



## APPLICATION FOR EDINBURGH COFFEE FESTIVAL

5th October 2019, Edinburgh Corn  
Exchange, 10 New Market Road, Edinburgh,  
EH14 1RJ

For further information please refer to Exhibitor Information Pack

<b>Company Name</b>			
<b>Contact Name</b>			
<b>Address</b>			
<b>Post Code</b>			
<b>Email Address</b>			
<b>Tel. Number</b>		<b>Mobile Number</b>	
<b>Twitter</b>			
<b>Facebook</b>			
<b>Website</b>			

### Stand Cost

Please select your top 3 stand location preferences, using the stand numbers from the associated floor plan.

1.  2.  3.

Stand Size	Total	Please Select Stand Size
3m frontage x 3m depth	£360	
3m frontage x 2m depth	£260	
2m frontage x 2m depth	£175	

Pallets will be used to create partitions between stands. Please contact the organising team about opportunities to take non-standard indoor space.

**Web Listing:** Please provide a brief description of your company for the ECF website in approximately 20-30 words.



## Electrical Requirements

Item	Cost	Quantity Required	Total
Twin 13 Amp Socket	£57		£
16 Amp Socket (Single Phase)	£78		£
32 Amp Socket (Single Phase)	£124		£
32 Amp socket (Three Phase)	£124		£

All electrical appliances must be PAT Tested. Please contact the organising team if you have non-standard requirements.

Please list your appliances and wattages below:






	Appliance	Quantity	Total Wattage
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## Additional Requirements:

Item	Cost	Quantity Required	Total
Additional Pass (All exhibitors will receive <b>three</b> ID Lanyards per stand.)	£5		£
Trestle Table (L: 1.8m W: 0.8m H: 0.9m) All Stands will receive one trestle table FOC.	£10		£



## Edinburgh Coffee Festival's Application Checklist:

-  Remember to e-mail a print and web quality company logo (jpeg) with your application so we can create your ECF web listing.
  -  Have you included your Facebook page and Twitter @username to increase social media/ presence from now until the event? Remember to add/follow us too!
  -  Have you made arrangements to pay the necessary deposit for your stand? Have you noted the final payment date in your diary?
  -  Have you ordered electrics if required?
  -  Have you submitted a copy of your Public and Products Liability insurance certificate with your form?
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## Payment Details

A non-refundable deposit of **£100.00** should be made when emailing the application.  
The balance is required by **Friday 6<sup>th</sup> September 2019**.

Cheques should be made payable to '**Project R Events**'.

BACS Details: Account Name Project R Events Sort code 60-30-20 Account No 29259614. Please include your company name when making a payment.

I/We confirm that I/We have public and products liability insurance cover noting a minimum indemnity of £2 million including an indemnity to the event organisers.

I/We hereby make application for space at '**Edinburgh Coffee Festival**' and I/We agree to abide by all the exhibitor/trade rules and conditions which I/We have read and understood.

Signed		Date	
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As applications are to be submitted by email then typed signature is acceptable. Application Forms should be returned BY **Friday 28<sup>th</sup> June 2019**.  
**PLEASE RETURN BY EMAIL TO [info@edinburghcoffeefestival.co.uk](mailto:info@edinburghcoffeefestival.co.uk)**