# SKIPPER EXPO2024

VENUE: UL SPORTS ARENA, LIMERICK, V94 XT66 23rd – 24th February 2024

# EXHIBITORS' MANUAL

FRIDAY 23RD FEBRUARY
SATURDAY 24TH FEBRUARY

10AM - 6PM 10AM - 4PM







# **Venue: UL Sports Arena, Limerick, V94 XT66** 23rd – 24th February 2024

SHOW OPENING HOURS: Friday: 10am-6pm Saturday: 10am-4pm

# **Contacts**



ORGANISERS
MARA MEDIA – SHARON BOYLE

Commercial Fishing Manager Tel: 00353 (0)749548037 Mob: 00353 (0)86 8401250 Email: sharon@maramedia.ie Web: www.theskipper.ie



MARA MEDIA – NOREEN BOYLE PR Manager

Tel: 00353 74 95 62843
Mob: 00353 86 0849711
Email: admin@maramedia.ie
Web: www.theskipper.ie

# STAND CONTRACTOR & DESIGN

# **EXHIBIT A DISPLAYS**

Tralee, Co. Kerry
Contact: Alan Collins
Tel: 00353 87 2562788

Email: info@exhibitadisplays.ie Web: https://exhibitadisplays.ie

# **LOGISTICS FREIGHT**

# **CARELINE INTERNATIONAL**

Limerick Office: Whitehall, Parteen, Limerick, Ireland

Contact: James Purthill Tel: 00353 (61) 326070 Email: sales@careline.ie Web: www.careline.ie

### **FURNITURE HIRE**

### **HIGGINS FURNITURE HIRE**

Doneany, Kildare Town
Tel: 00353 (0) 45 526300
Fax: 00353 (0) 45 526400
Email: hire@higgins.ie
Web: www.higgins.ie

# **AUDIO VISUAL & PLASMA SCREEN HIRE**

### **AVC (AUDIO VISUAL COMPANY)**

Unit 49, Eastlink Business Park, Ballysimon Road,

Limerick. V94 V4H2. Tel: 00353 61 603817 E-mail: john@avc.ie

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# **Schedule of Events 2024**

# **BUILD UP PERIOD**

Thursday 22nd February 2024: Exhibitors & Vessel Set Up 9am-7pm

STRICTLY NO ACCESS AFTER 8PM THURSDAY — NO SET UP ON FRIDAY

**EVENT OPEN PERIOD** 

Friday 23rd February 2024: Opening Hours for Exhibitors 9am-6pm

Opening Hours for Visitors 10am-6pm

Show reception The George Hotel, Limerick 7.30pm - LATE

**EVENT OPEN PERIOD** 

Saturday 24th February 2024: Opening Hours for Exhibitors 9am-7pm

Opening Hours for Visitors 10am-4pm

**EVENT BREAKDOWN PERIOD** 

Saturday 24th February 2024: Exhibits Move Out & Stand Dismantling 4.30pm-7pm

PLEASE NOTE: Access doors for exhibitor breakdown will not be opened until the public is clear of the hall. 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 7pm on 24th February.
- All space only exhibitors must clear their stands by 7pm on 24th February.
- Any remaining items will be removed and either destroyed, or stored at the exhibitor's expense.

# ALL EXHIBITS MUST BE REMOVED BY 19:00 HRS ON SATURDAY NIGHT

You must insure that your stand and other exhibits can be brought in and taken out within the specified times as stated.

# **IMPORTANT NOTE ON YOUR STAND:**

Any exhibitor breaking down their stand before the closing time of 4pm on Saturday will NOT be offered a stand at the next show. This is both due to health and safety and out of respect to visitors and exhibitors still doing business.





# **GETTING THERE:**

# UL SPORT LIMERICK – V94 XT66



UL SPORT, has excellent road, rail and air transportation links.

The arena is positioned on the University of Limerick campus in Castletroy, just off the M7. Shannon Airport is only a 35 minute drive away. Limerick City Centre is within easy reach of UL Sport and Limerick (Colbert) Railway Station is a short 15 minute drive away.

# **Important Information for all Exhibitors**

# ACCESS TO SHOW CENTRE BUILD UP DAY

■ Entry to the arena for setting up your stand on Thursday 22nd February will be via the roller door entrance at the back of the hall, a traffic management team will be in place, please follow their instructions to ease the unloading / buildup process. The main entrance will also be available during setup for smaller items that can be carried into the Arena.

### YOUR EXHIBITORS PACK

■ Please collect your Exhibitors Pack from the organisers Stand, The Skipper during set up on Thursday. Your pack will include your exhibitor badges, lanyards, show reception tickets, and a copy of the show map.

### **EVENT DAYS**

On Friday 23rd and Saturday 24th February, access for exhibitors will be via the Main Entrance to the Arena – which is the main entry point for visitors. Please show your Exhibitor Badge to gain entrance on these days.

STRICTLY NO ACCESS TO SHOW ARENA ON WEDNESDAY 21ST FEBRUARY

# **WEIGHT RESTRICTIONS:**

■ A 1 Tonne weight limit applies to the exhibition hall, except where specified by the organisers.

# **PARKING**

■ There will be a free supervised exhibitor carpark at UL Sport Arena which can be used during build up and show days. There will also be a complimentary shuttle bus during show days.

### **SHUTTLE BUS**

■ There will be a shuttle bus operating from **The George Hotel City Centre, Kilmurry Lodge** and **Castletroy Park Hotel** and the Show Arena on both mornings of the show and returning to the hotel again when the show closes.

(Approx times are as follows)

To UL Sport: 8.30am, 9.00am, and 9.30am both days. Returning to Kilmurry Lodge Hotel and Castletroy Hotel: Friday 5.50pm & 6.00pm, Saturday 4pm & 4.30pm

### **SHANNON AIRPORT TRANSFERS**

■ Arriving in Shannon Airport and looking for transfers to the show centre/hotel can contact:

### **C&C Executive Travel**

Unit 1, Inver Station, Kildysart Rd., Clarecastle, Co. Clare V95 K2W

Tel: (065) 683 8692 / (065) 689 2506 Out of Office Hours Contact: 087-978 4090 (Cathal O'Donoghue)

### **STORAGE**

■ Due to lack of storage facilities UL Sport will not accept any deliveries prior to the show.

For details on transferring goods please see Careline International's details on page 8.

There is no storage facilities onsite during the show for empty boxes or pallets, Careline International will take these away after setup and return them at the end of the show for breakdown. Please make sure your company name is visible on any empty containers/ pallets.

### **GENERAL SECURITY**

■ There will be security both inside and outside the show arena during show opening hours on Friday and Saturday. Please speak with Sharon if you have any requirements outside of these hours.

# **FIRST AID**

■ There will be a first aid station located within the exhibition hall and there will also be a paramedic onsite during show opening hours.

### **PROMOTIONAL LITERATURE**

■ In the interest of good practice, we ask all exhibitors to keep any marketing literature to their own stands. Please do not distribute such material throughout the show. We thank you for your co-operation in this matter. We will also be circulating a note on this to all visitors.

# **Your Show PR and Advertising Opportunities**

# **PUBLICATION**

THE ONLY OFFICIAL PUBLICATION FREELY DISTRIBUTED THROUGHOUT THE WHOLE SHOW

"THE SKIPPER" our monthly magazine publication for your shows. Brought to you by The Skipper show team.



# 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 50,000 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











# **SKIPPER DEADLINES:**

Your Show Issue (February)
Deadline: 15th January
(freely distributed at show)

### **RATES:**

Business Directory: from €120 1/8 page: €250 1/4 page: €500 1/2 page: €725 Full page: €1,200



# **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
Mob: 00353 86 0849711
Email: admin@maramedia.ie
Web: www.theskipper.ie

# **Shell Scheme Exhibitor Information**

**NOTE: SHELL PANELS WILL BE THE SAME AS PREVIOUS SHOWS** 



# 1: SHELL SCHEME

YOUR STANDS WILL COME WITH:

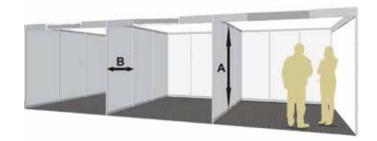
### **Shell scheme system with Name Panel**

(White Laminated Surface) as per photo to the right. **Full Panel size:** 970mm wide x 2352mm high.

- If graphics are being printed display area for each panel is: 950mm wide x 2352mm high.
- If your stand is on a corner, it will be open on 2 sides.
- **Electric Package** includes a 13amp double socket plus 5' Fluorescent light fitting for €100. This is booked directly with Sharon when making your stand booking.

(Power will be switched off to each stand at the end of each day. This is in line with UL Sport Limerick's aim to reduce energy costs.)

- Carpet Standard Exhibition Carpet is Blue, if you want an alternative, please contact our Stand Contractor Exhibit A Displays, details on page 2.
- Furniture not supplied please order see pages 13-14



A = 2332mm

B = 950mm

Full infill Panel Size = 2352mm x 970 mm

PLEASE NOTE: ALL FIXTURES WILL HAVE TO USE DOUBLE SIDED SELLOTAPE 'STICKY FIXTURES' VELCRO IS NOT TO BE USED.

# 2: SPACE ONLY

Your Space Only area 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 **sharon@maramedia.ie** by 12th January 2024.

# **PLEASE NOTE:**

- Space only stands do not include electrics.
- Furniture not supplied please order see pages 13-14



HOW DO I ARRANGE EXTRA ITEMS FOR MY STAND?

FURNITURE can be ordered directly from HIGGINS FURNITURE HIRE.
Order forms can be

found on pages 14.

FOR ADDITIONAL ELECTRICS, to the electrical package outlined above, please contact Sharon, her details are available on page 2.

Audio Visual & TV Hire is available from AVC, (See page 2 for details).

# IRISH SKIPPER EXPO 2024 CANCELLATION POLICY

### **8 WEEKS AND ABOVE**

(29th Dec 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**

(30 Dec 2023 - 26th Jan 2024) prior to the exhibition, a 75% cancellation fee will apply.

### **UNDER 4 WEEKS**

(27th Jan 2024) 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

# **ACCOMMODATION**

- The George Hotel Limerick is where modern style meets 4-star comfort, right in the heart of our bustling City Centre. Every one of our 125 beautiful bedrooms has been designed to ensure an unrivalled standard of leisure. From the large beds and their crisp cotton duvets, to the flatscreen TVs and complimentary highspeed WiFi, you have everything you need to do nothing but sit back and relax.
- Located in the epicentre of Castletroy, and only 1.5km from the show venue, **The Kilmurry Hotel** offers a relaxed and friendly atmosphere for exhibitors and visitors to unwind after a productive day at the expo.
- At the other side of Castletroy and with closer proximity to the city centre, is the **Castletroy Hotel**, which offers a range of stylish hotel and self-catering accommodation and includes a leisure centre for guests to enjoy in the evening. Again, located only 1.4km away, the Castletroy offers the perfect location for those looking to access the venue by foot.



# THE GEORGE HOTEL LIMERICK

Bookings can be made by:

Tel: 061 460400

Email: info@georgelimerick.com

Quote: Skipper Expo



### KILMURRY LODGE HOTEL

Bookings can be made by:

Using the promo code SKIPPER23 when booking through the website:

https://secure.kilmurrylodge.com/ convert/site/Kilmurry%20Lodge/en/ rate/7391447.html

Tel: +353 (0)61 331 133 Ext 2

Email: reservations@kilmurrylodge.com

Quote: Irish Skipper Expo 2023 www.kilmurrylodge.com



### **CASTLETROY PARK HOTEL**

Bookings can be made by either

**Tel:** +353 (0)61 335566 and extn. 1 **Email:** reservations@castletroypark.ie

**Quote:** Skipper Expo or 426071

■ A shuttle bus will run from the Kilmurry Lodge, George Hotel and Castletroy Hotel on the days of the show.

# **SHOW RECEPTION EVENING**

The complimentary evening will take place at The George Hotel, Limerick, City Centre, Friday 23rd February 2024

The event will feature a seafood reception, complimentary refreshments and live music, offering exhibitors the perfect setting to relax and socialise after the first day of the show.

■ Entry to the event will be by ticket only and exhibitors and their guests can request these from any member of *The Skipper* team at the Irish Skipper Expo.

# Careline International Moving & Storage



# CARELINE INTERNATIONAL MOVING & STORAGE

Careline International, Whitehall Parteen, Limerick, Rep. of Ireland

Contact: James Purthill Tel: +353 (0)61 326070 Email: sales@careline.ie Web: www.careline.ie

Careline Moving & Storage is one of the largest and most experienced removal companies in Ireland, with offices in Cork, Dublin, Limerick, Belfast and London. Careline has a long and very well established record in the business.

"They for us were brilliant, a must use company, can't say more" J.Jones, Dublin to Liverpool.

With an office based in Limerick, they will look after all of your logistical requirements and can offer the following options.

# **IN SUMMARY:**

1: Shipping to Rep. of Ireland
- Set Fee (€233.70) per Euro Pallet (see more details p.8)

■ Deliver to their warehouse in Limerick, Rep. of Ireland and collect again from there. All extra shipping costs and customs paperwork will have to be done by yourselves and/or your shipping agent.

# 2. Contact Careline Direct for Door to Door option

■ Careline will broker a fee directly with you to collect from your premises and return to your premises. The costs will vary dependent upon various factors, such as weight, size, customs and duty etc.

Please contact CARELINE direct for all your logistics queries.



# IMPORTANT INFO ABOUT YOUR QUOTE

# **Removal Availability**

■ This quotation does not guarantee availability on any given date. Therefore, it is important to speak to your sales person to confirm dates before proceeding with this quotation.

### **Terms and Conditions**

■ Please read the terms carefully as signing the Removal acceptance form or submitting the On-Line Acceptance acknowledges your undertanding and acceptance of our industry terms.

# What is not covered in this quote

■ This quote covers everything we understand you wish to move with us, from information taken by our estimator. Should anything require moving which was excluded from our initial survey on your instruction, we may have to include a handling charge in excess of this quotation. Client to empty loft prior to removal and to dismantle furniture as necessary unless otherwise agreed.

### **Cancellation charges**

■ Please note that if you cancel or postpone this contract within 7 working days a cancellation charge will be made.

# **Access to Property - IMPORTANT**

■ It is important you check the access at your new address, our quotation allows for standard access. Should there be difficulty in our vehicle gaining close access to the new property please let us know in advance. This allows us to inform you of any additional charges to cover the length of the removal and/or any additional small vehicle to transfer property to. Where direct access to the property is delayed (e.g. no keys etc.), please note additional charges may be incured by you for such delays.



Email: sales@careline.ie Web: www.careline.ie

# Quotation

Prepared for: Mara Media

Client ID: 163328/6

Quote Date: 12/10/2022

Volume:

Moving from:

Ireland

Moving to:

University Of Limerick

Ireland

Thank you for asking us to quote for your forthcoming move. Detailed below are prices and services on offer. If you have any questions or comments we would be pleased to take your call.

### Relocation charges

Total	€190.00	€43.70	€233.70
Rate does not include any customs			
Storage included for one week (if required)			
Rate based on pallet size 1 x 1.2 x 2m high, Weight 1000kgs			
One Delivery and collection at UL is included			
Limerick	(170.00	C4017 0	2200.70
Charge to receive pallet at Careline Limerick and handout Careline	€190,00	€43.70	€233.70
Relocation charges	Charge	VAT	Total







Registered Vainber: 267839 V.A.T. Number: IE 8267839A

Limerick Head Office Whitehall, Parteen, Limerick, Ireland. V94 W407 Tel: +353 (0)61 326070 Limerick@careline.ie Dublin Office 504-2 Grant's Drive, Greenogue Business Park, Rathcoole, Dublin, Ireland. DT24 P6PT Tel: +351 (0)1 2576057 Dublin@careline.ie Cork Office Unit 2 & 3 Sarsfield Court Industrial Estate, Glanmire, Cork, Ireland. T45 N792 Tel: +351 (0)21 4870999 Cork@careline ie

# **Exhibitors Badges & Stand Name Panel**





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

STA	AND NAME PANEL:
1	NAME:
	COMPANY:
2	NAME:
	COMPANY:
3	NAME:
	COMPANY:
4	NAME:
	COMPANY:
5	NAME:
	COMPANY:

■ Please complete & return to admin@maramedia.ie by Friday 15th December 2023

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

# **Insurance Details Required**





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

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

PERSOI	PERSON/COMPANY INSURED: INSURANCE TYPE:						
INSURA			("the Exhibitor")				
POLICY	NO:						
POLICY	COMMENC	EMENT DATE	:				
POLICY	EXPIRY DAT	Γ <b>E</b> :					
Approx	value of goo	ds displayed	on your stand				
<ul> <li>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 oterwise, for:</li> <li>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;</li> <li>Any injury or damage to any property (including exhibitions) or any person caused either directly or indirectly by the Exhibitor during the Event;</li> <li>Any loss to the Exhibitor not caused by a breach of our terms;</li> <li>Any loss to the Exhibitor relating to any business, loss of profits or loss of opportunity; and</li> <li>Any loss to the Exhibitor resulting from or connected to any force majeure or act of God.</li> <li>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.</li> </ul>							
Signed:			Position:		Dated:		

■ Please complete & return to admin@maramedia.ie by Friday 15th December 2023

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

# **Risk Assessment for Shell Scheme Stands**

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

STAND NUMBER:	TO: 24 FEB 207 <sup>M</sup>
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 with Forklifting Services		
Working at height (using ladder)		
Display of anything containing liquid fuel or flammable and explosive substances		
Display of sharp objects		
Working electical 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		
Have all portable appliances being displayed had a visual inspection of PAT tested		
Any other hazards not identified above which could be a risk		

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.

Signed:	Name:
Position:	Date:

■ Please complete & return to admin@maramedia.ie by Friday 15th December 2023

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

# Higgins Furniture Hire Ltd.

Phone: +353 (0) 45 526300 Email: hire@higgins.ie

Please con	nplete & return to
hire@higgin	s.ie
by Friday 12t	h January 2024

Stand Name:				Show Build Date:			
Stand Number:			Show Break Date and time:				
	Price in	Qty	Total in		Price in	Qty	Total in
Counters	€uro		€uro	Chairs	€uro		€uro
Exhibition Counter Unit	65.00			Tub Chair Black ( ) White ( )	35.00		
Bridge Counter Black() White()	65.00			Hoxton Chair Black ( ) White ( )	20.00		
Compact Counter (no storage)	65.00			Hoxton Chair Red ( )	20.00		
Glass Display Counter .45m x .9m x .45m	80.00			Black Banquet Chair	15.00		
Glass Display Counter .9m x .9m x .45m	140.00			Exhibitors Chair Blue	15.00		
Exhibition and Shop Fittings				Aluminium Bistro Chair	12.00		
Glass Showcase / Tall Boy .45m x 2m x .45m	140.00			Tables			
Chrome Post / Stanchion	15.00			Glass Table High	60.00		
Chrome Post with A4 Sign Holder	20.00			4 foot x 24"( ) 30"( )	15.00		
Rope: Blue()Red()Black()	7.50			6 foot x 18"( ) 30"( )	18.00		
A4 freestanding information Point	15.00			27" ( ) 36"( ) round	15.00		
A4 Arm Clothes Display Rail	35.00			4 ft( ) 5ft"( )round	20.00		
6 foot Chrome Coat Rail	20.00			Glass Coffee Table	30.00		
Slat Wall 75 cm x 154 cm	65.00			Glass Table Low	60.00		
Dressing Mirror	30.00			Square Table 24"( ) 30"( )	15.00		
Mannequin Male ( ) Female ( )	40.00			Pod Table & Spandex	40.00		
Literature Stand A3	40.00			1/2 Moon Tables 4ft ( ) 5ft ( )	20.00		
Literature Stand A4	30.00			Aluminium Table High( ) Low( )	30.00		
Literature Stand A5	40.00			Spandex: Lime ( ) Red ( ) Light Grey ( ) Dark Grey ( )			)
Literature Stand with Writing Top	45.00			Orange ( ) Black ( ) Burgundy ( ) Navy ( ) Pink ( )			-
Chrome Shelf	40.00			Dark Green ( ) Brown ( ) Turquoise ( ) Yellow ( )			,
ipad Holder	25.00			Purple ( ) Royal Blue ( ) Pine Green ( ) Petrol Blue ( )			)
Artists Easel / Sign Holder	25.00			Table Cloths			
High Stools							
Ensor Stool Black pad	1500			White ( ) Black ( ) Maroon ( )	12.00		
Ensor Stool White pad	18.00			Blue ( ) Purple ( )			
Hoxton Stool Black ( ) White ( )	25.00			Conference Cloth: Burgundy ( )	12.00		
Hoxton Stool Red ( ) Navy ( ) Lime ( )	25.00			Gold ( ) Blue ( )			
Other items are available from our wel	osite www	,hiaai	ns.ie	Delivery and Collection	FREE	OF CH	IARGE
Do NOT send card details by email.		99.		Sub Total			
Stand No: VAT Number:				VAT @ 23%			
Stand NO: VAI NUMBER:		Total Cost:					
Non Irish EU Companies please include VAT No.							
to be Irish VAT exempt			Company	Name and Address:			
Telephone:							
Email:							

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# Higgins Furniture Hire Ltd.







































