



IRISH
DECONTAMINATION
INSTITUTE

Irish Decontamination Institute Exhibitor set up Thursday 1st November 2012

Dear exhibitor,

Firstly I would like to take this opportunity to thank you for exhibiting at this years conference, without your on going support we would not be in a position to run this event and we sincerely thank you.

In relation to set up procedures for this year's conference:

➤ Be advised that exhibitor registration & stand set up will be open from 11am – 6pm on Thursday 1st November

➤ Exhibitors are asked to ensure that they register and are set up by 6pm

Note: * registration desk will not be open on Friday*

➤ Exhibitors package includes:

❖ Exhibition stand (allocated space)

❖ Entrance for two exhibitors to presentations

❖ Entrance to the welcome reception on Thursday 1st November (X2)

❖ Lunch Friday 2nd November (X2)

➤ *Additional company/commercial representatives must register as delegates at the delegate registration desk*

Set Up

➤ 6" trestle table plus two chairs

➤ connection to power points

➤ Please ensure that you contact the hotel if you are delivering equipment in advance :

Kay White
Ph: 056 7762000

➤ Please ensure that pop ups /displays and equipment will not encroach on other allocated stand space.

- The Officers of the IDI will allocate stand positions ensuring that Company's are positioned to maximize the number of delegates visiting stands.
- I would ask that all Company's are mindful of the programme times and ensure that any "commercial orientated business" takes place at the allocated times to ensure that delegates attend the educational presentations.

Again many thanks for your continued support if you require additional information please feel free to contact me.

Looking forward to meeting with you at this years event.

Best wishes

Joy Markey
Chairperson
Irish Decontamination Institute