



**IRISH
DECONTAMINATION
INSTITUTE**

**Irish Decontamination Institute
Annual Conference 2017**

**“Decontamination of RIMD - Providing Quality
Processes for a Safe Patient Experience”**

**Clayton Hotel Silver Springs
Cork**

9th & 10th November 2017

Exhibitor Booking and Registration Form

Section A: Exhibitors Booking Information

This document provides details to exhibit at the 2017 IDI Conference, to be held in the Clayton Hotel Silver Springs Hotel, Cork on Friday 10th Nov 2017. If you are interested in exhibiting at the 2017 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 -

hannah.mcmahon@deconidi.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 2017 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
Ballyragget
Co Kilkenny

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 2017 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.
 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 2017 IDI Conference is 27th Oct 2017.
 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 Hannah McMahon as the main contact point for all Exhibitors.

Main Contact:

Hannah Mc Mahon
IDI Vice Chairperson
hannah.mcmahon@deconidi.ie

Tony Mc Loughlin
IDI Chairperson
tony.mcloughlin@deconidi.ie

Patricia Doheny
IDI Treasurer
patricia.doheny@deconidi.ie



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IDI 2017 CONFERENCE EXHIBITION REGISTRATION FORM

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

Patricia Doheny
Ballyragget
Co Kilkenny

Company Name	
Company Address	
Registered Exhibitor Names	1.
	2.
	3.
	4.
Telephone	
Email Address	
Please indicate No. 8ft Trestle Tables required for exhibition space	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2

Signed: _____

Date: _____

IDI OFFICIAL REGISTRATION SECTION

Date received: _____

Full payment received: _____

Signed: _____