



## **Innovative Construction Equipment Expo 2025 - Exhibitor Information**

### **1. AUTHORITY OF SHOW ORGANISERS**

The authority of the Directors & Shareholders of the Limited Company of the Innovative Construction Equipment Expo (ICEE) in all aspects of the Expo is final and absolute.

### **2. DUPLICATION OF PRODUCTS**

To ensure a diverse and impactful exhibition, no exhibitor is allowed to display the same whole goods or products as another exhibitor. This includes:

- a) Identical products
- b) Same brand but different models Whole goods include:
  - a) All self-propelled machinery
  - b) All trailed machinery
  - c) All three-point linkage mounted machinery
  - d) All bolt-on, bracket-mounted, or piggy-back type machinery
  - e) Stand-alone machines like welders, compressors, pressure washers, etc. Exhibitors must inform organisers of any potential duplication on their stand before the Expo. Only new machines may be exhibited or used on stands.

### **3. ACCOUNTS**

Any exhibitor who has not paid their account in full by **March 31st, 2025**, will not be permitted to exhibit, and the organisers reserve the right to reallocate the space.

### **4. VAT**

A deposit of 20% plus VAT is required from exhibitors. Exhibitors from outside the Republic of Ireland who are VAT-registered in another EU member state are not liable for VAT on promotional events in Ireland, provided they supply their VAT registration number to ICEE. The balance is due upon space allocation.

### **5. PAYMENT**

The acceptance and lodgement of deposits do not guarantee the allocation of space.

### **6. SHELL STANDS**

Shell stands are provided in certain locations, equipped with partitions between adjoining stand holders and the exhibitor's name displayed clearly above the stand.

### **7. REGISTRATION PROCEDURE FOR STAND SPACE**

Booking forms are available online through the IceExpo.ie application portal. Completed forms, along with a 20% deposit, must be submitted by **October 31<sup>st</sup> 2024**. This applies to open stands exceeding 150 square meters as well.

## 8. SERVICES

a) **Electricity Supply for Light and Power** - Exhibitors are responsible for their electrical fittings and appliances. All electrical wiring and installation work must be performed by: - i) Contractors who are members of the Association of Electrical Contractors (Ireland) or a similar body, - ii) Contractors approved by the organisers, or - iii) Qualified staff electricians employed by the stand holders.

b) **Overseas Exhibitors** - Overseas exhibitors may use their preferred agencies for import documentation, warehousing, packing, and re-exportation of goods. Contact the Customs Procedure Branch, Revenue Commissioners, Government Offices, Nenagh, Co. Tipperary for Customs and Excise Clearance regulations.

c) **Fire Safety** - No fires, gas, oil appliances, stoves, or boilers are permitted. Exhibitors must take necessary fire precautions and provide fire extinguishers. All materials used in the decoration of stands must be non-flammable.

d) **Stand Layout Plan** - Exhibitors are required to submit copies of their stand's interior/exterior design layout one month prior to the Expo.

e) **Insurance** - The organisers will not be responsible for any loss or damage. Exhibitors must have their own comprehensive insurance, including full public liability coverage. Proof of insurance must be submitted with the stand application form by **October 31<sup>st</sup>, 2024**.

f) **Public Address System** - The public address system is reserved for the organisers' use and is available to exhibitors or visitors only in emergencies.

## 9. OFFICIAL CATALOGUE

If an official catalogue or guide is to be issued by a publisher in conjunction with ICEE, exhibitor information will be collected via an online portal. Details will be provided to confirmed exhibitors.

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## TERMS & CONDITIONS

### 1. Allocation of Position

Stand positions are allocated solely by the organisers. While organisers will try to accommodate exhibitors' special requests, they are not responsible for any loss or damage due to errors in space allocation or encroachment by another exhibitor. The organisers reserve the right to reject any application for space and return the fees or handle the application as deemed advisable.

### 2. Cancellation of Booking

There will be no refunds for cancelled bookings after space allocation and acceptance.

### **3. Subletting**

Exhibitors are not permitted to sublet or share their allotted space with any other person, firm, or organisation.

### **4. Non-Occupancy of Stands**

If an exhibitor fails to occupy their space by the Friday before the Expo, the organisers may reallocate the space and forfeit the fees paid. If the space is not reallocated, a notice will be placed on it stating the name of the exhibitor who booked the site and failed to occupy it.

### **5. Consigning**

All exhibits must be clearly addressed with the exhibitor's name and stand number. The organisers will not accept or be responsible for any consignments.

### **6. Delivery of Exhibits**

- **Prior to Expo:** Vehicles are not allowed inside pavilions unless permitted by the organisers. Exhibits must be positioned on stands by exhibitor staff.
- **During Expo:** No vehicles are allowed to enter the Expo premises after 08:00. Parcels for standholders may be delivered to the Main Visitor Entrance.

### **7. Obstruction of Gangways or Open Spaces**

Exhibitors must not obstruct gangways or open spaces. Any items causing obstructions will be removed, and a charge of €150 per item will be levied.

### **8. Erection of Stands, Signs, Notices, and Banners**

All stands must be self-supporting, and nothing should be attached to floors, walls, tie bars, or roof trusses. The organisers reserve the right to remove any sign, notice, or banner deemed objectionable. All signs must be placed within the stand's boundaries, observing height limits.

### **9. Arranging Stands**

Exhibitors must submit stand plans for approval to ensure compliance with the organiser's scheme. All stands must be ready by 18:00 on the day before the Expo, and exhibits must be in place daily from 10:00 to 18:00. Exhibits must remain uncovered until the Expo closes each day.

### **10. Dismantling of Stands**

Stands must not be dismantled before 18:00 on the final day of the Expo, Exhibitors who dismantle their stands earlier will incur a €250 fee.

### **11. Cleaning of Stands**

Exhibitors are responsible for cleaning their stands before 19:30 each evening. Litter must be disposed of in designated bins. Non-compliance will result in a €250 cleanup fee.

## **12. Empty Cases**

Exhibitors must remove all packing materials by 17:00 on the day before the Expo. This is the exhibitor's responsibility.

## **13. Removal of Exhibits**

Exhibits must not be packed or removed before the Expo closes on **24<sup>th</sup> May 2025**. Any exhibit not removed after the dismantling day will incur a €200 per day fee. Unremoved stands or exhibits may be dismantled by the organisers at the exhibitor's expense.

## **14. Risk and Responsibility**

Exhibitors bear all risks and responsibilities for their exhibits, and the organisers will not be responsible for any damage, breakage, or loss.

## **15. Accidents and Fire**

Exhibitors must indemnify the organisers against any legal proceedings arising from accidents or fires caused by their exhibits or property.

## **16. Insurance**

Exhibitors must have insurance covering all claims related to their stand's erection, dismantling, and exhibition. Proof of insurance may be required by ICEE.

## **17. Fire Precautions**

No fires, gas, oil appliances, stoves, or boilers are permitted. Exhibitors must take precautions against fire and have approved fire extinguishers on hand.

## **18. Lighting and Heating**

No petrol, oil (other than lubricants), or naked lights are permitted on the premises.

## **19. Hygiene and Cleanliness**

Exhibitors must maintain high standards of hygiene, especially in food preparation and service. Food exhibitors must have public liability insurance to cover accidents and food poisoning.

## **20. Safety Precautions**

Exhibitors must ensure adequate safety precautions for workers, employees, and the public, complying with all relevant regulations. Any dangerous exhibits must be securely protected.

## **21. Exhibition of Cinematograph Films**

Special permission is required for exhibiting cinematograph films. Films and projecting apparatus must meet safety standards and not obstruct passages.

## **22. Prohibition**

Bells, whistles, musical instruments, sound recorders, and radios are prohibited unless special permission is granted. No political or religious displays are allowed. The organisers reserve the right to close any stand that causes inconvenience or injury to others.

## **23. Competitions**

Competitions or prize offerings must be approved by the organisers.

## **24. Distribution of Publicity Materials**

Exhibitors may only distribute leaflets and advertising novelties at their stand. Such materials must not be thrown or scattered in public areas. Exhibitors must not target children for distributing novelties.

## **25. Sales to the Public**

Sales by auction, shouting, or other disruptive means are strictly prohibited.

## **26. Unauthorised Acts**

Only exhibitors can transact business at the Expo. Solicitation for money is prohibited unless authorised by the organisers.

## **27. Assistants and Contractors**

Exhibitors are responsible for the conduct of their assistants and contractors, ensuring compliance with the organisers' regulations.

## **28. Removal of Articles by Order of the Organisers**

The organisers have the authority to remove any article or close any stand that violates the rules. A charge of €300 will be levied for each article removed without the organisers' approval.

## **29. Charges and Exclusions**

All charges and fines are enforceable as debts. Non-payment of fees or fines will result in exclusion from future expos. The organisers may exclude any person, company, or body whose actions are deemed dishonest, objectionable, or fraudulent.