over an adjacent exhibitor’s back and/or side-wall but may display it on any aisle facing their location.

**Stand Space**

It is your responsibility to examine, or cause to be examined, the site allotted to you in order to avoid costly adjustments to stand structures.

It is possible that minor obstructions may be present that cannot always be indicated on the plans of the exhibition. Any costs relating to modifications that need to be undertaken as a result of any such obstructions will be at your expense.

In the instance of any discrepancy in the site allotted, exhibitors are required to notify the Organiser immediately before completing construction and the opening of the exhibition. The Organiser will not accept liability for discrepancies in the instance of failure to notify such discrepancies before the opening of the exhibition.
Storage

CCD do not provide storage facilities for exhibitors. Storing of packaging and literature to the side or behind stands is forbidden as it creates a fire risk. We advise that, where feasible, storage areas are built into exhibition stands.

Exhibitors must arrange storage of boxes, goods, display materials etc. Those wishing to store goods for the duration of the event should contact Interflow Logistics Ltd.

Water supply

The CCD does not offer water or waste supplies directly to exhibition stands.