

IACP Annual Conference 2015



Irish Association for Counselling
and Psychotherapy



STRENGTHENING THERAPEUTIC RELATIONSHIPS

Friday 16th and Saturday 17th October 2015 - Royal Marine Hotel, Dun Laoghaire, Co. Dublin

Exhibition Trade Stand - Booking Form

ABOUT IACP

The IACP is the largest Counselling and Psychotherapy Association in Ireland, representing over 3,500 members throughout Ireland. As a registered charity, the IACP identifies, develops and maintains professional standards of excellence in Counselling and Psychotherapy through education, training and accreditation.

EXHIBITOR OPPORTUNITIES

The IACP runs member events throughout the year, at which a limited number of trade stands are available.

KEY BENEFITS OF EXHIBITING AT AN IACP EVENT

- Promote directly to this hard-to-reach audience.
- Make key contacts and create new relationships.
- Learn more about your customers' needs, face-to-face.
- Launch new products.
- These are unique events that allow you to 'network and connect' with your target audience.
- Your company/business name and logo will appear on conference material.

- **WITH 4 KEYNOTE SPEAKERS**
- **EST. ATTENDANCE: 350**

1 Day Attendance Single Stand €450 (Early Bird Rate €405)

Full Conference (2 days) Single Stand €850 (Early Bird Rate €765)

**FULL DETAILS OF THE EVENT IS AVAILABLE
ON OUR WEBSITE,
www.iacp.ie**

**BOOK EARLY
TO ACHIEVE
MAXIMUM BENEFIT**

- **Early Booking Discount 10% - available by booking 90 days in advance of event.**
- **Free follow-up listing included in Éisteach, the IACP members' journal.**
- **Stand area is 3m x 2m, limited availability, offered on a first-come basis .**

**To book your stand, please complete and return the attached form, with full payment to:
IACP, 1st Floor Marina House, 11-13 Clarence Street, Dun Laoghaire Co Dublin.**

Cheques, Bank Drafts or Postal Orders should be made payable to the Irish Association for Counselling and Psychotherapy.
Credit/Debit card payments may also be made by telephoning 01 230 3536.

Contact Name:

Title:

Company/Organisation Name (if applicable):

Address:

Contact Phone Number(s):

Contact Email:

Payment Amount Enclosed: €

IACP Events - General Policies & Agreement

EXHIBITORS

All registrants are required to read and agree to the General Policies at the time of registration. Exhibitors must also read and agree to the Exhibitor Policies. Failure to abide by these policies will affect your eligibility to participate in current or future IACP events.

Conference standards of behaviour

The Conference strives to offer a professional and convivial environment to conduct business. We have established the following basic standards of behaviour:

- Exhibitors will only conduct business with other registered attendees while on Conference facility premises. Conducting business with non-registered attendees is prohibited.
- Exhibitors conducting business must purchase an exhibit space and abide by the Exhibitor Policies.
- Direct sales, the exchange of money, and the signing of contracts at the conference are to be conducted within normal business rules, and Vat should be accounted for, where appropriate.
- Exhibitors should be respectful of their colleagues at all times. Exhibitors should refrain from receiving and placing calls and turn all mobile devices to silent mode during live performances, the keynote address and any other workshop sessions in the main conference room.
- Exhibitors should not approach registered attendees outside of their designated space during the conference.
- Conversations among colleagues in the conference area should not be interrupted.
- At workshop sessions, keynotes, and hospitality events, attendees should not be distracted from the business at hand with sales-oriented conversations.
- IACP retains the right refuse participation to any exhibitor who does not conform to the code of ethics, as laid down by the association.
- IACP will retain the right to veto any products or services being offered by an exhibitor during the conference that does not conform to the association's code of ethics.

Other Terms & Conditions

- The Exhibitor shall co-operate with the Organisers to provide them with any reasonable information which they require about it. An Exhibitor cancelling or reducing his space reserved shall not receive any refund. Acceptance of any payment made by an Exhibitor does not mean that the application is successful unless and until the stand location has been assigned.
- The Exhibition Space is licensed to the Exhibitor only. The Exhibitor is prohibited to sub-license the Exhibition Space allocated to it, either wholly or in part, or otherwise part with or share possession of all or any part of the Exhibition Space without the prior written consent of the Organisers

- The Organisers may allocate the Exhibition Space in any manner as they deem fit but may take into account of such factors as the order of applications received and the nature of the Exhibitor's business
- All exhibits and stand furnishings must be confined to the Exhibition Space. The Exhibitor shall not store or permit to be stored any hazardous goods in the Exhibition Space.
- Advertising literature should be distributed from the Exhibitor's own stand(s) only. No business activity shall be conducted by the Exhibitor and/or his staff outside the allocated stand area. No advertising or canvassing for business may take place anywhere else in the Exhibition Hall
- The Organisers reserve the right to remove, at the Exhibitor's expense and risk, any exhibits or publicity material which is deemed offensive or otherwise not suitable by the organisers
- At such time after the close of the Exhibition as the Organisers may specify, or on sooner termination of this Contract, all exhibits shall be removed and cleared from the Exhibition Space and vacant possession of the Exhibition Space shall be delivered to the Organisers in as good and clean order and condition as it was when initially licensed to the Exhibitor
- The Exhibitor agrees to indemnify and hold harmless the Organisers, on demand, against all claims, liabilities, losses, suits, proceedings, damages, judgments, expenses, costs (including legal fees) and charges of any kind howsoever incurred by or on behalf of or made against the Organisers arising out of breach of the obligations of the Exhibitor
- Notwithstanding the above, the Exhibitor agrees that the personal data provided by it in connection with its participation or proposed participation in the Exhibition may be included on the Exhibition database, included in the Exhibition's Official Directory, used in communications with the Exhibitor and otherwise used by the Organisers and associated companies
- The Exhibitor must have in existence prior to its seeking access to the Exhibition Centre and at all times during the term of the Exhibition, and for so long as the Exhibitor or any of its Representatives or exhibits is in the Exhibition Centre in connection with the Exhibition, a valid insurance policy satisfactory to the Organisers in respect of its and its Representatives' participation in the Exhibition, its Exhibition Space and its exhibits at the Exhibition Centre
- No Exhibitor will be permitted to erect their display in such a manner as, in the opinion of the Organisers, obstructs the light or impedes the view along the open spaces or gangways, or to occasion inconvenience or otherwise affect the display of other Exhibitors. No Exhibitor shall display their exhibits in such a manner as to endanger visitors or other exhibitors passing near to or entering on to their stand
- The Exhibitor shall, during the continuance of the Exhibition, keep their stand and exhibits attended by a competent and adequate staff
- Should unforeseen circumstances arise the Organisers reserve the right to postpone the Exhibition or transfer it to another site without affecting the Exhibitor's liability under the contract
- Exhibitors shall be responsible for the removal and storage of their own packing case and packing material. Where storage facilities are provided neither the organisers, stand-fitting contractors or venue take any responsibility with regard to these items or for any consequential loss which might occur

SPONSORS

All registrants are required to read and agree to the General Policies at the time of registration. Sponsors must also read and agree to the Sponsorship Policies. Failure to abide by these policies will affect your eligibility to participate in the current or future IACP events.

Sponsorship Policies

IACP will only agree to sponsorship opportunities that:

- Are consistent with our vision, reputation and objectives
- Addresses our target audience
- Adds value to business activities

Exceptions

Organisations/activities which will not be considered to be suitable sponsors of IACP events include those that:

- May be construed as discriminatory
- Could be detrimental to public health or safety
- Promote or encourage smoking or substance abuse
- Religious or political organisations or campaigns
- Programs that may present a hazard to the community or the environment

IACP reserve the right to accept or reject any application for sponsorship at its absolute and unfettered discretion with the return of any fee paid

- Company advertisements and conference package inserts are subject to approval from the Conference Organising Committee
- Sponsorship packages, which may be limited in number, will be generally allocated to those organisations who apply earliest

Signed _____

Dated _____

On behalf of (company / organisation)
