

Terms and Conditions, Rules and Regulations for Exhibitors

PART 1. Terms and Conditions for exhibitors

1. Definitions

Application Form means the application form accessible on the World Meeting of Families 2018 website by potential Exhibitors. www.worldmeeting2018

Confirmation Email means the email which issues from the Organiser to the Exhibitor following payment by the Exhibitor and the dispatch of this email constitutes the legal formation of the Contract between the Organiser and the Exhibitor.

Contract means the combined documentation of the (i) Terms and Conditions, (ii) Rules and Regulations and (iii) payment form, and the Contract is deemed to be formed upon the issue of the Confirmation Email from the Organiser to the Exhibitor following appropriate payment by the Exhibitor.

Exhibitor(s) means any person, body, firm or company who has made an application for and has been granted space to exhibit at the Event.

Exhibition Catalogue means the official catalogue relating to the Event as prepared by the Organiser.

Exhibit means any article described by the Exhibitor and permitted by the Organiser to be exhibited at the Event.

Event means the World Meeting of Families 2018, Wednesday 22nd – Friday 24th August 2018 at the Royal Dublin Society, Ballsbridge, Dublin 4.

Fee(s) means the fee payable by the Exhibitor to the Organiser as set out in the contract agreed with the Organiser.

Organiser means the World Meeting of Families 2018 (or WMOF2018), registered charity number 20152710 with an address at Holy Cross Diocesan Centre, Clonliffe Road, Dublin 3, Ireland.

Stand(s) means the area and all erections on the space at the Event allocated by the Organiser to an Exhibitor.

WMOF2018 Office or Exhibition Sales email exhibition@worldmeeting2018.ie or tel: +353- 1-5676800.

Rules and Regulations means the rules and regulations forming part of any Contract concluded between the Organiser and Exhibitor.

Safety Advisor means the WMOF2018 Staff member acting as Safety Advisor.

VAT means Valued Added Tax.

The use of the masculine gender shall include the feminine and neuter and the singular number shall include the plural and vice versa and words importing persons shall include individuals, firms, partnerships, companies or other entities.

2. Application procedure booking and allocation of stand space

Copies of the 2018 Application Form are available on www.worldmeeting2018.ie.

A fully completed Application Form must be sent to the Organisers for consideration. Once the Application Form has been reviewed by the Organiser and a proposed stand space allocated, a contract including these Terms and Conditions and the Rules and Regulations, will be issued by the Organiser to the Exhibitor and the terms of payment (4) must be adhered to by the Exhibitor.

The allocation of positions for Stands rests entirely with the Organiser. The Organiser will endeavour, as far as possible, to meet any special wishes expressed by an Exhibitor. The Organiser shall not be responsible in respect of loss or damage arising from any error in the allocation of Stands or from any encroachment by one Exhibitor on the Stand allocated to another Exhibitor for any amount greater than the sum paid by the Exhibitor to the Organiser for the Stand allotted to him.

The Organiser reserves the right of (i) rejecting an Application Form, (ii) terminating the Contract as per clause 8(j) of these Terms and Conditions or (iii) otherwise dealing with the application of an Exhibitor as it deems advisable in its sole discretion. Any Exhibitor entering into a Contract with the Organiser, if acting on behalf of a body corporate or partnership, shall be assumed to have the appropriate authority and power to bind that entity.

3. Occupation of stand and exhibits

The arrangement between the Exhibitor and the Organiser constitutes a license for the duration of the Event only, subject to these Terms and Conditions and the Rules and Regulations contained in the Contract, and for the avoidance of doubt, the arrangement is not a tenancy. The Organiser reserves the right at any time and from time to time to make alterations in the floor plan of the Event as may in their opinion be necessary in the best interests of the Event and to alter the shape, size, position or stand numbers of the space allocated to the Exhibitor. If as a result of any such alteration by the Organiser the space allocated to an Exhibitor shall be reduced, an appropriate allowance will be made to the Exhibitor by adjustment to the Fees. No alteration to the space allotted will be made in such a way as to impose on the Exhibitor any greater liability for rental than that previously agreed with the Exhibitor.

4. Arranging stands

Exhibitors must submit for approval the design and layout of their Stands to ensure that the design and layout of their Stands are in keeping with the Organiser's general scheme of uniformity. This should be done by 13th of June 2018. With their stand displays, the Exhibitors should be mindful and respectful of the people that will be attending the Congress, bearing in mind



that it is a family event and that young people and children will be present. All exhibits and promotional materials should be appropriate for this broad audience. The organiser requests that all materials and items displayed by exhibitors are respectful of and in keeping with the Catholic ethos of the World Meeting of Families 2018.

5. Consigning

All Stands and Exhibits must be legibly addressed and bear the name of the Exhibitor and Stand number. Exhibitors are not to consign their goods to the Organiser or any of its officials as the Organiser will not receive them or be responsible for any charges for freight, carriage or delivery.

All Exhibitors must arrange their exhibits on their Stands in the Exhibition premises by 17.00hrs on the day before the Event, and no exhibit will be allowed to enter the Premises after 16.00hrs on that day.

Stands must be open daily for inspection by the public from 08.00-20.00hrs Wednesday to Friday and 09.00-13.00hrs on Saturday*. Stands and exhibits must, during the hours specified above, be in the charge of a competent representative of the Exhibitor, and must remain uncovered until the close of the Event daily. In the event of any Exhibitor neglecting to open or uncover a Stand during such hours as the Event is open, the Organiser may do so at Exhibitors risk and expense.

* Please Note: The organiser reserves the right to change opening and closing dates and times. These will be confirmed no later than 3 months prior to event date.

6. Removal of Exhibits

Exhibits whether sold or unsold, must not be packed or removed from the Event until after the termination of the Event, nor must the Stands be closed or dismantled before the hours specified in 3(b).

Where retail goods are sold, the Stand must at all times be properly dressed and stocked.

All Stands and exhibits shall be removed from the Event premises by 22.00hrs on the last day of the Event.

A charge of €200 per day for the first 3 days and after that €100 per day up to a maximum of 7 days will be incurred for each implement or exhibit not removed from the Organiser's premises following the last day of the Event.

Any Stands or exhibits not removed from the premises by 22.00hrs on the last day of the Event may be dismantled and removed by the Organiser at the Exhibitor's expense and risk and these charges will be additional to the charge of €200 per day for the first 3 days and after that €100 per day up to a maximum of 7 days.

After 7 days, items not collected from the Event will be disposed of or donated to a local charity by the Organiser and the Organiser will have no responsibility or liability for the removal and disposal of any such items.

7. Sales to the Public – Restrictions

Articles such as Glass Cutters, Steel Grinders, Sharpeners, Cooking Utensils, Kitchen Sundries, Vegetable Parers, Knives for culinary purposes, Domestic Polishes, Cleaning Materials and Soaps may not be sold or distributed at the Event. They may be shown for exhibition purposes only and for the booking of orders.

Exhibits of Wines, Spirits, Beer, Mineral Waters, Beverages etc., will only be accepted with the prior permission of the Organiser and upon the production of any required licence, consents or approvals and on the understanding that such products are not retailed at the Event. Foodstuffs, Confectionary, Sweets, Tobacco, Cigars and Cigarettes may be retailed only with the prior permission of the Organiser and upon the production of any required licence, consents or approvals, and if such permission is granted by the Organiser, a special charge of €120.00 in addition to ordinary Fees, will be made by the Exhibitor to the Organiser.

The distribution and/or sale of souvenirs bearing the name World Meeting of Families 2018 or WMOF2018 or any mark or motif normally associated with the Organiser which may give the impression that the product has the official approval of the Organiser, is strictly prohibited except with the express prior written permission of the Organiser.

8. Removal of Articles by Order of the Organiser

The Organiser has the power to (i) order the removal of any article from the Event premises, (ii) remove any article from the Event premises and/or (iii) close the Stand of any Exhibitor who does not conform to the rules and regulations of the Organiser.

All articles removed by the order of the Organiser will be so labelled.

Any Exhibitor or their representative again taking such articles onto the showground without permission will be liable to a charge of €100 and to expulsion from the Event.

9. Finance Terms of Payment & VAT

The payment terms are as follows: 50% payment to be made by the Exhibitor upon receipt of the Contract which contains the Terms and Conditions and Rules and Regulations. The Contract is deemed to be formed following receipt of the Confirmation Email by the Exhibitor which issues following the making of payment. Full payment is due no by 20th April 2018. Stands will not be confirmed to any person wishing to exhibit at the Event until full payment of Fees is received by the Organiser.

In line with VAT legislation and regulations (as amended), the Irish Authorities require that persons not established in the State must provide VAT details and returns to the Revenue Commissioners VAT section.



It is a condition of the rules of the Organiser and the Event that all Exhibitors co-operate fully with the VAT inspectors. Failure to comply with this rule could lead to the confiscation of goods and/or money.

Any Exhibitor who has not settled their account with the Organiser in full before the Event opens will not be allowed to exhibit at the Event and the Organiser reserves the right to re-allocate the Stand allocated to the Exhibitor.

Stands, trade space and associated services provided are subject to VAT at the appropriate rate, where applicable.

10. Cancellation by Exhibitor

If, following allocations and acceptance of a Stand, the Exhibitor subsequently cancels its booking the Organiser may up to 30 days prior to the Event at its discretion refund 25% of the booking fee to the Exhibitor. Thereafter the Organiser shall not refund any part of the Fee.

11. Non-Occupancy of Stands

In the event of any Exhibitor failing to occupy space by the Tuesday prior to the Event, the Organiser at its discretion, may fill up, or let, such space and the Fees paid shall be forfeited. If it is not possible for the Organiser to fill up or re-let such space, a notice will be placed on it stating the name of the applicant who booked the Stand and failed to occupy it.

Cancellation terms are in line with Payment Terms as outlined in (4). In the event that the Exhibitor:

Cancels their stand booking after notification of acceptance is sent by the Organiser in the Contract or fails to meet any of the payment obligations (whether as amounts due or dates of payment), or other Obligations, detailed in the Contract or fails to occupy the Stand allocated to them by the opening time of the first day of the Event, then the Organiser reserves the right to treat the Contract for Space as being cancelled and apply the cancellation charges, and re-allocate the Stand to another Exhibitor.

12. Cancellation of the event by organiser or Force Majeure

Change of location, curtailment or change of date of Event. In the event that the site where the Event is to be held, shall, in the sole determination of the Organiser, become unfit or unavailable for occupancy or shall be substantially interfered with by reason of fire, flood, tempest, building collapse, accident or any other such cause or as a result of events including, without limitation, government intervention, malicious damage, acts of war, acts of God, strike, lockout, labour dispute, picketing, embargo, injunction, terrorism, National / Court Mourning, in termination or failure of utility service, non-performance by subcontractors or should the Organiser decide that owing to any such cause or agency it is necessary or advisable to curtail, relocate or change the date of the Event or reduce the planned period for preparation display or dismantling, the Exhibitor waives any and all claims he might have against the Organiser for refunds, damages, costs or expenses. Under any of these circumstances the Organiser reserves the right without being under any liability to the Exhibitor for refunds, additional expenses or otherwise, to change the location and/or date of the show upon reasonable notice or notice as soon as practicable to the Exhibitor. The Exhibitor hereby acknowledges that in the event any of the circumstances referred to in the above paragraph occur he shall have no right to any refunds, damages or expenses.

13. Official Programme

The Programme Book will contain a brief description of each Exhibitors display. Each Exhibitor is entitled to a free entry in the Programme Book of no more than 50 words. A copy of the descriptive matter form is available by contacting the WMOF2018 Exhibition Sales Office. The Organiser does not accept responsibility for any omissions, misquotations or other errors which may occur in the compilation of the Programme Book. The Programme book may be a printed and/or App made available to all pilgrims attending.

14. Risk & Responsibility

The entire risk and responsibility as regards all exhibits, and all legal liability arising there-from or caused there-by, shall be wholly borne by the Exhibitor. The Organiser will not be responsible for any damage, breakage, or for any loss arising from any source either in transit or during the Event.

Neither the Organiser nor any of its officers, officials, employees, agents, contractors or servants shall be in any way responsible or accountable for anything that may happen (from any cause or circumstances whatsoever) to Exhibitors or their employees, agents, contractors or servants, or to any exhibit or property brought into the Event premises or for anything else in connection with, or arising out of, or attributable to the Event.

The Exhibitor shall defend, indemnify and hereby indemnifies and hold harmless the Organiser from any loss, liability, claim or demand, including reasonable legal fees, made by any third party arising from any cause whatsoever in connection with the participation at the Event by the Exhibitor, his agents, contractors or employees.

15. Accidents and Fire

As a condition of entry each Exhibitor shall hold the Organiser harmless and indemnify it and keep it indemnified against any legal proceedings arising from accident or fire caused by his machinery, exhibit or other property on the Stand allotted to him or brought into the Event.



16. Assistants and Contractors

All Exhibitors and Exhibitors' assistants, employees, contractors or agents in charge of Stands and exhibits will be subject to the orders of the Organiser's officials. It is a condition of issue of each ticket for an assistant of an Exhibitor that such Exhibitor will be held responsible for the behaviour of his assistants, and for the consequences of any misconduct thereof.

Exhibitors employing contractors for the erection or servicing of their Stands will be held responsible for the actions of their Contractors and for the observance by such Contractors of the Organiser's

Rules and Regulations.

17. Bankruptcy

Notwithstanding any other provisions contained herein, in the event of any Exhibitor ceasing to carry on business or committing any act of bankruptcy or the company going into liquidation or having an examiner, receiver, administrator or similar appointed over any of its assets or the company, the Organisers shall be entitled to determine the contract with the Exhibitor immediately and all Fees and any other monies paid by the Exhibitor to the Organiser shall be forfeited in full.

18. Charges and Exclusions

All charges and fines payable pursuant to the rules and regulations of the Organiser shall be recoverable as debts and until their payment persons owing them will be debarred from exhibiting at future events of the Organiser.

The Organiser may exclude from the Event grounds any person, firm, corporation, partnership or body, which in the Organiser's opinion has infringed the rules and regulations of the Organiser or has been guilty of dishonest or unfair conduct, or behaved in a manner injurious to the Organiser's interests at or in connection with the Event.

19. Copyrights and Patents

The Organiser shall not be liable for any damages the Exhibitor, his employees or agents may sustain in respect of the infringement of any or their copyrights, trademarks, patents or any other intellectual property held by the Exhibitor arising out of his participation at the Event.

Exhibitors are accordingly advised to take steps to protect their rights, new inventions or designs before exhibiting them.

20. Failure of Services

Many of the services to be provided at or connected with the Event are services provided by persons, organisations or companies independent of the Organiser. The supply of services at the Event is not within the control of the Organiser and the Organiser shall not incur any liability to the Exhibitor for any loss to or damage if any services shall wholly or partially fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of Fees paid.

21. Insurance

While reasonable precautions will be taken, the Organiser shall not have any responsibility or liability for the safety of the property of any Exhibitor from theft, damage by fire, accident, vandalism, or any other causes and any loss or damage which may befall the person or the property of the Exhibitors from any cause whatsoever arising before, after or during the Event. Exhibitors are strongly advised to obtain their own comprehensive insurance and in this case, suitable policies may be arranged through any leading insurance broker.

Exhibitors are advised to insure against costs and losses which they may incur in the event of the Event being prevented, postponed or abandoned for causes not within the Organiser's control since the Organiser accepts no liability in such an eventuality.

The Organiser is not responsible for any claims in respect of death or personal injury or loss or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the dismantling periods caused directly or indirectly by the Exhibitor or any Contractor, Subcontractor, Servant, Agent, Licensee, or Invitee of his or the act, omission or neglect of any such person or by any exhibit, machinery or other article or thing of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his.

The Exhibitor will indemnify and hereby indemnifies and keep indemnified the Organiser in respect of each and every such claim and all actions, proceedings, costs (including but not limited to reasonable legal fees), and claims and may be required by the Organiser to produce evidence of such insurances if required.

The Exhibitor shall be responsible for full public liability relevant to its Stand and exhibits and shall maintain sufficient comprehensive insurance cover to meet all claims by any third parties for accidental damage, loss, injury and food poisoning and hereby indemnifies and shall keep indemnified the Organiser against all costs (including but not limited to reasonable legal fees), claims, actions or expenses arising in relation thereto.

22. Safety Precautions

Exhibitors should ensure that adequate safety precautions in accordance with all relevant legislation, regulations and codes for workers, employees and the public shall be in operation on their Stand.

The Organiser will have a Safety Advisor on duty and any recommendations made by him shall be immediately adopted by the Exhibitor, otherwise the Exhibitor will be deemed to be in breach of the Organiser's Rules and Regulations. This rule applies to all matters that relates to the construction, display, dismantling and staffing of Stands and exhibits. Any Stands or



exhibits likely to prove dangerous to the public must be securely protected to the satisfaction of the Exhibitor's insurers and Safety Advisor, and be in the charge of a competent attendant at all times.

All applications are made on the distinct understanding that this rule will be enforced and the Organiser's decision in the matter will be final and binding.

23. Termination by Organiser

Any agreement or Contract with an Exhibitor for the hiring of space may be terminated by the Organiser, without any reason stated, either before or at any time during the Event to which the hiring relates.

Upon such determination, the Exhibitor shall forthwith dismantle and remove their Stand and exhibits and, if the Exhibitor fails to do so, the Organiser shall be entitled to dismantle and remove such Stand and exhibits at the expense of the Exhibitor. An Exhibitor whose hiring is so terminated will be entitled, if the termination occurs before the commencement of the show, to the return of the Fees paid by the Exhibitor and if the termination occurs during the Event, to the return of one fifth of the fees for each day or part of a day after such determination during which the Event continues and in neither case, shall an Exhibitor have any further claim against the Organiser for costs, losses, damages or expenses incurred by the Exhibitor.

24. Termination for breach of Rules and Regulations

In the event of any failure on the part of the Exhibitor to observe and perform any of the provisions of these terms and conditions of the Rules and Regulations, the Organiser shall have the right to terminate the agreement between the Exhibitor and the Organiser forthwith by written notice to that effect in which event all Fees then paid by the Exhibitor shall be forfeited to and retained by the Organiser and the Exhibitor shall indemnify and keep indemnified the Organiser in respect of all costs, losses, damages and expenses (including consequential loss or damage and legal fees) incurred as a result of such failure.

25. Trade Disputes

In the event of an Exhibitor being involved in a Trade or Industrial dispute whether such action be official or otherwise the Organiser reserves the right to close and isolate without notice such Stand or Stands as are involved either directly or indirectly in any dispute and to restrain the Exhibitor from occupying the Stand before or for part of the duration of the Event.

The Organiser in such an event shall not be liable to pay any form of compensation or refund any Fees or monies to the Exhibitor in question.

26. Unauthorized Acts

It is a condition of entry to the Event that Exhibitors shall only be allowed to transact business, and no persons will be permitted to solicit money, except where he or she holds a license from the Organiser to do so.

27. General

The Organiser reserves to itself the sole and absolute right to interpret these or any other prescribed conditions and regulations, and to arbitrarily settle and determine all or any matters, questions, or differences in regard thereto, or otherwise arising out of or connected with or incidental to the Event.

The Organiser also reserves to itself the sole and absolute right to refuse or to cancel any entries, disqualify Exhibitors, close down an exhibit or Stand or withdraw permission to exhibit, prohibit exhibition of entries, vary or cancel awards of prizes or reserved numbers and relax conditions as the Organiser may deem expedient; and the decision of the Organiser will be final in all respects.

All exhibits are subject to a general lien in favour of the Organiser for all sums, whether for unpaid Fees or otherwise due from an Exhibitor to the Organiser.

The Organiser reserves the right to vary, change, modify or amend these Terms and Conditions and the Rules and Regulations at its sole discretion and you should check the same regularly for any changes.

28. Governing Law

These Terms and Conditions and the Rules & Regulations and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with the laws of the Republic of Ireland and the courts of the Republic of Ireland shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with these Terms and Conditions or Rules & Regulations or their subject matter or formation (including non-contractual disputes or claims).

Part 2 Rules and Regulations

The following Rules & Regulations form part of the Contract made between the Exhibitor and the Organiser and are to be read and understood in concordance with the Terms and Conditions.

Services



29. Agencies

Overseas based Exhibitors may at their own cost and expense use the agency of their choice to deal with importation documentation, warehousing, packing and re-exportation of goods. Overseas Exhibitors and Irish Exhibitors importing goods should contact:

THE DIRECTOR OF CUSTOMS AND EXCISE,
Wicklow Street,
South Great Georges St,
Dublin 2. Tel: + 353-1-6792 777

For information concerning Customs and Excise Clearing regulations.

ELECTRICITY SUPPLY FOR LIGHT AND POWER

The provision of any electrical fittings and appliances will be the responsibility of the Exhibitor. All electric wiring and installation work on a Stand must be carried out by:

- Contractors who are members of the RECI (Register of Electrical Contractors of Ireland)
- Contractors specially approved by the Organiser.
- The qualified staff electricians permanently employed by the Exhibitor for whom the work is done.

Exhibitors are forbidden to open the Organiser's distribution boards or plug into the Organiser's outlet sockets. A Completion Certificate (Electrics) must be made available by the Exhibitor to the Organiser on request.

An electricity connection form must be completed by each Exhibitor and is available in the exhibitors Manual.

When the Stand is ready for connection to the electricity supply, it is the responsibility of the electrical contractor to inform the WMOF2018 Exhibition Office of this fact. All electrical appliances used on a Stand must comply with current standards and all applicable legislation and codes. Any electrical item in the opinion of the Organiser deemed to be causing fault with the power supply on a Stand or other stands at the Event will be immediately disconnected.

FURNITURE AND FLOWERS

Exhibitors may hire furniture and flowers from the contractors or suppliers of their own choice and at their own cost and expense. The exhibitor Manual will contain booking forms for the preferred suppliers who will be on site for the Exhibition time.

TELECOMMUNICATIONS

The Exhibition Manual will contain all information re connection etc., and for Broadband and Credit Card machines.

WATER/WASTE SUPPLY

A water supply will be available at certain points in the showground for the use of Exhibitors at a special charge. The Exhibition Manual will contain this detail.

30. Stand Preparation

All Exhibitors are requested to submit copies of the interior/exterior design layout of their Stands for prior approval of the Organiser. If an Exhibitor wishes to make any subsequent alterations to their Stands, they should contact WMOF2018 Exhibition Office.

Professional shop fittings must be used and must be erected and installed by a competent contractor. Failure to do so will lead to a Stand being closed down by the Organiser.

All internal fit-out of Stands (e.g. shelves, brackets) must be self-supporting and must not be affixed to shell scheme without prior consultation and approval of the Organiser. If any such items are, in the sole opinion of the Organiser, deemed unsafe they will be removed and the Stand may be closed down by the Organiser or its nominated shell scheme contractor.

31. Empty Cases

All loose cases and other materials used in packing the Stands and exhibits must be removed by the Exhibitors from the Event grounds as soon as the Exhibits have been unpacked, and at latest by 17.00 on the day before the Event opens.

32. Cleaning of Stands

The Exhibitor is responsible to the Organiser for maintaining his Stand in a clean state during the Event and it is the responsibility of the Exhibitor to ensure that the aisles in front of and around his Stand if applicable are free from obstruction. Exhibitors must have their Stands swept clean before 20.30 on each evening of the Event. Litter from Stands must be deposited in the litter bins or refuse disposal units provided.

Cleaners, if required, will be admitted, free of charge, to the main showground's, by the Anglesea Road Entrance from 20.00 on each day of the Event on giving their names of the Stands they are employed to clean, on condition that they check out at the gate by which they entered not later than 21.15.



33. Delivery of Exhibits to Stands

Prior to the Event no vehicle will be allowed to enter any of the halls at the Event either to deliver or remove goods unless permitted by the Organiser and it will, therefore, be necessary that all exhibits shall be brought manually to Exhibitors' Stands, and Exhibitors are required to provide the staff adequate for that purpose.

During the Event vehicles delivering articles to Stands will not be allowed to enter the Event after 07.30 on each day of the Event. Obstruction of Gangways or Open Spaces- No Exhibitor shall at any time obstruct or allow to be obstructed by his goods, or in any other manner, gangways or open spaces. Any article placed in contravention of this regulation will be removed and a charge of €20.00 per article will be levied on the Exhibitor.

34. Height Regulations & Signage

Except where otherwise provided, Stands and Signs shall not exceed in height: In all halls 3.8m is the maximum permitted height for stands.

Side walls over counter height may not project more than 1m from the back wall and the fascia board or name of the Exhibitor must be set back at least 1m from the front line of the stand.

In this section Stands and exhibits must not exceed 36.2kg per square foot in weight (this relates to the weight of a loaded stand, e.g. a stand with 200 handbags (rather than 150) may be too heavy & topple over).

The Organiser may, on written application, allow a greater height where, in its opinion, this is desirable owing to the nature of a particular exhibit and Event.

35. Erection of Stands, Signs and Notices

All Stands must be entirely self-supporting. Nails and screws must not be used in either the floors or the walls of the buildings nor must anything be attached to tie bars or roof trusses. The placing of notices on any part of the structures or buildings is strictly prohibited. The Organiser reserves the right to remove from a Stand any signage, bill or poster which is considered by the Organiser to be objectionable. Signs carrying Exhibitors names and addresses must be strongly and properly constructed and fixed on a rigid frame. Linen signs are not acceptable. No mobile display units or caravans will be permitted indoors at the Event, except by express prior written permission of the Organiser.

No Exhibitor will be permitted to arrange his Stand, or to place any signage in such a manner as to obstruct the light, or to inconvenience or disadvantageously affect the display of any other Exhibitor.

Signs placed on or near the boundary lines of Stands must not carry advertising matter or the name of the Stand holder on the side facing adjoining Stand holders' sites. Exhibitors will be strictly confined to the space allotted to them. The internal layout of Stands must comply with current Dublin City Council Bye-laws dealing with public safety and all other applicable legislation.

36. General

Every Exhibitor, and all persons for whom he may consider responsible in any way whatsoever, must conduct himself in such a manner as shall not be objectionable to any other Exhibitor or any employee of an Exhibitor or visitor to the Event or to the Organiser and shall not create any disturbance or obstruction at the Event. Any person who does not comply with these requirements shall be liable, at the sole discretion of the Organiser, to be removed from the Event and refused re-admission for the remaining duration of the Event.

37. Public Address

The Public-Address system is provided for the use of the Organiser and is not available to Exhibitors or their employees, servants, contractors, agents or visitors to the Event except in emergency situations.

Musical Instrument performances, sound recorders, Radio and Television sets in operation are not permitted, except under special conditions and only with the prior written consent of the Organiser.

38. Exhibitor Badges and Customer Invitation Tickets

Exhibitor's trade badges will be issued on the following basis:

1 x full congress registration and 2 exhibitor hall only registration badges per 3 x 2 metre stand space allocated to an Exhibitor. The cost of additional badges is available by contacting WMOF2018 Exhibition Office.

Exhibitors may also apply for customer invitation registrations by completing the appropriate form and paying the appropriate fees, these tickets are available for admission on any day of the show. Please contact WMOF2018 Exhibition Office.

39. Fire Precautions

No Exhibitor may light a fire, gas or oil appliance or stove, or boiler of any description for any purpose whatsoever, unless he has the prior written consent of the Organiser and where required the consent of any relevant statutory agencies to do so. Exhibitors, who have obtained the prior written consent of the Organiser, using bottled gas, fuel oil, petrol, hay, straw and other inflammable material must provide in all cases fire extinguishers designed to deal with the risk involved and have the approval of his own insurers for this arrangement.

All materials used in the decoration of Stands, or offices therein, must be non-flammable and compliant with all relevant legislation and safety regulations.



40. Lighting and Heat

In no circumstances, shall petrol, oils (other than lubricants) or naked lights or lamps of any description be used or brought into the Event or any part thereof without the prior written permission of the Organiser and the Exhibitor having the relevant insurance policy in place.

41. Cooking

Permission for the cooking of food on stands will not be granted by the Organiser unless;

- cooking is done by electrical appliances only;
- all relevant legislation, regulations, codes and all requirements of the Eastern Health Board have been fully complied with and documentary evidence to this effect is submitted to the Organiser in advance of the Event; and
- the Exhibitor at his own cost and expense shall procure such license or licenses and permits as may be legally necessary to carry out the cooking and selling of food items. Cooking or heating equipment where allowed must be positioned on a firm base of non-combustible material, and must be protected on three sides by a fireproof shield which must be situated at least 600mm from any combustible material. Cooking or heating appliances must be kept at all times out of reach of the public.

Officials of the Organiser or representatives of the local Authority Fire Services shall have full authority through its staff to order the immediate removal of any equipment or structure which in their opinion constitutes any danger.

The Exhibitor shall at all times maintain high standards of hygiene and general cleanliness in the preparation, use, handling and service of food, and shall comply with all applicable legislation including regulations, codes and standards in relation to the preparation, use, handling and service of food and beverages, utensils and tableware and shall ensure compliance with all statutory requirements affecting the same or service which they are providing.

To avoid the unnecessary obstruction of avenues and aisles any Exhibitor intending to cook foodstuffs for sale or distribution must ensure that its Stand is of sufficient area to allow the incorporation of a queuing area. Plans of the Stand must be submitted to the Organiser for prior approval before the Event.

Starting apparatus should either be disconnected or not be within reach of the general public. Explosives, radioactive materials, acids, or other substances of a dangerous, harmful or unwholesome nature may not be exhibited without the prior written authority of the Organiser and all relevant authorities or bodies and without the Exhibitor holding and maintaining all necessary licenses, consents and approvals.

Any consent given by the Organiser for the exhibition of any product or for the use of any machinery or apparatus with in this regulation may be withdrawn at any time at the sole discretion of the Organiser without any reason being stated. The Organiser reserves the right to exclude any Exhibit from the Event.

42. Prohibition

Bells, Balloons, Whistles and Exhibits of every such description will be prohibited from causing annoyance to visitors and Exhibitors. Only such articles as are specified in the descriptive manner in the Exhibition Programme Book will be permitted to be exhibited on any Stand.

If it is found that the business upon any Stand is of such a nature as to be an inconvenience to other Exhibitors or injurious to the interests of the Organiser the Stand will be closed without compensation to the Exhibitor who shall forfeit all Fees paid by him to the Organiser.

43. Demonstrations and Competitions

An Exhibitor wishing to carry out demonstrations or competitions on his Stand must obtain the prior written consent of the Organiser and also obtain any required licence, consents and approvals.

All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause any annoyance or inconvenience to other Exhibitors or visitors to the Event. The following are prohibited at the Event any solicitation (in person or by sound process) above the ordinary speaking tone of voice and any practice resulting in a complaint from an Exhibitor, an employee of another Exhibitor or visitor to the Event which, in the sole opinion of the Organiser, exposes the Exhibitor, employees of another Exhibitor or visitors to the Event to any annoyance or danger.

44. Distribution of Publicity Matter and Advertising

The use and distribution of handbills, advertisements, photographs and other printed matter within or outside of the Event is subject to the prior approval of the Organiser and the Exhibitor is not allowed to paste or otherwise affix, exhibit or distribute advertisements anywhere at the Event other than at his own Stand and any Exhibitor must not for this or any other purpose encroach upon the alleys, aisles or avenues and open spaces at the Event or do anything which may cause disruption. The distribution or retailing of badges, balloons, model aeroplanes, stickers, and other advertising novelties appealing to children inside or outside of the Event is subject to the prior approval of the Organiser.

The distribution of plastic or carrier bags of any description is strictly forbidden except where such bags are used as wrapping for goods on a Stand. In the interests of security, the distribution of plastic or carrier bags for advertising purposes is strictly prohibited.

