

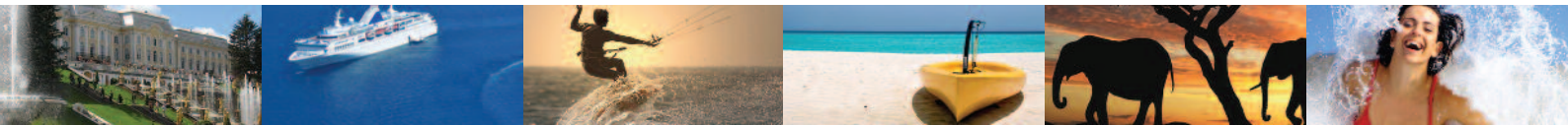


in association with
shannon AIRPORT

South Court Hotel, Raheen, Limerick V94 E77X

t: +353 (0)61 487 487

www.southcourthotel.com



2020 Exhibitors Information Manual

Organised by
Business Exhibitions Limited
59 Rathfarnham Road
Dublin D6W AK70
Ireland
t: +353 (0)1 295 7418
f: +353 (0)1 295 7417
www.holidayshow.ie

www.holidayshow.ie

Contents

Venue/Dates/Times/Exhibitor Badges/Car Parking	3
Contact Us/Directions/Accommodation	4
Shell Scheme Stands Explained	5
Official Contractors	6
FAQs	7/11
Order Forms	12/20
• Stand Booking Form	12
• Furniture	13
• Fitments	14
• Furniture and Fitments Samples	15
• Shelving	16
• Additional Electrics	17/19
• TV/Monitor	20
30 Secrets to Exhibiting Success	21

Venue/Date/Times

VENUE

South Court Hotel, Raheen, Limerick V94 E77X

DATE AND TIMES

Saturday January 11 11.00am - 5.00pm
Sunday January 12 11.00am - 5.00pm

BUILD-UP TIMES

SHELL EXHIBITORS

Friday January 10 8.00am - 9.00pm

DISMANTLING TIMES

Sunday January 12 5.00pm - 10.00pm

Clearance of exhibits may begin once the show has closed on Sunday January 12. It is not possible to provide effective security during the dismantling of the Show.

EXHIBITOR BADGES/CAR PARKING

On arrival at venue please call to the Exhibition Organiser's Office and collect your Exhibitor Badges. Parking is free of charge to all exhibitors and visitors. Exhibitors will be directed to the designated area for exhibitor parking.

GENERAL ENQUIRIES

BEFORE SHOW

Business Exhibitions Ltd.
59 Rathfarnham Road, Terenure, Dublin D6W AK70
t: +353 (0)1 295 7418
f: +353 (0)1 295 7417
e: info@bizex.ie

DURING SHOW

Organisers Office
South Court Hotel, Raheen, Limerick V94 E77X
m: +353 (0)87 255 1675

BANK DETAILS

AIB Bank, 60 Clonskeagh Road, Dublin 14
A/C Name: Business Exhibitions Ltd.
IBAN: IE66 AIBK 9311 8713 0040 08 SWIFT: AIBKIE2D

Contact Us

CONTACTS

		Direct Line	email
Paulette Moran	Sales Manager	+353 (0)1 291 3702	paulette@bizex.ie
Maria Sinnott	Financial Controller	+353 (0)1 291 3707	maria@bizex.ie
Maureen Ledwith	Sales Director	+353 (0)1 291 3700	maureen@bizex.ie
Edmund Hourican	Managing Director	+353 (0)1 291 3701	edmund@bizex.ie
Shane Hourican	Operations Manager	+353 (0)87 255 1675	shane@bizex.ie
Angela O'Rourke	Business Develop. Manager	+353 (0)1 291 3705	angela@bizex.ie

ORGANISERS

Business Exhibitions Limited
59 Rathfarnham Road, Terenure, Dublin D6W AK70
t: +353 (0)1 295 7418
f: +353 (0)1 295 7417
w: www.holidayshow.ie

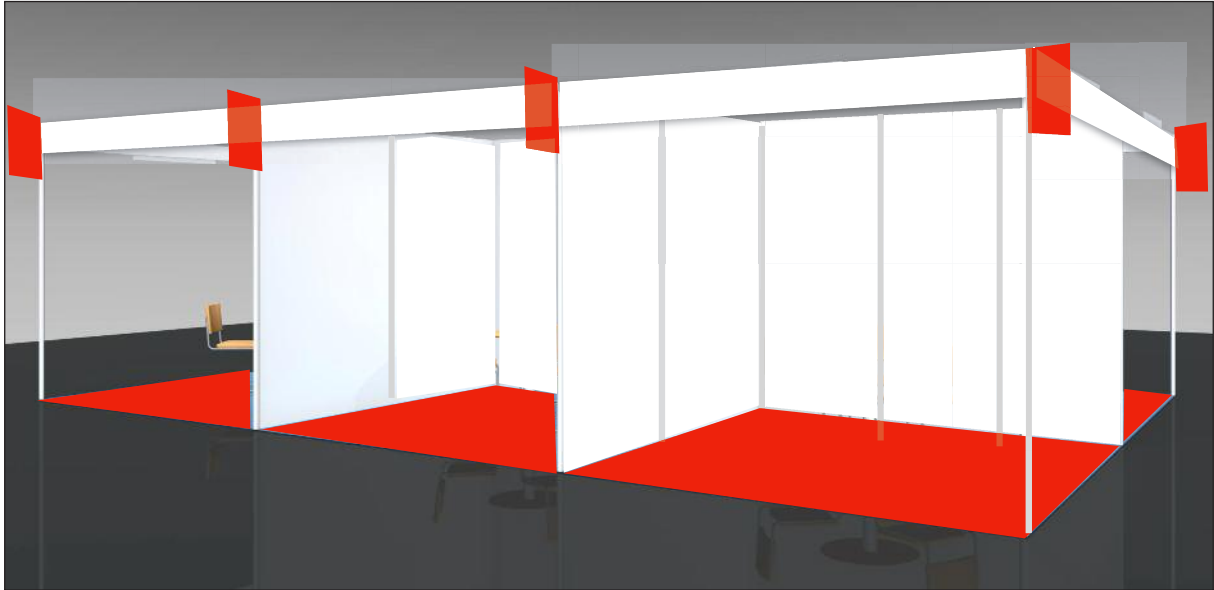
HOW TO GET TO VENUE

Log onto www.southcourthotel.com for full directions and public transport details.

ACCOMMODATION

We have organised a Special Rate for all exhibitors with South Court Hotel. Please call Reservations Team on +353 (0)61 487 487 with your details and quote "Holiday Show" in order to avail of the Special Holiday Show Rate.
B&B Single Occupancy €110
B&B Double Occupancy €120

Shell Scheme Stand - what's included



- Divider Walls
- One 150 watt Spotlight per 6 sq m (min 2)
- Carpet
- Name Panel
- Night Security
- Stand Cleaning
- Catalogue Entry for each brand
- Services of Press Office

What is not included in a Shell Scheme Stand

- Stand Furniture
- Power Socket

To order stand furniture or power sockets log on to www.holidayshow.ie and go to "Exhibit" where you will find all the order forms.

Panels Fixing Exhibits

- The use of nails, screws, staples, etc., is not permitted to the standard wall panels. When fixing exhibits to White Foamex Panels, use two-part Velcro, blutack or double-sided sticky pads can be used to fix light exhibits.
- Heavier display items, smaller than 1 metre wide, can be hung from the top of the stand walls using picture wire and hooks
- Please note that between each wall panel there is an upright pole giving a 20mm protrusion from the infill panel, which means that, displays wider than 950mm will not fit flush to the stand walls. For items wider than 990mm, fixing clips can be supplied.
- Octanorm is a very versatile system which can be enhanced WITH A RANGE OF OPTIONAL EXTRAS to create a professional stand for displaying your products and making you stand out from the competition. These OPTIONAL EXTRA include graphics, stand furniture, stand storeroom, shelving, literature dispensers, counters etc.

To learn more contact Tony O'Brien, Managing Director
O'Brien Expo Services Ltd.,

The Coach House, 1 Warwick Terrace, Appian Way, Ranelagh, Dublin 6.

t +353 (0)1 614 4700

f +353 (0)1 614 4676

m +353 (0)87 249 2489

e tony@obexpo.ie

OFFICIAL CONTRACTORS

Permission must be sought from the Organisers to use a contractor other than the official contractors listed below.

WI-FI/WIRED INTERNET CONNECTION

BUSINESS EXHIBITIONS LTD., 59 Rathfarnham Road, Dublin D6W AK70

t: +353 (0)1 291 3701 e: edmund@bizex.ie

Contact: Edmund Hourican, Managing Director

ELECTRICAL

ELECTROMAHER LTD., 10 Knockmitten Close, Naas Road, Dublin 12

t: +353 (0)1 450 6661/7 f: +353 (0)1 450 7889 e: exhibitions@electromaher.com

Contact: Tommy Maher, Managing Director m: +353 (0)86 241 5631

STAND CONSTRUCTION

OBRIEN EXPO SERVICES LTD., The Coach House, 1 Warwick Terrace, Appian Way, Dublin 6

t: +353 (0)1 614 4700 f: +353 (0)1 614 4676 e: tony@obexpo.ie

Contact: Tony O'Brien, Managing Director m: +353 (0)87 249 2489

W DISPLAY LTD., Unit 12 & 13 Crumlin Business Centre, Stanaway Drive, Crumlin, Dublin 12

Contact: Mr Ronnie Smith m: +353 (0)87 251 4660

ECS LIMITED, Unit 3, Road O, Tougher Business Park, Naas, Co Kildare

t: +353 (0)45 409 420 f: +353 (0)45 409 424 e: info@ecs.ie

RIGGING

Exhibitors must use our appointed Rigger in order to coordinate Rigging Services in the Exhibition Hall.

ACTAVO EVENTS IRELAND LTD, The Grange, Newcastle Road, Lucan, Co Dublin

t: +353 (0)1 505 5888 e: events.irl@actavo.com

BANK DETAILS

AIB Bank, 60 Clonskeagh Road, Dublin 14
A/C Name: Business Exhibitions Ltd.
IBAN: IE66 AIBK 9311 8713 0040 08
SWIFT: AIBKIE2D

BROCHURE STORAGE

We have a Brochure Storage Area for surplus brochures. Please note that brochures must not be delivered before **Friday 10 January 2020**. When sending your brochures or stand equipment to the Venue please show the correct address, (see below), Exhibitor Name and Stand Number and a contact name and number of the person responsible for the stand. No excess stock, literature or packing cases may be stored on, around or behind your stand.

VENUE ADDRESS:

The Holiday Show in association with Shannon Airport,
South Court Hotel, Raheen, Limerick V94 E77X

BUSINESS CENTRE

The Business Centre is located in the Organisers Office

CHILDREN

For Health and Safety reasons children under the age of 16 will not be allowed gain entrance to the hall during the build-up or break-down period.

COMPETITION PRIZES

Part of the publicity campaign will involve a series of competitions and special promotions for which we will be offering '**FREE HOLIDAYS**' as prizes. We invite your participation in this scheme and we are accepting offers on a date received basis. The pay-off to the participating Exhibitor is the free listing of the prize and your logo on our website in advance of the show.

EXHIBITOR BADGES/CAR PARKING

A reasonable quantity of badges will be supplied to the Exhibitors at the Organiser's Office. These are not transferable and it is requested that special care be exercised to prevent them getting into unauthorised hands. On arrival at venue please call to the Exhibition Organiser's Office and collect your Exhibitor Badges. Parking is free of charge to all exhibitors and visitors.

FURNITURE HIRE

Please log onto www.holidayshow.ie. The order form may be downloaded from the "Exhibit" area on the home page and should be returned to

BUSINESS EXHIBITIONS LTD, 59 Rathfarnham Road, Dublin D6W AK70

t: + 353 (0)1 295 7418 e: shane@bizex.ie

Contact: Shane Hourican m: +353 (0)87 255 1675

HEIGHT RESTRICTIONS

Any Exhibitors planning to build a stand in excess of 2.5 metres must send detailed plans to the Organisers for their approval.

INSURANCE

Exhibitors are advised to take out adequate insurance cover against the kinds of risks they could incur in connection with the Show, especially

- Public Liability
- Employers Liability
- Personal Accident to Staff
- All Risks to
 - a) Exhibitors property at Show
 - b) Property on loan or hire to them

In addition, Exhibitors may wish to take out insurance for losses and wasted expenditure in the event of the Show being abandoned or curtailed.

It is possible that Exhibitors' existing policies will extend to cover them at the Show and verification of this should be obtained from the exhibitor's insurance company.

Ensure that any incident involving a possible claim on insurance is reported to the Organiser's Office as failure to do so could result in insurance companies refusing to meet claims.

MUSIC ON STAND

Exhibitors who intend having music on their stands, even for demonstration purposes only, should be aware that an Irish Music Rights Organisation Licence is **necessary in law** to authorise such use of its international copyright musical repertoire. Licences can be obtained for the duration of the Show from the following at a charge to be determined by the Irish Music Rights Organisation.

Irish Music Rights Organisation

15 Herbert Street, Dublin 2

t: +353 (0)1 661 4844 f: +353 (0)1 676 3125 e: info@imro.ie w: www.imro.ie

NOISE

All exhibitors wishing to use recorded or live presentations should submit a detailed description of their planned activity for Show Management approval. Noisy equipment used in demonstrations should be operated intermittently. Exhibitors may be requested to discontinue any noise which becomes objectionable to neighbouring exhibitors and interferes with the effectiveness of their exhibits.

ORGANISERS OFFICE

The Organisers Office will be located at the back of the Exhibition Hall. **On your arrival please call to this office to collect your Exhibitors Pack which will contain exhibitor badges and other relevant event information.**

PARKING

Free Parking for all Exhibitors and Visitors.

POST SHOW FOLLOW-UP - TURNING LEADS INTO SALES

Plan for your post show follow-up and put all the pieces of your plan in place before you leave for the show. Studies reveal that 80% of exhibitors do not follow up, so take your competitors' customers and increase your show's Return on Investment!

Sort your leads according to their business potential (A, B or C leads) or type of information requested. Hold your staff accountable by requiring a written record of each lead's status.

Research also shows that 50% of attendees who passed your stand without stopping nonetheless took away an impression of your exhibit. Keep show information on your internet site for three months after the event.

PRESS & PUBLIC RELATIONS

The Press Office is located at the back of the Exhibition Hall. It will be open during show opening hours. Our Public Relations Consultants will provide information on the Show and on individual Exhibitors to all the media. The office will be manned at all times and Exhibitors are encouraged to provide the Press Office with as much newsworthy information about their exhibits as soon as possible.

PUBLIC ADDRESS

The public address system is provided for the use of the Organisers and is not available to Exhibitors or Visitors except in emergencies.

PUBLICITY MATERIAL DISTRIBUTION

Exhibitors are not allowed to distribute leaflets, etc., anywhere within the Exhibition premises or grounds, except at their own stands, and they must not for this or any other purpose encroach upon the aisles or open spaces or do anything which may cause obstruction.

REMOVAL OF EXHIBITS

All portable exhibits, valuable items and any graphics or artwork required for future use, should be removed from the Hall immediately at official closing time in order to safeguard against theft. Special instructions will be issued to cover the late night break-down period.

UNDER NO CIRCUMSTANCES ARE EXHIBITORS PERMITTED TO REMOVE ANY GOODS FROM THEIR STAND BEFORE THE SHOW CLOSES.

SECURITY

Exhibitors are reminded that although the Organisers take every precaution to ensure the security of the Show, they or any of the contractors cannot take responsibility for losses or damage that occur during build-up, open hours or dismantle. Any items belonging to Exhibitors which are required for future use should be removed from the hall immediately after the Show closes.

Exhibitors who leave any exhibits or valuables, such as coats, wallets, purses, laptops or other electronic devices, on their stand are strongly advised to arrange for a security guard to man their stand until the exhibits and valuables are removed from the hall.

Exhibitors are reminded that vehicles and their contents are at risk in the Car Park area and that, in particular, care should be taken not to leave vehicles with valuable contents unattended during build-up or at anytime during the Show. Please ensure that any incident involving the loss of property is reported to the security or Organisers Office. Failure to do so could result in insurances companies refusing to meet claims.

Please check with your insurance company prior to build-up that your exhibits are adequately covered against loss or damage while they are at the exhibition or in transit.

SHELL SCHEME ADDITIONS

Please log onto www.holidayshow.ie. The order form may be downloaded from the "Exhibit" area on the home page and should be returned to

BUSINESS EXHIBITIONS LTD, 59 Rathfarnham Road, Dublin D6W AK70

t: + 353 (0)1 295 7418 e: shane@bizex.ie

Contact: Shane Hourican m: +353 (0)87 255 1675

SHELL SCHEME STANDS

Included in the price of SHELL SCHEME STANDS are dividing walls (2.5m high), carpet, name panel and 150 watt spotlight per six square metres with a minimum of two spots per stand. Stands are constructed of modular framework in widths of 950mm. Stand furniture and power points are not included in the price.

SPACE-ONLY STANDS

Should you propose to build a stand with height dimensions of more than 2.5 metres, 2 scaled copies of the proposed plan must be submitted to the Organisers 30 days prior to the opening of the exhibition. Please note that approval for such plans must be agreed by the Organisers and such approval shall be notified in writing. Such stands may be built to a maximum of 4m.

SPACE-ONLY STANDS ADJOINING A SHELL SCHEME STAND

Any walls that are built above the height of the Shell Scheme Stand (2.5m) must be finished to an acceptable standard.

SPONSORSHIP OPPORTUNITIES

There are a variety of different sponsorship opportunities available at the Show. Details of these opportunities are available on request.

STAND APPEARANCE

In general stands should not exceed 2.5 metres in height and all materials used must be inherently non-flammable. Access to essential hall services must be left clear and all divider walls must be backed-up and present a clean appearance from the aisles and any adjoining stands. In particular enclosed structures should be so designed as not to detrimentally effect surrounding stands or the entire lay-out.

Some stands contain permanent structural features, i.e. PILLARS and others may contain amendments based on operational requirements. Any such variations are generally shown on the stand layout and Exhibiting Companies should note that stands are bought as seen and/or described. If you require a detailed drawing of your stand please ask.

In the event of a space only exhibitor wishing to make use of a neighbouring exhibitor's shell scheme wall, he must first obtain permission from the Shell Scheme contractor.

STAND APPROVAL

It is important that space only Exhibitors submit 2 copies of their stand floor plans to the Organisers for approval one month before Show opens.

STAND BOOKING FORM

Completed Stand Booking Forms (which includes Shell Scheme Stand Name Panel) must be returned to the Organisers immediately after stand location and size is agreed.

STAND DRESSING

For quick and simple stand dressing it is best to use Velcro (hook & loop) fasteners. Simply apply the velcro tabs (male and female) to your graphic panel and fix directly to the stand walls. Velcro can be purchased in most stationers or art supply shops. You can also order some directly from O'Brien Expo e: tony@obexpo.ie and of course they will also have some available for sale on site. Doublesided tape, glue or staples may not be used to fix graphics to the stand walls.

For heavier panels constructed of plywood or chipwood, we strongly recommend the purchase of special mild-steel straps, supplied complete with nuts and bolts. These straps will allow you hang your own panels on top of the stand walls. These straps may be purchased from the furniture contractor, O'Brien Expo in advance of the show. Please contact O'Brien Expo directly e: tony@obexpo.ie.

Under no circumstances may any display be nailed or screwed on the basic walls. Also panels may not be damaged with permanent self adhesive stickers or lettering. Any lettering or vinyl applied must be removed after the exhibition. A charge of €50 per panel will be made to cover the replacement cost of any panels damaged.

If you have any queries regarding stand dressing, please contact Tony at O'Brien Expo e: tony@obexpo.ie

WI-FI/BROADBAND

WiFi is available for exhibitors and visitors free of charge,

Hardwire Internet Connection is available on request to the Organisers, please email edmund@bizex.ie if required.



Organised by Business Exhibitions Ltd,
59 Rathfarnham Road, Terenure, Dublin D6W AK70, Ireland.
t: +353 (0)1 295 7418 e: maureen@bizex.ie
www.holidayshow.ie

STAND BOOKING FORM 2020

PLEASE TYPE OR
USE BLOCK CAPITALS

CATALOGUE DETAILS

Company Name Stand No.
 Address
 Postcode
 Contact Name Job Title
 t f
 incl. STD Code m
 e WWW
 Letter under which you wish your company
to be identified in alphabetical listing

Each partner represented on your Stand may have a SEPARATE CATALOGUE ENTRY.
Please photocopy this Form for EACH PARTNER and fill in this section.

Are you: Tour Operator/Travel Agent Cruise/Ferry Adventure Travel Wedding/Honeymoon Escorted Tours Home Holiday
 Camping Abroad Sun & Beach Holidays Golf Holidays Spa & Wellness 50+ Tourism City Breaks Accommodation
 Tourist Organisation Bus/Coach/Car/Rail Airline Other (specify) _____

INVOICE DETAILS

PLEASE COMPLETE THIS INVOICE SECTION IF DIFFERENT FROM THE CATALOGUE DETAILS ABOVE

Company Name Stand No.
 Address
 Postcode
 Contact Name Job Title
 t f
 incl. STD Code m e

STAND DETAILS & VAT

Purchase Order: _____

Stand Number	Total Metres	Metres Front	Metres Depth	€

SPACE + SHELL per metre²
 SPACE ONLY per metre²

*Exhibitors from Another European Union Member State (inc. N. Ireland): If an exhibitor from another European Union Member State has a valid VAT number, please insert your VAT number in the box provided to the right and your invoice will not be subject to VAT. Please note your VAT number must be the one allocated to the Company details in the invoice section of this form.

*VAT No: or VAT @ 23%

TOTAL

*VAT reclaim for Exhibitors from outside Rep. of Ireland, within the EU with no valid VAT number and all other countries outside the EU: Please contact VATit, who will assist you in reclaiming the VAT charged on this event. For details contact: VATit, Tel: + 44 207 431 4664, email: info@vatit.com, www.vatit.com

PAYMENT SCHEDULE:
 *50% Deposit is due upon booking
 •Balance due 1/11/19

PAYMENT OPTIONS

1. CHEQUE & BANKERS DRAFT
 Our Bank: AIB Bank, 60 Clonskeagh Road, Dublin 14, Ireland
 Cheques/Bankers Drafts: Please Make payable to Business Exhibitions Limited.

2. ELECTRONIC TRANSFER IBAN: IE66 AIBK 9311 8713 0040 08 SWIFT: AIBKIE2D

3. CREDIT CARDS

Visa Mastercard Amex Amount €

Card No Expiry Date / CCV Code

Cardholder Name Signature Date

STAND NAME PANEL (Shell Scheme Exhibitors Only)

We agree to take the stand detailed above in accordance with the Event Rules and Regulations, a copy is available upon request

Signature Title Date



Poseur Set - pod table + 2 high stools



Executive furniture pack
meeting table + 3 blue upholstered executive meeting chairs



Beech furniture pack
beech meeting table with 3 beech veneer expo chairs



Lockable Door - storeroom



Expo trestle table - 150 x 60 cm



Dem counter - 100 x 50 cm



Leaflet dispenser

THE DEADLINE FOR ORDER & PAYMENT IS 14/12/19

Exhibitors who do not return this form will NOT have electrics delivered to their stand.

NO ORDERS WILL BE TAKEN ON SITE. THIS FORM MUST BE FILLED IN and returned with PAYMENT IN FULL (including 23% VAT) in order to prevent possible delays in the set up of your stand

Send to: Shane Hourican, Business Exhibitions Ltd., 59 Rathfarnham Road, Dublin D6W AK70
t: +353 (0)1 295 7418 m: +353 (0)87 255 1675 e: shane@bizex.ie

The Official Electrical Contractor must supply all electrical requirements on this site. For bonding, insurance and security reasons, no other electrical contractor may carry out work in the halls. The Official Electrical Contractor for this show is as above. As power requirements will be very substantial, we advise return of forms **with total kilowatt loading** early, as power will be allocated on first come, first served basis.

EXHIBITOR DETAILS

PLEASE COMPLETE IN BLOCK CAPITALS

Stand number:	Shell scheme: <input type="checkbox"/>	Space only: <input type="checkbox"/>	Estimated power load (kilowatts):
Company name:	(optionally) NON-ROI VAT no.:		
Mr/Ms/Mrs:	First Name:	Surname:	Signature:
Invoice address:			
Mobile:	Telephone:	Fax:	E-mail:

OPTION 1

For **shell scheme stands up to total load of 1kW**.
For maximum 1kW load only ! No extension leads permitted.

	Cost	Qty	Total
150 W spotlight	€44.00		
5' fluorescent	€53.50		
500 W QI floodlight	€81.60		
13 amp 3-pin single socket	€61.50		
13 amp 3-pin double socket	€69.60		
150 W LED spotlight	€50.00		
Total			
Book after 14/12/19 - + 15%			
Book after 10/1/20 - + 20%			
Add VAT 23%			
Grand Total			

Please **sign below** to accept the max 1kW total for Option 1 load terms (see manual for electrical explanation of the above):



Signature

Date

Prices in all options include the hire, wiring, installation and dismantling of all fittings and standby electrician during the show. See overleaf for grid to indicate positioning of your electric requirements. **If your requirement is not listed, please call and we will accommodate your specific request.**

If you require any assistance with this order form, please call our office (contact no's above).

OPTION 2

Mandatory for shell scheme stands exceeding 1kW load and all space only stands. MAINS required. No extension leads permitted

* Mains for stands using sockets in compliance with ETCI fourth edition regulations c/w CER regulations (711.1-711.559.14.04) must have mains supply + main fuse.

	Cost	Qty	Total
20 amp single phase mains (4 kW)	€86.00		
30 amp single phase mains (6 kW)	€104.95		
20 amp 3-phase mains (12 kW)	€128.50		
30 amp 3-phase mains (18 kW)	€147.90		
AND THEN CHOOSE YOUR REQUIRED ELECTRICS:			
16 amp BLUE Ceeform socket	€90.00		
32 amp BLUE Ceeform socket	€124.50		
16 amp RED 3-PHASE Ceeform socket 5-pin	€126.00		
32 amp RED 3-PHASE Ceeform socket 5-pin	€153.50		
13 amp 3-pin single socket	€44.00		
13 amp 3-pin double socket	€59.50		
150 W spotlight	€42.00		
5' fluorescent	€48.00		
100 W LED floodlight (high output)	€80.00		
500 W QI floodlight	€71.00		
1000 W QI floodlight	€94.50		
Metal halide (150 W)	€102.50		
Heavy duty metal halide	€148.50		
Fridge (domestic type)	€95.50		
24hr power connection (in addition to above)	€90.50		
Total			
Book after 14/12/19 - + 15%			
Book after 10/1/20 - + 20%			
Add VAT 23%			
Grand Total			

PAYMENT OPTIONS

1. CHEQUE & BANKERS DRAFT

Our Bank: AIB Bank, 60 Clonskeagh Road, Dublin 14, Ireland

Cheques/Bankers Drafts: Please Make payable to Business Exhibitions Limited.

2. ELECTRONIC TRANSFER IBAN: IE66 AIBK 9311 8713 0040 08 SWIFT: AIBKIE2D

3. CREDIT CARDS

Visa Mastercard Amex

Amount €

Card No

Expiry Date

CCV Code

Cardholder Name

Signature

Date

STAND LAYOUT

Draw on this grid the plan of your stand indicating the position of the required work or submit your own specific plans. Utilise each square as 1 sq. metre.

Key:
I - wall
O - light
X - socket

	1	2	3	4	5	6	7	8	9	10
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

CONDITIONS FOR THE SUPPLY OF ELECTRICITY

- Electromaher Ltd. has been appointed as the official Electrical Contractor for this show. The official Contractor is responsible to the owners, exhibition, promoters, licensing and fire authority or the safety and conformity to regulations of the entire electrical installation (both temporary and permanent). Because of this responsibility only electrical installations constructed by the contractor will be connected to the mains distribution system. As it is essential to design a load distribution systems which will, as near as possible, provide for a balanced demand on all phases of the supply cable, Exhibitors are requested to inform the contractor of their electrical requirements as early as possible but not later than the **13th December 2019** as they may require alterations or additions to be maintained and may also involve the Contractor in overtime working.
- The materials used in the exhibition installations are on hire, and remain the contractor's property and must be returned in good condition at the end of the exhibition. Should any client require constant mains guaranteed (i.e. computers, memory etc) we recommend that they protect their equipment with ups back up supply or similar.
- Please carefully list all your electrical requirements overleaf, complete the order form and return same to Electromaher **NOT LATER THAN 13th DECEMBER 2019**. A structure must be provided on which your electrical supply and/or lighting can be mounted.
- Where an exhibitor requires fittings in a specific position a sketch must be enclosed with this order form. In the absence of specific instructions, all lighting fittings will be positioned on the rear of the fascia boards, and power points at floor level on the rear wall. The use of multiway adaptors is not permissible.
- Prefabricated electrical sections of an exhibit must be inspected prior to the exhibition. **No reduction in schedule rates will be allowed because of pre-site wiring.**
- Payment in full must be forwarded with this order form. A receipted detailed invoice will be returned in acknowledgement. No orders will be processed until payment in full is received. A VAT invoice & receipt will be issued on receipt of payment.**
- Electromaher Ltd will be pleased to submit separate quotations for any electrical requirements or work not covered by this standard form, including special lighting effects, power supply, low voltage lights, LED lighting etc.
- All display Contractors must order their requirements for their clients via the Application for Electric's Form and will be invoiced accordingly. (Exhibitors shall be responsible for any non-payment by their sub-contractor).**
- For contractors or others who wish to do their own electrical work on stands, we will be pleased to submit costings separate to the stated costings within (POA). Any stands being implemented in this method must submit certification of their installed electrics prior to show opening to the official electrical contractor. Failure to submit will result in supply being withdrawn.

HEALTH & SAFETY - ELECTRICAL INSTALLATIONS

Presently the Health & Safety Authority (HSA) are in the process of implementing safety requirements to the exhibition Industry. This is ongoing at the moment. This however does not mean that HAS requirements do not have to be adhered to - the opposite is the fact. To this end we as the Electrical Contractor appointed by the organiser request that all exhibitors (and their designers/contractors where appropriate) be required to adhere to all **HSA & ETCI 4** regulations presently in force for this location.

Failure to know or understand these regulations is not admissible in law as exoneration. Kindly be aware of the following:

1. The EC "provision and use of work equipment regulations 1998" places general duties on employers and lists minimum requirements for work equipment to deal with selected hazards whatever the industry.
2. If the exhibitor / employer contracts out the work on their stand making each stand (space or shell) into its own separate "workplace" and the "exhibitor" therefore "the employee" is subject to all relevant laws and regulations. Exhibitors are directly responsible for the safe use and maintenance of every element on their stand and it's surrounding environs.
3. All electrical equipment must be constructed, installed, maintained, protected and used as to prevent danger.
4. Electromaher Limited is the official Electrical Contractor appointed by the Organiser for the show. All work on stands, including any prefabbing, must be ordered through the official Electrical Contractor. It is essential that all information relating to an exhibitor's stand is given to Electromaher to allow for load balance and programming of installations during and before the build up period. Appliances and prefabbed electrics supplied and used by exhibitors must be tested before being used and proof of this will be required. It is the exhibitors responsibility to provide proof of competency for this issue, particular attention must be paid to the regulations relating to extra low voltage (SELV) lighting. **All electrics to ETCI 4 regulations and CER requirements.**
5. We reserve the right to disconnect the electrical supply to any installation which in our opinion or the Organiser's opinion is dangerous or likely to cause annoyance to visitors or other exhibitors or could cause overloading.
6. Failure to advise Electromaher of **all electrical requirements** for your stand is a breach of the above safety requirements and arising from this, claims or damage caused shall be the exhibitors responsibility.
7. ***Mains for stands using sockets in compliance with ETCI fourth edition regulations c/w CER regulations (711.1-711.559.14.04) must have mains supply + main fuse (no extension leads). In Option 1 the double socket will have a mains supplied but this will be fused down to 1kW loading. If requesting this option, exhibitors must sign the form on application and submitting of electrical form.**

Please contact the official Contractor for any advice or assistance you may require with your electrical requirements at the following address or numbers:



Electromaher Limited

10 Knockmitten Close, Western Industrial Estate, Naas Road, Dublin 12

tel: +353 (0)1 450 6661/7
fax: +353 (0)1 450 7889
email: exhibitions@electromaher.com

30 Secrets to Exhibiting Success

- 1 On average 75 per cent of visitors to an exhibition are there to buy or plan to buy in the future.
- 2 Exhibiting is the most cost effective way of getting your products and services in front of customers.
- 3 Exhibiting is the only medium which allows you to interact with potential customers, using all the five senses.
- 4 Decide why you are exhibiting and what you wish to achieve. Have some specific, measurable targets in mind. For example, get 300 qualified sales leads or conduct 50 research interviews.
- 5 Design your stand to help deliver your objectives.
- 6 Have one person in charge of every aspect of the exhibition.
- 7 80 per cent of stand success is down to staff, so train them.
- 8 If you can invite people, do. If you don't your competition will.
- 9 Formulate a plan to categorise leads for follow up.
- 10 At the show, let people know you are there, advertise.
- 11 Don't ask closed questions.
- 12 Keep your conversations with clients short and concise.
- 13 Turn off your mobile phone.
- 14 Focus, get all the details you can from your prospect.
- 15 Make a rota, so everyone knows where he or she is and what he or she is doing, when.
- 16 Make eye contact and smile.
- 17 Listen to your prospect and sell benefits not features.
For example, this is good for you because...
- 18 Go for it! Have staff whose presence says "Hi, how are you?".
- 19 You and your staff need to look fresh and feel fresh.
- 20 Use all five senses to attract people to your stand.
- 21 Have daily team debriefs.
- 22 Classify all leads.
- 23 Don't eat whilst on the stand.
- 24 Don't get into conversations about products you do not know, ask another team member to help/demonstrate.
- 25 Remember why you are there, stay focused on your objectives.
- 26 Talk less listen more.
- 27 Conduct a show debrief with the stand team.
- 28 Follow up leads, you will need to contact them at least six times.
- 29 Make use of all the information you have gathered.
- 30 Book early for next year.