

**Exhibitor Booking Form - Annual Conference and AGM
Hilton Grosvenor, Grosvenor Street, Edinburgh
Friday 27 April 2012**

Delegates

Around 150 delegates usually attend, comprising mainly Heads and Bursars and some Governors.

Exhibition space

The event will take place in three adjoining function suites, located centrally on the ground floor of the hotel. The Exhibitors lounge will occupy two of the 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. Time will also be allocated in the programme specifically for delegates to browse the stands.

Important information for exhibitors

- A small table will be provided for each exhibitor – please advise in good time if you require a larger one.
- 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 8:00am. Stands must be ready by 9:15am.
- The conference will finish at around 3pm after the afternoon workshops.
- A buffet lunch is available to all exhibitors.
- Exhibitors may supply a single A4 promotional flier in 'hard copy' for delegate packs – required by 20/4/12.
- A list of delegates, as it stands one week prior to the event, will be made available to exhibitors.

Price

The price is £600 with a 10% discount for registered charities.

I wish to book a space to exhibit at the SCIS Conference on Friday 27 April 2012 at the Hilton Grosvenor Hotel, Grosvenor Street, Edinburgh, at a cost of £600

A 10% discount is available to registered charities - please provide your charity number here _____

Name of Organisation

Address, including postcode

Name and Job Title

Telephone

Email

Signed

Print name

Date

To be returned to Sarah Randell at SCIS - Tel 0131 556 2316 or email sarah@scis.org.uk
Scottish Council of Independent Schools (SCIS), 61 Dublin Street, Edinburgh EH3 6NL