

EAST LINDSEY BUSINESS EXPO 2019

Booking Form

Date: Wednesday 16th October, 2019

Venue: Embassy Theatre, Skegness

Times: 10am-2pm

(Set up from 8.30am, all stands must be ready for 9.30am for official welcome)

Business name:

Address:

Key contact:

Email:..... Telephone:

Stand requirements

All stand holders will be provided with a table and two chairs.

Will you require additional space? Yes No

If Yes, please detail requirements below. (We cannot guarantee availability)

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Publicity

All stand holders will be given posters and social media graphics to use prior to the event. East Lindsey District Council will use its communication channels to talk about the exhibitors and event details.

Are you happy to be involved in event publicity Yes No

Website address:.....

Social media handles:.....

I consent to having my photograph taken during this event for publicity purposes:..... Yes No

Business Information

Please provide your company logo and one image to be used in publicity materials.

Information for East Lindsey Business Expo Programme

Please provide a 200 word max business bio.

Offers and Promotions

Please detail any special offers you plan to have available for visitors at the Expo. These will be used to promote the event.

Lunch and Refreshments

Hot drinks will be available throughout the day. Lunch will also be provided for up to two people per stand, please detail the names of who will be claiming lunch and any special dietary requirements below.

Name 1:.....

Name 2:.....

Dietary requirements:.....

Sign up

As a business in East Lindsey you may benefit from signing up to the following:

e-Business Brief

Tick yes to be signed up to East Lindsey District Council's e-Business Brief, a monthly electronic newsletter to keep you informed about local business information and training events. (There will be an option to unsubscribe in each email.)..... Yes No

Terms and Conditions

All stand holders must agree to be set up by 9.30am on Wednesday 16th October ready for the official opening. Lunch will be available between 12noon and 1pm.

Stands must not be dismantled until 2pm.

If you are unable to attend please inform East Lindsey District Council by 12noon on Tuesday 15th October at the latest.

All stand holders should help to promote the event through their communication channels.

I agree to the above

Signed:

Name:

Date:.....

Privacy Notice

East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP, Tel: 01507 601111. The Data Protection Officer can be contacted at the same address.

We are collecting your personal data under a contractual obligation as you have made an application to be part of the East Lindsey Business Expo.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be stored securely until the end of the financial year of the East Lindsey Business Expo, unless you have signed up to the e-Business Brief and then you email address will be held on an ongoing basis with an option to unsubscribe.

You have the right to access the data we process about you and you should contact the Data Protection Officer if you wish to do so. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact Samantha Phillips, Economic Development Officer on 01507 613119.

If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, Tel: 0303 123 1113.

For full details of our Privacy Policy please visit our website.