

Deliveries

Deliveries should be addressed as follows:

University College Dublin – O’Reilly Hall /UCD University Club Delivery Address:

UCD University Club / O’Reilly Hall
University College Dublin
Belfield Campus
Dublin 4

University College Dublin – O’Reilly Hall /UCD University Club Contact Details

Name: Fiona Rodgers
Email: Fiona.rodgers@ucd.ie
Tel: +353 1 716 2827

Title of event: **euspen**
Exhibiting Company Name:
Date of event:
Booth No:
Exhibitor Organiser/Contact No:
Box (number) of (total number)

Please note that the venue will only accept deliveries on Monday 10 June between 7.00-15.00.

Ensure your booth has been set-up by 17:00 on Monday 10 June as we will be hosting the Welcome Reception inside the room.

Delivery Compound – UCD University Club (loading point)



Galaxy A52s 5G

View from O'Reilly Hall level: hydraulic lift access available (access straight into Main Hall area) (maximum weight restriction 1000kgs)



View from lift to the O'Reilly Hall / University Club



Shipping:

We don't have a shipping agent this year. Exhibitors will have to arrange shipping with their own supplier.

Exhibitor Booths:

The exhibitor contractor will be erecting the exhibition area on the morning of Monday 10 June 2024. All booths will include the following items, unless you have advised otherwise on your exhibitor confirmation form:

- Stand Walls
- Fascia Nameboard
- 2 Spotlights
- 3-way power socket
- Furniture
 - 1 rectangular table with a cover
 - 2 chairs

Further furniture and printing

This can be organised and paid for directly with Haughton Exhibitions. Use this link from their website: <https://haughtonexhibitions.ie/events/> (click on our euspen Dublin logo)

Setting up and Dismantling:

Exhibitors are solely responsible for loading, unloading, handling and assembling their exhibits. Please adhere to the following schedule for setting up and breaking down.

SCHEDULE – (AS OF 27 FEBRUARY 2024)	
Monday 10 June 2024	Access <u>only</u> for stand constructor
Monday 10 June 2024	SET-UP – Exhibitors will be permitted access to set-up their booths from 12:00 (midday) Early Registration: 14:00 – 16:00
Tuesday 11 June 2024	Registration Desk: 08:00 – 09:00
Thursday 13 June 2024	DISMANTLING – After the final coffee break at approximately 15:15
Thursday 13 June 2024	COLLECTION – All items to be collected by 18:00

Once the conference has ended exhibitors will be required to:

- Pack up all materials and label boxes/containers correctly.
- Take all materials to area provided these items are awaiting collection.

Lifting equipment

A pallet Truck will be available via Exhibition Supplier between 0700- 1500. You must confirm with **euspen** if you require the use of this equipment.

Storage (only during the event):

Exhibitors cannot leave boxes, containers or packing material in the exhibition display area during the conference. All boxes and packing material must be moved and stored in the **Furniture Stores** made available to you. Please ensure that all packaging is clearly labelled correctly. Please be advised that the venue has very little storage available, and we may use the Conservatory as backup.

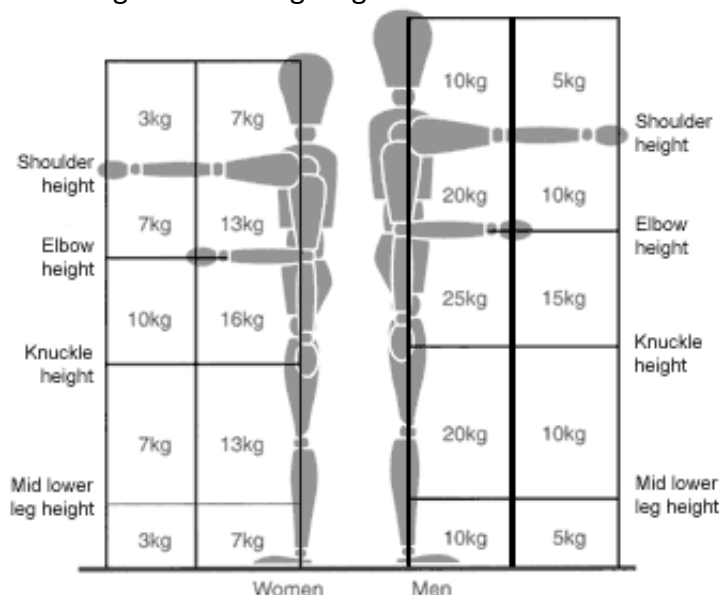
Catering

There is a café on-site for purchasing catering on the set-up day.
Please ensure you make your own arrangements.

Health and Safety Guidelines:

- Electrical items should be PAT tested and stickered accordingly.
- Ensure that all cables are positioned clear of thoroughfares and walk-ways to avoid trip hazards or equipment damage.
- In accordance with manual handling regulations, any load being carried should be assessed.
i.e. Who is carrying it? How will they be carrying it?
This will dictate the maximum weight.

See lifting and lowering diagram below:



- Any self-build stands will require full Insurance, Health & Safety RAMS and fire certs before arrival to the venue – including weights and measurements
- Any requests for additional power must be submitted in advance

Main O'Reilly Hall Building UCD

Address: UCD O'Reilly Hall – Belfield Campus, Dublin 4



Head over to the exhibitor page on our website to view larger scale