

## Event Rules & Regulations

Please note that all exhibitors must have public liability insurance to cover their participation in the exhibition for not less than €3,900,000. Suppliers of any electrical, electronic or battery operated products must also comply with the WEEE directive

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 Electrical form 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 firefighting 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 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 distributed 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. No helium balloons or other floating objects may be distributed to visitors without the consent of the organisers.
24. 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](http://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.