



Conference 2008

*Crowne Plaza,
Blanchardstown,
Dublin 15
7th & 8th November 2008*

Exhibitor Booking & Registration Form

IASSM CONFERENCE 2008

Section A: Exhibitors Booking Information

This document provides details of our invitation to you to exhibit at the 2008 IASSM Conference, to be held in the Crowne Plaza Blanchardstown on Friday 7th November and Saturday 8th November 2008. If you are interested in exhibiting at the 2008 IASSM 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 IASSM.

If you have any queries regarding the details of this book contract, please do not hesitate to contact Joy Markey.

I thank you for your continued participation in the IASSM Conference and look forward to meeting you in November.

Sheila Sheahan

Sheila Sheahan
IASSM Chairperson

Joy Markey

Joy Markey
IASSM Vice Chairperson

Section B: Registration Booking

In order for confirmation of your registration for the 2008 IASSM Conference, please read the 10 points below:

1. Each exhibition stand costs €1,000. An exhibition stand can only be confirmed with receipt of full payment. Payment should be made payable to the IASSM (cheque only) and sent to:

Patricia Doheny
IASSM Treasurer,
CSSD,
St. Luke's Hospital,
Kilkenny
Tel: 056 7785404

Registration with full payment entitles

- a) Free access for two registered exhibitors to all venues and events (lecture hall, evening dinner and disco, etc.) organised by the IASSM on 7th and 8th November 2008. Additional exhibitors must register with the IASSM organising committee prior to the conference registration deadline. **A reduced charge of €100 per extra exhibitor is required.** 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.
- b) A full conference pack with programme, badges, meal 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 2008 IASSM Conference will be provided to each company exhibiting.
- d) Opportunity to become Associate members of the IASSM as a registered IASSM Conference Exhibitor with reduced rate of €35.
- e) Exhibition stand with two chairs, a power source (if required). Additional requests should be made to the IASSM Committee prior to the conference date so it can be provided. Limited space is provided around each stand for equipment, etc.
Please do not stick any item/s to the walls of the exhibition room.
- f) The two registered exhibitors will be entitled to the following meals:

| | |
|--------------------------------|--------------------------------|
| <i>7th November</i> | <i>8th November</i> |
| Lunch | Tea/coffee |
| Tea/coffee | |
| 0Evening dinner & disco | |

Additional extra exhibitors registered before the closing date will also be entitled to the meals above.

2. Our intention this year is to have one exhibition viewing room - Tara Suite 1 & 2. Tara Suite 1 & 2 are located on the 1st floor. Access can be made using the two stairways or the lift.

Please note lift capacity

Weight allowance: 800kg
Size: 1.25 x 1.15m
People only capacity: 10

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.

IASSM Conference 2008

4. Only fully paid exhibitors will be granted an exhibition stand.
5. Payment must be received by the IASSM 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 IASSM Conference organising Committee is final.
7. All exhibitors should ensure that they are set up before the opening of the Conference on Friday 7th November 2008. If you wish to set up on Thursday 6th November 2008, please contact the IASSM Committee member for details.
8. 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.
9. All exhibitors must sign in at the IASSM Conference Exhibition Registration desk on the first day of exhibition.

Your contact IASSM Conference member on each day will be issued in the programme.
10. All exhibitors are responsible for the security and safety of items/equipment at their own exhibition stand at all times.
11. Closing date for exhibition registration (including payment) for the 2008 IASSM Conference is 30th September 2007. Closing date for registration (including payment) of extra exhibitors is 30th September 2008.
12. After the official closing date for exhibition registration, refunds will not be issued for cancellations made to the IASSM.

If you have any queries on any of the points above, please contact the IASSM Committee Conference member:

Patricia Doheny
IASSM Treasurer,
CSSD,
St. Luke's Hospital, Kilkenny Tel: 056 7785404



IASSM 2008 CONFERENCE EXHIBITION BOOKING FORM

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

Patricia Doheny,
IASSM Conference Treasurer,
St. Luke's Hospital,
Co. Kilkenny

Company Name:

Company Address: _____

Telephone: _____

Email address: _____

Fax: _____

***Name of two registered exhibitors:** _____

*** names provided will be the 2 registered exhibitors.**

Additional Exhibitors: _____ **None**

Signed: _____

Date: _____

IASSM OFFICIAL REGISTRATION SECTION

Date received: _____ Signed: _____

Full payment received: _____



*From: Shelia Sheahan
IASSM Chairperson*

Re: Invitation to Exhibit

Date: February 2008

Invitation to Exhibit at the 2008 IASSM Conference

Dear _____,

Let me start by thanking you for your participation in the 2007 IASSM Conference which was a great success and we hope that the 2008 IASSM Conference will be even bigger and better.

It is my pleasure to be able to offer your company the opportunity to exhibit at the 2008 IASSM Conference, Crowne Plaza, Blanchardstown, Dublin 15 on the 7th and 8th November 2008. I enclose details of the package available for you at this year's conference.

We look forward to your participation in the 2008 IASSM Conference.

Shelia Sheahan
Shelia Sheahan
IASSM Chairperson

Joy Markey
Joy Markey
IASSM Vice Chairperson