



Event Partner:



Rialtas na hÉireann
Government of Ireland

29-30 November 2022 | University College Dublin

EXHIBITOR MANUAL IRELAND

UNIVERSITY COLLEGE DUBLIN

Opening Times

29 November 2022: 09.00 – 18.00

30 November 2022: 09.00 – 16.00

UCD
O'Reilly Hall

Your Exhibitor Manual

We hope that this Exhibitor Manual will provide you with all the information you need for the successful preparation of your stand at the Education Buildings Ireland Show 2022.

Please take your time reading the Exhibitor Manual carefully in addition to assisting your preparations there are several requirements that must be met.

The Exhibitor Manual is not designed to replace the personal service provided by Step Connect2, or by any of the contractors listed. We are here to assist your preparations with as much care and attention to detail as is necessary to provide you with the best possible service for your needs.

If you have any questions or need specific assistance, please contact the Operations Team on +441892 351626 or email Beth at beth@stepconnect2.com.

Education Buildings Ireland organisers

Step Connect2 Ltd

1st Floor Upper Birchetts,
Langton Road, Langton Green,
Tunbridge Wells, Kent, TN3 0EG

Telephone: +441892 351626

Email: Operations@stepconnect2.com or beth@stepconnect2.com

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Exhibitors' Checklist

This is a summary of all the things to plan for your stand.

This helpful checklist will enable you to keep track of all your forthcoming deadlines.

If you have any questions about any of the above forms, or your own individual requirements, please call the Operations Team on 01892 351626 or email Operations@stepconnect2.com or beth@stepconnect2.com

	Return To	Online Link	Deadline	Actioned
Hotel Booking Form (Online or telephone)	Event Express	Book your discounted hotel room/s online: https://www.eventexpressuk.com/e/education-buildings-ireland-2022/	ASAP	<input type="checkbox"/>
Exhibitor Profile	Step Connect2 Ltd	Check your profile and let the Operations Team know if you have any changes: https://www.educationbuildings.ie/exhibitor-list/	ASAP	<input type="checkbox"/>
Space Only Plans	Step Connect2 Ltd	If you are having a Space Only site - please email your plans ASAP to: operations@Stepconnect2.com Access to the site is limited so please get in touch with your plans so we can assist with a buildup/breakdown plan.	ASAP	<input type="checkbox"/>
Car Park	UCD Car Parks	Plan ahead and find the nearest car park. Surrounding car parks can be identified on this link: https://www.ucd.ie/t4cms/UCD%20Student%20Centre.pdf (The O'Reilly Hall is central to the map as number 45).	ASAP	<input type="checkbox"/>
Stand Carpet Order Form	Total Expo	To follow shortly	ASAP	<input type="checkbox"/>
Nameboard Form (Shell Scheme Only - Fascia)	Step Connect2 Ltd	Please complete and submit this form: https://zfrmz.eu/l8ZlZn34Blnb3LiWmXK	ASAP	<input type="checkbox"/>
Public Liability Insurance Certificate	Step Connect2	Please email a copy of your PLI certificate to: operations@Stepconnect2.com	ASAP	<input type="checkbox"/>
Health & Safety Site Induction and Declaration	Step Connect2 Ltd	Please complete and submit the following Site Induction Form: https://zfrmz.eu/DeKcobRoaQuP4968Mch6	ASAP	<input type="checkbox"/>
Shell Scheme Optional Extra's	Total Expo	Education Buildings Ireland 2022 – TOTAL EXPO Event Orders	4 November	<input type="checkbox"/>
Electrics & Lighting Order Form	Total Expo	Education Buildings Ireland 2022 – TOTAL EXPO Event Orders	4 November	<input type="checkbox"/>
Badge Scanners	Registration Desk	Please complete and submit this form: https://www.educationbuildings.ie/wp-content/uploads/sites/88/2022/07/Reg-Desk-Lead-Retrieval-Order-Form.docx	4 November	<input type="checkbox"/>
Exhibitor Badges	Registration Desk	Please complete and submit this form: https://zfrmz.eu/5XlX19DMa8Rgihegskpl	4 November	<input type="checkbox"/>
Risk Assessment	Step Connect2 Ltd	Please complete the following Risk Assessment form: https://www.educationbuildings.ie/wp-content/uploads/sites/88/2022/10/EBI-Risk-Assessment-form-UPDATED-24.pdf	ASAP	<input type="checkbox"/>

		And send the Risk Assessment Form to operations@stepconnect2.com		
Furniture	Total Expo	Education Buildings Ireland 2022 – TOTAL EXPO Event Orders	4 November	<input type="checkbox"/>
AV Order	Awaiting confirmation	Please email operations@stepconnect2.com should you require any additional AV requirements on your stand	4 November	<input type="checkbox"/>
Stand Catering	UCD	Please let the Operations Team know if you require catering on your stand	4 November	<input type="checkbox"/>

The Venue



Education Buildings Ireland is being held at O'Reilly Hall in the centre of the UCD campus.

Address

University College Dublin
 Belfield
 Dublin 4
 Ireland

For a virtual tour of the venue go to: www.ucd/conferences

Useful Contacts

<p>Audio Visual - Total Expo Limited</p> <p>GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Jennifer Walsh</p> <p>Telephone: +353 (0)14137315</p> <p>Email: info@totalexpo.ie</p> <p>Web: www.totalexpo.ie</p>	<p>Electrical Services - Total Expo Limited</p> <p>GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Jennifer Walsh</p> <p>Telephone: +353 (0)14137315</p> <p>Email: info@totalexpo.ie</p> <p>Web: www.totalexpo.ie</p>
<p>Badge Scanners - Registration Desk</p> <p>Telephone: +353 (0) 16854207</p> <p>E-Mail: info@registrationdesk.ie</p> <p>Web: https://registrationdesk.ie/</p>	<p>Floral & Plant Service - Plant Life</p> <p>110-111 Cork Street, Dublin 8</p> <p>Contact: Sammy Smith</p> <p>Telephone: +353 (0)1 453 6201</p> <p>Fax: +353 (0)1 454 2493</p> <p>Email: info@plantlife.ie</p> <p>Web: www.plantlife.ie</p>
<p>Storage, Delivery, Handling & Lifting of Exhibits</p> <p>There is no official appointed ground handler for this event.</p>	<p>Furniture - Total Expo Limited</p> <p>GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Jennifer Walsh</p> <p>Telephone: +353 (0)14137315</p> <p>Email: info@totalexpo.ie</p> <p>Web: www.totalexpo.ie</p>
<p>Shell Scheme Stands/Stand Extras - Total Expo Limited</p> <p>GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Jennifer Walsh</p> <p>Telephone: +353 (0)14137315</p> <p>Email: info@totalexpo.ie</p> <p>Web: www.totalexpo.ie</p>	<p>Accommodation - Event Express</p> <p>Tel: +44 (0)1905 732 737</p> <p>Email: reservations@eventexpressuk.com</p>

Accommodation

Preferential rates can be found online, using the below link. Please be mindful that event allocations are often released up to 3 weeks BEFORE the show dates, so please ensure you book early to avoid any disappointment.

Book here: <https://www.eventexpressuk.com/e/education-buildings-ireland-2022/>

Event Express contact details:

Tel: +44 (0)1905 732 737

Email: reservations@eventexpressuk.com

Booking deadline: ASAP

Opening hours of exhibition

Conference programme is live and available here: <https://www.educationbuildings.ie/conference-programme/>

The doors will be open each day as follows:

Tuesday 29 November 09.00 – 18.00

Wednesday 30 November 09.00 – 16.00

Build-up and breakdown times

Monday 28 November 10.00 - Space Only exhibitors

16.00 - Shell Scheme exhibitors

Wednesday 30 November 16.30 – 17.00 - Shell scheme

17.00 - 20.00 - Space only

Build-up details of the Exhibition

A Site Induction Form will need to be completed by **Friday 20 October 2022** in order to be able to come onsite: <https://zfrmz.eu/DeKcobRoaQuP4968Mch6>

This form is for exhibitors only. If you have contracted a stand contractor they must complete a contractor induction, which will be sent out direct from Carol Maccines, Health & Safety Manager, and must be returned pre tenancy or upon arrival on site.

Access for installation of exhibition stands will be as follows:

Monday 28 November 10.00 Space Only exhibitors

16.00 Shell Scheme exhibitors

All stands to be completed no later than **18.00 on the 28 November**

Please note that Stripped Back Shell Stands are classed as Shell Scheme. If you have any queries regarding this, please contact beth@stepconnect2.com directly.

Site safety form deadline: Friday 20 October 2022

Circulation routes must be kept clear at all times, no equipment, packaging material etc. may be placed anywhere other than the construction area indicated for each stand.

All personnel onsite during build-up and breakdown must adhere to the health & safety regulations. **You are required to wear appropriate PPE (Personal Protective Equipment), that is, yellow or orange hi-vis waistcoat or jacket, appropriate safety footwear and hard hats (where applicable) whilst in the exhibition hall.** Please be aware that the wearing of hi-vis and appropriate safety footwear is a mandatory requirement, whilst wearing of hard hats will only be required in defined hard hat areas.

Building Constraints

The venue is predominantly a university rather than an exhibition hall, so please be aware there are certain restrictions within the building to be aware of, and adhere to:

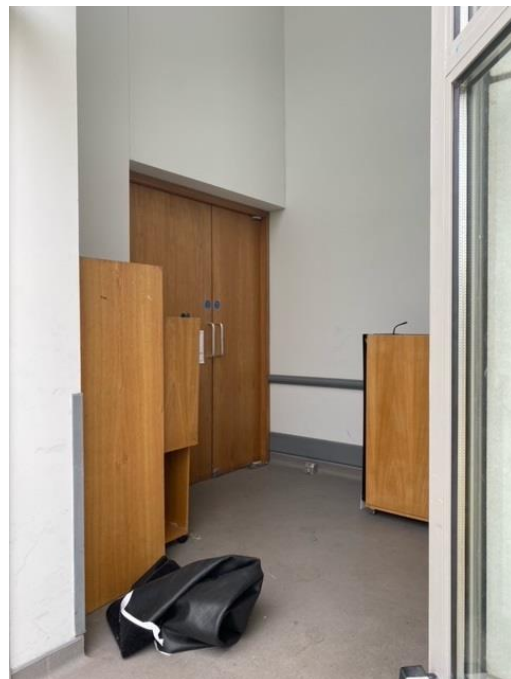
- No adhesives are to be used for temporary floor coverings
- All stands must be of a free-standing construction - nothing may be attached to the walls of O'Reilly Hall by any means
- Physical extensions beyond the space designated to the exhibitor will not be permitted
- Signs and advertising material are not allowed outside of the designated space (Unless agreed by Step Connect2 and O'Reilly Hall)
- Signage may not be hung from the ceilings, walls etc
- No table coverings can be supplied by the O'Reilly Hall
- Exhibitors are advised to supply their own extension leads
- See below in regards to access to the venue:

Access to the University College Dublin, O'Reilly Hall

Access to the show hall at rear of building is max 1.5m wide – it is **very limited and everything must be manually brought into the hall.**

No forklifts or similar will be available for use, this is a fully manual build up/ breakdown venue.

Entry points to the main hall are only possible through these doors:



Deliveries

Direct deliveries from the exhibitor to O'Reilly Hall will **not be accepted prior to Monday 28 November.**

All exhibitors are asked to use the delivery bay at the side of O'Reilly Hall for deliveries only.

Should you wish to have anything sent in advance to the show, this will **only** be accepted on Build Up day (26th September) and provided it is clearly labelled as follows:

Education Buildings Ireland 29/30 November

O'Reilly Hall
Company **xxx**
Stand **xxx**
Contact name **xxx**
Contact number **xxx**

Exhibitors are advised to ensure that all cartons, boxes and wrapping are removed from their stand and surrounding areas prior to the opening of the exhibition.

Handling & Lifting of Exhibits

We do not have an official freight handling agency for this event. Exhibitors can use a supplier of their choice.

Please be aware that no early shipments will be permitted onsite until Monday 28 November and during set up and event days only

Parking

Surrounding car parks can be identified on this link:

<https://www.ucd.ie/t4cms/UCD%20Student%20Centre.pdf>

The O'Reilly Hall is central to the map as number 45 and is circled in red.



Vehicles must comply with the traffic arrangements in UCD. All exhibitors are asked to use the delivery bay at the side of O'Reilly Hall for deliveries only.

Once deliveries are completed all vehicles should be moved to the nearest Car Park. Car parking facilities are available at owners risk in all UCD car parks.

Surrounding car parks can be identified on this link:

<https://www.ucd.ie/t4cms/UCD%20Student%20Centre.pdf>

Breakdown of the Exhibition

The timings of breakdown are as follows:

Wednesday 30 November -

- Shell scheme: 16.30 - 17.00
- Space only: 17.00 - 20.00

On the closing night (30 November 16:00), the exhibition hall will need to be free of visitors before breakdown can commence. Until 16.30 all exhibits must remain intact and stands fully manned and exhibitors will not be permitted to remove exhibit material until after the close of the exhibition. Security and Health & Safety personnel will ensure exhibitors adhere to this very important procedure. The electrical power supply to all stands will be switched off 30 minutes after breakdown commences in order to comply with Health & Safety regulations.

All shell scheme exhibitors with cars parked in adjacent car parks will be allowed to bring vehicles onto site from 16.30, space only exhibitors and contractors from 17.00. On arrival vehicles will be positioned in a holding area until the exhibition hall is clear of visitors. Once the hall is clear, vehicles will be moved to the loading doors on instruction from traffic marshals. Any vehicle arriving prior to the appropriate time will be refused entry and may be sent back to public car parks.

All equipment belonging to exhibitors must be dismantled, packed and removed out of the O'Reilly Hall by 17.00 on Wednesday 30 November.

Exhibitors are responsible for their own equipment and for clearing the stand area of all their belongings. Please ensure nothing is left at the end of the show, and all rubbish is recycled. Any items left after the show will be charged back to the exhibitor for removal.

Journey to Net Zero

The organising team at Step Connect2 is on a mission to reduce its carbon footprint across all shows and we are looking to our exhibitors to do the same. Consideration of the mileage, suppliers contracted, waste at the show and event the stand design and literature brought with you are all ways we can each do our part to reduce the environmental impact these shows create.

Find out more about this [journey to net zero](#) and the Step Connect2 vision.

Registration

Exhibitor Badges

Every member of staff from either the primary exhibiting company or from subsidiary companies exhibiting together on the same stand who will be working at University College Dublin during Education Buildings Ireland must wear an exhibitor pass to gain access.

Persons not wearing an exhibitor pass will not be permitted access to the exhibition hall. Please ensure you have registered yourself and your team to attend the show.

Complete your badge order for yourself and exhibition staff via this link:

<https://zfrmz.eu/5XIX19DMa8Rgihegskpl>

Badge Scanners

On arrival, all delegates and visitors will receive a large, clearly printed badge that will contain a bar coded registration number unique to each person. The bar code can be recorded using a badge scanner or mobile device app, which can be hired from the registration company Registration Desk.

Exhibitors can capture the full details of every visitor that they see at Education Buildings Ireland and their details will be passed on directly to every visitor they scan.

Order your scanner through this link:

<https://www.educationbuildings.ie/wp-content/uploads/sites/88/2022/07/Reg-Desk-Lead-Retrieval-Order-Form.docx>

Registration Desk

Telephone: +353 (0) 16854207

E-Mail: info@registrationdesk.ie

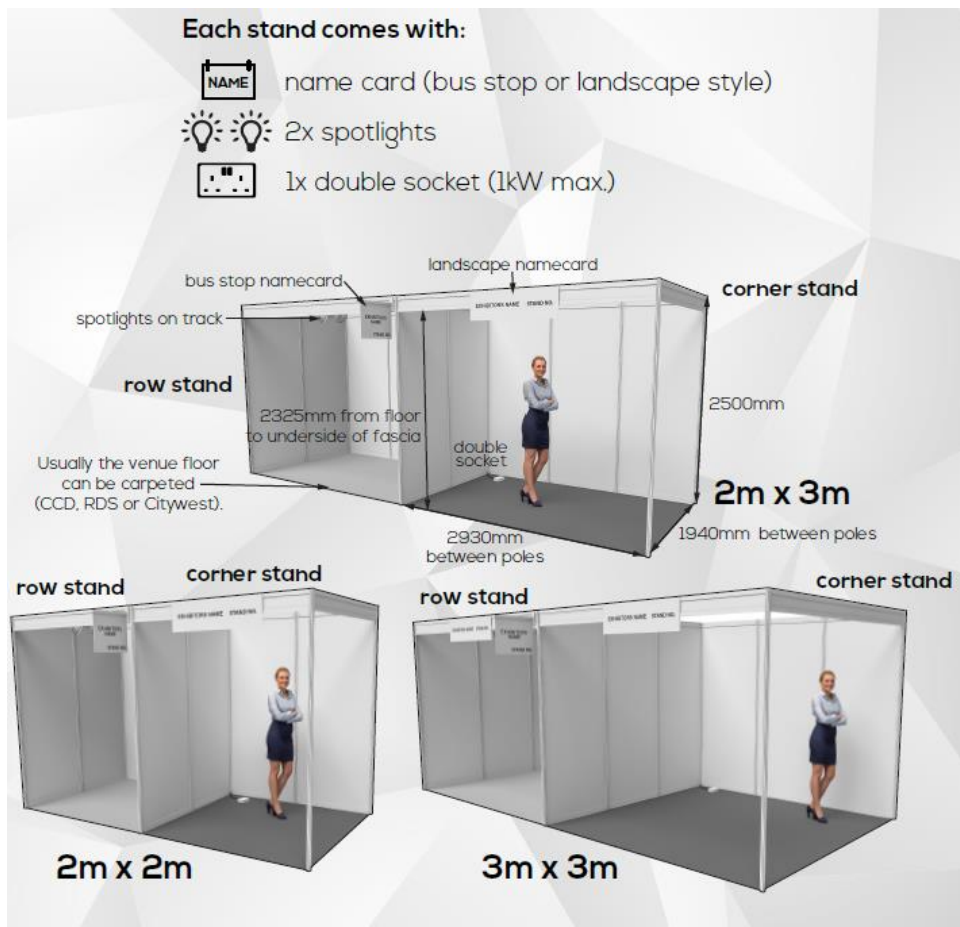
Website: <https://registrationdesk.ie/>

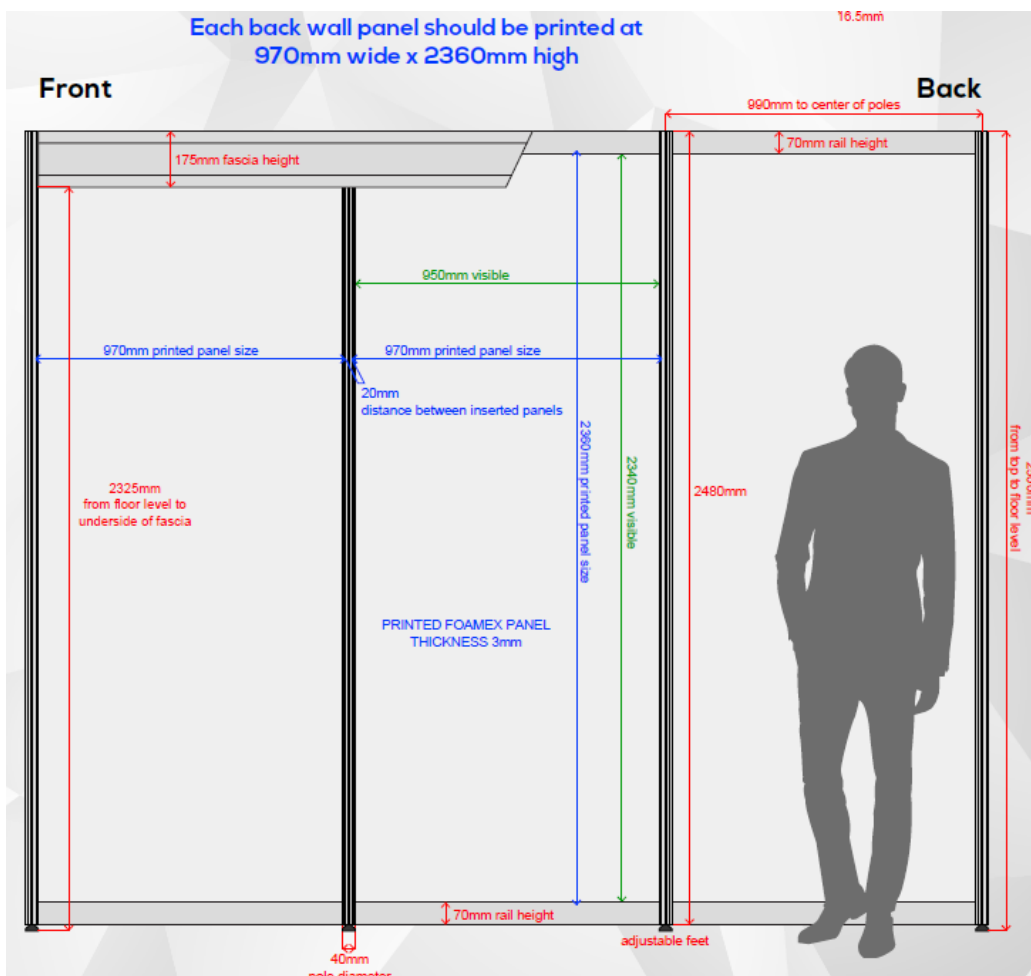
Badge Scanner Deadline: Friday 20 October

Your Shell Scheme

If you have selected a shell scheme stand, the official shell scheme contractor for Education Buildings Ireland is Total Expo. This year, shell scheme stands will be “Octanorm”. No alterations may be made to the shell scheme without prior discussion and approval of the Exhibition Office.

All shell scheme stands are provided with an electrical package containing one socket and one light. Shell schemes in the orangery/atrium will be carpeted only.





If you would like to add enhancements to your stand or have graphics created for you, Total Expo can assist with this.

Total Expo Limited

GD House, Whitestown Drive,
Tallaght Industrial Estate, Tallaght, Dublin
Contact: Jennifer Walsh
Telephone: +353 (0)14137315
Email: info@totalexpo.ie / jennifer@totalexpo.ie
Web: www.totalexpo.ie

Stand Regulations

- No additional stand fittings may be attached to the shell scheme structure. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.
- 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.
- 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.
- No financial credit will be given for any shell scheme package item not utilized.
- Shell scheme open sides must remain open. In some cases, a 50% wall can be installed at the cost of the exhibitor, please contact the organisers office to discuss your requirements.

- ALL shell scheme exhibitor must complete and risk assessment, induction, and Health & Safety declaration. These forms can be located in the checklist and a link can be found in the relevant sections of this document.

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 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 the exhibitors' expense. In the instance of any discrepancy in the site allotted, exhibitors are required to notify the Organisers immediately before the opening of the exhibition.

The Organisers will not accept liability in the instance of failure to notify discrepancies before the opening of the exhibition.

Carpet

Only shell scheme stands in the orangery area will be carpeted as the main hall is already carpeted. The carpet style is dark grey. It is possible to change the colour of the carpet on all stands for an additional fee.

If this is required, exhibitors must contact the official shell scheme contractor, Total Expo. The costs will be borne by the exhibitor.

The link is as follows: [Education Buildings Ireland 2022 – TOTAL EXPO Event Orders](#)

Total Expo Limited

GD House, Whitestown Drive,
Tallaght Industrial Estate, Tallaght, Dublin
Contact: Jennifer Walsh
Telephone: +353 (0)14137315
Email: info@totalexpo.ie / jennifer@totalexpo.ie
Web: www.totalexpo.ie

Nameboard

Stand nameboards/fascias displaying the company name and stand number are provided on all shell scheme stands. Unless the official contractor, Total Expo, receive your details on the Nameboard Form by the deadline given, the nameboard will display the company name as it appears on your contract. Please note that these details may not correspond to those submitted for your catalogue entry. A charge may apply if nameboards are changed on arrival at the university.

Please complete and submit this form: <https://zfrmz.eu/l8ZlZn34Blnb3LLiWMXK>

Height Restrictions

All interior fittings for shell scheme must be contained within the shell stand structure and must not exceed 2.4 meters in height.

Electrical Services

Shell stands - Typical Shell Scheme stands are provided with an electrical package comprising 1 x 13 amp double socket (1kw max) and 2 x spotlights.

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

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.

Order link: [Education Buildings Ireland 2022 – TOTAL EXPO Event Orders](#)

Total Expo Limited

GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin

Contact: Jennifer Walsh

Telephone: +353 (0)14137315

Email: info@totalexpo.ie

Web: www.totalexpo.ie

Exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations, the EVA Electrical Regulations and the venue's electrical regulations. All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand. For further information refer to the 'Health & Safety' section of the manual.

The electrical power supply to all stands will be turned off 30 minutes after the close of the exhibition.

Furniture on your Stand

A selection of stand furniture 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.

Order link: [Education Buildings Ireland 2022 – TOTAL EXPO Event Orders](#)

Their contact details are as follows:

Total Expo Limited

GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin

Contact: Jennifer Walsh

Telephone: +353 (0)14137315

Email: info@totalexpo.ie

Web: www.totalexpo.ie

Catering on your Stand

University College Dublin has the sole rights to all food and beverage consumed onsite and all food and beverages, and associated catering equipment, must therefore be ordered through them.

Should a sponsor or exhibitor wish to distribute items as samples greater than the regulation size they should inform the Company prior to the event, and they will be liable to pay a facility fee. Any stands who wish to supply alcohol (except that provided by the Venue), must provide the name of a Personal License holder, together with a copy of their license to the Company. Please contact the Operations team (operations@stepconnect2.com) if you wish to bring catering on to your stand, or require the venue to provide this.

AV for your Stand

The AV contractor has not yet been appointed. In the meantime if you require adding AV to your stand please contact the operations team on Operations@stepconnect2.com.

Space Only stands

Space Only plans must be submitted ASAP to the Operations Team: operations@stepconnect2.com

A space only site is an area marked out to the correct dimensions. These dimensions must not be exceeded. No stand fitting, carpet or electrics is 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. If you would like assistance, please contact Step Connect2 Ltd.

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. Stand construction height without written permission is limited to 3.5 metres for space only sites. It is possible to exceed this height but only with written permission from the Organisers.

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. Company logos or other corporate messages facing away from the exhibit will not be permitted should they directly overlook adjacent exhibitors.

You are advised that delegates and visitors to the exhibition during Education Buildings Ireland will find it easier to locate your stand if you display your stand number on every open side of your stand. If your space only stand design contains any of the following, it is classified as a complex structure and will require input and the appropriate inspection certificate from a certified structural engineer, the costs of which will be borne by the exhibitor:

- Any structural part of a stand which exceeds 4 metres in height. This includes exhibits only if the exhibit is supported by the structure of the stand. Freestanding exhibits are not included.
- Sound/lighting towers exceeding 4 metres in height.
- Any structure under 4 metres in height that uses or has any attachment to overhead truss/tri-light structure.
- Any stage structure over 600mm in height.
- Suspended items over 400kg.

For further advice and guidance on complex structures, please contact the organisers.

All space only sites must submit the following documentation for approval to build by the organisers and the venue:

- Scaled drawings (x2) of the stand design proposal
- A suitable and sufficient Risk Assessment specific to the build and dismantling of the stand design
- A suitable and sufficient Method Statement of the processes involved with building and dismantling.
- A copy of appointed stand builder's Public Liability Insurance.
- A Construction Phase Plan (CPP)

The above documentation must be submitted ASAP to operations@stepconnect2.com.

Space only exhibitors must provide an on-site contact name and telephone number for their chosen stand contractor during the build-up and breakdown periods. Please email this information to operations@stepconnect2.com

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.

Health and Safety

All personnel onsite during build-up and breakdown must adhere to the health & safety regulations. You are 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 hall.

Please be aware that the wearing of yellow or orange hi-vis and appropriate safety footwear is a mandatory requirement, whilst wearing of hard hats will only be required in defined hard hat areas. Contractors working for you must wear hi-vis and steel toe capped boots during these periods. Hi-vis waistcoats can be purchased onsite from Manchester Central (£3 each) but exhibitors and contractors should bring their own where possible.

For the latest information and guidance on stand builds please download the eGuide: <http://www.aev.org.uk/e-guide>

Fire Precaution

Any person seeing an outbreak of fire, however slight, should activate the fire alarm system and make every endeavour to extinguish the outbreak or to confine it using extinguishers and/or the removal of goods in the vicinity. Only attempt to fight the fire if it is safe to do so and you have been appropriately trained to do so.

First Aid Point

The first aid point is in the main registration area outside the exhibition hall. First aid can be contacted via any member of venue security staff. The event and stand name need to be given. Any ambulances required need to be ordered via the venue first aid team.

Stands

Materials must be non-combustible and flameproof complying with the requisite standards of the 1989 Code of Practice for Fire and Safety Furnishings and fittings in places of assembly, as issued by the Department of Environment, Ireland or appropriate EU standards. Exhibitors should carry the appropriate certification in the event of requests by the Fire Authority for proof of compliance with Irish/EU Standards.

Packaging

Materials of a combustible nature must be removed from exhibition area following set up and dismantling.

Installations

Exhibitors are responsible for ensuring that all construction and installation work complies with relevant Irish/EU Health and Safety Legislation. The installations may be inspected by the relevant Authorities for compliance.

Solvents & Gases

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.

Public Liability Insurance

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 Education Buildings Ireland due to reasons beyond the control of Step Connect2 Ltd. All exhibitors are required to have adequate Public Liability Insurance to approximately the following amounts:

- £2m for exhibitors
- £5m or £10m for stand contractors of small stands or contractors who are building within shell scheme.
- £10m for contractors build space only stands

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.

Please send a copy of your companies Public Liability Insurance Document to operations@stepconnect.com

Security

Education Buildings Ireland will take all reasonable safety and security precautions to ensure the efficient functioning of the exhibition. Whilst this is so, University College Dublin is still a public venue. Responsibility cannot be accepted for any injury, loss or damage or any consequential loss whatsoever which may befall your personnel and their property.

Valuables, particularly of a portable nature, must not be left unattended on your stand. This is especially relevant during build-up and breakdown.

Equipment must not, in any way, endanger or otherwise inconvenience the exhibition, other exhibitors, visitors, public or UCD personnel.

Any exhibition material, which in the opinion of O'Reilly Hall represents a potential danger, may not be brought into the exhibition area.

No installation will be permitted which will hinder access by UCD personnel to other areas of the O'Reilly Hall.

Please ensure that any incident involving the loss of property is reported to the Organisers' Office. 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 Organisers' 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 can be collected onsite.

A Risk Assessment will be required for all Exhibitors and Contractors to complete. See below:

Risk Assessment

In order to adhere to venue regulations, ALL exhibiting companies must submit a Risk Assessment prior to the event.

Please complete the following Risk Assessment form: <https://www.educationbuildings.ie/wp-content/uploads/sites/88/2022/09/EBI-Risk-Assessment-form-.docx>

Please return the Risk Assessment Form to operations@stepconnect2.com.

For further guidance on Health & Safety or Risk Assessments contact:

Step Connect2 Ltd

Operations Team
01892 351 626
operations@stepconnect2.com

Please send ASAP to the operations team at Operations@stepconnect2.com

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.

Data

The organisers, Step Connect2 as the data controller are committed to protecting your privacy and endeavour to collect, process and share your data in accordance with the latest regulations that apply. We do not buy or sell data. Read our full Privacy Policy here: <https://www.stepconnect2.com/privacy/>. If you have questions or concerns about your customer information, please contact us either by email data@stepconnect2.com or telephone 01892 351626.

COVID-19 – Attend with confidence

Despite COVID-19 no longer at the forefront of our minds, the health and safety of everyone attending the University College Dublin at Education Buildings Ireland is our number one priority.

We will closely monitor and follow all Government advice and guidance to ensure that we keep everyone safe and secure during the show. We will work closely with the University College Dublin and our risk consultancy Onsite Exhibition Services Limited, along with local and national requirements should they be permitted to ensure the safety and comfort of all those on-site during Education Buildings Ireland.

Wearing masks will be at the discretion of the participants at the event.

If you have any feedback or questions, please call the Operations Team on 01892 351626.