



Irish Decontamination Institute
Annual Conference
2016

Clayton Silversprings Hotel
Cork
10th & 11th November 2016

Exhibitor Booking

&

Registration Form

IDI CONFERENCE 2016

Section A: Exhibitors Booking Information

This document provides details to exhibit at the 2016 IDI Conference, to be held in the Silversprings Hotel, Cork on Friday 11th Nov 2016. If you are interested in exhibiting at the 2016 IDI Conference, please complete the enclosed booking form and return it with full payment to the name provided on the booking form before the closing date.

Confirmation of your exhibition stand will only be confirmed (by acknowledgement of receipt) when the enclosed booking form together with full payment has been received by the IDI.

If you have any queries regarding the details of this book contract, please do not hesitate to contact –

tony.mcloughlin@deconidi.ie

patricia.doheny.idi@gmail.com

tracey.scott@zehnacker.ie

I thank you for your continued participation in the IDI Conference and look forward to meeting you in November.

Tony Mc Loughlin

Tony Mc Loughlin

IDI Chairperson

Section B: Registration Booking

In order for confirmation of your registration for the 2014 IDI Conference, please read the 10 points below:

1. Exhibition stand costs €800.
2. An exhibition stand can only be confirmed with receipt of full payment. Payment should be made payable to the IDI (cheque only) and sent to:

Patricia Doheny
IDI Treasurer
Address: Ballyragget, Co. Kilkenny.
Telephone: 087 9264201
Email: patricia.doheny.idi@gmail.com

Registration with full payment entitles

- a) Free access for **four registered exhibitors** to all venues and events (lecture hall, lunch, refreshments etc.) organised by the IDI. Additional exhibitors must register with the IDI organising committee prior to the conference registration deadline. Any unregistered exhibitors may be refused entry to the conference or may be charged the full rate on the spot with limited access to events and venues. Any number of extra exhibitors can register for the conference as delegates via the delegate registration form.
 - b) A full conference pack with programme, badges, lunch tickets, and accessories will be provided to each exhibition stand on the first day of the conference. Additional registered exhibitors will receive an official delegate registration pack.
 - c) A list of all delegates attending the 2016 IDI Conference will be provided to each company exhibiting.
3. The location of exhibitors will be by choice on a first come (return of registration with full payment) first serve basis. It is advisable to book early to guarantee an exhibition. This year the Exhibition Hall is much bigger than any previous conference and therefore you will be allocated a much bigger area for your stand and equipment
 4. Only fully paid exhibitors will be granted an exhibition stand.
 5. Payment must be received by the IDI before the closing date issued on the registration form. Payment (in part or full) will not be accepted as confirmation of a stand and will not be accepted on the day.
 6. The decision of the IDI Conference organising Committee is final.
 7. All exhibitors should be present at their stands at the delegate exhibition viewing times. This will be stated in the programme issued in the exhibition pack upon registration on the day.
 8. All exhibitors are responsible for the security and safety of items/equipment at their own exhibition stand at all times.
 9. Closing date for exhibition registration (including payment) for the 2016 IDI Conference is 28th Oct 2016.
 10. After the official closing date for exhibition registration, refunds will not be issued for cancellations made to the IDI.
 11. **Please N.B the IDI are offering education bursaries worth €500, €300 and €200 each to 3 non-commercial delegates who visit all the trade stands on the day. This will be done via a Trade Passport competition and will incentivise delegates to visit all stands.**

If you have any queries on any of the points above, please contact the IDI Committee Conference member:

Tony Mc Loughlin

IDI Chairperson

Tel: 086 3611648

tony.mcloughlin@deconidi.ie

Patricia Doheny

IDI Treasurer

Tel: 087 1960252

patricia.doheny.idi@gmail.com

Hannah Mc Mahon

IDI Vice Chair

hannah.mcmahon@deconidi.ie

Tracey Scott

IDI Secretary

tracey.scott@deconidi.ie



IRISH
DECONTAMINATION
INSTITUTE

IDI 2016 CONFERENCE EXHIBITION BOOKING FORM

Please complete each section and return with full payment (payable to the IDI) to:

Patricia Doherty
IDI Conference Treasurer
Ballyragget
Co. Kilkenny.

Company Name: _____

Company Address: _____

Telephone: _____

E-mail Address: _____

Fax: _____

*** Names of Registered Exhibitors:** 1. _____

2. _____

3. _____

4. _____

Signed: _____

Date: _____

IDI OFFICIAL REGISTRATION SECTION

Date received: _____ Signed: _____

Full payment received: _____