

# EUROPEAN SEATING SYMPOSIUM

6<sup>th</sup> ESS Conference

13 – 15 June 2018

Trinity College Dublin, Ireland



## EXHIBITOR MANUAL

## VENUE

### **Trinity College Dublin**

College Green • Dublin 2 • Ireland

The historic Trinity College Campus is located in the heart of Dublin City. With a tradition of scholarship spanning four centuries, Trinity College is Ireland's foremost University and ranks highly in the top Universities in the world. The conference is taking place in their newly refurbished Trinity Conference Centre which will meet all our participants' needs.



### **The Exhibition will be held in The Arts Building**

The main meeting rooms and registration areas are located within The Arts Building.

Tea and coffee will be served in the exhibition areas during the conference breaks.

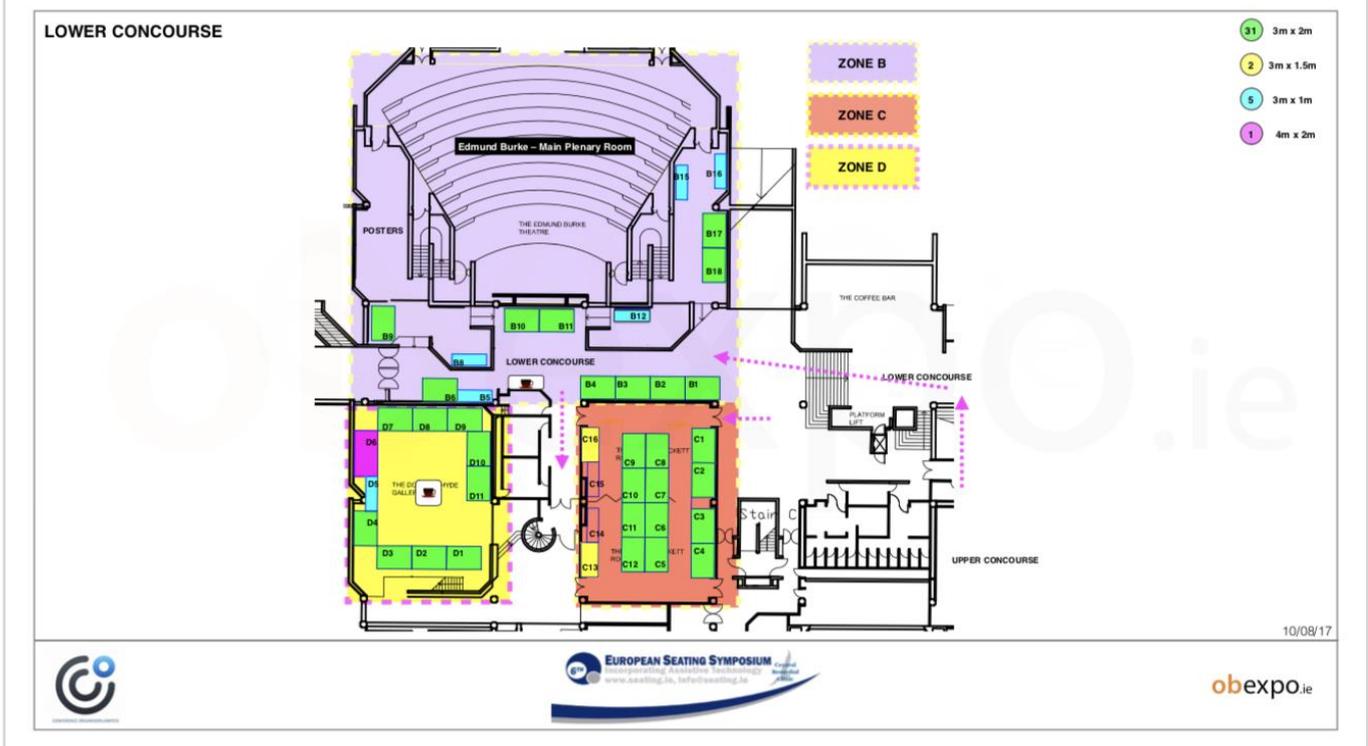
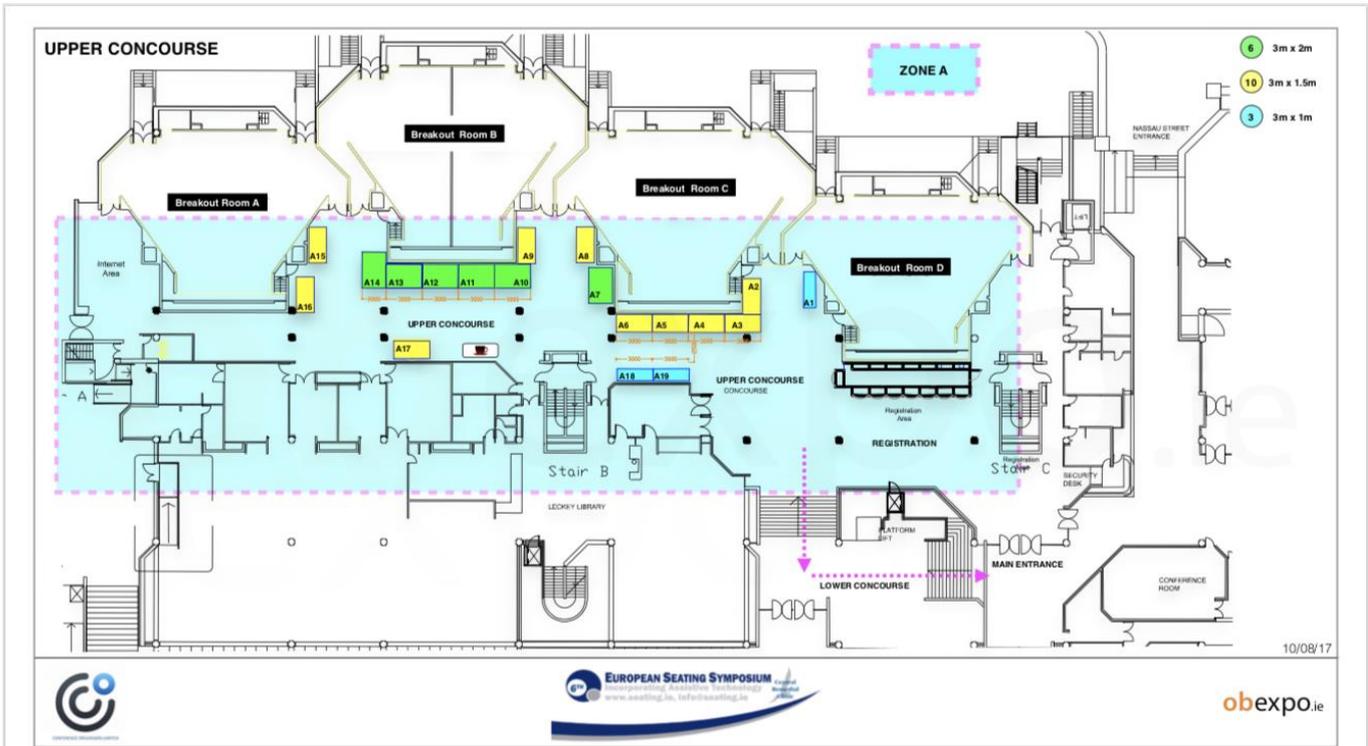
## EXHIBITION

The Exhibition will be an integral part of the conference

Tuesday 12 June	Exhibition Set-up: 10.00-17.00
Wednesday 13 June	Exhibition: 08.00-17.00
Thursday 14 June	Exhibition: 08.00-17.00
Friday 15 June	Exhibition: 08.00-16.45 & Exhibition Dismantling 15.15-17.30

Exhibitors are responsible for costs regarding transportation, set-up and storage of any additional exhibition material.

# LAYOUT OF EXHIBITION SPACE



\* The Exhibition Layout is not final and may be subject to change

# EXHIBITION INFORMATION

## Exhibition Booth

Each Exhibition Booth will consist of:

- Wall Panels: The shell scheme stand is constructed using white Modular System comprising of 2.5m high walls with 3mm thick infill in white vinyl. Graphic overlays may be applied using Velcro tabs (hook & loop). The width between the exhibition stand uprights is 950mm and the height is 2350 mm.
- Fascia Board: Each stand will have a single sided fingerpost style name board indicating exhibitor name and stand number. Text will appear in a plain font.
- Electrical: Each stand will be provided with 2 spotlights and 1 twin socket (500 watt max). 2 x Electric Sockets (voltage - 230V). Additional electrics may be ordered from [O'Brien Expo Services LTD](#)
- Furniture: Each exhibit will be supplied with a furniture pack consisting of one counter and two stools. Additional furniture may be ordered from [O'Brien Expo Services LTD](#).

## Set up & Breakdown Times

Stand Set-up	Tuesday 12 June 2018	10.00-17.00
Stand Break-down	Friday 15 June 2018	15.15-17.30

## Set up

The exhibition area will be accessible on Tuesday 12 June for you to set up your exhibition stand at 10.00. All displays must be fully set up by 17.00 on Tuesday 12 June. The Exhibition Hall will be locked at 17.00 sharp and will not reopen again until 08.00 the following morning when the conference will commence.

There are no storage facilities at Trinity so we would advise exhibitors to remove their boxes for safekeeping.

## Delivery Instructions

Please ensure all items for delivery are clearly labelled with as much information as possible regarding the senders and conference details. Packages cannot be accepted prior to **Friday 8 June 2018**.

Delivery address: *ESS Conference, c/ o Room 4045, Arts Building, Trinity Conference Centre, Trinity College Dublin, College Green, Dublin 2, Ireland*

FAO: *ESS 2018, 13-15 June 2018, c/o Leah Coulson (Package 1 of x), Booth Number, your company name.*

## Loading and Unloading on site

When you arrive at Trinity College on Tuesday 12 June, from 10.00, proceed via the Lincoln Gate entrance to the college. Vehicles can be driven down through the parking zone along the Nassau Street side of the cricket pitch. Access for the exhibition delivery / drop is via the loading bay at the rear of the Arts Building Conference Centre. There is a lift at the side of this which goes to Lower Concourse area. You may unload your equipment here and transfer it into the adjacent exhibition area. Once vehicles are unloaded they must immediately leave the campus and park externally.

## Parking

There is no visitor parking on campus. The public car-parks in the vicinity of Trinity College Dublin are:

[Park Rite, Fleet Street](#)  
[Q Park, Setanta Place](#)

## Breakdown

Dismantling of your display or stand is not permitted before 15.15 on Friday 15 June. Stand contractors will not be permitted access to the exhibition areas until this time. Under no circumstances can exhibits be removed from the exhibit floor during conference hours. The organisers cannot be responsible for materials left at Trinity College. Any items to be collected after the conference, should be clearly labelled and left for collection in room 4045. Couriers will be directed to the room by the security staff.

Please see the below courier collection instructions for ESS 2018:

**For collection: All goods must be packaged and clearly labelled**  
**Must be collected before 4pm on Monday 18<sup>th</sup> June 2018**

Large packages should be left in the Lower Concourse.

If they can't be moved they can be near the loading bay on the Upper Concourse.

If the packages are small, they should be left in the Exhibitor Storage Room – Classroom 4045.

## Exhibition Dates & Times

Exhibition staff will be required to staff their booth at the following opening times:

Wednesday 13 June	08.00 – 17.00
Thursday 14 June	08.00 – 17.00
Friday 15 June	08.00 – 15.15

## ACTIONS FOR EXHIBITORS

### Exhibitor Presentations

We are offering exhibitors the chance to deliver presentations to delegates at the conference; these presentations will be written into the final conference programme. We have a limited number of slots available, so they will be allocated on a first come first served basis. Please fill in form attached to this document and return.

### Information for the Conference Website

If you have not already done so, please send your company logo, a short company summary and the company website address for use on the [ESS Website](#) to [info@conferenceorganisers.ie](mailto:info@conferenceorganisers.ie)

### Registration

Please register all (including complimentary) attendees via the [Online Registration System](#) but do not pay the registration fee if complimentary.

As an ESS 2018 Exhibitor, you are entitled to the following per stand:  
2 complimentary Exhibition Only passes which includes lunch and coffee breaks, for staff manning the exhibition stand.  
1 VIP complimentary registration which includes admission to the conference sessions, lunch, tea and coffee breaks.  
(This VIP registration can be used for additional staff manning the exhibition areas or VIP Guests)

The nominated attendees are liable for their own accommodation and travel expenses.  
Additional staff members must register as conference delegates (a reduced registration fee of €300 applies for up to 4 additional attendees).

### Complete the registrations

Please visit the [Online Registration System](#) before 26 March 2018.

Ensure to use the sponsoring company as the company name.

\*Complimentary Registrations will be tracked so please do not exceed the above allowance\*

**This is how badges will be generated:** All badges must be personalised in advance with the names of your personnel. Each registration must be made separately, and each should have a unique email address. An administrator email address, where all emails can be sent, can be added later on the form if necessary. We recommend that you proceed with the online registration as soon as possible, in order to reserve and **guarantee accommodation at Trinity College Dublin.**  
**Registrations should be completed no later than 26 March 2018.**

### Lunch and Refreshments

As part of your stand, lunch and refreshments are offered to two of your staff members. Additional staff members must register as conference delegates. There is a special exhibitor registration fee of €300.  
Lunch will not be served without producing a lunch voucher.

### Accommodation

If you wish to book [accommodation on campus](#), student accommodation is available at Trinity College Dublin.  
Please reserve your accommodation during the registration process on the [Online Registration System](#).

### Conference Dinner

A conference dinner with entertainment is being held in the stunning Trinity Dining Hall on Thursday June 14<sup>th</sup>. This is an ideal opportunity for you to mix and mingle with delegates. If you are interested in taking a table at the event, please contact the Conference Secretariat, [info@conferenceorganisers.ie](mailto:info@conferenceorganisers.ie). The cost per ticket is €90.

### Attendance at the conference

Exhibition Only attendees are not allowed to attend the scientific programme without first registering for the conference. A special rate of €300 is available to exhibitors (up to a maximum of 4) who wish to attend the conference which is a considerable discount on the list price. Please look at registration options on the [Conference Website](#).

# GENERAL INFORMATION

## Cleaning

It is the Exhibitor's responsibility to maintain the stand in a clean condition at all times.

## Damage

Please remember that you are responsible for any damage, caused by you or the staff working on your behalf at Trinity College Dublin. In your own interest, you should satisfy yourself as to the condition of your exhibition site before you set up your stand/exhibits. Floors, walls, roof and other parts of the exhibition area may not be damaged in any way by the drilling of holes or with nails, paint, glue etc. Exhibition Insurance is recommended.

## Insurance

While we take every precaution to protect your property during the event, we are not responsible for any loss or damage. Please ensure that all exhibits are insured and note that you are also responsible for insuring against any legal liability incurred in respect of injury to or damage to property belonging to third parties.

## Lost Property

Please report any lost items to the Organiser's Office.

## Security

While every precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss, damage or any consequential losses which may befall your personnel and their property. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand at any time. The exhibition area will be locked every evening, but Trinity students and staff will still have access. The Conference Organisers cannot guarantee full security when the building is closed and take no responsibility for the contents of the exhibition stands at any time.

## Smoking

Smoking is prohibited everywhere within the Arts Building.

## Hazardous Equipment

Any exhibitor proposing to exhibit equipment, using gases (including compressed air), laser equipment, radiological equipment, or biohazards should provide details in advance to the Exhibition Organiser, for approval by the Safety Officer.

## Exhibition Rules and Regulations

1. All stand structures, signs, exhibits etc, must be contained within the area allotted and may not project into or over the gangways.
2. The standard name boards are not to be covered.
3. No signs, graphic panels, banners or other exhibits or display equipment may be fixed or attached to any part of the building. All displays must be free standing or attached to the display system or structure.
4. Work on all stands must be completed no later than 17.00 on Tuesday 12 June 2018.
5. No work, erection, decoration or writing may be undertaken on the stands once the exhibition is open.
6. Excessive noise or loudspeakers are not permitted as these cause interference with other stands.
7. In the Interest of security, fire doors may not be used by exhibitors once the exhibition is in operation. Fire doors must remain unobstructed at all times.
8. Exhibitor badges should be worn at all times.
9. Exhibitors should familiarise themselves with the location of emergency exits and fire-fighting equipment within the hall. All security risks should be reported to the organiser's office.
10. Children under the age of 16 years are not permitted within the complex during construction or dismantling of any event.

Additional Stand Requirements: [O'Brien Expo Services LTD](#): tony@obexpo.ie

## Cancellation Policy

On signing the sponsorship/exhibition application form, the company agrees to pay the amount as agreed. All cancellations must be received in writing. Penalties are applicable as follows:

20% of total amount	non-refundable
70% of total amount	90-45 days prior to the event
100% of total amount	within 45 days prior to the event

Should the event be cancelled, the symposium agrees to refund the company in full.

## Conference Language

The official language of the conference is English. Simultaneous interpretation may become available during the plenary sessions depending on delegate numbers and requirements.

# ESS 2018 EXHIBITOR PRESENTATION Application Form

**\*Allocated on a first come first served basis\***

Company Name:

Stand No:

Presentation Title:

Brief description of presentation (max 200 words):

**PLEASE COMPLETE THIS FORM AND RETURN**

E-mail: [leahcoulson@conferenceorganisers.ie](mailto:leahcoulson@conferenceorganisers.ie)

