

EXHIBITORS MANUAL '23



Scottish Skipper Expo 2023

P&J Live, Aberdeen
12-13 May 2023

SHOW TIMES
FRI 10-5 SAT 10-4

www.theskipper.ie

P&J LIVE mara 
media

Skipper

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Contacts



ORGANISING TEAM – MARA MEDIA

Sharon Boyle – Commercial Fishing Manager

Tel: 00353 (0)749548037

Mob: 00353 (0)86 8401250

Email: sharon@maramedia.ie

Web: www.theskipper.ie

SHOW VENUE - P&J Live, Aberdeen

<https://www.pandjlive.com/event-ordering/>.

Lynne Reilly, Events Manager, P&J Live

Tel: 01224 330427

Email: lreilly@pandjlive.com

Web: pandjlive.com

SHOW VENUE - P&J Live, Aberdeen

Craig Paterson, Event Manager, P&J Live

Email: cpaterson@pandjlive.com

Tel: 01224 330420

SHOW VENUE – Catering options

Contact: Emma Richardson, F&B Manager

Email: erichardson@pandjlive.com

Tel: 01224 33045

AP SHOW LOGISTICS

Top Floor, 7 Muster Green, Haywards Heath, RH16 4AP, UK

Contact: Ash Preston

Tel: +44 (0) 1444 484850

Email: ash@apshowlogistics.com

Web: apshowlogistics.com (See page 20-23)

FURNITURE HIRE

Inspire Furniture Hire, PO Box 14298, Birmingham, B46 9AZ

Tel: 01675 482917

Mob: 07825 301665

Email: sales@inspirehire.co.uk

Web: inspirehire.co.uk

OUTLINE EVENT SERVICES LTD

Stand Graphics/Design. Should you require –

Contact: Fraser Young

Tel: + 44 (0) 1651 872475

Email: fraser@outlineservices.com

Web: outlineservices.com



BUILD PERIOD

WEDNESDAY 10TH MAY: Venue show build and Space Only build. **8am-6pm**
Space Only Builds to contact Sharon to book your time slot.

THURSDAY 11TH MAY: All Exhibitors & Vessel Set Up **8am-8pm**

PLEASE NOTE: Stands must be completed and excess products and materials removed from the hall no later than 8pm on Thursday 12th May.

During Build Up periods, everyone in the hall must ensure they are wearing the correct PPE, to include Hi-Viz vests and suitable footwear as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own.

EVENT OPEN PERIOD

FRIDAY 12TH MAY: Opening Hours for Exhibitors **8am-6.00pm**
Opening Hours for Visitors **10am-5pm**
EXHIBITORS RECEPTION (DOUGLAS HOTEL) **7.30PM - LATE**
*Your invite will be included with your name badges

SATURDAY 13TH MAY: Opening Hours for Exhibitors **9am-10pm***
Opening Hours for Visitors **10am-4pm**

EXHIBITION BREAKDOWN PERIOD

SATURDAY 13TH MAY: *Exhibits Move Out & Stand Dismantling **4.30pm-10pm**

PLEASE NOTE: Access doors for exhibitor breakdown will not be opened until the public is clear of the hall. Any empty boxes or pallets in storage will be delivered back to stands after the official event close. During Break Down periods, everyone in the hall must ensure they are wearing the correct PPE, to include Hi-Viz vests and suitable footwear as a minimum – please be aware that these are not provided by the venue and exhibitors must bring their own.

- All shell scheme exhibitors must clear their stands by 10pm on 13th May.
- All space only exhibitors must clear their stands by 10pm on 13th May.
- Any remaining items will be removed and either destroyed, or stored at the exhibitor's expense.



IMPORTANT NOTICE

Please take note of the official show closing time of 4pm on Saturday. Any exhibitor seen breaking down their stand before this time will jeopardise their participation at next year's show. This is both due to Health & Safety and out of respect to our visitors and exhibitors who are still doing business. Visitors note the closing time of 4pm and it is very disrespectful to make them feel rushed to leave the building before the advertised closing time. **This is Mara Media policy at all shows going forward.**

Shell Scheme Exhibitors

IMPORTANT INFORMATION:

Shell scheme panels should be treated carefully to avoid damage and care should be taken when mounting display panels etc.

- Light material may be attached only by the use of Velcro (the panels are loop, therefore hook Velcro is required) and no fixings should be made onto the aluminium.
- Any damage caused to panels or aluminium, by the use of any other adhesives will incur a charge to the exhibitor.
- No stand fitting or display feature on shell scheme stands may exceed 2.5m in height. If in doubt, please contact:

**Lynne Reilly, Event Manager,
P&J Live. Tel: 01224 330427, or
Email: lreilly@pandjlive.com**

Space Only Exhibitors

IMPORTANT INFORMATION FOR SPACE ONLY EXHIBITORS

Space Only exhibitors are required to submit the following:

- Full Stand Plans
- Risk Assessment
- Method Statement
- Construction Phase Plan
- Public Liability Insurance

● To P&J Live Event Manager by April 14th 2023. Failure to submit the above information or failure to obtain stand build approval may result in stand construction being halted, changes imposed, or disassembly required at the exhibitor's own expense.

**Lynne Reilly, Event Manager,
P&J Live. Tel: 01224 330427, or
Email: lreilly@pandjlive.com**

STAND BUILD REGULATIONS

■ Stand walls or decorations cannot exceed a height of 2.5m unless approval has been sought from the organisers. All visible walls over 2.5m must be dressed and conform to all other regulations as per the eGuide. Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser.

- The maximum build height at P&J Live is 4m; stands must not exceed this height.
- No more than 40% of an open side can be walled. Any walling exceeding 40% must be set back a minimum of 0.5m from the open perimeter of the site.
- The stand must not extend beyond its specified floor dimensions in either area or materials.
- If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations as set out in the eGuide.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS

■ As of April 2015, all events in the UK are now subject to new legislation: The Construction Design and Management Regulations 2015. This will involve all exhibitors, or their appointed contractors, submitting a Construction Phase Plan, that will encompass the Risk Assessment and Method Statement that they have previously required for stand construction.

Further details can be found here: www.cdm4events.org.uk

ELECTRICS

■ Space only exhibitors can order electrics for their stand via the space only electrics section within the online shop at: <https://www.pandjlive.com/attending/event-ordering/> Please be advised, a mains supply is required, as well as any sockets. For any requirements not available in the online shop, please contact **Craig Paterson, Event Manager.**

**Email: cpaterson@pandjlive.com
Tel: 01224 330420**

IMPORTANT ELECTRICAL INFORMATION FOR SPACE ONLY STANDS

■ All space only stands ordering a mains supply, with the electrical installation being undertaken by anyone other than P&J Live Electrical Services Department (whether it is a "plug and play" system or a fixed wiring system), it is the responsibility of the person(s) undertaking the installation to ensure that the specifications for installation, as laid out in the eGuide, have been complied with and that they have either undertaken appropriate inspection and testing themselves to verify compliance (if suitably qualified), with a copy of the appropriate test form provided to the P&J Live Electrical Services Department, or have arranged for the P&J Live Electrical Services Department to do so.

Further information can be found within the eGuide.

NOTE: SHELL PANELS WILL BE THE SAME AS PREVIOUS SHOWS

1 SHELL SCHEME STANDS

YOUR STANDS WILL COME WITH:

Shell scheme MODUL system with name panel and your stand number

(White Foamex infill panels) as per photograph to the right. (Same as the 2022 show)

Full Panel size: 2372mm x 966mm

- If graphics are being printed display area for each panel is: 954mm wide x 2360mm tall.
- If your stand is on a corner it will automatically be open on 2 sides.
- **Electric Package** includes a 1 x 500watt socket plus 2 spots lights for £100. This is booked directly with Sharon when making your stand booking.
- **Carpet** – Standard Exhibition carpet is dark grey, please contact Lynne Reilly, Event Manager at P&J live. Details on page 2.

You will need to order furniture separately. See page 18.



PLEASE NOTE:

ALL FIXTURES WILL HAVE TO USE DOUBLE SIDED SELLOTAPE "STICKY FIXTURES" VELCRO IS NOT TO BE USED.

2 SPACE ONLY

■ Space stands will include floor space only, giving you control to design and build a unique stand to your specification, plans to be submitted for approval to lreilly@pandjlive.com by 14th April. See page 4 for rules.

PLEASE NOTE:

■ Space only stands do not include electrics or stand name panel with number.

Furniture to be ordered separately (see below).



HOW DO I ARRANGE EXTRA ITEMS FOR MY STAND?

■ **AV, additional power and additional items can be booked directly via the P&J Live Online shop, which can be found here: <https://www.pandjlive.com/attending/event-ordering/>**

If you require any items not covered in the shop, please contact: Craig Paterson, Event Manager.

Email: cpaterson@pandjlive.com Tel: 01224 330420

■ **Furniture can be ordered directly via Inspire Hire. Order forms can be found on pages 18 & 19**

CORNER STAND

If your stand is on a corner, it will be open on 2 sides.

If you require any additional walling, you must contact Lynne Reilly at P&J Live a minimum of 7 days prior to the show. On site requests cannot be guaranteed.

SCOTTISH SKIPPER EXPO 2023 CANCELLATION POLICY:

- 8 weeks and above (17th March 2023) – i.e. if the Exhibitor cancels on or before 8 weeks prior to the Exhibition, no cancellation fees will apply.
- Under 8 weeks to 4 weeks (18th March – 14th April) prior to the exhibition, a 75% cancellation fee will apply.
- Under 4 weeks (15th April) prior, a 100% cancellation fee will apply.

*An administration charge of £50 will be levied.

- All notices of cancellation must be in writing to sharon@maramedia.ie

FULL PAYMENT ON RECEIPT OF INVOICE

1: Cheques in Sterling

Drawn on a UK Bank

Bank drafts in Sterling drawn to Mara Media.
Bank transfer to the following account:

Account Name: Mara Media.

BANK: **First Trust Bank
Meadowbank
Strand Road
Derry BT48 7TN
Northern Ireland**

Account Number: 09504038
Sort code: 93-80-25
SWIFT: STBKGB2B
IBAN: GB08FTBK93802509504038

2: Cheques in Euro

Drawn on an Irish Bank

Bank drafts in Euro drawn to Mara Media.
Bank transfer to the following account:

Account Name: Mara Media

BANK: **Allied Irish Bank
Anvil Court
Killybegs,
Co. Donegal,
Ireland.**

Account Number: 10745194
Sort code: 93-73-04
SWIFT: AIBKIE2D
IBAN: IE43AIBK93730410745194

CONTACT DETAILS

Sharon Boyle
email: sharon@maramedia.ie
Tel: 00353 (0)74 954 8037
Mobile: 00353 86 81 1250

Publications

THE ONLY OFFICIAL PUBLICATIONS FREELY DISTRIBUTED THROUGHOUT THE WHOLE SHOW

'THE SKIPPER', our monthly magazine and the 'SHOWGUIDE' are the only two official publications for your shows. Brought to you by the show team.



THE SKIPPER DEADLINES:

Your Show Issue (May)

Deadline: 19th April (freely distributed at show)

RATES:

Business Directory: from €100

1/8 page: €250 1/4 page: €500

1/2 page: €725 Full page: €1,200

SHOWGUIDE DEADLINES:

14th April

(freely distributed at show)

RATES:

FULL PAGE

148mm W x 180mm H €350

HALF PAGE

148mm W x 90mm H €250



THE SKIPPER

Established in 1964, The Skipper has grown into Europe's leading commercial fishing industry and seafood sector publication. We sell on average 4,500 copies each month, with bonus distribution at all our shows and have over 78,000 followers on social media.

More on The Skipper at www.theskipper.ie

■ Please contact Sharon for more information on advertising:
T: 00353 74 9548037
M: 00353 86 8401250
E: sharon@maramedia.ie

■ During the show we will be regularly updating our social media and would like our exhibitors to participate using **#skipperexpos**



FREE PR Service: The Skipper Team

Mara Media provide a FREE PR SERVICE to exhibitors at our shows. We may contact exhibitors in the lead up to the shows for a feature/testimonial etc., for use in our monthly publication - *The Skipper*, our social media sites and other marine related publications.

■ Please take full advantage of this free service provided by Mara Media.

COMPANIES MAY ALSO CONTACT OUR IN-HOUSE PR TEAM:



PR SERVICE

Mara Media: The Skipper Team

Contact: Noreen Boyle

Tel: 00353 74 95 62843

Email: admin@maramedia.ie

Web: www.theskipper.ie



GETTING TO P&J LIVE

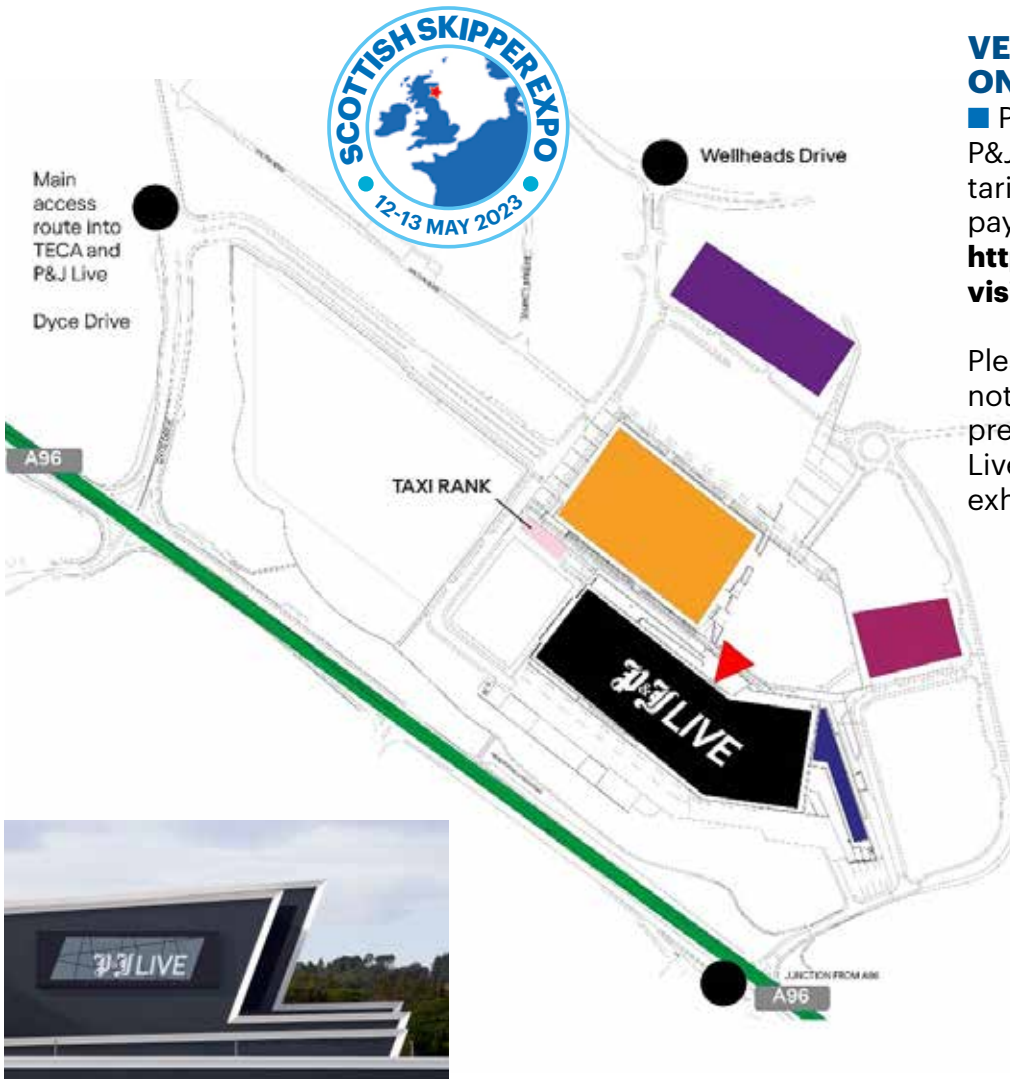
**P&J Live, The Event Complex
Aberdeen, East Burn Road,
Stoneywood, Aberdeen,
AB21 9FX**

■ P&J Live enjoys excellent road, rail and air transportation links. The complex is conveniently situated off the A96 Aberdeen to Inverness Road and is close to the AWPR for access from the South. Aberdeen Airport is just 1.5 miles away. Flight connections are available to London airports, most other UK airports and Northern Europe.



BUS SERVICES

■ Stagecoach services run through the complex daily. The Jet Service 727 runs from Aberdeen City Centre to Aberdeen Airport every 10 minutes. Further information can be found on www.stagecoachbus.com



VEHICLE PARKING ON EXIT

■ Pay on exit is in operation at P&J Live. For further details on tariff information and how to pay, please visit our website: <https://www.pandjlive.com/visiting/parking/>

Please note that vehicles may not be left overnight without pre-arrangement with the P&J Live Event Manager, via the exhibition organisers.

- Main Entrance
- Entry points to TECA and P&J Live
- Subterranean Car Park
- Overground Car Park
- Taxi Rank
- Aloft Hotel
- Hilton Hotel

CATERING

■ The catering department at P&J Live has unrivalled expertise which is provided throughout every event to a high standard, both in terms of food quality and customer care. A wide range of exhibition catering options are available via our one-stop exhibitor online shop at <https://www.pandjlive.com/event-ordering/event-ordering-catering/>. Any queries, or items not covered in the shop, please contact Emma Richardson, F&B Manager, Email: erichardson@pandjlive.com Tel: 01224 330457

■ If you are bringing your own alcohol, you must purchase an alcohol permit and complete the 2 hour mandatory training course which can be obtained via the online shop at <https://www.pandjlive.com/event-ordering/event-ordering-exhibitions/>. Once the permit has been purchased, the training link will be emailed.

CLEANING AND WASTE DISPOSAL

■ Exhibitors are responsible for keeping stands tidy and for ensuring that waste is deposited in accordance with the rules on waste disposal. For health & safety reasons it is important that all exhibitors and contractors keep aisles and walkways clear of rubbish at all times. Any items left in the aisles are subject to being cleared away, regardless of whether they are waste or not. Cleaning of public aisles and common areas will take place the evening before the show opens. Where possible, stands will also have light vacuuming.

■ **Additional cleaning work can be requested and costs provided on application by contacting:**

Craig Paterson, Event Manager.
Email: cpaterson@pandjlive.com
Tel: 01224 330420

ELECTRIC LIGHTING AND POWER

■ The installation or alteration of any electrical installation or fitting by any person other than a member of P&J Live's in-house Electrical Services Team is strictly prohibited. In accordance with current health & safety legislation all electrical equipment and fittings should comply with applicable test regulations.

■ **Additional electrics can be ordered via the online shop here:**

<https://www.pandjlive.com/attending/event-ordering/> or by contacting:
Craig Paterson, Event Manager.
Email: cpaterson@pandjlive.com
Tel: 01224 330420

EMERGENCY EXITS, ROUTES AND ASSISTANCE

■ Evacuation routes/emergency exits must not be blocked at any time. Under no circumstances is this acceptable. No displays, posters or similar materials which might interfere with sight lines or fall down in the event of fire may be hung in evacuation routes or their vicinity.

Fire stations must be visible and accessible at all times. They must not be covered or blocked.

Fire stations can be fire hoses, fire extinguishers or fire alarm points.

Wi-Fi

■ P&J Live offer visitors a complimentary wi-fi service. To connect, select P&J Live Free WiFi network. This service is suitable for light browsing only. If you require a dedicated bandwidth, please contact:

Craig Paterson, Event Manager.
Email: cpaterson@pandjlive.com
Tel: 01224 330420

FIRST AID

■ Any person requiring first aid treatment should contact the organiser's office or any member of P&J Live staff.

HEALTH AND SAFETY

■ The exhibition hall(s) is classed as a building site during build up and break down. During this time, all exhibitors and their contractors must comply with P&J Live rules regarding PPE, particularly with respect to the wearing of high visibility vests at all times. At no time will children under the age of 16 be permitted in the halls during build up and breakdown.

As part of the Association of Event Venues (AEC), P&J Live adheres to the policies within the eGuide. The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is similar to that of an Approved Code of Practice. It is an industry specific guide, developed by authorised professionals from the UK's event venues. It incorporates health, safety and operational practices that represent compliance with building regulations and health & safety legislation.

■ For further information, please visit www.aev.org.uk/eguide.

INSURANCE

■ Exhibitors must ensure all necessary insurance cover for damage to their own goods and for possible liability in respect of injury to third parties or damage to third-party property, including the property of the venue. In some cases public liability insurance is also required.

PLAYING MUSIC ON STANDS

■ If you intend to play recorded background music on your stand during the course of the exhibition, you are required by law to obtain music licenses.

Phonographic Performance Ltd (PPL) administers licensing of sound recording for most recorded music played within the UK. It issues a license and levies a tariff on the broadcast and public performance (which includes exhibition stands) on behalf of the record companies.

Performing Rights Society (PRS) administers licensing of sound recording and performances for most music played in the UK. It issues a license and levies a tariff on the broadcast and performance (which includes exhibition stands) on behalf of the writers and publishers of music.

Exhibitors are solely responsible for obtaining any license required to play music on their stand. These can be obtained by contacting PPL and PRS direct. It is recommended that licenses are applied for a minimum of 28 days prior to the event open date.

PPL: Applications can be made online via the PPL website: www.ppluk.com

PRS: Applications can be made via the telephone: **0800 068 4828**.

Further information can be found via the PRS website: www.prsformusic.com

PRESENTATIONS ON STANDS

■ Exhibitors must ensure that neighbouring stands are not obstructed or disturbed by the use of audio and audio visual equipment, working machinery or other presentations.

PUBLIC ADDRESS SYSTEM

■ The public address system is for official announcements only and is not available to exhibitors for publicity purposes or individual messages.

RISK ASSESSMENTS

■ All shell scheme exhibitors must complete and return the Risk Assessment Form for Shell Scheme Stands, which can be found in the documents section at the end of the manual.

Completion of this is mandatory and dependant on the amount and type of hazards highlighted, you may be required to submit additional information.

SECURITY

■ Security is provided within the exhibition hall during build, open period and breakdown, however, the organiser and P&J Live accept no responsibility for any loss or damage to personal belongings or equipment and advise that exhibitors and their contractors are adequately covered.

SMOKING

■ Under Scottish Law, smoking is strictly prohibited in the exhibition hall(s) and must take place in the designated outdoor areas.

Any reports of smoking indoors should be made to the P&J Live Event Manager immediately. Cigarette end bins are available at all designated smoking areas and must be used.

■ The use of e-cigarettes is strictly prohibited indoors at P&J Live.

FIRE PREVENTION

■ Temporary furnishings and decorations must be in non-flammable materials, or fireproofed in line with the relevant regulations. Flammable gases/liquids/objects may not be used or stored indoors without relevant documentation and approval from the organiser and the P&J Live Event Manager. Use of fire or naked lights (including candles) is strictly prohibited.

FREIGHT HANDLING SERVICES FOR SCOTTISH SKIPPER EXPO 2023

■ **AP Show Logistics** have been appointed as the sole official logistics company for your 2023 show.

- **P&J Live** can no longer accept any responsibility for goods at the new venue. This is standard practice for all their events going forward.
- **AP Show Logistics (APSL)** has handled many shows in Aberdeen and all over the world and will be able to offer international door to stand services; customs clearance and bond facilities; domestic movements; onsite unloading and handling support in the new venue.

AP Show Logistics (APSL)

Please feel free to contact:

Ash Preston

Email: ash@apshowlogistics.com

Tel: +44 (0) 1444 484850

Web: www.apshowlogistics.com

EXHIBITOR ONLINE SHOP

■ **The P&J Live Exhibitions Online Shop** can offer a catalogue of items, including electrics, floorcovering, AV and shell scheme extras. Items are ordered and paid for directly, offering a secure method. The online shop remains open until the opening day of the event.

AUDIO VISUAL EQUIPMENT

■ A full range of audio-visual equipment can be hired for the duration of the exhibition.

This can be ordered using the online shop at

<https://www.pandjlive.com/attending/event-ordering/>

For any requirements not available through the online shop, please contact:

Craig Paterson, Event Manager.

Email: cpaterson@pandjlive.com

Tel: 01224 330420

Please ensure that music and commentary for demonstrations, videos, presentations etc. is kept at a level which will not interfere with neighbouring stands.

BRANDING

The in-house P&J Live Exhibitions Team can offer a variety of branding options to enhance the appearance of your exhibition stand, from graphic panels to seamless fabric graphics.

For further information and prices, please contact:

Craig Paterson, Event Manager.

Email: cpaterson@pandjlive.com

Tel: 01224 330420

RIGGING

All submissions for rigging must be supported by plans and structural details of all elements to be rigged.

- Rigging is only permitted by trained & authorised P&J Live staff. P&J Live reserve the right to refuse any items to be rigged if they are deemed to be unsafe or if insufficient information is provided.
- Halls ABC – The maximum height for flown assemblies in Halls A & B is 7m.
- Rigging restrictions apply to stands situated in Hall C.

Please contact **rigging@pandjlive.com** with stands plans and details for further information and prices.

All requests for rigging must be submitted to the venue in writing 28 days prior to the event build date. After this date a late order surcharge will apply.

WATER FEATURES

■ If you are intending to use a water feature on your stand, please confirm the details in writing to the venue in advance, as written approval is required. This ensures that the correct precautions are taken to minimise the spread of *legionella bacteria*.

Charges for filling and emptying of water features apply. Please contact:

Craig Paterson, Event Manager.

Email: cpaterson@pandjlive.com

Tel: 01224 330420

SKIPPER EXPO – LOAD OUT INSTRUCTIONS

■ **Breakdown is a critical time for safety and security and we have a number of new procedures in place for 2023 to ensure breakdown is as swift as possible for you.**

- There will be no forklifting prior to 5pm (1 hour after show close) to allow hand carry exhibits to exit.
- The roller doors at the rear of the hall will not open until all visitors have left the venue, we would estimate this to be around 15 minutes after the show closes at 4pm.
- Access to the service yard at the end of the show is limited and there may be a wait.
- For hand carry exhibits, we advise you to park in the Sub-T Car Park to carry goods down. To facilitate this, the venue will offer complimentary parking to those exhibitors between 3:30pm-6pm on Saturday 13th May.
- In order to provide this, you will need to register your car registration details, which can be done here:

eventordering@pandjlive.com

- We ask that you pre-register where possible, however, there will be a QR code available at the venue on Saturday 13th May for last minute registrations.
- **IF YOU DO NOT REGISTER YOUR VEHICLE, YOU WILL BE LIABLE FOR PARKING CHARGES AND THIS IS ONLY AVAILABLE IN THE STATED TIMES ABOVE.**



■ Please complete & return to admin@maramedia.ie by 14th April 2023

Foilseachain na Mara Teo, T/A Mara Media, Unit 5 Teach na Rosann, Annagry, Co. Donegal, Ireland

Each exhibition stand will be allocated five Personal Exhibitors Badges, which can be collected from The Organisers' Stand during set up.



STRICTLY FIVE NAME BADGES PER STAND

STAND NAME

1

NAME:

COMPANY:

2

NAME:

COMPANY:

3

NAME:

COMPANY:

4

NAME:

COMPANY:

5

NAME:

COMPANY:

■ Please complete & return to admin@maramedia.ie by 14th April 2023

Foilseachain na Mara Teo, T/A Mara Media, Unit 5 Teach na Rosann, Annagry, Co. Donegal, Ireland

A previous Showguide is available for reference only,
<https://theskipper.ie/scottish-skipper-expo/>

We urge you not to repeat your entry, this is an invaluable
 reference tool that is also available all year round on our website.

Forms also available for completion online via <https://theskipper.ie/irish-skipper-expo/>



COMPLETE IN CAPS ONLY or send in a word file clearly labelled.

COMPANY NAME:

STAND NUMBER

COMPANY PROFILE: (Max 100 words:)

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.....

.....

.....

.....

.....

.....

.....

.....

CONTACT DETAILS:

ADDRESS:

.....

.....

.....

TELEPHONE:

.....

EMAIL:

WEBSITE:

■ Please complete & return to admin@maramedia.ie by 14th April 2023

Foilseachain na Mara Teo, T/A Mara Media, Unit 5 Teach na Rosann, Annagry, Co. Donegal, Ireland

STAND NUMBER:

.....

COMPANY:

.....

**Name of person responsible
for Health and Safety:**

.....

Work Number:

.....

Mobile Number:

.....

Email:

.....

EXHIBITORS RESPONSIBILITIES:

An exhibition stand is a workplace covered by Health and Safety Legislation. As the exhibitor, it is your responsibility to ensure that a suitable risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

Does your stand include any of the following? If so you must complete a full risk assessment.

	YES	NO
Lifting heavy products during the build up/breakdown		
Working at height (using ladder)		
Display of anything containing liquid fuel or flammable and explosive substances		
Display of sharp objects		
Demonstrations of any kind		
Working electrical appliances other than simple display lighting		
Food service of any kind other than sweets, snacks and soft drinks		
Heat source of any kind including cookery demonstrations, naked flame or gel burners		
Working machinery of any kind even if static		
Using power tools during the build/up breakdown		
Seamless Graphics or Cladding od stand to cover shell scheme		
Any other hazards not identified above which could be a risk		
Confirm all portable appliances being dsplayed had a visual inspection or PAT tested		

NOTE: This is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.

If you have answered NO to all of the above sign below.

I declare to the best of any knowledge there any no significant risks relating to this stand.

<i>Signed:</i>	<i>Name:</i>
<i>Position:</i>	<i>Date:</i>

■ Please complete & return to admin@maramedia.ie by 14th April 2023

Foilseachain na Mara Teo, T/A Mara Media, Unit 5 Teach na Rosann, Annagry, Co. Donegal, Ireland

Prior to attending Scottish Skipper Expo 2023, (the event), we shall ensure that we have in place appropriate insurance to include public liability (€ 2,500,000) which insurance shall operate during the period commencing immediately prior to the event set up, and subsist throughout the event until after the breakdown of your stand.



Please complete your insurance details as set out below which indicated.

PERSON/COMPANY INSURED:	("the Exhibitor")
.....
INSURANCE TYPE:	
.....
POLICY NO:	
.....
POLICY COMMENCEMENT DATE:	
.....
POLICY EXPIRY DATE:	
.....

We hereby agree to Indemnify Foilseachain na Mara Teo T/A Mara Media, its servants and agents for any liability whatsoever, whether under contract, tort (including negligence) or otherwise, for:

- Any injury or damage caused to the person or property (including the exhibitions) of whatsoever nature, of the Exhibitor (which expression shall include the Exhibitor's employees, agents, contractors or invitees) during the Event;
- Any injury or damage to any property (including exhibitions) or any person caused either directly or indirectly by the Exhibitor during the Event;
- Any loss to the Exhibitor not caused by a breach of our terms;
- Any loss to the Exhibitor relating to any business, loss of profits or loss of opportunity; and
- Any loss to the Exhibitor resulting from or connected to any force majeure or act of God.

We hereby consent to be bound by the terms as set out above. We confirm that all of the details as set out above are true and accurate to the best of our knowledge information and belief.

<i>Signed:</i>	<i>Position:</i>	<i>Dated:</i>



Deadline for Artwork - 17th April 2023

Insert Panels

£180 per linear meter
EXCLUDING VAT



Stretch Fabric

£240 per linear meter
EXCLUDING VAT



Lightbox Graphics

£360 per linear meter
EXCLUDING VAT



Other show services available
Please call or email for more information

www.outlineservices.com

T: +44 (0) 1651 872475 E: sales@outlineservices.com



VAT No: GB 916664209

Inspire Furniture Hire Limited.

P.O. Box 14298, Birmingham, B46 9AZ

Tel: 01675 482917

Mobile: 07825 301665

Email: sales@inspirehire.co.uk

Web: www.inspirehire.co.uk

Pre-order for Discounted Package Option for Aberdeen

Discounted offer valid 17.4.23 after which full price will be applied

Should you wish to select any of the following packages, (on option per stand only) please complete your order online at www.inspirehire.co.uk by selecting Skipper Expo under the products tab shown at the top of the screen.



OPTION 1 **£115**

Please note prices are subject to VAT.

Includes:

2x - BAR STOOLS

COLOUR OPTIONS: (Please tick) Black Blue Red
Beech

1x - BAR TABLE

COLOUR OPTIONS: Black White Beech



OPTION 2 **£120**

Please note prices are subject to VAT.

Includes:

2x - UNIT LOUNGE SEATS

COLOUR OPTIONS: (Please tick) Dark Grey Blue
Red

1x - COFFEE TABLE

COLOUR OPTIONS: Black White Beech



OPTION 3 **£115**

Please note prices are subject to VAT.

Includes:

2x - CHROME BACK CHAIRS

COLOUR OPTIONS: (Please tick) Black Blue
Red Lime

1x - CIRCULAR TABLE

COLOUR OPTIONS: Black White Beech

ALL ITEMS AND COLOURS SUBJECT TO AVAILABILITY AT TIME OF ORDER



VAT No: GB 916664209

Inspire Furniture Hire Limited.

P.O. Box 14298, Birmingham, B46 9AZ

Tel: 01675 482917

Mobile: 07825 301665

Email: sales@inspirehire.co.uk

Web: www.inspirehire.co.uk

Please complete the form and send through via email

COMPANY NAME:

.....

INVOICE ADDRESS:

.....

.....

.....

TEL NO:

.....

EMAIL:

.....

CONTACT NAME:

.....

STAND NO:

.....

PACKAGE (please tick)

OPTION 1

OPTION 2

OPTION 3

**PLEASE NOTE: On receipt of your order an invoice will be emailed as confirmation.
Payment is required 10 days prior to delivery.**

.....

PAYMENT METHODS: (Please tick which one)

Credit Card

(2.5% admin charge)

(Details can be telephoned to the number above if preferred)

Debit Card

(No charge)

.....

PLEASE GIVE EMAIL ADDRESS FOR LINK TO BE FORWARDED TO ENABLE PAYMENT BY CARD TO BE MADE:-

BANK TRANSFER DETAILS: Lloyds TSB ACCOUNT NO: 32981568 SORT CODE: 30-84-33

Please use your invoice number as the reference.

**ALL PAID FURNITURE ORDERS WILL BE PLACED ON YOUR STAND DURING SHOW BUILD
UNPAID ORDERS WILL NOT BE DELIVERED TO YOUR STAND UNTIL PAYMENT HAS BEEN RECEIVED
ANY ORDERS RECEIVED ON OPENING MORNING CANNOT BE GUARANTEED FOR DELIVERY.**

VAT No: GB 916664209

DEADLINE: 14th April 2023



Important: Equipment Position Diagram

This diagram will be used to place your socket and spotlight on your stand. Ensure you complete the diagram clearly and show all heights and dimensions for the placement of all items you have ordered.

Please tick the scale to which you have drawn your stand.

SCALE: 1 square = 1m 1 square = 2m

BACK OF STAND				
FRONT OF STAND				

NOTE: If you do NOT complete this diagram or indicate the heights and dimensions of all orders, items will be placed at our discretion. Subsequent change will be subject to a £25 charge.

- KEY:**
- O** = Spotlight
 - X** = Power point at floor level
 - Ø** = Power point at ceiling height
 - O-O-O** = Light track
 - =====** = Fluorescent
 - C** = Conn to c/o lighting
 - M** = Mains position

PLEASE TICK

Space only

Shell Scheme

Do you have a platform?

Please complete and return to **Craig Paterson, Event Manager.**
 Email: cpaterson@pandjlive.com or Tel: **01224 330420**

COMPANY NAME	<i>Additional Information:</i>
STAND NO:	



SCOTTISH SKIPPER EXPO 2023
12-13th May 2023, P & J Live, Aberdeen

We hereby authorize AP Show Logistics to arrange for all transport and customs clearance services on our behalf to the above exhibition. We undertake to reimburse APSL for any customs duties, taxes or other charges paid on our behalf which may be incurred.

EXHIBITOR DETAILS

Company Name:	Stand No.:
Billing Address:	
Telephone:	Fax:
Contact:	VAT No.:
Onsite Contact:	Mobile No.:
Accounts Contact:	
Accounts Email:	
Authorised Signature:	Name / Position:

SHIPMENT DETAILS

✓ Please indicate service required: **Road/ Surface Freight** **Airfreight** **Onsite**

Collection from: _____

Or, Delivery to Advance Warehouse: Aberdeen

Insurance Cover:

Important – Your consignment must be covered by an all risks insurance policy before shipping.

Please select one of the options below:

- We already have all risks insurance cover.
- We would like AP Show Logistics to arrange for all risks cover.

By selecting this option please provide value to be insured:

Shipment Details: Please indicate:

Dimensions
(cms)

Weight
(kgs)

Is shipment (Please tick) **A: Crated** **B: Palletised** or **C: Needs pallet or crate**

**Fax. to 01444 340228 or
 email: ashapshowlogistics.com**

www.apshowlogistics.com

NOTES:

Return goods will only be released upon full settlement of all outstanding charges unless otherwise agreed in advance.

APSL reserves the right to pass on any costs incurred in recovering payment.

All work undertaken in accordance with BIFA Standard Terms and Conditions (current edition). Member Number 2930.

AP Show Logistics, Registered in UK No. 7416005. Registered address: 269 Farnborough Rd, Farnborough, GU14 7LY



SCOTTISH SKIPPER EXPO 2023 12-13th May 2023, P&J Live, Aberdeen

INTERNATIONAL DELIVERIES - CONSIGNING INSTRUCTION

All international shipments arriving into Aberdeen (ABZ) via air must be consigned as below, but note this is not a delivery point and is documentation purposes only:

AP Show Logistics Ltd
269 Farnborough Road, Farnborough, Hampshire, GU14 7LY, U.K.

Notify: +44 (0)1444 484850

Goods for: Scottish Skipper 2023, 12-13 May, Aberdeen.

For sea freight shipments – please contact APSL direct as Port of entry may differ.

DEADLINES

SHIPMENT	DEADLINE
Airfreight arrival deadline ABZ:	Tuesday 2nd May
Sea freight arrival deadline:	Contact APSL direct
International road freight requiring Customs Clearance to Aberdeen arrival point:	Tuesday 2nd May
UK road freight to Aberdeen warehouse:	Friday 5th May
Direct deliveries to venue:	Wednesday 10th from 12:00 hours & Thursday 11th May
Collection from venue:	Saturday 13th May by 22:00 hours
Collection from warehouse:	Wednesday 17th May +

WAREHOUSE DELIVERY ADDRESS

AP Show Logistics c/o Caledonian
Caledonian House, Midmill Industrial Estate
Kintore, Inverurie
Aberdeenshire, AB51 0UY

Goods delivered in advance to P&J Live, Aberdeen.

*contact APSL for delivery labels

www.apshowlogistics.com



SCOTTISH SKIPPER EXPO 2023 12-13th May 2023, P&J Live, Aberdeen

FREIGHT HANDLING TARIFF

ONSITE:

Unloading from vehicle and delivery to stand	£18.00 per cbm/ 2cbm minimum
Empty case removal from stand and storage	£15.00 per cbm/2cbm minimum
Re-lift / Onsite positioning	£18.00 per cbm/ 300kgs
Heavy Lift / Onsite unloading + positioning	£25.00 per cbm / 300kgs
Crasne work for positioninh or container grounding	Price upon application

INTERNATIONAL:

UK Customs clearance per entry type	
• Temporary importation	£95.00
• Permanent importation	£95.00
• ATA Carnet clearance	£95.00
• Customs examination upon arrival	£35.00
• Customs Temporary Import Bond (TIB) fee	
• Chargeable at 1.5% of declared CIF value.	
• Minimum charge per calendar month until Bond cleared	£75.00

**Typically takes UK Customs 2x months to clear Bond*

Transfer fees to arrival venue

These depend upon Port/ airport of entry. For a quotation please contact APSL

From arrival Aberdeen airport (ABZ) to arrival venue	£0.65 per kilo
Minimum charge	£65.00
From Aberdeen warehouse to arrival venue	£45.00 per standard pallet space
	Minimum 1 pallet

Late arrival surcharges

For any shipments that arrive after our deadlines, shipments delayed by incorrect consigning or held up within consolidated freight a surcharge may be applied on all clearance and handling charges.

Consignment Charge to cover administration	£35.00 per movement
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Notes:

- Re-export / outbound charges will apply as above.
- Issuing of export documents for courier companies £ 25.00
- Surcharge for late arrival or special attention + 50%
- Excludes any Port/airport handling/special handling

All charges, unless shipment routed by one of our approved agents or partners, will require settlement before end of the show. personal or foreign cheques are not accepted – only bank transfer or online credit card payments.



SCOTTISH SKIPPER EXPO 2023 12-13th May 2023, P&J Live, Aberdeen

GENERAL NOTES & TERMS

- All rates subject to VAT at current rates
- Insurance is excluded and all shipments should be covered under General Liability
- Same charges shall be applied for services in reverse
- All shipments must be collected by 22:00 hours Saturday 13th May from venue or will be removed to warehouse at your expense
- There will be an administration / coordination fee per shipment of £35.00 per movement
- All charges are in UK Pounds Sterling
- All Charges must be paid either on site or in advance (unless routed via approved agent)
- APSL is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand.
- We will endeavor to deliver /collect your shipment as/ and when requested, but this cannot be guaranteed. We strongly recommend that your shipment is insured for all risks including transit to/ from the exhibition and during the build-up, open period and break-down with your own insurance company.
- All shipments originating from outside the EU must conform to the international Phytosanitary standard ISPM 15.
- International tariff excludes any carrier handling, storage, fuel surcharges, handover fees, duties & taxes, special attention that may be applied.
- All rates based on current rates of exchange and may be subject to change
- Size restrictions in height or weight may apply – please contact APSL if in doubt.
- Airfreight: 167kgs = 1 cbm
- Road freight: 333kgs = 1 cbm
- All rates subject to VAT at current rates
- If your company operates a Purchase Order system, please show the relevant number on the Freight Order Form.
- All work undertaken in accordance with BIFA Standard Terms and Conditions (current version), which are available upon request or can be downloaded at www.bifa.org. Membership Number 2930

LABEL STYLES/ADDRESS

DELIVERY NOTE

Exhibitor Name:

Stand Number:

Piece Number: **of**

AP SHOW LOGISTICS

**c/o: Caledonian
Midmill Industrial Estate,
KINTORE, INVERURIE
Aberdeenshire,
AB51 OUY**



www.apshowlogistics.com



SCOTTISH SKIPPER EXPO 2023
12-13th May 2023, P&J Live, Aberdeen

RETURN SHIPPING FORM

COMPANY

**STAND
NUMBER**

RETURN DETAILS

Mode of transport required for the return at the close of the show. Please indicate service required in box right:

**Via
surface**

**Via
air**

**Forward
to**

**No
return**

Destination: (if same as outbound, please indicate same)

**Expected number
of pieces**

**Estimated weight
kgs:**

Required by Date:

Final delivery Address (if same as outbound, please indicate same)

**Contact & Telephone
Number:**

**Authorised
Signatory**

PLEASE RETURN THIS FORM EITHER ONSITE TO OUR REPRESENTATIVE OR VIA EMAIL TO:
 ash@apshowlogistics.com

Notes:

AP Show Logistics cannot be held responsible for goods left unattended on the stand at close.

If the piece count is likely to change, please ensure that you either tell ASP staff before leaving or mark accordingly.

Any monies due must be paid to effect delivery to stand or return to your premises,

If a third party is collecting on your behalf, please ensure they have full collection details.

Finally we trust that this event proves to be a great success for your company and thank you for your business.

All work undertaken in accordance with BIFA Standard Terms and Conditions (current edition).

Member Number 2930.

AP Show Logistics, registered in UK No. 7416005.

Registered address: 269 Farnborough Rd, Farnborough, GU14 7LY.

www.apshowlogistics.com

FOR ALL RESERVATIONS QUOTE **SKIPPER EXPO****HILTON
ABERDEEN
TECA**Attached To P&J
Live (Show Venue)East Burn Road, Stoneywood, Aberdeen,
AB21 9FX. Contact +44 (0)1224984111Link to online booking on Scottish Skipper Expo
section of our website under accommodation:
www.theskipper.ie/scottish-skipper-expo/**RATES:**Single: £108 / Double: £120 per room
per night, Thurs/Fri/Sat ● Free Wifi/Car parking**ABERDEEN
DOUGLAS
HOTEL**(10 min taxi ride
from AECC)

43-45 Market Street, Aberdeen, AB11 5EL

Link to online booking on Scottish Skipper Expo
section of our website under accommodation:
www.theskipper.ie/scottish-skipper-expo/**RATES:**Single Room – £60 B&B – Thurs/Fri/Sat/Sun
Double/Twin – £70 B&B – Thurs/Fri/Sat/Sun**ALOFT
ABERDEEN
TECA**Attached To P&J
Live (Show Venue)Gough Burn Road, Stoneywood, Aberdeen,
AB21 9FX. Contact +44 (0)1224 984777Link to online booking on Scottish Skipper Expo
section of our website under accommodation:
www.theskipper.ie/scottish-skipper-expo/**RATES:**Single £88 / Double £98 per room per night
Thurs/Fri/Sat. ● Free Wifi ● Car parking**RESIDENCE INN
ABERDEEN**Guestrow, Aberdeen,
AB10 1ASwww.marriott.com/abzriEnter **SKISKI1** in the group box
(under special rates)
£112 bed and breakfast for single or
double**COURTYARD BY
MARRIOTT ABERDEEN**Argyll Way, Aberdeen Airport,
Dyce, Aberdeen, AB21 0AFwww.marriott.com/abzyEnter **SKESKEA** in the group box
(under special rates)
£60 bed and breakfast for single**DELTA BY
MARRIOTT ABERDEEN**Overton Circle, Dyce, Aberdeen,
AB21 7AZEnter **AOIAOIB** in the group box
(under special rates)
£59 bed and breakfast for 1 person,
or £69 bed and breakfast for
2 people (room with 2 x double
beds)