

EXHIBITORS MANUAL



RDS • Industries Hall • Dublin
20th - 22nd February 2012

Please take particular note of the information on the following pages.

Special attention should be given to the **RULES & REGULATIONS FOR EXHIBITING** on Page 3

Please complete and return the relevant pages **IMMEDIATELY.**

Other useful information is also listed

SDL Exhibitions Ltd

18 Main Street
Rathfarnham
Dublin 14

Tel: 00353 (1) 490 0600

Fax: 00353 (1) 490 8934

Email: info@sdlexpo.com

Web: www.sdlexpo.com

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EXHIBITION DATES & TIMES

Monday 20 th February	12.30pm – 5.00pm
Tuesday 21 st February	11.00am – 5.00pm
Wednesday 22 nd February	10.00am – 4.00pm
Stand Build-up Dates & Times	
Sunday 19 th February	8.15am – 6.00pm
Monday 20 th February (Final Dressing Only)	8.15am – 11.00am
Stand Dismantling Dates & Times	
Wednesday 22 nd February	4.00pm – 8.00pm
** All Materials must be removed on Wednesday evening **	

Exhibition Contact Information

Organisers:	SDL Exhibitions Ltd. 18 Main Street, Rathfarnham, Dublin 14	Tel: +353 1 490 0600 Fax: +353 1 490 8934 E: info@sdlexpo.com
Exhibition Manager:	Kathleen Connors	Tel: +353 1 405 5547 Mob: +353 87 672 9928 E: kathleen@sdlexpo.com
Exhibition Director:	Ruth Lemass	T: +353 1 405 5550 M: +353 87 249 7716 E: ruth@sdlexpo.com
Accounts:	Leone Rossiter	T: +353 1 490 0600 M: +353 86 877 3238 E: leone@sdlexpo.com
Operations Co-Ordinator	Sarah Kelly	T: +353 1 405 5553 M: +353 85 118 1954 E: sarah@sdlexpo.com
Venue:	Industries Hall, RDS Dublin 4	T: +353 1 668 4577 F: +353 1 240 7262 W: www.rds.ie

RULES AND REGULATIONS FOR EXHIBITING

1. All Stands must be finished to an acceptable standard. No unfinished walls or partitions should be visible. Stands may not be designed or erected in such a way as to disadvantage another exhibitor.
2. Your attention is drawn to "Conditions for the Supply of Electricity" outlined on page 9 of this manual.
3. Exhibitors not availing of the standfitting package are required to submit a copy of the plan for their stand at least three weeks before the commencement of stand build-up. Please advise your standfitting contractor of this requirement.
4. No signs, graphic panels, banners or other exhibits or display equipment may be fixed or attached to any part of the building. All displays must be free standing or attached to an adequate display system or structure.
5. Work on all stands must be completed not later than the evening before the exhibition opens. No work, erection, decoration or wiring may be undertaken on stands once the exhibition is open.
6. Only fire retardant materials may be used in the construction of exhibition stands. All timber, hardboard, plywood or similar material must be rendered flame retardant by an acceptable method of impregnation and must have certificates to prove this. Fireproof certificates are also required for all stand dressings such as drapes, furniture etc. Exhibitors are particularly reminded that foam or rubber back carpet is **NOT** permitted and the fire officer will only permit fire resistant carpet tiles and fire proofed carpet to be used in exhibitions. All carpets and carpet tiles used on exhibition stands must have a certificate to state that they conform to fireproof standards BS4790. GAS Bottles are **NOT** permitted in the hall.
7. Your attention is drawn to the performing rights charges imposed by IMRO on the playing of music or promotional videos with music sound tracks. See IMRO details towards the back of this manual.
8. Excessive noise or loudspeakers are not permitted where these cause interference with other stands.
9. Exhibitors are not permitted to hand out leaflets at the entrances or in the gangway spaces outside of their stand area, or to place leaflets on cars in the vicinity of the exhibition.
10. We regret that the use of the Public Address System is restricted to emergency use and necessary show announcements.
11. In the interest of security, fire doors may not be used by exhibitors once the exhibition is in operation.
12. Exhibitor badges should be worn at all times.
13. Exhibitors should familiarise themselves with the location of emergency exits and fire fighting equipment within the hall. Please read the emergency procedures material which will be included in your exhibitor's kit, available from the organisers office during build-up. All security risks should be reported to the organisers office.
14. The exhibition Regulations and Conditions printed on the back of the Application for Space Form apply. Your attention is drawn to Paragraph Two of your Application for Space Form which requires that written permission from the organisers must be obtained before you sublet any part of your stand.
15. No food, beverage or confectionery may be sold from stands without the prior written agreement of the organisers and The RDS. A fee may be charged.
16. Children under the age of 16 years are not permitted within the complex during construction or dismantling of any event.
17. **All items for sale must be priced and charged in Euros including Irish VAT.**
18. All products for sale must be E.C. approved.
19. Exhibitors may not distribute any material which relates to the products or service supplied by another exhibitor. Exhibitors may not approach visitors in the gangways if this interferes with the rights or promotional efforts of another exhibitor.
20. Exhibitors may not attend seminars presented by other exhibitors.
21. Exhibitors agree that they will only promote products or services which they are legally entitled to promote and will make clear to visitors any challenges to their legal right to sell or promote their products or services.
22. Any accident, incident, injury, theft or other loss must be reported immediately to the manager in the organisers office
23. All exhibitors selling and/or advertising electrical and electronic equipment (EEE) undertake to comply with the Waste Management (**Waste Electrical and Electronic Equipment**) (WEEE) Regulations, SI 340 of 2005. Note: Your stand maybe inspected for compliance with the **WEEE Regulations** by the relevant regulatory authority. Further information on your obligations may be found may be found at www.epa.ie or by phoning Lo Call 1890 33 55 99

OPERATING MACHINERY OR EXHIBITS:

Moving machinery shall, at the expense of the exhibitor, be installed and protected to the satisfaction of the organiser and the owners of the exhibition premises. No motors, engines, furnaces or power driven machinery may be exhibited in operation without adequate protection.

Safety devices should only be removed when the machinery/exhibits are not in operation or connected to the source of supply. All such safety devices must be re-fitted prior to the operation of the machinery/exhibit. An exhibitor committing breach of the foregoing clause shall indemnify the organiser for all claims, losses and damage.

SDL Exhibitions Ltd

DEADLINE CHECK LIST FOR RETURN FORMS

MANDATORY FORM TO BE COMPLETED BY ALL EXHIBITORS

Details	Link/Page No	Return To	Deadline
SHOW GUIDE LISTINGS	Click here to complete online alternatively please see page 8	SDL Exhibitions	6TH February
EXHIBITOR KITS FORM	Click here to complete online alternatively please see page 7	SDL Exhibitions	6TH February

ADDITIONAL SERVICES (COMPLETE & RETURN ONLY IF SERVICES REQUIRED)

Details	Page No	Return To	Deadline
ELECTRICAL ORDERS/ELECTRICAL GRID PLAN (IF REQUIRED)	10/11	Kelowna Electrical	ASAP
DROP BARS	12	EventServ Ltd	ASAP
CORNER UNITS & BACK WALL STANDS ORDER FORM	13	SDL Exhibitions	ASAP
STAND CLEANING	20	Southside Contractors	ASAP
TEMPORARY TELEPHONE/INTERNET	17	Ablecom	ASAP
FOOD & BEVERAGE APPLICATION FORM	21	SDL Exhibitions	ASAP
AUDIO VISUAL ORDER FORM	18	Digisound Audio Visual	ASAP
FLORA DÉCOR ORDER FORM	14	Plant Life	ASAP
FURNITURE ORDER FORMS	15/16	Works Hire Services/ W Display	ASAP
WATER CONNECTION ORDER FORM	19	SDL Exhibitions	ASAP

USEFUL SERVICES

<p>Main Shell Scheme Contractor</p> <p>W Display 12/13 Crumlin Business Centre Stanaway Drive, Crumlin, Dublin 12 Tel: 00353 1 456 1011 Fax: 00353 1 456 1129 Email: nryan@wdisplay.com Contact: Norah Ryan</p>
<p>Display Contractors</p> <p>Display Contracts Ltd. 4 Greencastle Parade Malahide Industrial Park Tel: 00353 1 877 0030 Fax: 00353 1 877 0031 Email: info@displaycontracts.com</p>
<p>Display Contractors</p> <p>Exhibition & Conference Services Unit E1, Tougher Business Park, Naas, Co. Kildare Tel: 00353 45 435800 Fax: 00353 45 435802 Email: design@ecs.ie</p>
<p>Wireless Broadband</p> <p>Ablecom (for wireless broadband/internet (order form page 17))</p>
<p>Electrics</p> <p>Kelowna Electrical Ltd. 3 Coolmine Central, Coolmine Industrial Estate, Dublin 15 Tel: 00353 1 821 4618 Fax: 00353 1 824 3980 Mobile: 00353 87 2570731 Email: Kelowna@eircom.net Contact: Paul Brennan (Order form page 10)</p>
<p>Audio Visual Hire</p> <p>Toomey AV / Digisound Audio Visual A3, Baldonnell Business Park, Baldonnell, Dublin 22. Tel: 00353 01 4660515 Fax: 00353 01 4660558 Email: ivan@digisound.ie / ivan@toomeyav.ie Web: www.digisound.ie / www.toomeyav.ie Contact: Ivan Smyth</p>
<p>Drop Bars</p> <p>EventServ Ltd T: +353(0)1 505 5888 F: +353(0)1 505 5819 M: +353(0)87 257 0396 E: info@eventserv.ie W: www.eventserv.com Contact: Nog Gallagher</p>

<p>Main Furniture Hire Contractor</p> <p>The Works Hire Service Unit 3 Rathgorragh Industrial Estate, Kill, Co. Kildare Tel: 00353 45 87 8845 Fax: 00353 45 87 8837 M: 087 2558355 Email: info@workshireservices.ie - whs@indigo.ie Contact: Cyril Murtagh</p>
<p>Furniture Hire</p> <p>Hire All Services 37/38 Spruce Avenue Stillorgan Industrial Park, Co. Dublin Tel: 00353 1 295 3821 Fax :00353 1 295 3011 Email: info@hireall.ie</p>
<p>Freight Forwarders</p> <p>Schenker Ltd DB Schenker Ireland Ltd, Unit R, North Ring Business Park, Santry, Dublin 9. Tel: +353 (0)1 816 5400 Email: martin.mcGorian@dbshenker.com Contact: Martin McGorian</p>
<p>Floral Décor</p> <p>Plant Life Unlimited, 110/111 Cork Street, Dublin 8 Tel: 00353 1 453 6201 Fax: 00353 1 454 2493 Email: info@plantlife.ie</p>
<p>Catering</p> <p>Hospitality Options - RDS Dublin 4 Tel: 00353 1 260 2632 Email: info@hospitalityoptions.ie Contact: Eoin McDonald</p>
<p>Exhibition/Display Materials</p> <p>Sooner than Later Solutions Limited 24 Kill Avenue, Dun Laoghaire, Co Dublin Tel: 00353 1 2844777 Fax: 00353 1 2844288 Email: mark@soonerthanlater.com Web: www.soonerthanlater.com Contact: Mark Finney</p>
<p>Graphic Outputs, Pop Up Signs, Banners</p> <p>Ecorock Ltd 7-8 Crag Avenue, Clondalkin Ind Est, Clondalkin, D22 T: 01 457 0188 E: sales@ecorock.biz W: www.ecorock.biz Contact: John O Reilly</p>

SUGGESTED ACCOMMODATION

Hotel	Contact Details	E-mail	Double Rooms
D4 Hotels Ballsbridge Inn Ballsbridge Towers Berkeley Ballsbridge Dublin 4	T: +353 (0)1 668 4468	E: reservations@d4hotels.ie	Room Only Rates D4 Inn €60 D4 Towers €70 D4 Berkeley €80
Bewleys Hotel Ballsbridge Dublin 4	T: +353 (0)1 668 1111 F: +353 (0)1 668 1999	E: Ballsbridge@bewleyshotels.com	Follow link for special rates: www.bewleyshotels.com/exhibitor
Sandymount Hotel Herbert Road Dublin 4	T: +353 (0)1 614 2000	E: info@sandymounthotel.ie	Room Only €29.50 pps/€59 single Bed & Full Irish Breakfast €37.50 pps/ €65 single All rooms Inc. complimentary parking & WiFi
Herbert Park Hotel Herbert Road Dublin 4	T: +353 (0)1 269 3311 F: +353 (0)1 269 3376	E: reservations@herbertparkhotel.ie	€109 Room Only €134 B&B
Burlington Hotel Upper Leeson St Dublin 4	T: +353 (0)1 618 5600 F: +353 (0)1 618 5693	E: info@burlingtonhotel.ie	€99 Room Only €125 B&B
Mespil Hotel Mespil Road Dublin 4	T: +353 (0)1 488 4600 F: +353 (0)1 667 1244	E: mespil@leehotels.com	€99 B&B
Radisson BLU Hotel Stillorgan Road Dublin 4	T: +353 (0)1 218 6039 F: +353 (0)1 218 6030	E: Reservations.Dublin@Radissonblu.com	€109.00 Room Only (Quote " RDS")
B & B ACCOMMODATION CLOSE TO VENUE			
PembrokeTownhouse 90 Pembroke Road Ballsbridge Dublin 4	T: +353 (0)1 218 6000 F: +353 (0)1 260 2295	E: info@pembroketownhouse.ie	€109 Room Only €129 B&B
Merrion Hall 54 Merrion Road Dublin 4	T: +353 (0)1 668 1426 F: +353 (0)1 668 4280	E: info@merrionhall.com	€109 Room Only
Your Home from Home The Moorings Fitzwilliam Quay Dublin 4	T: +353 (0)1 678 1100 F: +353 (0)1 678 1169	E: info@yourhomefromhome.com W: www.yourhomefromhome.com	2 Bed apartment €90 per night (sleeps 3-4 ppl)
Andorra B&B 94 Merrion Rd Ballsbridge Dublin 4	T: +353 (0)1 668 9666	E: andorra@eircom.net	€55 Single B&B €35 Double/Twin PPS B&B

All prices should be checked before making a booking as rates may be subject to change

Early booking is recommended.

EXHIBITOR KITS FORM

HOSPITALITY 2012

This page may be completed online at:

<http://www.hospitalityexpo.ie/forms/exhibitor-kits-form/>

Each exhibiting company is provided with an exhibition kit which includes your exhibition badges, car park passes, exhibition enquiry pads and other details relating to the operation of the exhibition.

CAR PARK PASSES

Each exhibitor will receive car park passes on the following basis:

Stand size up to 10 sq. Metres	1 Car Park Pass	We regret that space in the exhibitor's car park is limited.
Stand size 11-30 sq. Metres	2 Car Park Passes	
Stand size over 30 sq. Metres	3 Car Park Passes	

Exhibitor kits are available from the Organisers office on the day of build-up and are NOT forwarded by post.

EXHIBITOR BADGES

Exhibitor badges **MUST** be worn by all stand personnel during the exhibition. All badges must be personalised in advance with the names of your personnel. Please print their names below. These badges must be shown to security to gain access to the hall from Monday 20th February.

Fascia Name: _____

Names of Personnel (to be typed on badges):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This page may be completed online at

<http://www.hospitalityexpo.ie/forms/exhibitor-kits-form/>

or e-mailed to ruta@sdlexpo.com or faxed to: +353 1 490 8934

If you require help completing this form please call Ruta on +353 1 490 0600

SHOW GUIDE HOSPITALITY 2012

This page may be completed online at:

<http://www.hospitalityexpo.ie/forms/show-guide-form/>

A show guide will be produced for Hospitality 2012. Please provide us with an entry for the catalogue using this form, information may also be used for use in articles for the press or magazines.

This information will also be used in emails sent to our extensive database in the industry and on the website.

COMPANY DETAILS

Company Name:	_____	Stand No:	_____
Trade Name : (If different from above)	_____	Tel:	_____
Website:	_____	Email:	_____
Contact Name:	_____	Mobile:	_____

PRODUCT/SERVICES DESCRIPTION (30 words max.)

Please describe the products/services which you supply for inclusion in the show guide

Information submitted on this form will be used on all publicity material, catalogue, fascia sign, website etc

This page may be completed online at:

<http://www.hospitalityexpo.ie/forms/show-guide-form/>

or emailed to ruta@sdlexpo.com or faxed to: +353 1 490 8934

If you require help completing this form please call Ruta on +353 1 490 0600

CONDITIONS FOR THE SUPPLY OF ELECTRICITY HOSPITALITY 2012

1. **KELOWNA ELECTRICAL LTD.** has been appointed as the official electrical contractor for the Carole Nash Irish Motorbike & Scooter Show and **ALL** electrical installations must be executed by them. The installation of electrical work by any persons other than the official electricians is expressly prohibited and no exhibitor or his staff may alter or otherwise interfere with any electrical installation.
2. All prices quoted include hire and installation of wiring, fitting, lamps, fuseboards and maintenance during the exhibition.
3. Please carefully list all your electrical requirements overleaf, complete the **ORDER FORM** and return same to **Kelowna Electrical Ltd as soon as possible.**
4. Where an exhibitor requires fittings in a specific position, a sketch must be enclosed with the **ELECTRICAL ORDER FORM**. In the absence of specific instructions, all light fittings will be positioned on the rear of the fascia boards and power points at floor level on the rear wall.
5. **NOTE: SPACE ONLY EXHIBITORS**
Exhibitors who have not reserved the standfitting package must provide or order some structure onto which lighting and sockets can be attached.
6. **Payment in full must be forwarded with the ORDER FORM.** A receipted detailed invoice will be returned in acknowledgement. **NO orders will be processed until payment is received in full.**
7. **KELOWNA ELECTRICAL LTD.** Tel: +353 (0)1 821 4618. Fax: +353 (0)1 824 3980 Mobile:+353 (0)87 257 0731
E-Mail: kelowna@eircom.net - Kelowna Electrical will be pleased to submit separate quotations for any electrical work not covered by this standard form, including special lighting effects, power supply etc.
8. Display contractors must order their requirements for their clients **via the ELECTRICAL ORDER FORM** (see overleaf) and will be invoiced accordingly.
9. **Note – All Exhibitors.** It is the responsibility of each exhibitor to ensure that all electrical supply is switched off at the end of each day of the show.
10. All stands must have their own fuseboard. No sharing of electrics is permitted.

PLEASE RETURN YOUR ELECTRICAL ORDER FORM AS SOON AS POSSIBLE

ELECTRICAL ORDER FORM HOSPITALITY 2012

Company Name: _____ Stand No: _____

Contact Name: _____ Email: _____

Tel: _____ Mob: _____

Option A – Where NO fuse board is ordered. Fuse boards to be supplied by contractor as required and included in the cost

**Space Only Exhibitors
Requiring Electricians must
complete Option 'B'**

PRODUCT	PRICE	QUANTITY	TOTAL
13 amp 3 pin double socket Two Appliances – NO MULTIPLUGS	€58.00		€
150 watt spotlight	€39.00		€
5' Fluorescent fitting	€34.00		€
500 watt quartz iodine floodlights	€43.00		€
1,000 watt quartz iodine floodlights	€60.00		€

**A Structure must be
provided on which your
electrical supply and/or
lightning can be mounted.**

**Please read conditions on
previous page**

**Option B – Where a fuseboard is ordered
Exhibitors on Space Only Stands MUST order a fuseboard
"Please state total amps or kilowatt loading"**

**Please note any exhibitors
providing their own
spotlights must order a
mains and pay connection
fee of €33 per point**

13 amp 3 pin double socket Two Appliances – NO MULTIPLUGS	€47.00		€
150 watt spotlight	€32.00		€
5' Fluorescent fitting	€36.00		€
20 amp single phase fuseboard	€72.00		€
30 amp single phase fuseboard	€85.00		€
20 amp 3 phase fuseboard	€110.00		€
30 amp 3 phase fuseboard	€120.00		€
13 amp 3 pin double socket	€47.00		€
16 amp c-form socket - blue	€55.00		€
32 amp c-form socket - blue	€72.00		€
3 phase connection charge	€76.00		€
Low voltage spotlights	€36.00		€
500 watt quartz iodine floodlights	€43.00		€
1,000 watt quartz iodine floodlights	€60.00		€
Connection fee for exhibitors spotlight	€30.00		€
Special connection for 24 hour supply	€94.00		€
Temporary connection for early supply when required _____ loading _____	€110.00		€
COMPULSORY WITH OPTION B			
Consumption/Connection charge _____ kw @ €16.00 per kw - for amp chart – see left			€

**AMP Chart
5 AMPS=1 KILOWATT=€16.00
20 AMPS=4
KILOWATTS=€64.00
30AMPS=6
KILOWATTS=€96.00**

TOTAL PRICE	€
TOTAL INCL 23% VAT	€
CHEQUE ENCLOSED	€

Name on Credit Card _____	Expiry Date _____
Card No _____	Security Code _____
Signed: _____	Date: _____

**Please complete this form and return WITH PAYMENT to Kelowna Electric Ltd, 3 Coolmine Central,
Coolmine Industrial Estate, Dublin 15 T: 00353 1 821 4618, F: 00353 1 824 3980, E: Kelowna@eircom.net**

ELECTRICAL GRID PLAN HOSPITALITY 2012

Company Name: _____ Stand No: _____

Contact Name: _____

Tel: _____

Mob: _____

Email: _____

Web: www. _____

**DRAW ON THIS GRID THE PLAN OF YOUR STAND TO SCALE AND INDICATE THE POSITION OF THE
REQUIRED WORK.**

SCALE = 1 METRE

TO THE BACK OF HALL

TO THE FRONT OF HALL

DROP BARS ORDER FORM HOSPITALITY 2012

Company Name: _____ **Stand No:** _____
Trade Name: _____ **Contact Name :** _____
Tel: _____ **Mob:** _____
Email: _____

	Drop Bar(s) @ €140 each	€
	Drop Wire(s) @ €70 each	€
Sub Total		€

Name on Credit Card _____ Expiry Date _____
 Card No _____ Security Code _____
 Signed: _____ Date: _____

TO THE BACK OF HALL

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

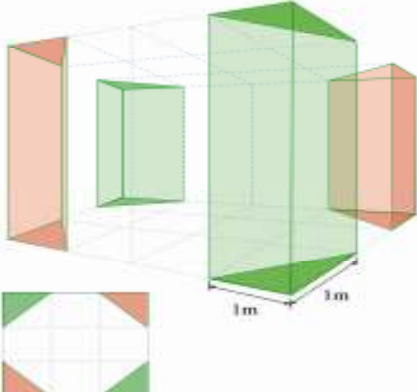
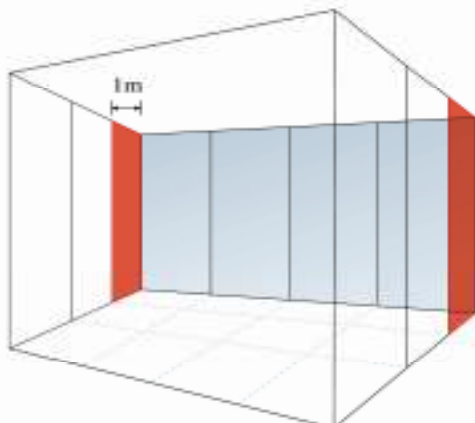
TO THE FRONT OF HALL

All rigging will be done before the event and any banners must be supplied to:
EventServ Ltd The Grange, Newcastle Road, Co Dublin.
These must be supplied at least 2 weeks before the event.
(A charge of €15.00 per banner will apply to hang banners)

PLEASE COMPLETE THIS FORM AND RETURN TO:
EventServ Ltd
 T: +353(0)1 505 5888 F: +353(0)1 505 5819 M: +353(0)87 257 0396
 E: info@eventserv.ie Contact: Nog Gallagher

CORNER UNITS & BACK WALL STANDS ONLY HOSPITALITY 2012

For exhibitors not wishing to avail of the full shell scheme package, there are 2 options they may choose from. Remember you must divide your stand from your neighbour, Perimeter (hall) walls must be covered and you must provide a structure if ordering any electrics.

<p style="text-align: center;">4 Corner Units with Fascia Footprint: 1m x 1m x 1.35m Height: 2.5m</p> <p>4 Corner Units: €440.00</p> <p>Vat @ 23% € _____</p> <p>Total incl Vat € _____</p> <div style="text-align: center;">  </div>	<p style="text-align: center;">Shell Scheme – Back Wall only with 1 metre return</p> <p>€35.00 per linear metre € _____</p> <p>Vat @ 23% € _____</p> <p>Total incl Vat € _____</p> <div style="text-align: center;">  </div>
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Payment must be made prior to the event, cheques should be made payable to SDL Exhibitions Ltd

**18 Main Street, Rathfarnham, Dublin 14
Enquiries to Ruta – Tel: 01- 490 0600 – Email: ruta@sdlexpo.com**

Company Name: _____ **Stand No:** _____

Contact Name: _____

Tel: _____

Mob: _____

Email: _____

Web: www. _____

Name on Credit Card: _____	Expiry Date: _____
Card No: _____	Security Code: _____
Signed: _____	Date: _____

FLORAL DECORATION ORDER FORM HOSPITALITY 2012

OFFICIAL FLORAL CONTRACTORS TO THE ORGANISERS

<u>RETAIL PRICE SCHEDULE</u>	<u>PRICE</u>	<u>QTY</u>	<u>VALUE</u>
0.5 metre Trough with green plants	€37.00	-----	€ _____
0.5 metre Trough with coloured plants	€37.00	-----	€ _____
0.75 metre Trough with green plants	€44.00	-----	€ _____
0.75 metre Trough with coloured plants	€44.00	-----	€ _____
1 metre Trough with green plants	€55.00	-----	€ _____
1 metre Trough with coloured plants	€55.00	-----	€ _____
Circular container with tall plants 1-2 metres high	€55.00	-----	€ _____
Circular container with medium & base plants	€55.00	-----	€ _____
Bowl Arrangement with mixture of base plants	€28.00	-----	€ _____
Planting landscape areas to be quoted separately		-----	€ _____
		SUB TOTAL	€ _____
		VAT @ 23%	€ _____
		TOTAL	€ _____

TERMS OF PAYMENT

A cheque in full settlement must accompany all orders! We also accept Visa & MasterCard. Please complete and return form to: **Plant Life Unlimited, 110-111 Cork Street, Dublin 8.** You can now order on line @ www.plantlife.ie

Company Name: _____ **Stand No:** _____

Contact Name: _____

Address for Invoicing: _____

Tel: _____

Mob: _____

Email: _____

Web: www. _____

Name on Credit Card _____	Expiry Date _____
Card No _____	Security Code _____
Signed: _____	Date: _____

If plants and containers are removed from stands, they will be charged at replacement prices. All prices include maintenance throughout period of Exhibition delivery, installation and collection of container(s) at completion of Exhibition.

Contact Manager: Sammy Smyth

Phone: (01) 453 6201 Mobile: 086 2579564 Fax: (01) 454 2493
E-mail: info@plantlife.ie Website: www.plantlife.ie

FURNITURE ORDER FORM HOSPITALITY 2012

This order cannot be processed until payment has been received in full.

Please return form to: Cyril Murtagh, Works Hire Services

Tel: 045 878 845, Mob: 087 2558355 Email: info@workshireservices.ie Web: www.workshireservices.ie

Company Name:		Venue:	
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Carpet for Exhibition Stands	Unit Price	Qty	Value in Euros
Carpet available in Red, Grey, Blue, Green, Burgundy, Beige, etc. (Price per sq. meter)	€ 6.98		

Ref No.	Furniture Packs	Unit Price	Qty	Value in Euros
FP001	Libre Furniture Pack (Square Table & 2 Upholstered Chairs)	€ 58.00		
FP002	Sorrento Furniture Pack (24" dia Round Table & 2 Upholstered Chairs)	€ 80.00		
FP004	Senate Furniture Pack (24" dia Round Table & 2 Chrome Framed Leather Chairs)	€ 95.00		
FP005	Senate Furniture Pack (30" dia Round Table & 2 Chrome Framed Leather Chairs)	€ 100.00		
FP006	Beech Furniture Pack (24" dia Round Table & 2 Beech Framed Chairs)	€ 90.00		
FP008	Bistro Furniture Pack (30" diameter Aluminium Table & 2 Aluminium Chairs)	€ 100.00		
FP010	Genoa High Table Furniture Pack (30" dia Table & 2 Zeta Stools)	€ 100.00		
FP011	Rhone High Table Furniture Pack (24" dia Table & 2 High Back Stools)	€ 95.00		
FP012	Rhone High Table Furniture Pack (30" dia Table & 2 High Back Stools)	€ 100.00		
FP015	Solar Table (30" high) c/w lights & 2 Upholstered Chairs (220v supply needed)	€ 155.00		
FP016	Solar Table (30" high) c/w lights & 2 Beech Framed Chairs (220v supply needed)	€ 165.00		
FP018	Solar Table (30" high) c/w lights & 2 Solar Stools (220v supply needed)	€ 225.00		

****All above Rates for Solar Range based on a 3 Day Show. Single Day Hire for Events on request**

Ref No.	Lounge Suites / Couches	Unit Price	Qty	Value in Euros
LS001	Modular Suite (3 Upholstered Chairs & matching Coffee Table (Avail in Blue, Grey or Red))	€ 225.00		
LS002	Trident Suite (3 Upholstered Chairs & matching Coffee Table (Avail in Blue, Grey or Red))	€ 195.00		
LS003	Atlantis Suite (2 seater Leather Couch & 2 matching Tub Chairs (Avail in Black, Brown, Red))	€ 225.00		
LS005	Napoli Suite (2 seater Leather Couch & 2 matching Tub Chairs (Available in Blue))	€ 200.00		
LS007	Tub Chair Set (3 units) c/w Glass Coffee Table	€ 225.00		
LS009	Modular Chair (Available in Blue, Grey or Red)	€ 65.00		
LS010	Trident Chair (Available in Blue or Grey)	€ 55.00		
LS011	Leather Tub Chair	€ 65.00		

Ref No.	Chairs & Stools	Unit Price	Qty	Value in Euros
CS001	Samsonite Fold Up Chair	€ 15.00		
CS002	Astra Upholstered Chair c/w chrome frame (Available in Blue, Grey & Red)	€ 35.00		
CS003	Cobra Upholstered Chair c/w black frame (Available in Blue, Grey & Red)	€ 35.00		
CS006	Delta Chair (Chrome framed leather seat & back c/w armrests)	€ 35.00		
CS007	Bistro Chair (Aluminium chair)	€ 35.00		
CS008	Executive Black High Backed Leather Swivel Chair	€ 65.00		
CS011	Deluxe Stool c/w padded seat and back (Available in Black, Blue or Woodgrain)	€ 35.00		

Cheques Made payable to Works hire Services

TOTAL _____

VAT 23% _____

TOTAL INCL VAT _____

Name on Credit Card _____	Expiry Date _____
Card No _____	Security Code (on reverse) _____
Signed: _____	Date: _____

FURNITURE ORDER FORM

HOSPITALITY 2012

**Please complete this form and return with full payment immediately to: W Display Unit 12/13, Crumlin Business Centre, Stanaway Drive, Dublin 12 Tel: 353 (0)1 4561044/4561051 Fax: 353 (0)1 4561121
Contact : Norah Ryan E-mail : nryan@wdisplay.com**

Company Name: _____ **Tel:** _____ **Stand No:** _____

ITEM	PRICE	QUANTITY	COST
1. UPHOLSTERED CHAIR – COLOUR:	19.00		
2. TENDY WOODEN CHAIR	29.00		
3. CAFÉ CHAIR BLACK	23.00		
4. CHROME CHAIR	29.00		
5. CALIMA TUB CHAIR – COLOUR:	72.00		
6. VERONA TUB CHAIR – OLIVE GREEN	72.00		
7. MAITE TUB CHAIR – BURGUNDY	72.00		
8. CALIMA 2 SEAT SETTEE – COLOUR:	135.00		
9. 2.5 SEAT SETTEE – BROWN LEATHER	135.00		
10. VERONA 2 SEAT SETTEE – OLIVE GREEN	135.00		
11. MAITE 2 SEAT SETTEE – BURGUNDY	135.00		
12. ROMA CHAIR – WHITE	34.00		
13. C1 CHROME & WOOD STOOL	40.00		
14. C2 CHROME & WOOD STOOL	40.00		
15. C3 CHROME & WOOD STOOL - LOW BACK	40.00		
16. CHROME FRAME STOOL WITH BLACK SEAT LOW BACK	40.00		
17. CHROME BAR STOOL – RED	40.00		
18. CHROME BAR STOOL – WHITE	40.00		
20a. 5' X 2' TRESTLE TABLE	21.00		
20b. 6' X 2' TRESTLE TABLE	25.00		
20c. 8' X 2' TRESTLE TABLE	30.00		
21. 750 ROUND TABLE WOOD TOP WITH CHROME STAND	22.00		
22. LOW LEVEL COFFEE TABLE	32.00		
23. RECTANGULAR COFFEE TABLE BLACK/BROWN	40.00		
24. 750MM ROUND CHROME TABLE	30.00		
25. 1110MM HIGH TABLE	38.00		
26. 4 WAY A4 FREESTANDING LITERATURE HOLDER	76.00		
27. 1mt x 1mt x 500mm WHITE OPEN BACK COUNTER	75.00		
28. FELT COVER FOR TRESTLE TABLE (colours may vary)	18.00		
29. HAT & COAT STAND	30.00		
30. FRIDGE	100.00		

Sub Total _____

VAT 23% _____

Total _____

Payment options:

Cheques should be made payable to W Display

Name on Credit Card _____	Expiry Date _____
Card No _____	Security Code (on reverse) _____
Signed: _____	Date: _____

TEMPORARY PHONE LINES HOSPITALITY 2012

Telecommunications Order form Ablecom Ltd

Riversdale House, Ballyboden Road, Rathfarnham, Dublin 14
Tel: +353 1 495 2200, Fax: +353 1 495 2227 Email: peter@ablecom.ie

Name: _____

Address: _____

Email: _____

Phone: _____ **Mobile:** _____

Contact name: _____ **Stand No:** _____

Event : _____ **Date of Eve** _____

Credit Card details

Card number: _____ **Expiry Date:** _____

Card Type: _____ **Security Co:** _____

	COST	NO REQUIRED	SUB TOTAL	VAT @ 23%	TOTAL INCL VAT
Analogue line (phone, credit card)	€130.00				
DSL Broadband (cabled connection to stand)	€220.00				
Ablecom WIFI (per laptop)	€40.00				
Total cost – prices are for 2 days of show					

Ethernet is 10/100 standard RJ 45 plug. Network card not provided.

Where DSL is required for more than 1 PC please phone to discuss.

Customer has responsibility to ensure computer is network compliant & virus free.

Bookings should be made 2 weeks in advance and are subject to availability.

Payment must be made prior to installation either by Credit Card or by Cheque made payable to Ablecom Ltd

Call charges: analogue line, will be invoiced after event & are calculated at basic rate.

Ablecom Ltd wishes to advise users that inappropriate use of these facilities may result in withdrawal, civil and criminal penalties.

Signed: _____

AUDIO VISUAL ORDER FORM HOSPITALITY 2012

This order cannot be processed until payment has been received in full.

Please return form to: Ivan Smyth, Digisound Audio Visual

Tel: 01 4133892

Fax: 01 4660558

Email: info@audiovisual.ie

Web: www.audiovisual.ie

Show:	Hospitality 2012	Venue:	
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	Price for show	Qty	Value in Euros
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Ref No.	Flatscreen Panel Displays	Price for show	Qty	Value in Euros
LCD-01	24" TFT Display on desktop Stand	€ 70.00		
LCD-02	32" LCD Display on Twin Pole Floor Stand	€ 110.00		
LCD-03	42" NEC Plasma Display on Twin Pole Floor Stand	€ 150.00		
LCD-04	52" Sharp Full HD Display on Floor Stand	€ 190.00		
Ref No.	Interactive Displays			
IWB-01	77" SMARTBoard Interactive Whiteboard solution with Integrated overhead Projector	€ 490.00		
IWB-02	22" SMART Podium Interactive touchscreen display	€ 250.00		
Ref No.	Projection			
PROJ-01	Standard XGA 2500 Lumen Projector with Tripod Screen	€ 225.00		
PROJ-02	High Brightness 5000+ Lumen Projector	€ 485.00		
PROJ-03	Short Throw Projector ceiling mounted on stand (includes wall mounted screen)	€ 450.00		

Ref No.	Audio Systems	Price for show	Qty	Value in Euros
PA-01	One Speaker PA on stand with wireless mic / ipod input	€ 190.00		
PA-02	2 Speaker High Quality PA with 2 x wireless Mics	€ 250.00		
PA-03	4 Speaker High Quality PA with 2 x wireless Mics	€ 290.00		
PA-04	4 Speaker Background Music System with ipod input (discreet speakers)	€ 290.00		
Ref No.	Accessories			
AV-01	Projector Stand	€ 25.00		
AV-02	Flip chart	€ 25.00		
AV-03	Podium (Wooden / contemporary)	€ 120.00		
AV-04	Podium (Perspex)	€ 200.00		
AV-05	LED Parkan Lights (floor stand or stand mount) Any Colour	€ 25.00 each		
AV-06	Projection Screens - Every size & type	Call for info		

Cheques Made payable to Toomey Audio Visual

TOTAL _____

VAT 23% _____

TOTAL INCL VAT _____

Name on Credit Card _____	Expiry Date _____
Card No _____	Security Code (on reverse) _____
Signed: _____	Date: _____

WATER CONNECTION ORDER FORM HOSPITALITY 2012

PLUMBING SERVICES PROVIDED	COST	QUANTITY	AMOUNT
Water & Waste Supply	€155.00	_____	€_____
Water Supply Only	€140.00	_____	€_____
Additional Water & Waste Supply	€ 85.00	_____	€_____
Additional Water Supply	€ 75.00	_____	€_____
Hire of Single Sink	€ 48.00	_____	€_____
Hire of Double Sink	€ 65.00	_____	€_____
Supply & Fit Undersink Water Heater (see note below)	€ 85.00	_____	€_____
Supply & Fit Auto Pump for Waste (see note below)	€ 85.00	_____	€_____

NOTE: When ordering an Undersink Water Heater or a Pump for Waste, a separate electrical socket should be ordered.

SUB-TOTAL: €_____

VAT @ 23%: €_____

TOTAL: €_____

Please return completed form with full payment to:

**Unit 48C Robinhood Industrial Estate Dublin 22 Tel: (01) 276 7873 Fax: (01) 276 7873
Email: anoneill@gmail.com Mobile: 087-2572077**

Company Name: _____ **Stand No:** _____

Contact Name: _____

Address for Invoicing: _____

Tel: _____

Mob: _____

Dates Required: _____

Email: _____

Web: www. _____

Name on Credit Card _____	Expiry Date _____
Card No _____	Security Code _____
Signed: _____	Date: _____

STAND CLEANING ORDER FORM

HOSPITALITY 2012

The stand cleaning service provides for the cleaning of all carpets, the dusting of surfaces, the removal of litter such as coffee cups and the emptying of ashtrays before the Exhibition opens and each night thereafter.

Passageways and communal areas are cleaned by the Organisers.

CHARGES FOR THE DURATION OF THE EXHIBITION

Company Name: _____ **Stand No:** _____

Trading Name: _____

Contact Name: _____ **Email:** _____

Tel: _____ **Mob:** _____

Please tick size of stand in box provided:

- | | |
|---|---|
| <input type="checkbox"/> Stands up to 6 sq. m €25.00 | <input type="checkbox"/> Stands up to 45 sq. m €60.00 |
| <input type="checkbox"/> Stands up to 10 sq. m €29.00 | <input type="checkbox"/> Stands up to 52 sq. m €70.00 |
| <input type="checkbox"/> Stands up to 20 sq. m €39.00 | <input type="checkbox"/> Stands up to 70 sq. m €90.00 |
| | <input type="checkbox"/> Larger Stands €1.00 per sq. m. |

Sub Total € _____

VAT@ 23% € _____

Total € _____

Orders must be accompanied by full payment and invoices will be issued on receipt of payment.

Cheques should be made payable to SDL Exhibitions Ltd.

Name on Credit/Debit Card _____ Expiry Date _____

Card No _____ Security Code _____

Signed _____ Date: _____

PLEASE COMPLETE THIS FORM AND RETURN IMMEDIATELY TO:

SDL Exhibitions Ltd., 18 Main Street, Rathfarnham, Dublin 14.
Fax: +353 (0)1 490 8934 Email: ruta@sdlexpo.com

FOOD & BEVERAGE APPLICATION FORM HOSPITALITY 2012

The organisers wish to advise exhibitors that the supply of any Food, Beverage or Confectionary within the RDS is only permitted with the approval with the RDS and their caterers, Hospitality Options Ltd and must be in compliance with criteria laid down by them.

The provision of sample/bite size portions as part of a product promotion and the sale of foodstuffs and beverage for consumption off the premises or for delivery later, are subject to pre-show approval by the RDS but are not normally restricted or subject to charge. However, all exhibitors who intend to have any food beverage or confectionary items on their stand must complete and return this form to the organisers, for forwarding to the RDS, prior to the event.

Company Name: _____

Trading Name: _____ **Stand No:** _____

Tel: _____ **Mob:** _____

Email: _____

Product Description: _____

Please indicate

Is this product: For sale Sample Only
(Size restrictions apply)

Will it be: Consumed on the premises Taken Home

Is it wrapped and sealed: YES NO

Please check as appropriate

My Product is:

Wine Prepared Food Item Refrigerated

Other Alcoholic Beverage Confectionary

Non Alcoholic Beverage Other Ready to Eat Snack

PLEASE COMPLETE THIS FORM AND RETURN IMMEDIATELY TO:

SDL Exhibitions Ltd., 18 Main Street, Rathfarnham, Dublin 14.
Fax: +353 (0)1 490 8934 Email: ruta@sdlexpo.com

WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT REGULATIONS SI 340 OF 2005



All exhibitors selling or advertising electrical and electronic equipment (EEE) undertake to comply with the Waste Electrical and Electronic Equipment (WEEE) Regulations, including inter alia:

- Registration with the appropriate bodies (WEEE Register Society Ltd. www.weeregister.ie (Tel 01 2409320), compliance scheme and relevant local authority).
- Provide for free take-back of WEEE on a one for one like for like basis at this exhibition.
- Display 'three-point pricing' on all relevant categories of EEE, to include the Producer Recycling Fund contribution, for example:
 - €50 Retail Price (the total amount customer pays at the till).
 - €1 'Producer Recycling Fund' (relevant Producer Recycling Fund contribution).
 - €49 Unit Price (incl. VAT, exclusive of Producer Recycling Fund).
- Display the statutory notice in accordance with the Fourth Schedule and Article 16(12)

If on inspection an exhibitor is found to be in breach of the WEEE Regulations, the stand may be closed without compensation to the exhibitor, who shall forfeit all fees paid by him or her to the exhibition organiser (s) and may face further enforcement action from the Environmental Protection Agency (EPA) or local authority, who have responsibility for enforcement of the WEEE Regulations. Further information may be found at www.epa.ie (see Information Pack for Retailers of EEE) or by phoning Lo Call 1890 33 55 99.

GENERAL INFORMATION

VAT REFUNDS FOR NON-IRISH EXHIBITORS

The Organisers have appointed the VAT Alliance to recover VAT on stand space rental charges for non Irish VAT Registered exhibitors. Exhibitors will be asked to sign an authorisation form for this services during the event or can contact : Ms Caoilfhionn Mc Carrick, VAT Alliance Tel. 0027 11 555 855 E-Mail, caoilfhionnm@vatit.com

VAT LIABILITY FOR NON-IRISH EXHIBITORS

Exhibitors whose business are resident outside the State and who are not registered with the Irish Revenue Commissioners for VAT will be required to pay VAT on the goods they sell off their stand at the show, directly to the VAT officer, who may call to their stand at the exhibition.

Orders taken and invoiced subsequently from outside the State are not affected.

Should you wish to clarify the position regarding VAT on imported goods please contact:

**Office of the Inspector of Taxes
City Centre**

14/15 O Connell Street, Dublin 1 Tel: 00353 1 865 5000

Web: www.revenue.ie

CHARGES FOR MUSIC COPYRIGHT

IMRO, the Irish Music Copyright Organisation, visit every exhibition and will charge exhibitors for music played on their stands either directly from cassettes, CD's or records or as part of promotional videos. For further information please contact:

IMRO

Copyright House, Pembroke Row, Lower Baggot Street, Dublin 2

Tel: +353-1-6614844 Fax: +353-1-6763125

E-Mail: info@imro.ie Web: www.imro.ie

WASTE ELECTRICAL & ELECTRONIC EQUIPMENT (WEEE)

All exhibitors selling and/or advertising electrical and electronic equipment (EEE) undertake to comply with the **Waste Electrical and Electronic Equipment (WEEE) Regulations SI 340 of 2005**.

Note: Your stand maybe inspected for compliance with the **WEEE Regulations** by the relevant regulatory authority. Further information on your obligations may be found may be found at www.epa.ie or by phoning Lo Call 1890 33 55 99. See Page 25 for further information.

FIRE & SAFETY

On your arrival at your stand in the exhibition area please note where the nearest fire fighting equipment is located.

It is essential that all exhibitors and their contractors and agents be familiar with the current fire regulations regarding construction, furnishings and fittings for stands in the exhibition area.

We would alert those exhibitors who have purpose built stands – particularly those outside Ireland – of the very strict nature of the fire regulations within Ireland. Fire certificates will be required for any stand dressing materials.

All waste, refuse and packaging materials must be removed from the exhibition area. Please contact the organisers with regard to storage of any materials/stock.

**PLEASE NOTE!
THERE IS NO PARKING ON THE EMERGENCY ACCESS ROUTE**