

APSE Scotland Soft Facilities Management Seminar 2023 Exhibition and Sponsorship Information



**Wednesday 29 March 2023
DoubleTree by Hilton Glasgow Strathclyde,
Bellshill**

About the event

Background

APSE Scotland is once again facilitating its highly successful Scottish Facilities Management seminar. The event is targeted at all 32 local authority catering and cleaning services, as well as teachers from across Scottish schools, and other public sector bodies. All exhibitors are welcome to participate in any of the sessions throughout the day.

Format

Exhibition time is a key element of the seminar programme, with plenty of opportunities provided to meet and discuss your product or service with delegates. Exhibition stands will be allocated within the main exhibition room where tea/coffee and desserts will be served during the conference.

Contact

Laura McNab
01698 459 051
lmcnab@apse.org.uk

Venue

Strathclyde Business Park
Phoenix Crescent
Bellshill
ML4 3JQ



Exhibition Packages

Package One

£250 + VAT

2m x 2m internal exhibition floor space

Clothed trestle table and chair (if required)

Daytime attendance (including lunch and refreshments) for one representative

Attendance at all seminar sessions

Opportunity to place an A4 company profile in the seminar delegate packs

Package Two

£300 + VAT

3m x 2m internal exhibition floor space

Clothed trestle table and chair (if required)

Daytime attendance (including lunch and refreshments) for one representative

Attendance at all seminar sessions

Opportunity to place an A4 company profile in the seminar delegate packs

Additional Representatives

£60 + VAT each



Sponsorship

Overall Conference Sponsor

£999 + VAT

3m x 2m internal exhibition space
Clothed trestle table and chair (if required)
Daytime attendance (including lunch and refreshments) for one representative
Attendance at all seminar sessions

First pick of stand position in the exhibition area

Popup banner on stage for the duration of the event (company supplied)

Company logo will appear within conference brochure as one of the event sponsors, and on the brochure's front cover

Company logo to appear on conference posters which are displayed throughout the conference areas

Company A4 summary and logo placed within the exhibition info section of the conference brochure

Opportunity to present a short 5 minute commercial break to delegates at the end of one of the sessions (PowerPoint available)



Sponsorship

Conference Lanyards

£250 + VAT provided by sponsors or £500 + VAT provided by APSE

Company to supply their own lanyards (approx 100) which will be issued to all attendees to hold their name badges and worn for the duration of the event (or these can be provided by APSE at an additional cost)

Company logo to appear on conference posters which are displayed throughout the conference areas

Company logo will appear within conference brochure as one of the event sponsors



Sponsorship

Conference Name Badges

£250 + VAT

Company logo on front of the name badge along with APSE logo & conference title

Company address printed on the back of the name badges

Name badges distributed to all attendees on arrival (over 100 in total) at the event

Company logo to appear on conference posters which are displayed throughout the conference areas

Company logo will appear within conference brochure as one of the event sponsors



Terms and conditions

To book up for this event, please complete and return the booking form over page. Please take note of the following points:

- Payment of your package must be made before the event.
- Confirmation of your booking and invoice will be sent within 10 working days of receipt.
- All booking are subject to APSE's cancellation policy which can be found on the booking form.
- As places are limited at this event, stand spaces are allocated based on the date you pay.
- Stand positions will be confirmed and allocated before the event; while every effort is made to ensure you get your exact space, this is subject to change.

Cancellation and refund policy

Reservation is a contract. Substitution of reps is acceptable any time in writing by post or email to Lmcnab@apse.org.uk, or fax to 01698 200 316. Cancellations must be made in writing at least 30 days before the event and will incur a 20% administration fee. No refunds can be given for cancellations received less than 30 days before the event or for non-attendance. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

GDPR policy

We may need to pass your name and organisation details to some third parties. Examples include hotels or to provide details to venues for health and safety purposes. We will include delegate names and organisation names in seminar delegate packs. At some of our events we may photograph or video our delegates and speakers and use images on social media, our website and other platforms. **Please visit www.apse.org.uk for our full GDPR policy.**

Exhibition and sponsorship booking form

APSE Scotland Soft Facilities Management Seminar, 29 March 2023, DoubleTree by Glasgow Strathclyde, Bellshill

Company Name.....

Contact Name

Address

..... Postcode

Telephone

E-Mail

Purchase Order Number (if required)

Please complete as applicable:-

Please reserve exhibition package 1 (please state how many)

(2m x 2m stand at £250 + VAT)

Please reserve exhibition package 2 (please state how many)

(3m x 2m stand at £300 + VAT)

Additional representatives (please state how many)

(£60 + VAT per person)

Please book sponsorship of (please state package)

(Individual prices over page)

Full name of 1st representative.....

E-mail of 1st representative.....

Full name of 2nd representative.....

E-mail of 2nd representative.....

Any additional booking information

.....

Signed Dated

By completing this form you agree to APSE's GDPR policy.

For further information, please visit www.apse.org.uk.

Please return completed forms to: Laura McNab, APSE, Unit 18-20, Brandon House
Business Centre, 23-25 Brandon Street, Hamilton, ML3 6DA.

Tel: 01698 459051 **Fax:** 01698 200316 **E-Mail:** Lmcnab@apse.org.uk