



## **Conference 2008**

*Crowne Plaza,  
Blanchardstown,  
Dublin 15  
7<sup>th</sup> & 8<sup>th</sup> November 2008*

## **Exhibitor Booking & Registration Form**

## **IASSM CONFERENCE 2008**

### **Section A: Exhibitors Booking Information**

This document provides details of our invitation to you to exhibit at the 2008 IASSM Conference, to be held in the Crowne Plaza Blanchardstown on Friday 7<sup>th</sup> November and Saturday 8<sup>th</sup> November 2008. If you are interested in exhibiting at the 2008 IASSM 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 IASSM.

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

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

***Sheila Sheahan***

Sheila Sheahan  
IASSM Chairperson

***Joy Markey***

Joy Markey  
IASSM Vice Chairperson

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### **Section B: Registration Booking**

In order for confirmation of your registration for the 2008 IASSM Conference, please read the 10 points below:

1. Each exhibition stand costs €1,000. An exhibition stand can only be confirmed with receipt of full payment. Payment should be made payable to the IASSM (cheque only) and sent to:

Patricia Doheny  
IASSM Treasurer,  
CSSD,  
St. Luke's Hospital,  
Kilkenny  
Tel: 056 7785404

Registration with full payment entitles

- a) Free access for two registered exhibitors to all venues and events (lecture hall, evening dinner and disco, etc.) organised by the IASSM on 7<sup>th</sup> and 8<sup>th</sup> November 2008. Additional exhibitors must register with the IASSM organising committee prior to the conference registration deadline. **A reduced charge of €100 per extra exhibitor is required.** 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.
- b) A full conference pack with programme, badges, meal 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 2008 IASSM Conference will be provided to each company exhibiting.
- d) Opportunity to become Associate members of the IASSM as a registered IASSM Conference Exhibitor with reduced rate of €35.
- e) Exhibition stand with two chairs, a power source (if required). Additional requests should be made to the IASSM Committee prior to the conference date so it can be provided. Limited space is provided around each stand for equipment, etc.  
**Please do not stick any item/s to the walls of the exhibition room.**
- f) The two registered exhibitors will be entitled to the following meals:

<i>7<sup>th</sup> November</i>	<i>8<sup>th</sup> November</i>
Lunch	Tea/coffee
Tea/coffee	
0Evening dinner & disco	

Additional extra exhibitors registered before the closing date will also be entitled to the meals above.

2. Our intention this year is to have one exhibition viewing room - Tara Suite 1 & 2. Tara Suite 1 & 2 are located on the 1<sup>st</sup> floor. Access can be made using the two stairways or the lift.

**Please note lift capacity**

Weight allowance: 800kg  
Size: 1.25 x 1.15m  
People only capacity: 10

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.

## *IASSM Conference 2008*

4. Only fully paid exhibitors will be granted an exhibition stand.
5. Payment must be received by the IASSM 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 IASSM Conference organising Committee is final.
7. All exhibitors should ensure that they are set up before the opening of the Conference on Friday 7<sup>th</sup> November 2008. If you wish to set up on Thursday 6<sup>th</sup> November 2008, please contact the IASSM Committee member for details.
8. 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.
9. All exhibitors must sign in at the IASSM Conference Exhibition Registration desk on the first day of exhibition.  
  
Your contact IASSM Conference member on each day will be issued in the programme.
10. All exhibitors are responsible for the security and safety of items/equipment at their own exhibition stand at all times.
11. Closing date for exhibition registration (including payment) for the 2008 IASSM Conference is 30<sup>th</sup> September 2007. Closing date for registration (including payment) of extra exhibitors is 30<sup>th</sup> September 2008.
12. After the official closing date for exhibition registration, refunds will not be issued for cancellations made to the IASSM.

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

Patricia Doheny  
IASSM Treasurer,  
CSSD,  
St. Luke's Hospital, Kilkenny Tel: 056 7785404



## IASSM 2008 CONFERENCE EXHIBITION BOOKING FORM

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

Patricia Doheny,  
IASSM Conference Treasurer,  
St. Luke's Hospital,  
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:** \_\_\_\_\_

### IASSM OFFICIAL REGISTRATION SECTION

Date received: \_\_\_\_\_ Signed: \_\_\_\_\_

Full payment received: \_\_\_\_\_



*From: Shelia Sheahan  
IASSM Chairperson*

*Re: Invitation to Exhibit*

*Date: February 2008*

### **Invitation to Exhibit at the 2008 IASSM Conference**

Dear \_\_\_\_\_,

Let me start by thanking you for your participation in the 2007 IASSM Conference which was a great success and we hope that the 2008 IASSM Conference will be even bigger and better.

It is my pleasure to be able to offer your company the opportunity to exhibit at the 2008 IASSM Conference, Crowne Plaza, Blanchardstown, Dublin 15 on the 7<sup>th</sup> and 8<sup>th</sup> November 2008. I enclose details of the package available for you at this year's conference.

We look forward to your participation in the 2008 IASSM Conference.

*Shelia Sheahan*  
Shelia Sheahan  
IASSM Chairperson

*Joy Markey*  
Joy Markey  
IASSM Vice Chairperson