

 *Airline Economics*

DUBLIN AVIATION SUMMIT 2018

14TH-16TH MAY
ROYAL DUBLIN SOCIETY, DUBLIN 4 (RDS)

Exhibitor's Manual

WE ARE DELIGHTED TO WELCOME YOU TO THE DUBLIN AVIATION SUMMIT AND WE HOPE YOU ARE LOOKING FORWARD TO ANOTHER SUCCESSFUL EVENT.

Within this Manual you will find important information to help you get the most from your time at the show plus things to do on the run up to the show including booking accommodation (exhibitors can use promo code RDS10 to get a 10% discount from the Clayton Hotel)

Pre-show checklist

Have you booked your stand furniture and graphics?

- Contact www.totalexpo.ie

Have you booked tickets or a table to the Aviation 100 Gala Awards Dinner on 15th May? Have you booked advertising in the Official Show Guide, on site banners and floor tiles to promote your company?

- You can do this by filling in the form within this Manual

Have you booked places on the ACS Golf Day at Druids Glen in aid of AirLink?

- Simply e-mail Juliette@aviationnews-online.com

Have you registered all of our staff and guests for passes to the Summit?

- Please email me with their name, email address, Job Title and Company

Have you filled in the Exhibitor Information Form and returned it to me?

- Please do this by 1st April to ensure inclusion within the Official Show Guide.

On site

Please ensure all of your staff have the Parking Pass filled in and clearly displayed in their windscreen at all times while parked at the RDS

If you have any questions please contact me at any time;

guy@aviationnews-online.com

Office +44 1782 619888

On site +44 7772 978 403

DUBLIN AVIATION SUMMIT 2018 SPONSORSHIP OPPORTUNITIES

Maximise your onsite exposure to delegates and exhibitors alike by using our sponsorship options.

Aviation 100 Gala Awards Dinner Sponsor 15th May at the RDS

Attended by all exhibitors and their guests, this is a high profile event which receives media coverage from across the industry. Multiple branding opportunities are available including: banners, stage backdrops and your logo appearing on menus and place settings.

Costs from \$29,995 including a table of ten
Additional tables of twelve can be purchased for \$3,995

Exhibitor's Drinks Reception

Open purely to exhibitors and will be by invitation only. Taking place on the evening before the show opens in the RDS, this is a great networking event and an opportunity to promote your brand to all exhibitors prior to the show. You will have on-site signage, ceiling banner, etc.

Cost of Sponsorship including drinks from \$16,995

VIP Lounge Area

An exclusive lounge area for exhibitors and invited delegates to meet during the summit, alternatively you can reserve an exclusive meeting area. Soft drinks will be available for the duration of the Summit. This will be signed with your branding on all materials included.

Costs from \$6,780

Meeting Rooms

Meeting rooms are available for hire, these can be booked per day, for the duration of the summit with set-ups to meet your needs. Contact Guy Helliker for details.

Price on Application

Ceiling signage

2x1 metre printed banners hung from the ceiling of the hall of your choice.

Total cost including production and installation from \$1,500

Floor Tiles

Have four 1 metre square floor tiles branded with your company information placed strategically through the halls.

Total cost including production from \$1,500

Showguide Advertising

Full page in full colour \$1,500

Contact

guy@aviationnews-online.com | 01782 757 415 | 07772 978403 (mobile)

SCHEDULE

The Show will be open to delegates

15th May 10.00 - 17.00

16th May 10.00 - 17.00

Set up and Breakdown Schedule

13th May	15:00 - 20:00	Access for Space Only exhibitors (Free Build)
14th May	08:00 - 18:00	Access for Exhibitors/Contractors
14th May	10:00 - 18:00	Aero Capital Solution Golf Day - Druids Glen
14th May	19:00 - 21:00	Drinks Reception
15th May	10:00 - 17:00	Trade Show Day, Exhibitor Access from 09.00
15th May	19:00 for 19:30	Aviation 100 Gala Awards Dinner
16th May	10:00 - 17:00	Trade Show Day, Exhibitor Access from 09.00
16th May	17:00 - 24:00	Hall cleared

There is to be no movement of stand materials during the show times

Venue

RDS, Ballsbridge, Dublin 4
00 353 1 240 7203 | reception@rds.ie | www.rds.ie

Courier Service

Connect Couriers, 14 Docklands Innovation Park, East Wall Road, East Wall, Dublin
00353 1 8884900

Storage

Interflow Logistics Ltd.
00 353 (0) 1 6853845 | sales@interflow.ie | www.interflow.ie

Rigging

Irish Rigging Services
00 353 87 2435947 | john@irishrigging.ie | www.irishrigging.ie

Stand Design and Erection

Total Expo - 00 353 4 137315 | info@totalexpo.ie | www.totalexpo.ie

Saxon Design Ltd - 00 44 (0) 121 328 9996 | nichola@saxondesign.co.uk | www.saxondesign.co.uk

Forklift Hire

Total Expo
00 353 1 413 7315 | info@totalexpo.ie

Food and Drinks

RDS Hospitality
00 353 (0) 1-2602632

EXHIBITOR INFORMATION

For use on the website and Show Guide, please return this before 1st April 2018 to guarantee inclusion on the website and Show Guide;

Company name: _____
Stand number: _____
Website: _____
Email address: _____
Contact name: _____
Contact telephone: _____
Name to be used on signage, maximum 20 characters: _____
150 words about your product/service:
Please submit on a separate Word document _____

On site details

Name of contact of onsite representative: _____
Mobile number of the above: _____
Email address of the above: _____

Exhibitor badges

All exhibitor staff must wear identity badges while on site, please supply the following information for all staff:

Name: _____
Job title: _____
Company: _____
Airline Economics Dublin Aviation Summit

Public Liability Insurance Declaration

Policy Number: _____
Renewal Date: _____
Signed: _____
Print: _____
Date: _____

Please fill in the following information regarding your public liability insurance.

EXHIBITOR INFORMATION

Food and Drink on Stands

All catering must go through RDS Hospitality at 00 353 (0) 1 2602632 (direct Line) – they will look after any exhibitor requirements. Snacks and drinks can be given out from your stand for Hospitality purposes. The RDS rule is only goods ordered from RDS Hospitality can be used.

Stand Height

Any stands higher than four metres may need to be inspected and approved by health and safety, this needs to be paid for by the exhibitor.

Stand Design/Erection

We are working with two companies for stand design/erection for this event.

The Shell Scheme is being supplied and erected by Total Expo, they can also design and build bespoke exhibition stands on demand.

Total Expo

00 353 4 137315 | info@totalexpo.ie | www.totalexpo.ie

Saxon Design Ltd

00 44 (0) 121 328 9996 | nichola@saxondesign.co.uk | www.saxondesign.co.uk

Stand Furniture Hire

For desks, cabinets, lighting, additional electrical sockets etc we are recommending Total Expo, a full furniture catalogue can be viewed here www.eventorders.com

AV Services

Dublin based CAVS can supply dry hire or managed hire for most AV solutions. If you require speakers, flat screens etc please book directly on the link below.

lisa@cavs.ie | www.celticsound.ie/lets-talk

First Aid

There will be First Aid cover on site throughout the build up, break down and at all times while the summit is open to the Public.

Rigging Services

Rigging is permitted with prior consent from the venue management, if your stand requires rigging please book directly through Irish Rigging Services

00 353 87 2435947 | john@irishrigging.ie | www.irishrigging.ie

Parking on site during the show

Car parking for exhibitors and contractors, while on site please ensure all staff vehicles have the Parking Pass completed and clearly displayed. On arrival please ensure all staff have their passes on display, additional passes can be printed from within this manual.

Storage and Delivery

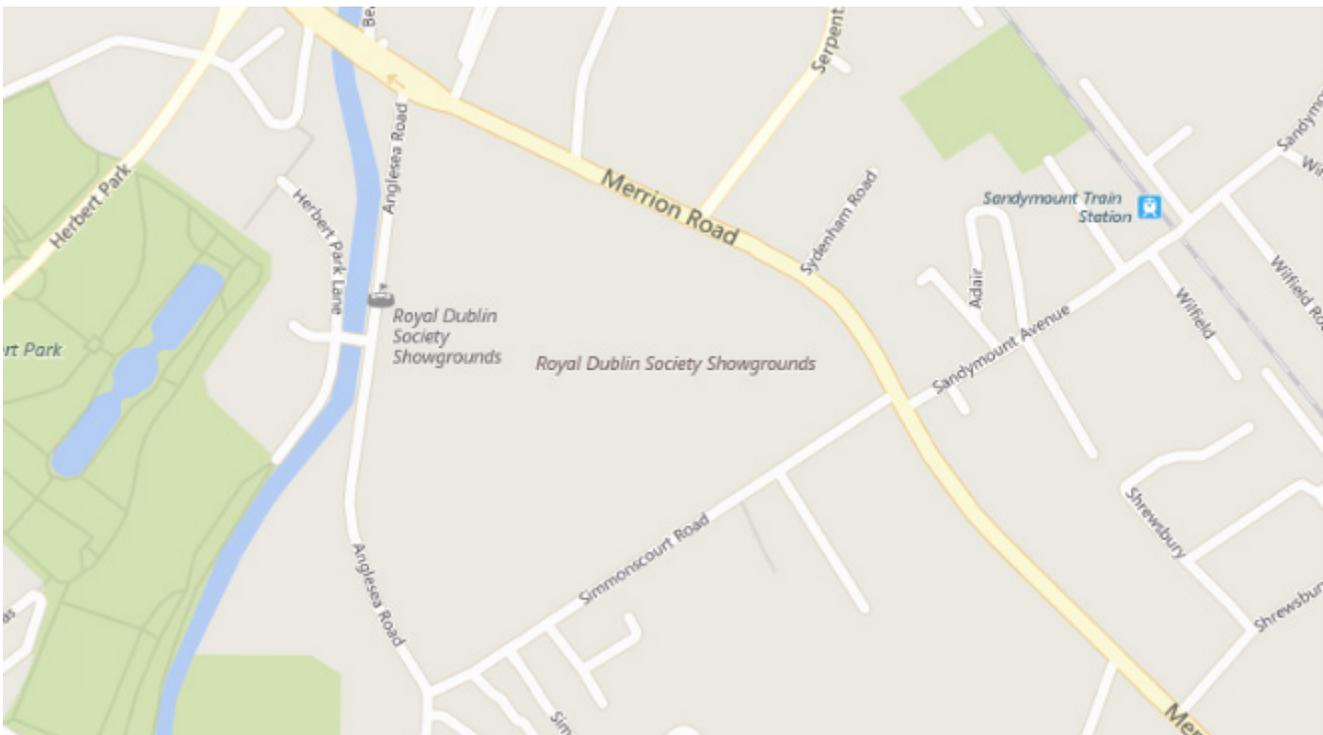
We are using Interflow as recommended storage providers. You can have your stand or promotional items stored and delivered on site. Contact www.interflow.ie or email vivian.brodigan@interflow.ie

PARKING AND UNLOADING FOR EXHIBITORS AND CONTRACTORS

When you/your contractors arrive on site they should report to the Summit Office which will be located by the entrance to Hall 1. Here they will be issued with their Exhibitor passes. Please ensure all drivers show their parking permits on arrival.

Exhibitors parking via Anglesea Road Entrance only.

Parking for Vans will be via Anglesea Road Entrance only.



Stand Contractors access via Anglesea Road Entrance only and will be queued with access to **unloading at all Hall entrance Loading Doors only.**

Forklift Truck Service

If you require a forklift truck to load/unload this needs to be booked directly through Total Expo www.totalexpo.ie

Safety on Site

High visibility vests and safety gear is to be worn on site by all staff during set up and break down.

Wi-Fi

The RDS has a high density Wi-Fi network which can support 20,000 simultaneous devices. A free Wi-Fi service is available throughout the site. Select RDS Visitor in your settings, there is no password required.

A premium Wi-Fi service is available at a cost subject to requirement. This can be arranged directly with the RDS.

Exhibitor Parking Pass

All vehicles must display the completed Exhibitor Parking Pass to gain access to the site. Please print out copies for all staff and contractors and ensure they are clearly displayed at all times when on site at the RDS. Vehicles without these may be refused.

EXHIBITOR PARKING PASS DUBLIN AVIATION SUMMIT

EXHIBITOR

.....

STAND NUMBER

.....

CONTACT NAME

.....

CONTACT MOBILE NUMBER

.....

PLEASE ENSURE THIS IS ON DISPLAY TO GAIN ACCESS TO THE EXHIBITOR CAR PARK.
THIS MUST BE LEFT IN CLEAR VIEW WHITE ON SITE AT THE RDS. PLEASE PRINT COPIES FOR ALL STAFF.

SPONSORSHIP OPPORTUNITIES

As well as exhibiting at the show you can maximise your on site presence and exposure for you to really stand out for your guests and clients. These are exclusively for exhibitors and are on a strictly first come first served basis.

Aviation 100 Gala Awards Dinner

A high profile event in the aviation industry, your logo to appear on the stage, on all presentation slides at the dinner, on all awards. Countless mentions from the stage as sponsor and the opportunity to present awards to the winners. In 2017 this event attracted over 500 guests so this is the ultimate sponsorship package.

Cost **\$28,000**

Carpet Tiles

Two 1 metre square carpet tiles within the exhibition hall, these can be for brand awareness or to direct footfall to your stand.

Cost **\$1,500**

Ceiling Banners

Two ceiling aisle banners. Produced using high quality, double sided, Foamex board and printed in full colour. They measure approximately 5ft x 5ft.

Cost **\$1,500**

Barista Coffee Shop

The coffee shop will be branded with your banners, boards plus sponsorship of the mobile phone recharging station. The coffee shop will be named after your company and all delegates and exhibitors will be thankful for knowing you have bought them a coffee.

Cost **\$6,000**

Official Show Guide

This is given to every visitor and includes details of all exhibitors plus schedules, floorplans, etc.

Full page advertisement **\$1,500**

SPONSORSHIP AND ADVERTISING BOOKING FORM

Package	Cost	Tick to select
Sponsorship of Aviation 100 Gala Awards Dinner	\$29,995	
Table of ten at the Aviation 100 Gala awards Dinner	\$3,995	
Sponsorship of the Drinks reception	\$16,995	
Sponsorship of the VIP Lounge area	\$6,780	
Meeting Room Per day	From \$1,350	
Branded Ceiling Signs	\$1,500	
Branded Floor Tiles	\$1,500	
Full page advertisement in the Show guide	\$1,500	
Full page in MRO Global with full page editorial	\$2,500	

Name:

Company:

Position:

Signed

Please return to guy@aviationnews-online.com

