

Exhibitors Information Booklet



in association with the



and



EXHIBITORS INFORMATION BOOKLET



This Booklet provides information for Exhibitors in relation to insurance requirements, site opening times, security, services and site rules.

This is your opportunity to interact with 200 Owners, Operators, Directors, Managers, and other decision makers from the Extractive Industries across the Island of Ireland

A limited number of large outdoor display areas can be offered to exhibit and demonstrate machinery, plant and equipment and to make practical demonstrations to the people that matter. (€750 or €600 for IMQS Members)

Smaller Internal Table Plots are also available in one of the Marquees. (€200 or €150 for IMQS Members)

To book a Display Area payment can be made online at <https://tinyurl.com/hsam-q2018> or payment can be made by Bank Transfer by contacting the IMQS directly at info@imqs.ie

To be held at Doran's Pit, Blessington, County Wicklow on Wednesday the 26th of September 2018, - 9.00 - 18.00

ELECTRICITY

Exhibitors will need to provide their own generator or electrical source if they require an electrical supply.

WATER

Public drinking water will be available for sale via the catering provider or exhibitors are welcome to bring a supply adequate to their own needs.

WI-FI / INTERNET

There will be no Wi-Fi facilities available on site, if you need Wi-Fi you should look at the use of 3 or 4 G Modems

TICKETS & PASSES

2 Exhibitor passes including meals are issued free of charge with your stand, additional passes must be purchased through the general ticket facility at €50 per person. You will be asked to name your staff in advance so that they can be issued with exhibitor passes.

VEHICLE PASS ALLOCATION

There is adequate parking allocated for the event. The parking will be available on the day before and the day after the event.

CANCELLATIONS

If you need to cancel your trade stand, please notify the IMQS in writing or by e-mail. If we are in a position to re-let then a refund less any reasonable administration cost will be made. In other circumstances there is no refund facility.

Under no circumstances may you give/sell your stand to another company.

SETTING UP TUESDAY 25TH OF SEPTEMBER 2018

Vehicle access to the quarry will be available for all trade stand vehicles, contractors etc. for the entire set up period is available. Security will be on site throughout the evenings and nights of the 25th and 26th of September.

On the 26th of September from 9:00 a.m. there will be **no vehicle access** on the site apart from and to designated car parks.

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SETTING UP YOUR STAND

The Event will be open 9am to 6pm on Wednesday 26th of September 2018. Access for exhibitors will be available from 8:00 and attendees will be allowed access from 8:45.

Exhibitors availing of Table stands in the small Marquee may, if they cannot set up on the 25th of September, access the marquee using a single vehicle between 8:00 and 8:40 to unload their equipment. Similarly single vehicle access will be permitted after 18:00 to collect display equipment.

Dismantling of Equipment 27th of September 2018

Vehicle access to the quarry will be available for all trade stand vehicles, contractors etc. to facilitate dismantling of stand and removal of equipment

VEHICLE ACCESS & SECURITY

For your benefit, we will provide security at the 17.00 on Tuesday 25th of September until 09:00pm on Thursday the 27th of September. Your equipment and products must be off site by the 27th of September. After this date our security detail and event personnel are no longer on site and your equipment will be left at your own risk. Security will patrol the showground overnight during these dates. Event staff will monitor all vehicles entering and leaving the showground during the set up period and removal periods. Whilst we provide on-site security, you are still responsible for taking adequate security precautions on your stand. If you are arranging your own night security over show days you need to organise this with on-site security in advance (contact details can be provided).

Your property is left entirely at your own risk and we would advise that valuable items are not left unsecured on the showground.

YOUR STAND SPACE

The boundaries of your site are clearly marked and your entire stand must fit within these boundary lines. You cannot use more space than you have been allocated and you cannot move from the space you have been allocated. A plan of the allocated spaces will be provided in advance and posted on site. If you set up in the wrong place, you will have to move. Do not move the stand markers. If you need to section/rope off your stand area during set up, please do not mark beyond your stand boundary line. Stands will be individually marked out with name cards. When setting up on the Tuesday or dismantling on the Thursday please be considerate of other stand holders setting up around you. To avoid blocking roadways/other stands, please unload and remove vehicles to the nearest car park.

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RISK ASSESSMENTS:

As part of your booking terms and to conform to Health & Safety Regulations, you must complete and return the Risk Assessment form WITH YOUR INSURANCE DOCUMENTS. Remember there is no such thing as 'no risk'. Your company, not the HSA or Roadstone Limited are liable should any problems arise during Build/clear down periods and over Show days. It is your responsibility to ensure your staff and contractors conform to the Safety Health & Welfare at work Act 2005 and you should ensure that any risk to health is minimised and all necessary precautions taken.

Generally you are responsible for ensuring:

- That any part of your exhibit dangerous to visitors is adequately fenced off
- All mechanical/hydraulic devices are guarded and safely secured against dangerous or unintended operation or movement
- Any steps/ramps are firm and strong, with non-slip surfaces and handrails, and placed in such a way so as not to present a trip hazard
- If using a Marquee then Fire exits within your marquee must have 'emergency exit' signs above them
- All exhibitors are to have a FIRE EXTINGUISHING DEVICE ON THEIR STANDS

FIRST AID/EMERGENCIES

A First Aid point will be available. There will be a number of trained first aiders on site on the 26th of September 2018.

SITE REGULATIONS

Business Boundaries - IMPORTANT

You are only allowed to conduct business within the boundary lines of your stand. Visitors should not be directly approached outside of your stand lines.

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Do not

- Hand out promotional leaflets/products around the showground or car parks
- Place signs/boards/advertising materials anywhere outside of your display area
- Move into the avenues to encourage visitors on to your stand
- Make charity collections etc.
- EXHIBITORS ARE RESPONSIBLE FOR THEIR OWN WASTE AND MUST DISPOSE OF IT.
- Every stand must be equipped with firefighting facilities, which must be easily accessible and well maintained.
- No exposed flame or heat source should be placed near to canvas or other combustible material.
- GAS CYLINDERS LPG/propane/butane cylinders must be stored in a well-ventilated position in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders should be firmly secured in a vertical position on firm level ground, at least 1 metre from any building or unauthorised interference. To prevent tampering, every gas cylinder storage area should be enclosed in a lockable compound of robust wire mesh or similar. Cages or surrounds made of wood or other combustible materials are not acceptable. If practicable, only fixed piping should be used.

INSURANCE

All trade stand holders other than those situated in the Marquee MUST hold valid Public Liability Insurance. This cover should have a limit of indemnity of no less than €6,000,000 in respect of any one occurrence and:

- Include Products Liability Cover with a limit of indemnity of no less than €6,000,000 per annum
- Contain no inner limits of indemnity other than that above
- Does not contain excesses above €3000 under any section
- The policy must be kept in force at all times with a reputable insurer and premium payments kept up to date.

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EMPLOYEES LIABILITY INSURANCE

Any firm or organisation employing people must hold Employer's Liability Insurance to satisfy Health & Safety requirements. If you do not have this cover, perhaps because you rely on volunteers or self-employed persons, then you must hold Public Liability Insurance.

Exhibitors are also advised that the HSA and Roadstone Limited will not be liable for theft or other losses and you are advised to ensure you have your own insurance to cover such events.

Insurance forms must be completed and returned in full by September 11th 2018.

DEMONSTRATION OF EQUIPMENT

Please contact Jim Holmes (jimh@hsa.ie/ or Ciaran Grennan (cgrenann@roadstone.ie) if you are interested in a demonstration slot. A limited number of Demonstrations will be available in time slots of 30 minutes. This will be strictly enforced. PLEASE NOTE NO EXCAVATION OR DIG DOWN IS ALLOWED

Please note that exhibitors are not to operate machinery on their stands (Static) other than during planned demonstrations. Once your equipment is in place keys of machinery must be in a secure location. Under no terms are exhibitors to bring customers/visitors into the demonstration zone. The demonstration zones will be operated by exhibitor employees only who must have full P.P.E. and all relevant documentation to operate machinery.

LOUDSPEAKERS & NOISE

The volume of any audio equipment or music that you use as a sales aid or attraction must be kept at a controlled level to avoid annoying other exhibitors or the attendees. You should also take care that the volume of active demonstrations (tools, chainsaws, machinery, musical instruments etc.) does not cause annoyance to other exhibitors or the attendees. Surrounding stands should be able to conduct a conversation without raised voices. You are not allowed to use microphones to sell or demonstrate goods. Auctions are not allowed.

SALE OF ITEMS LIKELY TO CAUSE OFFENCE AND SECOND-HAND GOODS & VEHICLES

You are not allowed to sell or display second-hand goods and vehicle or items likely to cause offence.

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