

BNA 2019 FESTIVAL OF NEUROSCIENCE

14-17 April - Dublin, Ireland



EXHIBITOR MANUAL



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LOCATION

The Festival will take place in the **Convention Centre, Dublin (CCD)** from 14th to 17th April 2019. The CCD is Ireland’s first purpose-built convention centre, located in Spencer Dock in the heart of Dublin city. Its stunning design includes a unique glass-fronted atrium running the full height of the building, which gives visitors panoramic views of the River Liffey, Dublin City Centre and the Wicklow Mountains.

The venue of the BNA exhibition will be The Forum in the Convention Centre Dublin. The address for the conference venue is:

The Convention Centre Dublin

Spencer Dock
North Wall Quay
Dublin 1
Ireland
www.theccd.ie

[The Forum](#) is the designated exhibition space and is the largest flat-floored hall in The CCD. Located on the ground floor, with a massive 2,721m² of carpeted flat-floored space, exhibitions can take advantage of this hall’s space with a ceiling height up to 8m and under floor ducting for essential services such as power and data ports. Refreshment breaks will take place in the exhibition area.

EXHIBITOR SET-UP AND DE-RIG TIMES

Set-up:	Sunday 14 th April	07:00 – 11:00
De-Rig:	Tuesday 16 th April	16:00 – 20:00
Opening:	The exhibition area will be open throughout the Festival at the following times:	
	Sunday 14 th April	12:00 – 20:30 (Registration open, welcome reception in the evening)
	Monday 15 th April	08:30 – 18:00
	Tuesday 16 th April	08:30 – 16:00

View the [Programme](#) on the BNA 2019 Festival website for further information.

IMPORTANT INFORMATION FOR EXHIBITORS

- Exhibitors with a shell scheme stand can access the Forum from 07:00 on Sunday 14th April, the loading door and loading bay will not be open until 07:00. No exhibition material of any kind can be brought through the main CCD foyer.
- Any exhibitor or contractor requiring space only or freebuild please contact bn2019@abbey.ie as soon as possible.
- A strict schedule will be put in place for accessing the loading area during the exhibition set up. To obtain a time slot for the loading area please contact the official freight contractors for BNA 2019, Interflow Logistics Ltd. who are coordinating the loading schedule during the exhibition build and dismantle. Please contact niall@interflow.ie (Vivian.brodigan@interflow.ie) to discuss your requirements.
- All stands must be complete and ready for inspection at 11.00 on Sunday 14th April, prior to the opening of the exhibition.
- All stands must be staffed during exhibition opening hours by exhibitors, to ensure the smooth running of the exhibition.
- Under no circumstances are exhibitors permitted to remove any goods from their stand before the official close of the exhibition at 16.00 on Tuesday 16th April.
- Exhibitors must have removed all of their belongings from the CCD by 20:00 on Tuesday 16th April.

EXHIBITION BOOTHS

A shell scheme construction is included in your package.

This includes:

- 3 x 2 metre exhibition stand with divider walls
- Fascia
- Company name sign
- 2 spotlights
- Double electrical 13 amp powerpoint
- 1 x 2m trestle table
- 2 x chairs

Other additional services such as furniture, power, display units, printing, graphics etc. for your exhibition stand can be arranged directly with our appointed exhibition contractor, Tony O'Brien. Please download and complete the below exhibition order form which is to be returned directly to the exhibition contractor as follows:

Tony O'Brien – O'Brien Expo Services Ltd

The Coachhouse - Rear of 1 Warwick Terrace - Appian Way - Ranelagh - Dublin 6 - Ireland

Tel: +353 1 6144700

Fax: +353 1 6144676

Mob: +353 87 2492489

Email: tony@obexpo.ie

[Click here for order form](#)

EXHIBITION STAND LOCATION

Exhibition stands will be allocated to exhibitors in accordance with the level of sponsorship provided. However, due to the layout and size of the venue, participants will be exposed to all stands. Please find the floorplan here:

[BNA 2019 Exhibition Floor Plan](#)

Staff will be available to direct you to your exhibition stand/space and to provide you with any additional help you may require during the indicated set up and de-rig times. Please note that no facilities to move large / heavy items will be available on site without prior arrangement.

FREIGHT FORWARDING AND ON-SITE HANDLING

The organisers of BNA 2019 have appointed Interflow Logistics as official freight forwarder and on-site handler, please contact:



Niall Thompson

Transport and International Coordinator

Email: niall@interflow.ie

Vivian.brodigan@interflow.ie

Phone: +353 (0) 1 685 3845

- Absolutely no shipments will be accepted at the Convention Centre Dublin prior to the set up date, no exceptions.
- All early shipments should be consigned to the advance cargo warehouse, charges apply.
- We strongly advise not to use couriers for delivery of exhibition goods in order to avoid possible delays.

- If shipping via FedEx etc., a full pre alert must be sent to Interflow in advance.
- Please contact Interflow for a full set of shipping instructions and the show tariff at niall@interflow.ie (Vivian.brodigan@interflow.ie)

Service includes:

- Receipt of goods, intermediate storage and delivery to venue for build-up
- Admin and file services
- Ten (10) days advance shipment storage
- Delivery of shipment (boxes) to The Convention Centre Dublin
- Return shipments will be facilitated, please contact the Interflow on-site representatives.

SHIP TO:

Interflow Logistics Ltd.

c/o BNA 2019

Exhibitor name, Stand Number

Unit 1, Ace Warehouse

Blakescross

Lusk

Co. Dublin

Tel: +353 (0) 1 6853845

Mobile: +353 87 764 3970

Notify party:

Niall Thompson

Tel: +353 (0) 1 6853845

Mobile: +353 87 764 3970

Please be sure to label boxes (ex. 1 of 3, 2 of 3, 3 of 3)

- Interflow has a list of exhibition forwarders that will arrange your shipment from any location worldwide. Please contact niall@interflow.ie (Vivian.brodigan@interflow.ie) for details of your nearest agent.
- Exhibitors are responsible for all shipping charges.
- Exhibitors are responsible for any applicable Taxes & Duties.

Individual Deliveries

Should you choose to work with your own transport provider for the delivery of your consignment items can only be delivered during the set up times as indicated above. You must be on site to accept your own delivery and you must ensure you have arrangements made as required for storage, set-up and movement of materials within the exhibition area.

Please ensure items are clearly marked:

Name: < Name of exhibitor >
 C/O BNA2019 - Exhibition
The Convention Centre Dublin
 Spencer Dock
 North Wall Quay
 Dublin 1
 Ireland
www.theccd.ie

Stand No: <xx>
 Number of packages: <xx of xx>
 Dimensions:
 Gross / net weight:

Notification Please send us an e-mail with all dates of the transport (i.e.: AWB, B/L, Consignment) in advance before shipping to bn2019@abbey.ie.

INSURANCE

All exhibits and materials should be properly insured for transportation and for the conference. Please note that BNA, and CCD will not take responsibility for the transported material.

EXHIBITOR REGISTRATION

EVERYONE needs to register for the BNA 2019 Congress. Name badges should be collected at the registration desks located in the CCD Foyer. It is imperative that name badges are visible at all times throughout the conference in order to obtain access. No access will be granted without name badges.

Additional Exhibitor passes

- £156 per additional pass

These passes give the right to access the exhibition area only (not the conference sessions) and receive conference meals.

Please send the following details of the person(s) who will make use of this facility to bn2019@abbey.ie:

First name:
 Last name:
 Company:
 Country of residence:
 E-mail address:

NOTE: Standard registration fees apply to all exhibitors who will be participating in the scheduled conference and social events.

HOTEL ACCOMMODATION

Dublin is a very popular tourist destination and the hotels are easy to access from the airport. For your convenience, all the information relevant to the hotels are available from the link below. All listed hotels have attractive discounted rates, which were negotiated for the BNA 2019 participants.

You can find list of suggested hotels at:

<http://meetings.bna.org.uk/bna2019/welcome-to-dublin/accommodation-for-bna2019/>

Any queries with regards to hotel reservations or block bookings should be directed to:

BNA - Conference Secretariat

Abbey Conference & Events

Phone: +353 (0) 1 648 6130

Email: bna2019@abbey.ie

VISA FORMALITIES

Everyone entering Ireland must have a valid passport, or in the case of European Union Member States, a national identity card. Visas are required for some countries; delegates should check with their local Irish representation.

Please note that it can take up to 8 weeks to process a visa application and early application is recommended. The exhibition organisers, or its agents, cannot accept any responsibility for visa applications. Where a delegate is unable to attend because of failure to obtain a visa on time, the normal cancellation policy for registration fee and accommodation will apply.

To apply for a visa, please register for the conference, pay your registration and accommodation fees (if applicable) in full and request a visa letter from bna2019@abbey.ie.

DELEGATE PACK INSERTS

Platinum sponsors are entitled to provide three inserts, **Gold** sponsors are entitled to provide two inserts and **Silver** sponsors are entitled to provide one insert in delegate folders. (Subject to BNA approval).

For all other exhibitors, this option is available at a cost. Please contact the Sponsorship & Exhibition Manager at bna2019@abbey.ie to discuss your requirements.

Inserts for inclusion in the Delegate Pack must be delivered by 29th March to:

Abbey Conference & Events
 BNA 2019
 BNA 2019 Delegate Bags
 City Gate 22 Bridge Street Lower, Dublin D08 DW30, Ireland
 Contact: Deirdre Quinn – deirdreq@abbeyconference.ie
 Tel: +353 (0) 1 648 6130

Please attach a Delegate Pack Label (with details above) to all deliveries. Please confirm with bna2019@abbey.ie the date you will be making your delivery and the quantity of boxes you will be delivering.

ACCESS

Please visit the location and travel section for information about access to The CCD at: <http://www.theccd.ie/ccd/locationtravel>

Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue leading to an underground basement car park with a height limit of 4.5m, 14' 3". The weight limit of the ramp is 12.5Kn/m² with an axle load of 8.5 tonnes.

Truck Lift

Access to the exhibition halls is via a truck lift or van lift. As space is limited, once your vehicle loading or unloading is complete, you will be asked to move on to allow others to use the lifts. A separate entrance to the Forum Hall is also available on ground road level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door. The Truck Lift can accommodate a trailer size of maximum 13,600mm long x 2,500mm wide x 4,000mm high or, 2 x vans of maximum 7,345mm long x 2,360mm wide x 3,055mm high. The maximum dimensions of the truck lift entrance and exit are 3,900mm wide x 3,200mm high. The maximum dimensions of the Van Lift entrance and exit are 2,900mm wide x 3,200mm high. Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

Van Lift

The Van Lift can accommodate a vehicle of maximum 2,360mm wide x 7,345mm deep x 3,055mm high. The maximum dimensions of the Van Lift entrance and exit are 2,900mm wide x 3,200mm high. Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

East Access Door to Forum

The dimensions of this door are 4,560mm high by 5,000mm wide. Please note, we do not accept exhibitor deliveries at our main entrance. Please be aware there is very little space to back an Artic Trailer into the Forum. For convenience, access to the East Road is controlled by our Security Traffic Marshals, who manage a strict loading and unloading time schedule.

Loading Bay Doors into Halls

Dimensions as follows for loading doors in the Forum:

- **Door 1 (on front of the van lift):** 3,225mm high & 3,590mm wide
- **Door 2 (on front of the truck lift):** 3,225mm high & 3,775mm wide

CARPETS

There are red and green carpet tiles throughout the exhibition halls. Please note that all exhibitors and contractors should only use B3/A5 Exhibition Tape when fixing anything to carpets and ensure it is lifted and removed at the end of the show. Exhibitors who leave tape on the floor at the end of an event will be subject to a dilapidation charge of at least €15.00 per linear metre, depending on the amount of damage. Carpet tiles damaged as a result of stand materials or the building and removal of stands will be charged €45.00 per carpet tile. Please be aware that carpet brought in to furnish exhibition stands becomes waste after the exhibition and must be removed and disposed of by the stand contractor. Exhibitors wishing to build a space-only stand with secondary flooring must lay hardboard over the affected area of carpet before laying the secondary flooring.

ONLINE ORDERING / STAND CATERING

This online ordering facility lists cleaning, internet and hospitality available to hire. [The CCD Online Ordering Instructions:](#)

Click on the following link:

<https://onlineorders.theccd.ie/iEBMS/SOPSEC/Default.aspx>

- Enter the **Event ID: 29873** in the box on the middle of the page.
- Click on the tab 'Continue to Exhibitor Ordering'.
- Register your account details.
- Follow the on screen steps to order.

If you have any issues with the system please contact them at online.orders@theccd.ie.

Please have your credit card details, stand name and number to hand when ordering.

CCD HOSPITALITY (CATERING)

All food and beverage consumed on The CCD premises must be purchased through The Convention Centre Dublin Hospitality department.

The Convention Centre Dublin does understand the need to provide samples of food and drink products when demonstrating an exhibition. The CCD's approval is required in writing for such activities. If permission is granted, the exhibitor will be advised of rules and regulations, which apply to providing food and of the facility fee incurred. Food sampling must be carried out in such a way that consumers do not touch food that other people will eat; cross-contamination cannot occur.

Representatives of The CCD's Health & Safety team will monitor compliance with any relevant legislation. Please note that samples should be no more than:

Beer/Cider/Larger/Alco pops	100ml
Wine	50ml
Spirits	5ml
Soft Drinks	100ml
Food Items	2 Bite-size portions

INTERNET & WI-FI ACCESS

There is a free WI-FI service for visitors' use in the foyer spaces in the building, however this may be unsuitable for exhibitor use as it is a shared Wi-Fi network with limited bandwidth that may not be sufficient for client purposes. A full list of cabled internet access and Wi-Fi options is available through the online order form from CCD:

[The CCD Online Ordering Instructions:](#)

Click on the following link:

<https://onlineorders.theccd.ie/iEBMS/SOPSEC/Default.aspx>

- Enter the **Event ID: 29873** in the box on the middle of the page.
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If you have any issues with the system please contact them at online.orders@theccd.ie.

Please have your credit card details, stand name and number to hand when ordering.

CLEANING

General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling.

To dispose of a lot of materials at the end of the exhibition, or waste of a medical nature, please contact niall@interflow.ie (Vivian.brodigan@interflow.ie) to discuss your requirements and a skip or appropriate safe disposal can be arranged by quotation.

STORAGE

Storage is not available to exhibitors during the exhibition. Exhibition materials, boxes or crates will not be permitted to be stored on or behind exhibition stands. Arrangements must be made for the collection of goods before the opening of the exhibition. Interflow Logistics provide an empty storage facility with return to your booth within 30 minutes of show breakdown. Please contact niall@interflow.ie (Vivian.brodigan@interflow.ie) for a quote to put appropriate arrangements in place for your storage requirements.

TROLLEYS

Exhibitors should bring trolleys to transport goods from their vehicles to stands. Neither the exhibition organisers nor the CCD will provide these onsite.

WASTE & WATER SUPPLY

The CCD does not offer water or waste supplies directly to exhibition stands.

EMPTY CASE STORAGE

Interflow Logistics provide an empty storage facility with return to your booth within 30 minutes of show breakdown. Please contact niall@interflow.ie (Vivian.brodigan@interflow.ie) for a quote to put appropriate arrangements in place for your storage requirements.

FORKLIFTING SERVICES

Interflow Logistics provide forklift facilities for offloading/ reloading vehicles. Contact niall@interflow.ie (Vivian.brodigan@interflow.ie) to book forklift services.

CASH POINT

The nearest ATM is inside the MACE supermarket on Lower Mayor Street. The next closest cash point is at the AIB Branch on Mayor Square. Both cash points are within five minutes' walk of The CCD. Please ask our staff for directions.

ADDITIONAL INFORMATION

If you require additional information, please feel free to contact me directly. I look forward to working with you to provide a successful display at the event.

Deirdre Quinn
BNA 2019 Sponsorship & Exhibition Manager

BNA 2019 - Conference Secretariat

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Dublin 8
Ireland
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