

PLEASE READ THE FOLLOWING TERMS & CONDITIONS BEFORE BOOKING:

IPPN's Trade Expo will be open for business from 9am on Thursday 28th January to 6pm on Saturday 30th January 2010.

- Bookings for IPPN's 2010 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).
- Stands will be allocated on a first-come, first-served basis according to availability.
- Cancellation requests received in writing to support2@ippn.ie by December 23rd 2009 will receive a refund less a 10% processing fee.
- No refund will be provided for cancellation of exhibitor contracts after January 8th, 2010.
- No refund will be provided for 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 on Wednesday, January 27th, 2010.
- Deliveries to the venue can take place from 10am on Monday 25th January. They must be addressed for the attention of Nicole Walsh, The IPPN Conference.
- Pre-delivery to the venue is at the 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 January 28th, 2010. 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 the conference is in session.
- 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 allowed 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.
- 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.
- The Conference Expo team will provide Exhibitors with a detailed Conference time-table prior to the event. Exhibitors are invited to attend the conference plenary sessions as indicated on this time-table should they so wish.
- 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 must be cleared and vacated by 8pm on Saturday January 30th, 2010.
- 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: