

# Food Hall Exhibitor Manual



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## Food Village terms and conditions

It is important that you review and comply with the Food Village terms and conditions document which can be [found here](#).

## Exhibitor participation package

- Participation package outlined below.

| Single Stand                       | Double Stand                       | Triple Stand                       | 4 x 4 Space Stand                  |
|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| 2440mm W x 2500mm D                | 4880mm W x 2500mm D                | 7320mm W x 2500mm D                | 4000mm W x 4000mm D                |
| 1 Trestle Table<br>1 Chair         | 2 Trestle Tables<br>2 Chair        | 3 Trestle Tables<br>3 Chairs       | n/a                                |
| 1 x Double Socket (Max Load - 1Kw) | 1 x Double Socket (Max Load - 1Kw) | 1 x Double Socket (Max Load - 1Kw) | 1 x Double Socket (Max Load - 1Kw) |
| 1 x Company Name Card              |
| 1 x Car Park Pass                  |
| Wristbands (see page 4)            |

## Furniture

- If you require the trestle table(s) and chair(s) outlined in your exhibitor package above, you must inform the organisers, by completing the furniture form via the [logistics and services](#) tab on the Exhibitor Zone.

## Electrics

- Each exhibitor will receive 1 x double socket with a maximum load of 1kW.
- Extension leads are **not** permitted.
- You can order extra sockets, extra power, 24-hour power and outdoor electrics via the [logistics and services](#) tab on the Exhibitor Zone.
- Each exhibitor stand regardless of size, is only 1kW. If you order additional sockets - the load is still only 1kW.

## Exhibitor wristbands

- There are two types of exhibitor wristbands:
  - Daily Wristbands:** Valid only on the day specified on the wristband.
  - Full Wristbands:** Valid on all days
- Wristbands will be available for collection onsite on Tuesday 27th and Wednesday 28th May from the Food Village organisers office.

| Stand Size | Daily Wristbands  | Full Wristbands |
|------------|---|-----------------|
| Single     | 2 for each day<br>(2 for Thursday, 2 for Friday, 2 for Saturday etc.) | 3               |

| Stand Size | Daily Wristbands  | Full Wristbands |
|------------|---|-----------------|
| Double     | 3 for each day<br>(3 for Thursday, 3 for Friday, 3 for Saturday etc.) | 4               |

| Stand Size               | Daily Wristbands  | Full Wristbands |
|--------------------------|---|-----------------|
| Triple<br>&<br>4x4 Space | 4 for each day<br>(4 for Thursday, 4 for Friday, 4 for Saturday etc.) | 5               |

## Ordering additional exhibitor wristbands

- You can order additional wristbands via the [logistics and services](#) tab on the Exhibitor Zone.

## Digital complimentary visitor tickets

- Each exhibitor will receive a supply of digital complimentary visitor tickets.
- The digital codes and how to redeem instructions will be issued to all exhibitors by late April.
- Codes will not be issued until payment is received in full.

### Allocation:

| Single Stand                                 | Double Stand                                 | Triple Stand                                 | 4 x 4 Stand Space                            |
|--|--|--|--|
| 10 Complimentary Tickets<br>(use on any day) | 12 Complimentary Tickets<br>(use on any day) | 14 Complimentary Tickets<br>(use on any day) | 16 Complimentary Tickets<br>(use on any day) |

## Ordering additional visitor tickets

- Exhibitors can purchase discounted visitor tickets via the [logistics and services](#) tab on the Exhibitor Zone.

## Communal wash up area and storage

- There are 4 communal wash up areas with limited storage within the Food Hall. This is for exhibitor access only and not for public use.
- Standard cleaning products will be supplied, i.e. wash up liquid, kitchen towel etc. It is the responsibility of each exhibitor to supply to supply additional equipment if required.

## Sales

All products sold in the Food Hall must be in a retail format for offsite / take home consumption. Any exhibitors providing onsite consumption foods will be asked to immediately cease such activity.

### Example:

Selling 1 cookie, 1 pack of crisps or 1 yogurt product for onsite consumption is prohibited.

Single products can be sold in a multi pack (retail pack that is sealed and/or boxed) for consumers to take off site and consume at home.

### Example:

Selling a cup of coffee is prohibited, however the exhibitor can sell the coffee beans for offsite / take home consumption.

The exhibitor is permitted to sample their hot or cold drink - **100ml or less**.

## Sampling

To maintain the highest standards of health, safety, and regulatory compliance at Bord Bia Bloom, the following guidelines apply to all exhibitors wishing to provide food or beverage samples during the event. These rules align with the Food Safety Authority of Ireland (FSAI), HSE, and relevant local authority requirements.

### 1. Legal Compliance

All sampling must adhere to Irish food safety legislation and public health guidance.

Exhibitors must ensure their activities comply with any licensing or registration requirements from their local Environmental Health Office (EHO).

Exhibitors are permitted to sample their product once they are adhering to correct food health and safety as outlined within the exhibitors official EHO certification.

Exhibitors must have a hand wash sink on their stand if they are preparing and/or cooking meat products.

### 2. Sample Size Limits

To ensure that sampling remains within reasonable and safe limits, the following maximum sizes apply:

- Food samples: Bite size
- Non-alcoholic beverages: maximum 100 ml

Full-sized product servings are not permitted for on-site consumption.

### 3. Hygiene & Food Safety

- Exhibitors must follow proper hygiene protocols at all times, including:  
Maintaining food at safe temperatures:
- Cold food:  $\leq 5^{\circ}\text{C}$
- Hot food:  $\geq 63^{\circ}\text{C}$
- Using clean, sanitised utensils when handling samples
- Ensuring staff maintain personal hygiene (handwashing, use of hairnets/hats where appropriate)
- Keeping the sampling area clean and free of waste throughout the event

### 4. Allergen & Ingredient Disclosure

- All samples must be clearly labelled with the presence of any of the 14 mandatory allergens as per EU Regulation 1169/2011.
- Signage should be visible and legible to the public.
- Staff must be trained and able to answer questions about ingredients and allergens accurately.

### 5. Sampling to Children

To reduce risk and promote responsible sampling practices:

- Exhibitors must not offer food or beverage samples directly to children.
- Samples intended for children should be handed to a parent or guardian, who can assess suitability.
- This is particularly important in managing:
- Allergic reactions
- Choking hazards
- Inappropriate ingredients (e.g. sugar, caffeine)

## 6. Waste Management

- If providing waste bins for used cups, utensils, and packaging at their stand, exhibitors must provide segregated bins for recycling, compostable, general waste, and glass if applicable.
- Waste should be removed from the stand regularly to maintain cleanliness and hygiene standards.

Please remind visitors availing of samples that the sampling condiments are compostable.

## 7. Risk Assessment & Method Statement

**IMPORTANT:** Any exhibitor planning to offer food or drink samples must include full details of their sampling activity in their:

- Risk Assessment, and
- Method Statement

These documents must be submitted to event management in advance and are subject to approval by the event health and safety team.

## 8. Non-Compliance

Failure to adhere to the above regulations may result in:

- The removal of sampling privileges.
- Closure of the stand.
- Further action by event organisers or relevant local authorities.

## Height Restrictions

### Back Wall

The maximum height allowed for exhibitors to display graphic panels on the back wall of the stand is 2440mm.

These graphic panels must be mechanically fixed to the existing melamine back wall.

Where possible we suggest that exhibitors use a hook system to hang branded banners. Please consult where relevant if you intend on using a different mechanism to display banners.

### Side wall

The maximum height allowed for exhibitors to display graphics on the side walls of the stand is 1220mm.

If exhibitors have tall items over 1220mm high, e.g. display units and/or banners, refrigeration units, these must be placed on the back wall of the stand. This ensures you are not blocking your neighbours visibility within the Food Hall.

If you are located on a corner unit, you are permitted to brand the outside side wall facing the aisle.

## Food Village Exhibitor Zone

[Click here to access the Exhibitor Zone.](#)

Through the online Exhibitor Zone, you can now easily plan your participation in the Food Hall at this year's Bord Bia Bloom.

From this webpage, you can access this exhibitor manual under Exhibitor Essentials, containing everything you need to know about participating in the Food Hall at Bord Bia Bloom.

Many of your questions will be answered by reading this manual thoroughly.

The Exhibitor Zone has three main sections:

1. [Floorplans and Company Locations](#)
2. [Exhibitor Essentials](#)
3. [Start Planning](#)

Start Planning is home to important service order forms and other key information.

1. **Logistics and Services:** Food Village schedule, access slots, service order forms and checklist.
2. **Trade Breakfast:** Itinerary, nominate your rep and key resources to prepare for the event.
3. **Promote your presence:** Social media info, boiler plates and promotional assets.
4. **Exhibitor Briefing content:** Access the briefing recording and all presentations.

## Exhibitor Checklist

To ensure your event planning is a success we encourage you to review all order forms outlined in the exhibitor checklist and complete them before the deadlines.

All service order forms are located via the [logistics and services](#) tab on the Exhibitor Zone.

[Click here to download this checklist on the Exhibitor Zone.](#)

## Food Village Timetable

| Stand Build Up      | Exhibitor Access |
|---------------------|------------------|
| Monday, May 26th    | 12pm-6pm         |
| Tuesday, May 27th   | 9am - 6pm        |
| Wednesday, May 28th | 9am - 6pm        |

- Working outside the published timetable will only be allowed in exceptional circumstances.
- Due to health and safety regulations, the decision of the Organisers is final.
- We would ask all exhibitors using outside contractors to inform them of the opening hours.

| Bord Bia Bloom Open Days | Open Hours | Exhibitor Access |
|--------------------------|------------|------------------|
| Thursday, May 29th       | 9am - 6pm  | 7.30am - 7pm     |
| Friday, May 30th         | 9am - 6pm  | 7.30am - 7pm     |
| Saturday, May 31st       | 9am - 6pm  | 7.30am - 7pm     |
| Sunday, June 1st         | 9am - 6pm  | 7.30am - 7pm     |
| Monday, June 2nd         | 9am - 6pm  | 7.30am - 7pm     |

| Breakdown        | Exhibitor Access |
|------------------|------------------|
| Monday, June 2nd | 7pm - 10pm       |

- The Organisers request that all stand material and product be removed on Monday evening once the event has closed and is cleared of visitors.
- It is the responsibility of the Exhibitor to remove all stand materials and product after the event. The Organisers do not provide skip or removal service facilities for product or stand materials. The cost of removing any product or stand materials left after the event by the Organisers will be passed directly to the Exhibitor.

## A - Z | What you need to Know

### A

#### Attendee lists

Scam emails are in circulation from various email addresses offering you the opportunity to purchase an attendee list. These emails have not been issued by Bord Bia Bloom. If you receive one of these emails, delete it and do not respond.

### B

#### Balloons

Balloons of any kind are **not permitted** in the Phoenix Park.

### C

#### Car park

There will be **1** car park pass per exhibiting company.

The car park pass will be in your exhibitor pack, which will be available to collect from the Food Village organisers office on Wednesday May 28th.

This allocation is **final** due to the number of exhibitors onsite.

Exhibitors should use the red car park located beside the Food Village.

#### Catering

The official caterers at Bord Bia Bloom have the sole right to provide food and drink (alcohol or otherwise) for consumption onsite.

## Charities

Any exhibitors allowing charities on their stand should inform the Organisers prior to the show for written permission.

## Clearance of exhibits

Clearance of exhibits may begin once the show has closed on **Monday 2nd June**. As exhibitors will appreciate, it is particularly difficult to provide effective security during the dismantling of the exhibition, so we would ask you to exercise caution.

## Contact

Contact the Food Village team by email [foodvillage@bordbia.ie](mailto:foodvillage@bordbia.ie)

## D

### Damage and loss

The Organiser, neither exhibition site owner nor the sponsors will accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents/contractors.

Exhibitors are especially warned that the exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should affect their own insurance against all risks. The strongest possible precautions against pilferage should be taken at all times.

## Delivery of product and equipment

Equipment can be delivered Monday 26th (12-6pm), Tuesday 27th and Wednesday 28th (8- 6pm).

**For Vehicle Deliveries and re-stocking of stand schedule please see below table.**

Your exhibitor car park pass will allow access to a parking area near the Food Village.

Delivery vehicles are not allowed on the grass surrounding your area. However, there is a pathway close by where vans can park and product can be delivered by trolley from there.

| Vehicle Deliveries - Food Hall   |              |
|--|--------------|
| Morning deliveries inside the Food Village   | 7.30am - 8am |
| Evening deliveries inside the Food Village   | 6.30pm - 7pm |
| <b>**All vehicles must be cleared from the Food Village by 8am sharp.</b>                    |              |
| <b>**Vehicles only permitted into the Food Village at 6:30pm, once the public have left.</b> |              |

| Re-stocking stands - Food Hall                     |              |
|--|--------------|
| Morning re-stocking of stands                      | 7.30am - 9am |
| Evening re-stocking of stands (once hall is clear) | 6pm - 7pm    |

## Demonstration / music on stands

The use of loudspeakers for demonstrations must not interfere with other exhibitors.

Exhibitors who intend having music on their stands, even for demonstration purposes only must, by law, have authorisation from the Irish Music Rights Organisation (IMRO). A license can be obtained for the duration of the Exhibition from:

### Irish Music Rights Organisation

15 Herbert Street Dublin 2

Tel: + 353 1 661 4844

E

## Electrics

Each exhibitor stand in the Food Hall, regardless of size, has a maximum electrical load of 1kW.

Each exhibitor will receive **one double socket**, which will be installed by Mulvaney and Flanagan Electrical Ltd at floor level in the center of the rear wall.

If you require more than 1kW of power, you must order this at an additional cost from Mulvaney and Flanagan Electrical Ltd. by completing the order from “Electrics” via the [logistics and services](#) tab on the Exhibitor Zone.

**Important:** If you require 24-hour power to your stand, you must order this via the online form.

**Important:** If you require an outdoor 24-hour power supply for a refrigerated vehicle, you must order this via the online form.

## Exhibitor Briefing

The recording and presentations from the Food Hall Exhibitor Briefing can be found via the Exhibitor Zone.

## G

### Graphics

The maximum height allowed for exhibitors to display graphic panels on the back wall of the stand is 2440mm.

The maximum height allowed for exhibitors to display graphics on the side walls of the stand is 1220mm.

## Insurance

It is the responsibility of each individual exhibitor for effecting insurance cover for their stand.

**A copy of your insurance must be sent to Sam Warbrick [sam.warbrick@bordbiabloom.com](mailto:sam.warbrick@bordbiabloom.com).**

This confirmation should provide the following:

Title of the Insured

Insurance Company

Policy Number

Business Description

Dates of Cover

Limits of Liability - Employers (An indemnity in the amount of €13 million/Public & Products

Liability between (€2.6million and €6.5 million based on stand size & stand activity)

A specific indemnity to Garden Events Ltd/Bord Bia

# H

## Health & safety regulations

To comply Health and Safety legislation and to ensure the safety of all, the following safety information is being shared with everybody involved in this event.

The following documents must be submitted before arriving on site:

- Insurance
- Safety Statement / Method Statement and the associated Risk Assessment for the task been carried out
- Names of personal coming onto site
- Names of all sub-contractors coming on to site.
- Signed declaration stating that you have received, understood and agree to the requirements of this document.

### **SAFETY, HEALTH AND WELFARE AT WORK ACT 2005**

*19.-(1) Every employer shall identify the hazards in the place of work under his or her control, assess the risks presented by those hazards and be in possession of a written assessment (to be known and referred to in this Act as a "risk assessment") of the risks to the safety, health and welfare at work of his or her employees, including the safety, health and welfare of any single employee or group or groups of employees who may be exposed to any unusual or other risks under the relevant statutory provisions.*

To comply with the above legislation everyone on the site must read, understand and sign on to a Safety Statement / Method Statement and the associated Risk Assessment. A copy of the signed document must be available on site.

Safety Statement / Method Statement and the associated Risk Assessment must be submitted a minimum of 2 weeks before coming into the Bord Bia Bloom site. Those arriving without previously submitting their Safety Statement / Method Statement and the associated Risk Assessment may be delayed in gaining access or starting work on the site to the site.

You or your company should have your own Safety Statement / Method Statement and the associated Risk Assessment. If this is new to you, then a sample Safety Statement / Method Statement and the associated Risk Assessment can be provided to allow you to meet your legal requirements.

## On site Induction

Site Inductions must be completed in person by everyone coming onto the Bord Bia Bloom Site.

Induction will be at 8am on Mondays, Wednesday and Fridays only.

Please allow half an hour.

## Site Rules

From Monday, June 2nd at 6pm site rules will be reinstated.



### Core Safety



Safety Contacts  
 Ciara – 087 823 9558  
 Máirtín – 087 416 9582

- Minimum access requirements**
- High visibility vest (employer to supply)
  - Study footwear (not open toes or heels)
  - Method statement and risk assessment
  - Must be over 18 years of age
  - Must complete an induction

**Escoters & bikes will not be permitted past the gates. Bike parking at the main entrance.**

- General rules**
- No foolish behaviour in the workplace.
  - Be aware of moving machinery and/or vehicles
  - Trackway to be kept clear at all times
  - Follow instruction of security and safety personal
  - Report all injuries, incidents and unsafe conditions immediately.
  - Keep your workplace clean and tidy.
  - Escoters and electric bikes will not be permitted past the gates on event days
  - If you open a fence panel or gate ensure that you close it after you.
  - Manual handling techniques or mechanical aids to be used when lifting loads
  - Parking permits only allow you access to the red or green carparks, not onto the site
  - Anyone suspected of being under the influence of an Alcohol or illegal drugs will face removal from site

- Paperwork (2 weeks before arriving on site)**
- Method statement and risk assessment
    - Reviewed by safety team
    - Reviewed by all employees
    - Signed by all employee
  - Insurance in place
  - Training records issued to safety team

- Escoters & Electric bikes During build**
- No charging permitted
  - Do not store near exits or bin areas
  - Not permitted past gates on events days

- Use of tools or equipment**
- All electrical equipment must be PAT tested
  - All tools/equipment to be visual checked before use
  - Extensions leads not to be used
  - Dry cutting prohibited
  - Any proposed hot works to be highlighted in advance
  - Wear the correct PPE as required in risk assessments
  - Follow the method statements from beginning to end.

- Machinery**
- GA1 must be provide to the safety team
  - Training records must be provide to the safety team
  - Visual inspection required daily
  - Seat belt must be worn
  - Speed limit 5km per hour
  - Banks person to be used when reversing

The above core safety rules are to ensure that everybody can get home safely. Breaches of the above rule could result in you been asked to leave the site.

**Safety is everybody's responsibility!**

### Traffic management within Bord Bia Bloom site - Food Hall

- Trackway in rear of Food Hall to be used for deliveries.
- Monday 26th, Tuesday 27th and 28th May time slots have will be issued and suppliers must comply with these times. Non-compliance may result in a delay gaining access to the area.
- Deliveries cannot be made through the open front of the marquee.
- There is no parking permitted in the rear of the food village; this is for set down only while making deliveries into the marquee.
- There will be 3 rows of track to the rear of the food village to allow of deliveries.

| <b>Food hall - Derig</b>  |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>- Parking on Monday morning in Red Car Park.</li> <li>- Traders to have all goods and material ready for loading before bringing vehicles onto site.</li> <li>- Loading at rear of food hall enter through Gate 3A. (Red Carpark)</li> <li>- All goods to be moved through the rear of the marquee.</li> <li>- Loading to be conducted as quickly and safely possible.</li> <li>- All vehicles exit through Gate 4 (Bridgit's exit).</li> <li>- All vehicles drive to hedge, follow track to the right.</li> <li>- Exit over bridge.</li> </ul> <p>This map is indicative only and is not to scale.</p> |
| <p><b>Note:</b> under 18s will not be permitted on to the site after 6pm on Monday, even if they have a valid wrist band for the day.</p> <p><b>Note:</b> No movement of vehicles until the public have cleared the site and this has been confirmed by the Event Controller.</p> |  |

### Health and Safety Form

[Click here](#) to confirm you have read, understood and comply with the health and safety information provided above.

## Health & safety regulations - food and drink

Exhibitors must adhere to correct food health and safety as per your official EHO certification.

Exhibitors must have a hand wash sink on their stand if preparing and/or cooking high risk foods i.e. meat/seafood products.

**Any company that appears to be sampling without meeting the regulations set by the HSA will be closed down, with immediate effect.**

## Health & safety regulations - stand building

The Organisers require a risk assessment and method statement (RAMS) from any exhibitors who are;

- a. building their own stand
- b. bringing in exhibits for their stand (i.e. installing graphics / shelving / lights)
- c. installing electrical cooking equipment on their stands. This equipment must also have a valid PAT cert.
- d. engaging a 3<sup>rd</sup> party contractor to build or install.

If item **d.** applies to your organisation, the 3<sup>rd</sup> party contractor must supply proof of insurance to the Organisers.

From the Exhibitor Zone you can access a sample template risk assessment and method statement and upload your document and form.

## M

### Marketing Material

The distribution of marketing material, samples or product is prohibited outside the boundaries of the stand space allocated to the exhibitor.

### Merchandising

We encourage all exhibitors to merchandise their stand within the Food Hall. Where possible, we suggest that exhibitors use a hook system to hang branded banners. Please consult where relevant if you intend on using a different mechanism to display banners.

Promotional balloons are not permitted.

### Microphones

The use of microphones, videos and music is permitted but the volume must not be such as to cause any annoyance to other exhibitors. The organisers reserve the right to prohibit the use of microphones/music, if in the organiser's opinion, any annoyance is being caused.

On-stand auctions or sales with the use of PA systems are not permitted.

## O

### Organisers office - Food Village

The Organisers Office will be open at the Phoenix Park from 10am-4pm on Tuesday May 27th and Wednesday May 28th during build up and 8am-6pm during the event.

## Overnight parking on site

The OPW prohibits overnight parking on site except in designated areas. This is both for security and health & safety reasons. If you wish to leave a vehicle overnight, please contact the Food Village team in advance [foodvillage@bordbia.ie](mailto:foodvillage@bordbia.ie)

## P

### Patents & new designs

Exhibitors should avail of the protection afforded by the Patents Acts before exhibiting. Information is available from: The Department of Enterprise & Employment

45 Merrion Square

Dublin 2

**Tel:** + 353 1 661 2603

### Public address system

The Public Address system is for use by the Organisers for official announcements only. It is not available to exhibitors for publicity purposes or individual messages.

## Public relations

Bord Bia's communications team is busy compiling details of all the features, exhibitors and exciting news stories people can expect at Bord Bia Bloom 2025. Their role is to promote awareness of the event and encourage people to attend the 5-day festival, so you get to introduce your fantastic brand to as many people as possible!

Bord Bia does not undertake PR activity for individual exhibitors.

Bloom garners a significant amount of media attention. If you or your business has something interesting going on, like launching a new product, sharing details of recent awards, or announcing a partnership with a new brand ambassador, please tell us so that we can share it with interested media or influencers in the run up to the event!

For further details visit the promote your presence section of the Exhibitor Zone.

## R

### Removal of display materials and products

It is the responsibility of the exhibitor to remove all stand materials and products after the event. The Organisers do not provide skip or removal services for product or stand materials. The cost of removing any product or stand materials left after the event by the Organisers will be passed directly to the exhibitor.

# S

## Sales

All products sold in the Food Hall must be in retail format for offsite / take home consumption.

Any exhibitors providing onsite consumption foods will be asked to immediately cease such activity.

### Example:

Selling 1 cookie, 1 pack of crisps or 1 yogurt product for onsite consumption is prohibited.

Single products can be sold in a multi pack (retail pack that is sealed and/or boxed) for consumers to take off site and consume at home.

### Example:

Selling a cup of coffee is prohibited, however the exhibitor can sell the coffee beans for offsite / take home consumption.

The exhibitor is permitted to sample their hot or cold drink - **100ml or less**.

The distribution of product, samples or marketing material is prohibited outside the boundaries of the stand space allocated to the exhibitor.

## Sampling

To maintain the highest standards of health, safety, and regulatory compliance at Bord Bia Bloom, the following guidelines apply to all exhibitors wishing to provide food or beverage samples during the event. These rules align with the Food Safety Authority of Ireland (FSAI), HSE, and relevant local authority requirements.

### 1. Legal Compliance

All sampling must adhere to Irish food safety legislation and public health guidance.

Exhibitors must ensure their activities comply with any licensing or registration requirements from their local Environmental Health Office (EHO).

Exhibitors are permitted to sample their product once they are adhering to correct food health and safety as outlined within the exhibitors official EHO certification.

Exhibitors must have a hand wash sink on their stand if they are preparing and/or cooking meat products.

### 2. Sample Size Limits

To ensure that sampling remains within reasonable and safe limits, the following maximum sizes apply:

- Food samples: Bite size
- Non-alcoholic beverages: maximum 100 ml

Full-sized product servings are not permitted for on-site consumption.

### 3. Hygiene & Food Safety

- Exhibitors must follow proper hygiene protocols at all times, including:  
Maintaining food at safe temperatures:
  - Cold food:  $\leq 5^{\circ}\text{C}$
  - Hot food:  $\geq 63^{\circ}\text{C}$
- Using clean, sanitised utensils when handling samples
- Ensuring staff maintain personal hygiene (handwashing, use of hairnets/hats where appropriate)
- Keeping the sampling area clean and free of waste throughout the event

#### 4. Allergen & Ingredient Disclosure

- All samples must be clearly labelled with the presence of any of the 14 mandatory allergens as per EU Regulation 1169/2011.
- Signage should be visible and legible to the public.
- Staff must be trained and able to answer questions about ingredients and allergens accurately.

#### 5. Sampling to Children

To reduce risk and promote responsible sampling practices:

- Exhibitors must not offer food or beverage samples directly to children.
- Samples intended for children should be handed to a parent or guardian, who can assess suitability.
- This is particularly important in managing:
  - Allergic reactions
  - Choking hazards
  - Inappropriate ingredients (e.g. sugar, caffeine)

#### 6. Waste Management

- If providing waste bins for used cups, utensils, and packaging at their stand, exhibitors must provide segregated bins for recycling, compostable, general waste, and glass if applicable.
- Waste should be removed from the stand regularly to maintain cleanliness and hygiene standards.

Please remind visitors availing of samples that the sampling condiments are compostable.

#### 7. Risk Assessment & Method Statement

**IMPORTANT:** Any exhibitor planning to offer food or drink samples must include full details of their sampling activity in their:

- Risk Assessment, and
- Method Statement

These documents must be submitted to event management in advance and are subject to approval by the event health and safety team.

## 8. Non-Compliance

Failure to adhere to the above regulations may result in:

- The removal of sampling privileges
- Closure of the stand
- Further action by event organisers or relevant local authorities

## Security

While every reasonable precaution is taken and the premises patrolled day and night, the Organisers expressly decline responsibility for any loss or damage which may befall the person or property of any exhibitor from any cause whatsoever. Only designated entrances and exits should be used by exhibitors during the opening hours of the exhibition. Fire doors and emergency exits must not be used.

## Security hints for exhibitors

- Do not leave cash, handbags, valuables etc. on tables, exhibitor counters, fridges, in unlocked drawers or cupboards.
- Do not ask staff from your neighbouring stand to 'keep an eye' on your stand. If they get busy or distracted, they will not be able to watch your stand.

Always ensure you have enough staff to man your stand.

- Think about the design of your stand - do not put boxes of accessories at the front of your stand, out of your view.
- Do not leave your exhibits at night before visitors are clear of the show. In general, try to man your stand until at least half an hour after the close of the stand.
- Check all lockable units before leaving the stand.
- Report anything of a suspicious nature immediately to Security or the Organisers.

## Social Media

Bord Bia Bloom attracts a significant level of attention and as a participant, Bord Bia encourages you to undertake your own promotional activity on social media. However, there are some guidelines and restrictions we would like you to honour.

You are encouraged to share details of your activity, images and/or videos to help spread the word and create a buzz around the event. Social media is a fun and informal forum so feel free to be creative!

For further details visit the promote your presence section of the Exhibitor Zone.

Advance information and Frequently Asked Questions can be found on [BordBiaBloom.com](https://BordBiaBloom.com).

## Storage

There will be communal wash up areas at the back of the Food Hall, these stations have limited storage capacity.

Exhibitors are asked to keep this area clear, and free from empty boxes or containers for the duration of the event.

Exhibitors are reminded the wash up areas are communal, with over 70 companies participating within the Food Hall at Bord Bia Bloom 2025 who need equal access.

## Sustainability at Bord Bia Bloom

At Bord Bia Bloom, we are committed to sustainability and continuously work to reduce our environmental impact. As we approach the 19<sup>th</sup> edition of Bloom, we review some of the sustainability initiatives which have been introduced since the very first event was held in the Phoenix Park.

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Key initiatives include:

- **Sustainability Working Group and Bloom Sustainability Plan:** To build on the sustainability initiatives introduced and implemented during the past 11 years.
- **ISO 20121:2024 Certification:** We are currently undertaking certification to this international standard which provides a structured framework that integrates sustainability into every stage of event planning and execution.
- **Energy Efficiency:** We have reduced energy consumption through low-energy lighting and efficient generators.
- **Low-Carbon Fuel:** We use hydrotreated vegetable oil (HVO), a sustainable biofuel, to fuel generators and shuttle buses. This has resulted in an 89% reduction in emissions.
- **Promotion of Public Transport and Free Shuttle Bus Service:** which links from Park Gate Street to Bloom.
- **Resource Conservation:** Water use is minimised, and signage, displays, and other materials are reused where possible.
- **Sustainable Materials:** We prioritise sustainably sourced paper and materials.
- **Compostable Packaging:** All food vendors must use compostable packaging and serving materials, and all Food Village exhibitors must use compostable sampling materials, preferably those approved by the [Cré accreditation scheme](#).
- **Eco-Friendly Show Gardens:** Designers follow sustainable building practices and conservation guidelines. Sponsors and designers are encouraged to relocate or reuse elements of their show gardens after the festival.
- **Promotion of Local Sustainably Produced Food and Drink:** From members of Origin Green / Bord Bia's Sustainable QA schemes exhibiting in the Food Village.

- **Food Rescue Programme:** In partnership with FoodCloud, we collect and redistribute surplus food and highlight the impact of food waste. The onsite FoodCloud Kitchen also demonstrates how surplus ingredients can be transformed into delicious meals.
- **Go Digital:** Encourage family, friends, colleagues and clients to pre-book tickets online and downloaded to a smartphone to reduce paper waste.
- **Transport:** Where feasible travel by foot, bus or train, and avail of our free shuttle service from Parkgate Street, or by bike and avail of our free bike parks, located at each Bloom entrance.
- **Reduce Disposable Waste:** Bring a reusable drinks container or borrow a cup from the 2GoCup stations for a €2 refundable deposit. Hot beverage vendors offer a 50c discount for reusable cups and complementary water refill stations are available throughout the site.
- **Coffee Grounds:** Are collected from the restaurants and vendors and are used for compost.
- **On-site Biodigesters:** Are used by the restaurants to manage waste food and provide compost as the end product.
- **Waste Management:** Check signage and work with Bloom staff to properly separate waste at designated bins. Minimise the amount of packaging on goods brought onto the Bloom site and dispose of it in the correct waste bins. When sampling product, let visitors know that the sampling spoons, cups, etc. are compostable and should be placed in the compostable bins. If you have a bin on your stand, you must practice the same segregation policy and provide bins for recycling, compostable waste and general waste. Only clear bin bags are permitted and compostable bags must be used in compostable bins.
- **Re-Turn** will also be onsite providing collection points for in-scope aluminium cans and plastic drinks bottles with 100% of deposits being donated to the official charities supported by Re-Turn. Bloom 2024 was the first event to pilot the Re-Turn scheme, which raised €1,891 in deposits from the collection of almost 12,500 cans and bottles during the event.

We operate four waste streams throughout the Bloom site, as follows:

- **Recyclable Waste:** Clean and dry paper, cardboard, plastics. Make sure all cardboard boxes are flattened and any tape is removed before placing them in a bin!
- **Re-Turn:** In-scope aluminium cans and plastic drinks bottles
- **Compostable Waste:** Compostable food packaging including coffee cups, food waste, green garden waste
- **General Waste:** Items which aren't suitable for the recycling, return or compostable waste streams.

**Re-Turn** will also be onsite providing collection points for in-scope aluminium cans and plastic drinks bottles with 100% of deposits being donated to the official charities supported by Re-Turn. Bloom 2024 was the first event to pilot the Re-Turn scheme, which raised €1,891 in deposits from the collection of almost 12,500 cans and bottles during the event.

**NOTE:** Waste oils, pallets and other materials which are not suitable for any of these waste streams are the responsibility of each exhibitor and must be appropriately managed and removed from the Bloom site.

### ISO 20121:2024 Certification

Bord Bia Bloom, as part of its commitment to sustainability and responsible event management, is undertaking event certification to the ISO 20121:2024 international standard. ISO 20121:2024 provides a structured framework that integrates sustainability into every stage of event planning and execution.

The goal of this international standard is to ensure that venues, event or festival organisers, subcontractors, and you the exhibitor, seek to maximise sustainability, minimise our environmental impact, and promote eco-friendly practices among our visitor population. As part of this process, we are engaging with all key participants in the festival, including your organisation as an exhibitor, to learn about your sustainability journey. Regardless of where you are in your sustainability planning and processes, we will be in touch to ask you to complete a short survey to help us understand your current situation and to gauge the position of our exhibitors in relation to sustainable business practices.

Tony Brady and the team from Business Information Group (BIG) will be in touch to ask you to complete a short survey. If you would please take a few minutes to respond it would be greatly appreciated.

Business Information Group

Hayestown Business Park

Rush, Co. Dublin, Ireland

E: [operations@big.ie](mailto:operations@big.ie)

Email direct: [tony.brady@big.ie](mailto:tony.brady@big.ie)

## T

### Terms and conditions

The Food Village terms and conditions document can be reviewed in full again [here](#).

All exhibitors within the Food Village at Bord Bia Bloom must adhere to terms and conditions laid out in this document.

### Trade breakfast

Bord Bia will again host the trade breakfast on the Friday morning for Bord Bia Bloom, May, 30th.

Delegates from the foodservice and retail industry are invited to attend this breakfast.

As part of this event, buyers will be invited to explore the Food Hall and the Bloom Inn.

This presents you, as an exhibitor, with the opportunity to introduce your company to key retail and foodservice buyers in an informal way.

## V

### VAT - Important Information

All traders at Bord Bia Bloom 2025 will be required to show that they are keeping records of all transactions either by using a till or by keeping sequential written records. The Office of the Revenue Commissioners must be satisfied that the records are sufficient to allow the trader to make proper returns for the purposes of Income Tax, VAT etc. In the case of traders using electronic tills, they are required to retain Z reads and journal rolls. These requirements are set out in Section 886 of the Taxes Consolidation Act, 1997 and Section 16 Vat Act, 1972 and related and amended provisions including Statutory Instrument Number 238 of 2008.

Revenue Commissioners may also make onsite inspections so all records must be kept up to date on an on-going basis.

If traders need additional information or clarification on any tax matter, they can consult their local Revenue Office or check online at: [Revenue.ie](https://www.revenue.ie)

## W

### Water and Waste

Exhibitors requiring Water and Waste facilities should contact the onsite service provider for Bord Bia Bloom 2025.

**A N O'Neill**

Unit 48C Robinhood Industrial Estate, Dublin 22

**Tel:** + 353 (0) 87 257 2077 | **Contact:** Alex O'Neill

The hand wash sink form is available via the Exhibitor Zone. Exhibitors must have a hand wash sink on their stand if they are preparing and/or cooking high risk products i.e. meat.

## Wi Fi

Exhibitors can order Wi Fi for their stand, via the [Logistics and Services](#) section of the Exhibitor Zone for more information.

**Unit 1,**

**College Business & Technology Park**

**Blanchardstown,**

**Dublin 15, D15 PEC4, Ireland**

[info@viatel.com](mailto:info@viatel.com)

**Contact Graham Mulhern to place an order 087 616 6000**

## Website Listing

Make sure you have completed the exhibitor website form, your profile will then be listed on the exhibitor section of the Bord Bia Bloom website.

<https://www.bordbiabloom.com/>

