

# Food Village Checklist

To ensure your event planning process for participation in the Food Village at Bord Bia Bloom 2025 is a success we encourage you to review all forms and deadlines outlined in the checklist below.

Order Form	Deadline Date	Status
<b>Trade Breakfast</b>		
<b>Trade Breakfast</b> Nominate your company representative, who will attend the breakfast. Submit your nominee now: <a href="https://forms.office.com/e/hX9SPw2RqT">https://forms.office.com/e/hX9SPw2RqT</a> <b>You can print or save a copy of your submission after you submit this online form.</b>	Friday, May 9th	<input type="checkbox"/>
<b>Stand Operations</b>		
<b>Reserve your delivery and build access slot</b> Find this on our logistics and services section of the Exhibitor Zone.	Friday, May 16th	<input type="checkbox"/>
<b>Risk Assessment and Method Statement</b> <a href="#">Click here to access our template.</a> Upload your completed documentation to the logistics and services section of the Exhibitor Zone.	Friday, May 16th	<input type="checkbox"/>
<b>Service Order Forms</b>		
<b>Refrigeration and Equipment</b> Cross Rental Services are the official partner supplier for refrigeration and equipment to Bord Bia Bloom.	Friday, April 25th	<input type="checkbox"/>
<b>Furniture</b> If you require the furniture listed within your package, you must complete the furniture form. (This form applies to Food Hall single, double or triple stands). <b>You can print or save a copy of your submission after you submit this online form.</b>	Friday, May 2nd	<input type="checkbox"/>
<b>Hand Wash Sink</b> Mandatory for exhibitors sampling/handling high risk foods - i.e. meat/seafood	Thursday, May 8th	<input type="checkbox"/>
<b>Electrics</b> Order additional sockets, power, 24hr power and outdoor electrics for your stand. A surcharge will be incurred if orders are placed after May 9th. <b>You can print or save a copy of your submission after you submit this online form.</b>	Friday, May 9th	<input type="checkbox"/>
<b>Wi Fi</b> Do you need Wi Fi for your stand? Place your order with Viatel the official Wi Fi provider for Bord Bia Bloom 2025.	Friday, May 15th	<input type="checkbox"/>
<b>Compostable Packaging</b> All packaging used for sampling must be compostable. Down2earth materials have supplied a special rate for exhibitors.	Friday, May 23rd	<input type="checkbox"/>
<b>Exhibitor Wristbands and Visitor Tickets</b>		
<b>Additional Exhibitor Wristbands</b> Review your wristband allocation included within your participation package and order additional wristbands if required.	Friday, May 16th	<input type="checkbox"/>
<b>Additional Visitor Tickets</b> Order additional visitor tickets for at a discounted exhibitor rate.		<input type="checkbox"/>