



**Irish Decontamination Institute
Annual Conference
2013**

**“Pathway to successful
decontamination”**

*Hotel Kilkenny,
Kilkenny
11th October 2013*

**Exhibitor Booking
&
Registration Form**

Section A: Exhibitors Booking Information

This document provides details to exhibit at the 2013 IDI Conference, to be held in the Hotel Kilkenny, Kilkenny on Friday 11th October 2013. If you are interested in exhibiting at the 2013 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 Joy Markey or Patricia Doheny.

Joy.markey@hse.ie
patricia.doheny.idi@gmail.com

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

Joy Markey

Joy Markey
IDI Chairperson

Section B: Registration Booking

In order for confirmation of your registration for the 2013 IDI Conference, please read the 10 points below:

1. Exhibition stand costs €750 - IDI non members.
 €600 - IDI members
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 1960252
Email: patricia.doheny.idi@gmail.com

Registration with full payment entitles

- a) Free access for **two registered exhibitors** to all venues and events (lecture hall, lunch, evening dinner 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.

Corporate package IDI members:

2 additional exhibitors - €120

3 additional exhibitors - €170

4 additional exhibitors - €210

Corporate package non IDI members:

2 additional exhibitors - €130

3 additional exhibitors - €180

4 additional exhibitors - €220

- 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 2013 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.
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.

IDI Conference 2013

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 2013 IDI Conference is 27th September 2013.
10. After the official closing date for exhibition registration, refunds will not be issued for cancellations made to the IDI.

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

Joy Markey
IDI Chairperson
Tel: 086 8718449
Joy.markey@hse.ie

Patricia Doheny
IDI Treasurer,
Tel: 087 1960252
patricia.doheny.idi@gmail.com



IDI 2013 CONFERENCE EXHIBITION BOOKING FORM

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

Patricia Doheny,
IDI Conference Treasurer,
Ballyragget,
Co. Kilkenny.

Company Name:

Company Address: _____

Telephone: _____

Email address: _____

Fax: _____

***Name of two registered exhibitors:** _____

*** Names provided will be the 2 registered exhibitors.**

Additional Exhibitors: _____ **None**

Signed: _____ **Date:** _____

IDI OFFICIAL REGISTRATION SECTION

Date received; _____ Signed: _____

Full payment received: _____