

EDUCATION EXPO 2015 - EXHIBITOR INFORMATION

SAMPLE QUESTIONNAIRE

Please use this document to prepare answer for the online version of the questionnaire

*****IMPORTANT NOTICE***:** You will only be able to submit answers to the online version of this questionnaire once, therefore, please prepare or consider all your answers before proceeding. You will NOT have an opportunity to change the information once submitted.

1. GENERAL COMPANY INFORMATION

Please complete this final version of the questionnaire by Friday 5th December

* denotes mandatory field

***1. Company name**

2. Expo stand number (please check your booking receipt for confirmation of your stand number)

***3. Company name as it should appear on stand name plate and in Expo-related publicity**

4. Your name

***5. Name of the on-site contact person** for Education Expo 2015

This person will be the lead contact and responsible for distributing registration information to all staff attending on behalf of your company before the event and to deal with any registration queries on-site for the 2 days of Education Expo.

***6. On-site contact person's mobile number** (if outside Ireland please include country code)

2. EDUCATION EXPO GUIDE FOR ATTENDEES - EXHIBITOR DIRECTORY

The information you submit for the following questions will appear in the online and printed versions of the Education Expo Guide for Attendees. Please ensure that your details are correct before you complete the questionnaire as you will NOT have an opportunity to change these details once submitted in the online questionnaire.

***7. Company name as it should appear in the Exhibitor Directory** in the Expo Guide for Attendees (submit text only, logos or images cannot be inserted to this questionnaire)

***8. A 50 word description of your company, products and services, including contact details if desired.** Please do not exceed the 50 word limit, descriptions that exceed the 50 word limit may be altered at the editors discretion.

If you would like to upgrade to Premium Listings for €200 you may do so by submitting 100 word description and emailing louise.obrien@ippn.ie to book your premium listing. Premium Listing includes a 100 word company description, and 2 images on a highlighted background, making your company information stand out in the Expo Guide.

If you have already purchased Premium Listings you may submit up to 100 words of text.

***9. Please send your company logo, in pdf or jpeg format, to louise.obrien@ippn.ie**

If you have purchased Premium Listings you may submit 2 images files, one to be a company logo.

- I have sent my logo by email
- I do not have a company logo

3. CATERING REQUIREMENTS

As part of your stand booking, you may avail of 2 complimentary tickets for lunch on Thursday and Friday and dinner on Thursday evening. These meals must be ordered in advance. Tickets will not be reserved for your company unless they are ordered through this questionnaire. Additional tickets above the 2 complimentary tickets may be ordered below (prices are indicated and you will be issued with an invoice upon receipt of order).

Please note: Arrangements for staff cover at your stand are at your own discretion. Lunch is served for all attendees and exhibitors between 12noon and 2.30pm. You may choose not to avail of the complimentary lunch in which case the hotel offers a variety of dining options.

***10. Lunch Thursday 29th** (soup and sandwiches, tea/coffee, dessert)

- 2 tickets required
- 1 ticket required
- No tickets required

***11. Lunch Friday 30th** (soup and sandwiches, tea/coffee, dessert)

- 2 tickets required
- 1 ticket required
- No tickets required

***12. President's Reception dinner on Thursday evening.** *Buffet meal served until 8.30.*

- 2 tickets required
- 1 ticket required
- No tickets required

Additional meal tickets may be ordered below - you will be issued with an invoice upon receipt of order

13. Number of additional lunch tickets for Thursday 29th at €15 per person

14. Number of additional lunch tickets for Friday 30th at €15 per person

15. Additional President's Reception dinner tickets for Thursday evening @ €35 per person

Conference Gala Dinner, Friday night: *To request a complimentary Gala dinner ticket for your company please email Jennifer McCarthy (jennifer.mccarthy@ippn.ie). Additional Gala dinner tickets can also be ordered from Jennifer for €65 per person (payable in advance). For insurance purposes the names of those intending to attend the Gala Dinner should be submitted at the time of ordering. Alternatively, there will be a limited number available for purchase on Friday 30th from the Further Assistance Desk in the Convention Centre.*

This Document is for reference only. Please do not submit this document instead of the online version. Only information received on the online version can be processed. You can complete the online version by clicking on the link below:

[HTTPS://WWW.SURVEYMONKEY.COM/S/EXHIBITORS2015](https://www.surveymonkey.com/s/exhibitors2015)