



















### Other Car Parks in the Vicinity:

If the public car park below The CCD is full, other options in the area:

- [National College of Ireland](#) (5 mins walk)  
Entrance via Lower Mayor Street
- [Point Village Parking](#) (12 mins walk)  
Entrance from Sheriff St Upper

### PARKING - HGVS, LONG WHEEL-BASE, TRANSITS, SPRINTERS

No on-site parking is provided for HGVs, long wheel-base, transits and sprinters. In order to maintain a free flow of access into and out of the service bays and the East Access Road, HGVs etc... arriving on site will be subjected to the pre-determined timeframe for unloading and re-loading. Should your delivery require this access, please contact [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) to book accordingly. **No deliveries that require unloading at the bay will be accepted unless pre-scheduled.**

Any contractor operating outside of their allotted time slot will be asked to move their vehicle. There is a public waiting area located in the Topaz Service Station, close to Dublin Port, on Promenade Road, which is perfect for HGVs and long wheel-base vehicles. Note that a separate charge for this applies. Please also note the HGV 5-axle ban in force throughout Dublin City Centre, by checking the Restriction Zone Map on the [www.hgv.ie](http://www.hgv.ie) website to plan your access point and route beforehand.

### DELIVERIES / ONSITE HANDLING AGENTS

The Convention Centre Dublin (Congress Venue) does not accept deliveries in advance of the first build up day (Tuesday, 25<sup>th</sup> April). In order to avoid waiting time and problems accessing your goods, we have provided an official courier and international logistics firm – Interflow Logistics, for arranging and providing advance cargo receiving warehouse facilities. All goods can be consolidated at this point and transferred to the stand.

**The CCD does not provide storage facilities for exhibitors.** The storing of any packaging, literature etc. to the side or behind stands is also forbidden, as this creates a fire risk to the venue. Please contact our

official forwarder and handling agent Interflow Logistics for handling and storage solutions.

The Organisers of AEPC 2023 have appointed Interflow Logistics as official international forwarder, customs broker and on-site handling agent. For deliveries in advance or shipments with courier service or freight forwarder please use our international freight forwarder agent/on-site handling agent Interflow Logistics.

### Official approved Shipping & Handling Agents

Interflow Logistics Ltd.



Anderson Marisa  
[anderson.marisa@interflow.ie](mailto:anderson.marisa@interflow.ie) +353 (0)87 2388185  
 Niall Thompson  
[niall@interflow.ie](mailto:niall@interflow.ie) +353 (0)86 3805000  
 Always quote: AEPC 2023 / CCD

[www.interflow.ie](http://www.interflow.ie)

The conference office recommends you use the central agent who will manage and deliver your goods direct to your stand on the set up day.

### Other delivery methods:

Deliveries and collections may only be made during contracted exhibition tenancy times. Due to limited storage space, deliveries arriving outside tenancy will be turned away and asked to return at the appropriate time. The Convention Centre and the exhibition organiser will not be responsible for accepting deliveries on an exhibitor's behalf. Please ensure a stand representative is available to receive and sign for each on-site delivery. When arranging deliveries please ensure the delivery is marked using the following delivery labels:

[Deliveries, click here to download the label](#)

**Delivery Window for direct shipping of goods:  
 Wednesday, 26 April , 09:00 – 15:00.**

Exhibitors should provide sufficient staff, and where possible, bring goods trolleys to move goods from their vehicles to stands. During the show, we will not permit

exhibition materials to be stored to the side or behind exhibition stands.

Arrangements must be made for the collection of goods before the final close of the exhibition on Saturday 29<sup>th</sup> April by 18:00. Unaccompanied goods must not be left for collection in the exhibition hall. We will not be responsible for materials left behind following an exhibition and reserve the right to dispose of any materials without compensation to the owner.

Large deliveries cannot be accepted through the front of the building – handheld box-sized deliveries only will be accepted through this entrance/exit. In addition, nothing can be transported via the escalators without prior approval as this is the only access to those areas for set up.

### **BUILDING LIFTS**

#### **Truck Lift:**

The main exhibition zone is located in the Liffey Hall B, first floor of the Convention Centre.

If you require access to the truck or van lift, please advise Kasia Mahony at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) by 20<sup>th</sup> March 2023.

The weight limit of The CCD's truck lift is 25,000kg. The Truck Lift can accommodate a trailer size of maximum 13,600mm long x 2500mm wide x 4000mm high or, 2 x vans of maximum 7345mm long x 2360mm wide x 3055mm high. The maximum dimensions of the truck lift entrance and exit are 3900mm wide x 3200mm high.

#### **Van Lift**

The weight limit for The CCD's van lift is 6,000kg. The Van Lift can accommodate a vehicle of maximum 2360mm wide x 7345mm deep x 3055mm high. The maximum dimensions of the Van Lift entrance and exit are 2900mm wide x 3200mm high.

**ALL Exhibitors will be assigned specific load-in and load-out times for stands where a third-party company are constructing your stand within your**

**booked exhibitor space or you are shipping display materials directly to and from the venue.**

**These times will be strictly implemented by the traffic marshals and delivery office.** All deliveries should be directed to the relevant goods entrance, where they should be unloaded as quickly as possible and then the vehicle immediately removed from the loading area, and taken off site. Due to the operational constraints of the event, a time allocation will be enforced in order to make space for other vehicles. If you do not adhere to this your exhibition build may be suspended with no compensation provided.

Any vehicle arriving outside an allotted time will be asked to depart and return at their scheduled time. Similarly, during the exhibition breakdown, we will not permit access to any stand contractor for at least 1 hour after the closing time of the exhibition. This is to allow exhibitors sufficient time to break down and pack up their stand.

Note that if your goods are small trolley / hand transport items, and transported by car, you can park in the car park below and take the passenger lift accordingly.

#### **Passenger Lifts:**

There are also 2 smaller passenger lifts available, with a maximum of 1,600Kg capacity in each, for transporting smaller boxes and handheld items only. We do not permit the transport of any items on our escalators without prior approval.

### **FORKLIFT SERVICE**

Please contact [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) by 20 March 2023, if you require a forklift hire service.

A forklift or both forklift and driver can be hired with prices on application. Where the forklift is hired without a CCD driver, the hirer must provide evidence that their driver has the necessary competency certificate and insurance before the forklift is released for hire. The hirer must also provide a "spotter" to work alongside the forklift driver at all times.

## EXHIBITION STAND KIT-OUT & ACTIVITIES

All exhibitors should be at their booth 30 minutes before the official opening hour.

### ACCESS

We ensure all visitors are given the same opportunities as able-bodied visitors. Exhibitors should ensure their stands allow unrestricted access for disabled visitors. We welcome assistance dogs when aiding visually or hearing impaired visitors. Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand.

### AUDIO-VISUAL, COMPUTER AND OFFICE EQUIPMENT RENTAL

To order any equipment please visit [the official online booking portal](#). The hire of screens, laptops, DVD players are provided for.

### BALLOONS, DRONES, AIRSHIPS AND BLIMPS

The use of balloons, drones, airships and blimps within the Venue is strictly regulated. Please note that if you do wish to have balloons at your stand, and if any balloons escape to the roof, there could be a cost in retrieving them.

### BUSINESS CENTRE

There is no business centre on-site for large-scale printing. However, Snap Printing on Mayor Street, just five minutes' walk from the conference venue, offers full printing and design services for printing documents or creating posters.

### CARPETS

There are red and green carpet tiles throughout the exhibition halls. Please note that all exhibitors and contractors should only use B3/A5 Exhibition Tape when fixing anything to carpets and ensure it is lifted and removed at the end of the show. Exhibitors who leave tape on the floor at the end of an event will be subject to a dilapidation charge of at least €20.00 per linear metre, depending on the amount of damage. Carpet tiles damaged as a result of stand materials or the building and removal of stands will be charged €50.00 per carpet tile. Please be aware that carpet brought in to furnish exhibition stands becomes waste

after the exhibition and must be removed and disposed of by the stand contractor. Exhibitors wishing to build a space-only stand with secondary flooring must lay hardboard over the affected area of carpet before laying the secondary flooring. Exhibitors who wish to install additional exhibitor carpeting should book through [the official portal](#).

### CCD HOSPITALITY (CATERING)

All food and beverage consumed on The CCD premises must be purchased through The Convention Centre Dublin Hospitality department. To order a catering for your stand, please contact Muzaffer Komek at [mkomek@kenes.com](mailto:mkomek@kenes.com).

The Convention Centre Dublin does understand the need to provide samples of food and drink products when demonstrating at the exhibition. The CCD's approval is required in writing for such activities. If permission is granted, the exhibitor will be advised of rules and regulations which apply to providing food and of the facility fee incurred.

Food sampling must be carried out in such a way that consumers do not touch food that other people will eat; cross-contamination cannot occur. – [See the risk assessment form for further details](#).

Representatives of The CCD's Health and Safety team will monitor compliance with any relevant legislation.

Please note that samples should be no more than:

Beer/Cider/Larger	100ml
Wine	50ml
Spirits	5ml
Soft Drinks	100ml
Food Items	2 Bite-size portions

### CLEANING

General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. This service is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day in the designated zone, for collection and recycling. It is the responsibility of each exhibitor to ensure their stand is clean and tidy.

We are not responsible for cleaning exhibits, unless pre-ordered. Please be aware that, with the exception of recyclable paper, cardboard and food and beverage packaging materials (except polystyrene), all exhibitors are required to dispose of their own rubbish. This includes wooden pallets, unwanted stand building materials, unwanted carpet and associated flooring materials. Costs for proper disposal will be re-charged where materials are left behind.

If you need to dispose of a lot of materials at the end of the exhibition, or your waste is of an industrial/medical nature, please contact Kasia Mahony at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) and a skip or appropriate safe disposal can be arranged by quotation.

#### COMPRESSED GASES-

Must include as part of risk assessment

1. Details of any proposed use of compressed gas must be submitted to the venue no later than 30 days prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.
2. No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.
3. Flammable gases must comply with the Non-Domestic Gas Installation Standard and Part 8: Explosive Atmospheres at Places of Work of the Safety, Health and Safety at Work (General Application) Regulations 2007 and Dangerous Substances Regulations.
4. Suitable warning notices shall be provided where appropriate, drawing attention to the flammable nature of the materials.
5. Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand.
6. All such materials in excess of the requirements for one day's exhibition shall be stored away from the stand in a properly constructed flammable materials store.
7. All connections must be made by a Registered Gas Installer with RGII in conformance with Irish Installation Standards (I.S. 813 or I.S. 820).

8. Cylinders and other vessels shall not be connected or disconnected during the time that an exhibition is open to visitors.
9. Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349: 1973, 'Identification of Contents of Industrial Gas Cylinders'.
10. Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.
11. Where such vessels are used, a certificate in respect of a recent pressure test of each vessel shall be available for inspection.

#### DEMONSTRATIONS/MUSIC ON STANDS

Please contact [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) at least 40 days before the exhibition if you wish to hold live demonstrations/music on your stand which may intrude on other exhibitor's activities. This includes loud electrical appliances or displays requiring the use of heat, naked lights, lamps or gas. Should you undertake activities deemed to be intrusive by the exhibition organisers, you will be requested to cease such activity accordingly. Should your exhibition booth display require the use of background music or video, you will be instructed to the top volume level at which your device may operate.

#### **Music:**

Please refer to the Irish Music Rights Organisation website regarding the playing of music in a public domain and associated copyright legislation [www.imro.ie](http://www.imro.ie). Playing music on stands is only permitted with the prior approval of the exhibition organiser and should not disturb other exhibitors. The CCD and event organisers reserve the right to test the noise levels if it believes there is a need to and, to terminate the activity if necessary.

#### **Microphones:**

Microphone usage is only permitted with the prior approval of the exhibition organiser and should not disturb other exhibitors. The CCD and organisers reserve the right to test the noise levels if it believes

there is a need to and, to terminate the activity if necessary.

#### Public Address System:

Please be aware that announcements will be made throughout the build and breakdown process to inform exhibitors and contractors of key information regarding inspections and opening times etc. Unfortunately, this public address system is not available to exhibitors.

#### FURNITURE

Furniture is available to hire at an additional cost. For further details visit [the official booking portal](#).

#### HEIGHT LIMIT AND COMPLEX STRUCTURES

All exhibitors who have booked a shell scheme package must ensure all stand promotional items, activities, furniture, banners and signage must remain within the designated space both vertical and the permitted floor space.

If a stand is not constructed from shell scheme provided by the exhibition organisers, it is the responsibility of the stand designer to submit plans to the exhibition manager for approval. **Please forward any plans to Kasia Mahony at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) by 6 March.**

#### Submission Procedures:

Permission to build any complex structure will not be given until the Event or Technical Production Manager has received two copies of the following:

##### 1. Detailed, scaled drawings showing:

- Plan view of each storey of the stand
- Sections through each storey of the stand
- Elevations, including full steelwork and staircase details
- Width position of gangways within the stand
- Floor and/or floor loadings
- Specifications of materials used

##### 2. Structural calculations

##### 3. Risk Assessment (to include fire hazards) and method statement

#### Complex Structures:

If the structure is deemed to be a complex structure by the Organisers and the CCD, they will appoint an independent structural engineer who will confirm the design is safe for its purpose and issue a design certificate to Dublin City Council. A construction certificate will also need to be completed and submitted by the independent structural engineer to Dublin City Council once the structure has been built.

If any complex structure is modified after submission of the above information, plans must be re-submitted to the venue with details of all modifications, so this can be approved by the independent structural engineer and submitted to Dublin City Council. **Final approved submissions must be received 7 weeks before exhibition build commences.**

Please note, there is a cost to engage the independent structural engineer and payment is made on submission. Please contact Kasia Mahony at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie)

#### Examples of Complex Structures

- Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from the hall floor)
- Any structure regardless of its height which requires structural calculations
- Any part of a stand or exhibit which exceeds 4 metres
- Multi-storey stands
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer
- Temporary raised or tiered seating
- A stand requiring foundations
- Sound/lighting towers

#### Onsite Management of Construction:

All construction must be monitored during build up by the organisers appointed Health and Safety Representative. Structures which appear to be complex, which have not been submitted for approval,

will be challenged and construction may be stopped until satisfactory information and certification has been received.

The Venue reserves the right to monitor all construction activity and to challenge risk assessments and the methods used.

### HOSTS

Additional exhibitor hosts are available to book through the conference office should you require. Please contact Kasia Mahony at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie) for further information.

### INTERNET AND WI-FI ACCESS

There is a public WI-FI service in the building. Due to the volume of delegates expected, should you require a dedicated connection for your exhibition stand, please contact us for options at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie). Deadline to book is 31 March 2023.

### POWER

All shell scheme stands include One No. 13amp double socket per booth. For all space – only stands and where additional power is required, this can be booked through our [online booking portal](#).

All stand power requirements should be confirmed 8 weeks before the exhibition build date. When placing your order please confirm any requirements for a 24-hour power supply as this is additional. Additional power cannot be provided once the stand has been built. Final deadline for ordering 8 March 2023.

### SECURITY

Stewarding will be provided throughout the exhibition halls on event open days. However, each exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please contact us if you wish to arrange additional security cover for your stand. In the unlikely event of theft, please report the incident to exhibition organisers immediately. All exhibitors are required to have sufficient insurance to cover damage, loss or theft of all items as part of their

exhibition. Please note the exhibition hall will be locked each evening.

### STORAGE

We do not provide storage facilities for exhibitors. Storing of packaging and literature to the side or behind stands is forbidden as it creates a fire risk. Please see shipping for more information on our on-site handling agent. Any additional furniture as storage cabinets can be ordered as an extra item through [the official portal](#).

### TROLLEYS

Exhibitors should bring trolleys to transport goods from their vehicles to stands. The CCD will not provide these on-site.

### VAT REFUNDS

Companies that do business abroad can get foreign VAT refunds on a range of business expenses. Where applicable your organisation will have been issued a VAT statement invoice accordingly.

### VEHICLE DISPLAYS

We have strict regulations concerning the display of motor vehicles on exhibition stands. Please contact us if you wish to display a vehicle.

### WATER SUPPLY

The CCD does not offer water or waste supplies directly to exhibition stands.

## **DAMAGE AND LOSS**

The CCD and exhibition organisers accept no responsibility for damage or loss of materials introduced into the venue by exhibitors and/or their contractors. You should take every step to ensure the security of your stand and the items contained within, **with the recommendation that insurance be undertaken where applicable.**

### DILAPIDATIONS

A pre-event dilapidation inspection will take place before the exhibition build commences. This will

identify any damage to the exhibition hall already in place. The hall will be monitored during build up, open dates and break down. It is important to note that you will be charged for making good any damage to the hall or stand area, including the floor, caused by your staff or contractors. Tape used to secure flooring must be removed at the end of the exhibition (B3/A5 exhibition tape). All stands must be entirely self-supporting; under no circumstances should anything be attached to the fabric of the venue. Nails and screws must not be used in the floors or the walls of the venue, nor must anything be attached to roof bars or trusses. Once the exhibition breakdown is complete, a final dilapidation inspection will take place. Please note that items stuck to the fabrication of the building in any area will not be tolerated and will be removed immediately and charges applied accordingly.

All fixings or attachments to, or penetration of, the fabric, structure or floors on The CCD's premises shall be carried out by The CCD appointed staff at the expense of the exhibitor requiring the service. In order to enquire about this service please contact Kasia Mahony at [kasia@keynotepco.ie](mailto:kasia@keynotepco.ie)

## FIRE / HEALTH & SAFETY

### EVACUATION PROCEDURES

If it is necessary to evacuate the building, you will hear a public address evacuation announcement. In the event of evacuation, please follow directions from our Hosts in grey/purple themed uniforms and Fire Marshals in hi-vis jackets. You will be directed to the assembly point. Please take extra care when crossing the road and use the pedestrian crossing where possible. More information is available in the Exhibitor Safety Handout.

### FABRICS

Please ensure all furniture and fabrics have relevant fire proofing solutions and comply with the Code of Practice legislation for Fire Safety of Furnishings and Fittings in Large Places of Assembly. If necessary, additional controls, such as fire extinguishers, will be required on site during the exhibition. It is the exhibitor's responsibility to provide this equipment.

Further information can be found on the fire and emergency services section of the website.

<http://www.housing.gov.ie/sites/default/files/migrated-files/en/Publications/Community/FireandEmergencyServices/FileDownload%2C818%2Cen.pdf>

All materials used in the construction of stands, features and displays, including signs and fascia's shall be:

- Non-combustible, inherently non-flammable or durably flameproof, in accordance with BS476-Part 7.
- Water based, where applicable, e.g. adhesives and paint.

### FIRE EXTINGUISHERS

The CCD will provide an appropriate level of fire extinguishers to cover the building and catering points within the event. If there is an additional requirement for fire-fighting equipment on your stand, as identified in your fire risk assessment, e.g. cooking demonstrations on stands, it is the exhibitor's responsibility to provide same.

### GANGWAYS AND AISLES

Under no circumstances should exhibition stands, materials or furniture encroach into the aisles and gangways. These aisles are pre-determined and act as a means of escape in the event of an emergency.

Fire exits should be kept free of obstruction at all times including build up and breakdown. This includes vehicle entry doors, main entrances to the exhibition halls, foyer exits, and conference room exits.

### HEALTH AND SAFETY

When in The CCD, all exhibitors and their contractors must comply with the Safety, Health and Welfare at Work Act 2005, all other relevant legislation and our Health and Safety Policies and Procedures.

It is the responsibility of venue and organisers to ensure the following actions are brought to the exhibitors and contractors attention. This includes but is not limited to:

- The need to maintain emergency exits and keep all gangways clear (through build, open and breakdown of the exhibition space).

- Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building.
- Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
- Ladders, mobile scaffold towers and cherry pickers must be used in a safe manner, using suitable equipment in the approved way, e.g. safety harness to be worn when operating MEWP's.
- The consumption of alcohol is not permitted on the exhibition floor during the build and breakdown periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
- Borrowing tools, ladders, forklifts or cherry pickers from The CCD is not permitted.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. All such equipment must have up to date evidence of PAT testing. Trailing power leads must be kept to a minimum and not across gangways. Petrol and diesel powered equipment must not be used within the venue.
- Exhibitors of space-only stands/Free-builds will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate footwear and hard hats (where applicable) whilst in the Exhibition Halls during event build-up and break-down periods.

**Please be aware that the wearing of hard hats will only be required in defined hard hat areas.**

This requirement will be clearly displayed at various access points in and around the Venue and will be strictly enforced.

For further assistance with the completion of Safety Statements and Risk Assessments, please visit:

[http://www.hsa.ie/eng/Topics/Managing\\_Health\\_and\\_Safety/Safety\\_Statement\\_and\\_Risk\\_Assessment/](http://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety_Statement_and_Risk_Assessment/)

### SMOKING AND ALCOHOL

In accordance with the Public Health (Tobacco) Act, 2002, it is an offence to smoke in any enclosed workplace in Ireland. If exhibitors or contractors wish to smoke they may do so outside the venue in

**designated** venue smoking areas. Any contractor suspected of being under the influence of alcohol, during build or breakdown periods, will be asked to cease working on site for safety reasons and will be removed from the venue.

### CHILDREN ONSITE

For Health and Safety and legal reasons, children, under the age of 16, are not allowed on site during all activities of the AEPC 2023 exhibition build and breakdown.

### MEDICAL EMERGENCIES/MEDICAL ASSISTANCE

If you require First Aid Assistance please contact a member of The CCD Team or The CCD Security Team who will dispatch a qualified Occupational First Aider to deal with the incident. Emergency Services can be contacted on 999 or 112.

Additionally there are a number of medical centres in close proximity to The CCD.

#### **Custom House Square Medical Centre**

2 Gandon House, Mayor Street Lower  
 IFSC, Dublin 1  
 Tel: +353-1-8290902 <http://www.custommedical.ie/>