

## Supplier FAQs

### Application Questions

**Is Showcasing Scotland UK the same as Showcasing Scotland 2024 which took place in Edinburgh last year?** - No this is a new event which is for a UK buyer audience only, as opposed to a global buyer audience. The event will comprise of a networking dinner on the 13<sup>th</sup> and a day of meetings on the 14<sup>th</sup>.

**When does the event take place?** - Showcasing Scotland UK will be taking place at the Double Tree by Hilton Glasgow on the 13<sup>th</sup> - 14<sup>th</sup> May 2025.

- Tuesday 13<sup>th</sup> May – 6pm – midnight BST\*
- Wednesday 14<sup>th</sup> May – 9.15am – 4.20pm BST\*

\*Timings subject to change – final timings will be confirmed prior to the event

**How do I apply?** – Applications have now closed for Showcasing Scotland UK 2024.

**How much does it cost to attend? –**

|                                      |             |
|--------------------------------------|-------------|
| Member Small Business <£1m           | £250 + VAT  |
| Member Medium Business £1m - £5m     | £375 + VAT  |
| Member Large Business > £5m          | £500 + VAT  |
| Non-Member Small Business <£1m       | £750 + VAT  |
| Non-Member Medium Business £1m - £5m | £1125 + VAT |
| Non- Member Large Business > £5m     | £1500 + VAT |

Pricing includes:

- One supplier pass to attend both the dinner and meetings
- Access to one meeting diary to arrange meetings with UK buyers
- 1x 4ft meeting table with cloth and chairs and table signage
- Access to our supplier support programme including a pre-event workshop and materials to help you best prepare for meetings with buyers
- Support from the Showcasing Scotland team pre, during and post event.

Please note: Access to the meeting diary will only be made available to businesses that have paid their attendance fee in full in line with event payment terms and conditions.

**Can an additional member of my team attend the event?** – Yes, you can pay an additional fee to have another person from your organisation in attendance. Please note you will still only have access to 1x meeting table and meeting diary.

**I'm not a member of Scotland Food & Drink, can I still apply?** – Yes applications are open to members and non-members. Members benefit from reduced attendance fees.

Additional attendee fees are:

| Ticket type                          | Meeting + Dinner | Meeting Only |
|--------------------------------------|------------------|--------------|
| Member Small Business <£1m           | £175 + VAT       | £125 + VAT   |
| Member Medium Business £1m - £5m     | £239 + VAT       | £189 + VAT   |
| Member Large Business > £5m          | £300 + VAT       | £250 + VAT   |
| Non-Member Small Business <£1m       | £425 + VAT       | £375 + VAT   |
| Non-Member Medium Business £1m - £5m | £610 + VAT       | £560 + VAT   |
| Non-Member Large Business > £5m      | £800 + VAT       | £750 + VAT   |

**How many places will be available for suppliers?** – There are 80 spaces available for suppliers. All applications will be subject to review and approval. Due to limited space not all applications will be approved.

**When will I find out if my application has been approved?** – All applicants will be informed if they have been successful or not by mid-March.

**What if I don't qualify to attend?** - Please contact your Business Development Manager or email [info@foodanddrink.scot](mailto:info@foodanddrink.scot) to discuss other forms of available support.

**When will the supplier support programme workshops take place?** – The full details for the online workshops will be confirmed in due course, but they are expected to take place on the 10<sup>th</sup> April. Attendance will be online and sessions will be recorded and available for watch back.

## **Where can I find out more information on the Showcasing family of events?**

– For more information on Showcasing Scotland UK and the full family of Showcasing events please visit the main showcasing website -

<https://www.showcasingscotland.com/>. If you can't find the information you are looking for please contact [info@showcasingscotland.com](mailto:info@showcasingscotland.com)

## **Event Day & Meeting Schedule Questions**

**My event registration was approved. What do I do next?** – Once you have been approved for a space at Showcasing Scotland UK you will need to confirm your space and make payment on or before 21<sup>st</sup> March 2025.

**How many meeting diaries are there?** - There is one meeting diary per Scottish supplier.

**How many staff members can attend from one business?** – With an approved registration 1x ticket to the welcome dinner and business meetings are included in the registration fee. You can request to register a second staff member when you confirm your attendance or by emailing [info@showcasingscotland.com](mailto:info@showcasingscotland.com). Please see above the additional attendee fees.

**How long is a meeting?** – Every meeting is scheduled to last 15 minutes.

**How many meetings can I expect to receive?** - This can vary, however it depends on how you plan and manage your diary in advance of the event. There are 13x 15 minute meeting slots available in your diary. There will also be an open marketplace for 1 hour after lunch where you are welcome to take non-scheduled drop-in meetings, during this time interested buyers can meet with you on a first come first serve basis.

Please get in touch with the [Showcasing Scotland UK Event Team](#) if you need support in finding the right contacts when meeting diaries open in February 2025.

**How do I make a meeting appointment with a buyer?** – The meeting diary will not open until W/C 14<sup>th</sup> April. Ahead of this you will be sent full instructions on how to make meetings and manage your diary.

**What should I bring along for my meeting table?** – You may wish to bring along promotion information, example products or sample packaging which may be displayed at your table.

Please note due to limited floor space **you cannot bring pop-ups etc**, anything you bring must fit on the table itself.

**Can I provide samples to buyers?** – Yes you can provide samples at your meeting table. We would ask where possible that you prep samples in advance of arriving at the venue. There will be a small kitchen prep space at the venue prepare items which you can have access to if you pre-inform the event team.

**When do I get access to my meeting table to set up?** – You will be able to set up your table at the following times:

Tues 13<sup>th</sup> - Late afternoon – time to be confirmed in due course

Wed 14<sup>th</sup> – 08.30am – 09.15am – Set up **must** be complete by 09.15 at latest

**Can I send items to the venue ahead of the event?** – Yes you can send display items and product to the venue ahead of your arrival on the 13<sup>th</sup> or 14<sup>th</sup>. Items can be sent to arrive no earlier than Friday 9<sup>th</sup> May. Please ensure the following information is on any items sent to the hotel:

DoubleTree by Hilton Glasgow Central  
COMPANY NAME/TABLE NUMBER  
FAO Scotland Food & Drink/Gemma Rudling  
Cambridge Street  
Glasgow, G2 3HN  
Box 1 of .....

If your delivery includes chilled or frozen items, please clearly mark the outside of the box with the cold storage requirements. The DoubleTree by Hilton cannot accept responsibility for packages/equipment sent before the event.

**Can suppliers bring pop-up banners with them?** - Due to the logistics of the workshop format, suppliers are not allowed to bring pop-ups with them. If you do bring a pop-up along to the event you will be asked to remove it by our events team.

**Is power provided at my table?** - Power is **not** provided at your meeting table as standard, however you can arrange to have a power supply at your table at an additional charge if you require it. The price for a power supply is £100 + VAT for the duration of the event. If you require power, you will be able to order it during your onboarding to the supplier portal. If you are bringing any electrical devices along to plug in these must be PAT tested and clearly labelled as such.

**Will I be able to charge my electronic devices at the event venue? –**  
There will be charging stations available at the venue for charging phones / laptops, please note these will not be at the meeting tables.

**Can I show videos in my meeting?** - You may find it helpful to bring a laptop or mobile device with you to support your pitch to the buyer. However, focusing on a personal one to one conversation will allow you to find out more about what the buyer is looking for and answer any questions they may have. The event venue might also be quite noisy, which may have an impact on video quality. As a reminder power is not included at tables as standard so unless you have booked a dedicated power supply you will not be able to charge your device at your table.

**Can my produce be featured in the event catering?** – Where possible we would like to showcase supplier produce in menus as much as possible. If you wish to provide product to be showcased in the drinks/dinner menu you will be able to let us know during your onboarding to the supplier portal.

**Is accommodation provided?** – Accommodation is not provided for suppliers. There are a [number of hotels in the immediate area](#) where suppliers can book their own accommodation. We have also secured a discounted rate of £170 at the [Maldron Hotel Glasgow City](#) – Use promo code SCOTFOOD when booking. Please note this discount is subject to availability.

**Is parking available at the venue?** - There is an underground car park at the hotel with the following rates for attendees, £10 for up to 8 hours and £15 for up to 24 hours. Please register your car at reception on arrival or as you depart.

The car park can be accessed via Hill Street, off Cambridge Street - drive down Hill Street and follow round to the right and the car park entrance is at the back of the hotel on the right-hand side.

**Can I leave items to be collected from the venue post event?** – Suppliers must remove all items at the end of the day Wednesday 14<sup>th</sup> May or ensure that arrangements are made for the collection of all items from the DoubleTree by Hilton on Thursday 15<sup>th</sup> May. Please note that a minimal amount of storage space is available. If items are to be left and collected by a courier then the items must be clearly marked with the return address, how many items there are and who the courier collection company is. All packages should be left at your table at the end of the event and should be correctly labelled for next day collection.

Hotel Operations staff must be informed of items being left and the collection date. The Hotel will refuse a courier collection if the courier does not present the correct client name / number of boxes / delivery address. Any items that are not collected within 3 days will be disposed of, unless agreed prior to the event.

All rubbish must be removed at the end of the day or it will be disposed of by hotel staff.