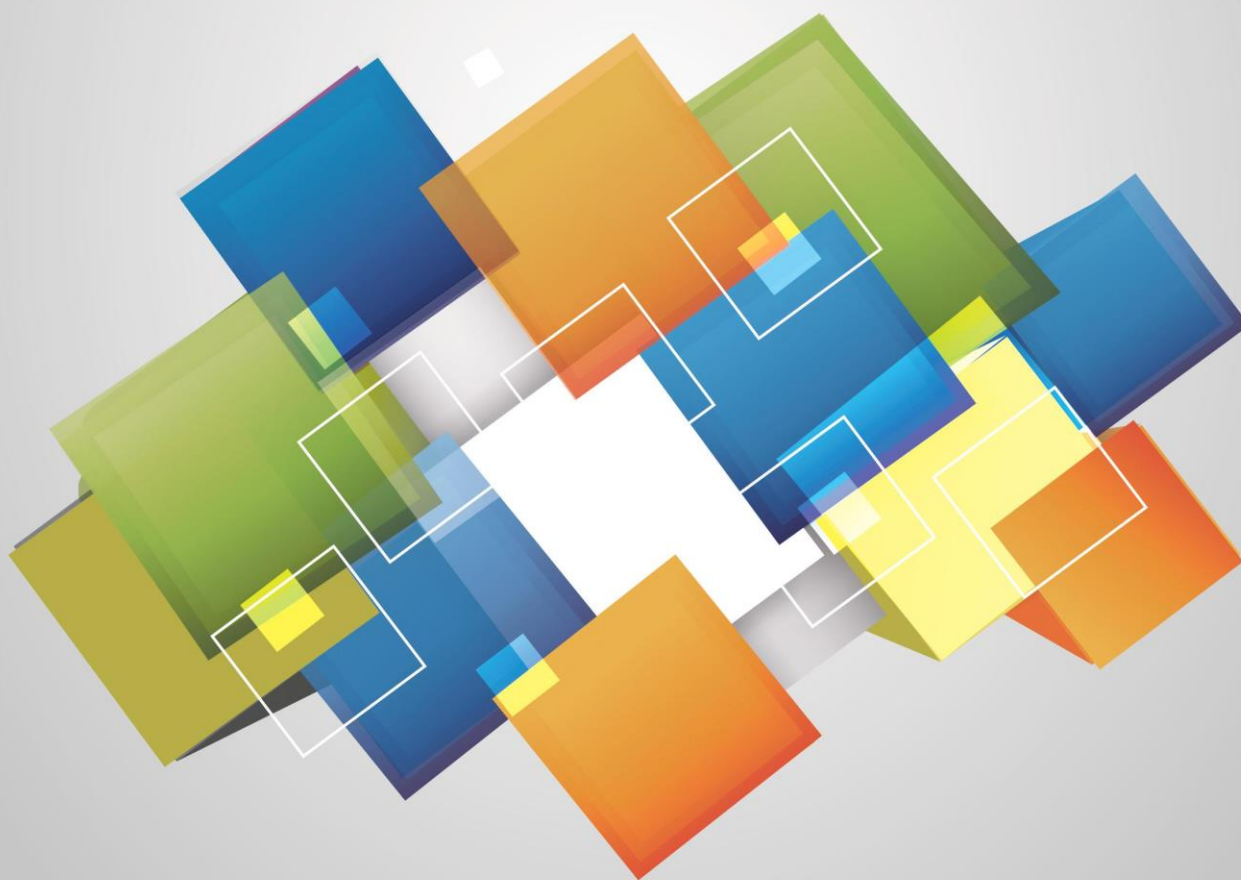


DATA centres

Ireland

22-23 November
2023
RDS, Dublin

Infrastructure. Services. Solutions.



Invitation to Exhibit

For more information visit:
www.datacentres-ireland.com

Introduction

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 DataCentres Ireland.

Please take time to read the Exhibitor Manual carefully as in addition to assisting your preparations there are a number of 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 Stepex Ltd, 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 the DataCentres Team on +44 (0) 1892 779992, who will be pleased to help you.

Also, if you experience 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

DataCentres Ireland / Stepex Ltd

Step House

North Farm Road

Tunbridge Wells

TN2 3DR

UK

Telephone: +44 (0) 1892 779992

Email: datacentres@stepex.com

Web: www.datacentres-ireland.com

How to get there:



<https://www.rds.ie/Visitor-Info/Overview>

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Exhibitors' Check List

	Return To/Order On Line	Deadline
Additional Electrical Order Form	Total Expo Ltd	9 Nov
AV Order - Online	Total Expo Ltd	9 Nov
Badge Scanners	Registration Desk	6 Nov
Catalogue Advertising	Tower Media	27 Oct
Catalogue Entry	Stepex Ltd	20 Oct
Exhibitor & Contractor Passes	Stepex Ltd	6 Nov
Exhibition Stand Fittings - Online	Total Expo Ltd	31 Oct
Floral & Plant Service	Plant Life	6 Nov
Food & Beverage Order Form	RDS Hospitality	6 Nov
Furniture Hire Packs – Online	Total Expo Ltd	4 Nov
Internet & Telecommunications Order Form	RDS	6 Nov
Onsite Handling, Transport & Storage Services	Interflow Logistics	6 Nov
Public and Employers Liability Insurance	Stepex Ltd	6 Nov
Space Only Plans	Stepex Ltd	20 Oct
Stand Name Board	Total Expo	6 Nov

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 the DataCentres Team in the organiser's office on +44 (0) 1892 779992 email: datacentres@stepex.com

Useful Contacts

Audio Visual – [Order Online](#)
Total Expo Ltd
GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland
Contact: Jennifer Walsh
Telephone: +353 (0)1 413 7315
Email: datacentres@totalexpo.ie

Badge Scanners
Registration Desk
Contact: Garret French
Telephone: +353 (0) 1 8654207
Email: garret@registrationdesk.ie

Catalogue Design & Advertising
Tower Media Ltd
10 Racefield
Newcastle
Co. Wicklow
Ireland
Contact: Philip McGaley
Telephone: +353 (0) 1 2011052
Email: philip@towermedia.ie

Delivery of Exhibits
Interflow Logistics Ltd.
Advantage Forwarding
Unit 6, CRV Buildings
Dundalk
Co. Louth
A91NR23
Contact: Anderson Marisa
Tel: +353 (0) 872388185
Email: anderson.marisa@interflow.ie

Electrical Services – [Order Online](#)
Total Expo Ltd
GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland
Contact: Jennifer Walsh
Telephone: +353 (0)1 413 7315
Email: datacentres@totalexpo.ie

Floral & Plant Service
Plant Life
110 – 111 Cork Street
Dublin 8
Ireland
Contact Sammy Smyth
Telephone: +353 1 4536201
Email: info@plantlife.ie
Web: www.plantlife.ie

Furniture – [Order Online](#)
Total Expo Ltd
GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland
Contact: Jennifer Walsh
Telephone: +353 (0)1 413 7315
Email: datacentres@totalexpo.ie

Handling & Lifting of Exhibits
Interflow Logistics Ltd.
Advantage Forwarding
Unit 6, CRV Buildings
Dundalk
Co. Louth
A91NR23
Contact: Anderson Marisa
Tel: +353 (0) 872388185
Email: anderson.marisa@interflow.ie

Useful Contacts

Shell Scheme Stands/Stand Extras – [Order Online](#)

Total Expo Ltd
GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland
Contact: Jennifer Walsh
Telephone: +353 (0)1 413 7315
Email: datacentres@totalexpo.ie

Storage
Interflow Logistics Ltd
Advantage Forwarding
Unit 6, CRV Buildings
Dundalk
Co. Louth
A91NR23
Contact: Anderson Marisa
Tel: +353 (0) 872388185
Email: anderson.marisa@interflow.ie

Stand Catering
Gather & Gather
Ballsbridge
Dublin 4
Ireland
Contact: Maria Borha
Telephone: +353 (0) 87 772 2640
Email: maria.borha@gatherandgather.com

Telephone & Internet Connection
RDS
Ballsbridge
Dublin 4
Ireland
Email: events.it@rds.ie

Stand Name Board
Total Expo Ltd
GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland
Contact: Jennifer Walsh
Telephone: +353 (0)1 413 7315
Email: datacentres@totalexpo.ie

Venue
Main Hall
RDS
Ballsbridge
Dublin 4
Ireland
Contact: Emma O'Brien
Telephone: +353 (0) 1 240 7200
Email: emma.obrien@rds.ie
Web: www.rds.ie

Access to the RDS

The exhibition is located in the Main Hall at the RDS in Dublin. Access to the Main Hall is via the Anglesea Road Entrance. The loading/unloading bay can be found at Gate 5.

The area will be controlled by RDS Traffic Marshalls.

On arrival at the RDS Anglesea Road Entrance, Traffic Marshalls will direct exhibitors and contractors to the loading/unloading bay at Gate 5. Access dates and times for exhibitors are as follows:

Build Up

Space Only site exhibitors and contractors can have access from: Monday 20 November - 10.00-20.00 and Tuesday 21 November - 9:00-20:00

Shell Scheme exhibitors can have access from: Tuesday 21 November 15:30-20:00.

Please note that access for Shell Scheme exhibitors is restricted until Tuesday 21 November because it is necessary to complete the basic stand construction before exhibitors arrive.

Opening Hours

Registration Opens: 09.00

Wednesday 22 November: 9:00 – 17.00

Thursday 23 November: 9:00 – 16.00

Breakdown

Space Only exhibitors will be permitted access: Thursday 23 November - 17.00 - 22.00

Shell Scheme exhibitors will be permitted access: Thursday 23 November - 16.15 - 21.00

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 order on [DataCentres Ireland 2023 – Event Orders](#) website or contact Total Expo Ltd.

Total Expo Ltd

GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland

Contact: Jennifer Walsh

Telephone: +353 (0) 1 413 7315

Email: datacentres@totalexpo.ie

☐ AV Order Form – Online Deadline

9 November

Badge Scanners

There will be computerised registration at DataCentres Ireland. All visitors will receive a printed badge that will contain a bar coded registration number unique to each person. The barcode can be recorded using a badge scanner.

To order a badge scanner for DataCentres Ireland, complete the form at the end of the Manual.

Badge Scanner

Registration Desk

Contact: Garret French

Telephone: +353 (0) 1 6854207

Email: garret@registrationdesk.ie

☐ Badge Scanner - Deadline

6 November

Catalogue Entry

Your company name, address, telephone number, email address, website address and stand number will be entered free of charge in the Exhibition Catalogue together with up to 100 words describing the products or services displayed on your stand.

Your catalogue entry will be compiled from the information supplied by you from your exhibitor online profile page on the DataCentres Ireland website. You should have been sent an email with a form to complete and send back. If you have not received this, please contact Kirsten Hill in the Exhibition Office.

Catalogue Entry

DataCentres Ireland Exhibition Office

Contact: Kirsten Hill, Event Manager

Telephone: +44 (0) 1892 779992

Email: kirstenhill@stepex.com

Web: www.datacentres-ireland.com



Entry – Deadline

20 October

Advertising Rates can be found at the end of the Manual. For further details of the promotional opportunities in the Exhibition Catalogue please contact Tower Media.

Catalogue Advertising

Tower Media

10 Racefield

Newcastle

Co Wicklow

Ireland

Contact: Philip McGaley

Telephone: +353 (0) 1 201 1052 / +353 (0) 87 2666 568

Email: philip@towermedia.ie



Advertising and Editorial – Deadline

27 October

Contractors' Desk

From the morning of Tuesday 21 November, Total Expo Ltd – the Shell Scheme, electrical service and furniture contractor will have a service desk in the exhibition hall. Total Expo Ltd 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 RDS and place your order in advance. Total Expo Ltd 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 15:30 on Tuesday 21 November.

Deadlines

Please note that there is a deadline for each service provided by contractors working at the DataCentres Ireland Exhibition. 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 (such as the DataCentres Ireland Catalogue), 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 may consign them to the official contractor Interflow Logistics Ltd who are 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 Ltd

Advantage Forwarding
Unit 6, CRV Buildings
Dundalk
Co. Louth
A91NR23

Contact: Anderson Marisa

Tel: +353 (0) 872388185

Email: anderson.marisa@interflow.ie

However, if you decide to use an alternative courier, a member of staff from the exhibiting company will need to be present to receive the delivery.

The venue is willing to accept small deliveries, **however, we do not recommend this as the venue has multiple gates and storage facilities which means consignments can go missing.** Should you still wish to send small deliveries in advance to the RDS send these addressed to:

RDS Security

**Anglesea Road Entrance,
RDS,
Dublin 4**

Tel: +353 87 379 9919

Please ensure the following is clearly shown: * *Please complete the sections in red/Italic*

Event Name: DataCentres Ireland

Stand number:

Venue: Main Hall

Your on-site contact and their mobile number:

RDS Security will accept deliveries and store them until your arrival. Please do not send the deliveries before 17th November. Upon arrival, please contact the organisers who will assist you in obtaining your goods from the RDS store.

Electrical Services

All Shell Scheme stands are provided with an electrical package comprising:

1 x 13 double amp socket and 2 x Spotlights and for stand space under 20m². Shell Scheme stands over 20m² are provided with 2 x 13 amp sockets and 4 x Spotlights. No electrics are provided for Space Only sites.

Total Expo Ltd has been appointed as the electrical contractor and coordinator for DataCentres Ireland. 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. Electrics can be ordered online at the [DataCentres Ireland 2023 – Event Orders](#) website. Orders received after the deadline date may be subject to a 20% surcharge.

Total Expo Ltd

GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland

Contact: Jennifer Walsh

Telephone: +353 (0)1 413 7315

Email: datacentres@totalexpo.ie

☐ Additional Electrical [Order Online](#) – Deadline

9 November

Bespoke Ticket

As part of your marketing campaign for the event we would like to offer you the chance to create your own electronic bespoke tickets.

As a valued client, we will design a personalised ticket using your images, text and logo within a template. This is included as part of the marketing package.

If you want to take advantage of this opportunity, please email kirstenhill@stepex.com.

Stepex Ltd

Step House
North Farm Road
Tunbridge Wells
TN2 3DR
UK

Telephone: +44 (0) 1892 779992

Email: datacentres@stepex.com

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 Main Hall will be carpeted throughout the hall 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.

Exhibition Organisers' Office

The Exhibition Organisers' Office will be located at the front of the Main Hall and will be staffed during build-up and the open hours of the exhibition.

Exhibitor & Contractor Passes

Every member of your staff who will be working at the RDS during DataCentres Ireland must wear an Exhibitor Badge to gain access. This includes contractors working on your stand. All badges will be pre-printed and available for collection from the Organisers Office from Tuesday 21 November after 14.00.

You will receive an email request to submit your names electronically before the event.

Stepex Ltd

Step House
North Farm Road
Tunbridge Wells
TN2 3DR
UK

Telephone: +44 (0) 1892 779992

Email: datacentres@stepex.com

☐ Exhibitor & Contractor Passes – Deadline

6 November



Floral & Plant Service

Flowers and plants will be available for hire from the appointed contractor Plant Life. An order form can be found towards the end of the manual. The details of the contractor are as follows:

Plant Life

110-111 Cork Street,
Dublin 8
Ireland

Contact: Sammy Smyth

Telephone: +353 (0) 1 453 6201

Email: info@plantlife.ie

Web: www.plantlife.ie

☐ Floral Decoration – Deadline

13 November

Furniture

A selection of stand furniture is available from the appointed contractors Exhibition & Conference Services (Total Expo Ltd). Orders can be through their event orders website, [DataCentres Ireland 2023 – Event Orders](#). Total Expo Ltd 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 Ltd

GD House
Whitestown Industrial Park
Tallaghtj
Dublin 24
Ireland

Contact: Jennifer Walsh

Telephone: +353 (0)1 413 7315

Email: datacentres@totalexpo.ie

Furniture Packages

This year we have introduced some discounted furniture packages. To see if these meet your needs go to [DataCentres Ireland 2023 – Event Orders](#) website. Please note, where it says “eventeco” on the graphic, this means that the package includes branding opportunities.

☐ Furniture Hire [Online](#) – Deadline

4 November

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. Lifting and handling booking form is located towards the back of the manual.

Interflow Logistics Ltd

Advantage Forwarding

Unit 6, CRV Buildings

Dundalk

Co. Louth

A91NR23

Contact: Anderson Marisa

Tel: +353 (0) 872388185

Email: anderson.marisa@interflow.ie

☐ Onsite Handling, Transport & Storage Services – Deadline 13 November

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 stand 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 DataCentres Ireland, 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 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 DataCentres Ireland due to reasons beyond the control of Stepex Ltd.

For advice on insurance please talk to an Insurance Broker regulated by the Central Bank of Ireland.

All Exhibitors are required to have public liability insurance and provide a copy of the current Insurance Policy to the Event Manager prior to the event.

☐ Public and Employers Liability Insurance – Deadline 13 November

Internet/Wi-Fi

The exhibition hall is Wi-Fi enabled and is a free service that is totally unsupported and without guarantees. For a guaranteed faster internet connection, you can order a wired connection to your stand. This service will have to be ordered directly with the RDS.

RDS
Ballsbridge
Dublin 4
Ireland
Email: events.it@rds.ie

☐ Internet Order – Deadline 6 November



Parking & Vehicle Access

There is ample parking at the RDS.

Build-up: Parking is free of charge for exhibitors on Tuesday 21 November. Once unloaded, Traffic Marshals will direct vehicles to the designated parking area.

Open Days: A limited supply of complimentary two-day parking passes have been allocated for exhibitors for 22 – 23 November. These free passes are limited to two (2) per stand and must be collected on Tuesday 21 November from the Organisers' Office.

Exhibitors will be required to show their passes on arrival at the entrance gate of the RDS on the 22 - 23 November.

Access to the loading bay (Gate 5) at the RDS 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. RDS Traffic Marshals will direct unloaded vehicles to the designated parking area.

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 the RDS 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.

To assist with security, all personnel in the exhibition halls must always wear identification badges. Exhibitor and contractor passes will be available for collection onsite from the Organiser's Office during build-up. 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

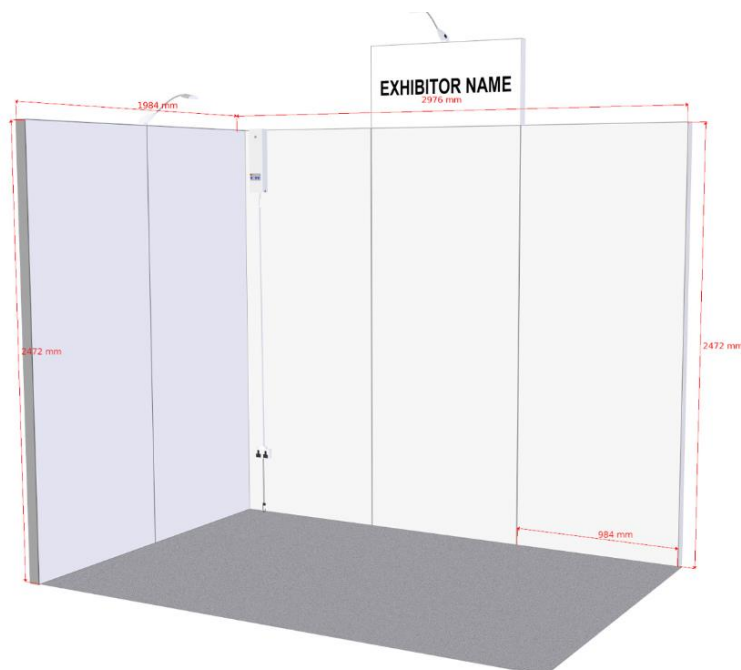
If you have selected a Shell Scheme stand it will be constructed as specified below. The official Shell Scheme contractor for the exhibition is Total Expo Ltd.

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.

Fascia: A fascia will be provided on the rear wall facing the front of the stand. The name card is 1m x 0.5m frame which will include the DataCentres Ireland logo and stand number.

Stand exhibition structures to be built in beMatrix format as per sample 3x2M stand visual below to include 1 x longarm light and 1 x double socket as standard.

We are delighted to be able to upgrade your default stand structure to beMatrix with foamex panels.



Firstly, on the sustainability front I am sure you will be glad to know that our company has prioritised supplying only the cleanest and greenest products to our partners.

The entire stand structure and any flooring upgrades are entirely fully reusable.

Printed elements are available for the client to take away after the event or we can recycle them into new products.

Our policy of nothing to landfill is a cornerstone of our business. Expo lighting is eco-friendly LED. All electrical systems are lead free and RoHS compliant. UV-LED inks used in production of all expo graphics.

Secondly, exhibitor stand upgrades to include branded walls and arches, storage areas and counters are very easy to view and order thanks to the centralised ordering platform customised for your event - [Datacentres 2023 – Event Orders](#). Choosing how to customise your stand at Datacentres Ireland has never been easier.

You can choose from a wide range of upgrade options suitable for your exhibition space and budget. All items will be delivered to your stand ready for you and your team to arrive on site and maximize your event experience.

Floor Covering: The Main Hall will be carpeted throughout, hence all Shell Scheme stands and Space Only stands will make use of this. Should you wish to change the colour of the carpet, please contact Total Expo Ltd.

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 Ltd. Details of available items can be seen on the [DataCentres Ireland 2023 – Event Orders](#) website. Further information may be obtained from Total Expo direct.

Total Expo Ltd

GD House
Whitestown Industrial Park
Tallaght
Dublin 24
Ireland

Contact: Jennifer Walsh

Telephone: +353 (0)1 413 7315

Email: datacentres@totalexpo.ie

☐ Exhibition Stand Fitting [Order Online](#) – Deadline

31 October

SHELL SYSTEM

Exhibitor notice – Important rules



• Lightweight exhibits or displays can be attached to the shell system walls by using Blu-tac, Sellotape or Masking tape.

• **You cannot apply Velcro or Double sided tape or any type of Foam tapes directly onto the panels or the system structure.** You may put Masking tape onto the stand surface and stick velcro or double sided tape on top of the masking tape.

• The shell system should be returned as it was delivered to you. All items added by you are to be removed after the show.

• **You are NOT permitted** to nail, screw, glue or staple anything into the shell scheme. Any charges for damage caused to the shell scheme will be charged to you. Damaged panels will be invoiced at a rate of €50+VAT per unit for cleaning or replacement.

• Under no circumstances may exhibitors paint the shell scheme. Changes to the wall panel colour must only be carried out by the official shell contractor and is a billable service.

Hanging items from the stand system

• Exhibitors can hang pictures from the stand system provided the weight per panel does not exceed 5kg per meter (max 15kg per wall). Exhibitors can use their own metal hooks to hang cords or chains from the top of the system.

• The Exhibitor is responsible for all items hung on the stand system. **Do not overload the stand system as it is not designed to be a load bearing structure (max load is 5kg per meter).** The exhibitor will also be responsible if any item hung by them on the stand system causes injury to any person at the event. Please ensure you have adequate insurance cover in place for such an occurrence. Any damage caused to the stand system as a result of hanging items will be invoiced in full to the exhibitor.

Total Expo Ltd

01 413 7315 info@totalexpo.ie www.totalexpo.ie
GD House, Whitestown Industrial Estate, Tallaght, Dublin 24, D24 FW5D, Ireland

Solvents and 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 RDS. Hazard data sheets should be sent in advance to the Fire Health & Safety Officer at the RDS.

Fire Health & Safety Officer

RDS

Ballsbridge

Dublin 4

Ireland

Telephone: +353 (0) 1 6680866

Space Only Electrics

Electrics for Space Only sites must be completed as soon as possible on

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.

Total Expo Ltd

GD House

Whitestown Industrial Park

Tallaght

Dublin 24

Ireland

Contact: Jennifer Walsh

Telephone: +353 (0)1 413 7315

Email: datacentres@totalexpo.ie

☐ Space Only Electrics – [Order Online](#)

6 November

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 Ltd 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 than 20 October 2023.

Email: datacentres@stepex.com

You are advised that delegates and visitors to the exhibition during DataCentres Ireland 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.

☐ Space Only Plans – Deadline

20 October

Stand Catering

Exhibitors who require catering on their stand should complete and return the form contained with this manual at least 1 week prior to the event. Please note that Hospitality are the official and exclusive caterers of the RDS. They have the sole right to provide food and drink for consumption on the stands. Except by written permission, no company or individual may bring food or drink into an exhibition for distribution.

There is a replacement charge on loss or damage to equipment.

Gather & Gather

Ballsbridge

Dublin 4

Ireland

Contact: Maria Borha

Telephone: +353 (0) 87 772 2640

Email: maria.borha@gatherandgather.com

☐ Order Form Food & Beverage – Deadline

13 November

Stand Name Board

Name boards displaying your company name and stand number are provided on all Shell Scheme stands.

Unless Total Expo Ltd receives your details for the Stand Name board via the link below, the name board will have your details that appear on the contract.

Please note that these details may not correspond to those submitted for your catalogue entry. A charge will be made for any name boards changed after the deadline date.

No name boards will be supplied to space only sites therefore exhibitors should make sure that their name and stand number are prominently displayed.

[Click here to submit your information for the stand name board.](#)

Total Expo Ltd

GD House

Whitestown Industrial Park

Tallaght

Dublin 24

Ireland

Contact: Jennifer Walsh

Telephone: +353 (0)1 413 7315

Email: datacentres@totalexpo.ie

☐ Stand Name board – Deadline

6 November

Stand Fitting Regulations

Total Expo Ltd 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 RDS 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 RDS.
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 by 20 October 2023.
4. Contractors must ensure that they can provide on-site, the appropriate certificates 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 RDS. 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 standby 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 by 20 October 2023. 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 20 October 2023.
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.

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

Interflow Logistics Ltd

Advantage Forwarding

Unit 6, CRV Buildings

Dundalk

Co. Louth

A91NR23

Contact: Anderson Marisa

Tel: +353 (0) 872388185

Email: anderson.marisa@interflow.ie



Onsite Handling, Transport & Storage Services Form

6 November

Water and Waste Services

If you require water or waste services at your stand, please contact the organiser on datacentres@stepex.com.

DataCentres Ireland 22nd-23rd November 2023

LEAD RETRIEVAL DEVICE ORDER FORM

Contact: Garret French
Tel: +353 1 6854207
Email: garret@registrationdesk.ie



Exhibitor: _____ **Stand No:** _____

I wish to order _____ lead retrieval scanner(s) for duration of above event at a cost of €170 each (+ Value Added Tax @ 23% - EU Companies registered for VAT and based outside Republic of Ireland will be invoiced net of VAT. To ensure supply of scanner(s), orders should reach Registration Desk by **Wednesday 15th Nov 2023**. An invoice will be issued using the company details provided below and electronic funds transfer or credit card payment in payment for invoiced amount is due no later than 15th Nov 2023. Supply of scanners **may** be available after that date but cannot be guaranteed.

Please print clearly

Contact Name: _____

Company Name: _____

Company Address: _____

VAT No _____

(Non Rep of Ire EU companies only)

Email for invoice: _____

Email for scanned file: _____

Scanner will be available at the Registration Desk on build-up day and should be returned there no later than closing time on final day of event. Bank details for funds transfer:

Bank:	Bank of Ireland
Account:	GFtech Ltd
Account Number:	22338387
Bank Identifier Code:	BOFIE2D
IBAN:	IE63 BOFI 9006 0722 3383 87
Branch Code:	90-06-07

Signature: _____

Please sign and return this order form by email to garret@registrationdesk.ie

By signing this form you are indicating that you have read and accept the Terms and Conditions of Registration Desk scanner hire.

<http://www.registrationdesk.ie/lead-retrieval-device-terms-and-conditions/>

DATA CENTRES 2022 SHIPPING GUIDELINES & HANDLING TARIFF



For information please contact:

Interflow Logistics Ltd.

• Anderson Marisa	anderson.marisa@interflow.ie	+353 (0)87 2388185
• Niall Thompson	niall@interflow.ie	+353 (0)86 3805000

To book a shipment:
Please submit your order online at: <https://www.interflow.ie/freight-order-form/>

Applicable since January 2023

Interflow Logistics is pleased to offer freight forwarding and on-site cargo handling for Data Centres 2023. Our services include advance cargo receiving, on-site forklifting and cargo handling, storage of empty crates, door-to-door transport options, customs clearance.

1. KEY DATES & ARRIVAL DEADLINES

KEY DATES	Build-up		
	Tuesday 21	November	10.00 – 20.00 (Space only)
	Tuesday 21	November	15:30 – 20.00 (Shell Scheme)
	Dismantling Times		
	Thursday 23	November	17:00 – 20:00 (Space only)
	Thursday 23	November	16.15 – 21.00 (Shell Scheme)

ARRIVAL DEADLINES	port/airport/terminal	goods must be received by
Ocean Freight FCL	DUBLIN	8 working days before requested delivery date
Ocean Freight LCL	DUBLIN	10 working days before requested delivery date
Airfreight	DUBLIN (DUB)	3 working days before requested delivery date
Truck	DUBLIN Warehouse	2 working days prior to requested delivery date

2. BREXIT – CUSTOMS & SIMPLIFIED PROCEDURES FOR TEMPORARY ADMISSION

All goods received from or shipped to GB will, from 01 January 2021, require Customs declarations at both ends of transportation. The preparation and presentation of customs declarations for trade show purposes is mandatory.

Temporary Admission provides for goods to be brought into EU (Ireland), temporarily, with total or partial relief from import duty. Typical examples of such practice are where articles/goods may be used for purposes such as exhibiting at a trade fair, samples, live events etc. Where there is a VAT liability this must be paid on deposit. **THE TA/TEMPORARY ADMISSION IS SUBJECT TO SPECIFIC CONDITIONS. PLEASE DO NOT SEND ANY SHIPMENTS TO CATEx WITHOUT CHECKING YOUR CUSTOMS ENTRY REQUIREMENTS IN ADVANCE.**

3. DOCUMENTS:

- ✓ 1 copy of Commercial Invoice & Packing List
- ✓ 1 copy of Original B / L / AWB
- ✓ 1 copy of Insurance Policy (if insured)
- ✓ 1 copy of container / consolidation manifest

4. DIRECT DELIVERIES TO RDS:

The venue does not accept deliveries in advance. In order to avoid waiting time and problems accessing the site, Interflow will be operating an advance warehouse facility. All goods can be consolidated at this point and transferred to the stand. As the official agent, we will have priority access during the

build-up and break down periods to the halls. This will ensure timely delivery to your stand. We strongly recommend that you make use of the advance warehouse facility.

5. CONSIGNING OF SHIPMENTS

All shipments arriving at our advance depot must be sent with a pre-advice to the above contact details. Advance warehouse delivery address:

SHIPMENTS VIA WAREHOUSE & AIRFREIGHT & SEAFREIGHT

Consignee:

Interflow Logistics Ltd.
Event name / Exhibitor name / Stand number.
 Advantage Forwarding
 Unit 6, CRV Buildings,
 Dundalk, Co. Louth, A91NR23
 Office ph: +353 42 9663291

Notify:

Interflow Logistics Ltd.
 Phone +353 1 6853845 / E-mail: anderson.marisa@interflow.ie
 Name of event:
 Name of exhibitor: Stand number:

SHIPMENTS VIA AIRFREIGHT & SEAFREIGHT.

Consignee:
 Interflow Logistics Ltd.
Event name / Exhibitor name / Stand number.
 Advantage Forwarding
 Unit 6, CRV Buildings,
 Dundalk, Co. Louth, A91NR23
 Office ph: +353 42 9663291

Notify:

Ace Express/ Mr. Alan Doolan
 C/O Interflow Logistics Ltd.
 Phone +353 01 8702881 / E-mail: air@ace-express.com

* when sent by airfreight send on direct awb to avoid 3rd party costs *

*** Please ensure that each item is clearly labelled with your company name, hall and stand number. As per attached label sample.

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned "Freight Prepaid". A 5% outlay commission will be imposed on all "Freight Collect" consignments.

6. CUSTOMS CLEARANCE

Please pay attention to the following points to accurately complete your invoice as per Customs requirements:

- ◆ Customs codes – Please make sure that your invoice have HTC codes to identify the exact merchandise you are sending
- ◆ Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry
- ◆ Serial numbers – Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
- ◆ Quantity – Please list the quantity of each item
- ◆ Weight – Please list the weight and the content of each package
- ◆ Values – Use values that represent fair market value to avoid a possible value adjustment by the Customs. Each invoice will have to show the following sentence "The value shown is true, real and is according to the market value".
- ◆ Origin of the goods – Please indicate the proper Country of origin of the goods you are sending
- ◆ CIF terms – Please indicate in your invoice that the goods are CIF or C&F, otherwise Customs, in order to determine the value of your goods, may add the transport charges to the declared value
- ◆ Goods to be returned after the fair – Please add the following declaration : "Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show"
- ◆ Literature and give-aways – Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally such items are subject to import duties

INTERFLOW cannot make Customs entry on shipments where invoices indicate general descriptions such as "Exhibition goods" or "Stand-fitting materials" or "give-aways". Nor can INTERFLOW make entry on invoices that indicate lump sum value only. In these instances entry will be delayed until detailed invoices are received from the shipper.

Please send your pre-alert message with a copy of all documents, before despatching the goods, to anderson.marisa@interflow.ie or niall@interflow.ie

6. INSURANCE

Handling is undertaken entirely at the owner's risk. While INTERFLOW will do their utmost to ensure the safety of your goods we highly recommend that all exhibitors issue an "All Risk" insurance policy.

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

Interflow Logistics Ltd can insure your goods for you but this is on a request basis.

7. GENERAL CONDITIONS

- ✓ Rates will be calculated on 1 cbm=167kg volume/weight ratio for air freight and 1 cbm=333kg for road freight.
- ✓ Rates are applicable to single unit not exceeding one of the following dimensions cm 350x200x200(h) and 2.000 kg of gross weight.
- ✓ All rates are subject to 23% VAT, where applicable.
- ✓ Interflow will provide storage of shipments 10 days before and 10 days after the show. Long-term warehousing can be provided only upon specific agreement.
- ✓ The empty storage service is only intended for empty packing materials. Interflow will not be responsible for the damage or loss of any material and/or goods left inside.
- ✓ Above rates are for shipments handled in accordance with our shipping instruction and deadlines.
- ✓ Interflow are not responsible for goods left unattended at the stand at the closing of the event.
- ✓ All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed. The invoice for the services will be delivered to the booth.
- ✓ Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special cargo.
- ✓ Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%.
- ✓ Issuing of various certificates (CITES, Phytosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 25,00).

OFFICIAL RDS HANDLING TARIFF 2023

1 – DIRECT DELIVERY FROM TRUCK TO BOOTH EACH WAY :

- 1.1 - Full Truck load - 950,00 €
- 1.2 - Half Truck Load - 790,00 €
- 1.3 - Minimum charge - 260,00 €
- 1 cbm=250kg for road freight. 1LDM = 4 cbm

2 - ADVANCE WAREHOUSE UP TO BOOTH EACH WAY:

- 2.1 - Offloading, intermediate storage and delivery to booth per CBM - 75,00 €
(Min 3 cbm). 1 cbm=250kg for road freight

- 2.2 – Collection from Stand, reload, intermediate storage per CBM - 75,00 €
(Min 3 cbm). 1 cbm=250kg for road freight

2.3 - SMALL COURIER SHIPMENTS

- Small shipments up to 40 Kgs per shipment - 120,00 €
- Shipments over 40 kgs/0.12m3 will be billed as per point 2.

3 - EMPTY CASE STORAGE

Collection, storage and re-delivery of crates.

3.1 - Regular empty case Storage - per cbm - 75,00 €

3.2 - Express empty case storage - per cbm - 90,00 €

3.3 – Full goods case storage - per cbm - 90,00 €

* Minimum 2 cbm

4 - AIR FREIGHT HANDLING

4.1 - From free arrival DUB AIRPORT up to advanced warehouse per KG/CHW.

Including Terminal Handling Charges (Min charge €180) 0.90/KG €

4.2 - Airport Facility Service Fee - 45,00 €

4.3 - Terminal Surcharges - 30,00 €

* Any transfer charges or storage to pay at the airfreight company on arrival at Airport. Cost.

Delivery from the warehouse to stand per cbm (min 3 cbm) same as point 2.

5 – RENTAL OF LABOURS (FOR WORKS ON STAND ONLY)

Hand lift (min. 4 hours) per hour:

45,00 €

6 – CUSTOMS FORMALITIES

6.1 - Customs clearance

Import or export per entry (Including 3 customs codes) 160,00 €

6.1.1 – Additional Customs Code

Price per code 9,50 €

6.2 - Customs bond fee.

3.0 % of CIF value. min charge per entry (non-refundable) 80,00 €

6.3 – Importer of record

Use of Interflow importer of record tax ID (EORI) 120,00 €

6.4 – Examination (Carnet or temp Import)

Customs attendance for carnet stamping each way. 80,00 €

6.5 – Cancellation of import bond

For goods under TIB and not re-exported (either total or partial) 120,00 €

6.6 – PBN declaration

Includes issuing safety & security declaration (ENS). 80,00 €

6.7 – Import duties & taxes

Duties and taxes, to be debited according to official outlay, + 5% advanced payment (min 80€)

7 - ADDITIONAL:

Service fee per shipment per way inbound/outbound: 60,00 €

8 - SURCHARGES TO BE APPLIED ON SECTION NRS. 1), 2), 4), 5), 6) :

Overtime (17:00 – 08:00h):	50%
Saturdays:	50%
Sundays/Public Holidays:	100%

Public holidays in Ireland 2023: 02 January, 06 February, 17 March, 10 April, 01 May, 05 June, 07 August, 30 October, 25 December, 26 December.

GENERAL CONDITIONS

- ✓ Rates will be calculated on 1 cbm=167kg volume/weight ratio for air freight and 1 cbm=333kg for road freight.
- ✓ Rates are applicable to single unit not exceeding one of the following dimensions cm 350x200x200(h) and 2.000 kg of gross weight.
- ✓ All rates are subject to 23% VAT, where applicable.
- ✓ Interflow will provide storage of shipments 10 days before and 10 days after the show. Long-term warehousing can be provided only upon specific agreement.
- ✓ The empty storage service is only intended for empty packing materials. Interflow will not be responsible for the damage or loss of any material and/or goods left inside.
- ✓ Above rates are for shipments handled in accordance with our shipping instruction and deadlines.
- ✓ Interflow are not responsible for goods left unattended at the stand at the closing of the event.
- ✓ All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed. The invoice for the services will be delivered to the booth.
- ✓ Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special cargo.
- ✓ Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%.
- ✓ Issuing of various certificates (CITES, Phytosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 25,00).

Further services not included in the present Handling and Logistic Tariff will have to be agreed in advance.

Stand catering options 2023

Hot Drinks

Nespresso Package €480 + VAT per day

- Nespresso Zenius machine hire for the duration of show
- 75 mixed capsules
- Milk, Sugar & sweetener sachets
- 8oz compostable cups, lids & stirrers

PLEASE NOTE:

THE STAND HOLDER WILL BE REQUIRED TO SUPPLY ELECTRICAL AND WORKING SPACE.

Machine requires 1 x 13amp plug & the water tank is self-fillable from any taps available in the RDS.

Nespresso Refill pack €150 + VAT

- 50 mixed capsules
- Milk, Sugar & sweetener sachets
- 8oz compostable cups, lids & stirrers

Flasks of tea or coffee €75.00 + Vat

Each serves 25 cups and includes milk, sugar, 8 Oz paper cups, stirrers.

Barista Coffee Machine pack €960 + Vat

- A portable barista coffee machine set up on your stand
- Serves 150 per day
- milk
- 8oz compostable cups, lids & stirrers
- Sugar & sweetener sachets

PLEASE NOTE:

The stand holder will be required to supply electrical mains and space for us to install the machine (2 meters x 1,5 meter)

Machine requires **1 x 13amp plug** – to be advised prior event due to machines availability.

Barista coffee Refill pack €120 + VAT

- 30 additional units
- milk
- 8oz compostable cups, lids & stirrers
- Sugar & sweetener sachets

DRINKS MENU

Bottled Water (still & sparkling)	24 x 500ml €70.00 + Vat
Bottled Juices (orange or cranberry)	12 x 330ml €55.00 + Vat
Bottled soft drinks (Coke, Fanta, or Sprite)	24 x 500ml €80.00 + Vat.
Bottled Beers	24 x 330ml from €170.00 + Vat
Bottled Wines (House Red & House White)	1 x 750ml from €32.00 + Vat
Sparkling Wines	1 x 750ml from €37.50 + Vat
Water cooler* with one drum (18.9lt)	€90.00 + Vat
*Machine requires 1 x 13amp plug	
Water drum refills (18.9lt)	€45.00 + Vat

Draft Systems Pack €1450.00 + Vat.

Such as:

- GUINNESS DRAFT SYSTEM (one 50 lit keg, serves 88 pints)
- HOP HOUSE DRAFT SYSTEM (one 50 lit keg, serves 88 pints)

Included with the service is the hire of the system, one 50 lit keg of your choice and a designated bar member of staff for 4 hours to serve the pints(day 1 ONLY)

Additional Kegs €750.00 + vat each

PLEASE NOTE:

Electrics and working space are to be supplied by Stand Holder

2 x 13amp plugs required and 1.5-meter space

FOOD

Sandwiches and sharing boards.

Classic Meat sandwiches, wraps, bagels, and rolls	serves 5	€62.50 + vat.
Classic Vegetarian sandwiches, wraps, bagels, and rolls	serves 5	€62.50 + vat.
Charcuterie Board (selection of meats, pickles, and breads)	serves 5	€67.50 + vat.
Cheese Board (selection of cheeses, chutney, crackers, and breads)	serves 5	€67.50 + vat.

SNACKS & SWEET BITES

Basket of freshly baked mini pastries	12	€55.00 + Vat
Basket of homemade mini assorted muffins	12	€45.00 + Vat
Selection of sweet treats, loaves and traybakes	12	€55.00 + Vat
Giant Cookies	12	€45.00 + Vat
Crisps (assorted flavours)	24	€50.00 + Vat
Healthy Snack Selection (individually wrapped)	12	€35.00 + Vat

All drink orders include only take away glasses or disposable cups due to safety in the Exhibition Halls.

All food orders include disposable plates and napkins.

Customized services and proposals are welcomed!

RDS CATERING ORDER FORM

Stand No & Hall Name:

Exhibitor Name:

Address:

Tel:

Email:

Mobile Ph:

Contact person at the Event:

Please Email this form to: Maria Borha

maria.borha@gatherandgather.com and we will issue the invoice.

Full Payment is required 7 DAYS PRIOR THE EVENT.

Please note that RDS Hospitality are the official and exclusive caterers of the RDS. We have the sole right to provide food and drink for consumption on the stand and in the offices. Except by written permission, no company or individual may bring food or drink into an exhibition for distribution. There is a replacement charge on loss or damage to equipment.

There is a service charge of 15% for orders below €350.00.

Show Catalogue Advertising Rates



RATE CARD & TECHNICAL INFORMATION

When sending your ad copy, please send in the following format:

- High resolution PDF files with bleed and crop marks.
- Indesign files packaged with images and fonts.
- High resolution JPEG (300 dpi).
- Colours must be in CMYK format not spot colour or RGB.
- For images, please make sure they are a high resolution (300 dpi) (images off the web or taken from Microsoft Word are generally not proper print quality)

Contact: **PHILIP MCGALEY**
00 353 87 266 6568
or email: philip@towermedia.ie
Tower Media Ltd ,
10 Racefield, Newcastle,
Wicklow. A63R662

Full Colour

Full Page.....	€1,500
1/2	€895
1/4	€495

Special Positions

Double Page Spread	€3,200
Mini Spread	€1,800
IFC	€1,750
IBC	€1,750
OBC.....	€1,950

Inserts: By arrangement

Mechanical Data

Full Page	W210 x H297 mm
(N.B. Add 5mm bleed to the above size and include crop marks)	
Half Page Across.....	W190 x H137 mm
Quarter Page Upright	W94 x H137 mm

For technical queries contact:

Philip McGaley
Tel: + (353) 87 266 6568
E: philip@towermedia.ie