

Total Address

Draw on this grid the plan of your stand indicating the position of the required work or submit your own specific plans. Units are in metre sq. blocks.

Key:

- O – spotlight
- D – 13A socket

Prices in all options include the hire, wiring, installation and dismantling of all fittings and standby electrician during the show.

	1	2	3	4	5	6	7	8	9	10	11	12
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Utilise each square as 1 sq.

CONDITIONS FOR THE SUPPLY OF ELECTRICITY

1. Electromaher Ltd. has been appointed as the official Electrical Contractor for this show. The official Contractor is responsible to the owners, exhibition, promoters, licensing and fire authority or the safety and conformity to regulations of the entire electrical installation (both temporary and permanent). Because of this responsibility only electrical installations constructed by the contractor will be connected to the mains distribution system. As it is essential to design a load distribution systems which will, as near as possible, provide for a balanced demand on all phases of the supply cable, Exhibitors are requested to inform the contractor of their electrical requirements as early as possible but not later than the **3rd May 2019** as they may require alterations or additions to be maintained and may also involve the Contractor in overtime working.
2. The materials used in the exhibition installations are on hire, and remain the contractor's property and must be returned in good condition at the end of the exhibition. Should any client require constant mains guaranteed (i.e. computers, memory etc) we recommend that they protect their equipment with ups back up supply or similar.
3. Please list carefully all your electrical requirements overleaf, complete the order form and return same to Electromaher **NOT LATER THAN 3rd MAY 2019**. A structure must be provided on which your electrical supply and/or lighting can be mounted.
4. Where an exhibitor requires fittings in a specific position a sketch must be enclosed with this order form. In the absence of specific instructions, all lighting fittings will be positioned on the rear of the fascia boards, and power points at floor level on the rear wall. The use of multiway adaptors is not permissible.
5. Prefabricated electrical sections of an exhibit must be inspected prior to the exhibition. **No reduction in schedule rates will be allowed because of pre-site wiring.**
6. **Payment in full must be forwarded with this order form. A receipted detailed invoice will be returned in acknowledgement. No orders will be processed until payment in full is received. A VAT invoice & receipt will be issued on receipt of payment.**
7. Electromaher Ltd will be pleased to submit separate quotations for any electrical requirements or work not covered by this standard form, including special lighting effects, power supply, low voltage lights, LED lighting etc. **Some LED lighting carry weight and standholders may have to request stand fitter to reinforce ceiling span to carry the extra weight.**
8. **All display Contractors must order their requirements for their clients via the Application for Electric's Form and will be invoiced accordingly. (Exhibitors shall be responsible for any non-payment by their sub-contractor).**
9. For contractors or others who wish to do their own electrical work on stands, we will be pleased to submit costings separate to the stated costings within for mains only (POA). Any stands being implemented in this method must submit certification of their installed electrics prior to show opening to the official electrical contractor. Failure to submit will result in supply being withdrawn.

PLEASE RETURN THIS FORM IMMEDIATELY

HEALTH & SAFETY - ELECTRICAL INSTALLATIONS

Presently the Health & Safety Authority (HSA) are in the process of implementing safety requirements to the exhibition Industry. This is ongoing at the moment. This however does not mean that HAS requirements do not have to be adhered to - the opposite is the fact. To this end we as the Electrical Contractor appointed by the organiser request that all exhibitors (and their designers/contractors where appropriate) be required to adhere to all **HSA & ETCI 4** regulations presently in force for this location.

Failure to know or understand these regulations is not admissible in law as exoneration. Kindly be aware of the following:

1. The EC "provision and use of work equipment regulations 1998" places general duties on employers and lists minimum requirements for work equipment to deal with selected hazards whatever the industry.
2. If the exhibitor / employer contracts out the work on their stand making each stand (space or shell) into its own separate "workplace" and the "exhibitor" therefore "the employee" is subject to all relevant laws and regulations. Exhibitors are directly responsible for the safe use and maintenance of every element on their stand and its surrounding environs.
3. All electrical equipment must be constructed, installed, maintained, protected and used so as to prevent danger and must be compliant to latest regulations.
4. Electromaher Limited is the official Electrical Contractor appointed by the Organiser for the show. All work on stands, including any prefabbing, must be ordered through the official Electrical Contractor. It is essential that all information relating to an exhibitor's stand is given to Electromaher to allow for load balance and programming of installations during and before the build up period. Appliances and prefabbed electrics supplied and used by exhibitors must be tested before being used and proof of this will be required. It is the exhibitors responsibility to provide proof of competency for this issue, particular attention must be paid to the regulations relating to extra low voltage (SELV) lighting. **All electrics to ETCI 4 regulations and CER requirements.**
5. We reserve the right to disconnect the electrical supply to any installation which in our opinion or the Organiser's opinion is dangerous or likely to cause annoyance to visitors or other exhibitors or could cause overloading.
6. Failure to advise Electromaher of **all electrical requirements** for your stand is a breach of the above safety requirements and arising from this, claims or damage caused shall be the exhibitors responsibility.
7. ***Mains for stands using sockets in compliance with ETCI fourth edition regulations c/w CER regulations (711.1-711.559.14.04) must have mains supply + main fuse (no extension leads). In Option 1 the double socket will have a mains supplied but this will be fused down to 1kW loading. If requesting this option, exhibitors must sign the form on application and submitting of electrical form.**

Should you require to discuss any of the above, please call us

Please contact the official Contractor for any advice or assistance you may require with your electrical requirements at the following address or numbers:



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