

## 2024 Exhibitor Information The Gleneagle INEC Arena

Please read this document carefully

- [Registration & Admission](#)
- [Expo Check-in & Stand set-up](#)
- [Education Expo Timetable \(Overview\)](#)
- [Education Expo Timings \(Detailed\)](#)
- [Stand Specification](#)
- [Plenary Sessions & Noise Restriction](#)
- [Catering](#)
- [Conference Timetable – subject to change](#)
- [Terms & Conditions](#)

# REGISTRATION & ADMISSION

In the interest of security and to protect your investment as an exhibitor we operate the following admission procedure:

- People working as an exhibitor at Education Expo must register their attendance and mobile number, using the web form linked below. The online form is suitable for Irish and UK Mobile numbers.
- Every registered exhibitor will be issued with an SMS Admission Message, which must be shown on arrival on, Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> November. This message will be sent on Monday, November 11<sup>th</sup>.
- It is important that every staff member attending Education Expo on behalf of your company register **by Wednesday November 6th**.
- In the event that a member of your staff arrives at INEC, without having registered in advance they will be advised to make contact with the person from your company who is responsible for the stand booking who in turn must liaise with the Expo management team
- Please forward the web link below to all relevant personnel from your company who wish to attend, so that they can register as an Exhibitor. **Please use the link or scan the QR code below to Register:**

<https://www.surveymonkey.com/r/TCKBZDN>



**Please note:** Personnel may only register for the purposes of attending Education Expo as an exhibitor to work at the stand. Any company found to use this registration process for the purposes of admitting a non-exhibitor will forfeit exhibiting rights, in accordance with the event terms and conditions.

**Each company must be covered by their own Personal Liability Insurance.**

# EXPO CHECK-IN & STAND SET-UP

On arrival, please check-in to the Expo Desk, located inside the main entrance to the INEC.

- **Access** to the INEC at all times is by SMS Admission Message only. This is to ensure that unregistered companies do not gain access and distribute their promotional material. This protects the investment that you have made as an official exhibitor.
- **Badges:** Exhibitors may avail of blue, writable badges that can be used as name badges.
- **Parking:** The INEC enforce strict parking restrictions in the environs of the Convention Centre. Please observe these restrictions at all times during the event to avoid having your car towed away.
- **Deliveries:** Where possible, please have a member of your own staff on hand to accept deliveries. The Expo team can sign for delivery of goods on behalf of exhibitors on Tuesday November 12<sup>th</sup>. Your items should be clearly marked with the exhibiting name of your company. Your courier should be instructed to deliver your goods to your stand; the Expo team can provide directions but will not move goods on behalf of an exhibitor. IPPN, INEC and its agents will not be held responsible for damage or losses at any time during the event.
- **Please note:** Property left unattended at any time during the event or on the premises overnight is at exhibitors own risk, IPPN and the INEC do not take responsibility for loss or damage to property.



# STAND SET-UP & EXPO OPENING TIMES

## Stand Set-up

- Tuesday 12<sup>th</sup> November 2pm - 10pm
- Your shell scheme will be in place by Tuesday afternoon and furnished with a double electrical socket, internal strip lighting, trestle table with tablecloth, two chairs and your company nameplate unless you have made other arrangements with Expo partners, Exhibit A.

## First Floor Access

- The first floor on the INEC can be accessed by the main stair well and a lift. The dimensions of the INEC Lift - 140cm x 140cm. Door 2m high x 90cms wide.

## Education Expo Opening Times

- Wednesday November 13<sup>th</sup> - 9am – 6.45pm
- Thursday November 14<sup>th</sup> - 8am – 4pm
- **Please note:** It may be possible to store equipment and display materials in the INEC overnight on Thursday. You will need to speak with one of the Expo team at the venue to arrange this. There is no IPPN Expo taking place on Friday and Gala Banquet will be setting up in the INEC immediately after Expo finishes on Thursday afternoon.
- Items for collection on Friday morning may only be left by prior arrangement with the INEC team directly. All unregistered items left in the INEC on Friday morning, will need to be moved outside the building as the INEC will be setting up the venue for another client event that day. IPPN, INEC or its agents will not be responsible for items left on-site.

# EDUCATION EXPO TIMINGS (DETAILED)

## **Wednesday 13<sup>th</sup> November**

- Education Expo opens at 9am.
- In our experience, attendees arrive steadily from 9am up to lunchtime, generating a constant flow of traffic in the Expo. Attendees collect their conference bags and refreshments in designated areas within the Education Expo on arrival.
- Lunch for Exhibitors is served on the 2<sup>nd</sup> floor of the INEC Convention Centre.
- Post-lunch tea/coffee for attendees will only be served in the Expo area in order to ensure a constant flow of traffic. Please make arrangements to have your stand staffed throughout this time, including your own lunchtime.
- Exhibitors can expect footfall to dip during the CPD Seminars, which are outlined on the Conference timetable below. Not all attendees attend seminars so you can expect to still have visitors during these times.

## **Thursday 14<sup>th</sup> November**

- Expo re-opens at 8am with the first plenary session commencing for attendees at 9.30am.
- At break times, conference refreshments will be available in the Expo area only. This will be a busy period in Expo.
- Lunch for Exhibitors is served on the 2<sup>nd</sup> floor of the INEC Convention Centre.
- The Expo will remain open until 4pm. As with previous year's, attendees tend not to come back to the expo hall once the final plenary session start on Thursday, the start time for this plenary is 3pm. Exhibitors may start dismantling their stand at this time if they wish.
- To allow for the INEC to be transformed for our conference banquet on Thursday evening, all equipment and display materials must be removed from your stand as soon as possible, please talk to a member of the Expo team if you require storage.



# STAND SPECIFICATION

Your stand will be equipped with the following:

- White infill panels with smooth finish. Each panel is approximately 1 metre wide and 2.4 metres high. (**Please Note:** Blu-tack or similar are the only adhesive materials to be used on the infill panels. Alternatively, you can hang material from the top of the stand using picture hooks)
- Trestle table with white tablecloth
- 2 chairs
- Fascia overhead
- Double-sided name plate
- Strip lighting inside fascia
- 1 double electrical socket, located in the back corner of your stand
- The printable dimensions for customised panels are 970mm wide by 2352mm high.

**FastLane AV** are our conference technicians.

For Audio and Digital displays, please use the booking form [here](#).

Pre booking 7 working days in advance of conference is required to guarantee delivery.

**Exhibit A Displays**, our official show carrier, are available to assist exhibitors with panel printing and furnishing needs Alan Collins Exhibit A Displays:  
087 2562788 Email: [info@exhibitadisplays.ie](mailto:info@exhibitadisplays.ie)

# PLENARY SESSIONS & NOISE RESTRICTION

## PLENARY SESSIONS & NOISE RESTRICTION

- Due to the proximity of the Expo to the Ballroom, a noise restriction policy will be in place during plenary sessions. The use of amplified sound should be limited during these times and we ask that if you are at your stand during Plenary Sessions that you bear in mind the impact of noise on the Ballroom.

### Social Media:

- Instagram - IPPN Education Expo & Advertising - Please use #ippn24 throughout the event and tag @ippnexpoandadvertising
- LinkedIn- Follow us on IPPN Education Expo & Advertising on LinkedIn
- X - Please use #ippn24 if tweeting throughout the event and tag @IPPNExpo

### Internet Access:

- The Expo area has full Wi-Fi access.

# CONFERENCE TIMETABLE – SUBJECT TO CHANGE

## Wednesday, November 13th

- 08:00 - 18:00 Event Registration & Education Expo
- 09.30 - 10.30 Session 1
- 10.30 - 11.00 Education Expo & Refreshments
- 11.00 - 13.00 Concurrent Seminars
- 12.30 - 14.30 Lunch & Education Expo
- 15.00 - 16.45 Plenary Session I
- 16.45 - 18.45 Education Expo

## Thursday, November 14th

- 08.00- 09.00 Registration & Expo Viewing
- 09.00 - 10.30 Plenary Session II
- 10.30 - 11.00 Education Expo & Refreshments
- 11.00 - 13.00 Concurrent Seminars
- 12.30 - 14.30 Lunch & Education Expo
- 14.30 - 15.00 Passport Giveaway
- 15.00 - 16.45 Plenary Session III





# Floor Plan



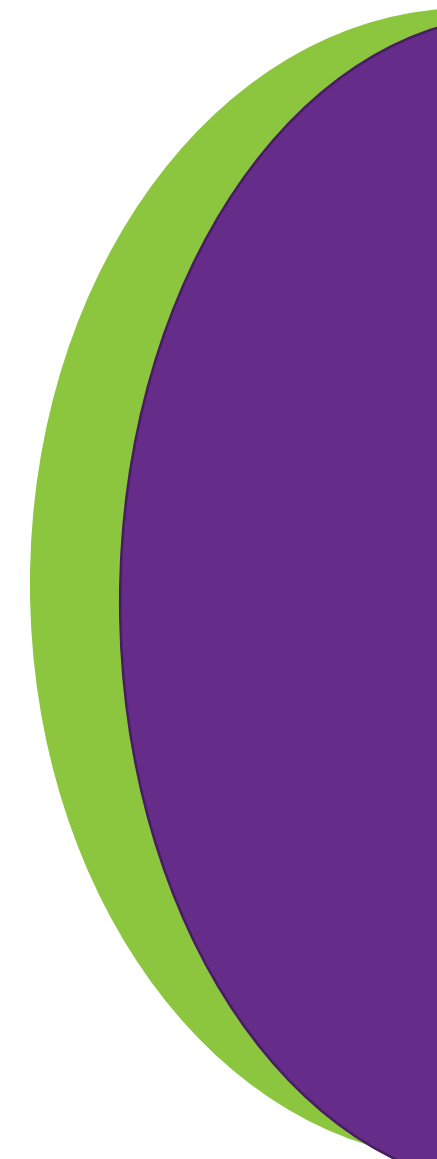
# TERMS & CONDITIONS OF EXHIBITING, INEC - November 13th & 14th November 2024

## CONTRACT FOR STAND SPACE

- Applications are processed on a case by case basis for companies with a good credit record with IPPN
- Application for stand space at the Exhibition must be on the IPPN's official Contract Form and must (if so required) contain information on all exhibits to be displayed. Until the completed Contract Form has been received and accepted by IPPN, IPPN has the right without giving notice to the Exhibitor to relocate the stand space to another exhibitor and the application will be deemed to have been rejected.
- All payments must be made in accordance with the terms and methods of payments set out on the Contract Form.
- In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) IPPN reserves the right to cancel its contract with the Exhibitor and to resell or reallocate the stand space allocated to the Exhibitor.

## FLOOR PLAN

- All dimensions and locations shown on the official floor plan are assumed but not guaranteed to be accurate. IPPN reserves the right to make any modifications that may be necessary to meet the needs of the exhibitors or the Exhibition as a whole.
- IPPN has the absolute right to allocate and assign space among exhibitors and to relocate exhibitors after initial assignment if circumstances warrant this, at its sole discretion.



# TERMS & CONDITIONS OF EXHIBITING, INEC – CONT.

## Consult the floor plan for the size of the exhibit space.

- Build your display to fit inside this area.
- Where an exhibitor's display is built beyond the limitations and restrictions set forth in these rules, IPPN reserves the right to correct such display violations by having the exhibitor alter, remove or rearrange any or all of the display, so that it will comply with regulations.
- If the exhibitor is not available to make such corrections, IPPN has the authority to make any and all necessary corrections at the exhibitor's expense.
- Compliance with Regulations - The Exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by IPPN, the proprietors or managers of the Exhibition building or any other competent authority
- Admission: IPPN considers it a serious offence for any exhibitor to register any person other than their own staff. Any exhibitor found to breach the admission and registration policy for this event will be excluded.
- If it appears to IPPN that the Exhibitor may be engaged in activities which are deemed to be contrary to the best interest of the Expo, it's attendees, staff; activities and products which appear unethical, in breach of the law, or contravening IPPN's ethos, mission and values; IPPN may without being under any liability to refund or abate any charges paid or due herein; cancel any stand space allocation which may have been made to the Exhibitor; require him forthwith to vacate the stand allocated to him and refuse the Exhibitor the right to participate further in the Exhibition.
- Exhibitors are not permitted to operate or distribute promotional material outside the confines of their own stand; this includes the Expo Floor, Conference registration area, auditorium, seminar and meeting rooms, catering hall, and all other areas of INEC, Brehon and Gleneagle hotels and campus . Materials will be removed by Expo Management

## Dismantling of displays

- Due to health and safety regulations, in order not to disturb the conference session and out of courtesy to neighbouring exhibitors, use of trolleys and the movement of equipment in the removal of displays is strictly prohibited before 3pm on Thursday November 14th 2024

# TERMS & CONDITIONS OF EXHIBITING, INEC – CONT.

- IPPN is entitled to final approval of exhibitors and all aspects of their exhibits / sponsorship / advertising / passport prizes etc.
- Pre-delivery of goods to the venue is at owner's risk and IPPN and INEC staff will not be held responsible for any loss or damage to exhibition deliveries at any time.
- The Expo commences at 9am sharp on Wednesday 13th November 2024. Exhibitors are obliged to have their stands ready for trading by this time. Exhibitors attempting to set up after this time must follow the direction of the Expo management team. This may involve a delay in your set-up.
- IPPN reserves the right to reconfigure stand space if and as necessary.
- IPPN reserves the right to reassign stand space that is not occupied by the time of Expo opening.
- Exhibitors are not permitted to obstruct the view or adversely affect the displays of other exhibitors, nor can they obstruct access points for IPPN or INEC staff. IPPN will require rearrangement at the Exhibitor's expense of any display that violates these guidelines.
- Exhibitors may conduct giveaways from the confines of their own stand however IPPN will not announce winners or distribute prizes.
- Use of amplified sound systems will be restricted by IPPN should they be found to interfere in any way with the conference sessions.
- IPPN and INEC will not be responsible for any lost or stolen goods or equipment for the duration of the conference including deliveries to the venue prior to the event and goods stored in the venue post event.
- Exhibitors are not permitted to attend the seminar sessions.
- In the event of an Exhibitor failing to co-operate with the Expo Management team, IPPN reserves the right to remove exhibitor and/or their stand at any point during the event.
- All stands must be vacated by 5pm on Thursday November 14th 2024.
- All exhibitors will be required to comply with the INEC's and IPPN's Safety requirements.

# TERMS & CONDITIONS OF EXHIBITING, INEC – CONT.

## **CANCELLATION:**

- In rare circumstances, events are cancelled by IPPN
- Should this happen, we will try to contact you as early as possible by email, with the email address you have supplied at the time of booking.
- To gain a refund for a cancelled event please email [expo@ippn.ie](mailto:expo@ippn.ie)
- IPPN will not be held responsible for any inconvenience, losses of any kind or expenses incurred by the exhibitor as a result of an event being cancelled, rescheduled or moved to a different venue.
- The exhibitor is wholly responsible for any expenses that they incur in order to facilitate attending an event.

## **MISCELLANEOUS REGULATIONS**

- Children, under 16, are prohibited in the exhibition area
- All live animals are prohibited, with the exception of assistance dogs and service animals.
- Each company must be covered by their own Personal Liability Insurance.

