

irish
beauty
SHOW

RDS, DUBLIN 8-9 MARCH 2015

EXHIBITOR MANUAL

irish beauty SHOW

RDS, DUBLIN 8-9 MARCH 2015



VIEW IRISH BEAUTY SHOW ONLINE!

www.youtube.com/irishbeautyshow

This manual has been produced to help you prepare for a successful exhibition. It is important to ensure that you have taken all the necessary actions in accordance with the checklist by the stated deadlines in order to prevent possible delays during the build up period.

If you have questions or problems regarding any section of this manual please do not hesitate to contact us:

We are here to assist you.

**IRELAND'S LARGEST
ANNUAL BEAUTY SHOW**

**THE IRISH BEAUTY SHOW 2015 IS ORGANISED BY
ASSOCIATED IRISH THERAPISTS LTD.**

Call: 0766 060 020 (ROI)
+44 (0) 1789 773434 (UK)
Online: www.irishbeauty.ie



IRISH BEAUTY SHOW 2015

EXHIBITOR ORDER CHECKLIST

Please note all these forms are also available in our online exhibitor area for simplicity:

TO BE COMPLETED AND RETURNED BY THE 30th JANUARY 2015

- | | | | |
|-----|---|--------------------------|-----------|
| 3.1 | Exhibitor Badges | <input type="checkbox"/> | Mandatory |
| 3.2 | Ticket Order Form for your clients and VIPs..... | <input type="checkbox"/> | |
| 4.1 | Advertising and Marketing / Show Guide Advertising..... | <input type="checkbox"/> | |
| 4.2 | Advertising and Marketing / Exhibition Special Offers | <input type="checkbox"/> | Mandatory |
| 4.3 | Advertising and Marketing / Brand Listings | <input type="checkbox"/> | Mandatory |

TO BE COMPLETED AND RETURNED BY THE 20th February 2015

- | | | | |
|------|--|--------------------------|-----------|
| 6.1 | Electrical Order Form for space only stands..... | <input type="checkbox"/> | |
| 6.3 | Fascia Name Board Text..... | <input type="checkbox"/> | Mandatory |
| 6.5 | Shell Order Form | <input type="checkbox"/> | |
| 6.6 | Electrical Order Form for shell stands | <input type="checkbox"/> | |
| 6.7 | Audio Visual Orders..... | <input type="checkbox"/> | |
| 6.8 | Furniture Hire and Bespoke Stand Builders | <input type="checkbox"/> | |
| 6.9 | Health and Safety and Risk Assessment | <input type="checkbox"/> | Mandatory |
| 6.10 | Insurance | <input type="checkbox"/> | Mandatory |
| 6.11 | Telecommunications..... | <input type="checkbox"/> | |
| 6.12 | Transportation and Lifting of Goods..... | <input type="checkbox"/> | |
| 6.13 | Visitor Data Capture..... | <input type="checkbox"/> | |
| 6.14 | Print & Design Order Form | <input type="checkbox"/> | |

Failure to complete and return forms can/will result in an on-site order surcharge.

Please note, for clients travelling from the UK it is important to adhere to current VAT guidelines.

VAT Forms and information are available at www.revenue.ie/en/tax/vat/forms and this should be done immediately.

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1 GENERAL INFORMATION

1.1 EXHIBITION MANAGEMENT OFFICES

Organiser

Associated Irish Therapists Ltd.
The Courtyard, Wixford Park, George's Elm Lane, Bidford-on-Avon, Warwickshire B50 4JS UK

Head Office

Tel: 0766 060 020 (ROI)
+44 (0) 1789 773712 (UK)
Fax: +44 (0) 1789 773575
Email: info@irishbeauty.ie
Web: www.irishbeauty.ie

Show Directors

Dave Horton
Gary Hackett
Brett Fairholm

Operations Dept

Tracey Board 0766 060 020 (ROI)
+44 (0) 1789 773712
tracey@aitireland.com

Catalogue Editor

Melissa Dennis 1800 927 204 (ROI)
+44 (0) 1332 227683 (UK)
melissa@aitireland.com

1.2 VENUE

RDS Simmonscourt Complex, Ballsbridge, Dublin 4, Ireland

1.3 OPENING TIMES

Sunday 8th March, 10:00am to 6:00pm
Monday 9th March, 10:00am to 4:30pm

1.4 BUILD UP TIMES

Shell schemes will be completed by 10.00am on Saturday 7th March. Exhibitors will be allowed into the exhibition area from 10.00am onwards. Exhibitors should ensure that build up of their stands is complete by 8.00pm on Saturday 7th March.

SELF BUILD STANDS - Entry 10.00am Friday 6th March. Please contact the organisers for contractor passes. All exhibitors and contractors must display their badges to gain entry into the hall.

1.5 BREAK DOWN

Break down times for removal of exhibits and stand display material is from 4.30pm to 10.00pm on Monday 9th March. No contractors will be admitted until the hall is cleared of visitors.

1.6 OPEN PERIOD

No vehicles are permitted on the perimeter roads.

1 GENERAL INFORMATION

1.7 LOCATION MAP



1.8 DIRECTIONS TO VENUE

TO THE RDS FROM DUBLIN AIRPORT

Travel time: 45 Minutes. Distance: 16 Kilometres

FROM DUBLIN AIRPORT BY CAR

Leave the Airport and follow the Way Out signs until you reach a signalled roundabout. At the roundabout take the 2nd exit Signposted Dublin to join Motorway M1. Airport Interchange. At roundabout take 2nd exit signposted Dublin. Junction3 (M50) Follow Signpost towards City Centre. End of the Motorway, follow the N1 Leaving the motorway. At the junction with Griffith Avenue turn left at traffic lights R102 Signposted Malahide, Howth. Junction with R107, at the traffic lights turn right R107. At the T Junction turn right R105. At traffic lights turn left R131 signposted Dublin Port, Dun Laoghaire. At the junction with Alfie Byrne Road go through the traffic lights. At the junction for Dublin Port turn right at the traffic lights. The Point Depot (J79) at the roundabout follow the signposts for Dun Laoghaire Via Toll Bridge and proceed across the River Liffey. Go through the East Link Toll Bridge (car €1.45). Junction 80 (Dublin Outer Orbital Route); At the roundabout take the third exit signposted N11, N81. Irishtown (Junction 81). Turn right then and turn immediately left at the traffic signals into Londonbridge Road R111 (Signposted N11, N81). Junction 51 (R815) at traffic signals turn left R815, signposted Ballsbridge. Proceed through the next traffic lights and The RDS is situated on your right.

FROM DUBLIN AIRPORT BY BUS

The RDS is only 16km from Dublin International Airport. An Aircoach to Ballsbridge runs from outside the airport every 15 minutes and drops outside the Main Hall entrance to the RDS. The journey is chargeable and takes approximately 30-45 minutes depending on traffic.

FROM DUBLIN AIRPORT BY TAXI

Taxis are available at the Taxi rank outside Arrivals.

1 GENERAL INFORMATION

1.8 DIRECTIONS TO VENUE TO THE RDS FROM CITY CENTRE

BY CAR

Outside Trinity College, take Nassau Street (N11) for about 150 metres then turn right following the signposts for the R118. Follow the R118 (also locally known Mount Street - turns into Merrion Road) for approximately 2km. The RDS Showgrounds will be situated on the right hand side.

BY BUS

The RDS Showground is serviced by bus routes number 7, 5 and 45, which stop outside the Main Hall Entrance to the RDS on Merrion Road. These bus services can be availed of on Nassau Street outside Trinity College.

BY LOCAL TRAIN

Dublin DART (Dublin Area Rapid Transport) service also operates from the City Centre to Ballsbridge. Travel southbound to Lansdowne or Sandymount stations.

ARRIVING BY FERRY

Dublin has two ferry ports - Dublin Port (City Centre) and Dun Laoghaire (South County Dublin). Irish Ferries and Stena Line - are the 2 ferry lines that operate at these ports.

TO THE RDS FROM DUBLIN PORT CITY CENTRE

Dublin Port is on the north of the city approximately ten minutes drive from the RDS.

BY CAR

Follow the signs for the Port exit, all routes along Tolka Quay Road. Junction with R131. Turn left at the traffic signals, taking R131 signposted City Centre. At the roundabout follow the sign posts to Dun Laoghaire via Toll Bridge and cross the River Liffey. Take Junction 80 (Dublin Outer Orbital Route). At the roundabout take the 3rd exit signposted N11, N81. Take Irishtown (Junction 81). Turn right then, at the traffic lights turn left into Londonbridge Road R111 signposted N11, N81. Take Junction 51 (R815). At the traffic lights turn left onto R815 signposted Ballsbridge. Proceed through the next traffic lights, the RDS Showgrounds are situated on your right.

TO THE RDS FROM DUN LAOGHAIRE PORT (SOUTH CO. DUBLIN)

Dun Laoghaire Port, south of the city, is twenty minutes drive from the RDS.

BY CAR

Follow the signs for the Port exit. From the exit follow the signs Belfast and North (N1), Galway and West (M4), Cork and South (N7), Wexford and South East (N7). Junction with N31 (edge of Dun Laoghaire). At the traffic lights turn right onto N31 signposted all routes. In 0.9 miles, at traffic lights turn right. At the traffic lights continue through Junction with R118. At traffic signals follow R118. At the next traffic lights follow the signpost to the City Centre, the RDS Showgrounds are situated on the left hand side.

BY BUS

From Dun Laoghaire, the number 7 bus can be availed of to both the RDS Showgrounds and into the City Centre.

BY LOCAL TRAIN

Dublin's DART (Dublin Area Rapid Transport) service also operates from Dun Laoghaire. Times can be accessed at www.dart.ie

1 GENERAL INFORMATION

1.8 DIRECTIONS TO VENUE ARRIVING BY TRAIN

TO THE RDS FROM MAIN TRAIN LINES

There are two main train stations in Dublin: Connolly & Heuston. You can connect to the DART (Dublin Area Rapid Transit) directly from Connolly station to Ballsbridge. You can connect to the Luas directly at Heuston station and transfer to the DART at Connolly station to Ballsbridge.

TO THE RDS FROM LOCAL TRAIN LINES

Located in close proximity to the RDS is the DART line. The closest DART station to the RDS is Sandymount. Directions on foot from the Sandymount Dart Station: Follow the Exit signs and turn right onto Sandymount Avenue. Continue until you reach the traffic lights and then turn right onto Merrion Road (Bewleys and the Four Seasons Hotel will be directly in front of you). The RDS Showgrounds are situated on the left hand side (Merrion Road).

1.9 EXHIBITOR CAR PARKING

There will be a number of free passes available at a rate of one free pass per six sq. metre booked. Car park passes will be available from the organiser's office during show set-up. No overnight parking is permitted around the halls.

1.10 VISITOR CAR PARKING

Parking is configured at the RDS according to the location, timing and nature of the event. It is recommended to call to check parking arrangements for the event you are attending. There are three main entrances/parking areas at the RDS: Merrion Road, Simmonscourt Road and Anglesea Road.

Merrion Road Car Park is open year-round from 9.00am - 6.00pm, Monday to Friday. A flat fee is charged for the first three hours after which time an hourly rate is applied. Hours are extended for events. Simmonscourt and Anglesea Road car parks are open for particular events. A flat fee is charged upon entry. Parking is available on a first come basis.

2 EXHIBITOR INFORMATION

2.1 AUDIO VISUAL

Exhibitors requiring any audio visual equipment should contact our official contractor AV Com Ltd, telephone +353 (0) 1 295 7213. Email avcom@avcom.ie. An order form is included at the back of this manual.

2.2 CATERING

For a stand delivery service please telephone Hospitality Options with your requirements by 20th February 2015 on +353 (0) 1 260 2632.

2.3 CASH COLLECTION

Please contact Lynda Hamilton at Group 4 Securicor on +353 (0) 1 408 8802 or email lynda.hamilton@ie.g4s.com

2.4 CHILDREN

No person under the age of 16 years can be admitted to the exhibition during the build-up and breakdown. Prams and pushchairs will not under any circumstances be allowed into the exhibition. This rule has to be rigidly enforced to comply with the safety regulations of the Exhibition.

2.5 CLEANING

All stands will be cleaned each day before the exhibition opens by the appointed cleaning contractor. However, exhibitors are responsible for seeing that their stands are kept clean during the open hours of the exhibition and for the cleaning of exhibits displayed on their stands.

2.6 CONTRACTORS

Exhibitors are reminded that they will be held responsible for the actions of their contractors/sub contractors.

2.7 DAMAGE AND LOSS

Neither the Organiser or the RDS accept responsibility for damage and loss of any properties introduced by exhibitors and/or their stand contractors. Exhibitors should effect their own insurance against risks; the strongest possible precautions against pilferage should be taken at all times. (SEE INSURANCE SECTION FOR FURTHER DETAILS). AIT do not accept any responsibility for any loss or damage as a result of Exhibitors using the porter service available.

2.8 DATA SCANNING

Exhibitors requiring any data scanning equipment should contact our official contractor Show Data Systems. There are order forms located at the back of this manual.

2.9 DELIVERY OF GOODS

Exhibitors may deliver from 10.00am on the day of the build-up. No deliveries can be accepted prior to the build up time. The Organiser and the venue personnel cannot accept deliveries on an Exhibitor's behalf and arrangements must be made for a representative to be available before deliveries are accepted.

2.10 DEMONSTRATIONS

The Health & Safety at Work Act 1974 requires that any equipment being operated or demonstrated shall be inherently safe. All sound and amplification systems must be hired from, or approved by, our official audio-visual contractors. Strict limits on sound levels will be maintained to avoid undue disturbance to surrounding exhibitors. The sound level on individual stands must not exceed 60 decibels. Exhibitors should also be aware that their stand area does not include the aisles surrounding their stand and that all gangways and aisles must be kept clear of any obstruction and be passable at all times. This is particularly important for exhibitors intending to have on-stand demonstrations.

2 EXHIBITOR INFORMATION

2.11 DILAPIDATION

Please remember that you are responsible for making good any damage caused to the fabric of the exhibition buildings, caused by you, your agents or contractors. In your own interests you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance.

2.12 DISMANTLING

Exhibitors may commence the breakdown of stands and removal of exhibits at 4.30 p.m. on the final day of the exhibition - and **not before**. Please note breakdown should be complete by 10.00pm on Monday 9th March 2015.

2.13 ELECTRICAL INSTALLATIONS

Exhibition stands may require lighting in addition to the general lighting in the hall and the official contractor to deal with your electrical requirements is Anchor Exhibitions. Tel +44 (0) 1455 612341, Fax +44 (0) 1455 896982. All electrical work must be carried out by this company. The installation of electrical work by any persons other than the official contractors is **expressly prohibited**. No person other than a member of the contractor's staff may alter or otherwise interfere with this installation.

Where an exhibitor wishes to use his/her own prefabricated and wired units, the electrical contractor must be informed in advance of the electrical loading of the unit. All wiring must be carried out in PVC or other plastic sheathed cables of not less than 1.5 mm and 300/00 grade, complying with BS 6004 and BS 6346 specification. All circuits must be independently protected with an appropriate fuse and the wiring must be physically protected to the standards required by Anchor Exhibitions. The normal exhibition power supply will be switched off 30 minutes after the exhibition closes each evening (five minutes on the final day). Should exhibitors wish to have an overnight power supply to maintain computer equipment or refrigerators this can be arranged through the electrical contractors.

NB: 13amp adaptors are not acceptable to the Local Authority, nor are reeled extension leads or more than one appliance connected to a single plug top. Details of standard electrical fittings and a price schedule, including the cost of current consumed and connection to a single phase supply, are included on the order form to be found at the back of the exhibitors pack. Should you require a three phase supply please contact the electrical contractor who will arrange this on your behalf and advise you of the costs involved. Please return the enclosed order form to the relevant electrical contractor before 20th February 2015 and **not the Organiser**.

2.14 ERECTION AND COMPLETION OF STANDS

All stands must be fully dressed and the exhibition area cleared of all contractors' plant and workmen by 9.00 am on the opening day. The stand and all exhibits must remain displayed during the hours that the exhibition is open. Under no circumstances must exhibits or furniture be allowed to encroach into the gangways.

2.15 EXHIBITOR ACCESS

Our security requires that **NO-ONE** is allowed into the exhibition without a pass or visitor badge. This applies to exhibitors and their contractors. During the build-up and breakdown, only those holding an exhibitor badge will be allowed into the exhibition hall.

2 EXHIBITOR INFORMATION

2.16 FASCIA DETAILS / NAME BOARDS

Fascias will be produced in a standard type style by the stand contractors. Those companies with space only stands must ensure that their stand number is displayed.

Details of exhibitors' fascia requirements should be submitted immediately on the enclosed form to be returned to Anchor by 20th February 2015. You may be charged for any changes made on the day.

2.17 FIRE PRECAUTIONS

Any exhibitor who, because of the nature of their exhibit, requires special extinguishers such as carbon dioxide should arrange this with the Exhibition Organiser.

- a) Construction of all stands, signs and fascias shall be of the following materials:—
- 1) Non combustible material
 - 2) Inherently non-flammable material
 - 3) Durably flame-proofed fabric
 - 4) Self-extinguishing plastic material
 - 5) Hardboard, pulpboard or fibreboard rendered flame-resistant by a process of impregnation acceptable to the Authorities and bearing a distinguishing brandmark to indicate that it has been so impregnated.
 - 6) Timber of any thickness impregnated and branded as in 5 above. Except that counters and floors of stands may be of natural timber of a minimum thickness of 25mm nominal of chipboard, etc. of a minimum finished thickness of 18mm Timber framing of stand may be of a natural unproofed timber of a minimum thickness of 25mm (nominal).
- b) The applied decorative finishes of stands may be of a natural (unproofed) timber of a minimum thickness of 25mm (nominal) provided that:-
- 1) The areas of vertical wall surfaces shall not exceed twice the exhibition floor area occupied by the stand.
 - 2) Externally it shall be so arranged as not to be continuous with similar timber treatment of an adjoining stand. Internally and extending 600mm of a fabric ceiling, such as fabric shall be inherently non-flammable or durably flame-proof.
- c) Wood chipped or blockboard (neither less than 18mm finished thickness) may be used in the construction of internally lit units, display plinths and similar fittings and for display screens or panels. Provided that these screens or panels are not of such size as to form internal dividing partitions.
- d) Where natural timber is used for floors it shall be close joint. Panels of chipboard, blockboard or plywood, etc. of a thickness less than 18mm may be used in the construction of stands providing always that it has a 'Class 1' rating when tested in accordance of BS 476. Where such materials are decorated on both sides and therefore brand marks are not possible, the Authorities will require the production of a certificate from a recognised fire testing laboratory to the effect that the material conforms to the above specification. Where the material used forms part of a modular system, or registered or patented design, a certificate covering the total system will normally suffice. Such an overall approval will take into account metal framing and similar protection to the edges of panels, etc. NB: If impregnated materials referred to in 1a)- 5, above are unbranded, the Authorities will require the production of a certificate bearing the signature of the processing firm to the effect that the required impregnation process has been applied.

2 EXHIBITOR INFORMATION

2.17 FIRE PRECAUTIONS continued

Textile fabrics (other than as referred to in 1a) 2 & 3 used interior decorative purposes within stands shall:

- a) Be rendered non-flammable to the satisfaction of the Authorities
- b) Be fixed taut and/or in tight pleats to a solid backing as specified in a) 1 & 5 above, and secured at floor level to a 75mm deep skirting, except that such solid backing will not be required to curtains of window features or to fabric ceilings not inclined at a greater angle than 20 degrees to the horizontal. NB: Curtains to openings or recesses, where permitted by the Authorities, will be required to be of inherently non-flammable material or rendered nonflammable to the satisfaction of the authorities.

Protection of roofs of stands within 2 metres of perpendicular drawn from any raised tier, staircase, balcony, etc., from which lighted objects can drop shall:

- 1) If used for display of readily flammable articles, be provided with a ceiling constructed of materials specified in 1a) 1-6 above.
- 2) If provided with a non-durable treated fabric ceiling, be protected from above with materials specified in 1a) 1-6 above.
- 3) Solid materials may not be used for roofing of stands or portions of stands beneath the sprinkler outlets.

NB: Special limited dispensations may be granted in application for displays which are featuring ceilings.

Painting and decorating, generally, shall be executed in water based paint. Oil bound paint may be used in small quantities only for such items as sign writing, picking out of mouldings and other small decorative items. Except by special consent of the Authorities, no stand nor any part thereof shall be surface or otherwise treated with cellulose paint or other substance with a low flash point or for any other reason dangerous. Failure to abide by Local Authority regulations may result in the removal of the offending fittings.

Plastic Materials (having a classification below 'Class 1' BS 476) shall not be used for showcase, counters, shelves and fittings and their use for other purposes shall not be permitted without prior written consent. Any person, whether exhibitor, or staff, contractor or worker discovering an outbreak of fire however slight, should endeavor to quench the fire by use of extinguishers. The Exhibition Organiser's Office should be notified immediately.

Cavities and spaces beneath platforms and all cavities including those between and behind stands shall not be used for any purpose other than the provision of electrical and other services to stand.

Packing materials and cases form a fire hazard and cannot be stored in these areas.

Fabric scenic back cloths and other fabric decoration, except as defined in sub paragraph 2 shall not be provided except with the written consent of the Authorities.

Display fittings, unless recognised and approved articles of shop furniture, shall be of materials in accordance with sub paragraph 2 and paper streamers, large cardboard 'settings' and such like are prohibited. Small cardboard showcards and price tickets are not included in this prohibition.

In the above the following definitions apply:

Non-combustible-material means material which is deemed to be non-combustible when tested in accordance with the provision of Sections One of BS 476, Part 4, 1970, or other such material or combustion for the purpose of these conditions.

2 EXHIBITOR INFORMATION

2.17 FIRE PRECAUTIONS continued

'Inherently non-flammable material' means material which although not noncombustible and not submitted to a flame proofing process nor provided with a flame resistant finish is in fact non-flammable through its thickness. In case of doubt, the standard of 'flameproof' when tested in accordance with the provisions of BS 3120, 1959, or the standard of 'Class 1' when tested in accordance with the provisions of BS 476, Part 7, 1971 would be applicable for fabrics and non-fabrics respectively.

'A process of impregnation' accepted by the authorities means a vacuum/pressure process (whereby the salt retention in the material can be controlled) undertaken by a processor whose products are acceptable to the authorities. Such products shall bear a distinguishing mark recognised by the authorities to indicate that they have been so impregnated (the standard for such material; being 'Class 1' when tested in accordance with the provisions of BS 476, Part 7, 1971).

'Durably Flameproof Fabric' means flameproof fabric which after being submitted to a washing treatment, remains flameproof, as determined by the method of test prescribed in BS 3120, 1959. Acceptance of such fabric is subjected to the availability of an acceptable method of spot testing to detect and identify the flame-proofing compound.

'Self Extinguishing' plastic materials having a flame-resistance acceptable to the authorities means plastic materials which, when tested on behalf of the authorities in accordance with method 5508A and 608A of BS 2782, Part 5, 1970, fulfils the requirements for the standard of 'Self-Extinguishing' and 'Very Low Flammability' respectively.

Except that in case of certain materials achieving this classification but falling below 'good Class 2' when tested in accordance with BS 476, Part 7, 1961 the use of such material would be subject to limitation as to position and/or quantity of material to be used.

2.18 FURNITURE AND FLOOR COVERINGS

Furniture may be obtained on hire from New Image Design & Displays.

Mobile: 00 353 (0) 86 2525001 Email: mikej@newimage.ie

A booking form is included at the back of this manual.

Floor coverings may be obtained from Anchor Exhibitions.

Telephone +44 (0) 1455 612341. Fax +44 (0) 1455 896982.

2.19 INSURANCE - PUBLIC LIABILITY (COMPULSORY)

Each Exhibitor at the Irish Beauty Show will be required to take out Insurance Indemnity Cover of €1.3 million to include Products, Public and Professional Negligence Cover for the period of the Exhibition and €13 million for Employers' Liability and shall co-insure the AIT as organiser. Exhibitors who do not produce evidence of their Insurance Cover will not be permitted to exhibit at the Irish Beauty Show. Exhibitors must arrange all other appropriate insurances, and AIT will not be responsible in any way for the security of individual stands, product, cash or any other items brought to the Exhibition by Exhibitors.

2 EXHIBITOR INFORMATION

2.19 INSURANCE - PUBLIC LIABILITY (COMPULSORY) continued

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 expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Exhibitors must insure all items destined for their stands, whether displays or exhibits, to their full replacement value. They must also cover themselves against third party claims. Neither the Organiser nor the venue will accept responsibility for the loss or damage to exhibitors' property howsoever caused.

AIT have an insurance facility with Balens Insurance Brokers for the Irish Beauty Show. If you require advice on Insurance Cover, or if you wish to receive a quotation for Insurance Cover for the Irish Beauty Show, please contact:

Balens Insurance Brokers,

2 Nimrod House, Sandy's Road, Malvern, Worcestershire WR14 1JJ, United Kingdom

Tel: +44 (0) 1684 580793 Fax: +44 (0) 1684 891361

Email: josh@balens.co.uk

Each Exhibitor must send a copy of their Insurance Policy to AIT. Fax: +44 (0) 1789 773575 or

Email: info@aitireland.com by 20th February 2015.

PLEASE SEE THE INSURANCE FORM AT THE BACK OF THE MANUAL.

EXHIBITION ABANDONMENT

In the event of the exhibition being abandoned, cancelled or curtailed the organisers may make refunds of all or part of your stand rental, although they are under no obligation to do so. If your loss, in such circumstances, is not limited to rental costs and you are strongly advised to effect adequate insurance cover.

2.20 MEDICAL EMERGENCIES

Please call Security or visit the Organiser's Office.

2.21 NIGHT SHEETS

Exhibitors' own night sheets must be made of an inherently non-flammable material. To prevent obstruction, while stands are in use night sheets must be removed from the stand.

WE STRONGLY RECOMMEND THAT ALL EXHIBITORS USE NIGHT SHEETS TO PREVENT ANY LOSS.

2.22 NUDITY

The Organiser does not allow nudity during exhibitions at the venue without prior permission. Please contact Operations on +44 (0) 1789 773712 should you require such permission.

2.23 PUBLICITY MATERIAL AND NOTICES

Distribution of promotional material must be confined to your stand area and not in the gangways or elsewhere.

2.24 SECURITY

All reasonable precautions will be taken and the Organiser will arrange to have the area patrolled during the hours of public access. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand. Please ensure that any incident involving the loss of property is reported to the Organiser's Office. Failure to do so could result in insurance companies refusing to meet claims.

2 EXHIBITOR INFORMATION

2.25 SPACE ONLY STANDS

Exhibitors will need to provide their own walls, floor covering, lighting, etc. Your contractor must be submitted on the Health and Safety declaration and must display identification badges supplied by the Organiser. The Organiser must receive three copies of stand plans including all dimensions, materials, ground and elevation drawings.

Please either post/fax/mail to:

Associated Irish Therapists,

The Courtyard, Wixford Park, George's Elm Lane, Bidford-on-Avon, Warwickshire B50 4JS UK

Telephone: +44 (0) 1789 773712 Fax: +44 (0) 1789 773575

Email: tracey@aitireland.com

2.26 STAND FITTING REGULATIONS

1. General

- c. All work must be carried out in conformity with the requirements of the Rules and Regulations of the venue.
- d. It is the duty of all service providers, irrespective of size, to take reasonable steps to ensure that people (visitors) with disabilities are able to access and make use of those services.
- e. All stand structures, signs, notices, etc, must be confined within the area allocated and must not project into or over the gangways.
- f. Suspension from the roof of the halls or fixing to the structure of the building may only be carried out by the venue.

2. Materials

Any materials used in the erection or construction of an exhibition or stand shall be of a suitable nature and quality in relation to the purposes and conditions in which they are used, adequately mixed or prepared and applied used or fixed so as adequately to perform the functions for which they are designed.

- a. All timber less than nominal 25mm (1") in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4") must be rendered flame resisting by a recognised process to a Class 1 standard when tested. Ply-hard and pulp boards which have been rendered flame resistant in a manner approved shall be branded with a recognised mark.
- b. The use of plastic of a grade less than Class 1, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing.

2 EXHIBITOR INFORMATION

2.26 STAND FITTING REGULATIONS continued

- c. Textile fabric and other decorative material used for stand dressing must be flame proofed. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.
- d. Upholstered seating must meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested.
- e. All painting must be carried out in water based paint. Finishes having oil or cellulose base are not permitted to be applied on site.
- f. Paint Spraying is permitted subject to the following conditions:
 - i. Only water based paints are used.
 - ii. Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
 - iii. The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
 - iv. Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by the venue at the expense of the Show Organiser.
 - v. Carpets and other textile floor-coverings must be secured and maintained so as not to cause a hazard. Only the venue recommended carpet tapes may be used directly onto the exhibition floors.
 - vi. All glazing must comply with current Building Regulations. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

3. Platforms

- g. Platforms are not essential even with floor electrical or plumbing services. Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. The general height may not exceed 120mm but areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity to the Show Organiser for approval.
- h. The flooring must not be less than a nominal 25mm thick. Flooring must, in any case, be laid with closed joints. Wood chipboard or blockboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits having regard to the loading limits of the floors.

4. Building Columns

- i. Where these fall wholly or partially within the area of allocated space, the Exhibitor may encase them.
- j. The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space may be used for display of photographs or other pictorial matter.

2 EXHIBITOR INFORMATION

5. Partitions

- k. Partitions separating stands may be erected up to 4m (13'0") high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.
- l. It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.
- m. The minimum height of the partitioning must be 2.50m (8'3") with the maximum height of 4m (13'0) of which the area above 2.50m (8'3") must be of double sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

6. Multi-Storey Stands and Standfitting Exceeding 4.0m in Height

- n. Multi-storey stands, elevated gangways and stairways and standfitting exceeding 4.0m in height must be constructed to the requirements of the venue. Details of multi-storey stands etc., must be submitted to the show Organiser, with structural calculations by the deadline date set down by the Show Organiser.
- o. Ceilings, other than to the topmost storey, shall be of solid construction of an inherently non flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above.
- p. Cupboards formed beneath the staircase shall be lined throughout with noncombustible material.
- q. Adequate means of escape must be provided from the upper storeys of any stand. Stairways shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide. There shall be not fewer than 3 or more than 12 risers per flight and the going of the landing shall not be less than the width of the stairway. Each step shall have an available tread, measured on plan, of 280mm, the risers between steps shall be infilled and shall not exceed 170mm. Any handrail(s) or balustrades must have vertical railings not more than 100mm apart or solid infills.
- r. Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to exit by way of a single escape stair, the travel distance from any part of the storey to that stair must not exceed 12m.
- s. In all cases, calculations proving the strength and stability of structures will be required. In this context, the word "structure" means either a multi-storey stand or any part of a stand higher than 4m.
 - i. A loading analysis assuming an imposed load on upper floors of 5 KN per sq.m. Dead loads should be individually assessed for each floor.
 - ii. A stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level.
 - iii. Stress and deflection checks for all structural members.
 - iv. Details of connections, bracing members and floor carcasing.
 - v. In all cases a wind load of 0.15 KNm² shall be accommodated.

2 EXHIBITOR INFORMATION

Note: In certain circumstances when an upper area is not freely accessible to general exhibition visitors and the number of persons shall not exceed 1.5 sq m per person, a minimum imposed load of 3.5 kNm² will be accepted. On such occasions the stand-holder will be required to demonstrate a robust system of controlling access onto the upper area to avoid exceeding the stipulated number of persons.

- t. Base plates must be designed to limit the compressive stress on the floor of the building to a maximum 20t (200KN) per sq m unless the total load on a base plate is 5t (50KN) or less, in which case a minimum size 300mm square plate may be used; bolts are not acceptable as a means of preventing uplift of bases.

7. Exits From Stands

- a. The exit from any stand (or if there is more than one exit, each exit) shall not be less than 1.0m wide (nominal) and shall discharge to a gangway.
- b. The maximum travel distance from any part of a stand to a gangway shall not exceed 12m, unless there is an escape route in the opposite direction.
- c. No floor shall be constructed having a slope in excess of 1 in 12.
- d. Each exit shall be indicated by an exit notice as follows –
 - ii. All exit notices shall be sited in conspicuous positions above or adjacent to all exit doors and openings and directional signs and notices shall be provided and sited to indicate the route of escape.
 - iii. The size of letters of exit notices shall not be less than 125mm.
 - iv. In any part of the centre or on any stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally.
- e. Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts.

8. Night Sheets

It is recommended that only night sheets made of netting or transparent material should be used and these must be flameproofed. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight.

9. Rubbish Removal

The exhibitor or its contractor must remove any packing material or other litter brought into the site and all debris arising from the construction or dismantling of standfittings, etc, from the premises. Escape gangways must be kept clear of obstructions at all times.

2.27 STAND MANNING

All stands must be manned throughout the open hours of the exhibition

2 EXHIBITOR INFORMATION

2.28 STORAGE OF PACKING

Exhibitors are responsible for the removal from the exhibition premises and storage of all crates and empty cartons not required on his/her display area. Our official contractor is Maurice Ward & Co Ltd and their form is located at the back of this manual.

2.29 TELEPHONE/FAX/ISDN LINES

Exhibitors should order telephone, fax and ISDN lines directly from Ablecom. If you are supplying your own phone equipment from outside Ireland, please check with Ablecom, to ensure that you have the required adaptors to convert your phone equipment. Ablecom can provide Exhibitors with the appropriate adaptors.

Contact: Carla or Peter McCabe

33 Aranleigh Vale, Rathfarnham, Dublin 14

Tel +353 1 495 2200 Fax +353 1 495 2227 Email peter@ablecom.ie

2.30 TRANSPORTATION AND LIFTING OF GOODS

Exhibitors are responsible for the delivery, off-loading, and transportation of goods to their stands. Where mechanical or other assistance is required, exhibitors are advised to contact our official contractor. Maurice Ward & Co will ship your goods from the UK and deliver to the RDS Simonscourt. Pre-book your space and shipping requirements to ensure delivery

- Transport from Europe and Overseas
- Forklift on site
- Warehousing and storage facility
- Collections and deliveries nationwide

Contact: Balazs Bekes, Maurice Ward & Co Ltd.

Unit J10 Swords Business Park, Swords, Co. Dublin

Tel: +353 (0) 1 840 9099 Email: dublin@mauriceward.com

2.31 TREATMENTS

Individuals carrying out activities involving the public require a minimum of €1.3 million public liability insurance. For all treatments involving the public, including laser treatments, skin piercing, massage therapy, tooth jewellery and whitening and contact lenses you are obliged to meet all Dublin local authority rules and regulations. For further details contact Associated Irish Therapists.

2.32 VALUE ADDED TAX (VAT)

OVERSEAS EXHIBITORS TRADING AT THE IRISH BEAUTY SHOW 2015

There is a requirement for overseas Exhibitors at the Irish Beauty Show to register for Value Added Tax (VAT).

The following information and forms are available at www.revenue.ie/en/tax/vat/forms :

- VAT Information leaflet 1/99 (Foreign firms doing business in Ireland)
- VAT Reclaim Form 60 EC & Guidelines
- VAT Registration Form - TR1 (Sole traders/partnerships)
- VAT Registration Form - TR2 (Companies registration)

For further information on VAT registration and requirement, please contact:

Taxes Central Registration Office,

9/15 Upper O'Connell Street, Dublin 1.

Tel: +353 (0) 1 865 5000 or www.revenue.ie

2 EXHIBITOR INFORMATION

2.33 HOTEL ACCOMMODATION

Please contact your chosen hotel to make your accommodation reservations for the Irish Beauty Show. Ask for the Irish Beauty Show Exhibitors' Rate.

Bewley's Hotel. *** Ballsbridge Dublin 4. (0.5km)

Next to the RDS Simonscourt in the heart of Dublin's exclusive business district and embassy belt, Bewley's is a beautifully restored 19th century building, originally built as a Masonic School. Boasting spacious ensuite accommodation in Ballsbridge with superbly appointed features.

For 10% off best available rate visit www.bewleyshotels.com/exhibitor



Four Seasons Hotel. **** Ballsbridge Dublin 4. (0.5km)

Just a short stroll from the heart of vibrant shopping and business, escape into a peaceful retreat, immersed in greenery. With authentic local character and unrivalled care, Four Seasons has become the favoured destination of both international travellers and Ireland's own.

Call +353 (0) 1 665 4000 for current room rate.



Herbert Park Hotel. **** Ballsbridge, Dublin 4 (1.0km)

Herbert Park Hotel is located just a short distance from Dublin city centre. Overlooking the 48 acre Herbert Park, the luxury boutique 4 star hotel is modern, bright and spacious in design and is within walking distance of the RDS.

Call +353 (0) 1 667 2200 for best available rates.



Morgan Hotel. **** Temple Bar, Dublin 2 (6.0km)

The Morgan Hotel, Dublin city centre, is located in the heart of Temple Bar. Risqué design that is provocative, contemporary and unique holds host to chic guestrooms, a funky cocktail bar, crazy outdoor spaces, cool meeting rooms and an amazing Penthouse with rooftop garden.

Call +353 (0) 1 643 7000 for best available rates.



Doubletree. **** Upper Leeson Street, Dublin 4 (3.0km)

The Burlington Hotel, one of the premier Luxury 4 Star Hotels in Dublin City, boasts luxury hotel accommodation. Just a short stroll from Dublin's City Centre, the RDS and Aviva Stadium / Lansdowne Road, the Grand Canal Theatre, the 02 Arena and Croke Park venues are within quick access by car, bus or taxi.

Call +353 (0) 1 618 5600 for best available rates.



The Dylan Hotel. ***** Eastmorland Place, Dublin 4 (2.0km)

On an exclusive Victorian street, the Dylan Hotel in Dublin 4 is nestled in the heart of Dublin city centre's most sophisticated quarter. This 5 star boutique city centre hotel is located 10 minutes walk from Grafton Street, St. Stephen's Green, the Aviva Stadium and the RDS. Award winning Dylan Restaurant, Dylan Cocktail Bar.

Call +353 (0) 1 660 3005 for best available rates.



Radisson Blu Hotel. ***** Blackrock, Dublin 4 (4.0km)

The Radisson Blu St. Helen's Hotel, Stillorgan, Dublin is renowned for delightful and gracious hospitality. Magnificent formal gardens frame the historic St. Helen's estate, a short walk from University College Dublin. Luxurious accommodations, white-glove service and award-winning dining.

Call +353 (0) 1 218 6000



The Sandymount Hotel. *** Sandymount, Dublin 4 (1.0km)

Discover a genuinely different Dublin hotel, exclusively located between Ballsbridge and Sandymount in Dublin 4. Includes complimentary parking and WiFi access. A leisurely stroll takes you to the RDS, The O2, Grand Canal Theatre or The CCD. Dublin city centre and all it has to offer are just minutes away by DART.

Call +353 (0) 1 614 2000 for best available rates.



2 HEALTH & SAFETY

2.34 HEALTH, SAFETY AND EMERGENCIES

Exhibitors' own night sheets must be made of an inherently non-flammable material. To prevent obstruction, while stands are in use night sheets must be removed from the stand.

A. Health and Safety Policy

Current legislation necessitates that exhibitors must establish and enforce appropriate measures of control and monitor health and safety procedures. Exhibitors are responsible for safety on their stands and for the health and safety of their employees and visitors to the stand.

The following measures should be adopted by exhibitors as a minimum:

- i. A member of staff at managerial and director level to oversee health and safety procedures.
- ii. Ensure machinery and working practices are safe and offer no risk to health.
- iii. Ensure all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.
- iv. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- v. Maintain all places of work, equipment and transport under the exhibitor's control in a safe condition, free from risk to health.
- vi. Provide adequate facilities for the welfare of employees.
- vii. Safeguard the health and safety of visitors and any member of the general public who will be affected by the activities of exhibitors.
- viii. Provide all necessary information relating to health and safety in respect of processes, products and services.
- ix. Institute a safety policy and ensure that it is related to all staff as well as kept in writing on the stand at the show. The following of good practice measures are also advised.
 - i. During the build-up and breakdown periods your staff and subcontractors should be reminded of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
 - ii. Exhibitors are asked to enforce a strict no-smoking rule at the exhibition venue.
 - iii. You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live supply to it.
 - iv. No electric cables must be allowed to cross gangways, passageways and fire exits.
 - v. Work areas should be maintained free from general waste and packaging materials which could hazard operatives.
 - vi. Packing cases and other materials must not be allowed to obstruct gangways, passageways and fire exits and must be removed from the exhibition centre as soon as possible.
 - vii. Nails etc must not be left protruding from any packing case or material.

2 HEALTH & SAFETY

A. Health and Safety Policy continued

- viii. Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas. Only one day's supply can be kept on your stand.
- ix. Stand construction contractors must comply fully with all legal requirements that are relevant to their operations.

B. Health & Safety

As a condition of entry, please return the following to Associated Irish Therapists by 20th February 2015.

1. Health & Safety Declaration (form at the back of this manual).

2. Risk Assessment

Where demonstrations/treatments are taking place (form at the back of this manual).

3. Insurance Policy

Please send all documentation to:

The Courtyard, Wixford Park, George's Elm Lane, Bidford-on-Avon, Warwickshire B50 4JS UK

Telephone: +44 (0) 1789 773712

Fax: +44 (0) 1789 773575

Email: tracey@aitireland.com

2.35 PROCEDURES IN THE EVENT OF A BOMB WARNING BEING RECEIVED

1. Should a bomb warning be received the following announcement will be made:

**“MR A. U. LYONS TO THE OFFICE PLEASE.
MR A. U. LYONS TO THE OFFICE PLEASE”.**

2. Search your stand and the adjoining area for any unidentified object.
3. If you discover a suspicious (parcel, bag etc.) within the premises please notify the Organiser's Office immediately.
4. The Gardai and RDS Management will then implement the house emergency procedure.
5. If, in consultation with the Gardai and the RDS management, it is found necessary to vacate the premises, a special announcement will be made advising evacuation of the hall.
6. Advise all personnel on your stand of the above instructions.
7. When the all clear has been established the following announcement will be made:

**“MR. A. U. LYONS IS NO LONGER REQUIRED AT THE OFFICE.
MR. A. U. LYONS IS NO LONGER REQUIRED AT THE OFFICE”.**

8. The evacuation “assembly area” is the nearest Grass Ring to the main entrance.

2 HEALTH & SAFETY

2.36 PROCEDURE IN THE EVENT OF AN OUTBREAK OF FIRE

1. Please ensure that adequate fire precautions are taken with regard to any display/demonstration on your stand.
2. Note the location of the FIRE fighting equipment and fire alarm switches in the halls.
3. If an outbreak of fire is discovered on/or in the vicinity of your stand, please notify the Organiser's Office or person in charge or call the Fire Brigade (dial 999) and activate nearest fire alarm switch (a continuous siren sound will be heard).
4. Switch off the electricity supply and/or gas supply to your stand.
5. Where possible try to contain the fire by using the nearest fire extinguishers etc.
6. If necessary, vacate your stand and the premises by the nearest emergency exit (not necessarily the main entrance/exit).
7. If the following announcement is made:-

“This is a security announcement, Mr Adair is required at (location)”,

this means that a fire has been reported at the location. Exhibitors and staff should be prepared to vacate the premises. Please note the assembly area - Grass area at front of premises.

8. Advise all personnel on your stand of the above instructions.
9. All batteries should be disconnected.

2.37 FIRE SAFETY PRECAUTIONS

1. Construction of Stands:
In accordance with instructions from the Fire Prevention Section of Dublin Corporation, exhibition stands may be constructed of the following materials only:
 - a) Non-combustible materials.
 - b) Inherently non-flammable materials.
 - c) Timber, Hardboard or Plywood which had been rendered flames resistant by an acceptable method of impregnation.
 - d) Durably flame proofed fabric.
 - e) Subject to special consideration, self - extinguishing plastic material having an acceptable flame resistance.
2. Your attention is drawn to Rule 18 of the Society's Rules and Regulations for Trade Stands, which states: "No exhibitor may light a fire, gas or oil appliance or stove or boiler, of any description for any purpose whatsoever." All materials used in the decoration of stands, or offices therein, must be noninflammable."
3. It is also required that drapes are certified by the IIRS as capable of complying with "Type C" performance of BS5867 part 2 1980.
4. Please ensure that no boxes, crates etc. are stored in the exhibition hall or on or around your stand.
5. Exhibition hall perimeter roads must be kept clear AT ALL TIMES to allow emergency vehicles access. Illegally parked vehicles will be subject to clamping (Clamping fee will apply).

3 EXHIBITOR INFORMATION

Deadline: 30th JANUARY 2015

3.1 EXHIBITOR BADGES & PASSES - ESSENTIAL FOR ENTRY INTO RDS

All exhibitors and contractors must wear identity badges provided by the organiser.

It is essential that you complete the online form for entry into the RDS:

Visit <http://www.eventdata.co.uk/Exhibitor/IrishBeautyShow.aspx> to register.

a) NOTE: Further names may be added at a later date.

b) NOTE: Separate passes for car parking will be provided and are essential requirements to entry. These passes are also valid for contractors.

3 CLIENT TICKET REQUEST

Deadline: 30th JANUARY 2015

3.2 TICKET ORDER FORM

Invitation tickets are available free of charge to exhibitors provided they are distributed to potential visitors before the start of Irish Beauty Show.

PLEASE SUPPLY ME WITH TICKETS FOR IRISH BEAUTY SHOW	
COMPANY NAME	STAND NO.
STAND NAME	
ADDRESS	
TELEPHONE	FAX
CONTACT NAME	

4 ADVERTISING & MARKETING

Deadline: 30th JANUARY 2015

4.1 SHOW GUIDE ADVERTISING

Please supply the following information for free publication in the show guide:-

COMPANY NAME	STAND NO.
STAND NAME	
ADDRESS	
TELEPHONE	FAX
EMAIL	WEBSITE

FREE SHOW GUIDE ENTRY: 50 - 75 words only

Entries over 75 words cut at the editor's discretion.

Please include my company logo @ €35+VAT (Must be sent with entry)

Please include my product photo @ €50+VAT (Must be sent with entry)

4 ADVERTISING & MARKETING

Deadline: 30th JANUARY 2015

4.2 EXHIBITION SPECIAL OFFERS

Tell us what your Show Offers are at Irish Beauty Show and we will publish them in the show guide.

COMPANY NAME		STAND NO.
STAND NAME		
ADDRESS		
TELEPHONE	FAX	
EMAIL	WEBSITE	
Offer Details		
WHAT IS YOUR OFFER?		
PRODUCT(S) NAME?		
PRODUCT DESCRIPTION: Max 25 words only		
PERCENTAGE DISCOUNT		
Please include my product photo @ €50+VAT <input type="checkbox"/> (Must be sent with entry)		
DATE	POSITION	

4 ADVERTISING & MARKETING

Deadline: 30th JANUARY 2015

4.3 BRAND LISTINGS

COMPANY NAME

STAND NO.

Please help us to market your company's presence at Irish Beauty Show by listing your brands below

1.

2.

3.

4

5

6

7

8

9

10

6 BOOKING FORMS

Deadline: 20th February 2015

6.1 ELECTRICAL - SPACE ONLY



ANCHOR EXHIBITIONS & ELECTRICAL SERVICES LIMITED

2 Cedar Court, Grove Road, Burbage, Leicestershire, LE10 2AE. Tel: 01455 612341 / Fax: 01455 896982

Web: www.anchor-exhibitions.co.uk Email: admin@anchor-exhibitions.co.uk

ELECTRICAL ORDER FORM FOR SPACE ONLYS

EXHIBITION The Irish Beauty Show 8th & 9th March 2015 RDS Dublin	RETURN LATEST BY 20th February. Late orders will be subject to 20% Surcharge
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Quantity	Description	Install/hire	Total Price
	16AMP Mains	€135.00	
	20AMP Mains	€175.00	
	32AMP Mains	€210.00	
	Socket	€85.00	
	Connections	€75.00	
	24 hour supply: phone for quotation		
Total:			€
Plus VAT: 20%			€
TOTAL COST:			€

**For assistance and advice on electrical fittings
contact the exhibitors helpline +44 (0) 1455 612341**

Contact:	Exhibitor:
Address:	
Post Code:	
Email Address	
VAT NUMBER	
Date:	Stand No:

All items on hire are provided in accordance with the suppliers conditions of business and should be insured during the show period against all risks for three times the rental value.

VAT No. 892173307

6 BOOKING FORMS

Deadline: 20th February 2015

6.2 ELECTRICAL

ADDITIONAL ELECTRICAL INSTRUCTIONS

NOTES: IMPORTANT PLEASE READ

New regulations now govern the electrical installations at most UK venues. The most pertinent are listed. A full list is available from the venue.

1. All labour working on electrical installations must have proof of their competence, i.e. BECA registered or JIB approved.
2. Adaptors are not permitted.
3. Only one four way trailing outlet (maximum 500w) per socket outlet may be used
4. Flexible cord (Round Cable) may not be longer than 2 metres.
5. ELCB protection is required for each socket less than 2 metres (measured horizontally) from any sink unit / water outlet.

General

1. Cheques should be made payable to Anchor Exhibitions Ltd and must accompany this form.
2. Any complaints regarding electrical installations must be reported in writing before the close of the exhibition
3. Unless supplied with drawing the installation will be fitted at the electrician's discretion

Please indicate the position of electrical fittings which you have ordered overleaf.

1m ²									

For Information: Examples of Power Requirements

500w Sockets: PC Computers, TVs, Videos, Spotlights up to 500w, Fridges
 1000w Sockets: Domestic filter coffee machines, lighting up to 1000w
 2000w Sockets: Kettles, machinery up to 2000w
 3000w Sockets: Hired coffee machines, machinery 2000w to 3000w

NOTE: LIGHTING CIRCUITS MAY NOT EXCEED 1000w

STAND

COMPANY

6 BOOKING FORMS

Deadline: 20th February 2015

6.3 FASCIA



ANCHOR EXHIBITIONS & ELECTRICAL SERVICES LIMITED

2 Cedar Court, Grove Road, Burbage, Leicestershire, LE10 2AE. Tel: 01455 612341 / Fax: 01455 896982

Web: www.anchor-exhibitions.co.uk Email: admin@anchor-exhibitions.co.uk

FASCIA NAME PANEL ORDER FORM FOR SHELL SCHEME

EXHIBITION

The Irish Beauty Show
8th & 9th March 2015
RDS Dublin

RETURN LATEST BY

20th February. Late
orders will be subject to
20% Surcharge

WE WISH OUR FASCIA NAME PANEL TO READ AS FOLLOWS:
(Please type or print in block capitals maximum 26 letters)

**N.B. If this form is not returned by the date shown above, the name on the exhibitors list will be that used on your name panel.
There is no additional charge for this service.**

If you require your own logo and style of text on your name board please contact us for a quote.

Contact:	Exhibitor:
Address:	
	Post Code:
Fax:	Tel:
Date:	Stand No:

VAT No. 892173307

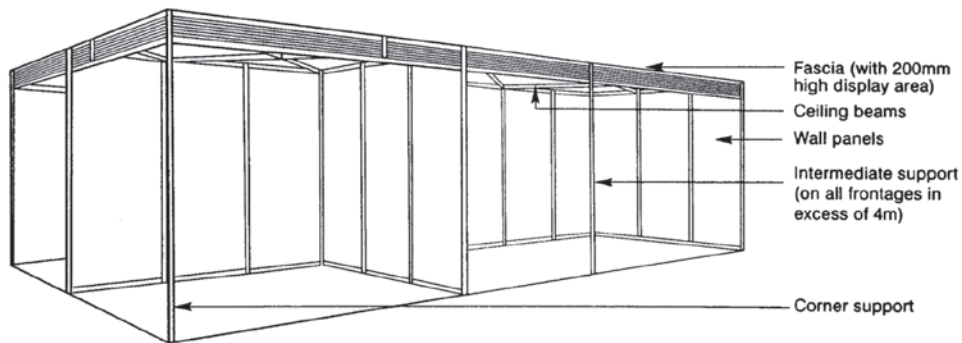
6 BOOKING FORMS

6.4 SHELL DESCRIPTION

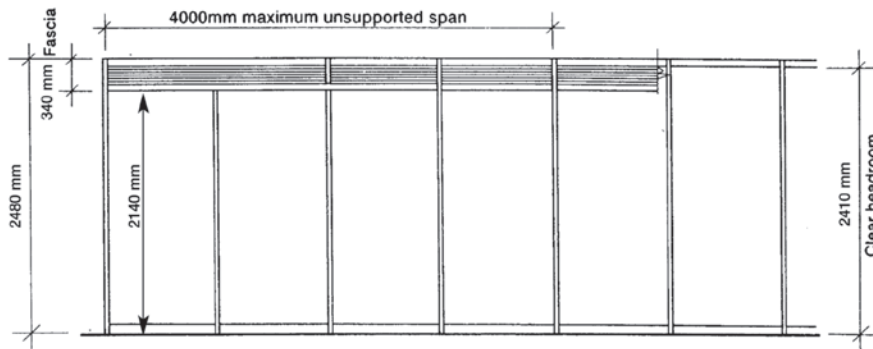


ANCHOR EXHIBITIONS LIMITED

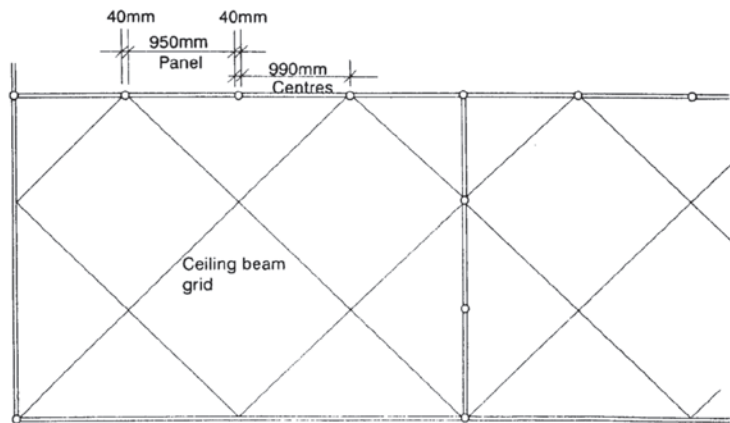
2 Cedar Court ♦ Grove Road ♦ Burbage ♦ Leics ♦ LE10 2AE
Telephone: 00 44 (0) 1455 612341 ♦ Fax: 00 44 (0) 1455 896982 ♦ Email: info@anchor-exhibitions.co.uk



The Basic Shell



Elevation



Plan

6 BOOKING FORMS

Deadline: 20th February 2015

6.4 SHELL DESCRIPTION

If you have any queries regarding these measurements, please contact Anchor Exhibitions on Tel. +44 (0) 1455 612341 or email info@anchor-exhibitions.co.uk

OCTANORM *Panel Dimension Detail*

Fixing Shelves, Hanging Rails & Display Panels

When ordering Shelves or Hanging Rails please send plan (see over) indicating clearly where Shelves, etc. are to be fixed on wall also the height from floor. Sending this information before the build-up starts will prevent delays on site.

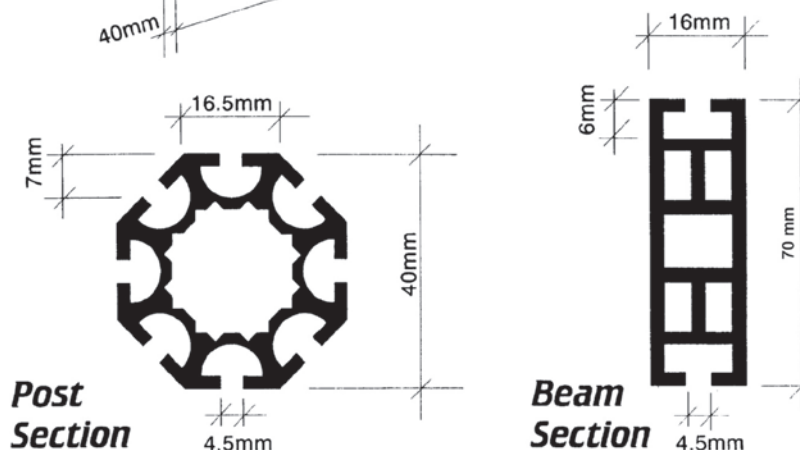
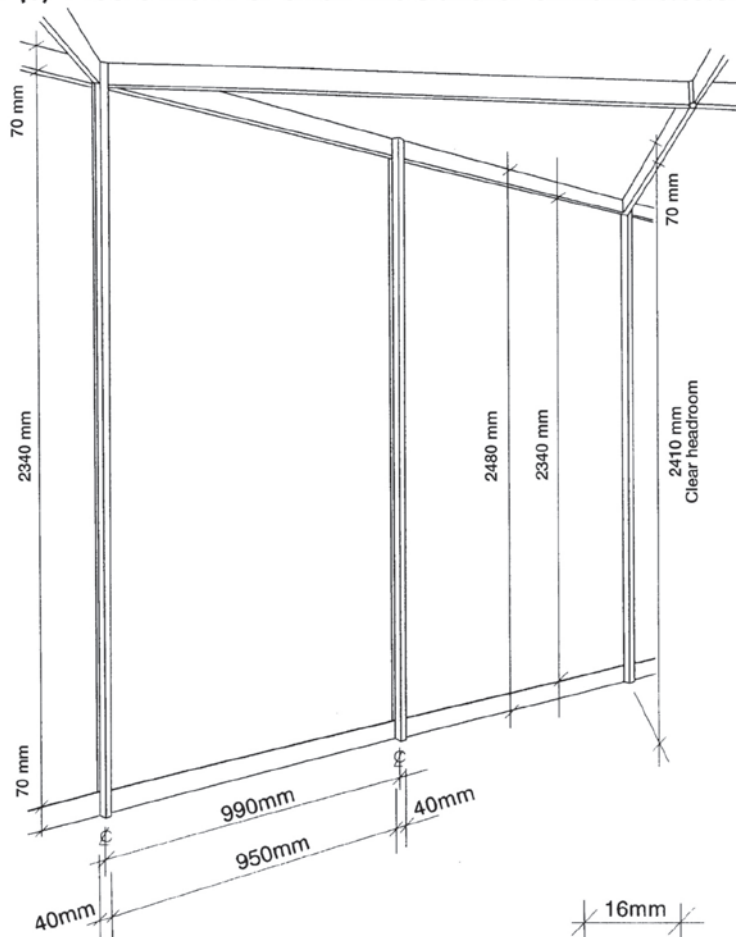
Display Panels (mounted onto system)

For production of Display Panels to be fitted onto the walls in between the beams and posts, the overall finished size is 2340mm x 950mm

Graphic Panels (fitted into system)

For production of Graphic Panels to be fitted directly into the system the overall finished size is 2352mm x 970mm.

These Panels can be produced and installed by Anchor Exhibitions.



IF THE ABOVE DIMENSIONS ARE CRITICAL TO YOUR STAND SET-UP PLEASE CONTACT US TO CONFIRM THAT THERE HAVE BEEN NO CHANGES.

6 BOOKING FORMS

Deadline: 20th February 2015

6.5 SHELL ORDER FORM



ANCHOR EXHIBITIONS & ELECTRICAL SERVICES LIMITED

2 Cedar Court, Grove Road, Burbage, Leicestershire, LE10 2AE. Tel: 01455 612341 / Fax: 01455 896982

Web: www.anchor-exhibitions.co.uk Email: admin@anchor-exhibitions.co.uk

SHELL SCHEME SERVICES ORDER FORM

EXHIBITION The Irish Beauty Show 8th & 9th March 2015 RDS Dublin	RETURN LATEST BY 20th February. Late orders will be subject to 20% Surcharge
---	---

Please supply on hire the following additional rental items at the price shown.

Qty	Description	Ref Code	Unit Price	Total Price
	Additional Wall panel for offices, stores etc. 2.5m high x 990mm wide (location)	WP	€ 60.00	
	Lockable door section 2.5m high x 990mm wide (location)	EWD	€ 110.00	
	Entrance Way (Curtain)	EWC	€ 50.00	
	Flat Shelving (white laminate) 990mm x 300mm (height)	FS	€ 25.00	
	Sloping Shelves	SS	€ 25.00	
	Slat Wall Panel	SW	€ 130.00	
	Reinforced Panel	LP	€ 95.00	
	Garment Repair per metre	GR	€35.00	
	Muslin Ceiling (White) Per Square Metre	MC	€ 11.00	
	Muslin Ceiling Black Per Square Metre	MC	€ 11.00	
	Coloured Panel	CP	€ 11.00	
	Graphic Panel	GP	£125.00	
Total:			€	
Plus VAT: 20%			€	
TOTAL COST:			€	

**For assistance and advice on electrical fittings
contact the exhibitors helpline +44 (0) 1455 612341**

Email Address	
Contact:	Exhibitor:
Address:	
	Post Code:
Fax:	Tel:
Date:	Stand No:

All items on hire are provided in accordance with the suppliers conditions of business and should be insured during the show period against all risks for three times the rental value.

**PLEASE ATTACH DRAWING SHOWING POSITIONS. IN THE ABSENCE OF A DRAWING WE
WILL SELECT POSITIONS AND ANY CHANGES WILL BE CHARGED FOR.**

VAT No. 892173307

6 BOOKING FORMS

Deadline: 20th February 2015

6.6 SHELL SCHEME



ANCHOR EXHIBITIONS & ELECTRICAL SERVICES LIMITED

2 Cedar Court, Grove Road, Burbage, Leicestershire, LE10 2AE. Tel: 01455 612341 / Fax: 01455 896982

Web: www.anchor-exhibitions.co.uk Email: admin@anchor-exhibitions.co.uk

ELECTRICAL ORDER FORM FOR SHELL SCHEME

EXHIBITION

The Irish Beauty Show
8th & 9th March 2015
RDS Dublin

RETURN LATEST BY

20th February. Late
orders will be subject to
20% Surcharge

**All shell scheme stands receive 2 spotlights every
6 square metres**

Quantity	Description	Install/hire	Total Price
	Additional Spotlights	€50.00	
	4 Spotlights on track low voltage	€90.00	
	Longarm Spotlights	€60.00	
	Sunflood	€75.00	
	1KW Socket	€75.00	
	2 Kw Socket	€100.00	
	3 Kw Socket	€155.00	
	1kw Double Socket	€115.00	
	24 hour supply: phone for quotation		
		Total:	€
		Plus VAT: 20%	€
		TOTAL COST:	€

**For assistance and advice on electrical fittings
contact the exhibitors helpline +44 (0) 1455 612341**

Email Address	
Contact:	Exhibitor:
Address:	
	Post Code:
Fax:	Tel:
Date:	Stand No:

All items on hire are provided in accordance with the suppliers conditions of business and should be insured during the show period against all risks for three times the rental value.

**PLEASE ATTACH DRAWING SHOWING POSITIONS. IN THE ABSENCE OF A DRAWING WE
WILL SELECT POSITIONS AND ANY CHANGES WILL BE CHARGED FOR.**

VAT No. 892173307

6 BOOKING FORMS

Deadline: 20th February 2015

6.7 AUDIO VISUAL

IRISH BEAUTY SHOW 8TH & 9TH MARCH 2015 RDS SIMMONSCOURT, DUBLIN 4	Form No:12
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 audio visual communications ltd	<p style="text-align: center;">AUDIO-VISUAL ORDER FORM</p> <p style="text-align: center;"><i>Please fax this completed form to +353 1 295 3783. FOA Stuart.</i></p> <p style="text-align: center;">Avcom Ltd, Unit B, Three Rock Road, Sandyford Industrial Estate, Dublin 18, Ireland. Tel: +3531 295 7213, Fax: +3531 295 3783, email: info@avcom.ie, Web Site: www.avcom.ie</p>
--	---

QTY	EQUIPMENT	COST	TOTAL
	80" LCD Screen and Stand (Full HD)	€1000.00 (show rental)	
	65" Plasma Screen, Speakers and Stand (Full HD)	€475.00 (show rental)	
	47" 3D LCD Screen, Speakers and Stand (Full HD)	€280.00 (show rental)	
	46" LCD Screen, Speakers and Stand (Full HD)	€215.00 (show rental)	
	40" LCD Screen, Speakers and Stand (Full HD)	€160.00 (show rental)	
	PC Laptop with Windows XP, Office	€195.00 (show rental)	
	Bluray / DVD Player	€30.00 (show rental)	
	2 x Speaker PA System and Headset Microphone	€195.00 (show rental)	
Total Cost of Hire (All prices include delivery, installation & collection excluding 23% VAT)			€

Do you require sound with the Plasma/LCD screen YES NO

What are you connecting to the Plasma/LCD screen PC Laptop Apple Mac Laptop DVD

Will the Plasma/LCD screen be fixed to the stand wall or free standing

Other audio-visual and lighting equipment available on request, please call +353 1 295 7213.

The Security of any installed audio-visual equipment is the responsibility of the stand holder. Please ensure you have adequate insurance to cover any losses. Payments are required in full before the hire period.

Company: _____	Address: _____

Contact: _____	Tel No: _____
Email: _____	VAT No: _____
Stand No: _____	Stand Name: _____
Contractor Name & Number _____	
On-site Client Name: _____	Mobile: _____

6 BOOKING FORMS

Deadline: 20th February 2015

6.8 FURNITURE HIRE & BESPOKE STAND BUILDERS



New Image
DESIGN & DISPLAYS
www.newimage.ie

Industry Leaders
in Stand Design & Build

- Exhibition Stands
- Portable Displays
- Graphics
- Trade Show Furniture and Lighting
- Project Management

0044 353 (0)86-2525001

Bracetown Business Park,
Clonee, Dublin 15

Deadline: 15th February 2014

Stand Fittings Rental Order Form 2014 (1 of 2) Email : mikej@newimage.ie

Prices exclude VAT @ 23%

Company: _____

Address: _____

Main Contact No.: _____

Client Contact Name: _____

Contact Mobile No: _____

Exhibition Title: _____

Hall No. _____

Stand No. _____

Exhibit Commencing: _____

Install Date: _____

No. of Days in Show: _____

		1 Metre Chrome Garment Rail €40.00	Qty Reqd: _____
		1m Glass Display Unit with white infill panels €180.00	Qty Reqd: _____
		6ft Rectangle Table €35.00	Qty Reqd: _____
		Double sided display unit with brushed Nyloop Panels €87.00	Qty Reqd: _____
		Literature Stand €55.00	Qty Reqd: _____
		PC Display Plinth with white infill panels €85.00	Qty Reqd: _____
		Product or Literature shelf (sloping or straight) €27.50	Qty Reqd: _____
		Storage Area with Drape €100.00	Qty Reqd: _____
		Swivelling Chrome Garment Rail €47.50	Qty Reqd: _____
		TV Plinth with white infill panels €90.00	Qty Reqd: _____

6 BOOKING FORMS

Deadline: 20th February 2015

6.8 FURNITURE HIRE & BESPOKE STAND BUILDERS



New Image
DESIGN & DISPLAYS
www.newimage.ie

Industry Leaders
in Stand Design & Build

- Exhibition Stands
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- Graphics
- Trade Show Furniture and Lighting
- Project Management

0044 353 (0)86-2525001

Bracetown Business Park,
Clonee, Dublin 15

Deadline: 15th February 2014

Stand Fittings Rental Order Form 2014 (2 of 2) Email : mikej@newimage.ie

Prices exclude VAT @ 23%

Company: _____

Address: _____

Main Contact No.: _____

Client Contact Name: _____

Contact Mobile No: _____

Exhibition Title: _____

Hall No. _____

Stand No. _____

Exhibit Commencing: _____

Install Date: _____

No. of Days in Show: _____

		Beech Chrome Chair €35.00	Qty Reqd:
		Beech High Table Set €110.00	Qty Reqd:
		Beech Set €110.00	Qty Reqd:
		Bistro Set €90.00	Qty Reqd:
		Chrome Swivel High Stool €35.00	Qty Reqd:
		Chrome Swivel High Stool €30.00	Qty Reqd:
		Chrome Upholstered Chairs €25.00	Qty Reqd:
		High Chrome Table €70.00	Qty Reqd:
		High Table Set - Two Chrome Swivel High Stools €105.00	Qty Reqd:
		Lounge Suite €225.00	Qty Reqd:
		Monza Table & Chair Set €85.00	Qty Reqd:
		Napoli Table & Chair Set €100.00	Qty Reqd:
		Roma Table & Chair Set €87.50	Qty Reqd:
		Table & Chair Set €100.00	Qty Reqd:
		Two Beech Chrome Chairs - Chrome Table Base €130.00	Qty Reqd:
		Two Bistro Chairs & Table €100.00	Qty Reqd:

6 BOOKING FORMS

Deadline: 20th February 2015

6.8A FURNITURE HIRE & BESPOKE STAND BUILDERS

New Image can provide you with a range of display services such as

» **Stand design and build**

› *from standard packages to innovative custom built stands.*

» **Graphics**

» **Furniture**

» **Point of Sale**

» **Portable Displays**

» **Audio/Visual**

› *Motion lighting, projection, large video displays*



- Exhibition Stands
- Portable Displays
- Graphics
- Trade Show Furniture and Lighting
- Project Management

**Industry Leaders
in Stand Design & Build**

Mobile: 00 353 (0) 86 2525001 Email: mikej@newimage.ie
Bracetown Business Park, Clonee, Dublin 15

6 BOOKING FORMS

Deadline: 20th February 2015

6.9 HEALTH & SAFETY DECLARATION FORM & INFORMATION - MANDATORY

SECTION 1	SECTION 2
<p>EXHIBITOR DETAILS</p> <p>Exhibitor Company Name:</p> <p>Telephone:</p> <p>Fax:</p> <p>E-mail:</p> <p>Person responsible for Health & Safety on the Stand during the Exhibition.</p> <p>Name:</p> <p>Position:</p> <p>Mobile No:</p> <p>Stand No:</p> <p>It is a condition of entry into Venue and any exhibition herein that every Exhibitor, Contractor, Sub-contractor, supplier and their Agents comply with the Health and Safety at Work Act 1974 and all other relevant legislation including Rules and Regulations associated with the Venue.</p> <p>The Exhibitor accepts that it is their legal and moral duty to ensure that their own and others Health and Safety is not endangered by their actions or inactions throughout build up / open and breakdown periods.</p> <p>We recognise that the Event Management / Venue reserve the right to issue a suspended action notice for contravention of the Health and Safety Rules & Regulations / or where the agents of the Venue consider that the Health, Safety or Welfare of personnel is at risk.</p> <p>Signed (most senior person responsible for safety matters)</p> <p>..... Date:</p> <p>Name:</p> <p>Position:</p> <p>Contact No:</p>	<p>FOR SPACE ONLY AND SELF-BUILD STANDS.</p> <p>If you have ordered Shell Scheme from the Organisers please tick here <input type="checkbox"/></p> <p>If you plan to build your own stand yourself without using a contracting company please tick here <input type="checkbox"/></p> <p>If you have instructed a contracting company to build your stand please complete the following details</p> <p>CONTRACTOR DETAILS</p> <p>It is the responsibility of the Exhibitor to ensure that anyone contracted to build their stand/exhibit is competent to do so. Please confirm that you have requested and inspected all relevant Health & Safety documentation prior to instructing your contractor to start work.</p> <p>Please tick accordingly ✓</p> <p><input type="checkbox"/> Insurance Details.</p> <p><input type="checkbox"/> Design Plans.</p> <p><input type="checkbox"/> Health & Safety Policy.</p> <p><input type="checkbox"/> Method Statements.</p> <p><input type="checkbox"/> Risk Assessments.</p> <p>Please send in 3 copies of the stand plan incl. all dimensions, materials, ground and elevation drawings.</p> <p>CONTRACTING COMPANY</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Telephone:</p> <p>Fax:</p> <p>E-mail:</p> <p>Person responsible for Health & Safety on the Stand during the Build and Breakdown period.</p> <p>Name:</p> <p>Position:</p> <p>Mobile No:</p> <p>Stand No:</p>

6 BOOKING FORMS

Deadline: 20th February 2015

6.9 HEALTH & SAFETY DECLARATION FORM & INFORMATION - MANDATORY

SECTION 3 - Risk Assessment Checklist	
<p>It is condition of entry that every exhibitor must complete a suitable and sufficient risk assessment in relation to their activities during the exhibition and document their findings. Please complete the following checklist and return it to Select Services.</p>	
<p>Please provide details about your exhibition stand, nature of business or activity. If you have any live demonstrations or treatments involving visitors, staff or professional models, etc., please circle YES or NO and then enter the relevant details.</p> <p>Exhibitor Company Name Stand No.</p>	
<p>Semi Permanent Make Up / Tattooing</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>	<p><u>Risk Reduction Control Measures</u></p>
<p>Body Piercing</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>	<p><u>Risk Reduction Control Measures</u></p>
<p>Tooth Jewellery</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>	<p><u>Risk Reduction Control Measures</u></p>
<p>Dermal Fillers</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>	<p><u>Risk Reduction Control Measures</u></p>
<p>Self Tanning</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>	<p><u>Risk Reduction Control Measures</u></p>
<p>Teeth Whitening</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>	<p><u>Risk Reduction Control Measures</u></p>

6 BOOKING FORMS

Deadline: 20th February 2015

6.9 HEALTH & SAFETY DECLARATION FORM & INFORMATION - MANDATORY

Exhibitor Company Name		Stand No.	
<p>Message</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>		<p><u>Risk Reduction Control Measures</u></p>	
<p>Other - please state</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>		<p><u>Risk Reduction Control Measures</u></p>	
<p>Is your exhibition stand involved in an activity, demonstration or treatment etc. that is likely to affect the free flow of visitors in the dedicated gangways?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>		<p><u>Risk Reduction Control Measures</u></p>	
<p>Have you allowed for all of your stock, exhibits and demonstrations to remain within the confines of your allocated stand space?</p> <p>YES / NO</p> <p>Please provide information detailing your control measures to eliminate or reduce the risk of injury to participants.</p>		<p><u>Risk Reduction Control Measures</u></p>	
<p>Does your stand have any items of specific risk? Such as:</p> <p>Naked Flames? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Hot Surfaces? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Flammable Oils, Liquids or Gases? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Compressed Gases/Acetylene/LPG? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Pyrotechnics? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Excessive noise? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Strobe lighting? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Smoke effects? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Motor Vehicles or fumes? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Hazardous Working Machinery? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Trailing Cables? YES <input type="checkbox"/> NO <input type="checkbox"/></p>		<p><u>Risk Reduction Control Measures</u></p>	
<p>Should your stand involve any additional hazards not listed above, please complete an additional risk assessment and inform Select Services. It is condition of entry to the exhibition that this form is completed, signed and dated and then returned to Select Services before your stand will be authorised to operate/open.</p>			
<p>Person responsible for Exhibition Health & Safety</p> <p>Name Dated</p>			

6 BOOKING FORMS

Deadline: 20th February 2015

6.10 INSURANCE



BALENS

2 Nimrod House, Sandy's Road, Malvern, Worcs, WR14 1JJ

Tel: 01684 – 580793 Fax: 01684 – 891361

Web: www.balens.co.uk Email: josh@balens.co.uk

IRISH BEAUTY SHOW 2015 - EXHIBITOR'S INSURANCE

If you require **Public & Products Liability** cover for the 2015 Irish Beauty Show, please complete this form and return it to Balens at the above address, fax or email address.

Balens have chosen **Hiscox** as the insurer for this policy. Balens have designed an exclusive policy wording with them. They are a diversified global insurer and financially secure.

The policy will provide a Limit of Indemnity of €6,500,000

Premium: €75.00 including 5% Irish Levy & €10 Admin & Documentation Fee

Total Premium: €89.00

NAME OF COMPANY: _____

TRADE: _____

CONTACT NAME: _____

STAND NUMBER: _____

ADDRESS: _____

TEL: _____ MOBILE: _____

EMAIL: _____ FAX: _____

I confirm the above information is correct and I would like to proceed with Public & Products Liability Insurance from Balens, for the 8th & 9th March 2015 inclusive.

Signed: _____ Date: _____

Position (if on behalf of a Company): _____

Payment can be made by cheque payable to Balens Ltd or by card over the phone.
Balens will contact you on receipt of this form to discuss payment

"We care for the carers"

Established 1950, Authorised and Regulated by the Financial Conduct Authority for business transacted in the UK.
Member of the Institute of Insurance Brokers.

Balens Ltd. trading as Balens, registered in England & Wales No. 4931050

6 BOOKING FORMS

Deadline: 20th February 2015

6.11 TELECOMMUNICATIONS

Telecommunications Order Form

Ablecom Ltd
Unit C2, Nutgrove Office Park, Rathfarnham, Dublin 14
Tel +353 1 2963738, Email; carla@ablecom.ie

Name: _____
Address: _____

Email: _____
Phone: _____ Mobile: _____
Contact name: _____ Stand No: _____
Event : _____ Date of Event : _____

	Cost	No Required	Sub Total	Vat @ 23%	Total inc. VAT
Analogue line (phone, credit card)	€130.00				
DSL Broadband (cabled connection to stand)	€250.00				
Free Wifi available* (up to 1mb allowing internet browsing, emails etc.)	FREE				
Premium Wifi (2 Days usage for clients who need a faster service - 3mb to 5mb up and down)	€75.00				

*Access to this service requires the completion of a simple registration page including the acceptance terms & conditions. This is free service and is unsupported.

Ethernet is 10/100 standard RJ 45 plug. Network card not provided.

Where DSL is required for more than 1 PC please phone to discuss.

Customer has responsibility to ensure computer is network compliant & virus free.

Bookings should be made 2 weeks in advance and are subject to availability.

Payment must be made prior to installation either by Credit Card or by Cheque made payable to Ablecom Ltd

Call charges: analogue line, will be invoiced after event & are calculated at basic rate.

Ablecom Ltd wishes to advise users that inappropriate use of these facilities may result in withdrawal, civil and criminal penalties.

While every effort is made to provide continuity of service during show, in the event of service not being available, the limit of our liability will be equal to the amount paid.

6 BOOKING FORMS

Deadline: 20th February 2015

6.12 TRANSPORTATION



MAURICE WARD & Co. Ltd

Global Freight Forwarding Offices at Dublin • Shannon
London • Frankfurt • Vienna • Prague • Bratislava • Budapest

Unit 10 Swords Business Park, Swords, Co. Dublin, Ireland
Tel.: +353 1 840 90 99
Fax: +353 1 840 92 38
Internet: www.mauriceward.com
E-mail: balazs.bekes@mauriceward.com

Freight Forwarding Requirements

Event: **Irish Beauty Show, Dublin**

Company Name:.....
Company Address:.....
Contact Person:.....
Phone Number:.....
Fax Number:.....
E-mail Address:.....

Freight Requirements:

Transporting from:

Country:.....
Town:.....
Post Code:.....

Shipment details:

Number of pallets:.....

Dimensions:

Length:.....	Width:.....	Height:.....	Weight.....
Length:.....	Width:.....	Height:.....	Weight.....
Length:.....	Width:.....	Height:.....	Weight.....
Length:.....	Width:.....	Height:.....	Weight.....
Length:.....	Width:.....	Height:.....	Weight.....

Description of goods:.....

Special requirements:.....

Please complete the above and send it back to us and we will get back to you as soon as possible.

Directors: M. Ward, J. Ward, John Ward (B.Sc.Mgmt), M.Ward Jr.
Private Limited Company. Registered in Dublin No. 39204. Registered Office as above.
Established 1968. All goods are carried in accordance with Institute of Freight Forwarders of Ireland
1989 conditions of carriage, a copy of which is available on request.

6 BOOKING FORMS

Deadline: 20th February 2015

6.13 VISITOR DATA CAPTURE

VISITOR DATA CAPTURE

BARCODE SCANNER ORDER FORM – To order online please go to: http://www.eventdata.co.uk/Scanners/IrishBeauty.aspx or http://www.eventdata.co.uk/Scanners/Euro/IrishBeauty.aspx	Return by:	20 th February 2015
--	------------	--------------------------------



Show Data Systems Ltd
 The Thames Wing
 Howbery Park
 Wallingford
 OX10 8FD UK

Contact: (for order queries)
 Rachel Parks - 01865 893569
 rachel@showdata.com
 (for data queries)
 Laura Burchell -01865 893567
 laura@showdata.com
Fax: 44 (0) 845 108 5398
Vat No: 123 3979 09

Exhibition	Irish Beauty		
Company Name		Stand No	
Contact name		P/O No (if applicable)	
Email address (for data)			
Email (for invoice if different)			
Invoice Address			
Stand Rep (if different from above)		Tel No	

Description	Cost Excluding VAT	No Required	Total in £ / € excluding VAT
Standard Service (1 scanner, data emailed post event)	£110 \ €130.00	1	£110 \ €130.00
Additional Scanners (each)	£40 \ €40.00		
USB stick with data	£10 \ €10.00		
Print out of leads on request	£10 \ €10.00		
If an EU business (non UK) with an EU VAT number Please supply your VAT number _____			
If a UK based business or EU business without a VAT number add VAT @ 20% to your total		Add VAT @ 20%	
		Grand Total	
If an EU business (non UK) with an EU VAT number do not add VAT		Grand Total	

PAYMENT BY BANK TRANSFER

<i>Account Name</i>	Show Data Systems Ltd	<i>Account No</i>	06705462
<i>Name of Bank</i>	Bank of Scotland	<i>Sort Code</i>	12 24 81
<i>Address</i>	Princes House	<i>SWIFT BIC</i>	BOFSGBS1BBL
	50 West Campbell Street Glasgow G2 7BP UK	<i>IBAN Number</i>	GB74 BOFS 1224 8106 7054 62

A receipted invoice will be sent after payment is received.

General Information, Terms and Disclaimer

1. Payment must accompany your order and a receipted invoice will be sent. Payment must be received prior to the event. No data will be despatched until payment has been received.
2. A cancellation charge of £40 / €35+VAT (if applicable) will be levied for orders cancelled up to 2 weeks prior to the event, thereafter no refunds available.
3. The stand representative should collect the scanner(s) during the afternoon of the last day of build up from the visitor registration area. All scanners not returned within half an hour of the show closing will be considered lost.
4. A charge of £300 / €315+VAT (if applicable) will be made for any scanner not returned, or returned in a damaged condition.
5. Show Data Systems cannot be held responsible for data loss in the unlikely event of hardware failure.
6. Show Data Systems can only supply as much information as supplied by the visitor when they registered or as supplied by the organisers of the event. We cannot guarantee that visitors will provide full and accurate data.
7. In the event that data is unavailable at the close of show, you will be informed and it will be forwarded as soon as it is complete.

6 BOOKING FORMS

Deadline: 20th February 2015

6.14 PRINT & DESIGN ORDER FORM

Xtreme Signs and Graphics Ltd.

Tradeshow Print & Design Specialists

Unit 20, Oakroad Business Park, Nangor Road, Dublin 12

Tel: 01 458 4370 Fax: 01 458 4371 Email: info@etagsigns.ie Web: www.etagsigns.ie

PRINT & DESIGN ORDER FORM

The Irish Beauty Show
8th & 9th March 2015
RDS Dublin

Return Latest By
20th February 2015
Late orders will be subject to a surcharge

ALL OTHER PRINT & DESIGN JOBS COVERED - WE ALSO DO CUSTOM BUILD STANDS

Quantity	Description	Price	Total Price
	Shell Unit Panel	€ 50.00	
	Shell Unit Panel Design	€ 20.00	
	Shell Unit Panel Installation	€ 8.00	
	Shell Unit Panel Removal	€ 8.00	
	Pull Up 2060mm x 850mm	€ 65.00	
	Pull Up 2060mm x 850mm Design	€ 30.00	
	Pull Up 2000mm x 2000mm	€ 500.00	
	Pull Up 2000mm x 2000mm Design	€ 30.00	
	Pop Up 2150mm x 2310mm	€ 1,000.00	
	Pop Up 2150mm x 2310mm Design	€ 50.00	
	Promo Counter and Carry Bag (3 panels printed)	€ 500.00	
	Promo Counter Design	€ 40.00	
	Business Cards (500)	€ 65.00	
	Business Cards Design	€ 20.00	
	Business Cards Counter Stand Holder	€ 3.00	
	Leaflet A5 Double Side (5000)	€ 147.00	
	Leaflet A5 Double Side Design	€ 30.00	
	Leaflet A5 Counter Stand Holder	€ 7.00	
	Brochure A4 250gms Gloss 4page (1000)	€ 300.00	
	Brochure A4 250gms Gloss 4page Design	€ 65.00	
	Brochure A4 Counter Stand Holder	€ 10.00	
	*Design prices does not include the purchasing of images and royalties		
*	Supplied Artwork must be in the correct print format	Total:	€
*	Please Contact us for all print and design specifications	Plus VAT 23%	€
*	Please Contact us for our Bank Details	Total Cost	€

Company Name _____

Address _____

Email: _____ Tel: _____

Stand Number _____

Date _____

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RDS, DUBLIN 8-9 MARCH 2015

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