

**Exhibitors' Order Form  
Annual Conference and AGM  
Scottish Council of Independent Schools (SCIS)  
Roxburghe Hotel, Edinburgh  
Friday 23 April 2010**

**Delegates**

Around 150 delegates, comprising Heads, Bursars and Governors, are expected to attend the SCIS conference and AGM.

**Exhibition space**

Exhibition stands will be positioned inside the Atrium, located at the centre of the hotel's ground floor. The space provides good visibility for exhibitors as delegates will be circulating in and around Atrium throughout the day – for registration, refreshments and for a buffet lunch.

**Important information for exhibitors**

- A small, round cocktail 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.
- Please advise SCIS if you require a power supply near your stand.
- As the Atrium ceiling slopes, please advise SCIS if your stand exceeds 6 feet.
- Access to set up stands is from 8:30am on Friday 23 April and SCIS staff will be on hand to help, if required. Stands must be ready by 9:15am.
- The conference will finish at around 3pm.
- Exhibitors are welcome to join the delegates for a buffet lunch.
- Exhibitors may supply a promotional flier (A4 sheet) for inclusion in delegate packs.
- A list of delegates will be made available to exhibitors prior to the event.

**Price**

The price is £600 + VAT for the day.

**I wish to book a space to exhibit at the SCIS Conference and AGM on Friday 23 April 2010 at the Roxburghe Hotel, Charlotte Square, Edinburgh at a cost of £600 plus VAT.**

**Name of organisation**

**Address, including postcode**

**Contact person and position within organisation**

**Telephone**

**Email**

**Address for invoice, if different from above**

**Signed**

**Print name**

**Date**