

## Annual Conference and AGM

SCIS welcomes you to exhibit at their Annual Conference and AGM on Thursday 23 April 2020 at the [Radisson Blu Hotel, The Royal Mile, 80 High Street, Edinburgh EH1 1TH](#).

In attendance will be 100 -130 delegates, comprising Heads, Bursars, Senior Leaders 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 21 exhibitors at the event. The price is **£627 + VAT** with a 10% discount for registered charities.

- Exhibition space approx. 3 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 either an advert or 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](mailto:alisonh@scis.org.uk).

### Delegate Packs

If you are unable to attend the conference or if there are no available spaces there will be an opportunity for you to include a flier in our delegate pack as well as being listed within the Conference Programme. The cost will be £50 +VAT.

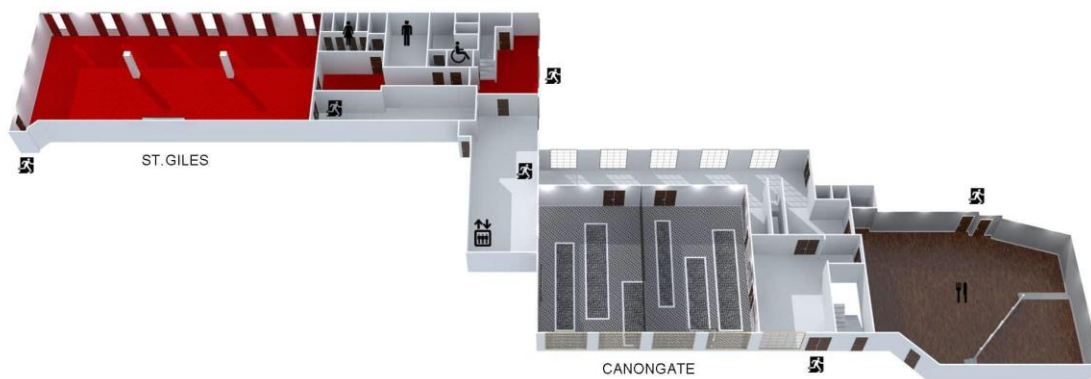
**Exhibition Space:** The Exhibitors lounge will occupy the St Giles Suite, with stands positioned around the outside edge. To ensure delegates spend time in the Exhibitors lounge, tea/coffee and lunch buffet tables will be located there.

### 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 4pm.

**Location:** The Radisson Blu is a quick 250 meter walk from Edinburgh Waverly Railway Station and a 10 minute walk from the Princes Street tram stop.

The conference will be held on the lower ground floor of The Radisson Blu Hotel with exhibitors in the St Giles Suite. There is direct access to this level for larger exhibition material



**Parking:** There is parking at the hotel. You can park at the Radisson Blu Hotel, Edinburgh City Centre. They have space for 131 vehicles, available on a first come, first served basis. When approaching the hotel southwards from Princes Street, turn left from North Bridge and continue to the first set of traffic lights. Turn right down St Mary's Street, then take your first right at the traffic lights onto the Cowgate, and then right up Blackfriars Street.

**Cost:** The price is **£627 + VAT** with a 10% discount for registered charities. Invoices will be sent prior to the event

## SCIS Annual Conference

I wish to book a space to exhibit at the SCIS Conference on Thursday 23 April 2020 at the [Radisson Blu Hotel](#), The Royal Mile, 80 High Street, Edinburgh EH1 1TH, , at a cost of £627 + VAT.

<b>Organisation:</b>			
<b>Product or service exhibiting:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Email:</b>			
<b>Tel No:</b>			<b>Charity No: (if applicable)</b>
<b>Contact name:</b>			<b>Title:</b>
<b>Signed:</b>			<b>Date:</b>
<b>Purchase Order No: (if applicable)</b>			

Please return to SCIS, Scottish Council of Independent Schools, 61 Dublin Street, Edinburgh EH3 6NL/ email [alisonh@scis.org.uk](mailto:alisonh@scis.org.uk)

### Cancellation Policy

A notice of exhibition space cancellation received before 1 March will receive a full refund. Cancellations received after will be liable for the full amount.