

EXHIBITOR MANUAL

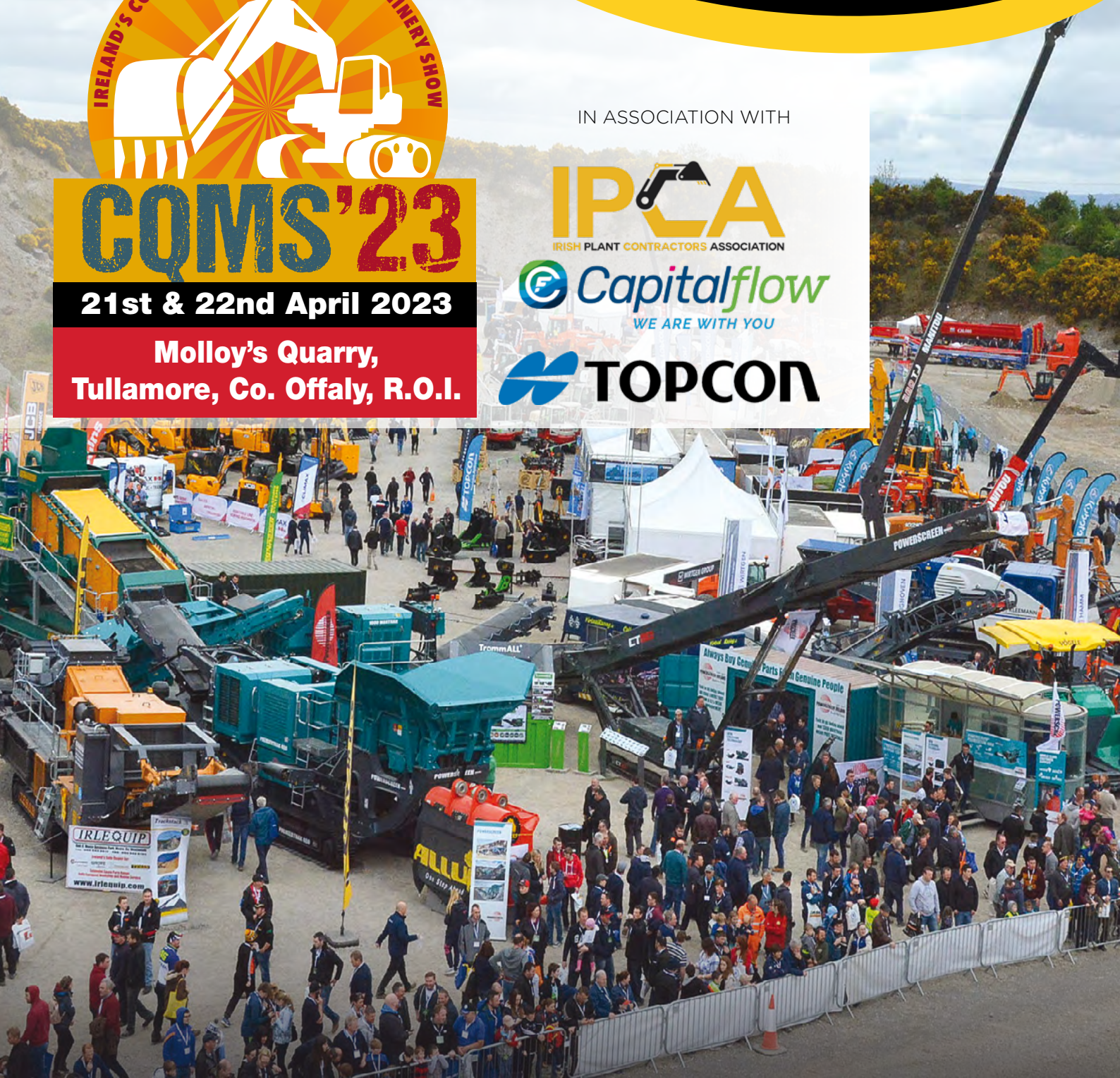


COMS'23

21st & 22nd April 2023








Molloy's Quarry,
Tullamore, Co. Offaly, R.O.I.

IN ASSOCIATION WITH





Exhibitor Checklist:

- Booking form 
- Insurance form 
- Electricity form 
- Demo equipment (if any) 
- Demo material required (if any) 
- Are you promoting the show 
- Internet requirements 



IRELANDS ONLY CONSTRUCTION & QUARRY MACHINERY EXPO

www.cqms.ie



FOLLOW US:     

ELECTRICITY

Trade Stands: Zone 1 Marquee will have power on each stand by way of a payment of €180 + Vat paid directly to event organizer.

All outdoor zones will have to access to power – REQUEST THE FORM FROM SHOWCREW.

All outdoor zones must submit electrical form by 31st March. Otherwise electricity may not be supplied.

See electrical form in this document. Fill in and send to linda@machinerymovers.ie

WATER

Public drinking water will be available for sale via the catering camp or exhibitors are welcome to bring a supply adequate to their own needs.

TICKETS & PASSES

Exhibitor passes issued free of charge with your stand are for your staff only and are not for re-sale. Passes are allocated 2 each for Zone 1; 2 passes each for Zones 2, 6 passes each for Zones 3 & 3A and 4 passes each for Zone 4.

TICKET/VEHICLE PASS ALLOCATION

Every person working on your stand needs a exhibitor pass for the duration of the show.

No pass will mean no entry or will have to pay for entry.

Vehicle Passes are allocated as follows:- Every stand will receive: Two build/break passes.

Stands in Zones 3 and 4, will be generally be allocated more than one build/ Clear Down Pass - numbers given will be proportionate to stand size.

Exhibitor passes will be sent 3-4 weeks before the show.

(Please ensure we have the relevant contact person for passed to be sent to.)

Exhibitor Passes WILL ONLY BE SENT WHEN FULL PAYMENT HAS BEEN RECEIVED

this includes your stand, any services ordered and all additional tickets/passes

CANCELLATIONS

If you need to cancel your trade stand, please notify Brian Coogan in writing. We reserve the right to re-let any space you cancel. Under no circumstances may you give/sell your stand to another company. Refunds will apply strictly as follows:

- Prior to February 28th, 100% will be refunded
- From March 1st, no refunds will be given



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FOLLOW US:     

SETTING UP TUESDAY 11TH APRIL - THURSDAY 20TH APRIL

Vehicle access to the quarry for all trade stand vehicles, contractors etc for the entire set up period is only granted if displaying a Build/Break Pass.

24-hour security will be on site throughout and will log all visitors entering and leaving the showground. If you arrive without a vehicle pass, you will have to park in the public car park and enter the showground on foot. Vehicles found on site without a Build/Break Pass will be towed away.

Email Brian Coogan at Brian@machinerymovers.ie if you require more than one

BUILD/BREAK PASS

- On Show Days

There will no vehicle access on the site apart from designated car parks during showtimes. This will be strictly enforced.

BREAK DOWN

Vehicle access to the showground to start break down allowed from 6pm on Saturday 22nd April for Zones 1 & 2, but all vehicles entering the showground must hold a Set Up/Clear Down Pass. All remaining zones must not clear down until Sunday 23rd April. Security will monitor all vehicle access and random vehicle checks will be in place on Saturday evening. We ask for your patience and co-operation with these rules, which is in place for your security and protection of your equipment.

ALLOWANCES WILL BE MADE FOR INTERNATIONAL EXHIBITORS –
PLEASE CONTACT SITE MANAGER KEVIN KELLY AT +44 (0)7340 450027

SETTING UP YOUR STAND

Access for Trade Stands Set up are 08:00am to 18:00pm

Zones 1 (INDOOR PAVILION): Set up time from 17th of April

Zone 2: Set up time from 17th of April

Zone 3 & 3A: Set up time from 11th of April

Zone 4: Set up time from 11th of April

No deliveries of equipment or services will be allowed on or of site after 5pm Thursday 20th April.

It is your companies responsibility to be on site within the timeframes provided.

The quarry will be at its busiest on the Monday/Tuesday of Show week so we encourage you to set up earlier if you can.

Any damage you cause to either your own stand space or another exhibitor's will be your responsibility to repair.

On Arrival

All trade stand access is through main gate, which is signposted from the main roundabout outside the quarry. Please keep to the roadways and do not drive across other people's stand space!

The CQMS site office is also based in the quarry and is open from Monday 10th April 08:00 for all exhibitor queries and for general help and advice.

For help and advise, contact Site Manager Kevin Kelly +44 (0)7340 450027

It is your responsibility to ensure contractors/delivery vehicles for your stand have been provided with the correct information such as stand number, measurements, plans, contact numbers and Set Up/Clear Down passes. If there is any doubt, they should be directed to the CQMS site office first.



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VEHICLE ACCESS & SECURITY

For your benefit, we will provide 24-hour security at the entrance gates from Tuesday 11th April until 18:00pm on Friday the 28th of April. Your equipment and products must be off site by the 28th of April. After this date our security detail is no longer on site and your equipment will be at your own risk. Security will patrol the showground overnight during these dates.

Security will monitor all vehicles entering and leaving the showground during the set up period. Gate stewards will monitor all vehicle access during show week - make sure you have your build/break Down Pass for this period to avoid delays or refused entry.

Whilst we provide on-site security, you are still responsible for taking adequate security precautions on your stand. If you are arranging your own night security over show days, special passes are available in advance from CQMS Site office. Your property is left entirely at your own risk and we would advise that valuable items are not left unsecured on the showground.

YOUR STAND SPACE

The boundaries of your site are clearly marked and your entire stand must fit within these boundary lines. You cannot use more space than you have been allocated and you cannot move from the space you have been allocated. If you have any concerns, please speak with the stewards at the site office before you start setting up - if you set up in the wrong place, you will have to move. Do not move the stand markers.

If you need to section/rope off your stand area during set up, please do not mark beyond your stand boundary line (notably the area between your stand and the roadway) to avoid blocking roads and keep traffic flowing. Stands will be individually marked out with name cards.

If you are setting up on the Monday and Tuesday of show week, please be considerate of other stand holders setting up around you. To avoid blocking roadways/other stands, please unload and remove vehicles to the nearest car park.

Forklift/Telehandler Service: a free-of-charge service is provided by CQMS, which is available on Monday 10th of April and between Friday the 28th of April. After these times costs will apply.

RISK ASSESSMENTS:

As part of your booking terms and to conform to Health & Safety Regulations, you must complete and return the Risk Assessment form WITH YOUR INSURANCE DOCUMENTS (attached below).

Remember there is no such thing as 'no risk'.

Your company, not Molloy's Quarries/CQMS, is liable should any problems arise during Build/clear down periods and over Show days. It is your responsibility to ensure your staff and contractors conform to the HSA (Health & Safety Authority) Safety health & welfare at work Act 2005 and you should ensure that any risk to health is minimised and all necessary precautions taken. Local authority inspectors will be on site throughout the Show.

General

You are responsible for ensuring:

- That any part of your exhibit dangerous to visitors is adequately fenced off
- All mechanical/hydraulic devices are guarded and safely secured against dangerous or unintended operation or movement
- Any steps/ramps are firm and strong, with non-slip surfaces and handrails, and placed in such a way so as not to present a trip hazard
- Fire exits within your marquee have 'emergency exit' signs above them
- All exhibitors are to have a FIRE EXTINGUISHING DEVICE ON THEIR STANDS



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FIRST AID/EMERGENCIES

During the Show, first aid is provided by Order of Malta who will have medical bases at 2 points across the quarry. During set up, trained first aiders can be located at the CQMS site office.

The Gardai and fire brigade will be present on site and can be contacted via a steward/the main show office in non-urgent situations.

Always call 999 in an emergency.

SHOW REGULATIONS

Business Boundaries - IMPORTANT

You are only allowed to conduct business within the boundary lines of your stand. For our visitors' enjoyment of CQMS, they should not be directly approached outside of your stand lines.

UNDER NO CIRCUMSTANCES ARE THE FOLLOWING ACTIVITIES ALLOWED:

- Hand out promotional leaflets/products around the showground or car parks
- Place signs/boards/advertising materials anywhere on the showground

UNLESS AGREED IN ADVANCE

- Make charity collections etc around the showground

When setting up, you are no longer allowed to rope off any areas beyond your stand boundary line (notably the area between your stand and the roadway) to avoid blocking the roads and ensure the flow of traffic around the ground.

EXHIBITORS ARE RESPONSIBLE FOR THEIR OWN WASTE AND MUST DISPOSE OF IT.

EXCESSIVE RUBBISH FINES WILL APPLY

FIRE EXTINGUISHERS

Every stand must be equipped with fire fighting facilities, which must be easily accessible and well maintained. No exposed flame or heat source should be placed near to canvas or other combustible material.

GAS CYLINDERS

LPG/propane/butane cylinders must be stored in a well-ventilated position in the open air, with no obstructions in the vicinity to impede ventilation.

Cylinders should be firmly secured in a vertical position on firm level ground, at least 1 metre from any building or unauthorised interference.

To prevent tampering, every gas cylinder storage area should be enclosed in a lockable compound of robust wire mesh or similar. Cages or surrounds made of wood or other combustible materials are not acceptable. If practicable, only fixed piping should be used.

Gas cylinders and other combustible substances are NOT allowed in the Food Hall.



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GENERAL CONDITIONS

No one is allowed to conduct any business or solicit money in the quarry unless they are a confirmed exhibitor. No business, including the distribution of leaflets etc, is allowed to take place on the car parks at any time. All persons/articles entering the quarry or car parks are subject to the orders, rules and regulations of the Association and any of the officers appointed by them who have the power to eject any person infringing a regulation. In this situation, no refunds will be given for any admission charges paid. Any articles associated with an infringement may be removed, confiscated or impounded at our discretion. Your stand may be closed down if you do not conform to the CQMS regulations or the directions of its Stewards.

GUNS & KNIVES

The sale or display of all guns and knives, whether real, imitation weapons or toys is strictly prohibited. This also includes, but is not restricted to: bb guns, water pistols, catapults, bows & arrows etc. Any exhibitor found selling or displaying such items will be asked to withdraw them from sale or leave the showground.

INSURANCE

All trade stand holders MUST hold valid Public Liability Insurance. This cover should have a limit of indemnity of no less than €6,000,000 in respect of any one occurrence and:

- **Include Products Liability Cover with a limit of indemnity of no less than €6,000,000 per annum**
- **Contain no inner limits of indemnity other than that above**
- **Include an Indemnity to Principal clause – Dropdar Ltd. & ICQEMS Ltd.**
- **Does not contain excesses above €3000 under any section**
- **The policy must be kept in force at all times with a reputable insurer and premium payments kept up to date.**

You should inform the show organiser immediately if your policy is altered in any way, becomes invalid, or is cancelled/terminated. Any firm or organisation employing people must hold Employer's Liability Insurance to satisfy Health & Safety requirements. If you do not have this cover, perhaps because you rely on volunteers or self-employed persons, then you must hold Public Liability Insurance.

Exhibitors are also advised that the show organiser and its insurers will not be liable for theft or other losses and you are advised to ensure you have your own insurance to cover such events. You will not gain access to the quarry if the required insurance forms are not completed and returned in full by 31st March. Please see below for insurance form.

DEMONSTRATION OF EQUIPMENT

Please advise Kevin Kelly (CQMS Site Manager) if your intention is to work in demo zones no later than the 31st of March 2023. Demonstration will be in time slots between exhibitors at 30 minute intervals per exhibitor. This will be strictly enforced. **PLEASE NOTE NO EXCAVATION OR DIG DOWN IS ALLOWED ON ANY PART OF MOLLOY'S QUARRY. AGGREGATE WILL BE PROVIDED IN BOTH DEMO ZONES FOR EXHIBITORS TO WORK WITH.**

A Maximum of 2 machines per exhibitor is allowed in the demo area.

Please note that exhibitors are not to operate machinery on their stands (Static). Once your equipment is in place keys of machinery must be in a secure location. You must inform CQMS team if it is your intention to demo on the allocated demo zones. Zones 4 and 3 have controlled and fenced off viewing areas. Under no terms are exhibitors to bring customers/visitors into demonstration zones. The demonstration zones will be operated by exhibitor employees only who must have full P.P.E. and all relevant CSCS/QSCS documentation to operate machinery.

CQMS23 & MOLLOY'S QUARRY WILL HAVE PUBLIC LIABILITY INSURANCES FOR THE GROUNDS INCLUDING CAR PARKS FOR THE DURATION OF THE SHOW. ALL EXHIBITORS MUST PROVIDE COPIES OF THEIR OWN INSURANCES FOR EXHIBITIONS WITH A €6 MILLION COVER NO LATER THAN THE 31ST OF MARCH. FOR COMPANIES INTENDING TO OPERATE IN DEMONSTRATION ZONES YOU SHOULD PROVIDE INSURANCE COVER THAT ENABLES YOUR COMPANY TO DO SO.



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LIABILITY

CQMS23/ICQEMS Ltd. reserves the right to postpone, cancel, abandon or curtail the Show if such a decision arises from circumstances outside the control of the Association.

CQMS23/ICQEMS Ltd. will accept no liability for consequential loss or damage to any exhibitor. The decision of the cancellation committee will be final and no refunds will be made in any other circumstances.

CQMS23/ICQEMS Ltd. will not be liable for any loss or damage arising from any error in the allocation of space, or if any exhibitor encroaches on the space allocated to another.

CQMS23/ICQEMS Ltd., its staff or volunteers will not be in any way liable to any persons for any damage or loss to the property of any such person or for any injury, however caused, fatal or otherwise, to any such person while upon Molloy's Quarry or car parks or while entering or leaving the same.

Each exhibitor will be solely liable for any loss, injury or damage that may be done to, occasioned by or arising from any article or property exhibited or brought on to the showground by or for him, and he shall indemnify Dropdar Ltd., CQMS23/ICQEMS Ltd. in respect of such damage or injury which may be so caused. As an exhibitor, you are held liable for the behaviour and for any misconduct/negligence of your staff or contractors, and the consequences thereof.

LOUDSPEAKERS & NOISE

The volume of any audio equipment or music that you use as a sales aid or attraction must be kept at a controlled level to avoid annoying other exhibitors or the public.

You should also take care that the volume of active demonstrations (tools, chainsaws, machinery, musical instruments etc) does not cause annoyance to other exhibitors or the public. Surrounding stands should be able to conduct a conversation without raised voices. You are not allowed to use microphones to sell or demonstrate goods. Auctions are not allowed.

The Head Trade Stand Steward's decision on an acceptable level of noise is final. If volumes are increased following a decision, the Head Steward can ban the use of equipment or stop any particular activity for the remainder of the Show.

SALE OF ITEMS LIKELY TO CAUSE OFFENCE

CQMS23 reserves the right to make judgement on the sale/display of any items likely to cause offence. If necessary, the trade stand stewards will instruct the withdrawal of such goods from your stand.

SIGNS & ADVERTISING

All exhibitors must provide a clear sign with the name of the stand as entered in the Show Programme and Exhibitors Catalogue. Signs must not be used on the sides or rear of your stand, or obscure exhibits or other signs on neighbouring stands.

All signage/advertising must be kept strictly within the boundaries of your stand and must not obstruct the view of any adjoining stand. Materials may not be placed anywhere else on the showground or car parks.

SUB-LETTING - IMPORTANT

You are not allowed to sub-let or allow another exhibitor to have all or part of your stand (paid or otherwise).

If you are unable to take your stand space for any reason, you must inform the office who will make a suitable replacement from the waiting list - you are not under any circumstances allowed to re-let your space to another exhibitor.



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USEFUL NUMBERS

PLACES TO STAY:

Tullamore Court Hotel:	353 (0)57 9346666
County Arms:	353 (0)57 9120791
Harry's of Kinnegad:	353 (0)44 9391719
Sea Dew:	353 (0)57 9352035
Maldron Portlaoise:	353(0)57 8695900

TAXIS:

A Cabs Tullamore:	353 (0)57 9352222
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MARQUEES:

Leisure Domes:	353 (0)86 2578515
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www.leisuredomes.com

SHEL SCHEME FOR MARQUEES:

Exhibit A, Alan Collins:	0872562788
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WATER

Caraquill:	353 (0)46 9557215
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ELECTRICITY

Contact Show Organiser

GENERATOR HIRE

Contact Show Organiser

EXHIBITOR PORTALOOS

Calnan Containers:	0214820260
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FURNITURE:

Higgins Furniture hire, Mary:	045 526300
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www.higgins.ie

CATERING:

Premier Catering: Martin Barrett
premiereventcatering@yahoo.com

CRANE HIRE:

McDonald Int. Contact John Joyce:	057 9322115
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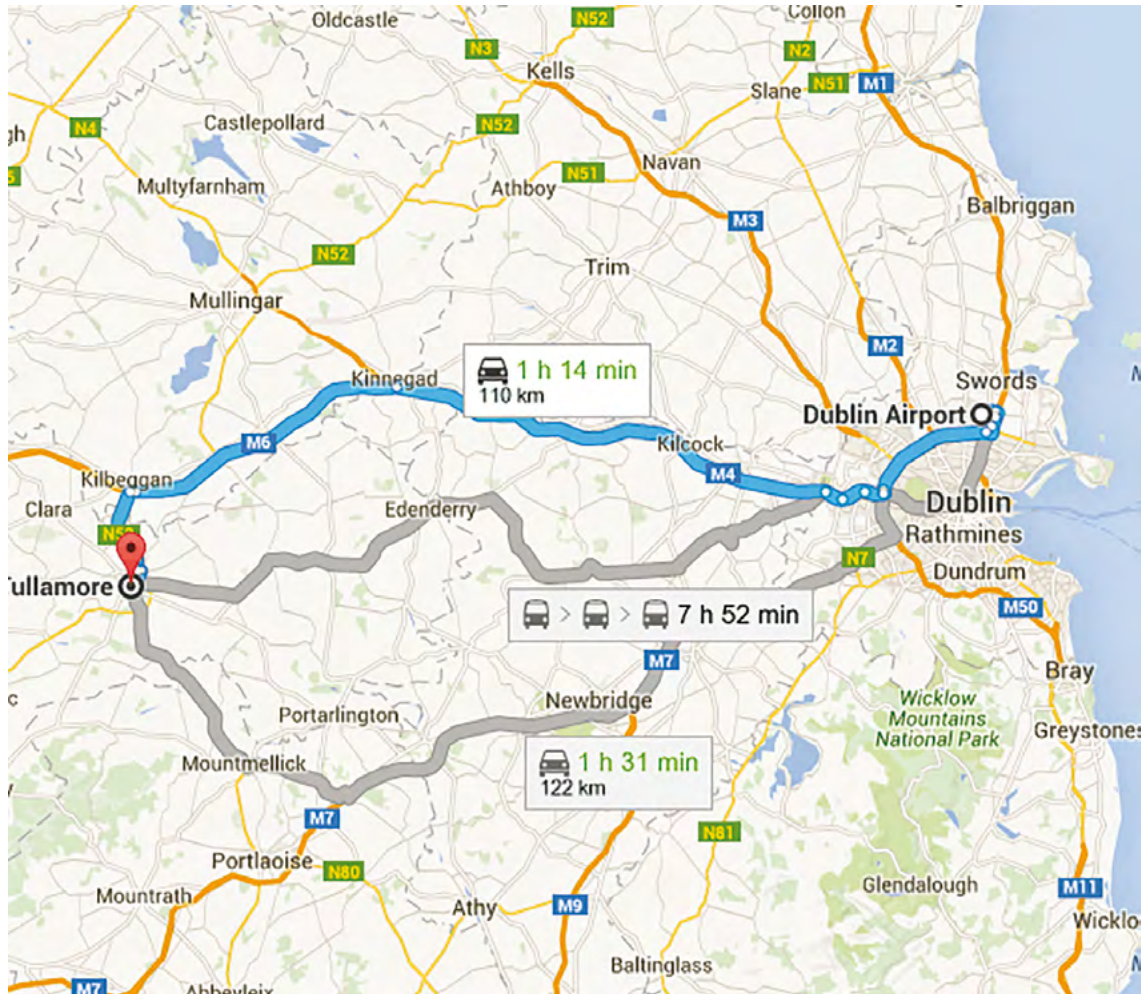
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DIRECTIONS


All approach roads to Tullamore will have AA Directional signs directing you to the CQMS show.



CONTACTS

BRIAN COOGAN


Event Organiser/

m: +353 (0)83 4335968 

Email: brian@machinerymovers.ie

AMANDA BRADY

CQMS Event Co-Ordinator

m: +353 (0) 83-1045837 

Email: amanda@machinerymovers.ie

KEVIN KELLY

CQMS SITE MANAGER

m: +44 (0)7340 450027

LINDA DEVERAUX

Finance Director

t: +353 (0)1 5134967

Email: linda@machinerymovers.ie



INSURANCE FORM

Please have YOUR INSURANCE BROKER/ COMPANY COMPLETE THIS FORM to confirm that you hold Public, Products and Employers Liability insurances in respect of your participation as an exhibitor at 2023 CQMS Show to be held on 21st and 22nd April 2023 at Molloy's Quarry, Tullamore, Co. Offaly and the incidental days before and after the event which may be required for the setting up and removal of the exhibitors stand from the site.

Complete ALL parts in BLOCK CAPITALS

Exhibitors Name:

Address:

Phone No:

Email:

Business Description as per policy:

.....
.....
.....

A-. Public/ Product Liability Insurance:

- Name of Insurer:
- Policy No:
- Renewal Date:

Period of cover From: To:.....

Limit of Indemnity:

(ICQEMS Ltd. require a minimum of €6 million)

Please confirm a specific indemnity is provided to ICQEMS Ltd., Dropdar Ltd. and Pat Molloy or that the Policy contains an Indemnity to Principles Clause.

YES NO

P.T.O. 🖊

Completed Forms to be returned by email or post immediately to:
ICQEMS Ltd., Machinery Movers Magazine, Unit 1 H2K House, Dunshaughlin Business Park
Dunshaughlin, Co.Meath | Tel +353 (0)1 5134967 | Email: linda@machinerymovers.ie



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FOLLOW US:     

B: Employers Liability Insurance:

- Name of Insurer:
- Policy No:
- Renewal Date:

Period of cover From:To:.....

Limit of Indemnity;
(ICQEMS Ltd. require a minimum of €13 million)

Please confirm a specific indemnity is provided to ICQEMS Ltd, Dropdar and Pat Molloy or that the Policy contains an Indemnity to Principles Clause. YES NO

This must be completed, signed and STAMPED by Insurance Broker/ Company

I/We declare that the above information is accurate and correct and hereby undertake to notify you in the event that any of these policies are cancelled, not renewed or restricted in any way.

Signed by:

Name (BLOCK):

On behalf of:

Date:

Insurance Broker / Company:

Insurance Broker/ Company Stamp:

Address:

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Completed Forms to be returned by email or post immediately to:
ICQEMS Ltd., Machinery Movers Magazine, Unit 1 H2K House, Dunshaughlin Business Park
Dunshaughlin, Co.Meath | Tel +353 (0)1 5134967 | Email: linda@machinerymovers.ie



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FOLLOW US:     

Your Company Name:

Address:

Telephone:

Email:

ELECTRICAL POINTS FOR EXHIBITOR STANDS

Please tick which supply you need for your stand.

Description	Max Load	Unit Cost	
20 Amp Single Phase Main Supply With 13 Amp Double Socket	1KW	€180.00	
20 Amp Single Phase Main Supply With 16 Amp 3 Pin Blue C-Form Socket	4KW	€258.00	
32 Amp Single Phase Main Supply With 32 Amp 3 Pin Blue C-Form Socket	6KW	€324.00	
20 Amp Three Phase Main Supply With 16 Amp 5 Pin Red C-Form Socket	12KW	€380.00	
32 Amp Three Phase Main Supply With 32 Amp 5 Pin Red C-Form Socket	18KW	€420.00	
63 Amp Three Phase Main Supply With 63 Amp 5 Pin Red C-Form Socket	36KW	€620.00	
125 Amp Three Phase Main Supply With 125 Amp 5 Pin Red C-Form Socket	72KW	€920.00	
	Amount	€	
All Prices are subject to Vat @ 23%	VAT	€	
	TOTAL	€	

Print form and return to: linda@machinerymovers.ie

Your application form for Power must be submitted no later than the 21st March 2023



Risk Assessment Form

Potential Hazard?	Who is at Risk?	Existing Control Measures	Risk Rating	Preventative Measures	Responsibilities

Name:

Company Name:

Address:

Signed:

This form must be submitted no later than 20th April 2023

Completed Forms to be returned by fax, email or post immediately to:
 CQMS, Machinery Movers Magazine, Unit 1 H2K House, Dunshaughlin Business Park
 Dunshaughlin, Co.Meath | Tel +353 (0)1 5134967 | Email: linda@machinerymovers.ie



Furniture Hire

Contact Higgins Furniture Hire
Phone (045) 526300

Hoxton Chair



Banquet Chair-Black



Tub Chair



Exhibition Chair



Aluminium Bistro Table



Aluminium Chair



iPad Holder



Lit. Stand/Counter Top



Hoxton High Stool



Ensor Stool



Beech Table



Chrome Shelves



Exhibition Counter



Glass Display Counter



A4 Info Point



Chrome Rope & Post



A4 Literature Stand



Aluminium Pod Table



Glass Display Cabinet



Spandex covered Pod Table

