

# Exhibitor Manual

Your guide to exhibiting at  
Retail Excellence Retail Retreat 2018



RETHINKING  
RETAIL 2018

The Retail Retreat & Expo

We hope that this Exhibitor Manual will provide you with all the information you need for the successful preparation of your stand at The Retail Excellence Retail Retreat 2018.

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

We have done our best to ensure that the contents are as accurate as possible. If you find an error, please let us know immediately so that we can correct it for other exhibitors.

The Exhibitor Manual is not designed to replace the personal service provided by the event organiser, or by any of the contractors listed. We are all 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 **Keelan Bourke – [Keelan@retailexcellence.ie](mailto:Keelan@retailexcellence.ie) | 065 6846 927**, who will be pleased to help you.

Also if you experience any difficulty with any of the services listed in this Exhibitor Manual, please contact the Organisers – we can then assist you with your arrangements.

## The Organisers

Retail Excellence Ireland

1 Barrack Street,

Ennis, Co. Clare

Ireland, V95 TK5R

E-mail: [Keelan@retailexcellence.ie](mailto:Keelan@retailexcellence.ie)

Web: [www.retailexcellence.ie](http://www.retailexcellence.ie)

Phone: 065 6846 927 | 086 0836 721

### **IMPORTANT:**

- 1. Please note that entry will not be allowed on site (either for set-up or during the Conference/Expo) without an official printed name badge. Name badges will be available from the Registration Desk at the front of the Convention Centre on the morning of Monday 14<sup>th</sup> May**
- 2. Waste Disposal – Exhibitors must dispose of all rubbish prior to leaving the Convention Centre at the close of the expo. All signage, packaging, brochures, pop-ups etc must be removed and the stand left completely empty**
- 3. Set-up of all stands must be complete on Monday 14<sup>th</sup> May on/before 20.30**

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## Exhibitors' Check List

	Return To	Deadline
Catalogue Entry	Retail Excellence	16/03/2018
AV Requirements	Kilmurry AV Design	01/05/2018
Space Only Plans	Retail Excellence	01/05/2018
Onsite Handling, Transport & Storage Services Form	Interflow	<b>TBC</b>
Exhibitor & Contractor Passes	Retail Excellence	01/05/2018
Additional Electrical Order	Total Expo	01/05/2018
Exhibition Stand Fittings Order	Total Expo	01/05/2018
Furniture Hire Packs	Total Expo	01/05/2018

Please keep a copy of any forms you return for your records.

If you have any questions about any of the above forms, or your own individual requirements, please call Keelan in the organisers office on 065 6846 927 or email: [Keelan@retailexcellence.ie](mailto:Keelan@retailexcellence.ie).

## Useful Contacts

<p><b>Audio Visual</b></p> <p>Kilmurry Design Ltd Newcastle, Co Down.</p> <p>Contact: Maty Kilmurry Telephone: +353 (0) 870571542 Ph: +353 (0) 48 43725295</p> <p>Web: <a href="http://www.kilmurrydesign.com">www.kilmurrydesign.com</a> Mail: <a href="mailto:Info@kilmurrydesign.com">Info@kilmurrydesign.com</a> <a href="mailto:Maty@kilmurrydesign.com">Maty@kilmurrydesign.com</a></p>	<p><b>Electrical Services</b></p> <p>Total Expo Limited GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Hugh Bagnall Telephone: +353 (0)14137315 Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a> Web: <a href="http://www.totalexpo.ie">www.totalexpo.ie</a></p>
<p><b>Storage, Delivery, Handling &amp; Lifting of Exhibits</b></p> <p>Interflow Logistics Ltd., Suite 304 The Crescent Building, Northwood Business Park, Santry, Dublin 9</p> <p>Web: <a href="http://www.interflow.ie">www.interflow.ie</a></p>	<p><b>Shell Scheme Stands/Stand Extras</b></p> <p>Total Expo Limited GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Hugh Bagnall Telephone: +353 (0)14137315 Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a> Web: <a href="http://www.totalexpo.ie">www.totalexpo.ie</a></p>
<p><b>Furniture</b></p> <p>Total Expo Limited GD House, Whitestown Drive, Tallaght Industrial Estate, Tallaght, Dublin</p> <p>Contact: Hugh Bagnall Telephone: +353 (0)14137315 Email: <a href="mailto:info@totalexpo.ie">info@totalexpo.ie</a> Web: <a href="http://www.totalexpo.ie">www.totalexpo.ie</a></p>	<p><b>Organiser</b></p> <p>Retail Excellence   Barrack Street   Ennis   Co. Clare</p> <p><u>Contact: Keelan Bourke</u> <u>Telephone: +353 (0)65 6846 927</u> Email: <a href="mailto:Keelan@retailexcellence.ie">Keelan@retailexcellence.ie</a> Web: <a href="http://www.retailexcellence.ie">www.retailexcellence.ie</a></p>

## Access to the venue

The exhibition is in the Citywest Convention Centre, Saggart, Co. Dublin. The area will be controlled by Traffic Marshalls.

On arrival, Traffic Marshalls will direct exhibitors and contractors to the loading/unloading Gate Access dates and times for exhibitors are as follows:

### Build-up

- Space Only site exhibitors and contractors can have access from:  
Monday 14<sup>th</sup> May 2018 – 10am (space only stands- no exceptions)
- Shell Scheme exhibitors can have access from:  
17.00 – 21.00 Only on Monday 14<sup>th</sup> May 2018  
(Please do not arrive onsite before 17.00 – venue will close at 21.00 sharp)

Please note that access for Shell Scheme exhibitors is restricted on 17.00 Monday 14<sup>th</sup> May 2018 until 21.00 because it is necessary to complete the basic stand construction and electrical services before exhibitors arrive.

### Breakdown

- Space Only exhibitors will be permitted access:  
Space only BREAKDOWN 19.30 Wednesday 16<sup>th</sup> May 2018
- Shell Scheme exhibitors will be permitted access:  
18.30 Wednesday 16<sup>th</sup> May

The purpose of this policy is to clear as many exhibitors with small vehicles and portable displays in the fastest time possible. Entrance into the loading bay will be controlled by vehicle size to ensure that only permitted Shell Scheme exhibitors gain access at this allotted time.

## Audio Visual

Exhibitors requiring Audio Visual equipment should contact book online at [www.eventorders.com](http://www.eventorders.com)

## Breakdown

- Exhibitors with Space Only sites or their contractors can remove their stands:

**19.30 Wednesday 16<sup>th</sup> May**

- Exhibitors with Shell Scheme stands can remove their displays:

**18.30 Wednesday 16<sup>th</sup> May**

Please note that the Shell Scheme contractor will commence dismantling from **18.30** and that your display should be removed as soon as possible after the close of the exhibition.

It is strongly recommended that at least one member of your staff remains on your stand after the exhibition has closed on the closing night, to ensure the safety of your exhibit material whilst dismantling takes place. The event organiser accepts no responsibility for any losses incurred during this period.

All exhibitors are advised that small, portable and valuable items are most at risk after the exhibition closes each day, as well as during build-up and breakdown. Please do not leave valuable exhibit material unattended on your stand at any time during the exhibition and keep such items locked away each day before leaving the hall.

All exhibit material must be clear of the exhibition hall by 22:00 on closing evening of the event. Anything left after the end of the breakdown period may be removed by the venue and scrapped. The costs will be charged to the exhibitor.

## Build-up

In order to allow access to all parts of the exhibition hall, exhibitors are responsible for keeping aisles free from empty crates or boxes at all times during build-up.

- Space Only sites may be built by stand building contractors and exhibitors only from:

Monday 14<sup>th</sup> May 2018 – 10am (space only stands- no exceptions)

- Shell Scheme stands may be dressed only during the period from:

17.00 to 21.00 Monday 14<sup>th</sup> May.

**No stand dressing is allowed on the opening morning of the show.**

## Contractors' Desk

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

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

## 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.

## Delivery of Exhibits

Exhibitors wishing to send exhibits in advance to the exhibition should consign them to the official contractor Interflow Logistics Ltd who is experienced in exhibition work and can provide a full handling and case storage service.

A full door-to door service is available for exhibitors who wish to use this service. For more information and a quotation please contact the official contractor:

### **Interflow Logistics limited**

#### **Head Office:**

Interflow Logistics Ltd., Suite 304, The Crescent Building, Northwood Business Park, Santry, Dublin 9

Tel: +353 (0) 1 685 3845

#### **Warehouse:**

Interflow Logistics Ltd., Unit 1 Ace Warehouse, Blakescross, Lusk, Co. Dublin

Tel: +353 (0) 87 764 3970

Email: [sales@interflow.ie](mailto:sales@interflow.ie)



## Electrical Services

### Shell stands

Shell Scheme stands are provided with an electrical package comprising 1 x 13 amp double socket (1kw max) and 2no x spotlights. **Please note this supply is not suitable for equipment with heating or cooling elements where the power consumption will be over 1000watts.**

**The use of multi-gang sockets is not allowed.**

Large Shell Scheme stands over 20m<sup>2</sup> are provided with 2 x 13amp double sockets and 4 x spotlights lights.

### Space only

**No electrics are provided for Space Only sites. You must order the supply you require for your area.**

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.

To order electrical supply for your space only area please contact us with a list of your requirements at [info@totalexpo.ie](mailto:info@totalexpo.ie) . We will then send you links to order and pay for the relevant electrical supply.

### Total Expo Limited

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

Contact: Fabio Cinelli

Telephone: 087 750 0507 int : 00 353 87 750 0507

Email: [fabio@totalexpo.ie](mailto:fabio@totalexpo.ie)

Web: [www.totalexpo.ie](http://www.totalexpo.ie)

Electrics Order Deadline: **01-05-18**

## Exhibition Aisles

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

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

## Exhibitor badges | Contractor Badges

Exhibitor | Contractor badges are available for collection from the Organisers Desk in the foyer of the Convention centre on Monday 14<sup>th</sup> May 2018.

## Furniture

**Please note: No furniture is provided with 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](http://www.eventorders.com). Total Expo Limited cannot always guarantee that they can meet every order if placed after the deadline or during build-up at the exhibition. Any items ordered after the deadline may be subject to a surcharge. Their contact details are as follows:

### **Total Expo Limited**

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

Contact: Hugh Bagnall

Telephone: +353 (0)14137315

Email: [info@totalexpo.ie](mailto:info@totalexpo.ie)

Web: [www.totalexpo.ie](http://www.totalexpo.ie)

Furniture Order Deadline: **01/05/2018**

## Handling & Lifting of Exhibits

We have an open policy on freight handling which means exhibitors can use a supplier of their choice but we have a preferred freight forwarder who will also be onsite should you need anything. Please contact Interflow Logistics Ltd for more information.

### **Interflow Logistics limited**

#### **Head Office:**

Interflow Logistics Ltd., Suite 304, The Crescent Building, Northwood Business Park, Santry, Dublin 9

Tel: +353 (0) 1 685 3845

#### **Warehouse:**

Interflow Logistics Ltd., Unit 1 Ace Warehouse, Blakescross, Lusk, Co. Dublin

Tel: +353 (0) 87 764 3970

Email: [sales@interflow.ie](mailto:sales@interflow.ie)

## Height Restriction

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.**

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

## Insurance

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

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

## Internet

The exhibition hall is Wi-Fi enabled. Exhibitors can access free Wi-Fi for emails but for larger or faster connection please order a Wi-Fi connection in advance from Ablecom. Please note that if you have purchased a faster connection from Ablecom, you will need to speak to them directly for Wi-Fi access codes.

### **Ablecom Ltd**

33 Aranleigh Vale Rathfarnham Dublin 14

Contact: Peter Mc Cabe

Telephone: +353 (0)1 495 2200

Fax: +353 (0)1 495 2227

Email: peter@ablecom.ie.

## Opening Hours for delegates attending the Retreat

- The opening hours of the exhibition (to delegates) are as follows:  
**08.00 Until 18.30 Tuesday 15<sup>th</sup> May 2018 | 08.00 until 18.30 Wednesday 16<sup>th</sup> May**

## Parking

There is ample parking at the venue.

## Security

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment with the premises being patrolled day and night, please be aware that this is a public venue and is open to the public until 22:30 every evening. Responsibility cannot be accepted for any injury, loss or damage or any consequential loss whatsoever, which may befall your person or your property.

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

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

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

For security and safety reasons, exhibit movement in or out of the exhibition halls is not permitted during exhibition opening hours.

## Shell Scheme Stands / Stand Extras

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

1. Shell Scheme stands will be provided in accordance with the following specification. No alterations may be made to the Shell Scheme without prior discussion and approval of the Exhibition Office.
2. Shell Scheme will consist of Octanorm type modular system with 3mm white vinyl covered infill panels. Overall wall height is 2500mm (2.5m).
3. Fascia: A fascia will be provided on all open sides of the stand. The fascia board is 175mm deep in white finish with name card will include the event logo and exhibitors name.
4. Floor covering: The venue hall is carpeted throughout, hence all Shell Scheme stands and Space Only stands will make use of this. Should you wish to change the colours of carpet, please contact Total Expo Limited at least 7 days before the event.
5. Additional fittings: A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display and ceiling panels, etc., may be hired from Total Expo Limited. Please see [www.eventorders.com](http://www.eventorders.com)

## 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.

## Space Only Electrics

Electrics for Space only stands can be ordered at [www.eventorders.com](http://www.eventorders.com) as soon as possible. Please email your requirements to [fabio@totalexpo.ie](mailto:fabio@totalexpo.ie) before ordering.

Please ensure that your Space Only contractor is aware of this requirement so that the appointed electrical contractor can complete the electrics for Shell Scheme exhibitors. Please note that if you are unable to meet this deadline you may cause delay and difficulty to other exhibitors.

## Space Only Sites

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

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

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

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

The overall height restriction in the hall is 3.5 metres this may be exceeded subject to location with written permission from the organisers.

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

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

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

## Stand Fitting Regulations

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

1. The contractor must be approved by the venue and conform to the following regulations that must be observed when preparing a stand.
2. Contractors appointed must be registered with/approved by the Organisers and the venue.
3. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted with an artist's impression, to the Exhibition Office 30 days before the event opens.
4. Contractors must ensure that they can provide on-site, the appropriate certificate/s confirming that all the materials used in the construction of their stand have been adequately treated for fire retardancy.
5. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes the exhibitor's name, logo or light fittings.
6. **No fitting, display or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may holes be nailed, screwed, drilled or punched into the walls or floor, without written agreement from both the organisers and the venue. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.**
7. Displays must be self-supporting.
8. Exhibitors wishing to construct a false ceiling on their stand must submit drawings to the Organisers for approval by the Fire & Safety Authority. Ceilings can only be constructed of a large mesh or egg box material that will permit the passage of water in the event of a fire.
9. In the case of an island site, a long stretch of full height wall of 2.5m height will not be allowed on the perimeter of the stand.
10. No flashing/winking lights or neon signs will be permitted, unless it forms an integral part of an exhibitor's product. Sequence-lit displays may be used subject to the Organisers' approval and the rate of light change.
11. For safety and insurance reasons, only the official electrical contractor can carry out electrical wiring and connections.
12. No services such as electricity cables, water/compressed air pipes, telephone lines inside or near to the stand may be removed, cut or diverted without the permission of the Organisers/Hall Manager of the event.
13. All contractors are expected to clean the stands and remove all construction debris before the official cleaning contractor takes responsibility of the hall.
14. Storage of stand materials and/or exhibits is not permitted behind the perimeter of the stands. This is a Fire & Safety Regulation and will be strictly enforced.
15. Welding and heavy sawing is not permitted inside the halls.
16. Exhibitors constructing/decorating their stands are required to sign an undertaking, guaranteeing responsibility for any damage which may be caused by any of their employees, including appointed sub-contractors, to exhibits and/or property of other exhibitors, Organisers, Hall Manager, Landlord and Contractors of any other person(s).

## Specific to Shell Scheme Stands

1. No additional stand fittings may be attached to the Shell Scheme structure. No nails, screws, staples or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.
2. No painting or wallpapering on the Shell Scheme panels is allowed. Exhibitors who wish to have the panels painted must inform the official stand fitting contractor who will provide a quotation on request.
3. An exhibitor occupying a corner stand may not completely fully close the stand by building a complete side wall.
4. Any change in colour or type of fascia and floor covering must be carried out by the official stand-fitting contractor, after approval from the Organiser. The cost involved must be borne by the exhibitor.
5. No financial credit will be given for any Shell Scheme package item not utilised.

## Specific to Space Only Sites

1. Stand construction height without written permission is limited to 3.5 metres. It is possible to exceed this height but only with written permission from the Exhibition Office. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted, and with an artist's impression, to the organisers 30 days before the event. Technical drawings together with risk assessment forms are required. No stand may be constructed until these plans/drawings have been approved, by the Organisers in writing.
2. The Organiser reserves the right to request that an exhibitor should change, modify, lower or shorten any back or side wall proposed in the Space Only design if, in the opinion of the Organiser, such back or side wall will obstruct the reasonable exposure of any adjacent exhibition stand.
3. All stands must be constructed with back and side-walls other than island sites, which do not require any wall.
4. Exhibitors are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighbouring wall.
5. Where a structure such as a wall or sign, exceeds the height of the neighbouring stand, the exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser. In addition, the external side of any wall that faces another exhibitor or public area must also be finished to a quality acceptable to the Organiser/Hall Manager.
6. Stand signs and towers must not exceed 3.5 metres in height without written permission. It is possible to exceed this height but only with written permission from the Organisers. Full dimensional plans must be submitted for approval no later than 30 days before the event.
7. The name and stand number of each exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers as considered fit and to charge the cost incurred to the exhibitor.
8. A Space Only stand cannot display fascia or company name/logo boards over an adjacent exhibitor's back and/or side-wall, but may display it on any aisle facing their location.

## Stand Space

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

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

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

## Storage

Exhibitors must arrange storage of boxes, goods, display materials etc as this is not guaranteed at the venue. Those wishing to store goods for the duration of the event should contact Interflow Logistics Ltd.

## Vehicle Access

Access to the loading bay will be strictly controlled. All exhibitors and their contractors are requested not to park their vehicles in this area, but to remove them immediately once the loading or unloading of the vehicle is completed. Vehicles blocking the goods entrance or parked illegally will be clamped.



## Suggested Accommodation

*All prices quoted should be checked before making a booking - rates may be subject to change | Always check online for current special offers before booking direct*

<b>HOTEL</b>	<b>CONTACT DETAILS</b>	<b>eMail</b>	<b>Rates</b>
Citywest Hotel**** Saggart   Co. Dublin D24 KF8A	01 401 0500   Reservations must be made Mon-Fri 9am to 5pm only	info@citywesthotel.ie	Rates direct with hotel from €149B&B - we would suggest trying online booking first
The Louis Fitzgerald Hotel **** Naas Road   Newlands Cross   Dublin 22 D22 X5N7	01 403 3300   Reservations must be made Mon-Fri 9am to 5pm only	reservations@louisfitzgeraldhotel.com	10% Discount off best available rate at the time you are booking by mentioning Retail Excellence Retreat
Crowne Plaza Hotel**** Blanchardstown Town Centre   Dublin15	01 897 7777	cpbt-reservations@cpblanchardstown.ie	€165B&B Single   €175B&B Twin/double
Kingswood Hotel Citywest**** Kingswood Cross   Kingswood Village   Citywest   Dublin 22 D22 W580	01 461 9903	All bookings must be made online <a href="http://www.kingswoodhotelcitywest.com/">http://www.kingswoodhotelcitywest.com/</a>	To avail of B&B Single @ €119 or Twin/double @ €129 - go to <a href="http://www.kingswoodhotelcitywest.com">www.kingswoodhotelcitywest.com</a> and insert the promo code <b>RE2018</b>
Red Cow Moran Hotel**** Naas Road   Dublin D22 YX80	01 459 3650	redcowres@moranhotels.com	€139B&B Single   €149B&B Twin/double