

## Application form for exhibitor space on Aberdeen City and Shire stand at Offshore Europe 5-8 September 2017

Space for this event is highly sought after and, if demand exceeds supply, we will allocate places to those companies who best meet the criteria. Criteria include:

- whether your company is a new exhibitor\*
- how innovative your company is
- turnover and number of employees
- your current and target export markets.

\*A company has a maximum of three opportunities to exhibit on the Aberdeen City and Shire pavilion (this policy took effect in 2013, starting with OE 2013 as the first of three).

Contact Details	
The details given in this section must relate to the Aberdeen City and Shire business participating on the stand.	
Company:	
<b>UK</b> Address including postcode:	
Website:	
Tel No and/or Mobile No:	
Main Contact Name and Job Title:	
E-mail address:	

Company Details			
No. of Years in Business:		Year Commenced exporting:	
Annual Turnover:	£	Average % Turnover from Exports:	%
Number of Employees:			
State if Previous Exhibitor on Aberdeen City and Shire Offshore Europe Stand: (Yes/No)		If Yes, when/which event:	
If Yes, and the business name and/or address has changed since you last attended Offshore Europe with Aberdeen City and/or Aberdeenshire Council please give the former details below:			

State if your firm is a Stand Alone business or part of a larger Group controlled from elsewhere
Is your business a Subsidiary? If so, from where is it ultimately controlled?

### Company Overview

Please give a brief description of the goods, services, and target customers of your business, including your strengths/unique selling points in the market, as well as your vision for the future. Maximum 200 words

### Interest in attending Offshore Europe 2017

What is your company seeking to achieve through attendance at the exhibition, and how do you expect this to contribute to your business growth plans?

### Internationalisation

If you are currently exporting, please list your top five (maximum) **current** export markets. If you have ambitions to export or increase your export markets, please list your top five (maximum) **target** export markets. Also, please list (up to five maximum) any other export markets that would potentially be of interest if you were able to access market entry support.

**Innovation and Diversification**

Describe how your company is innovative, for example, in terms of development of products, services or diversification into new industries or markets. Please also include any other information which you feel will support your application.

**Data Protection**

The information collected on this form is recorded electronically and manually, stored securely and processed for the purposes of assessing your application for (inclusion within the Aberdeen City and Shire stand at Offshore Europe 2017). Aberdeen City Council (ACC) and Aberdeenshire Council (AC) will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. ACC and AC may also use the data to approach you again in relation to future events that we run. Please tick the below box if you do not want to be approached again by a member of our staff:

Please do not contact me in relation to future events: .....

For the purposes of processing your personal information, ACC and AC are joint Data Controllers. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information held about you by ACC and AC. Such a request should be made in writing to:

**Data Protection Officer  
Aberdeenshire Council**  
St Leonards  
Sandyhill Road  
Banff AB45 1BH

**Declaration**

I wish to express interest in obtaining a presence on the Aberdeen City and Shire stand at Offshore Europe 2017, subject to the conditions set out below.

**Signed** ..... **Date** .....

**Company** .....

Conditions: I agree to complete and submit a standard questionnaire following the event, and to provide details of new orders/anticipated business for a period of 2 years following the event, as and when requested by Aberdeen City Council and/or Aberdeenshire Council. This information will be treated in strict confidence.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Cost and application deadline**

Cost of Participation	£4,000 + VAT (Stand Only)
Deadline for applications	By return

**Please return your completed form to:**

Alistair Reid  
Economic Development  
Aberdeenshire Council  
Woodhill House  
Aberdeen AB16 5GB

Email [alistair.c.reid@aberdeenshire.gov.uk](mailto:alistair.c.reid@aberdeenshire.gov.uk)