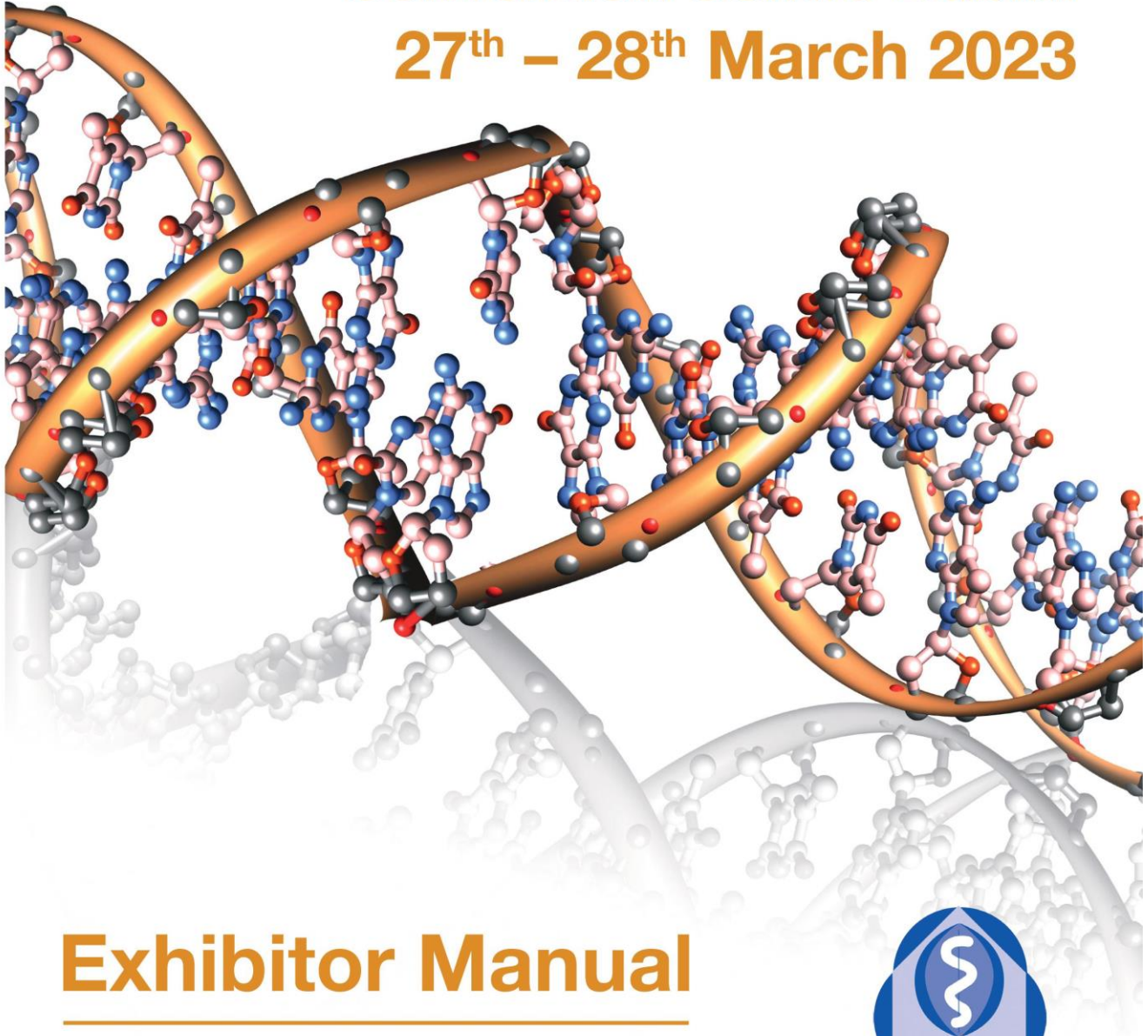


# BioMedica

Convention Centre Dublin  
27<sup>th</sup> – 28<sup>th</sup> March 2023



## Exhibitor Manual

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### Exhibition Opening Times:

27 Mar 2023	09.30 – 18.00
28 Mar 2023	09.00 – 16.00



Organised by:  
Academy of Clinical Science  
and Laboratory Medicine  
[www.acslm.ie](http://www.acslm.ie)

# Introduction

## Your Exhibitor Manual

We hope that this Exhibitor Manual will provide you with all the information you need for the successful preparation of your stand at BioMedica. Please take time to read the following pages 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 the Exhibition Office, 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 Kirsten Hill on +44 (0) 1892 779992. They will be pleased to help you. Also, if you experience any difficulty with any of the services listed in this Manual, please contact the Exhibition Office – we can then assist you with your arrangements.

## Your Contacts

Responsibility for the services provided to you for BioMedica is as follows:

### **Exhibition Office**

Step House  
North Farm Road  
Tunbridge Wells  
TN2 3DR  
Contacts: Kirsten Hill  
Telephone: +44 (0) 1892 779992  
Email: [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

### **Academy of Clinical Science and Laboratory Medicine**

31 Old Kilmainham  
Dublin 8  
Ireland  
Telephone: +353 (0) 19059730  
Email: [mail@acslm.ie](mailto:mail@acslm.ie)  
Web: [www.acslm.ie](http://www.acslm.ie)

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# Exhibitors' Check List

## By Date

Show Catalogue Entry Form:	Exhibition Office	27 January
Health and Safety Documents	Exhibition Office	24 February
Space Only Site Plans:	Exhibition Office & Onsite Exhibitions	24 February
Stand Packages	Total Expo	6 March
Stand Artwork	Total Expo	13 March
Furniture Requirements:	Total Expo	20 March
Stand Catering:	CCD	20 March
Telecommunications and Networks:	CCD	20 March
Delivery, Handling & Storage Form:	Interflow Logistics	20 March
Badge Scanners Form:	Registration Desk	17 March
Exhibitor & Contractor Passes Form:	Exhibition Office	13 March

If you have any questions about any of the above forms, or your own individual requirements, please call the Exhibition Office on +44 (0) 1892 779992 or email [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

# Useful Contacts

## **Badge Scanners**

Registration Desk  
Contact: Garret French  
Telephone: +353 (0) 1 6854207  
Email: [garret@registrationdesk.ie](mailto:garret@registrationdesk.ie)

## **Exhibition Office**

Contacts: Kirsten Hill  
Telephone: 01892 779992  
Email: [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

## **Show Catalogue Advertising**

### **Converse Magazine**

Contact: Roger Cole  
Telephone: +353 (0) 1 2859111  
Mobile: +353 (0) 872611597  
Email: [roger@silchestermarketing.com](mailto:roger@silchestermarketing.com)

## **Delivery, Handling, Lifting & Storage of Exhibits**

### **Interflow Logistics**

Contact: Anderson Marisa  
Tel: +353 (0) 872388185  
Email: [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

## **Electrical Services**

### **Total Expo.**

Contact: Jennifer Walsh

Telephone: +353 (0)1 413 7315

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

## **Academy of Clinical Science and Laboratory Medicine**

31 Old Kilmainham  
Dublin 8  
Telephone: +353 (0) 1 905 9730  
Email: [mail@acslm.ie](mailto:mail@acslm.ie)  
Web: [www.acslm.ie](http://www.acslm.ie)

## **Photography**

Steve Wall-Morris  
Contact: Steve Wall-Morris  
Telephone: +354 (0)1 4945 362  
Mob: +353 (0)87 2511827  
Email: [info@eventphotographer.ie](mailto:info@eventphotographer.ie)

## **Shell Scheme/Stand Extras**

Total Expo  
Contact: Jennifer Walsh  
Telephone: +353 (0)1 413 7315  
Email: [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

## **Stand Catering**

CCD – [Online order](#)  
Email: [online.orders@theccd.ie](mailto:online.orders@theccd.ie)

# General Information

## Exhibition Area Timetable

### Sunday 26 March

Build up:	15:30	Shell Scheme build up starts
	20:00	Shell Scheme build up complete

### Monday 27 March

All Areas:	09.30	Exhibition open
	18.00	Exhibition closes

### Tuesday 28 March

All Areas:	09.00	Exhibition open
	16.00	Exhibition closes

### Tuesday 28 March

Break down	16:15	Breakdown begins
	22:00	Breakdown complete

# CCD Code of Practice

The Convention Centre Dublin Code of Practice:

- Smoking and “ad hoc” catering by individual contractors is not permitted anywhere within the Halls. There are dedicated smoking areas which need utilising. Vaping is not permitted anywhere onsite
- A catering area will be set up for the convenience of contractors. This area will be clearly marked.
- Sawing, painting, welding etc, will not be permitted without prior notification and adequate protection of the carpet at the contractors cost.
- No wet or dirty material will be permitted in the Halls.
- No contractors’ vehicles will be permitted into the Liffey except on floor protection.
- Contractors are responsible for taking all precautions required under the Health & Safety Regulations e.g. barriers around stands with men working overhead.
- PPE is required by stand contractors during the build and breakdown of stands this includes hi-vis jackets, hard hats and safety footwear.

*Please ensure that you read and comply with the CCD Rules and Regulations <https://www.theccd.ie/rules-and-regs-complete>*

## Accommodation

The venue has a ‘hotel finder’ page on their website, showing hotels in the local area. Please use the link below to use this function:  
<https://www.theccd.ie/visiting/hotels>

## Badge Scanners

There will be computerised registration at BioMedica 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 your scanner, please complete the form which is located towards the back of the manual.

### **Registration Desk**

**Contact:** Garret French

**Telephone:** +353 (0) 1 6854207

**Email:** [garret@registrationdesk.ie](mailto:garret@registrationdesk.ie)

### **Badge Scanner Deadline - 20 March**

# Build Up

## **Access to the loading bay**

The BioMedica Exhibition is being held in the Liffey, which is on the ground floor of the CCD. Those with large deliveries (non Hand Carry) will have access to the Hall via Loading Bay doors at the rear of the venue. Access to the loading bay is strictly controlled, with Exhibitors and Contractors being issued a time for their delivery.

Exhibitors and Contractors MUST contact the Organisers by 7 March, to book a delivery slot, and must adhere to the allocated delivery time. These delivery times will be managed by the venue's security through the use of vehicle passes.

Access to the loading bays are restricted by vehicle pass and each vehicle will be logged on entry. Details recorded will include company name, stand number and contact details – in case it is necessary to request that a vehicle is moved. **All vehicles must be removed from the loading bays after loading/unloading.**

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

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.

## **Storage of Boxes**

Due to fire risk, there is no storage available at the CCD. All boxes, crates and flight cases must be stored off-site. Please make arrangements to store these off Site or with our freight forwarder 'Interflow Logistics.'

If you have arranged storage with Interflow Logistics, empty crates will be taken for storing as soon as they are ready. Please make all necessary arrangements with Interflow Logistics prior to the build-up of the exhibition.

For more information and assistance with storage or for a quotation contact:

### **Interflow Logistics**

**Contact:** Anderson Marisa

**Tel:** +353 (0) 872388185

**Email:** [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

***Shell Scheme Exhibitors can come onsite from 16:00 (this is subject to change on the day) on 26<sup>th</sup> March 2023 to begin setting up their stand. Should an Exhibitor or Contractor require an extension to the build-up time, they will be liable for any and all costs incurred.***



# Breakdown – All Areas

Exhibitor soft breakdown will commence once the Exhibition Hall has closed and all remaining delegates have left the exhibition area on 28 March 2023. (16:00 approx.) Soft breakdown will remain in place until 16:30 - until this time exhibitors may remove their stand equipment and materials and PPE is not required to be worn. Please ensure courier collections are made during this timescale. (All hand carry material to leave via the front door, not the loading bay).

Once full breakdown has been announced (16:30 approx) any remaining exhibitors on site will be required to wear hi-vis waistcoat/tabard, safety footwear and hard hats (where applicable). Please be aware that the wearing of hi-vis and safety footwear is a mandatory requirement, whilst the wearing of hard hats will only be required in defined hard hat areas. **Exhibitors should bring their own Hi-Vis waistcoat /tabard as they cannot be purchased on site or from the organisers.**

**Please note that the space only and shell scheme contractor/s will commence dismantling from 16:30 approx. It is therefore important that exhibitors remove their display materials from their stand as soon as possible after the close of BioMedica. Any items left unattended after the close of tenancy (22:00) will be removed by the CCD and scrapped. The costs will be charged to the exhibitor.**

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 halls.

All contractors will be able to commence the breaking down of stands and the delivery of large storage boxes or equipment from 16:30.

If you have arranged storage with Interflow Logistics, empty crates will be returned for packing as soon as possible after the close of the exhibition. Please make all necessary arrangements with Interflow Logistics prior to the close of the exhibition to have your exhibits removed after they are packed.

All exhibit material must be clear of the exhibition halls by 22.00 on 28 March. Anything left after the end of the breakdown period may be removed and scrapped. The costs will be charged to the exhibitor.

Access to the loading bay are restricted by vehicle pass and each vehicle will be logged on entry. Details recorded will include company name, stand number and contact details – in case it is necessary to request that a vehicle is moved. **All vehicles must be removed from the loading bays after loading/unloading.**

Exhibitors and Contractors MUST contact the Organisers by 6 March 2022 latest, to book a delivery slot, and must adhere to the allocated delivery time.

CCD stewards will control access to the loading bays and will ensure that only permitted exhibitors gain access at the allotted times. The parking of vehicles in the loading bays will not be permitted at any time. **All vehicles must be removed from the loading bays after loading/unloading.**

Should an Exhibitors or Contractor require an extension to the build-up time, they will be liable for any and all costs incurred.

# Car Parking

There is public car park located below the CCD giving a total of 320 spaces. The car park is managed by Euro Car Parks. Discounted parking rates are available if booked in advanced. Both cash and credit card payments are accepted.

Charges are summarised below:

Per hour: €4.00

Per Day: €30.00

Evening Rate: €16.00 (valid from 6pm until midnight)

Overnight Rate: €18.00 (valid 6pm to 9am)

**Contact details in case of an emergency:**

**Phone:** +353 (0) 86 4100234 (before 16:00), +353 (0) 1 8908320 (after 16:00)

**Email:** [ccd@eurocarparks.ie](mailto:ccd@eurocarparks.ie)

**Web:** [www.ccdparking.ie](http://www.ccdparking.ie)

**Lost or damaged tickets:**

Press the help button on the automatic pay station machine located in each car park lobby and the operator will provide assistance.

# Carpet

The exhibition hall is fully carpeted throughout. This means that all shell scheme stands will include this standard carpet which is green and burgundy.

# Cloakroom

The cloakroom is in the reception and is open for the duration of the BioMedica. The cloakroom will be free to use.

# BioMedica Show Catalogue

The Handbook will contain all the information about BioMedica that any delegate or visitor will need including details of the lectures, exhibition area, exhibitor displays, and other services available to them at the CCD.

**A copy of the Handbook will be given to all delegates and exhibition visitors on arrival at BioMedica.**

The exhibition catalogue will be published within the Converse magazine. This will ensure that details about the exhibition and exhibitor displays will be prominently featured throughout the magazine and that all delegates can plan their visit to the exhibition during their stay. Exhibitors can submit their catalogue entry including a 100 word description of the products on display.

**Exhibition Office**

**Contact:** Kirsten Hill

**Telephone:** +44 (0) 1892 779992

**Email:** [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

**Handbook Entry Deadline: 27 January**

# BioMedica Show Catalogue Advertising

The BioMedica show catalogue will be produced by Converse Magazine. A copy will be given to each delegate and exhibition visitor on arrival at BioMedica, many use it to plan their activities over the 2-day period.

The show catalogue is also a valuable document used for reference after BioMedica. Advertising within the show catalogue therefore, is an ideal opportunity for exhibitors to project themselves and their products to clients during and after the BioMedica.

## **Converse Magazine**

**Contact:** Roger Cole

**Telephone:** +353 (0) 12859111

**Mobile:** +353 (0) 872611597

**E-mail:** [roger@silchestermarketing.com](mailto:roger@silchestermarketing.com)

## Contractors' Desks

Total Expo will have a service desk in the exhibition hall. Total Expo are there to assist exhibitors and to help to ensure that your exhibition build-up is as smooth and trouble free as possible.

To ensure that you will receive the precise equipment of your choice for the exhibition you should consider your requirements before you arrive at the CCD and place your order in advance. Total Expo cannot always guarantee that they can meet every late order at the exhibition and any items ordered on site at the CCD are very likely to be subject to a surcharge.

**It may not be possible to provide any additional assistance, services or equipment ordered after 16:00 on Sunday 26 March.**

## Deadlines

Please note that there is a deadline for each service provided by Total Expo working at BioMedica. The deadlines are essential for Total Expo, detailing exhibitor requirements in advance so that arrangements can be made to ensure supply of the assistance, equipment or services required.

In certain instances (such as the show catalogue), it is not possible to provide an 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 if deadlines are missed.

# Delivery and Collections on Site

There will be a strict loading schedule in place to ensure that all goods will be delivered to or from the stand within a fixed time frame. Exhibitors and stand builders should apply to Interflow for unloading slots prior to the event.

## Forklifting Service

This Must Be Pre-Booked – **Deadline 14 March 2023**

To speed up the unloading and reloading process, all vehicles over 3.5 ton such as 7.5 ton, 18 ton and 13.6m vehicles will have to be handled by Interflow Logistics and the official Biomedica 2023 handling tariff will apply. CCD does not provide trolleys, pump trucks or forklifts. Pre-book your forklift here <https://www.interflow.ie/freight-order-form/>.

## Deliveries & Collections

Must Be Pre-Booked – **Deadline 14 March 2023**

You must book unloading slots for any vehicles arriving at the venue. This is mandatory even if you are not using Interflow's forklift services.

Time slots will be allocated on a first-come, first-served basis, linked to stand size and location and method of unloading. Exhibitors using Interflow's door to door, via warehouse or air/sea service **do not** need to request a time slot.

## Shipping and Forwarding

Before shipping any items to your stand please make sure you get in touch with the official handling company, Interflow Logistics, Ltd.

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, Interflow 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. You can place your order here <https://www.interflow.ie/freight-order-form/>

## Storage of empty crates

Storage is not available at the venue. The storage of boxes or any kind of materials in the alleys or on the stand is strictly forbidden. Combustible packaging, wood, wool, plastic foam and straw must not be stored in the exhibition halls or other facilities open to visitors. Storage offsite can be coordinated through Interflow. <https://www.interflow.ie/freight-order-form/>

## Returning of empty crates

For public safety and security of exhibits, the first two hours of dismantling will be dedicated to the return of the priority empty crates, flight cases and tools by Interflow Logistics. During this period no other service provider, cargo, crates or equipment will be allowed to access the lifts. If you need empty case storage, please contact Interflow. An economy and priority empty case storage service is available. Priority empties are returned within 2 hours. Economy empties returned after the priority empty cases.

## Interflow Logistics

**Contact:** Anderson Marisa

**Tel:** +353 (0) 872388185

**Email:** [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

# 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.

No exhibit will be permitted to overhang the aisles. Please ensure all exhibits remain within the boundaries of your stand.

It may be possible to store items onsite, however, this is not guaranteed. Please contact the organisers before arriving onsite to make sure this is possible.

**Organisers Office**

Email: [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

Phone: +44 (0) 1892 779992

## Exhibitor Passes

Every member of your staff who will be working at the CCD during the BioMedica must wear an Exhibitor Pass to gain access.

To order your exhibitor passes please contact the organisers office on [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com) or call +44 (0) 1892 779992.

This year exhibitor passes will not be mailed in advance of the event.

### **Exhibitor and Contractor Passes Deadline: 13 March**

## Furniture

A wide selection of stand furniture is available to hire from the appointed contractor Total Expo. You can view the complete range and order online at <https://eventorders.com/product-category/biomedica-2023/>

**Total Expo**

**Contact:** Jennifer Walsh

**Telephone:** +353 (0)1 413 7315

**Email:** [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

### **Furniture Deadline: 20 March**

## Health and Safety Documentation

Exhibitors of Shell Scheme Stands are required to complete and return the following documents by 28 February.

- A completed and signed Exhibitor Risk Assessment/health and safety declaration form
- Exhibitor Site Induction.

[Examples of Risk Assessment can be downloaded here](#)

**Contact:** Kirsten Hill

**Telephone:** +44 (0) 1892 779992

**E-mail:** [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

### **Onsite Exhibition Services Deadline: 24 February**

# Insurance

Whilst every precaution is taken to protect your property during the BioMedica, 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 BioMedica due to reasons beyond the control of Academy or Clinical Science and Laboratory Medicine.

# Lost Property

All lost property will be handed into The CCD Security Control. There is a member of security located on the Ground Floor Foyer who can assist you if you have a query regarding lost property.

# Medical Assistance

Please note that in the event of you requiring medical assistance, you should contact an CCD Hosts or an organiser. The Hosts will then arrange for First Aiders to attend and/or request a paramedic. Hosts and organisers should also be advised of all accidents on site to ensure they are properly recorded.

# Photography

**There will be an onsite photographer.**

**Contact:** Stephen Wall-Morris

**Telephone:** +354 (0)1 4945 362

**Mob:** +353 (0)87 2511827

**Email:** [stephen@eventphotographer.ie](mailto:stephen@eventphotographer.ie)

# Rigging

All primary rigging must be done by the CCD. All rigging must be approved in advance, and it will be costed at this point.

For further information regarding rigging please contact the BioMedica Team on:

**Contact:** Kirsten Hill

**Telephone:** +44 (0) 1892 779992

**Email:** [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

# 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. Responsibility cannot be accepted for any injury, loss or damage or any consequential loss whatsoever which may befall your personnel and their 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 ensure that any incident involving the loss of property is reported to the Registration Desk or the Organiser's Office. Failure to do so could result in insurance companies refusing to meet claims.

If you require any advice on the subject of security please contact the Exhibition Office.

# Modular Shell System Graphics

Total Expo offer a full range of modular shell system graphic print and install services to all Modular Shell System exhibitors.

To order your shell scheme graphics go to: <https://eventorders.com/product-category/biomedica-2023/>

## **Total Expo**

**Contact:** Jennifer Walsh

**Telephone:** +353 (0)1 413 7315

**Email:** [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

# Modular Shell System/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**

**Contact:** Jennifer Walsh

**Telephone:** +353 (0)1 413 7315

**Email:** [jennifer@totalexpo.ie](mailto:jennifer@totalexpo.ie)

**Website:** <https://eventorders.com/product-category/biomedica-2023/>

Shell Scheme stands to be built in beMatrix format as per example below. This will include 1 x longarm light and 1 x double socket as standard.



This new format is very good news because:

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 – [BioMedica 2023 – Event Orders](#). Choosing how to customise your stand at BioMedica 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.

1. Lightweight exhibits or displays can be attached to the stand walls using Blu-tac, Sellotape or masking tape.
2. You may put masking tape on the stand surface and stick Velcro or double sided tape on top of the masking tape.
3. Do not apply Velcro or double sided tape or any type of Foam tapes directly onto the panels or the system structure. Do not, nail, screw, glue or staple anything onto the stand system. Charges for damage will be charged to you at a rate of €50+VAT per unit for cleaning or replacement.
4. Exhibitors must not paint the stand system.
5. Changes to the wall panel colour must only be carried out by the official stand contractor and is a billable service.
6. If your branding has been printed on seamless fabric you are prohibited from attaching anything to the walls as this will damage them.
7. You may hang pictures from the stand system provided the weight per panel does not exceed 5kg per meter (max 15kg per wall). You are able to use metal hooks to hang cords or chains from the top of the system.
8. The exhibitor is responsible for all items hung on the stand. 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 causes injury to any person at the event. Please ensure you have adequate insurance in place for any such occurrence. Any damage caused to the stand system as a result of hanging items will be invoiced in full to the exhibitor.
9. If you require any additional hooks, Blu-tac etc. please go to the Total Expo Service Desk at the front of the show.

## **Stand Extras Deadline: 20 March**

# Solvents and Gases

Details of any hazardous substances being brought to The CCD are required to be submitted to Exhibition Organiser at least 35 days prior to the event (30 October - deadline). These details should include the name of the substance, location of where the substance will be used during the event (for example, stand number), quantity of substance and any specific disposal requirements.

Exhibitors must submit a “chemical risk assessment” for each hazardous substance, to include all control measures, precautions and emergency procedures needed.

MSDS sheet must be supplied with, any substance brought on site. This includes for example any cleaning product.



All materials being brought onsite must be accompanied by a fire certificate. This must be provided with the risk assessment and method statement.

[Example can be downloaded here](#)

Please submit "Chemical Risk Assessment"  
To: Kirsten Hill: [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

For Full Details of the CCD Rules and Regulations visit <https://www.theccd.ie/rules-and-regs-complete>

# Stand Catering – Food, Drink & Equipment

CCD Catering have the sole rights to all food and beverage consumed at the CCD and all food and beverages, and associated catering equipment, must therefore be ordered through them. No person shall distribute or give away any item of food, drink not supplied by the Company without express written consent.

If you require additional catering on your stand, you can order online. Orders with full payment should reach CCD no later than one-week before the start of the event.

Should any company attempt to provide their own food, beverages or catering equipment onto the site, they will be asked to remove it or pay a "corkage/usage" fee for it.

To place an order online, visit the following page:

<https://ccd.ungerboeck.net/Prod/app85.cshtml?AppCode=COE&CC=1&OrgCode=10>

- Select your event
- Register a new account or sign in.
- Follow the steps to place your order.

If you have any issues, please contact [online.orders@theccd.ie](mailto:online.orders@theccd.ie)

## **Stand Catering Deadline: 20 March**

# Stand Fitting Regulations

The Organiser has appointed **Total Expo** 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. Where a contractor is appointed, the contractor must be approved by the CCD and conform to the following regulations that must be observed when preparing a stand.

## **Shell Scheme Stands**

1. Contractors appointed must be registered with/approved by the Organisers and the CCD.
2. 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.

3. 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.
4. 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. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.
5. Displays must be self-supporting.
6. Exhibitors wishing to construct a false ceiling on their stand must submit duplicate 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.
7. In the case of an island site, a long stretch of full height wall of 2.5 metres height will not be allowed on the perimeter of the stand.
8. 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.
9. For safety and insurance reasons, only the official electrical contractor can carry out electrical wiring and connections.
10. 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.
11. All contractors are expected to clean the stands and remove all construction debris.
12. 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.
13. Welding and heavy sawing is not permitted inside the hall.
14. 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).
15. No additional stand fittings may be attached to the shell scheme structure. No nailing or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.
16. 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.
17. Only the official stand-fitting contractor can carry out any changes in colour or type of fascia or floor covering – after approval from the Organiser. The cost involved must be borne by the exhibitor.
18. No financial credit will be given for any shell scheme package item not utilised.

## Stand Nameboard

Nameboards are provided on all shell scheme stands. Unless the contractor receives your details on the Stand Nameboard Form by the deadline date, the nameboard may be made up using the details on your contract. Please note that these details may not correspond to those submitted for your handbook entry.

[Click here to submit your stand nameboard details](#)

### **Stand Nameboard Deadline: 20 March**

## Storage

### **Storage of Boxes**

There is no onsite storage facilities for boxes or crates. Exhibitors or Contractors must make arrangements to store these off Site or with our Freight forwarder 'Interflow Logistics.'

If you have arranged storage with Interflow Logistics, empty crates will be taken for storing as soon as they are ready. Please make all necessary arrangements with Interflow Logistics prior to the build-up of the exhibition.

For more information and assistance with storage or for a quotation contact:

### **Interflow Logistics**

**Contact:** Anderson Marisa

Tel: +353 (0) 872388185

Email: [anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie)

## **Storage Deadline: 20 March**

# WIFI

The CCD offers a state-of-the-art Wi-Fi service throughout the building with a range of package options for our clients to choose from.

- Complimentary guest Wi-Fi service which is ideal for delegates checking emails and light browsing of the internet. (This service is not recommended for heavy usage, downloads, VPN or exhibitors, due to the amount of traffic and number of devices connecting at the one time).
- Upgraded Wi-Fi package has the latest connectivity standard of 802.11ac.

CCD Event IT can create a reliable Wi-Fi solution to meet your needs which will be fully supported and more specific to your event. This includes custom SSIDs, passwords and landing pages, which clients often use as sponsorship opportunities. If you require a faster, more reliable Wi-Fi service, CCD Event IT can work with you to provide this upgrade at an additional cost.

To place an order online, visit the following page:

<https://ccd.ungerboeck.net/Prod/app85.cshtml?AppCode=COE&CC=1&OrgCode=10>

- Select your event
- Register a new account or sign in.
- Follow the steps to place your order.

If you have any issues, please contact [online.orders@theccd.ie](mailto:online.orders@theccd.ie)

## **IT Deadline: 13 March**

# Vehicle Passes

Access to the loading bays at the CCD will be strictly controlled. All exhibitors and their contractors are requested not to park their vehicles in this area, but to remove them immediately the loading/unloading of the vehicle is completed. No vehicle will be permitted access to the loading bay without stating their stand number. Access to the loading bay will be controlled with a vehicle pass.

An email will be sent at a later date confirming procedures for build-up, breakdown and vehicle movement procedures. If you do not receive this email then please contact Kirsten Hill – [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

# Venue Regulations

The detailed CCD Rules and Regulations must be read through before arriving onsite. They form part of the exhibition contract and must be adhered to at all times. Please note that these regulations are binding on all exhibitors and their contractors. For Full Details of the CCD Rules and Regulations visit <https://www.theccd.ie/rules-and-regs-complete>

# Water and Waste Services

If you require water or waste services at your stand, please contact the organiser on [kirstenhill@stepex.com](mailto:kirstenhill@stepex.com)

**BioMedica – 27 - 28 March 2023**  
**LEAD RETRIEVAL DEVICE ORDER FORM**



Tel: +353 (0) 1 6854207  
Contact: **Garret French**  
Email: [garret@registrationdesk.ie](mailto: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 **Friday 17<sup>th</sup> March 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 2021. 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](mailto: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/>

## OFFICIAL SHIPPING GUIDELINES & TARIFF 2022

### The Convention Centre Dublin



***For information please contact:***

Interflow Logistics Ltd.  
Air Freight Office, Ace Warehouse  
Blake's cross, Lusk,  
Co. Dublin  
Tel: +353 (0) 1 6853845

• Anderson Marisa	<a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a>	+353 (0)87 2388185
• Niall Thompson	<a href="mailto:niall@interflow.ie">niall@interflow.ie</a>	+353 (0)86 3805000

*Applicable since January 2022*

Interflow Logistics are pleased to offer the freight forwarding and on-site cargo handling at CCD 2022. Our services include advance cargo receiving, on-site forklifting and cargo handling, storage of empty crates, door-to-door transport options, customs clearance.

**1. ARRIVAL DEADLINES**

<b>ARRIVAL DEADLINES</b>	<b>port/airport/terminal</b>	<b>goods must be received by</b>
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, since 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 WITHOUT CHECKING YOUR CUSTOMS ENTRY REQUIREMENTS IN ADVANCE.**

**3. DOCUMENTS:**

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

**4. DIRECT DELIVERIES TO CCD:**

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-advance to the above contact details. Advance warehouse delivery address:

**SHIPMENTS VIA WAREHOUSE, AIRFREIGHT & SEAFREIGHT**

**Consignee:**

Interflow Logistics Ltd.  
For CCD / **Event name**  
**Exhibitor name / Stand number.**  
Unit 1, Ace warehouse, Blakescross  
Lusk, Co. Dublin  
Tel: +353 1 685 3845

**Notify:**

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

\* 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 sea freight 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](mailto:anderson.marisa@interflow.ie) or [niall@interflow.ie](mailto: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 CCD HANDLING TARIFF 2022

### **1 – DIRECT DELIVERY FROM TRUCK TO BOOTH EACH WAY :**

Half Truck (7 LDMS)	790,00 €
Full Truck Load (13.2 LDMS)	950,00 €
Min Charge 2 LDMS	220,00 €
1 cbm=250kg for road freight. 1LDM = 4 cbm	

### **2 - ADVANCE WAREHOUSE UP TO BOOTH EACH WAY:**

Offloading, intermediate storage and delivery to booth per CBM (Min 2 cbm). 1 cbm=250kg for road freight	85,00 €
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#### **2.1 SMALL COURIER SHIPMENTS**

Small shipments up to 40 Kgs per shipment.	80,00 €
Shipments over 40 kgs/0.12m3 will be billed as per point 2.	

### **3 - EMPTY CASE STORAGE**

Normal Emty Case Storage	75,00 €
Express Empty Case Storage (returned in 90 mins)	90,00 €
* Minimum 2 cbm	

### **5 - AIR FREIGHT HANDLING**

From free arrival DUB AIRPORT up to advanced warehouse per KG/CHW. Including Terminal Handling Charges (Min charge €180)	0.80/KG €
Airport Facility Service Fee	45,00 €
COVID-19 Terminal Surcharges	30,00 €
* Any transfer charges or storage to pay at the airfreight company on arrival at Airport. Cost.	
Delivery warehouse to venue per cbm (min 2 cbm)	85,00€

### **6 – RENTAL OF LABOURS (FOR WORKS ON STAND ONLY)**

Hand lift (min. 4 hours) per hour:	45,00 €
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## **7 – CUSTOMS FORMALITIES**

### 7.1 - Customs clearance

Import or export per entry (Including 3 customs codes) 120,00 €

### 6.1.1 – Additional Customs Code

Price per code 5,50 €

### 7.2 - Customs bond fee.

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

### 7.3 – Importer of record

Use of Interflow importer of record tax ID 90,00 €

### 7.4 – Examination (Carnet or temp Import)

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

### 7.5 – Cancellation of import bond

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

### 7.6 – PBN declaration

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

### 7.7 – Import duties & taxes

Duties and taxes, to be debited according to official outlay, + 5% advanced payment (min 60€)

## **8 - ADDITIONAL:**

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

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

Deliveries to floor level 1, 2 & 3	50%
Overtime (17:00 – 08:00h):	50%
Saturdays:	50%
Sundays/Public Holidays:	100%

Public holidays in Ireland 2022: Monday 03rd January, Thursday 17th March, Monday 11th April, Monday 02nd May, Monday 06th June, Monday 01st August, Monday 31st October, Tuesday 27th 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.**