

Exhibitor Manuel – Belfast 2024

In this section

Exhibition Timetable

The Exhibition Hall will be available to exhibitors and their contractors for stand construction/set-up as follows:

Build-up times

Tuesday 5th March 2024- 07:00-19:00, last entry 17:00

All stands must be complete and ready for exhibition opening at 07:30 on Wednesday 6th March 2024. Please ensure that all stands are built within the available timetable. Additional days are not available. Please note there is no overnight build.

Opening times

Wednesday 6th March - 07:30-17:00 pm (Drinks reception 18.00hrs-19.00hrs)

Thursday 7th March - 07:30-17:00 pm

Friday 8th March - 07:30-14:15 pm

All exhibitors and contractors should vacate the hall 30 minutes after the exhibition closes each evening (apart from the last day of the show when the breakdown process begins).

Breakdown times

Breakdown of stands will commence after the final break at **13:15 Friday 8th March**, the official closing time. Exhibits may not be removed from stands before that time unless by prior arrangement and agreement with the BOFAS Organisers. **The exhibition hall must be clear of all exhibitors, materials and stand fittings by 19:00 Friday 8th March.**

Please note: Any packages remaining at the close of business on **Friday 8th March** will be disposed of by ICC Belfast.

Tabletop Stands

A trestle table and 2 chairs will be available complimentary for tabletop only stands. Please complete the form attached to request these.

Return form to events@bofas.org.uk

Electric sockets - should you wish to order a socket please complete the request form and return to events@bofas.org.uk

Please ensure any pop-up back drops fit within the allocated stand space.

Please submit a Risk Assessment form for your stand – this is required for all exhibitors.

(There is no requirement for Method Statement, build plan or H&S documents for tabletop only stands)

Stand Plan Submissions

Space-only exhibitors are required to complete the with details of the contractor who is responsible for supervising the build by **Monday 15th January 2024**.

Please send the name, email address and phone number of the contractors and delivery service to events@bofas.org.uk by **16th February 2024**.

Build contractors will need to submit detailed plans of the exhibition stand including 3D Technical Plan Drawing, Public Liability Insurance (copy of a certificate valid for event period), Method Statement, Health & Safety Document & Risk Assessment. Please ensure all documents are submit no later than **Monday 29th January 2024**. These documents will need to be approved by the Organizer's Health and Safety Advisor and the venue.

To submit, please email the BOFAS Exhibitions Team events@bofas.org.uk

1. Stand Plan. A technical drawing, including all specifications, together with a Construction Phase Plan (CDM 2015) and PL Insurance
2. Method Statement
3. Risk Assessment Document
4. Health & Safety Document

What does it look like/ what's included?

Space only stands are just that. No walling or stand fittings are provided and you are responsible for organising all of this at your own cost. The design of your stand is your responsibility and must be such that it can be erected and dismantled within the time available; please refer to the exhibition timetable for the build-up and breakdown schedule. When you arrive on-site the area of the stand will be marked out on the venue floor. It is your responsibility to ensure that the stand is built to the correct floor markings. If you are unsure of these please contact the organiser's office before commencing build.

Preferred Stand Contractor

This year our recommended stand contractor for the exhibition is THRE360 Group. Whether you have booked a shell-scheme package or space only, THRE360 Group will be able to provide a variety of custom-built stands and modular systems to meet all exhibitors' requirements. They cover design, construction, decoration, flooring, all forms of electrical fittings and graphics. To view bespoke stand packages and enquire, please contact Cheryl or visit their website.

THRE360 Group

Contact: Cheryl Tumilson

Tel: 028 96 001463

Website: www.thre360group.co.uk

Email: cheryl@thre360group.co.uk

Stand Build Regulations:

1. Space Only exhibitors are advised, that no walls or stand fittings are provided and they should make their own arrangements for stand building and decoration.
2. The maximum build height at The ICC is 4m; stands must not exceed this height. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor
3. No more than 40% of an open side can be walled. Any walling exceeding 40% must be set back a minimum of 0.5m from the open perimeter of the site. Solid runs of walling along open perimeters are not permitted unless facing a Venue wall. Under no circumstances are neighbouring stands to be visually blocked off from the rest of the exhibition
4. All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products, or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.
5. Exhibits and walling must be positioned in such a way as not to obstruct the view of the exhibition or adjacent stand
6. No stand or display exposing an unfinished surface to neighbouring stands will be permitted, nor any solid wall of more than one third of the total length of any elevation be erected on the perimeter of a stand bordering a gangway which would impede the frontage or view from or into a neighbouring stand.
7. The outside finish must be the same as inside or equivalent in quality of build and all stands must be finished on any open tops as stands will be viewed from above (balcony view)
8. Stand walls or decorations cannot exceed a height of 2.5m unless approval has been sought from the organisers. All visible walls over 2.5m must be dressed and conform to all other regulations but carry neither title, devices, advertising matter nor exhibitors where the elevation overlooks the lower stand. Walls must not overshadow or interfere with neighbouring stands without written prior approval from the organiser. No part of the stand construction (including rotating signs) or any exhibits may protrude over the gangways or neighbouring stands.
9. Disabled Ramps. There is no requirement to install access ramps on a stand platform up to 100mm. However, stands must be designed to be able to accommodate access and egress for wheelchair and mobility scooter dependant visitors.
10. All space only designs are provisionally approved subject to an onsite inspection and providing they meet the rules and regulations of ICC Belfast. Please refer to the e-guide about stand build compliance. <https://www.hseni.gov.uk/publications/simple-guide-cdm-regulations-ni-2016>
11. High visibility vests must be worn by all contractors during build-up and breakdown. Failure to wear a hi-vis vest will prohibit access to the site.

12. Any damage caused to the venue structures will be charged to the offending Exhibition. If you are employing a contractor to build your stand, it is essential that your contractor is fully aware of their responsibilities and that all work must comply with the rules and regulations.

SPACE-ONLY STAND ADJOINING ANOTHER SPACE-ONLY STAND

Exhibitors on part-island sites must provide a partition wall between themselves and their neighbours. The Organisers will not provide walling between adjoining space-only sites.

STAND IDENTIFICATION (SPACE ONLY)

Exhibitors with floor space only sites are requested to ensure that their stand is clearly identified with company name and stand number placed in a prominent position.

CDM Regulations - The Construction (Design and Management) Regulations (Northern Ireland) 2016

From August 2016, The Construction (Design and Management) Regulations (Northern Ireland) are enforceable within the events industry.

ICC Belfast is committed to ensuring Event Organisers are compliant with these regulations. As such, please refer to hse.gov.uk at the following link for more information.

<https://www.hseni.gov.uk/articles/construction-design-and-managementregulations-northern-ireland-2016>

You will also find a resource pack in Appendix 1 for the AEV Guide containing information specific to the Construction (Design & Management) Regulations for the Exhibition, Trade Fair and Conference Sector. In addition to this, please also find our exhibition site induction and declaration in Appendix 2.

COMPLEX STRUCTURES AND SPACE ONLY EXHIBITION STANDS

If a stand is not constructed from shell scheme, the Event Organiser must submit the following to the ICC Belfast for approval.

1) Detailed Scale Drawings Showing:

- Plan and Section views of the stand with measurements
- Elevations of the stand
- The width and position of all gangways within the stand
- The type of floor and floor loading of the stand
- Specification of the materials used.

2) Full risk assessment (including Fire) and method statement

3) Details of the stand contractor and a copy of their liability insurance

If a stand matches any of the following criteria it will be classed as a complex structure. Complex structures need to be signed off by an independent structural engineer and a design certificate must be submitted from them once the structure has been built.

Criteria of a Complex Structure are:

- Any stand over 4 metres in height (this includes the overall height of the stand or an part of measured from the venue floor)
- Any structure regardless of its overall height which requires structural calculations
- Any multi-storey stands
- Any platform and or stage over 600mm high for exhibitors or public
- Any temporary raised or tiered seating

- Any stand requiring foundations
 - Any sound or lighting tower
-

A-Z of Service and Regulations

In this section

In the sections below, you will find forms and information to order services such as electricity, carpet, A/V, catering, furniture, and more. You will also find delivery information, and other key links including exhibitor registration.

Access

Venue Location ICC Belfast is located at 2 Lanyon Place, Belfast, BT1 3WH.

Please note there is a height restriction of 4.0m within the service yard. Service Lifts Goods access to our exhibition areas is via Service Lifts. Below are the lifts with their dimensions and weight limits.

Hall 1 Van Lift * 2.50m (H) x 3.00m (W) x 6.00m (D) - Weight limit 4000kg Hall 1 Goods Lift * 2.30m (H) x 1.90m (W) x 6.0m (D) - Weight limit 2500kg

Loading Doors Below is the loading door dimensions into our exhibition spaces Hall 1 loading door from lifts 2.30m (H) x 2.80m (W)

Accommodation

The lead hotel is the Hilton Hotel Belfast next to the ICC Belfast Conference venue.

You can find out more on our dedicated accommodation page

<http://www.bofas.org.uk/annual-meeting/venue>

App

Download the BOFAS App for Congress, please download it via [Apple Store](#), or [Google Play](#)

If you need any further support with the app please email us at events@bofas.org.uk

Age restrictions

No person under the age of 16 will be admitted to the venue during the build-up or break down. This rule applies to exhibitors' and contractors' children. Please ensure your staff and contractors are aware of this rule

Aisles

During the build-up and breakdown periods, Emergency Gangways will be in operation and must remain completely clear at all times.

During the open period under no circumstances must any part of a stand, furniture, or exhibits project beyond the boundary of the stand.

Audio Visual

A full range of audio-visual equipment can be hired for the duration of the exhibition. Please ensure that music and commentary for demonstrations, videos, presentations etc. is kept at a level which will not interfere with neighbouring stands. For televisions and screens please contact **THRE360 Group** Contact: Cheryl Tumilson

Tel: 028 96 001463

Website: www.thre360group.co.uk

Email: cheryl@thre360group.co.uk

Breakdown

Please refer to 'Exhibitor Timetable'.

Exhibitors & Contractors are requested to report to the vehicle holding area (VHA) indicated on the map.

Removal of exhibits and displays commences after the exhibition has closed and all visitors have left the exhibition hall, an announcement will confirm when it is safe to start dismantling stands. Under no circumstances may any goods be removed or packed away from your stand before this time.

To help facilitate this, and ensure health and safety is maintained, the loading bay doors will not open, and vehicles will not be permitted in the hall, until the venue is clear of visitors, this may however take longer, and you must not breakdown your stand before the safe to proceed announcement is made.

If you have a courier arriving to collect goods, please do not ask them to arrive earlier than 14.15, or they may be turned away.

Please note:

Traffic around the halls in the evening will be particularly busy during breakdown.

We strongly advise you do not leave any items unattended on your stand. BOFAS and ICC cannot accept responsibility for any loss or damage. We strongly advise that you have adequate insurance.

It is your responsibility to ensure that couriers collect by close of business on Friday 8th March 2024. Any packages not collected by this time will be destroyed.

CAR PARKING

There are two multi-story car parks located near ICC Belfast offering more than 800 parking spaces. Visit our car parking information.

CARPET

All exhibition areas within the ICC Belfast are carpeted (with the exception of the Concourse and Riverside Foyer). If an exhibitor wishes to install their own carpet on their stand, they must first lay down floor panels to protect the venue carpet.

All installed carpets should be secured in place using double sided tape (Stikatak B7 Exhibition Tape or equivalent). The event organiser is responsible for any dilapidation to the venue carpet above normal wear and tear.

Catering

Lunch, tea and coffee are included in your package. These will be provided during the official breaks and will be served in and around the exhibition hall. Delegates will flow through the exhibition on their breaks. These will be your busiest times.

Provision of Food and Beverages at ICC Belfast Hospitality Belfast have the sole rights to provide all food and beverages within ICC Belfast. Additional catering for your stand can be ordered directly from the venue. Please contact your Hospitality Belfast Catering Manager to place an order. Please contact Peter Taylor via email TaylorPeter@iccbelfast.com

Coffee Machines

Any stand intending to have a coffee machine on the stand, must obtain prior consent from the venue and organisers, and comply with all regulations required. Please contact Peter Taylor via email TaylorPeter@iccbelfast.com

Cleaning

General cleaning of the venue will take place during the event build and prior to the event opening each day. Any unwanted paper or packaging by exhibitors should be placed in the aisles (not causing an obstruction) at the end of each day for collection and recycling. It is the responsibility of each exhibitor to make sure their stand is kept clean and tidy. If an exhibitor requires ICC Belfast to clean their stand, this can be arranged for a fee. Please contact Hama Davidson davidsonh@iccbelfast.com

ICC Belfast will not dispose of bulk exhibition waste and event organisers should make arrangements for the removal of wooden pallets, unwanted stand build materials, carpets etc. at the end of tenancy. If such materials are left behind, the cost of disposal will be re- charged to the exhibitor.

Damage & Loss

Neither BOFAS or the ICC Belfast will accept responsibility for damage or loss of any properties of the exhibitors or contractors. All exhibits are the sole responsibility of the exhibitors. There will be CCTV at the venue, but the individual stands and exhibits lie with the responsibility of each exhibitor. Valuables should not be left unattended on stands and be locked away overnight and additional care should be taken during exhibition build and breakdown. In the unlikely event of theft, please report to the organisers immediately at the registration desk in the main exhibition hall

Deliveries & Collections

You are welcome to send items directly to the venue. The venue is not accepting items before Tuesday 5th March 2024. Any deliveries attempted outside the dates of the event will be turned away.

All deliveries should be addressed in the following way:

BOFAS Annual Scientific Meeting 2024

<The stand number>

Hall 1 Exhibition Hall

<Exhibiting Company Name>

<Name of the exhibiting on-site contact and their mobile number>

ICC Belfast

**2 Lanyon Place Belfast
BT1 3WH**

1. UNLOADING TIMES Tuesday 5th March 2024

07.00 to 10.00 will be for unloading by Platinum & gold stand deliveries. Times will be allocated only when we receive full H&S documents, stand drawings, and insurance details. No unloading after 17.00

11.00 to 16.00 will be for all self-unloading.

19:00hrs all materials must be removed from the hall ready for 08.00 opening 6th March 2024.

Please note that under CDM regulations, all visitors to the hall at this time must wear high visibility jackets, appropriate footwear, and hard hats where necessary.

Any exhibitors wishing to come and see their stand on Tuesday 5th March can collect their registration badges from the registration desk from 15.00hrs and will be granted access until 19.00hrs.

Fork Lift

There is no permanent forklift on site at the ICC Belfast. If you require a forklift for load in/load out, please speak to ICC Belfast 28 days before the event date. Forklifts may only operate within the service yard and van lift. They are not to be driven within the halls. Only approved and authorised persons may operate a forklift truck.

Please contact Hama Davidson davidsonh@iccbelfast.com

EXHIBITION BREAKDOWN

Exhibition breakdown will be from 14:00- 19:00 on Friday 8th March 2024 after the last lunchbreak.

During breakdown, smaller stands will be allowed priority access to lifts etc. Full final details will be provided to exhibitors during the Monday. Timings may be subject to minor change.

Upon arrival a traffic marshal will book you in. Then you will be called to unload. You must unload and move the vehicle. We have limited parking for vans and 7.5T trucks. Anything bigger will need to go offsite for parking.

Any vehicle under 2.1m in height must park in the paid for multi storey car park, due to limited open-air parking for vans and taller vehicles.

All structures, goods and conference materials brought into the venue left at the venue after the event will be regarded as refuse and disposed of accordingly.

Forklift requirements to be ordered through ICC – Please contact Hama Davidson davidsonh@iccbelfast.com

Collection

Please ensure courier collection forms are affixed to any items being collected by couriers – pack stand and leave in stand space in Hall 1 – ICC crew will move to central location for pick-up - please ensure fully labelled.

Exhibitors are responsible for ensuring all goods and materials are collected before the end of tenancy and must not leave them unaccompanied for collection at a later date. ICC Belfast will not take responsibility for ensuring items are collected following an event and reserve the right to dispose of any uncollected goods or materials which are left after tenancy.

Delegate List

As in previous years, BOFAS will give a pre-registered delegate list sent out one week before Congress starts. A final list, including day registrations will be sent after the Congress. This will include delegates names and workplace.

Exhibitor Editorial

Each exhibiting company will have the opportunity to upload the following details onto the BOFAS App:

- Company profile (maximum 100 words)
- Company logo (jpeg)
- Category
- Contact details – email/ phone
- Stand number
- Company website (URL)
- Product details (name and description)
- Resources – PDF documents (maximum 3)
- Promotional video (Vimeo URL only) Platinum stands only
- Social media platforms including: Twitter, LinkedIn, Facebook, YouTube

Please log into the Exhibitor Portal and complete the information and tasks set by the organiser by **Monday 12th February**.

Electrical Contractor

Please submit all requests to events@bofas.org.uk

Furniture

ICC will supply a 6' trestle table with cloth and two chairs if requested as complimentary.

Tablecloths are chargeable and can be ordered through ICC – TaylorPeter@iccbelfast.com

Thre360 Group have been appointed as the official furniture contractor for the exhibition. Please contact Cheryl by **14th February 2024**.

Thre360 Group

Contact: Cheryl Tumilson

Tel: 028 96 001463
Website: www.thre360group.co.uk
Email: cheryl@thre360group.co.uk

Flooring/Carpet

Hall 1

There are carpet tiles throughout the exhibition hall; these are grey.

All exhibition areas within the ICC Belfast are carpeted (with the exception of the Concourse and Riverside Foyer). If an exhibitor wishes to install their own carpet on their stand, they must first lay down floor panels to protect the venue carpet. All installed carpets should be secured in place using double sided tape (Stikatak B7 Exhibition Tape or equivalent).

LeadCapture App

At an additional cost we offer Lead Management available through LeadCapture App (Available on iOS and Android) which allows exhibitors to scan delegate badges, this is a great opportunity to capture data for leads post event. The app comes with an online platform where the captured data can be downloaded into an excel file. Further details will be sent out nearer to congress date.

With the LeadCapture app you can:

- Scan delegate badge barcodes
- Qualify leads & make notes
- Filter your data for in-depth analysis
- Export to Microsoft Excel

Details on how to purchase a licences can be found on the Exhibitor Portal..

If you opt to purchase a Lead Reference app, you will receive an email from CVENT approx. two weeks prior to the event with full instructions on the App and how you can download the data collected post event. In case of any further questions, please contact events@bofas.org.uk and we will be more than happy to assist.

Health & Safety / Risk Assessments

Risk Assessments

Risk Assessment All Exhibitors MUST complete a Risk Assessment for the safety of their own staff and stand visitors, including any Covid protocol detailed further in this document. If a third party stand contractor is responsible for the build of your stand, please ensure that they are aware of this requirement.

Unloading allocation will not be given until paperwork has been received. There are no waivers, all exhibitors must produce a risk assessment, even if the risk is low, stating that they have carried out an analysis, and find it low risk. Such things as use of a table and roller banners would be low risk. If using a PC, please ensure cables are not a trip hazard.

Please submit your drawings and documents as soon as possible, and in any event events@bofas.org.uk

Method Statement

A method statement must be submitted by all contractors/exhibitors for works being carried out at the event. This should include safe systems of work and highlight the control measures which will be put in place. This is in addition to the legal requirement for a Risk Assessment.

Hi-Vis Policy During build-up and breakdown, all personnel must wear hi-vis (High visibility) clothing within high risk areas such as our service yard. Personnel not wearing hi-vis will not be permitted in these areas.

Please submit to events@bofas.org.uk

Height Restrictions

Space Only Stands

The maximum permissible height for building is 4 metres inclusive of any platform installation. This limit includes the overall height of the stand-fitting, any branding and all raised platforms as measured from the hall floor.

Height / See Through Restrictions

No stand shall exceed 4m in Height. Stands under 12m² can only build to 2.5m high, unless express consent is obtained in advance.

No stand may have more than 40% of an aisle facing side, walled above 1.2m. This is to ensure see through and avoid other exhibitors facing a wall of another stand. The organisers decision on this is final.

Insurance

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss or damage. We recommend that you buy insurance cover.

You are responsible for insuring against legal liability incurred in respect of bodily injury to third parties or damage to property belonging to third parties. In addition to this, you should protect your expenditures against Cancellation and Abandonment or curtailment of the event due to reasons beyond our control.

Internet Access

There will be free Wi-Fi throughout the whole of the meeting.

If you require a hard line or dedicated Wi-Fi network setup on your stand this can be accommodated at a direct cost to you from ICC Belfast. Please contact Dave Young YoungD@iccbelfast.com

Parking

There are two multi-story car parks located near ICC Belfast offering more than 800 parking spaces. Visit our car parking information. [Visit Belfast | ICC Belfast](#)

Vehicle Marshalling Area - All Exhibitors' and Contractors' vehicles which require access to the ICC Belfast service yard during build up and breakdown must display a vehicle pass. This is not a parking permit so once unloading or loading is complete, the vehicle must be removed from the service yard.

Payment & Invoices

All invoices for exhibition stands must be settled in full 4 weeks before the event date. Stands will not be allowed to be built unless full payment has been received.

Programme

Please view the BOFAS website for delegate registration details and an up to date programme for the BOFAS Annual Scientific Meeting 2024.

<http://www.bofas.org.uk/annual-meeting/programme>

PPE Requirement

Appropriate Personal Protective Equipment (PPE) is required for the job being carried out. During build-up and breakdown, all personnel MUST wear high visibility jackets and steel toe shoes; you will NOT be allowed onsite without this. Other forms of PPE such as hard hats eye protection, gloves, etc must be worn if required when performing a specific task.

Registration - Exhibitor Badges

Please register yourself and/or your colleagues through the [Exhibitor Portal for complimentary passes](#) within your package. If you wish to purchase additional exhibitor tickets you can do so online. <http://www.bofas.org.uk/annual-meeting/info-for-exhibitors>

Registration is open and will close at 23.59 on Monday 4th March 2024 for all exhibitors.

Please ensure that you have completed the registration details of all of your attendees no later than **MONDAY 4TH MARCH 2024**.

Failure to register by this date will mean any additional attendees will be required to queue at the Onsite Registration point and register in person at 07:30 on Wednesday 6th March 2024.

Exhibitor badges must be worn by all stand personnel whilst within the Open period of the exhibition. These badges will be available for collection from the Exhibition Registration Desk on arrival.

Rigging

Rigging should be ordered directly with ICC Venue services. Please be aware that there are some ceiling restrictions (see document below) in Hall 2 and these must be considered if you are planning to have any rigging in Hall 2, Please email Hama Davidson davidsonh@iccbelfast.com if you would like any more information.

ICC Regulations:

- All hanging banners are to be hung above the stand and dimensions for the banner must not exceed the stand size. The banner must be 1m away from a separate wall towards a neighbour. The banner must be printed on all sides.
- Height of rigged items must not exceed 8m from the top of the item to the ground
- Rigged items must conform to standard fire regulations
- All rigging is subject to final approval from the ICC

Security

ICC Belfast provides 24-hour building security cover via its security control room.

ICC Belfast cannot be held responsible for any items which are left unattended. Exhibitors are responsible for the security of their own stand and its materials. All stand items should be secured overnight and when a stand is left unmanned. In the unlikely event of a theft, the incident should be reported to the ICC Belfast immediately. Stand security can be hired from ICC Belfast. Please speak to your Event Manager who will be happy to provide you with a quote.

Storage

Unfortunately, there are no storage facilities available on-site. You are responsible for arranging storage of your literature, packing cases and boxes. All items must be stored within the confines of your stand. Please do not store anything behind your stand. Fire regulations require that any items found outside your stand be removed, as they are a fire hazards.

Social Events

Congress Drinks Reception & Poster Viewing

Wednesday 6th March 2023 18:00-19:00

Exhibition Hall

Social Media

Please follow us on

[Twitter](#)

[Facebook](#)

[LinkedIn](#)

Space Design

This year our preferred stand contractor for the exhibition is THRE360 Group.

Thre360 Group will be able to provide a variety of custom-built stands and modular systems to meet all exhibitors' requirements. They cover design, construction, decoration, flooring, all forms of electrical fittings and graphics. To view bespoke stand packages and enquire, please contact Cheryl or visit their website.

Thre360 Group

Contact: Cheryl Tumilson

Tel: 028 96 001463

Website: www.thre360group.co.uk
Email: cheryl@thre360group.co.uk

Trolleys

Trolleys are not provided at the venues, so please bring your own. Trolleys are only permitted on the exhibition floor outside event opening hours, for the safety of visitors

Venue

Venue address:

ICC Belfast
2 Lanyon Place
Belfast
BT1 3WH
United Kingdom

Wastage

It is not permitted for any exhibitor or contractor to leave any unwanted displays or material of any kind when leaving the site at the end of build-up or break-down. Any costs incurred by BOFAS in the removal and disposal of items left on site will be recharged to the exhibitor.

Key Deadlines & Forms

In this section

All Exhibitors		
Action	Forms & Info	Deadline
Health and Safety Declaration Form	Click here	16 th February 2024
Risk Assessment Form	Click here	16 th February 2024
Furniture	Click here	14 th February 2024
Electrics	Click here	16 th February 2024
Stand Graphics	Click here	
Cleaning (additional)	Click here	16 th February 2024
LeadCapture App	events@bofas.org.uk	
Catering	Click here	16 th February 2024
AV	Click here	16 th February 2024
Internet	Click here	16 th February 2024
Exhibitor Registration	Click here	4 th March 2024
Submission of stand plans (inc Risk Assessment & Method Statement)	Click here	16 th February 2024
Stand Design Packages (optional)	Click here	

FAQs

In this section

When is the Annual Meeting?

The BOFAS Annual Congress 2024 is taking place on Wednesday 6th – Friday 8th March 2024 in Belfast ICC. Exhibition set-up date is Tuesday 5th March 2024.

What are the build times?

Space Only Stands

Tuesday 5th March 2024- 07:00 - 21:00, last entry 19:00

Shell Scheme Stands

Tuesday 5th March 2024- 07:00 - 21:00, last entry 19:00

What are the exhibit hours?

Wednesday 6th March 2024 - 07:30-17:00 pm (Drinks reception 18.00 - 19.00)

Thursday 7th March 2024 - 07:30-17:00 pm

Friday 8th March 2024 - 07:30-14:15 pm

Can I cancel my stand?

All cancellations requests must be sent via email to events@bofas.org.uk Requests to cancel or downsize may incur a cancellation fee based on the date the request has been received by BOFAS.

- a) Cancellation automatically forfeits 25% of the cost of the stand
- b) Cancellation 1st Nov- 31st December 2023, exhibitor is liable for 75% of the cost of the stand
- c) Cancellation after 1st January 2024, exhibitor is liable for 100% of the cost of the stand

Can I get early/late access for build?

There is no early access available at this venue or working outside of the stated hours.

What are the breakdown times?

Friday 8th March 2024 - 14.15hrs - 19.00hrs.

Immediately after the show is the most common time for loss and theft to occur. We highly recommend that valuables, particularly of a portable nature are not left unattended at any time on your stand at any point during the show e.g., laptops, mobile phones, handbags.

How do I register for an exhibitor pass and how many can I have?

The quantity of exhibitor badges issued per stand; is dependent on what package you have confirmed and the size (m2).

- Platinum - 10 x Exhibitor Passes per day
- Gold - 8 x Exhibitor Passes per day
- Silver - 4 x Exhibitor Passes per day
- Bronze - 2 x Exhibitor Passes per day

Please create an exhibitor pass for every person exhibiting with your company. To register your complimentary booth staff exhibitor pass, please go to the Exhibitor Portal to do so.

If you wish to purchase additional exhibitor tickets, you can do so online. [BOFAS](#) registration link

Registration confirmation emails will be sent to all attendees at the point of booking. Staff will need to report to the registration desk where a badge will be printed.

Is there storage onsite?

No storage is available within the hall for exhibitors. All items must be stored within your stand

What is provided with my stand?

Space only stands: No flooring, furniture, electrics, or other services are provided with Space Only stand bookings. Only the space is provided. The hall is carpeted with grey carpet tiles.

Many stand services are available and are listed within the exhibitor manual.

Can exhibitors view their stand during build?

Any exhibitors wishing to come and see their stand during build may do so by pre-arrangement. Exhibitors can collect **pre-registered registration badges only** from the registration desk from 17.00hrs on Tuesday 5th March and will be granted access until 18.00 hrs.

Under CDM regulations, all visitors to the hall (during build-up and breakdown) at this time must wear high visibility jackets, appropriate footwear, and hard hats where necessary.

When can I access the hall for break down?

The exhibition closes at 14.15 on Friday 8th March, the hall can be accessed for breakdown of stands from 14.15 - 19.00 hrs.

What is the height limit for my stand?

Space Only = 4m

Contact Us

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