



Edinburgh Coffee Festival – Exhibitor Pack

5th October 2019

Edinburgh Corn Exchange
10 New Market Road
Edinburgh, EH14 1RJ

Edinburgh Coffee Festival is a zero-waste event



Opening times

Public: 10.00am – 5.30pm Saturday 5th October 2019

Build up information

Exhibitors:

- Access your stand from **Friday 4th October 1pm – 7pm**
And from 7.30am Saturday 5th October
- Access and parking for offloading is plentiful and each exhibitor will be allocated one parking space to deliver / off load display equipment. 300 free parking spaces are also available.
- Stands must be staffed from **9.30am to 5.30pm**

Breakdown Information

- All stands must be cleared by 7.30pm on Saturday 5th October.

Ticket allocation for stand holders, sponsors and partners

Stand holders will receive an allocation of three staff tickets when booking their stand. If you require more than the allocated amount then please order them when booking your stand.

Ticket allocations for sponsors and partners will be tailored to suit the nature of the partnership.

Completing your application

Stand position

Please specify your stand location number preference. Stand space will be allocated by the organising team in consultation with each exhibitor. Various factors including availability, electrical requirements and the potential position of competitors will determine stand location / allocation of space.

Services

- Electrical requirements. Electrical services can be ordered by completing the relevant section of the application form. Please contact the organising team for further information.
- Web Listing. To allow us to create a link to your website on our online exhibitor list page, please complete the relevant section of the form.
- Water will be available from the kitchen area within the venue. Please contact the organising team for further information.
- AV hire – if you require AV equipment hire then please get in touch with the organising team who can recommend local suppliers.

Terms & conditions

- Please sign the form to confirm insurance cover and that you have read the Edinburgh Coffee Festival Terms and Conditions.

Risk Assessment

- Each exhibitor will be required to complete a risk assessment. The risk assessment form will be forwarded to exhibitors nearer the event.



Contacts

Event Manager

Event design

Sponsorship opportunities

Exhibitor enquiries

Enquiries for demonstrations and workshops

Martin Dare

martin@edinburghcoffeefestival.co.uk

0131 333 0969

Digital Marketing

Exhibitor enquiries

Enquiries for demonstrations and workshops

Lotta Robertson

Lotta@edinburghcoffeefestival.co.uk

0131 333 0969

Operations Manager

Terms and conditions

Insurance details

Risk assessments

Exhibitor enquiries

Electrics, AV and Furniture

Stand Location

Fraser McQueen

fraser@edinburghcoffeefestival.co.uk

0131 333 0969

Accounts

Paying for your stand
(cheque or BACS)

Shona Muir

shona@edinburghcoffeefestival.co.uk

0131 333 0969