



Medical Technology  
Ireland

24-25 September 2025  
Galway Racecourse

## **EXHIBITOR SERVICES MANUAL**



## Stand Package

Your stand package includes:

- 2m x 2m stand
- Shell Scheme
- 1 table and 2 chairs
- 1 double socket [1KW max]
- 2 spotlights & name card



# 1. Event Timetable

## 1-1 BUILD UP

|                           |                |
|---------------------------|----------------|
| Tuesday 23 September 2025 | 08.00-19.00hrs |
|---------------------------|----------------|

**Note:** All exhibits MUST be set up by 1900hrs on Tuesday 23 September.

All gangways must be kept clear of all exhibits, packaging and stand fitting materials, at all times, to comply with Health & Safety and to assist the cleaners. Penalties for non-compliance may be incurred.

## 1-2 EXHIBITION OPEN PERIOD

|                             |                |
|-----------------------------|----------------|
| Wednesday 24 September 2025 | 09.30-17.00hrs |
| Thursday 25 September 2025  | 09.30-16.00hrs |

There will be exhibitor access from 0800hrs on each open morning. We strongly encourage exhibitors to arrive by 09.00 on the first day to avoid delays entering the show.

Please note we allow GMIT students into the Show on the final afternoon. These are our future engineers.

## 1-3 BREAKDOWN

|                            |              |
|----------------------------|--------------|
| Thursday 25 September 2025 | 1600-1900hrs |
|----------------------------|--------------|

**NOTE:** All exhibits MUST be cleared from the stand by 1900hrs on Thursday 25 September.

**It is a contractual requirement that your stand is not dismantled in any way or product removed and remains manned until the show closes.** Contractors will only be granted access into the halls once it is clear of all visitors.

Exhibitors are advised not to leave their stand unattended at any time during breakdown.

It is the exhibitor's responsibility to remove all stand materials, carpet tape, packaging and waste from the halls. Please note that charges will be levied for the removal of any discarded items.

**UNDER NO CIRCUMSTANCES ARE CHILDREN OF 16 YEARS AND UNDER, NOR ANIMALS, ALLOWED IN THE HALLS DURING BUILD UP, BREAKDOWN OR OPEN PERIOD**

# 2. Event Contacts

## 2-1 EVENT MANAGEMENT & SALES ENQUIRIES:

Jason Moss - Event Director

E: [jason.moss@medicaltechnologyireland.com](mailto:jason.moss@medicaltechnologyireland.com) T: +44 (0)7801 346454

## 2-2 MARKETING & PUBLIC RELATIONS:

Helen Lawrence - Head of Marketing

E: [helen@medicaltechnologyireland.com](mailto:helen@medicaltechnologyireland.com)

## **2-3 CONFERENCE CONTENT:**

David Morrissey - Conference Manager  
E: [david@medicaltechnologyireland.com](mailto:david@medicaltechnologyireland.com)

## **2-4 OFFICE MANAGER:**

Sharon Roberts – Senior Office Manager  
E: [sharon@medicaltechnologyireland.com](mailto:sharon@medicaltechnologyireland.com)

## **2-5 STAND BUILD, OPERATIONS & TECHNICAL MANAGEMENT:**

Jennifer Walsh, Cormac and Michelle - Total Expo Ltd  
E: [info@totalexpo.ie](mailto:info@totalexpo.ie) T: +353 1 413 7315 or +353 1 413 7371

TOTAL EXPO Event Orders at

[\*\*Medical Technology Ireland 2025 – TOTAL EXPO Event Orders\*\*](#)

## **2-6 OFFICIAL SHOW PREVIEW AND SHOW GUIDE**

If you wish to advertise in the Show Preview or Show Guide, contact Jez Walters  
E: [jez.walters@markallengroup.com](mailto:jez.walters@markallengroup.com)

## **2-7 OFFICIAL CONTRACTORS:**

### **ACCOMODATION**

#### **Clayton Hotel, Galway**

T: +353 91 721 935  
E: [reservations.galway@claytonhotels.com](mailto:reservations.galway@claytonhotels.com)

#### The Connacht Hotel

Tel: +353 (0)91-381200  
<https://www.theconnacht.ie/>

#### The Maldron Hotel, Galway

Tel: +353 (0)91 513 200  
<https://www.maldronhotelsandyroadgalway.com/>

#### Hyde Hotel

Tel: +353 (0)91-564111  
<https://www.hydehotel.ie/en/>

#### The Residence Hotel

Tel: +353 (0)91-569600  
<https://www.theresidencehotel.ie/en/>

#### Radisson RED Galway

Tel: +353 (0) 91 379 100  
<https://www.radissonhotels.com/en-us/hotels/radisson-red-galway>

#### The Maldron Hotel, Oranmore, Galway

Tel: +353 (0)91 792 244  
<https://www.maldronhotelgalway.com/>

Oranmore Lodge Hotel, Oranmore, Galway  
+353 (0) 91 794 400  
<https://www.oranmorelodge.ie/>

### **AUDIO VISUAL**

Jennifer Walsh, Cormac and Michelle - Total Expo Ltd  
E: [info@totalexpo.ie](mailto:info@totalexpo.ie) T: +353 1 413 7315 or +353 1 413 7371

### **DRAWING APPROVALS (SPACE ONLY)**

Jennifer Walsh, Cormac and Michelle - Total Expo Ltd  
E: [info@totalexpo.ie](mailto:info@totalexpo.ie) T: +353 1 413 7315 or +353 1 413 7371

### **EXHIBITOR BADGES & VISITOR DATA CAPTURE**

Garret French, Registration Desk  
E: [garret@registrationdesk.ie](mailto:garret@registrationdesk.ie)

**Scanners must be ordered in advance using the form at the back of this Manual and collected from the Registration Desk on Tuesday 23 September from 14.00 or BEFORE 08.30 on Wednesday 24 September.**

### **LOGISTICS & SHIPPING**

CEVA SHOWFREIGHT will deliver the goods directly to your stand at an agreed date / time and remove any packing cases, storing them until the show closes. CEVA will collect your shipment after the event and transport back to country of origin. If you require any help / advice about shipping to Medical Technology Ireland, please contact:

E: [Cameron.setaro@cevalogistics.com](mailto:Cameron.setaro@cevalogistics.com)  
T: +44 (0) 330 587 1420 or +44 (0) 7967 841665

### **STAND BUILDER, ELECTRICS, FURNITURE & GRAPHICS**

Jennifer Walsh - Total Expo Ltd  
E: [info@totalexpo.ie](mailto:info@totalexpo.ie) T: +353 1 413 7315 or +353 1 413 7371

TOTAL EXPO Event Orders at

### **[Medical Technology Ireland 2025 – TOTAL EXPO Event Orders](#)**

**Please note: NO additional furniture can be provided on arrival at Medical Technology Ireland on Tuesday 23 September or before the Show opens on Wednesday 24 September. All items for your stand MUST be ordered in advance.**

## 2. A - Z

### 3-1 Activities and demonstrations

Exhibitors should not engage in any activity or employ any purpose or device that tends to create unreasonable congestion in the gangways. Demonstrations should be planned to take place in the centre of the stands to give room for an audience. Where a demonstration is causing unreasonable congestion in the gangway, which is either an emergency gangway, or is detrimental to the environment of surrounding exhibitors, the Organisers reserve the right to curtail the activities on the stand.

Any exhibitor wishing to operate machinery or carry out mechanical demonstrations on their stand must ensure that a Risk Assessment is carried out and that these practices constitute no fire or safety hazard, nor interfere with the activities of visitors and exhibitors.

All moving parts must be effectively guarded, and controls situated beyond public reach. The Organisers reserve the right to curtail any practice, which they consider dangerous or detrimental to the show.

All seating for the public should be strictly contained within your stand area and comply with the current local regulations.

Exhibitors must advise The Organisers if they intend to offer any massage therapy or similar services on the stand, as special licences may be required from the Local Authority.

Exhibitors running film/video back projectors with commentary, or any form of presentation are reminded that sound must be kept to a reasonable low level. This level will be monitored within the exhibition area. If it is found that you are exceeding this, the stand manager will be informed. If you receive three warnings and do not reduce the sound on your stand, Medical Technology Ireland reserves the right to disconnect the power to your stand. All audio speakers must be facing inwards on the stand and not facing the gangways.

No unauthorised stand drops are permitted.

Cooking on stands is not permitted without specific permission from the Organiser's and all relevant Health and Safety documents must be submitted.

If, on request, you are unable to produce a Risk Assessment for the activities on the stand, all No unauthorised stand drops are permitted demonstrations must cease until a Risk Assessment has been completed to the satisfaction of the Organiser. In the case of dispute, the decision of the Organisers and its appointed representatives is always final.

### 3-2 Animals

Animals are not allowed in the exhibition halls for the duration of the tenancy, except for registered assistance dogs. During the build-up and breakdown period no animals will be allowed on-site if it is deemed unsafe. At all times the Organisers decision is final.

### 3-3 Badges & Passes

**Exhibitor Badges:** Every member of your staff who will be working on your stand requires an exhibitor badge and should register in advance using the link below. These badges must be worn on-site at all times during the open period of the exhibition.

**Your Exhibitor badges will be placed on your stand so please go straight to your stand on arrival at the Exhibition. You will not receive them in advance.**

**If you need to register for Exhibitor badges at the Show, please do this on Tuesday 24 September from 14.00 or BEFORE 08.30 on Wednesday 25 September.**

You can register for Exhibitor Badges here free:

<https://medicaltechnologyireland.registrationdesk.ie/exhibitor/>

### **3-4 Canvassing**

Exhibitors may only conduct business and distribute literature from within the boundaries of their own stands. Under no circumstances may activities spill into gangways – this includes the use of promotional staff or characters. If you are approached on your stand, by unwelcome visitors trying to sell their products, please take a business card and inform the Organiser's Office immediately so that appropriate action can be taken.

All exhibitors are advised that unless they have a contractual agreement with the event organisers, all promotional activity is restricted to the limits of their stand. For details of opportunities available in the halls, please contact the Event Director: [jason.moss@medicaltechnologyireland.com](mailto:jason.moss@medicaltechnologyireland.com)

### **3-5 Show Planners**

These can be collected from the entrance to the Exhibition, within the registration area.

### **3-6 Children**

Local Authority regulations prohibit the presence of children under 16 in the halls during build up, open days and breakdown. Children will be refused access under all circumstances, and there will be no alternative facilities provided.

The exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children. There are no crèche facilities at the event.

### **3-7 Cleaning**

Stands will be cleaned daily before the show open period. However, please note that this does NOT include the cleaning of actual exhibits.

Please dispose of any wine/liquids to avoid spillage and damage to the floors. Waste materials should not be abandoned on-site or deposited into the venue waste disposal containers and skips without their prior agreement; there may be a charge for this service. Please note that any waste left in the halls will be charged to the exhibitor.

### **3-8 Deliveries**

Please note that neither the Organiser nor the Venue can accept responsibility for items that require a signature – you must ensure that there is someone available on your stand to receive such items. Deliveries can only be made during the official build-up and open period. Please note that many courier companies do not deliver on weekends.

Contact Name

Exhibiting Company Name

Stand Number

Medical Technology Ireland

Galway Racecourse

Ballybrit, Galway, H91 V654,

IRELAND

The unloading and placing of exhibits on stands are the exhibitor's own responsibility. Our official lifting contractor, CEVA Logistics, is experienced in exhibition work and will be pleased to help with any queries regarding handling.

**PLEASE NOTE THAT THE VENUE WILL NOT ACCEPT ANY DELIVERIES MADE PRIOR TO THE START OF TENANCY. Please ensure that you advise your couriers to deliver when you are on-site and available to accept and sign for them yourself.**

### **3-9 First Aid**

First Aid is located at the venue Registration Desk in the Killanin Stand.

### **3-10 Gangways**

There will be no off-loading of exhibits or stand fitting materials into the gangways under any circumstances.

Emergency gangways MUST be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed.

### **3-11 Gratuities**

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuities to obtain priority service. If monies are solicited, please inform the Organisers immediately.

### **3-12 Public Liability Insurance**

**All exhibitors MUST have public liability insurance. You must provide a copy of your insurance policy and be insured for Public Liability to a minimum level of £2,000,000 or €2,500,000 or \$3,000,000.**

Any loss or damage that may occur during the show should immediately be notified to the Organisers and Security on-site. Please note that Exhibitor Contracts do not cover stand contractors and any subsequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover.

For any company that does not have insurance, you can contact Event Insure at [www.eventinsure.ie](http://www.eventinsure.ie)

### **3-13 Maintenance & Repair**

Maintenance work to stands must be carried out between 0800 and 0900 hours or after the close of show by prior arrangement with the Organisers. No maintenance will be permitted during the open hours.

### **3-14 Removal of Exhibits**

Exhibitors are reminded that this is a trade exhibition and therefore **product may not be taken out of the show before the show closes**. All visitors leaving the building with product must have the correct documentation for this.

### **3-15 Security**

The Organisers have arranged for overnight security guards to patrol the exhibition. **However, exhibitors should remember that exhibition halls are vulnerable places and should take appropriate precautions against theft.**

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to report the incident to the police.

**Please note that most hired cabinets have common locks and should NOT be regarded as secure units.**

Please note that neither the Organisers nor the venue can be held responsible for any loss or damage to stands or exhibits.

### **3. Safety & Security**

#### **4-1 Shell Scheme**

Shell Scheme exhibitors need to identify the hazards present on-site and ways in which you will minimise and control these risks.

Please complete the Risk Assessment form at the back of this Manual.

#### **4-2 Fire Precautions**

Exhibitors must comply with the regulations of the Local Authority. All materials used for building, decorating and the covering of stands must be flame proofed and the appropriate certificate confirming this, available for inspection on request.

The organisers will provide the appropriate number and type of fire extinguishers. Exhibitors should ensure that they are aware of their location and that of the fire exits in the halls. In the event of a fire, alert the show organisers, giving the location and nature of the incident, calmly notify adjoining exhibitors of the situation. If safe to do so, tackle the fire with the appropriate fire extinguisher.

Any exhibitor, who requires a special type of fire extinguisher because of the nature of their exhibits, must make their own arrangements.

If you are exhibiting anything that involves fire, a naked flame or a risk of fire you must submit a separate Fire Risk Assessment for your stand.

#### **4-3 Chemical Substances**

Under control of hazardous substances legislation (COSHH), the use of all hazardous substances is prohibited without conducting a risk assessment and obtaining written approval from the organiser. Applications should be accompanied by the COSHH assessment which should include:

- Identification of substances being used
- Who may be affected by exposure to the substances (including others working and/or visiting the area)
- How they may be affected by the exposure
- What precautions will be taken to protect those at risk of harm (including people working on adjacent stands or in close proximity)

COSHH assessments should be submitted to the Organiser at least one month prior to the exhibition.

#### **4-4 Security**

It is important to make constant checks of your stand to ensure that no unidentified packages, cases or bags have been deposited. If suspicions arise, do not touch the item but contact the Organisers immediately.

In the event of evacuation, and when leaving your stand each night, please ensure that:

- a. Appliances are switched off
- b. You check your stand for potentially dangerous items

#### **4-5 Venue Emergency & Fire Procedures**

If in the unlikely event of an emergency, please vacate the Halls via the nearest exit, using the staircases and not the lifts, and gather in the car park.

## **NEW! Claddagh Restaurant**

Please note that the only restaurant offering food at Medical Technology Ireland is the **Claddagh Restaurant**, located in the Linkway.

## **Fraud Alert**

Medical Technology Ireland, Medical Technology UK and Medical Technology Germany **DO NOT rent or sell their visitor or exhibitor data. Anyone purporting to sell such data is a fraud!**

Please **DO NOT** respond to any solicitations in relation to "list rental" for any of our events.

## **Exhibitor Networking Drinks Reception, in memory of Tom Burke**

Exhibitor networking drinks are on Wednesday 24 September, at the Clayton Hotel, at 5.30pm – 7.30pm. All exhibitors and their teams are welcome.

### **Follow us on social media**



@MedicalTechIre



@ Medical Technology Ireland

Let's get trending - #MedicalTechIre

Medical Technology Ireland is organised by

**1<sup>ST</sup> Choice Events**



## Medical technology Ireland 24<sup>th</sup>-25<sup>th</sup> Sept 2025 LEAD RETRIEVAL DEVICE ORDER FORM

Contact: Garret French

Tel: +353 1 6854207  
Email: [garret@registrationdesk.ie](mailto:garret@registrationdesk.ie)

Exhibitor: \_\_\_\_\_ Stand No: \_\_\_\_\_

I wish to order \_\_\_\_\_ lead retrieval scanner(s) for duration of above event at a cost of €190 each (+ Value Added Tax @ 23% )- EU Companies registered for VAT and based outside Republic of Ireland will be invoiced net of VAT. All other invoices will be subject to Irish VAT at 23% as per local tax rules. To ensure supply of scanner(s), orders should reach Registration Desk no later than **Friday 19<sup>th</sup> Sept 2025**.

Please print clearly

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

VAT No \_\_\_\_\_

**(Non Rep of Ire EU companies only)**

Email for invoice/ Scanner File \_\_\_\_\_

(Please print clearly)

**Scanner will be available to collect at the Registration Desk on build-up day and should be returned there no later than closing time on final day of event. Scanners can only be collected when invoice has been paid in full. The scanner report will be sent out 24-48 hours after event closes and database is made available.**

Payment details.

Payment can be made by Credit Card (preferred method) or by EFT. On the invoice there will be a link to pay by CC using STRIPE or bank details are found in bottom left corner for bank payments. Please ensure the invoice number is used as a reference on all payments.

Signature: \_\_\_\_\_

Please sign and return this order form by email to [garret@registrationdesk.ie](mailto:garret@registrationdesk.ie)

By signing this form you are indicating that you have read and accept the Terms and Conditions of Registration Desk scanner hire.

<http://www.registrationdesk.ie/lead-retrieval-device-terms-and-conditions/>



# SIMPLE RISK ASSESSMENT

## RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS

|                      |  |
|----------------------|--|
| <b>Stand Name:</b>   | <b>Name of person responsible for Health &amp; Safety:</b> |
| <b>Stand Number:</b> | <b>Work No:<br/>Mobile No:<br/>E-mail</b>                  |

### Exhibitor's Responsibilities

An exhibition stand is a workplace covered by Health and Safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

The template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt, you should contact the organiser.

Does your stand include any of the following? If so you must complete the attached risk assessment for simple stands:

|  | Yes/No |
|--|--------|
| Display of anything containing liquid fuel e.g a motor vehicle                       |        |
| Display of sharp objects, weapons (even replica weapons)                             |        |
| Demonstrations of any kind   |        |
| Working electrical appliances other than simple display lighting                     |        |
| Food Service of any kind other than sweets, snacks and soft drinks                   |        |
| Heat source of any kind including cookery demonstrations, naked flame or gel burners |        |
| Pressurised gases  |        |
| Working machinery of any kind even if static   |        |
| Laser demonstration  |        |
| Any other hazard not identified above which could be a risk                          |        |

**Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard.**

If you have answered **NO** to all of the above, please sign below. If you have answered YES to any of the above please complete the risk assessment attached.

I declare that to the best of my knowledge there are no significant risks relating to this stand

|         |       |       |
|---------|-------|-------|
| Signed: | Name: | Date: |
|---------|-------|-------|



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# SIMPLE RISK ASSESSMENT

## RISK ASSESSMENT FOR SIMPLE EXHIBITION STANDS

|               |           |
|---------------|-----------|
| Stand Number: | Stand No: |
|---------------|-----------|

|                            |
|----------------------------|
| Risk:                      |
| Who could be harmed?       |
| Control Measures in Place: |

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

|         |       |       |
|---------|-------|-------|
| Signed: | Name: | Date: |
|---------|-------|-------|



# Medical Technology Ireland

**CEVA SHOWFREIGHT  
AWARD-WINNING EVENT LOGISTICS SERVICE**



## WE OPERATE ACROSS THE GLOBAL TRADESHOW INDUSTRY

CEVA Showfreight is the Official Logistics Partner at this event and we are offering an array of logistical services to support your attendance at the show.

If you are planning to bring any equipment to the show, require storage during the event or need a forklift to help with unloading and reloading CEVA Showfreight can help.



## CREATING SOLUTIONS FOR YOU

[CAMERON.SETARO@CEVALOGISTICS.COM](mailto:CAMERON.SETARO@CEVALOGISTICS.COM)

+44 (0) 121 782 8888

WE LOOK FORWARD TO WORKING  
WITH YOU AT

**MEDICAL TECHNOLOGY IRELAND**

**GALWAY RACECOURSE  
24-25 SEPTEMBER 2025**

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[WWW.CEVALOGISTICS.COM](http://WWW.CEVALOGISTICS.COM)