

Annual Conference and AGM

SCIS welcomes you to exhibit at their Annual Conference and AGM on TBC April 2019 at the Hilton Grosvenor, Grosvenor Street, Edinburgh, EH12 5EF. In attendance will be 100 -130 delegates, comprising Heads and Bursars and Governors from independent schools across Scotland.

At SCIS we aim to build positive, co-operative and mutually beneficial relationships allowing exhibitors the opportunity to connect with the delegates. The conference is an effective way of reaching potential customers face to face.

Exhibitor Package

The exhibitors are an integral part of the conference and a chance for you to showcase your products and services to the independent school community in Scotland. There is space for 19 exhibitors at the event.

- Exhibition space approx. 4 feet wide
- Logo and link on SCIS website
- Inclusion on pre-event email
- Refreshments and lunch during the conference for two
- A list of schools attending will be made available to exhibitors prior to the event.

Sponsorship Opportunities

There may be opportunities to sponsor the evening drinks reception, wine at the annual dinner and key note speaker. Sponsors will receive a 50 word description of your product or service in the Conference brochure, company logo on screen in conference venue and SCIS website and thanks at Chairman's speech. Please contact Alison Herbert for further information alisonh@scis.org.uk.

Exhibition Space: The Exhibitors lounge will occupy two of three suites, with stands positioned around the outside edge. To ensure delegates spend time in the Exhibitors lounge, tea/coffee and buffet tables will be located there.

Important information for exhibitors

- A small table will be provided for each exhibitor.
- Exhibitors must provide their own free-standing display stand.
- The hotel does not permit exhibitors to attach display materials to the walls.
- There are sufficient sockets around the outside edge of the room for all exhibitors to have a power supply.
- Access to set-up stands is from 8.30am and must be ready by 11pm. The conference will finish at around 5pm. (Parking at the hotel is limited)
- Invoices will be sent prior to the event

Cost: The price is **£TBC+ VAT** with a 10% discount for registered charities.