



Chief Fire Officers' Association Conference 2026
Comhdháil Chumann na nPríomhoifigeagh Dóiteáin 2026

6th & 7th May 2026

Radisson Blu Hotel, Ballincar, Rosses Point Rd., Sligo

<https://www.cfoa.ie/conference/>

Fire Technology Exhibition Booking Form
Foirm Áirithinte Taispeántas Teicneolaíochta Dóiteáin



COMPANY DETAILS

Contact Name: Job Title:

Company Trading Name:

Invoice Address incl.
Eircode

Contact Tel. No. Email Address:

BOOKING DETAILS

A: Stand Details	Internal Stand A Price €900 (2m x 2m)	Internal Stand B Price €1100 (3m x 2m)	External Stand Price €600 (8m x 5m)	Total Exhibit Price
Please indicate number of stands required				€
Please indicate the preferred stand number in order of preference (subject to availability): (See exhibition floorplan for details)				

B: Additional Conference Booklet Ads: (See Note 1)				
Full Page Colour €500	<input type="checkbox"/>	Full Page Black & White €400	<input type="checkbox"/>	Total Advert Price (€)
Half Page Colour €350	<input type="checkbox"/>	Half Page Black & White €250	<input type="checkbox"/>	€
Note: Combination / Multiples @ 10% discount				

C: Additional Lunches: (See Note 3)			
Wednesday: Number required	<input type="text"/>	Thursday: Number required	Total Lunch Price (€)
Note: Two lunch tickets provided as standard. Additional tickets should be pre-booked and paid for @ €30 per person			

D: Conference Dinner			
Conference Dinner (Black Tie) will take place on Wednesday, 6 th May 2026 at the Markree Castle Hotel , Collooney, Co. Sligo. Capacity is limited and spaces cannot be guaranteed until closer to the event.			
Conference Dinner Ticket Cost €100	No. of Tickets Required	<input type="text"/>	Total Dinner Cost (€)





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Total Amount Payable = A+B+C+D

Total Price (€)

PAYMENT DETAILS

Payment Details			
Please indicate payment method	Cheque/Bank Draft <input type="checkbox"/>	Electronic Transfer/EFT <input type="checkbox"/>	
	Marked payable to: CHIEF FIRE OFFICERS ASSOCIATION ANNUAL CONFERENCE 2026 Electronic Transfer to IBAN: IE 14AIBK93247740455147 BIC: AIBKIE2D Essential to include Company ID / Trading Name on Electronic Transfer		

Please complete and return a scanned Fire Technology Exhibition Booking Form via e-mail, and full payment within 5 days of submission of Booking Form. **Final bookings must be received by the Friday 13th of March 2026.**

CONTACT DETAILS

Contact Details	
Address	E-mail
CFOA2026 c/o Sligo Fire Service St. Anne's Place Sligo F91 RW70	cfoaexpo2026@sligococo.ie
Enclose remittance marked payable to: CHIEF FIRE OFFICERS' ASSOCIATION ANNUAL CONFERENCE 2026	

Notes:

- All confirmed Trade Exhibitors receive a complimentary advertisement in the Conference Booklet (size A5). A copy of their logo, contact details and advertisement must be forwarded to the organisers by email no later than the **13th of March 2026**.
- Allocation of stand spaces will only be confirmed upon receipt of payment (see Terms & Conditions for full details).
- Two lunch tickets per Exhibitor shall be provided for both Wednesday 6th and Thursday 7th May 2026 in the dining rooms of the Radisson Blu Hotel. Additional tickets should be pre-booked and will be available at registration.
- Any queries please email cfoaexpo2026@sligococo.ie with your query indicated in the email subject box.

I have read and agreed to abide by the Terms and Conditions for Exhibitors at CFOA Conference 2026

I confirm that all the above details are correct

CFOA2026, c/o Sligo Fire Service, St. Anne's Place, Sligo, F91 RW70. Tel.: 071 91 11413



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Terms and Conditions for Exhibitors
Téarmaí agus Coinníollacha do Thaispeántóirí



Terms and Conditions for Exhibitors

1. The Chief Fire Officers' Association (represented by Chief Fire Officer of Sligo Fire Service) will be referred to as 'The Conference Organisers' in all conference correspondence.
2. The Radisson Blu Hotel will be referred to as 'The Conference Hosts'.
3. Companies and individual traders will be referred to as 'Exhibitors'.
4. The Conference Organisers reserve the right to refuse admission to any exhibitor without explanation.
5. Internal Exhibitors will be provided with a white *Octanorm* type exhibition stand (size pre-booked and agreed), one double socket power supply, one double spotlight, and an exhibitor name card. Exhibitors shall arrange their own backdrops or display system
6. Exhibitors shall have sufficient insurance cover to guard against any claims arising from their presence at the exhibition. Exhibitors will be required to provide evidence of this at the time of booking.
7. The Conference Organisers or The Conference Hosts will not be liable for any loss, damage or injury however caused, incurred or suffered to any person whilst in attendance at the hotel, conference, exhibition areas or car parks.
8. Additional power supply, electrics or other specific requirements must be requested from the Conference Organisers at the time of booking. Additional requirements will be invoiced to the Exhibitor.
9. Exhibitors who provide their own stand and lighting must check with the Conference Hosts regarding suitability of lights and appliances to be used.
10. Exhibitors displaying computers and associated products shall check with the hosts regarding a balanced electrical loading in the exhibition area.
11. The Conference Organisers or The Conference Hosts will not accept responsibility for power failures, venue generator changeover, overloading due to exhibitor appliances or any electrical failure during the conference.
12. The Conference Organisers will not accept responsibility for damage or theft to exhibitors' products at any time from the beginning to the end of the exhibition.
13. Exhibitors must not use any form of amplification that interferes with the conference, other exhibitors or causes annoyance to the delegates or visiting public.
14. The exhibition areas shall be ready for occupation from **12:00 hrs on Tuesday 5th May 2026**. Entrance into the exhibition areas will not be permitted before this time. For external exhibitors a schedule for arrivals will be provided in advance.
15. Exhibitors will have access to the exhibition area on the day before the conference and shall have their stands completed no later than 2 hours before opening of the exhibition, i.e. by **07:15 hrs on Wednesday 6th May**.
16. All exhibitors must have their stands, products, etc. removed from the venue by **18:00 hrs on Thursday 7th May 2026**.



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17. Exhibitors may contact the Conference Organisers to seek information on preferred stand availability.
18. Stands will be allocated (subject to availability) in the exhibition area based on the order of preference submitted on the Booking Form and subject to receipt of **payment in full**. If payment is not received within 5 working days from submission of Booking Form, the stand will be released or allocated to another exhibitor where requested. You will then be advised of same and will be allocated your second or subsequent preference if available
19. **Bookings will only be taken on receipt of payment.** Additional costs may be incurred by the Exhibitor with regard to stand re-allocation.
20. Only exhibitors who submit their payment before the **13th of March 2026** will be guaranteed inclusion in the Conference Booklet.
21. A cancellation fee of 20% will apply to bookings cancelled on or before the **27th of March 2026**. Cancellation requests must be confirmed in writing by email with subject line: TRADE CANCELLATION. **After 27th March the full fee payment will apply.**
22. Exhibitors shall exhibit in their designated exhibition stand area only.
23. Exhibitors may not tamper with electrics, spotlights or any other fixtures.
24. Stands shall be staffed at all material times during the exhibition.
25. Posters, signs or banners are not allowed on walls in the exhibition area.
26. No *Cellotape*, *Blue Tac* or any form of adhesive to be used on any walls in the venue. Due care must be taken to ensure that damage is not done to any part of the venue. Damage to any part of the hotel or surrounds will be the responsibility of the Exhibitor(s) who caused such damage and must be resolved directly with the Radisson Blu Hotel.
27. Exhibitors and their staff shall wear 'Exhibitor' badges at all times during the exhibition. The Conference Organisers will issue these in advance.
28. On arrival, Exhibitors should check with The Conference Organisers and The Conference Hosts before moving onto your stand area. An Organiser representative will be available for the duration of the Conference along with a number of support staff who will be easily identified should assistance be required.
29. Lunch and Gala Dinner tickets will be pre-booked and paid for in advance of the Conference to ensure availability. Places are limited so book on time to avoid disappointment (Gala Dinner tickets cannot be guaranteed until closer to the event due to limitations with venue capacity).
30. The Conference Organisers will at all times be of assistance and will offer help and support to create a worthwhile exhibition for all exhibitors.
31. By submitting the completed booking form, exhibitors agree to the above Terms and Conditions and accept that the information provided on the form is true and accurate.

*On behalf of the CFOA we hope you have a pleasant and a worthwhile time
at the Trade Exhibition and we thank you for your continued support.*