

**EXHIBITOR  
TECHNICAL MANUAL**

**The Convention Centre Dublin**

**ALD 2016  
Ireland**

16<sup>th</sup> International Conference  
on Atomic Layer Deposition

24 -27 July 2016, Dublin

## Exhibition Information

The exhibition will take place in The Forum, a multi-purpose hall with a massive 2,72m<sup>2</sup> on the ground floor of the Convention Centre Dublin (CCD) and open on the 24<sup>th</sup> to the 27<sup>th</sup> of July 2016. All lunches and refreshment breaks will be served in the exhibition area along with the poster sessions, the full exhibition floor plan with the list of exhibitors is also in the conference brochure.

### Exhibition Dates

- Monday 25<sup>h</sup> July 2016
- Tuesday 26<sup>th</sup> July 2016
- Wednesday 27<sup>th</sup> July 2016

### Opening Times

07:30-17:00  
07:30-17:00  
07.30 – 14:00

### Exhibition Stands

These consist of 1-2 Table Top Exhibitions with 6ft wide tables  
All stands will be clearly marked.

The electrical supply in Ireland is 230v 50Hz. The plugs and sockets are different from the USA involving a three-pronged formation, the same as those used in the United Kingdom. If your appliances operate on a different current (such as those from North America) you will need a power converter and plug adapter \*WHICH YOU MUST BRING WITH YOU\*. All exhibition tables will receive one power socket.

### Set Up / Access

Sunday 24<sup>th</sup> July 2016 10:00- All exhibits must be set up to the satisfaction of the organisers and must be staffed and ready during the conference. Please be aware that the Exhibition Hall closes at 18:30 on the Sunday 24<sup>th</sup>.

Due to security procedures within the CCD it will be necessary to obtain your exhibitor pass(es) prior to set up. Please ensure you register on arrival at the conference registration desk located on the ground floor area of the forum.

### Dismantling/Breakdown timings

Wednesday 27<sup>th</sup> July 2016

Exhibitors will dismantle from 14:00 (after the lunch break) through The Forum. Exhibitors will be responsible for any additional charges incurred if their stand is not clear by 17:00 on Wednesday 27th. Breakdown of stands prior to 14:00 is **strictly prohibited**.

### Exhibitor registration:

All exhibitors are required to register and will receive a name badge. Please register for the conference onsite on Sunday 24<sup>th</sup> July from 10:00 until 19:00, the registration desk is situated on the ground floor, outside the Forum. Exhibitor allowance is as per signed contractual agreement.

The conference programme is available on the ALD2016 website <http://ald2016.com/programme/>

### **Useful numbers include:**

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The CCD: +353 1 856 0000

Conference assistance: +44 (0) 7481 961788– operational from 08:00 to 20:00 only

Emergency Service (Police, Fire and Ambulance): 112/999

Tourist Victim Support (ITAS): 1890 365 700

### **Car Parking**

The Convention Centre Dublin's underground car park, managed by [Euro Car Parks](#), has 320 spaces and 8 disabled spaces. It operates from 07:00 to midnight, 7 days a week. Parking rates are €3.50 per hour or €20 per day, with an evening rate of €10 from 18:00 to midnight.

You can pre-book parking up to two weeks in advance in The CCD's underground car park [here](#), please note a handling fee of €1 applies to each transaction. This cost will be incurred at your own expense.

For more information on The CCD's underground car park, please call Euro Car Parks directly on +353 1 890 8320 (manned 24/7) or email [ccd@eurocarparks.ie](mailto:ccd@eurocarparks.ie).

### **Internet Access**

Complimentary wireless internet access is available to all delegates throughout the CCD. How to connect to free Wi-Fi - To connect, open network options, connect to 'CCD Guest' and agree to the terms and conditions at the bottom of the page.

### **On-site Handling**

All exhibitors are required to provide their own materials for their exhibition stand as well as using their own set up equipment.

### **Health & Safety**

Please ensure you familiarize your team with the Health and Safety notice that will be provided on your table by the CCD. Please ensure during set up that care is taken in the positioning of cables, securing them to prevent trip hazards for yourselves and others throughout the conference.

### **Security**

Please ensure that you wear your exhibitor name badge at all times in the conference area. A security service will operate within the venue throughout the tenancy, but neither the organizers nor the CCD can be held responsible for any loss or damage to exhibitor's property.

As well as taking out adequate insurance, exhibitors should instruct their personnel not to leave their stands with exhibits unattended at any time when the exhibition is open, whether during the installation, open or

dismantling periods. Briefcases, laptops and mobile telephones are particularly vulnerable – safeguard them at all times. Portable items should be secured overnight and removed immediately after the exhibition closes when the risk of loss or damage is at its greatest. Please note laptops are particularly vulnerable and should not be left unsecured overnight. In the event of loss or damage, exhibitors should report immediately to the organiser with details of the loss or damage sustained with timings and a description of articles etc. Please report any suspicious objects or packages to the conference organisers. Please note the conference organisers are not providing any storage for such valuables throughout the conference. Leaving them at your exhibition stand will be at your own risk. The CCD and Happening Conferences & Events Ltd cannot be held responsible for any loss of equipment.

### **Cloakroom**

The CCD has a cloakroom which are located on the ground floor. The cost is €2 per item to those using this service. They will be accessible for the opening hours of the conference each day.

### **Build up height**

The maximum height restrictions for all exhibition stands is 7 metres, but must be able to be safely installed.

### **Shipping and delivery information:**

<p>To be sent for attention of:</p> <p><b>Please note all packages MUST be clearly marked</b></p>	<p><b>ALD 2016 Conference - YOUR COMPANY NAME</b> <b>ALD 2016 Conference – 24 – 27 July</b> <b>Emma Conway, Event Manager CCD</b> <b>C/O Karen Hoey, Happening Conferences and Events</b> <b>Convention Centre Dublin</b> <b>Spencer Dock</b> <b>North Wall Quay</b> <b>Dublin 1</b> <b>Ireland</b></p>
<p><i>Please note: It is the responsibility of the organiser to send all material to the Conference Centre and arrange for its collection following the event. ALD Conference Committee, Convention Centre Dublin and Happening will not be held responsible for material that is not received or returned post conference.</i></p> <p><i>Please do not send material to the Convention Centre Dublin before the 15<sup>th</sup> of July as the venue cannot store them.</i></p>	

## Exhibition Contact

### Event Manager:

Happening Conference and Events  
Contact: Karen Hoey  
Tel: + 353 (0) 1 531 4118  
Email: karenhoey@happen.co.uk  
Website: www.happeningconferences.com

### Event Coordinator & Conference Secretariat:

Happening Conference and Events  
Contact: Amy Rodgers  
Tel: + 353 (0) 1 531 4118  
Email: cs@happen.co.uk  
Website: www.happeningconferences.com

### Venue:

The Convention Centre, Dublin  
Contact: Emma Conway, Event Manager

**Spencer Dock**  
**North Wall Quay**  
**Dublin 1**  
**Ireland**

Website: <http://www.theccd.ie/>  
Tel: + 353 1 856 0000

### Happening Conferences & Events Onsite:

Contact: Happening Staff  
Tel: 00353 87 332 5398

## Terms & Conditions

### Conditions

The organisers and ALD are responsible for the event. The sponsors and exhibitors are responsible for the control and supervision of their own stands. The organiser's decision is final and decisive on any points not covered within the pack. Any decisions made will be in the interest of the event and all parties as a whole.

### Insurance

We recommend sponsors and exhibitors have appropriate insurance and provide the organisers with a copy of this policy. Risk and health and safety assessments should be completed of the stand and event, and be available on request. All risks on loss or damage, transit risks, public liability and property including fixtures and fittings and property of a personal nature should be covered. Please note the organisers and venue is unable to accept responsibility of any of the aforementioned.

### Risk assessment and Health and Safety

The risk assessment shall cover the stand, work activities and any equipment that will be demonstrated. An assessment of risk is a careful examination of all work-associated activities that could cause harm to people.

Hazard means anything that could cause harm (e.g. chemicals, electricity etc)

Risk is the chance, great or small, of harm caused by the hazard.

You must evaluate the hazards and risks and conclude if existing precautions are adequate or further action is necessary.

More information can be found in the relevant HSA website <http://www.hsa.ie/eng/>.

### **Fire Precautions**

All material used in display materials etc. must be effectively fire proofed and made of non-flammable products in accordance with the standards of the appropriate authority. The CCD will provide fire precautions, regulations and extinguishers.

### **Stand construction**

Please ensure your stands are constructed and removed within the time period stipulated.

You will have access to the Forum from Sunday 24<sup>th</sup> July from 10:00 – 18:30 and stands must be ready to go by 07:30 on Monday 25<sup>th</sup>. Breakdown can commence from 14:00 on 27<sup>th</sup> July however, if your stand is not cleared by 17:00, the venue reserves the right to invoice for any additional hours incurred over and above this time. The organiser and venue staff will be on hand during this period to assist with any queries. Please maintain your exhibits throughout the event, ensuring stands are manned, well presented and gangways are kept clear and free for passage. All emergency and service areas must be accessible at all times.

### **Freight, delivery and collection**

All deliveries can be made to the CCD from 15<sup>th</sup> July onwards between normal working hours. Please ensure all items are clearly marked with your **company name, stand number, the forum** and **ALD 2016** event.

### **Cleaning**

The organisers will arrange for daily cleaning of the aisles and gangways during the close of the conference. Please note that all exhibitor waste must be placed each evening in the delegate walkways, ensuring that there is still sufficient space for clear movement. The contracted cleaners would then collect the waste material and take it to be recycled. The exhibition tables will not be cleaned, please ensure that you keep your area clean and tidy at all times.

### **Damage to the Premises**

Any damage, to the venue, incurred from your exhibit or negligence, will be at the responsibility of the exhibitor and should this occur you would be invoiced directly.