

BOOKING REQUIREMENTS



In order to confirm a booking in any of our schemes we require the following information:

PROMOTION OVERVIEW:

- An outline of the proposed activity.
- A visual of the proposed set up, including the space you would require – length, depth and height.
- Proposed dates and schemes of interest.
- Details of any requirements – power etc.

INSURANCE REQUIREMENTS:

Please note you must be fully insured for any proposed activity. We require all promoters to provide evidence of:

- Public Liability of a minimum of €6.5 million
- Employers Liability of a minimum of €13 million
- Products liability of a minimum of €6.5 million – if you are selling/sampling/giving out any products whatsoever than products liability is required.
- Your insurance broker will be required to complete an insurance questionnaire which will be supplied to you during the booking process.
- Specific indemnities to the relevant schemes(s) must be put in place by your broker. We will advise you and your broker of the relevant indemnities required on confirmation of your booking.
- Sub-Contractor(s) – the use of subcontractors for any aspects of a promotion must receive advance SMCR approval. If approved, subcontractors must also submit a copy of their insurance, matching the requirements outlined above.

MALL LICENSE:

- A mall license will be supplied to you on confirmation of your booking. The mall license must be signed by an authorised signature (owner/director) and an original copy of the mall license, including a valid vat number, must be returned to SMCR.

PAYMENT:

- Full payment as per the issued invoice must be received at least 3 days in advance of the scheduled promotion.

OPERATIONAL GUIDELINES:

Please note there are certain operational guidelines which must be adhered to during the course of your booking. A full list of the operational guidelines will be forwarded to you during the booking process. Please note:

- All exhibition stands must be set up and dismantled outside of centre trading hours.
- Stands must be manned at all times during centre trading hours.
- NB: In centre promotions have a maximum display, height, width and length, which will be provided to you during the booking process.
- Power must be requested in advance and is only available in certain locations.

Please note no display will be allowed to set up unless all of the above criteria has been met and approved in advance.

Contact SMCR:

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