

SHOWTEL 2025 IHF Trade Exhibition

Irish Hotels Federation Annual Conference

Gleneagle Hotel & INEC, Killarney, Co. Kerry

Monday 24th & Tuesday 25th February

GENERAL TERMS AND CONDITIONS

1. Definitions

In these terms and conditions, the term "Exhibition" in all cases refers to the 2025 Showtel IHF Trade Exhibition. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space has been allocated for the purpose of exhibiting at the exhibition. The term "Exhibition Organisers" means the Irish Hotels Federation (IHF). The term "Premises" refers to those portions of the stated venue licensed to the Exhibition Organisers.

2. Showtel Stands

2.1. The stand shell scheme will consist of an Octanorm modular system with 3mm white vinyl covered infill panels. Overall wall height is 2,500mm (2.5m).

2.2. Fascia: A fascia will be provided on all open sides of the stand. The fascia board is 175mm deep in white finish. Name card featuring exhibitor's name will be on the front fascia panel.

2.3. Your stand is floor space with shell panels with option to include:

- 2 × Sockets (13amp)
- 1 × Table
- 2 × Chairs
- 2 × Spotlights (on track)

2.4. Complimentary WIFI is available at the hotel.

2.5. Any additional requirements must be listed in the 'special request' section of the Booking Confirmation Form and may incur an additional charge payable by the exhibitor. Exhibitors are responsible for the hiring of AV and/or additional equipment. We can assist if a particular company/contact is required.

2.6. Delivery and Storage: Exhibitors are asked to contact the Showtel Organiser (showtel@ihf.ie) in advance concerning delivery of exhibition materials.

2.7. Set up is from afternoon Sunday 23rd February from 2pm.

- 2.8. Removal:** Exhibitors are asked to remove all materials from the exhibition area on the afternoon of Tuesday 25th February (after the last coffee break at approx. 4:15pm) when stands are being broken down.
- 3. Payment:** An invoice will be issued upon completion of the Booking Confirmation Form. Reservation of your stand is confirmed but not secured until payment is received.
- 4. Insurance:** You are required to ensure that your Company's Public and Employers Liability Insurance Cover is extended to cover any claims which may arise from any eventuality related to your company's participation in this Trade Exhibition.
- 5. Conference packages** including accommodation and social events, will be available for sale shortly and you will be advised of the opening date for bookings accordingly. These are booked directly through the Irish Hotels Federation. Included with your stand booking are **two** complimentary tickets for lunch on both Monday 24th and Tuesday 25th February 2025.
- 6. Showtel Competition / Prize Draw:** Each year a Showtel competition / prize draw takes place. If you would like to provide a prize, please let the Showtel Organiser know (showtel@ihf.ie). Please note you are responsible for competition winners redeeming their prizes e.g. for tickets for concert, event etc.

ADDITIONAL TERMS AND CONDITIONS

7. Installation and removal of exhibits

Exhibitors will be advised of when they may commence fitting up and arrangement of exhibits. Exhibitors are prohibited from commencing such fitting up until the time nominated to them.

The Exhibition Organisers will use their best endeavours to adhere to the nominated time/date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date.

Exhibits who do not reasonably satisfy the Exhibition Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Exhibition Organisers may require and, in default, the Exhibition Organisers may remove such exhibits at the expense of the Exhibitor, who shall forfeit all sums paid.

Exhibitors are to store packing materials off-site and not in the exhibition hall.

In the event of an Exhibitor failing to take possession of his stand the Exhibition Organisers have the right to re-allocate the stand and all money paid shall be forfeited.

Once set up, exhibits may not be removed until the Exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the Exhibition Organisers.

8. Stand Constructions and Services

The Exhibition Organisers have appointed an official contractor (Total Expo Ltd) for all stand construction and all electrical work.

9. Restrictions on exhibits

An Exhibitor may not, except by express written permission of the Exhibition Organisers, display directly or indirectly, advertise or give credits to any products other than his own or his named principal's. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission from the Exhibition Organisers. The Exhibition Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Exhibition Organisers reserve the right to refuse any application or prohibit any exhibit without any reason for such refusal or prohibition.

10. Obstruction of Gangways and Open Spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project gangways or affect the displays of neighbouring exhibitors. Gangways must be clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Exhibition Organisers at the Exhibitor's expense and risk.

11. Conduct of Exhibits

The Exhibition Organisers may restrict displays which, because of noise, acts, odours, costumes, gimmicks, method of operation, materials or for any reason, become objectionable to the exhibition. In the event of such restriction or eviction, the Exhibition Organisers are not liable for any refunds or rentals or other exhibit expense.

12. Electrical Requirements

10.1 All electrical installations may only be carried out by the officially appointed electrical contractor.

10.2 Electrical devices which interfere with radio or television systems must be switched off immediately if requested by the Exhibition Organisers.

10.3 The use of electrical appliances such as pots, coffee makers, electric cookers or similar sources of heat shall only be permitted if they comply with the specifications of legal regulations. Before such appliances are used, permission must be obtained from the Exhibition Organisers. They must be placed on non-combustible bases in such a way that nearby objects cannot catch fire.

10.4 The use of immersion heaters and electric heaters with unguarded elements are not permitted.

10.5 Exhibitors are limited to a total load of 500 watts per stand. Permission to exceed this limit must be obtained from the Exhibition Organisers. A charge may be applied.

Exhibitors may provide their own electrical fittings where such fittings are in the form of made-up units, showcases and/or signs complete and ready for connection to the mains supply.

Electrical fittings and appliances must conform to the relevant standards applicable. Fuse rating for the stand power supply should be observed.

13. Dangerous Materials and Exhibits

The following limitations apply on material used:

- 11.1** Fabrics and other decorative materials must have proven flame resistance in accordance with DIN4102/BS476. The Exhibition Organisers recommend that the relevant confirmation be obtained from the firm responsible for carrying out the stand decoration or fitting.
- 11.2** The use of balloons filled with flammable gas is prohibited.
- 11.3** The use of explosives and dangerous combustible materials is prohibited.
- 11.4** The use of propane gas, butane and similar gases is prohibited.
- 11.5** The use of flammable liquids is prohibited.

14. Fire Precautions

All exhibits or portions thereof must fully comply with applicable health, fire and safety regulations. No combustible decorations, such as crepe paper, tissue paper, cardboard or corrugated paper, shall be used at any time. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc. are not allowed without the permission of the Exhibition Organisers.

Wall hydrants, fire extinguishers, fire alarms and instruction notices must not be obstructed in anyway. They must be visible and in working order at all times. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Exhibition Organisers to avoid risk of fire.

15. Damage to the Premises

No nails, screws, adhesive materials or other fixtures may be driven into or attached to any part of the Premises including floors. Nor may any part of the Premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor responsible will be invoiced for any repair charges incurred.

16. Damage to Stands / Shell System Provided by Exhibition Organisers

- 16.1** The shell system should be returned as it was delivered to you. All items added by you are to be removed after the show.
- 16.2** Lightweight exhibits or displays can be attached to the shell system walls by using Blu-tac, Sellotape or Masking tape.
- 16.3** **You cannot apply Velcro or Double-sided tape or any type of Foam tapes directly onto the panels or the system structure.** You may put Masking tape onto the stand surface and stick Velcro or Double-sided tape on top of the masking tape.

16.4 You are NOT permitted to nail, screw, glue or staple anything into the shell scheme. Any charges for damage caused to the shell scheme will be charged to you. Damaged panels will be invoiced at a rate of €50+VAT per unit for cleaning or replacement.

16.4 Under no circumstances may exhibitors paint the shell scheme. Changes to the wall panel colour must only be carried out by the official shell contractor and is a billable service.

16.4 Hanging items from the stand system:

- i. Exhibitors can hang pictures from the stand system provided the weight per panel does not exceed 5kg per meter (max 15kg per wall). Exhibitors can use their own metal hooks to hang cords or chains from the top of the system.
- ii. The Exhibitor is responsible for all items hung on the stand system. **Do not over-load the stand system as it is not designed to be a load bearing structure (max load is 5kg per meter).** The exhibitor will also be responsible if any item hung by them on the stand system causes injury to any person at the event. Please ensure you have adequate insurance cover in place for such an occurrence. Any damage caused to the stand system as a result of hanging items will be invoiced in full to the exhibitor.

17. Liability

Whilst the Exhibition Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises and the Exhibition Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Exhibition Organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if Exhibition Organisers find it necessary to change the date of the Exhibition, the Exhibition Organisers shall not be liable for any loss which the Exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

18. Insurance

Exhibitors are reminded of the need to consult their Insurance Company or Insurance Brokers to cover themselves fully against all risks at the Exhibition. Particular attention is drawn to the need for the following:

16.1 Abandonment Insurance: The Exhibition Organisers are not obliged to return any money paid for space in the event of cancellation or restriction of the Exhibition.

16.2 Stands, Fixtures and Similar Insurance: All risks on loss or damage to the Exhibitor's property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises and return.

16.3 Public Liability: Liability to the public may arise out of the Exhibitor's activities and must be covered by insurance. Insurance should be effective with minimum delay.

19. Bankruptcy or Liquidation

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having a Receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid shall be forfeit.

20. Other General Conditions

The Exhibition Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Exhibition Organisers is final and decisive on any questions not covered in the foregoing regulations.

Exhibitors must comply in all aspects with the requirement of every appropriate authority, with the Terms and Agreement by which the Exhibition Organisers may occupy the Premises and with the policies of insurance affected by the Exhibition Organisers.

The Exhibition Organisers reserve the right to add to or amend the foregoing rules and regulations for the purpose of compliance with any statutory provision or in the interest of good conference management. Any such amendment or alteration will be binding on an Exhibitor provided the terms of such alterations or additions are intimated to the Exhibitor in writing by the Exhibition Organisers.

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