

**Booking Procedure:**

- To book your Education Expo 2014 stand please complete and sign this Exhibition Booking Contract (front and back) and return with full payment to IPPN's National Support Office. Please retain a copy for your records
- Bookings will only be processed upon receipt of the signed booking form and full payment to IPPN's National Support Office (or to IPPN's bank account in the case of electronic payment)
- Louise O'Brien will contact you upon receipt of your booking form and full payment to either confirm your preferred stand or discuss additional preferences should your first preference be unavailable
- Any cost difference between preference and actual bookings will be reimbursed
- Please make cheques payable to IPPN and post to IPPN National Support Office, Education Expo, Glounthaune, Co. Cork
- For electronic funds transfer (EFT) set-up please contact Louise O'Brien at IPPN National Support Office on +353 (0)21 4824074 or louise.obrien@ippn.ie for details.
- Payment by credit card cannot be facilitated.

**Option 1:  
Single Stand Booking**

1st Preference   
Stand Number

2nd Preference   
Stand Number

Cost:  (1st preference)

**Option 2:  
Combination Stand Booking**

1st Preference  +   
Stand Numbers

2nd Preference  +   
Stand Numbers

Cost:  (1st preference)

**Conference Advertising:**

Insert in attendee bag €1,500

Full page advert in Education Expo 2014 - Guide for Attendees €1,000

Half page advert in Education Expo 2014 - Guide for Attendees €600

Premium Directory Listing (see page 5 of brochure for full details) €200

If you are interested in taking part in the Passport Giveaway please email Louise O'Brien (louise.obrien@ippn.ie) directly expressing your interest and outlining your proposed prize.

**Total amount enclosed**

Company Name: (BLOCK CAPITALS)

Contact Person:

Phone number:

Mobile Number:

Email:

**WE HAVE REVIEWED OUR TERMS AND CONDITIONS, PLEASE READ CAREFULLY BEFORE SIGNING:**

IPPN's Education Expo will be open for business from 9am on Thursday 23rd & Friday 24th January 2014.

- ★ Due to health and safety regulations imposed by the venue, and out of courtesy to neighbouring exhibitors, exhibitors are not permitted to remove their display until 6pm on Friday evening, when Expo has finished.
- ★ IPPN considers it a serious offence for any exhibitor to supply an exhibitor badge to a principal, another company or any other person other than their own staff, working at their stand. Any exhibitor found to be supplying badges to anyone other than their own staff (i.e a principal, another company or representatives from another organisation) risks being excluded from the Expo, may be asked to leave the event and will forego their exhibiting rights for future IPPN events.
- ★ Sharing of stands is only permissible on stands of 3x3 metres in size or more and must be by prior arrangement with IPPN. Contact Louise O'Brien to discuss sharing your stand. Stand shares that are not registered with Expo management in advance may risk not being admitted to the venue.
- Bookings for IPPN's 2014 Education Expo can only be processed and confirmed once the signed booking form and full payment are received at the IPPN Support Office (or to IPPN's bank account in the case of electronic transfers and online payments).
- Dinner tickets for Thursday and Friday evening are no longer provided for exhibitors. 2 complimentary lunches may be ordered per company in advance.
- Stands will be allocated on a first-come, first-served basis according to availability.
- Cancellation requests received in writing from exhibitors to [louise.obrien@ippn.ie](mailto:louise.obrien@ippn.ie) by 1st December 2013 will receive a refund less a 10% processing fee.
- No refund will be provided for advertising artwork or print information not submitted by deadlines outlined.
- IPPN is entitled to final approval of exhibitors and all aspects of their exhibits / sponsorship / advertising / passport prizes etc.
- Exhibitors may set up from 10am until 10pm on Wednesday 22nd January 2014.
- Deliveries to the venue can be facilitated from 10am on Wednesday 22nd January. They must be addressed for the attention of Louise O'Brien, IPPN Conference and clearly labeled with your company name and Expo contact person's name.
- Pre-delivery to the venue is at owners risk and IPPN and Citywest staff will not be held responsible for any loss or damage to exhibition deliveries at any time.
- The Expo commences at 9am sharp on Thursday 23rd January 2014. Out of courtesy to our attendees, all Exhibitors are obliged to have their stands ready for trading by this time.
- Exhibitors attempting to set up after this time must follow the direction of the Expo management team. This may involve not being able to set up until a later time.
- IPPN reserves the right to reconfigure stand space if and as necessary.
- IPPN reserves the right to reassign stand space that is not occupied by the time of conference opening.
- Exhibitors are not permitted to obstruct the view, occasion injury, or adversely affect the displays of other exhibitors, nor can they obstruct access points for IPPN or Citywest Hotel staff. IPPN will require rearrangement at the Exhibitor's expense of any display that violates these guidelines.
- Exhibitors are not permitted to operate or distribute promotional material outside the confines of their own stand. This will be removed at Expo Management's discretion.
- Exhibitors can conduct giveaways from the confines of their own stand however IPPN will not announce winners or distribute prizes.
- Use of amplified sound systems will be restricted by IPPN should they be found to interfere in any way with the conference sessions.
- IPPN will not be responsible for any lost or stolen goods or equipment for the duration of the conference including deliveries to the venue prior to the event and goods stored in the venue post event.
- The Education Expo team will provide Exhibitors with a detailed Conference time-table prior to the event. Exhibitors are not permitted to attend the conference plenary or workshop sessions.
- In the event of an Exhibitor failing to co-operate with the Conference Expo Management team, IPPN reserves the right to remove said exhibitor and/or their stand at any point during the event.
- All stands should be cleared and vacated by 9pm on Friday 24th January 2014. Contact the hotel directly to arrange for overnight storage of any equipment etc.
- All exhibitors will be required to comply with Citywest's Health and Safety requirements.

I have read and accept the above Terms and Conditions

Signed:

Date:

Company  
Name: