

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
01 - Congress Centre Rental and Infrastructure			3477				
	VENUERENTAL						
	Merrion Room - Speaker Ready Room Setup 5th & 6th June (Mon - Tues)	2	0.00	23.0%	0.00	0.00	0.00
	Hall 1 - Exhibition & Catering - Set Up Sunday 5th June	1	6,251.00	23.0%	1,437.73	7,688.73	7,688.73
	Hall 1 - Exhibition & Catering - Setup Mon - Tue - 6th and 7th June	2	6,251.00	23.0%	1,437.73	7,688.73	15,377.46
	Hall 1 - Exhibition & Catering Wed, Thurs, Fri 8th - 10th June	3	6,251.00	23.0%	1,437.73	7,688.73	23,066.19
	Hall 4 - Exhibition & Catering - Setup Monday 6th June	1	4,085.00	23.0%	939.55	5,024.55	5,024.55
	Hall 4 - Exhibition & Catering - Tues - Friday 7th - 10th June	4	4,085.00	23.0%	939.55	5,024.55	20,098.20
	Hall 2 - Plenary & Break-out 1 - setup Sunday - 5th June	1	4,602.00	23.0%	1,058.46	5,660.46	5,660.46
	Hall 2 - Plenary & Break-out 1 - setup Mon - 6th June	1	4,602.00	23.0%	1,058.46	5,660.46	5,660.46
	Hall 2 - Plenary & Break-out 1 Tues evening Wed Thurs Fri 7-9 June	3	4,602.00	23.0%	1,058.46	5,660.46	16,981.38
	Hall 2 - Plenary & Break-out & Gala Dinner 1 Friday 10th June	1	4,602.00	23.0%	1,058.46	5,660.46	5,660.46
	Hall 3 - Break-out 2 - setup Tues 7th June	1	2,935.00	23.0%	675.05	3,610.05	3,610.05
	Hall 3 - Break-out 2, Wed Thurs, Fri 8-10 June	3	2,980.00	23.0%	685.40	3,665.40	10,996.20
	Hall 6 - Break-out 3 - setup Tues 7th June	1	1,265.00	23.0%	290.95	1,555.95	1,555.95
	Hall 6 - Break-out 3 Wed, Thur, Fri 8-10 June	3	1,265.00	23.0%	290.95	1,555.95	4,667.85
	Concert Hall Hall 7 - setup Tues 6th June	1	3,700.00	23.0%	851.00	4,551.00	4,551.00
	Concert Hall Hall 7 - Break-out Wed, Thu, Fri 8-10 June	3	3,700.00	23.0%	851.00	4,551.00	13,653.00
	Merrion Room - Speaker Ready Room - Tues 7th June	1	0.00	23.0%	0.00	0.00	0.00
	Merrion Room - Speaker Ready Room Wed Thurs Fri 8 - 10 June	3	1,005.00	23.0%	231.15	1,236.15	3,708.45
	Dodder Suite A - setup Mon 6th June	1	0.00	23.0%	0.00	0.00	0.00
	Dodder Suite A Tue, Wed, Thur, Friday 7-10 June	4	820.00	23.0%	188.60	1,008.60	4,034.40
	Dodder Suite B Tue, Wed, Thur, Friday 7-10 June	4	725.00	23.0%	166.75	891.75	3,567.00
	Dodder Suite C Tue, Wed, Thur, Friday 7-10 June	4	415.00	23.0%	95.45	510.45	2,041.80
	Dodder Suite D Tue, Wed, Thur, Friday 7-10 June	4	415.00	23.0%	95.45	510.45	2,041.80
	Dodder Suite E Tue, Wed, Thur, Friday 7-10 June	4	365.00	23.0%	83.95	448.95	1,795.80
	Lansdowne Room (1st floor off balcony) Tue - Friday 7-10 June	4	670.00	23.0%	154.10	824.10	3,296.40
	Presidents Room - Private Meetings Tues - Friday 7-10 June	4	645.00	23.0%	148.35	793.35	3,173.40
	Minerva Suite Tuesday (AGM Tuesday only) 7th June	1	1,265.00	23.0%	290.95	1,555.95	1,555.95
Hours	SECURITY						
	Saturday June 4th, 2016						
6	Static Security (Suit & Tie)	2	23.50	23.0%	5.41	28.91	346.86
12	Overnight Security	2	23.50	23.0%	5.41	28.91	693.72
	Saturday June 4th, 2016						
12	Static Security (Suit & Tie)	1	23.50	23.0%	5.41	28.91	346.86
	Sunday June 5th, 2016						
16	Static Security (Suit & Tie)	2	23.50	23.0%	5.41	28.91	924.96
12	Overnight Security	2	23.50	123.0%	28.91	52.41	1,257.72
	Sunday June 5th, 2016						
8	Static Security (Suit & Tie)	1	23.50	23.0%	5.41	28.91	231.24
	Monday June 6th, 2016						
16	Static Security (Suit & Tie)	2	23.50	23.0%	5.41	28.91	924.96
	Monday June 6th, 2016						
8	Static Security (Suit & Tie)	1	23.50	23.0%	5.41	28.91	231.24
	Tuesday June 7th, 2016						
14	Static Security (Suit & Tie)	22	23.50	23%	5.41	28.91	8,902.74
	Wednesday June 8th, 2016						
12	Static Security (Suit & Tie)	22	23.50	23%	5.41	28.91	7,630.92
	Thursday June 9th, 2016						
12	Static Security (Suit & Tie)	22	23.50	23%	5.41	28.91	7,630.92
	Friday June 10th, 2016						
11	Static Security (Suit & Tie)	22	23.50	23%	5.41	28.91	6,995.01
	Friday June 10th, 2016						
5	Static Security (Suit & Tie)	10	23.50	23%	5.41	28.91	1,445.25
	FACILITIES						
	Carpeting of Main Hall 3580 Square Metres	1	11,098.00	23%	2,552.54	13,650.54	13,650.54
	Carpeting of Shelbourne Hall 2000 Square Metres	1	3,200.00	23%	736.00	3,936.00	3,936.00
	Event Cleaning for Conference Duration-All Halls	1	7,875.50	14%	1,063.19	8,938.69	8,938.69
	RDSCOSTS						
	ICT Services (Internet charges - Hard Wire/Wireless)	1	7,000.00	23%	1,610.00	8,610.00	8,610.00
	Traffic Marshals (54 hours)	54	16.50	23%	3.80	20.30	1,095.93
	House Electrician (73 hours)	73	27.50	23%	6.33	33.83	2,469.23
	Cloakroom Attendants (Main Hall 1) (31 hours)	31	15.00	23%	3.45	18.45	571.95
	Cloakroom Attendants (Shelbourne Hall 2) (6 hours)	6	15.00	23%	3.45	18.45	110.70
	Gas & Heating	1	118.05	14%	15.94	133.99	133.99
	Power & Lighting (16,170 units @ 0.218 cent per unit)	1	3,525.06	14%	475.88	4,000.94	4,000.94
	Waste Disposal	1	850.00	23%	195.50	1,045.50	1,045.50
	Portacabin Hire & Placement (Dressing Rooms)	1	500.00	23%	115.00	615.00	615.00
	Stadium Seats (Hall 2)	2016	1.40	23%	0.32	1.72	3,471.55
	ANCILLARIES						

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	Fire Extinguishers & Stands	1	2,268.97	23%	521.86	2,790.83	2,790.83
	Ambulance with 2 paramedics x 4 days	49	75.00	23.0%	17.25	92.25	4,520.25
	URL Registration (partofmarketing cost)	1	90.00	23.0%	20.70	110.70	110.70
	EXHIBITION						
	Shell Scheme Build	1	4,229.20	23%	972.72	5,201.92	5,201.92
	Facia Graphics x 47	1	1,139.75	23%	262.14	1,401.89	1,401.89
	Electric Packs x 30	1	2,837.25	23%	652.57	3,489.82	3,489.82
	Electrics only pks x 2	1	194.00	23%	44.62	238.62	238.62
	Counter with 2 high back stools x 30 sets	1	3,637.50	23%	836.63	4,474.13	4,474.13
	Delivery & Handling	1	873.00	23%	200.79	1,073.79	1,073.79
	Recharging Stations-Fully Branded x 2	1	4,850.00	23%	1,115.50	5,965.50	5,965.50
	Registration Area-Electrics & Mains	1	1,091.25	23%	250.99	1,342.24	1,342.24
	Poster Helpdesk-Electrics	1	109.12	23%	25.10	134.22	134.22
	EAPHM Facia	1	48.50	23%	11.16	59.66	59.66
	Lounge Furniture	1	1,212.50	23%	278.88	1,491.38	1,491.38
	Graphic Alterations on site	1	181.87	23%	41.83	223.70	223.70
	Posts & Rope Hire (27 + 18)	1	712.00	23%	163.76	875.76	875.76
	Total expenses for this item:						289,073.74
	This item represents the following percentage of TOTAL EXPENSES:	11.58%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	02 - Printed Matter and Promotional Material						3,477.00
	DESIGN	120	120.00	23.0%	27.60	147.60	17,712.00
	Conference Logo						
	Graphic Design IPVS image change						
	Badge Design						
	Gala Dinner Design						
	IPVS Advert Spec						
	Shutterstock Enhanced Licence for new pig image						
	Flyer / 1st Announcement Design						
	2nd Announcement Design						
	Digital Programme Design - 36 pages						
	Mini Programme - 100mm x 145mm A4 Mini Programme Design Foldout						
	Advert Design						
	Attendance Certificate Design						
	Evaluation Form Design - Online						
	Social Programme Ticket Design						
	Accompanying Person Tour Ticket Design / Print						
	Abstract Book - Production of Electronic Abstract Book-PrintReady	1	17,919.13	23.0%	4,121.40	22,040.53	22,040.53
	PRINTING						
	Save the Date postcards	1	921.44	23.0%	211.93	1,133.37	1,133.37
	Save the Date postcards - second print	1	790.24	23.0%	181.76	972.00	972.00
	Site visit meeting pack	1	225.74	23.0%	51.92	277.66	277.66
	Chairpersons tentcard	1	180.00	23.0%	41.40	221.40	221.40
	Prospectus	1	447.76	23.0%	102.98	550.74	550.74
	Gala Dinner Tickets 150mm X50mm full colour on 300 gsm matt	1300	0.19	23.0%	0.04	0.23	303.81
	Mini Programme 3000 A4 full colour 2 sides on 115gsm silk and folded to A7 - based on 30	4000	0.50	23.0%	0.12	0.62	2,460.00
	Abstracts Book Print - 800 page full colour, 250gsm and gloss laminated and body in 100g	600	21.42	23.0%	4.93	26.35	15,807.96
	Onsite Briefing Documents	30	13.50	23.0%	3.11	16.61	498.15
	Delegate Badges - Print based on 3500 pieces	4500	4.65	23.0%	1.07	5.72	25,737.75
	SIGNAGE & BRANDING						
	Main Entrance A	1	3,334.37	23%	766.91	4,101.28	4,101.28
	Outdoor Flags	8	242.50	23%	55.78	298.28	2,386.20
	V-Board	1	1,091.25	23%	250.99	1,342.24	1,342.24
	Suspended Banners (Single Sided) (Rigging included)	7	909.37	23%	209.16	1,118.53	7,829.68
	Suspended Banners (Double Sided) (Rigging included)	1	1,364.20	23%	313.77	1,677.97	1,677.97
	Overhead Wayfinding	11	363.75	23%	83.66	447.41	4,921.54
	External Welcome Signs	2	303.12	23%	69.72	372.84	745.68
	External Directional Signs	2	194.00	23%	44.62	238.62	477.24
	Multi Directional (Single Sided)	18	212.18	23%	48.80	260.98	4,697.67
	Internal Directional	33	66.69	23%	15.34	82.03	2,706.95
	Toblerone (with three sided graphics)	8	909.37	23%	209.16	1,118.53	8,948.20
	External Directional Signage Leopardstown	3	160.00	23%	36.80	196.80	590.40
	Delivery & Collection of Signage Leopardstown	1	153.23	23%	35.24	188.47	188.47
	REGISTRATION DESK						
	Poster Help Desk	1	606.25	23%	139.44	745.69	745.69
	Registration Desk (2m sections)	8	606.25	23%	139.44	745.69	5,965.50
	Registration-Storage Room 2 x Doors (16m x 3m)	1	727.50	23%	167.33	894.83	894.83
	Transport, Handling & Plant Hire	1	1,455.00	23%	334.65	1,789.65	1,789.65
	Poster Boards	276	23.63	23%	5.43	29.06	8,021.91
	Poster Boards in Hall 4 (Industries)	20	23.63	23%	5.43	29.06	581.30
	Poster Board Numbers	322	1.34	23%	0.31	1.65	530.72

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
Total expenses for this item:							146,858.46
This item represents the following percentage of TOTAL EXPENSES:		5.88%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
03 - Marketing and Promotion							3,477.00
PROMOTIONAL ACTIVITY							
	Website Setup	1	3,750.00	23.0%	862.50	4,612.50	4,612.50
	Web Hosting - per month	24	40.00	23.0%	9.20	49.20	1,180.80
	Website - Content Management	40	120.00	23.0%	27.60	147.60	5,904.00
	URL Registration	1	472.53	23.0%	108.68	581.21	581.21
	Eblasts - Exhibition & Sponsorship	5	90.00	23.0%	20.70	110.70	553.50
	Eblasts - Delegate	22	90.00	23.0%	20.70	110.70	2,435.40
	Social Media Content Management & SetUp	1	2,500.00	23.0%	575.00	3,075.00	3,075.00
	Social Media Monitoring & Advertising	10	46.75	23.0%	10.75	57.50	575.03
	Social Media Graphics	54	75.00	23.0%	17.25	92.25	4,935.38
	IPVS link on related websites - link on 100+ websites	1	800.00	23.0%	184.00	984.00	984.00
	Attendance at related conferences - see all section 10	1	2,629.33	0.0%	0.00	2,629.33	2,629.33
	Print advertisement	1	3,785.00	23.0%	870.55	4,655.55	4,655.55
	Design Hours - advert, postcards, media suite	17	120.00	23.0%	27.60	147.60	2,435.40
	Press Release Design & Dissemination	5	175.00	23.0%	40.25	215.25	1,076.25
	Nantes - Luggage Tags	2000	0.75	23.0%	0.17	0.92	1,845.00
Total expenses for this item:							37,478.34
This item represents the following percentage of TOTAL EXPENSES:		1.50%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
04 - Technical Equipment - Congress/Exhibition Costs							3,477.00
REGISTRATION DESK & ORGANISORS OFFICE TECH EQUIP							
	Laptops registration & speaker ready room	4	185.00	23.0%	42.55	227.55	910.20
	Colour printer	3	250.00	23.0%	57.50	307.50	922.50
	BW Photocopier	1	500.00	23.0%	115.00	615.00	615.00
	Switch Cables	1	50.00	23.0%	11.50	61.50	61.50
	Installation	1	418.00	23.0%	96.14	514.14	514.14
	Printer Technical Support	1	650.00	23.0%	149.50	799.50	799.50
	Toner Mono 548	1	236.10	23.0%	54.30	290.40	290.40
	Paper for Certificate of Attendance	10	15.00	23.0%	3.45	18.45	184.50
	BW Paper charge at 5c	530	0.05	23.0%	0.01	0.06	32.60
	Colour printer charge per print	1150	0.30	23.0%	0.07	0.37	424.35
	Set of 5 registration boxes	4	38.69	0.0%	0.00	38.69	154.76
	Order and administration costs	1	15.70	0.0%	0.00	15.70	15.70
	Delivery of registration boxes	1	84.00	0.0%	0.00	84.00	56.14
	Box of print & photocopy paper	2	40.00	23.0%	9.20	49.20	98.40
	Label printer and Labelwriter	2	228.02	23.0%	52.44	280.46	560.93
	Stationary items for organizers office	1	226.24	23.0%	52.04	278.28	278.28
	Stationery for Posters	1	698.82	23.0%	160.73	859.55	859.55
	A4 Holder for Registration	5	10.14	23.0%	2.33	12.47	62.36
PRODUCTION							
STAGE							
Hall 2 (Shelbourne Hall)							
	18m x 6m x 900mm Stage with black carpet, black skirt and 3 x sets of steps	1	6,462.50	23%	1,486.38	7,948.88	7,948.88
	10m x 6m Marley	1	493.50	23%	113.51	607.01	607.01
	2no. 4m x 6m black carpet	1	394.80	23%	90.80	485.60	485.60
	June 7: 2no. Crew x 5 hour call to remove marley & carpet, replace with 10m x 6m marley	1	317.25	23%	72.97	390.22	390.22
	June 10: 2 no. Crew x 5 hour call to remove 18m x 6m carpet, replace with 10m x 6m marley	1	317.25	23%	72.97	390.22	390.22
Hall 7 (Concert Hall)							
	7m x 3m x 600mm Stage with black carpet, black skirt and 3 x sets of steps	1	558.13	23%	128.37	686.49	686.49
	Dressed Step Units to Stage Extension	2	164.50	23%	37.84	202.34	404.67
	Dressed Step Unit builds from Stage Extension to existing stage	2	264.38	23%	60.81	325.18	650.36
Hall 6 (Clyde Hall)							
	7m x 2.4m x 600mm Stage with black carpet, black skirt and 3 x sets of steps	1	1,527.50	23%	351.33	1,878.83	1,878.83
Hall 3 (Serpentine Hall)							
	10m x 3.5m x 600mm Stage with black carpet, black skirt and 3 x sets of steps	1	2,115.00	23%	486.45	2,601.45	2,601.45
LIGHTING							
Hall 2 (Shelbourne Hall)							
	Trussing, Motors, Drapes & Rigging						
	Back Truss 36M	1	705.05	23%	162.16	867.21	867.21
	Front Truss 36M	1	705.05	23%	162.16	867.21	867.21
	Audience Truss 1	1	705.05	23%	162.16	867.21	867.21

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	Audience Truss 2	1	705.05	23%	162.16	867.21	867.21
	Glass Wall Truss 42M	1	822.56	23%	189.19	1,011.75	1,011.75
	Screen Box Truss/Motors/Rigging	1	2,467.68	23%	567.57	3,035.25	3,035.25
	Screen Drape (Top/Bottom/Sides x 2)	1	587.54	23%	135.13	722.67	722.67
	Spreader Beam Trusses	5	117.51	23%	27.03	144.54	722.69
	Truss Boarders	1	1,057.57	23%	243.24	1,300.81	1,300.81
	Motors	24	176.26	23%	40.54	216.80	5,203.20
	Rigging	1	470.03	23%	108.11	578.14	578.14
	Scissor Lifts	2	528.79	23%	121.62	650.41	1,300.82
	Tab Track	1	411.28	23%	94.59	505.87	505.87
	Lighting						
	Selecon 1KRoom Wash Lighting Units	60	58.75	23%	13.51	72.26	4,335.75
	PC Beams	16	293.77	23%	67.57	361.34	5,781.39
	2K Fresnels -Front Wash Lighting Units	6	70.50	23%	16.22	86.72	520.29
	Source 4 Profile Light Units (Podium)	8	47.00	23%	10.81	57.81	462.48
	1K Fresnels - Back Light	8	58.75	23%	13.51	72.26	578.10
	Control						
	Wholehog 4 Full Boar	1	587.54	23%	135.13	722.67	722.67
	Expansion Wing	1	293.77	23%	67.57	361.34	361.34
	Backup Server	1	293.77	23%	67.57	361.34	361.34
	Dimmer Rack	1	470.03	23%	108.11	578.14	578.14
	Distribution	1	293.77	23%	67.57	361.34	361.34
	Content Management						
	Catalyst HD Server	1	1,468.86	23%	337.84	1,806.70	1,806.70
	Catalyst Programmer x 5 days	1	2,056.40	23%	472.97	2,529.37	2,529.37
	Control Desk	1	411.28	23%	94.59	505.87	505.87
	Cable						
	Cable Package -Mains/Socapex/TRSSplitters	1	411.28	23%	94.59	505.87	505.87
	Consumables						
	GeLighting Gel/Gaffa/PVC	1	88.13	23%	20.27	108.40	108.40
	Communications						
	Instant Replay Machine	1	411.28	23%	94.59	505.87	505.87
	Wired Clearcom Units x 8	1	470.03	23%	108.11	578.14	578.14
	Four way Wireless Clearcom Units	1	423.03	23%	97.30	520.33	520.33
	42M of Blaxk Drape to cover Glass wall	1	1,410.10	23%	324.32	1,734.42	1,734.42
	Crew						
	Riggers (3 crew x 2 days)	6	470.00	23%	108.10	578.10	3,468.60
	Local Crew for load in/load out	6	282.00	23%	64.86	346.86	2,081.16
	Lighting Technicians	20	411.27	23%	94.59	505.86	10,117.24
	Transport						
	Equipment Transport-40ft in/out	2	528.79	23%	121.62	650.41	1,300.82
	Hall 7 (Concert Hall)						
	Lighting						
	Truss/Rigging/Borders/Ladders/Motors	1	2,937.72	23%	675.68	3,613.40	3,613.40
	Cable Package	1	117.50	23%	27.03	144.53	144.53
	1K Fresnels	6	94.01	23%	21.62	115.63	693.79
	Selecon Lui Floods	14	58.76	23%	13.51	72.27	1,011.85
	Pixelpar Pillar Uplighters	16	58.76	23%	13.51	72.27	1,156.40
	24 Channel avoilite Dimmer	1	411.28	23%	94.59	505.87	505.87
	Mains Distribution	1	117.50	23%	27.03	144.53	144.53
	Wholehog 4 Console	1	470.03	23%	108.11	578.14	578.14
	Ge/Gaffa/tape	1	88.13	23%	20.27	108.40	108.40
	Lighting Technicians for in/out	4	411.28	23%	94.59	505.87	2,023.50
	Lighting Technician x 2 Showdays	2	411.28	23%	94.59	505.87	1,011.75
	Rigger-In/Out 1 x 2 days	2	470.00	23%	108.10	578.10	1,156.20
	Transport (For Concerthall/Clyde Room & Serpentine Hall)						
	Transport	1	411.28	23%	94.59	505.87	505.87
	Hall 6 (Clyde Hall)						
	Lighting						
	Back Truss 9M	1	528.78	23%	121.62	650.40	650.40
	Windups/Truss Adaptors	3	29.38	23%	6.76	36.14	108.41
	Black Drape	1	293.77	23%	67.57	361.34	361.34
	Min Fresnels	4	58.75	23%	13.51	72.26	289.05
	1K Fresnels	4	94.01	23%	21.62	115.63	462.53
	Lighting Stands	2	29.38	23%	6.76	36.14	72.27
	Dimmer/Distribution Boards/Control Desk	1	411.28	23%	94.59	505.87	505.87
	Lighting Technicians for in/out	2	411.28	23%	94.59	505.87	1,011.75
	Hall 3 (Serpentine Hall)						
	Lighting						
	Front Wash of Stage	1	622.79	23%	143.24	766.03	766.03
	Lighting Stands	2	29.36	23%	6.75	36.11	72.23
	dimmer/Distribution Board/Control Desk	1	411.28	23%	94.59	505.87	505.87
	Pixelpar Uplighters	24	70.51	23%	16.22	86.73	2,081.46
	Cable Package	1	58.75	23%	13.51	72.26	72.26

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	Lighting Technicians for in/out	2	411.28	23%	94.59	505.87	1,011.75
	SOUND						
	Hall 2 (Shelbourne Hall)						
	FOH Speaker System						
	Nexo Geo S805 Speakers (16 x 3 days)	48	45.24	23%	10.40	55.64	2,670.82
	Nexo Geo S830 Speakers (4 x 3 days)	12	45.24	23%	10.40	55.64	667.71
	Nexo RS15 Speakers (6 x 3 days)	18	45.24	23%	10.40	55.64	1,001.56
	Nexo Geo M6 (12 x 3 days)	36	74.03	23%	17.03	91.05	3,277.83
	Nexo PS8 (12 x 3 days)	36	28.79	23%	6.62	35.41	1,274.71
	HoistMotors 0.5T Main PA (4 x 3 days)	12	65.80	23%	15.13	80.93	971.21
	HoistMotors 0.5T Delay PA (4 x 3 days)	12	65.80	23%	15.13	80.93	971.21
	FOH Speaker Amps						
	Nexo 4 x 4 Amp racks (4 x 3 days)	12	106.93	23%	24.59	131.52	1,578.21
	Nexo 4 x 1 Amps (4 x 3 days)	12	37.01	23%	8.51	45.53	546.30
	FOH Console						
	Soundcraft V14 (1 x 3 days)	3	411.25	23%	94.59	505.84	1,517.51
	Soundcraft V16 Local Rack (1 x 3 days)	3	205.63	23%	47.29	252.92	758.76
	Soundcraft V16 Stage Box (1 x 3 days)	3	205.63	23%	47.29	252.92	758.76
	Monitors						
	Nexo N45 (8 x 3 days)	24	45.24	23%	10.40	55.64	1,335.41
	Monitor Console						
	Soundcraft V14 (1 x 3 days)	3	411.25	23%	94.59	505.84	1,517.51
	Soundcraft V16 Local Rack (1 x 3 days)	3	205.63	23%	47.29	252.92	758.76
	Soundcraft V16 Stage Box (1 x 3 days)	3	205.63	23%	47.29	252.92	758.76
	Radio Mics				0.00	0.00	0.00
	Sennheiser EM2050 Radio Mics (4 x 3 days)	30	88.13	23%	20.27	108.39	3,251.81
	Sennheiser EM2050 Radio Mics (12 x 1 days)	12	88.13	23%	20.27	108.39	1,300.73
	Wired Mics				0.00	0.00	0.00
	Neumann Podium Mics (2 x 3 days)	6	61.69	23%	14.19	75.88	455.25
	Mics & Stand Kit	3	82.25	23%	18.92	101.17	303.50
	Transport & Crew						
	Transport (To/From Venue)	2	587.50	23%	135.13	722.63	1,445.25
	Audio Technicians (3 x 6 days)	18	411.25	23%	94.59	505.84	9,105.08
	Senior Audio Technicians (1 x 6 days)	6	470.00	23%	108.10	578.10	3,468.60
	Hall 7 (Concert Hall)						
	FOH Speaker System						
	Nexo PS8 (8 x 2.5 days)	20	28.79	23%	6.62	35.41	708.17
	K-Line 4000 (2 x 2.5 days)	5	452.38	23%	104.05	556.42	2,782.11
	FOH Speaker Amps						
	Nexo 4 x 1 Amps (1 x 2.5 days)	2.5	37.01	23%	8.51	45.53	113.81
	FOH Console						
	Soundcraft V11 (1 x 2.5 days)	2.5	287.88	23%	66.21	354.09	885.22
	Soundcraft V16 Local Rack (1 x 2.5 days)	2.5	205.63	23%	47.29	252.92	632.30
	Soundcraft V11 Stage Box (1 x 2.5 days)	2.5	123.38	23%	28.38	151.75	379.38
	Monitors				0.00	0.00	0.00
	Nexo PS10 R2 (2 x 2.5 days)	5	32.90	23%	7.57	40.47	202.34
	Radio Mics						
	Sennheiser EM2050 Radio Mics (2 x 2.5 days)	10	88.13	23%	20.27	108.39	1,083.94
	Mics						
	Neumann Podium Mics (2 x 2.5 days)	5	61.69	23%	14.19	75.88	379.38
	Transport & Crew						
	Audio Technicians (2 x 4 days)	8	411.25	23%	94.59	505.84	4,046.70
	Hall 6 Clyde Room						
	FOH Speaker System						
	Nexo PS10s (6 x 2.5 days)	15	28.79	23%	6.62	35.41	531.13
	FOH Speaker Amps						
	Nexo 4X1 Amps	5	37.01	23%	8.51	45.53	227.63
	FOH Console						
	Yamaha LS9 (1 x 2.5 days)	2.5	123.38	23%	28.38	151.75	379.38
	Monitors						
	Nexo PS10 R2 (2 x 2.5 days)	5	32.90	23%	7.57	40.47	202.34
	Radio Mics						
	Sennheiser EM2050 Radio Mics (2 x 2.5 days)	5	88.13	23%	20.27	108.39	541.97
	Mics						
	Neumann Podium Mics (1 x 2.5 days)	2.5	61.69	23%	14.19	75.88	189.69
	Transport & Crew						
	Audio Technicians (1 x 4 days)	4	411.25	23%	94.59	505.84	2,023.35
	Hall 3 Serpentine Hall						
	FOH Speaker System						
	Nexo PS8 (12 x 2.5 days)	30	28.79	23%	6.62	35.41	1,062.26
	K-Line 4000 (2 x 2.5 days)	5	452.38	23%	104.05	556.42	2,782.11
	FOH Speaker Amps						
	Nexo 4 x 1 Amps (2 x 2.5 days)	5	37.01	23%	8.51	45.53	227.63

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	FOH Console						
	Yamaha M7CI	2.5	287.88	23%	66.21	354.09	885.22
	Yamaha Stage Box (1 x 2.5 days)	2.5	123.38	23%	28.38	151.75	379.38
	Monitors						
	Nexo PS10 R2 (2 x 2.5 days)	5	32.90	23%	7.57	40.47	202.34
	Radio Mics						
	Sennheiser EM2050 Radio Mics (2 x 2.5 days)	5	88.13	23%	20.27	108.39	541.97
	Mics						
	Neumann Podium Mics (1 x 2.5 days)	2.5	61.69	23%	14.19	75.88	189.69
	Transport & Crew						
	Audio Technicians (2 x 4 days)	8	411.25	23%	94.59	505.84	4,046.70
	Local Crew						
	Local Crew (3 x 2 days)	6	217.38	23%	50.00	267.37	1,604.23
	Transport	1	1,175.00	23%	270.25	1,445.25	1,445.25
	AV						
	Hall 2 (Shelbourne Hall)						
	1 x 70M Truss Screen	1	2,350.00	23%	540.50	2,890.50	2,890.50
	20K Projectors (2 x 3 days)	6	2,115.00	23%	486.45	2,601.45	15,608.70
	20K Projectors (2 x 3 days) (Hire-in)	6	2,585.00	23%	594.55	3,179.55	19,077.30
	Front of House Control System Multi control (1 x 6 days)	3	2,350.00	23%	540.50	2,890.50	8,671.50
	Fibre runs for signal (6 x 3 days)	18	117.50	23%	27.03	144.53	2,601.45
	Show Laptops (2 x 6 days)	6	141.00	23%	32.43	173.43	1,040.58
	Playback Pro (1 x 3 days)	3	152.75	23%	35.13	187.88	563.65
	Countdown Timer (1 x 3 days)	3	76.38	23%	17.57	93.94	281.82
	Cue Remote System (1 x 3 days)	3	52.88	23%	12.16	65.04	195.11
	Preview Monitors (3 x 3 days) (1 day hire price)	3	217.38	23%	50.00	267.37	802.11
	Projector Truss with Motors	1	940.00	23%	216.20	1,156.20	1,156.20
	Cable & Power Package	1	293.75	23%	67.56	361.31	361.31
	Equipment Transport	1	940.00	23%	216.20	1,156.20	1,156.20
	AV Production Technician (1 x 6 days)	6	528.75	23%	121.61	650.36	3,902.18
	AV Technicians for SetUp & De-Rig (2 x 3 days)	6	411.25	23%	94.59	505.84	3,035.03
	Local Crew for SetUp & De-Rig (4 x 2 days)	8	211.50	23%	48.65	260.15	2,081.16
	Hall 7 (Concert Hall)						
	1 x 9M x 4M Truss Screen	1	1,410.00	23%	324.30	1,734.30	1,734.30
	12K Projector (2 x 3 days)	6	1,175.00	23%	270.25	1,445.25	8,671.50
	1 x Encore Blend System (1 x 3 days)	3	1,175.00	23%	270.25	1,445.25	4,335.75
	Cable & Power Package	1	470.00	23%	108.10	578.10	578.10
	Countdown Timer (1 x 3 days)	3	76.38	23%	17.57	93.94	281.82
	1 x Remote Cue (1 x 3 days)	3	52.88	23%	12.16	65.04	195.11
	Show Laptop & Backup (1 x 3 days)	6	141.00	23%	32.43	173.43	1,040.58
	2 x 32" Comfort Screens (2 x 3 days)	6	117.50	23%	27.03	144.53	867.15
	Podium (1 x 3 days)	3	146.88	23%	33.78	180.66	541.97
	2 x Camera Risers	2	76.38	23%	17.57	93.94	187.88
	AV Production Technician (1 x 6 days)	6	411.25	23%	94.59	505.84	3,035.03
	AV Technician for SetUp & De-Rig (2 x 2 days)	4	411.25	23%	94.59	505.84	2,023.35
	Local Crew for SetUp & De-Rig (1 x 2 days)	2	211.50	23%	48.65	260.15	520.29
	Hall 6 Clyde Room						
	1 x 13 x 7.5 Screen (Rear Projection) (1 x 3 days)	3	146.88	23%	33.78	180.66	541.97
	1 x 6K Projector (1 x 3 days)	3	411.25	23%	94.59	505.84	1,517.51
	1 x v400 Vision Mixer (1 x 3 days)	3	293.75	23%	67.56	361.31	1,083.94
	Power & Cable Package	1	117.50	23%	27.03	144.53	144.53
	Show Laptops (2 x 3 days)	6	141.00	23%	32.43	173.43	1,040.58
	1 x Countdown Timer (1 x 3 days)	3	76.38	23%	17.57	93.94	281.82
	1 x Cue Remote (1 x 3 days)	3	52.88	23%	12.16	65.04	195.11
	1 x 32" Preview Monitor (1 x 3 days)	3	117.50	23%	27.03	144.53	433.58
	1 x Podium (1 x 3 days)	3	146.88	23%	33.78	180.66	541.97
	3 x Plasmas (Relay Screens)	9	217.38	23%	50.00	267.37	2,406.34
	AV Technician (1 x 6 days)	6	411.25	23%	94.59	505.84	3,035.03
	2 x 75" Plasma Screens x 3 Days	6	528.75	23%	121.61	650.36	3,902.18
	Hall 3 Serpentine Hall						
	13ft x 7.5ft Screens (4 x 3 days)	12	146.88	23%	33.78	180.66	2,167.88
	6K Projectors (4 x 3 days)	12	411.25	23%	94.59	505.84	6,070.05
	Front of House Multi-Screen System (1 x 3 days)	3	587.50	23%	135.13	722.63	2,167.88
	Power & Cable Package	1	293.75	23%	67.56	361.31	361.31
	Show Laptops (2 x 3 days)	6	141.00	23%	32.43	173.43	1,040.58
	Countdown Timer (1 x 3 days)	3	76.38	23%	17.57	93.94	281.82
	Cue Remote (1 x 3 days)	3	52.88	23%	12.16	65.04	195.11
	2 x 32" Preview Monitors (2 x 3 days)	6	117.50	23%	27.03	144.53	867.15
	Podium (1 x 3 days)	3	146.88	23%	33.78	180.66	541.97
	AV Technician (1 x days)	6	411.25	23%	94.59	505.84	3,035.03
	AV Technician (1 x 2 days)	2	411.25	23%	94.59	505.84	1,011.68

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	Cameras						
	Monday June 6th, 2016 (Set Up) (Hall 2 Shelbourne Hall)						
	Camera Operators (2 x 1 day) (SetUp)	2	411.25	23%	94.59	505.84	1,011.68
	Tuesday June 7th, 2016 (Opening Ceremony) (Hall 2 Shelbourne Hall)						
	Camera Operators & Kit (3 x 1 day)	3	705.00	23%	162.15	867.15	2,601.45
	Vision Mix Operator (1 x 1 day)	1	528.75	23%	121.61	650.36	650.36
	Vision Mix Kit (1 x 1 day)	1	705.00	23%	162.15	867.15	867.15
	Long Lens (1 x 1 day)	1	470.00	23%	108.10	578.10	578.10
	Wireless Link (1 x 1 day)	1	176.25	23%	40.54	216.79	216.79
	Data Technician (1 x 1 day)	1	470.00	23%	108.10	578.10	578.10
	Wednesday June 8th & 9th, 2016 (Breakout Sessions in Hall 2 Shelbourne)						
	Camera Operators & Kit (2 x 2 day)	4	705.00	23%	162.15	867.15	3,468.60
	Vision Mix Kit (1 x 2 days)	2	705.00	23%	162.15	867.15	1,734.30
	Vision Mix Operator (1 x 2 day)	2	528.75	23%	121.61	650.36	1,300.73
	Long Lens (1 x 2 days)	2	470.00	23%	108.10	578.10	1,156.20
	Wireless Link (1 x 2 days)	2	176.25	23%	40.54	216.79	433.58
	Data Technician (1 x 2 days)	2	470.00	23%	108.10	578.10	1,156.20
	Friday June 10th, 2016 (Breakout Sessions in Hall 2 Shelbourne)						
	Camera Operators & Kit (2 x 1 day)	2	705.00	23%	162.15	867.15	1,734.30
	Vision Mix Operator (1 x 1 day)	1	528.75	23%	121.61	650.36	650.36
	Vision Mix Kit (1 x 1 day)	1	705.00	23%	162.15	867.15	867.15
	Long Lens (1 x 1 day)	1	470.00	23%	108.10	578.10	578.10
	Wireless Link (1 x 1 day)	1	176.25	23%	40.54	216.79	216.79
	Data Technician (1 x 1 day)	1	470.00	23%	108.10	578.10	578.10
	Tuesday June 7th, 2016 - Friday June 10th, 2016 (Breakout Sessions in Hall 2 Clyde Room)						
	Camera Operators & Kit (1 x 4 days)	4	705.00	23%	162.15	867.15	3,468.60
	Friday June 10th, 2016 (Closing Ceremony in Hall 7 Concert Hall)						
	Camera Operators & Kit (2 x 4 day)	8	705.00	23%	162.15	867.15	6,937.20
	Friday June 10th, 2016 Gala Dinner in Hall 2 Shelbourne Hall						
	Camera Operators & Kit (2 x 1 day)	2	470.00	23%	108.10	578.10	1,156.20
	Vision Mix Operator (1 x 1 day)	1	528.75	23%	121.61	650.36	650.36
	Speaker Ready Room						
	High Power PC Towers (4 x 4 days)	16	158.63	23%	36.48	195.11	3,121.74
	2 x Macbook Pro Computers (2 x 4 days)	8	158.63	23%	36.48	195.11	1,560.87
	Laser Pointer (1 x 4 days)	4	129.25	23%	29.73	158.98	635.91
	Network for all Breakouts and Main Plenary	1	1,762.50	23%	405.38	2,167.88	2,167.88
	IT Crew (2 x 4 days)	8	528.75	23%	121.61	650.36	5,202.90
	AV Technician	6	411.25	23%	94.59	505.84	3,035.03
	POWER						
	Electrics, Cabling & crew for duration	1	10,344.83	23%	2,379.31	12,724.14	12,724.14
	FURNITURE						
	Swivel Style leather chairs for production area Hall	7	35.25	23%	8.11	43.36	303.50
	Samsonite Conference Chairs	852	4.11	23%	0.95	5.06	4,309.74
	Leather Swivel Chairs (Concert Hall)	4	35.25	23%	8.11	43.36	173.43
	Leather Swivel Chairs (Clyde Room)	4	35.25	23%	8.11	43.36	173.43
	Leather Swivel Chairs (Serpentine Room)	4	35.25	23%	8.11	43.36	173.43
	Speaker Ready Room						
	White Leather Tub Chairs	12	82.25	23%	18.92	101.17	1,214.01
	White Oval Coffee Tables	3	70.50	23%	16.22	86.72	260.15
	Trestle Tables 6ft x 2ft with white linen	10	23.50	23%	5.41	28.91	289.05
	Black Conference Chairs	20	7.05	23%	1.62	8.67	173.43
	Black Office Chairs (Top tables)	8	35.25	23%	8.11	43.36	346.86
	Transport, Set Up, Breakdown & Collection	1	2,937.50	23%	675.63	3,613.13	3,613.13
	40m Black Pipe & Drape c/w door opening - Serpentine Hall	1	2,679.00	23%	616.17	3,295.17	3,295.17
	40m White Trevira Pipe & Drape (Creation of backdrop)	1	2,506.28	23%	576.44	3,082.72	3,082.72
	8 Sections Black P&D (Shelbourne Hall Doors)	1	1,128.00	23%	259.44	1,387.44	1,387.44
	Podia with decals	5	258.50	23%	59.46	317.96	1,589.78
	Top tables c/w Decals	4	411.25	23%	94.59	505.84	2,023.35
	Install & De-Rig Crew for P&D, Top tables & Podia)	1	1,410.00	23%	324.30	1,734.30	1,734.30
	EVENT STAFFING						
	1 x Senior Production Manager x 7 days	7	352.50	23%	81.08	433.58	3,035.03
	MCI Show Producer	7	352.50	23%	81.08	433.58	3,035.03
	Stage Managers (Shelbourne Hall) & (Concert Hall)	11	423.00	23%	97.29	520.29	5,723.19
					0.00	0.00	0.00
	Stage Manager for Closing Ceremony	1	211.50	23%	48.65	260.15	260.15
					0.00	0.00	0.00
	EXTRAS						

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	Minerva Suite						
	10 X6 Front Screen	1	117.50	23%	27.03	144.53	144.53
	Projector	1	293.75	23%	67.56	361.31	361.31
	Laplop	1	152.75	23%	35.13	187.88	187.88
	Small PA System	1	293.75	23%	67.56	361.31	361.31
	Lapel Mic	1	88.13	23%	20.27	108.39	108.39
	Handheld Mic	1	88.13	23%	20.27	108.39	108.39
	AV Technician	1	411.25	23%	94.59	505.84	505.84
	Radio Microphones						
	Radio Microphones	3	360.00	23%	82.80	442.80	1,328.39
	Presidents Room						
	8 X4.5 FrontScreen	1	94.00	23%	21.62	115.62	115.62
	Projector	1	293.75	23%	67.56	361.31	361.31
	Laplop	1	152.75	23%	35.13	187.88	187.88
	CONTENT CAPTURE						
	1 Year Dedicated Secure Hosting/Password Access	1	2,937.50	23%	675.63	3,613.13	3,613.13
	Web Design for Hosting age including PHP Database and Front End	1	6,110.00	23%	1,405.30	7,515.30	7,515.30
	Content Capture Technicians-Web Uploader/Checker (4 x 4 days)	16	528.75	23%	121.61	650.36	10,405.80
	Senior Content Capture Technician-Web Uploader/Checker	5	587.50	23%	135.13	722.63	3,613.13
	8 x Laptops (2 per Room) with capture Software Black magic and Mboxes Streamcast	32	211.50	23%	48.65	260.15	8,324.64
	Data Wrangling Machine-imac for FTP to Site (1 x 4 days)	4	211.50	23%	48.65	260.15	1,040.58
	4TB Drives on Site for Backup	4	235.00	23%	54.05	289.05	1,156.20
	Dedicated Secure Hosting Blade Server for 1 Year	1	1,410.00	23%	324.30	1,734.30	1,734.30
	VIDEO						
	Sponsors Logo Loop	1	1,410.00	23%	324.30	1,734.30	1,734.30
	Opening Video for Opening Plenary Session	1	10,575.00	23%	2,432.25	13,007.25	13,007.25
	DIGITAL SIGNAGE						
	50" Plasma Screens & Stands with connection from a Central Area	30	293.75	23%	67.56	361.31	10,839.38
	Equipment Transport to/from venue	1	587.50	23%	135.13	722.63	722.63
	Graphic Design for Electronic Signage	1	3,000.00	23%	690.00	3,690.00	3,690.00
	Walkie Talkies						
1	Radio Units & Surveillance Kits	60	66.58	23%	15.31	81.90	4,913.83
1	Radio Units & Surveillance Kits Additional	1	97.00	23%	22.31	119.31	119.31
1	Replacement Charges for Walkie Talkies	1	1,170.00	23%	269.10	1,439.10	1,439.10
	Conference App						
1	Conference App	1	7,000.00	23%	1,610.00	8,610.00	8,610.00
Total expenses for this item:							473,343.91
This item represents the following percentage of TOTAL EXPENSES:							18.96%
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
05 - Services							3,477.00
	PHOTOGRAPHER						
	Photographer	1	3,000.00	23.0%	690.00	3,690.00	3,690.00
	Videographer	1	3,900.00	13.5%	526.50	4,426.50	4,426.50
	VAT exemption application for revenue	1	500.00	23.0%	115.00	615.00	615.00
Total expenses for this item:							8,731.50
This item represents the following percentage of TOTAL EXPENSES:							0.35%
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
06 - Material for Participants							3,477.00
	DELEGATE BAGS						
	Delegate Bags	3300	9.70	23.0%	2.23	11.93	39,372.30
	Notebooks	3500	0.85	23.0%	0.20	1.05	3,659.25
	Pens	3500	0.78	23.0%	0.18	0.96	3,357.90
	Bag packing	1	3,452.30	23.0%	794.03	4,246.33	4,246.33
	Promotional Material 2010	200	12.37	23.0%	2.85	15.22	3,043.02
	BADGES						
	Badge Wallets	3400	0.85	23.0%	0.20	1.05	3,554.70
Total expenses for this item:							57,233.50
This item represents the following percentage of TOTAL EXPENSES:							2.29%
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
07 - Invited Speakers & Committees							3,477.00
	Keynote Speaker Flights	15	715.76	0.0%	0.00	715.76	10,736.43
	Speaker & VIP transfers	30	0.00	0.0%	0.00	0.00	0.00

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	IPVS Board Gift Members - Waterford Crystal Bowl (x9), Whiskey Jameson (x1), Hip Flas	1	390.50	0.0%	0.00	390.50	390.50
	IPVS Committee members cost	5	0.00	0.0%	0.00	0.00	0.00
	LOC Meeting expenses	5	0.00	0.0%	0.00	0.00	0.00
	IPVS Board Member Flights	5	721.93	0.0%	0.00	721.93	3,609.65
	Poster Prize - free registration future conference	1	495.00	0.0%	0.00	495.00	495.00
	IPVS Board Dinner Wednesday	15	96.96	9.0%	8.73	105.69	1,585.35
	Bursary Winner Horse Racing Night Ticket(Carolina Temlem)	1	80.00	0.0%	0.00		80.00
Total expenses for this item:							16,896.93
This item represents the following percentage of TOTAL EXPENSES:		0.68%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
08 - Transportation/Shuttles							3,477.00
CONFERENCE TRANSPORT							
	Coaches for conference Irish Night	26	368.00	0.0%	0.00	368.00	9,568.00
	2014 TransportCost	1	61.90	0.0%	0.00	61.90	61.90
Total expenses for this item:							9,568.00
This item represents the following percentage of TOTAL EXPENSES:		0.38%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
09 - On Site Secretariat of Congress - Staff Costs							3,477.00
Crew Catering							
	Saturday June 4th, 2016						
	Buffet Dinner	24	15.00	9.0%	1.35	16.35	392.40
	Sunday June 5th, 2016						
	Breakfast/Rolls	43	5.00	9.0%	0.45	5.45	234.35
	Soup/Sandwiches	43	12.50	9.0%	1.13	13.63	585.88
	Buffet Dinner	43	15.00	9.0%	1.35	16.35	703.05
	Monday June 7th, 2016						
	Breakfast/Rolls	53	5.00	9.0%	0.45	5.45	288.85
	Soup/Sandwiches	53	12.50	9.0%	1.13	13.63	722.13
	Buffet Dinner	53	15.00	9.0%	1.35	16.35	866.55
	Tuesday June 8th, 2016						
	Breakfast/Rolls	70	5.00	9.0%	0.45	5.45	381.50
	Soup/Sandwiches	70	12.50	9.0%	1.13	13.63	953.75
	Buffet Dinner	70	15.00	9.0%	1.35	16.35	1,144.50
	Wednesday June 9th, 2016						
	Breakfast/Rolls	77	5.00	9.0%	0.45	5.45	419.65
	Soup/Sandwiches	77	12.50	9.0%	1.13	13.63	1,049.13
	Buffet Dinner	77	15.00	9.0%	1.35	16.35	1,258.95
	Thursday June 10th, 2016						
	Breakfast/Rolls	76	5.00	9.0%	0.45	5.45	414.20
	soup/Sandwiches	76	12.50	9.0%	1.13	13.63	1,035.50
	Buffet Dinner	76	15.00	9.0%	1.35	16.35	1,242.60
	Friday June 10th, 2016						
	Breakfast/Rolls	80	5.00	9.0%	0.45	5.45	436.00
	Soup/Sandwiches	80	12.50	9.0%	1.13	13.63	1,090.00
	Buffet Dinner	80	15.00	9.0%	1.35	16.35	1,308.00
	Water Cooler	1	25.00	23.0%	5.75	30.75	30.75
	Water Drums	6	25.00	23.0%	5.75	30.75	184.50
HOURS	MCISTAFF						
	Saturday June 4th, 2016						
5	MCI Staff	10	20.00	23.0%	4.60	24.60	1,230.00
	Sunday June 5th, 2016						
8	MCI Staff	9	20.00	23.0%	4.60	24.60	1,771.20
10	MCI Staff	11	20.00	23.0%	4.60	24.60	2,706.00
8	Volunteers	3	0.00	23.0%	0.00	0.00	0.00
12	Catering Manager	3	35.25	23.0%	8.11	43.36	1,560.87
	Monday June 6th, 2016						
8	MCI Staff	19	20.00	23.0%	4.60	24.60	3,739.20
8	Volunteers	4	0.00	23.0%	0.00	0.00	0.00
12	Catering Manager	3	35.25	23.0%	8.11	43.36	1,560.87
	Tuesday June 7th, 2016						
15	MCI Staff	3	20.00	23%	4.60	24.60	1,107.00
11.5	MCI Staff	8	20.00	23%	4.60	24.60	2,263.20
9	MCI Staff	2	20.00	23%	4.60	24.60	442.80
8	MCI Staff	9	20.00	23%	4.60	24.60	1,771.20
8	Volunteers	4	0.00	23%	0.00	0.00	0.00
12	Catering Manager	3	35.25	23.0%	8.11	43.36	1,560.87
	Wednesday June 8th, 2016						
11.5	MCI Staff	13	20.00	23%	4.60	24.60	3,677.70
10.5	MCI Staff	7	20.00	23%	4.60	24.60	1,808.10

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
10	MCI Staff	2	20.00	23%	4.60	24.60	492.00
8	MCI Staff	2	20.00	23%	4.60	24.60	393.60
8	Volunteers	4	0.00	23%	0.00	0.00	0.00
12	Catering Manager	3	35.25	23.0%	8.11	43.36	1,560.87
Thursday June 9th, 2016							
11.5	MCI Staff	11	20.00	23%	4.60	24.60	3,111.90
11	MCI Staff	6	20.00	23%	4.60	24.60	1,623.60
10	MCI Staff	1	20.00	23%	4.60	24.60	246.00
8	MCI Staff	1	20.00	23%	4.60	24.60	196.80
7	MCI Staff	4	20.00	23%	4.60	24.60	688.80
8	Volunteers	4	0.00	23%	0.00	0.00	0.00
12	Catering Manager	3	35.25	23.0%	8.11	43.36	1,560.87
Friday June 10th, 2016							
11.5	MCI Staff	7	20.00	23%	4.60	24.60	1,980.30
8	MCI Staff	7	20.00	23%	4.60	24.60	1,377.60
6	MCI Staff	5	20.00	23%	4.60	24.60	738.00
5	MCI Staff	1	20.00	23%	4.60	24.60	123.00
8	Volunteers	4	0.00	23%	0.00	0.00	0.00
8	MCI Staff (Gala Dinner)	5	20.00	23%	4.60	24.60	984.00
17	Catering Manager	3	35.25	23.0%	8.11	43.36	2,211.23
MCI STAFF - BASED ON 8 HOURS							
	Project Manager - Isabella Bottini - on site - incl in mgt fee	7	0.00	23.0%	0.00	0.00	0.00
	Exhibition & Sponsorship Manager - Deirdre Quinn on-site - incl in management fee	7	0.00	23.0%	0.00	0.00	0.00
	Staff expenses, parking, mobile phones	32	207.00	0.0%	0.00	207.00	6,624.00
	Volunteer T-shirts - based on staff chart 04/05/2016	60	16.95	23.0%	3.90	20.85	1,250.91
Total expenses for this item:							65,104.72
This item represents the following percentage of TOTAL EXPENSES:							2.61%
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
10 - Pre-Congress Secretariat Expenses							3,477.00
2012	Korea Conference	1	10,115.74	0.0%	0.00	10,115.74	10,115.74
2014	Mexico Conference	1	4,972.50	0.0%	0.00	4,972.50	4,972.50
2015	Nantes Board Meeting	1	1,269.69	0.0%	0.00	1,269.69	1,269.69
2013/2014/2015	Meeting Expenses	1	1,897.00	0.0%	0.00	1,897.00	1,897.00
2013/2014	Site Inspections	1	719.40	0.0%	0.00	719.40	719.40
2015	Expenses Frankfurt	1	1,083.00	0.0%	0.00	1,083.00	1,083.00
2015	Expenses Nantes Conference	1	1,745.00	0.0%	0.00	1,745.00	1,745.00
2015	Expenses ESPHM Site visit and Board meeting Dublin Sep'15	1	2,617.78	0.0%	0.00	2,617.78	2,617.78
2016	New Orleans Conference	1	2,825.53	0.0%	0.00	2,825.53	2,825.53
2016	Website setup charges and changes	1	1,079.00	0.0%	0.00	1,079.00	1,079.00
2015/2016	Mileage for Meetings	1	3,937.05	0.0%	0.00	3,937.05	3,937.05
2016	Meeting Expenses	1	3,612.76	0.0%	0.00	3,612.76	3,612.76
2016	Heiko Nathues Travel Expenses	1	548.72	0.0%	0.00	548.72	548.72
Total expenses for this item:							36,423.17
This item represents the following percentage of TOTAL EXPENSES:							1.46%
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
11 - Different Society Committee Expenses							3,477.00
	2015 Vip taxis, cash float	1	364.76	0.0%	0.00	364.76	364.76
Total expenses for this item:							364.76
This item represents the following percentage of TOTAL EXPENSES:							0.01%
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
12 - Meals & Social Activities							3,477.00
CORE CONFERENCE CATERING							
Conference - Wednesday June 8th, 2016							
	Morning Tea/Coffee & Snack Break	3371	4.40	9%	0.40	4.80	16,167.32
	Afternoon Tea/Coffee & Snack Break	3371	4.40	9%	0.40	4.80	16,167.32
	Artisan Lunch (Water, Sandwich, Sweet Treat & Fruit)	3371	12.85	9%	1.16	14.01	47,215.91
	Water Cooler Hire	22	25.00	23%	5.75	30.75	676.50
	Water Drums	75	25.00	23%	5.75	30.75	2,306.25
Conference - Thursday June 9th, 2016							
	Morning Tea/Coffee & Snack Break	3371	4.40	9%	0.40	4.80	16,167.32
	Afternoon Tea/Coffee & Snack Break	3371	4.40	9%	0.40	4.80	16,167.32
	Artisan Lunch (Water, Sandwich, Sweet Treat & Fruit)	3371	12.85	9%	1.16	14.01	47,215.91
	Water Drums	75	25.00	23%	5.75	30.75	2,306.25
Conference - Friday June 10th, 2016							

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	Morning Tea/Coffee & Snack Break	3371	4.40	9%	0.40	4.80	16,167.32
	Afternoon Tea/Coffee & Snack Break	3371	4.40	9%	0.40	4.80	16,167.32
	Artisan Lunch (Water, Sandwich, Sweet Treat & Fruit)	3371	12.85	9%	1.16	14.01	47,215.91
	Water Drums	37	25.00	23%	5.75	30.75	1,137.75
	Speaker Ready Room						
	Tuesday June 7th, 2016						
	Tea/Coffee Breaks (7 guests x 2 breaks)	14	5.75	9%	0.52	6.27	87.75
	Fruit Bowl	1	20.00	9%	1.80	21.80	21.80
	Flasks of Tea/Coffee	2	25.00	9%	2.25	27.25	54.50
	Water Cooler	1	25.00	23%	5.75	30.75	30.75
	Water Drums	8	25.00	23%	5.75	30.75	246.00
	Wednesday June 8th, 2016						
	Tea/Coffee Breaks (7 guests x 2 breaks)	14	5.75	9%	0.52	6.27	87.75
	Fruit Bowl	1	20.00	9%	1.80	21.80	21.80
	Flasks of Tea/Coffee	13	25.00	9%	2.25	27.25	354.25
	Thursday June 9th, 2016						
	Tea/Coffee Breaks (7 guests x 2 breaks)	14	5.75	9%	0.52	6.27	87.75
	Fruit Bowl	1	20.00	9%	1.80	21.80	21.80
	Flasks of Tea/Coffee	11	25.00	9%	2.25	27.25	299.75
	Friday June 10th, 2016						
	Tea/Coffee Breaks (7 guests x 1 breaks)	7	5.75	9%	0.52	6.27	43.87
	Fruit Bowl	1	20.00	9%	1.80	21.80	21.80
	Flasks of Tea/Coffee	7	25.00	9%	2.25	27.25	190.75
	BUFFET STATION THEMING & DÉCOR						
	Artisan Buffet Stations	1	6,500.00	23%	1,495.00	7,995.00	7,995.00
	General theming & décor	1	1,500.00	23%	345.00	1,845.00	1,845.00
	FURNITURE						
	90" Round White Overlay	800	10.58	23%	2.43	13.01	10,405.80
	Green Bows	160	2.35	23%	0.54	2.89	462.48
	80 Metres Rope & Pillar	1	1,410.00	23%	324.30	1,734.30	1,734.30
	ADDITIONAL CATERING						
	MINERVA SUITE						
	Tea/Coffee/Pastries	7	5.75	9%	0.52	6.27	43.87
	Presidents Room						
	Tea/Coffee/Pastries	7	5.75	9%	0.52	6.27	43.87
	Landsdowne Room						
	Tea/Coffee/Pastries	8	5.75	9%	0.52	6.27	50.14
	Board Lunch						
	Lunch	26	12.85	9%	1.16	14.01	364.17
	WELCOME RECEPTION TUESDAY - Welcome Reception - Tuesday June 7th, 2016						
	CATERING						
	Supper Bowls	3371	19.00	9%	1.71	20.71	69,813.41
	Drinks Budget (2 drinks per person)	6742	11.00	23%	2.53	13.53	91,219.26
	FURNITURE						
	Cocktail tables	160	14.10	23%	3.24	17.34	2,774.88
	White Linen with Hession Top	200	18.80	23%	4.32	23.12	4,624.80
	ENTERTAINMENT:				0.00	0.00	0.00
	Irish Dance Troupe	1	4,700.00	23%	1,081.00	5,781.00	5,781.00
	Liam O Connor Band - Welcome Party Entertainment	1	6,500.00	23%	1,495.00	7,995.00	7,995.00
	Stage 24ft x 12ft x 2ft with Black Marley, Skirt & Steps	1	1,915.25	23%	440.51	2,355.76	2,355.76
	PA Sound System	1	6,033.00	23%	1,387.59	7,420.59	7,420.59
	Thursday Evening - Race Night						
	LEOPARDSTOWN						
	Pavilion & Panoramic Packages (Admission Charge)	640	16.43	9%	1.48	17.91	11,461.57
	Pavilion & Panoramic Packages (Food)	640	35.38	9%	3.18	38.56	24,681.09
	Summer Bundles (Admission Charge)	365	16.43	9%	1.48	17.91	6,536.68
	Summer Bundles (Food)	365	12.45	9%	1.12	13.57	4,953.23
	Pod Tables x 52 @ High Stools x 28	1	520.00	0%	0.00	520.00	520.00
	Beverages	1	5,840.72	0%	0.00	5,840.72	5,840.72
	Staff	1	2,377.50	23%	546.83	2,924.33	2,924.33
	GALA DINNER						
	CATERING						
	Gala Dinner Menu	1250	60.00	9%	5.40	65.40	81,750.00
	Drink (Pre Dinner)	1250	6.00	23%	1.38	7.38	9,225.00
	Drinks Budget	1250	15.00	23%	3.45	18.45	23,062.50

SUBJECT	ITEMS	UNITS	UNIT NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
	FURNITURE						
	6ft Round tables	125	12.93	23%	2.97	15.90	1,987.22
	White Table Linen	125	18.80	23%	4.32	23.12	2,890.50
	White Linen Napkins	1250	1.18	23%	0.27	1.45	1,806.56
	Chivari Chairs	1250	7.05	23%	1.62	8.67	10,839.38
	Cloakroom rails including 1,000 hangers	25	18.80	123%	23.12	41.92	1,048.10
	Table Centrepieces	130	28.00	23%	6.44	34.44	4,477.20
	ENTERTAINMENT:						
	Claire O Donnell-Harpist	1	640.38	23%	147.29	787.66	787.66
	Electric Ceilband	1	3,525.00	23%	810.75	4,335.75	4,335.75
	The Keynotes	1	2,937.50	23%	675.63	3,613.13	3,613.13
	Irish Dance Troupe-Choreographer Denise Flynn	1	10,575.00	23%	2,432.25	13,007.25	13,007.25
	LIGHTING						
	Pinspotting of 125 x Robe 100's	125	94.00	23%	21.62	115.62	14,452.50
	CLOAKROOM						
	Cloakroom staffing(5 Staff)	1	588.24	23%	135.29	723.53	723.53
	ADDITIONAL						
	Artwork for Gala Dinner Menu	1	45.00	23%	10.35	55.35	55.35
	Menu Card Printing	1	375.04	23%	86.26	461.30	461.30
	Floral Bouquet	1	100.00	23%	23.00	123.00	123.00
	Delivery/Collection of Florals	1	200.00	23%	46.00	246.00	246.00
	SWEETS						
	Percy pig sweets	1	1,500.00	23.0%	345.00	1,845.00	1,845.00
	Tours						
	Hospitality Staff	4	300.00	23.0%	69.00	369.00	1,476.00
	Ireland Ancient East	1	2,577.00	0.0%	0.00	2,577.00	2,577.00
	Walking Tour of Dublin Accompanying Person	1	1,932.48	0.0%	0.00	1,932.48	1,932.48
	Football Kicks & Hurling Sticks	1	1,238.70	0.0%	0.00	1,238.70	1,238.70
	Total expenses for this item:						703,172.59
	This item represents the following percentage of TOTAL EXPENSES:	28.16%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
13 - Various							3,477.00
	Insurance						
	Cancellation & Abandonment Insurance	1	12,540.43	0.0%	0.00	12,540.43	12,540.43
	Insurance 2% of registration fees for EL PL	2%	1,534,680.00	0.0%	0.00	30,693.60	30,693.60
	Solicitor's Legal Advice on E&S Contract	1	2,800.00	23.0%	0.00	2,800.00	3,444.00
	Bank Charges						
	6% of registration income for credit card/Internet service charge/bank account admin costs	6%	1,711,155.85	0.0%	0.00	1,711,155.85	102,669.35
	Total expenses for this item:						149,347.38
	This item represents the following percentage of TOTAL EXPENSES:	5.98%					
SUBJECT	ITEMS	UNITS	ITEM NET COST	VAT %	VAT ITEM COST	ITEM GROSS	TOTAL GROSS
14 - Reserve/Provision							3,477.00
	Contingency						
	Contingency - 4% of costs	0%	2,496,801.60	0.0%			0.00
	Total expenses for this item:						0.00
	This item represents the following percentage of TOTAL EXPENSES:	0.00%					
SUBJECT	ITEMS	ITEMS	UNIT NET	VAT %	UNIT VAT	UNIT GROSS	TOTAL GROSS
15 - Organisation Fee							3,477.00
	MCI Management Fee						
	Delegate Management Fee - 15% registration income	15%	230,202.00	23.0%	52,946.46	283,148.46	283,148.46
	Speaker Management Fee	18	100.00	23.0%	23.00	123.00	2,214.00
	Onsite Registration Management Fee	24	40.00	23.0%	9.20	49.20	1,180.80
	Abstract Submission System Set Up	1	3,000.00	23.0%	690.00	3,690.00	3,690.00
	Abstract Submission Management Fee	1114	18.50	23.0%	4.26	22.76	25,349.07
	15% share on all Sponsorship income	1	107,085.00	23.0%	24,629.55	131,714.55	131,714.55
	15% share on all Exhibition income	1	38,280.00	23.0%	8,804.40	47,084.40	47,084.40
	Visa Letters	756	3.50	23.0%	0.81	4.31	3,254.58
	Delegate Management Fee - 75 No Shows (15%)	15%	37,125.00	0.0%	0.00	37,125.00	5,568.75
	Total expenses for this item:						503,204.61
	This item represents the following percentage of TOTAL EXPENSES:	20.15%					
TOTAL EXPENSES		100.00%					2,496,801.60