



## 20TH EUROPEAN CONFERENCE ON ANTENNAS & PROPAGATION

DUBLIN

19-24 APRIL 2026

# EXHIBITORS AND SPONSORS

## EXHIBITOR MANUAL

2026



Organised by



Supported by



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## CONTACT INFO



Should you require any additional information, please do not hesitate to contact the EuCAP 2026 Conference Secretariat on the details below:

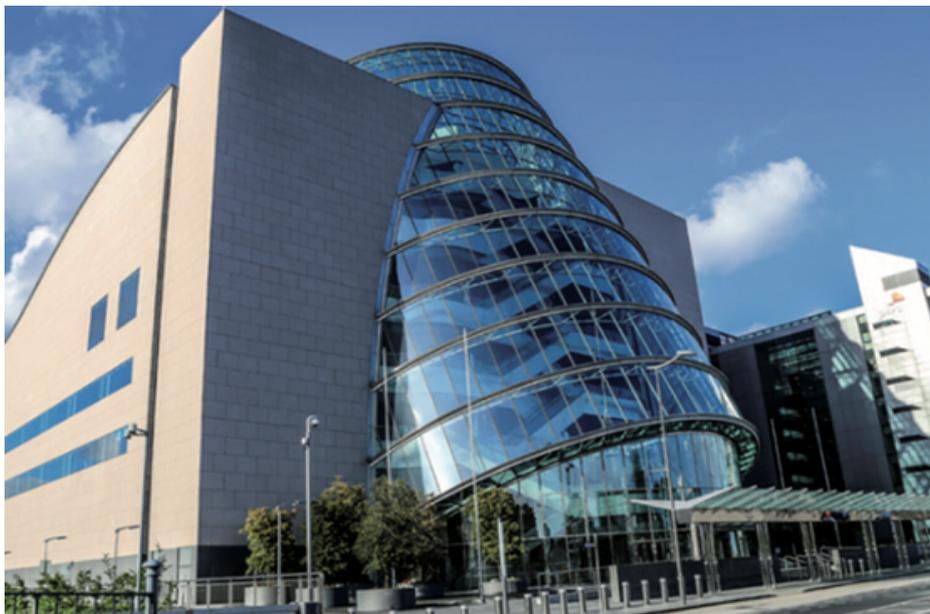
**Technical Secretariat**

[Exhibition-Sponsors@eucap2026.org](mailto:Exhibition-Sponsors@eucap2026.org)

If you have any queries during the conference, please contact a member of staff at the Registration Desk onsite or the email above.

We would like to take this opportunity to thank you once again for choosing to exhibit at the 20th European Conference on Antennas and Propagation (EuCAP). As you know, this meeting takes place from April 19 to April 24, 2026, at the Convention Centre Dublin, an award-winning venue situated in the heart of this 1000 year old city. The CCD provides remarkable views of the River Liffey, Samuel Beckett bridge, the Dublin hills and the docklands. This Exhibitor Manual is designed to provide you with all the relevant information that you will need prior to, and during the conference. Please read this document carefully to ensure that you do not miss any key dates or any other information which may be important to your planning and attendance at the conference.

Please note that EuCAP 2026 promotes sustainability and running the conference in an environmentally and socially responsible manner.



## 2 Key dates

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Deadline to order Printed Graphics	March 20, 2026
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Deadline for Electrical Orders	March 20, 2026
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Deadline to order Shell Scheme Additional	March 20, 2026
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Deadline to order Additional Furniture	March 20, 2026
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Logistical deadlines and ordering information are available at  
<https://www.eucap2026.org/order-forms-and-deadlines>

## Venue

Convention Centre Dublin

Spencer Dock, North Wall Quay, Dublin 1, D01 T1W6

Tel: +353 (01) 856 0000

The Convention Centre is easily accessible, with excellent transport links including a 15-minute drive from Dublin Airport, nearby tram (LUAS) stops, and multiple bus routes serving the area. To find the best route for you, please visit the EuCAP 2026 website: <https://www.eucap2026.org/venue>.

The Exhibition will be located on the ground floor of the convention center, where the registration and catering will also take place. Exhibitors will also have access to the 5th floor foyer with beautiful views of the city, the River Liffey and the Dublin hills.



## Venue Wi-Fi

Visitor Wi-Fi is available. It is recommended however, if you have any devices that are customer facing, please enquire about a dedicated connection.

## Hotels for EuCAP2026 in Dublin

We have reserved hotel rooms at negotiated rates in various hotels in different price categories, within walking distance from the Convention Centre Dublin.

All hotels with reserved rooms and prices are presented on the conference website <https://www.eucap2026.org/accommodation>.

Please contact our conference partners Abbey Conferences if you have further enquiries at [EuCAP2026@abbey.ie](mailto:EuCAP2026@abbey.ie).

# 4 Floor plan

The floor plan of the conference venue is shown below.



The floor plan for the exhibition area and academic booth area are shown below.



# 5 Opening Hours and Setup/Breakdown Times

## **Build-Up: Sunday April 19**

08:00 – 14:00 OBExpo building exhibition

14:00 – 20:00 Exhibitors allowed access for setup and booth build-up.

All booths must be built by 20:00 on Sunday 19 April.

Move-in (no build-up) to the booths is also allowed Monday April 20, 8.00-11.00

Under no circumstances will exhibits, stand dressing, tables, and chairs, etc. be allowed to encroach into the gangways. All exhibit items must always be kept inside your space.

No one under the age of sixteen (16) will be permitted in the exhibition during build-up or dismantling.

## **Exhibition Opening Hours to the Public:**

Times are subject to the programme

Monday 20 April 2026 ..... 12:30 – 18:15

Tuesday 21 April 2026 ..... 08:00 – 20:00

Wednesday 22 April 2026 ..... 08:00 – 17:30

Thursday 23 April 2026 ..... 08:00 – 16:00

Exhibitors will have access to their stands 30 minutes prior to opening each day.

All exhibition stands must be staffed during all exhibition open times, whereby delegates are in the exhibition hall.

It is not permitted for exhibiting companies to host any sessions or activities during these time periods, outside of the exhibition hall, unless specified as part of your sponsorship package.

# 5 Opening Hours and Setup/Breakdown Times

## **Exhibitor Departure:** Thursday April 23

The exhibition will close on Thursday April 23, 2026, at 16.30. OBExpo will start dismantling the exhibition area at this time. Remove your company's things before 17.30. Dismantling of booths start at 18.00 and finish at 21.00.

Please be aware that no exhibitors will be allowed to breakdown before this time.

It is the exhibitors' responsibility to organise couriers to uplift any materials after the Exhibition has closed.

Pick-up of your booth material is possible on Friday April 24 between 08.00-16.00. Read important information below.

If you have ordered a shell scheme booth from EuCAP you only need to remove your own things from the booth before 17.30 on Thursday April 23. After that OBExpo will dismantle the booth.

## Exhibition space

Because of evacuations grounds all exhibitions areas must be strictly delimited. As an exhibitor, it is prohibited to exceed the borders of your booked exhibition area. Exhibition material cannot be placed where it prevents passages on the exhibition or evacuation aisles. Please remove all your waste; it is your responsibility to do this. Never dispose of residual materials (e.g. paint, thinners or other chemicals) by flushing them down toilets/pouring down sinks and drains.

## Stand construction

The maximum height for the stand and decor is 2,500 mm. For constructions higher than the maximum limit you will need special authorization from the Building owner. An extra deposit fee may be required.

## Storage & Deliveries

We strongly recommend using Interflow, should you require any freight forwarding and on-site cargo handling services. Interflow can assist with services such as: cargo receiving, on-site forklifting and cargo handling, storage of empty crates, door to door transport options, and customs clearance. Any services booked are for your direct expense. Please contact Interflow if you require these services:

Email: [domestic@interflow.ie](mailto:domestic@interflow.ie)

Telephone: +353 (0) 1 6853845

Interflow operate an advanced receiving warehouse facility. More information and order forms are available at: <https://www.eucap2026.org/order-forms-and-deadlines>

## Goods from the convention centre

Exhibitors are responsible for organizing the return shipment. All goods need to be removed from the venue before 16.00 on Friday April 24, 2026. It's very important that your goods are clearly marked with your shipping labels and document when you leave the venue on Thursday April 23, 2026.

Your material will be available for pick-up between 8.00-16.00 on Friday April 24, 2026, at this address:

Convention Centre Dublin

Spencer Dock, North Wall Quay, Dublin 1, D01 T1W6

Tel: +353 (01) 856 0000

Should you decide not to proceed with our preferred suppliers please take note of the following crucial information.

## Unloading and loading

Event deliveries will not be accepted via the main (front) entrance of the building. During build-up for an event, delivery vehicles will be directed to the relevant goods entrance / holding area, where they must be unloaded as quickly as possible. Vehicles cannot remain and must depart the loading bay area as soon as they've off loaded. On-site parking is not permitted for any HGV, long wheel base, Transit or Sprinter vehicles.

Delivery vehicles can access the building via a ramp located off Lower Mayor Street at the rear of the building, which leads to the Dock Office in the underground car park. The loading bay has a height limit of 4.3m (14'3"), a weight limit of 12.5Kn/m<sup>2</sup> and an axle load of 8.5 tonnes. All couriers must report to the Dock Office at the sign-posted 'Loading Bay' on arrival.

All items for delivery need to be clearly labelled with a name, address and exhibition stand number, and all exhibitors are required to sign for their delivery before it is released to them. Delivery dockets are available [here](#). Please complete these for all inbound and outbound deliveries, accompanied by courier labels. This ensures our furniture and operations teams have correct information on amount and placement. As a city-centre venue, our storage capacity is limited, so we can only hold deliveries for up to 72 hours before and after your event. We kindly ask that exhibitors keep us informed of expected deliveries. Access for couriers will be managed by our Security team via our Loading Bay.

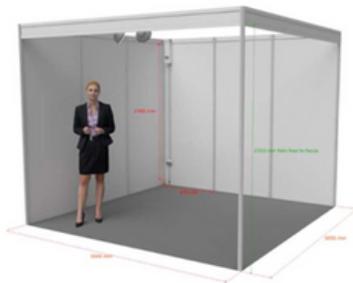
The venue does not provide moving trolleys to move your equipment.

**Important:** Please note there is an HGV 5-axle ban in force throughout Dublin city centre. Please check Dublin City Council's Restriction Zone Map to plan your access point and route. More information about access and deliveries is available at the [CCD website](#).

The Exhibition will be held in The Forum on the ground floor of the CCD. All tea/coffee and lunch is held in the exhibition hall during the Congress breaks. Shell schemes are provided by [OBExpo](#) who can also provide additional technical equipment etc.

## Stand Information

Shell Scheme: If you have ordered a shell scheme package you will be provided with a shell scheme booth and this can be decorated as you see fit with marketing materials (please see example below).



*Visual Example: Shell Scheme*



*The Forum venue is carpeted*

Shell scheme stands are built from modular system with 3mm white vinyl covered infill panels. Overall wall height is 2.5m.

If you have secured a shell scheme package, your stand includes:

- Printed fascia panel - 1 per shell scheme booth 3m x 3m
- 13 amp twin power socket (1 kw)
- Two spotlights
- Demo counter plus two high stools
- Visitor Wi-Fi
- Basic cleaning before delivery

Irish plugs: note that Ireland uses square three pin plugs like in the United Kingdom. Please bring suitable adaptors as needed.

## Fascia

Fascia nameboard is complimentary with your shell scheme booth. Additional artwork can be ordered. Order forms and deadlines can be found at

<https://www.eucap2026.org/order-forms-and-deadlines>.

## **Additional technical equipment and furniture**

Additional technical equipment or furniture can be ordered directly from OBExpo before the deadline.

You can find deadlines and order forms for OBExpo's products at the following link:  
<https://www.eucap2026.org/order-forms-and-deadlines>

Please contact [tony@obexpo.ie](mailto:tony@obexpo.ie) for more information and to place an order.

## **Restrictions**

Please note double height stands are not permitted and the maximum height of your stand(s) must not exceed 2.5 metres. All exhibitors are required to ensure that all sides of their stand are fully dressed for public viewing, including the outside back and side walls of the stand/construction. Exhibition materials may not extend or project the outer boundary of an allocated space. The Conference Organisers reserves the right to restrict displays that unduly hamper visibility to neighbouring booths.

## **Exhibitor events that involve meeting attendees**

To avoid conflicts with the EuCAP 2026 official conference, any event to which meeting attendees are invited must be held during non-conference hours only. Canvassing or distributing any materials including literature, invitations, gifts, etc. is prohibited outside the exhibitor's own space.

## **Exhibitor labour requirements**

Exhibitors are required to set up, operate and dismantle their stands using their own staff.

## **Stand relocation**

EuCAP 2026 reserves the right to assign space in areas other than those selected by the exhibiting company. Relocations will be made only after consultation with the exhibiting company. Due to the large number of participating companies, EuCAP 2026 cannot guarantee that a company will not be located near a competitor, although every effort will be made to accommodate these requests.

## **Exhibition Booth**

No empty crates/cartons may be placed in the aisles during exhibition opening hours. Exhibitors must always keep the floors in their booth clear.

## **Social Events**

The organisers would respectfully request that exhibiting companies refrain from arranging alternative hospitality events that may clash with the main conference programme. Should you wish to purchase tickets for any of the social events beyond those contained in your package allowance, please email [exhibition-sponsors@eucap2026.org](mailto:exhibition-sponsors@eucap2026.org)

## **Camera and Recording Equipment**

Audio, video or photographic recording equipment is not allowed in sessions or the exhibition hall.

## Exhibitor Sustainability Checklist

We aim for all our conferences to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets. We would like to encourage you to join our sustainability efforts by considering and implementing the guidelines below. By working together, we can make the conference more memorable, meet our audience's expectations and reduce wasted time, resources, and costs. More information about the CCD's sustainability and environmental policies are available [here](#)

## Event promotional collateral

- Reduce your paper output by switching to digital alternatives.
- Design your uploaded resources via a QR code to be easily viewed online or via a mobile device so information is easily accessible to attendees.
- If you do need to print or have promotional materials produced, source recycled, sustainably certified paper options where printing is needed.
- When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over.
- Discuss with your creative team about how those with language, hearing, or sight barriers can access videos and brochures.
- Help to support the sustainability of the local area by using local suppliers.

## Waste Reduction

- Ensure your materials can be used again by either yourself or by your contractors.
- Select energy efficient, LED lighting and other equipment for your stand and be sure to power down your equipment at the end of the day.
- Think about what waste your stand will create and try to minimize it as much as possible. Key items to consider include signage, carpeting, signal use of wood and packaging waste.

## Invoicing

Please note that payment must be made before the start of the conference. As an exhibitor, you are responsible for payment – regardless of whether the deliveries have been ordered by you or your supplier.

## Exhibition Fee Inclusions

Please refer to the inclusions booklet where you will find what is included in your booked package. Should you have any queries, please email:

[Exhibition-Sponsors@eucap2026.org](mailto:Exhibition-Sponsors@eucap2026.org).

## Exhibitor Passes and Upgrades

Your total number of exhibitor passes is dependent on your booked package. You have the option to purchase additional Exhibitor Passes for €160 per person per day (VAT incl.). Please note, Exhibitor Passes do not allow access to the scientific sessions. If you would like to upgrade your exhibitor pass to a full delegate pass, you will need to register with the normal delegate fees.

## Full Delegate Registrations

Should you wish to add any additional full delegate registrations please email [registration@eucap2026.org](mailto:registration@eucap2026.org).

## What is not included:

- Off-loading/loading of materials onto your stand
- Courier receiving service
- Access to the Social Events (unless otherwise noted in your package)
- Refreshments during set up and breakdown for stand builders
- Storage space for materials – all packaging materials must be taken away immediately after setting up
- Floral decoration or storage furniture.

A copy of the Convention Centre's Rules and Regulations are available [here](#). You should read this and familiarise yourself with its contents.

In particular a method statement and a risk assessment is required for all stands / exhibits. These documents should be available for viewing by the Health and Safety Manager, prior to the event commencing. The information must also be readily available for viewing by any enforcement authority representatives that may visit the Venue during your licence period.

Where relevant, this needs to include the following:

- Fire certs for all flammable materials used on stands/or being brought into the Venue.
- The main part of the stand, the front should be constructed to comply with the following; Class 1 or Class C/s3, d2.
- Where a vehicle forms part of the display on the stand, a vehicle risk assessment form must be completed, including a risk assessment and verified certificate for 3L of fuel. This must be verified by The CCD.
- All structures must be structurally sound, and all complex structures will require sign off by a structural engineer.

In addition a brief CCD exhibitor handout is available [here](#).

## **Your Responsibilities**

It is of utmost importance that you and your staff are aware of security and fire procedures. You should nominate a sufficient number of staff to ensure the observance of procedures at all times.

## Checking your area

It is important to make constant checks of your stand to ensure that no unidentifiable packages, cases, or bags have been deposited. Nominate a person to check at regular intervals, and if suspicions arise, do not touch the article. Call the Security Control Room (Internal 4999, external (01) 8184999). In the event of an evacuation, and when leaving your area each night, please ensure that:

- appliances are switched off; and
- the area is checked for other potentially dangerous items.

## Evacuation

In the event the building is to be evacuated, strobe light will activate and the following message will be communicated over the voice activation system.

**Ladies and gentlemen. Please may I have your attention. A fire has been reported in the building. Please leave the building immediately, by the nearest exit. Do not use the lifts.**

On hearing this message or seeing the strobe lights, all occupants must proceed without delay to the nearest exit. In no circumstances should occupants return to collect personal belongings.

All occupants must adhere to any instructions given by CCD Security personnel, The CCD Hosts and the designated Fire Marshals, who will be recognisable as they will be wearing high visibility vests.

## Assembly Point

Proceed to the assembly point which is located along the river at North Wall Quay. There will be two individuals (holding STOP signs and wearing high visibility vests) standing on the road stopping traffic in order to ensure a safe crossing. Cross the road in between these two individuals and proceed to the Visitor Assembly Point. It is the responsibility of the Event Organiser to account for all contractors and employees present at the event and report to the Assembly Point Marshall. The Event Organiser will have a registered list of attendees and/or delegates available, if requested by Dublin City Fire Brigade.

## Return to the Venue

Once the building evacuation has commenced, do not attempt to re-enter the building until the Dublin City Fire Brigade or CCD Security personnel have given direction that it is safe to do so.

## Medical Emergencies

In cases of medical emergency call the Security Control Room (Internal 4999, external (01) 8184999) and give the exact location of the casualty and details of injuries sustained. Alternatively, speak to a member of CCD staff who will contact the Security Control Room. CCD Security personnel will then arrange for all necessary assistance.

## Fire Procedures

An intelligent fire alarm system and audible sounders protect The CCD. There are portable fire extinguishers, fire hoses and a sprinkler system throughout.

In the event of discovering a fire in your vicinity please follow these procedures.

- Raise the alarm by breaking the glass in the fire alarm call point.
- Inform the Security Control Room on an internal telephone by calling 4999 and give the location and nature of the fire.
- Tackle the fire only if it is safe to do so and if you have the appropriate training. Do not put yourself in any danger.
- Report to the assembly point on North Wall Quay, opposite the building.

Lifts must not be used. Do not attempt to obtain personal belongings from cloakrooms or other areas.

## Security

Please remember to be vigilant throughout your event to ensure the safety of your property. If items cannot be watched, then it is important that they are properly secured.



 Assembly Point

## **Insurance and damage on exhibition premises**

Exhibitors are reminded of the need to consult their insurance company or brokers to cover themselves fully against all risks at the Exhibition.

## **Responsibility and insurance**

The Exhibitor shall be responsible for any damage done to the premises, fixtures or injury to persons caused by the Exhibitor, his staff or his exhibited articles and exhibition material. The Exhibitor shall not be entitled to repair any such damage himself. Exhibitors have to be insured by means of a Property All Risks coverage for this type of event.

**IMPORTANT:** Please check that your company has valid exhibitor insurance which includes booth goods and transportations.

## **Evacuation routes**

We refer to evacuation routes on site at the event building. These cannot be blocked under any circumstances.

## **Conference rules and regulations**

These rules are designed to ensure safety and fairness to all exhibitors. All exhibits must be freestanding and self-supporting. Management reserves the right to restrict exhibits, which, because of noise or any other reason become objectionable; also, to close, without indemnity, the exhibit of any exhibitor who refuses, after notice to conform to the rules which apply to all exhibitors.

All dimensions and locations shown on the official floor plan are preliminary and are subject to change. Exhibit Management reserves the right to make any modifications that may be necessary.

Each Exhibitor is responsible for the protection of the visitor. Sharp objects and other hazards may be declared unsafe, and Exhibit Management reserves the right to order their removal or correction.

Exhibitors showing equipment in operating condition must ensure the safety of visitors, operators, and other personnel.

Displays, demonstrations and the distribution of advertising material are not permitted outside limits of the exhibit space.

The Exhibitor shall be bound to comply with the regulations issued by the Organiser, the Exhibition Architect, the Fire Authorities, the Health Authorities, and any other Public Authority, and in other respects to comply with the Rules and Regulations. No Exhibitor may obstruct or allow his goods, decorative materials, furniture, etc. to obstruct or fill open passages and open spaces, just as there must be no construction above the height of the stand without special permission from the organiser.

The Exhibitor shall be obliged to observe all time limits fixed regarding construction, stand set-up, breakdown etc.

The Exhibitor shall be obliged to keep his stand open and suitably staffed during the official opening hours of the exhibition.

The exhibition building and the material there in must not be damaged (for example by nails, screws, etc. in doors and walls). No part of any exhibits, signs, posters or displays can be nailed or attached to columns or walls or any parts of the Convention Centre.

Any damage to the Convention Centre by an Exhibitor shall be the financial responsibility of the Exhibitor. No flammable decorations or exposed flames may be used at any time. All decoration material of paper and inflammable fabric must be made fireproof and certificate can be asked on site.

