



## Exhibitors Pre Conference Update 2020

### Introduction

Welcome to the HPAI Pre-Conference Update for Exhibitors. This Update provides information which will hopefully assist exhibitors attending the conference on the morning of Saturday April 4<sup>th</sup> 2020 in the Crowne Plaza Hotel, Santry.

In advance of the conference the HPAI would like to thank all exhibitors for their support and attendance it is very much appreciated by both the Executive and members of the HPAI.

### Contact Names for the Exhibition

#### Contact name Crowne Plaza Hotel:

Judith Graham,  
Crowne Plaza Hotel: 01 8628888  
Contact email [jgraham@crowneplazadublin.ie](mailto:jgraham@crowneplazadublin.ie)

#### Contact name HPAI:

Elaine Conyard, HPAI Conference Manager  
Hospital Pharmacist Association of Ireland  
Carmichael Centre  
4 North Brunswick St  
Arran Quay, Dublin 7  
Tel: 041 9874663  
Contact e-mail: [hpaiconference@gmail.com](mailto:hpaiconference@gmail.com)

### Registration for the Exhibition

On-line registration for the 2020 HPAI Conference Exhibition can be accessed via a link provided under the Events Section of the HPAI website – [www.hpai.ie](http://www.hpai.ie). Alternatively registration for the exhibition can be accessed via the following link <https://hpai.ie/event-3739145>

On-line registration for the exhibition closes on **Monday March 30<sup>th</sup> 2020**.

Bookings for stands will be accepted on a provisional basis on receipt of a completed on-line booking application and confirmed when payment is received. An invoice will be automatically generated when you complete the on-line booking which will include the HPAI bank account details.. If your company requires a quotation to be submitted for approval prior to completing the on-line booking please contact the Conference Manager at [hpaiconference@gmail.com](mailto:hpaiconference@gmail.com)

### Exhibition Stand Sizes, Costs, Payment Options & Transfer of Value Contracts

There are 3 stand sizes available which are outlined below,

	Stand Sizes		
	8ft	10ft	12ft
Cost	€1,200	€1,450	€1,700
Payment Options	Stands can be paid for by Electronic Bank Transfer or by cheque. The HPAI bank account details are provided at the point of on-line registration and on the invoice issued once on-line registration is completed. Details for payment by cheque are also provided on the invoice.		
Sponsorship/ Transfer of Value Contracts	If a company requires a sponsorship/transfer of value contract to be completed by the HPAI please indicate this is required when registering on-line to exhibit at the conference. Contracts may be forwarded to the conference manager by e-mail ( <a href="mailto:hpaiconference@gmail.com">hpaiconference@gmail.com</a> ) or post at the address given above.		

## **Corporate Sponsorship.**

In addition to the exhibition, further opportunities are available for companies who are interested in being recognised as corporate sponsors. For further information on these opportunities please contact the Conference Manager at [hpaiconference@gmail.com](mailto:hpaiconference@gmail.com)

## **Deliveries to the Hotel**

The hotel will accept deliveries for the Conference from Wednesday 1<sup>st</sup> April onwards.

All deliveries and packages must be clearly marked with,

- HPAI Conference
- Your Company Name
- FAO: Judith Graham Crowne Plaza Conference Business Manager.

## **Parking**

There is complementary car parking in the hotel car park. Please validate your ticket at reception before you leave. There are 350 spaces available in the car park and on Saturday a car park attendant will be available to secure spaces.

On the Friday afternoon and Saturday morning the hotel will have reserved parking on the ground floor & basement of the car park for exhibitors. Please let the car park attendant know that you are an exhibitor and are therefore permitted to park in the reserved exhibitors area. There are additional car park options within walking distance of the hotel however it is always best to ensure that you come early in order to secure a hotel parking space.

## **Registration of Exhibitors on Arrival at the Conference**

There will be a separate registration desk for exhibitors on the left hand side of the conference foyer entrance. All exhibitors will be required to sign in at the exhibitors' registration desk prior to accessing the exhibition area on the Saturday morning. An exhibitor ID badge will be given to each exhibitor on registration.

Exhibitors and delegates will be required to wear ID badges to gain entry into the conference area and the pharmaceutical exhibition. To avoid being refused access, it is essential that you register at the appropriate time and wear badges prominently.

## **Saturday Lunch and Evening Dinner Tickets**

Exhibitors are welcome to join delegates for lunch on Saturday April 4<sup>th</sup> immediately after the exhibition. To ensure sufficient lunches are provided & not wasted please indicate how many of your company representatives will be staying for lunch when registering. Lunch is funded by the HPAI membership and not through pharmaceutical industry sponsorship.

There are two evening dinner tickets assigned with each stand. Please note these tickets are funded by the HPAI members and not through pharmaceutical industry sponsorship. We understand that companies may not be permitted to attend the dinner but if you would like to avail of these tickets or require additional tickets we would appreciate if you could notify us of your requirements when you register on-line for the exhibition stand or alternatively by **Monday March 30<sup>th</sup> 2020** by contacting us at [hpaiconference@gmail.com](mailto:hpaiconference@gmail.com).

## Delegate Attendance List

A delegate's attendance list will be circulated to all exhibitors a few days before the conference. Although the HPAI will endeavour to ensure that all registered delegates are included on the list it may not be possible to include late registrations.

## Booking Hotel Rooms

A limited number of rooms are available for booking at a preferred conference rate in the Crowne Plaza and the Holiday Inn Express which is beside the Crowne Plaza. The HPAI Conference must be mentioned at the time of booking to ensure the preferred rate is attained. It is also advisable to book hotel rooms no later than **March 1<sup>st</sup> 2020** to avoid disappointment.

## Itinerary and Programme for Pharmaceutical Exhibitors

Date		
<b>From Wed. 1st April</b>	Deliveries for the Conference	The hotel will accept deliveries for the conference exhibition provided the packages are clearly marked with, <u>HPAI Conference/ Your Company Name &amp; FAO Judith Graham Crowne Plaza Conference Business Manager.</u>
<b>Fri. 3<sup>rd</sup> April</b> 2pm – 6pm	Set up of the Pharmaceutical Exhibition in the Redwood Suite	The stand plan at the entrance to the Redwood Suite will show the location of your stand.  Each stand will be supplied with one electrical socket. Hotel staff will be able to supply extension leads if required. Elaine Conyard, HPAI Conference Manager will be in the hotel if needed. The Redwood Suite will be locked at 6.30pm  Please note the hotel have indicated that no food or beverage may be served or consumed on the premises unless they are supplied by the hotel.
<b>Sat. 4<sup>th</sup> April</b> 8am – 10am	Set up of the Exhibition	The Redwood Suite will re-open at 8am for completion of the exhibition set-up.
9.30am – 10.15am	Tea & Coffee	Available in the Redwood Suite for exhibitors
10.45am – 12.45pm	Exhibition	Delegates will finish their workshops at 10.45am and be directed to the exhibition in the Redwood Suite.
12.45pm - 1.45pm	Lunch	Lunch will be provided in the hotel bar and Touzai restaurant for exhibitors and delegates. Exhibitor stands may be removed before or after lunch. If you have conference exhibition material or stands to be collected from the hotel, please ask a member of the hotel staff to securely store the items for you while awaiting collection. Also ensure they are clearly marked with your company name and return address.
7pm – 8pm	Pre-dinner reception	Reception will be held in the Redwood foyer
From 8pm	Conference Dinner	Redwood Suite ( <b>not</b> black tie)