

**SEND Next Choices – Getting ready for adult life**

**Leeds first direct arena | Tuesday 24th June 2025 | 10am-6pm**

**Exhibitor booking form**

**Please read the following information carefully before completing the booking form below**

* Feedback from young people and SEND (Special Educational Needs and Disabilities) practitioners in Leeds indicated a need for an information event to help young people and their parents and carers to make informed next step decisions as they approach adult life.
* This event is designed to meet this need by bringing together a wide range of organisations who can answer questions from young people and their parents and carers about what to do next if they have a special educational need. The event will showcase their options in Leeds including jobs, training, apprenticeships, college courses, voluntary work, leisure activities, finances, benefits and support services.
* The event was delivered for the first time in 2022 and has since become a successful and highly anticipated annual event due to its popularity. Feedback from both exhibitors and visitors has been overwhelmingly positive. Last year over 65 exhibitors and 2,200 visitors attended on the day. This year, we hope the event will be an even greater success and it would be great to have you there.
* There is no charge to attend but we expect exhibitors to commit to staying for the full duration of the day.  There are some sponsorship options available. Sponsorship helps us to fund the event and gives your organisation the opportunity to showcase what you do to a large audience. To see more details please refer to the PDF sent to you in the invitation email.
* One 3X2m space with a table with 2 chairs will be supplied. You will need to bring your own tablecloths and display stands. Set up on the day will be from 8am.
* Event timings:

10 – 12pm Open to visitors

12 – 1pm Closed to visitors for exhibitor lunch break

1 – 3pm Open to visitors
3 – 4pm Closed to visitors for exhibitor networking session and break

4 – 6pm Open to visitors

**Booking form**

|  |  |
| --- | --- |
| By completing this booking form your organisation is committing to attending as an exhibitor at the SEND Next Choices event on Tuesday 24 June 2025. The event is open to visitors until 6pm and we ask exhibitors to attend the full duration of the event.**Please confirm you would like to proceed with booking a stand.**  | **Yes** **No** |
| **Your organisation’s name:**(This information will be included in the visitor guide) |  |
| **Your organisation’s contact details:**(This information will be included in the visitor guide) | **Phone number:Email:Website:** |
| **50 words to describe your organisation** (This information will be included in the visitor guide) |  |
| **Lead contact name, email and phone number:**(For booking information- this information will not be included in the visitor guide) |  |
| **The event will be split into 4 zones. Please indicate which zone you would like to be included in.** Please note that exhibitors can only be included in one zone. | **Education Work and TrainingSupport and LeisureFun Zone** |
| **If you are an employer, have you signed up to the** [**Disability Confident Scheme**](https://www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up)**?**(This information will be included in the visitor guide) | **YesNoNot applicable**  |
| **Will you be bringing additional items to display? If so, please specify.** Example items: Pop up banners, tents, light boxes, robots, toys, games, lights, tv’s, games, sensory materials etc.  |  |
| **Do you have any interactive activities planned for young people to try? If so, please specify.**  |  |
| **Exhibitors will be allocated a standard 3m x 2m stand space with a table and 2 chairs. If you think you might need more space, please indicate here.**  |  |
| **Do you have any specific requirements not mentioned above? If so, please specify.** |  |

**The event is free for exhibitors.
There are some optional costed extras which can be purchased below.**Sponsorship details are included in the exhibitor invite email attachments.

|  |  |
| --- | --- |
| Electricity to your stand - £46 | Yes/No |
| Hard wired internet to your stand - £175(Please note, we supply several Wi-Fi routers in the main arena hall to boost the free internet connection) | Yes/No  |

|  |  |
| --- | --- |
| Bronze sponsorship - £350 | Yes/No |
| Silver sponsorship - £800 | Yes/No  |
| Gold sponsorship - £2,000 | Yes/No |

**Totals**

|  |  |
| --- | --- |
| Total | £ |
| VAT @ 20% | £ |
| Total Remittance | £ |

If you are purchasing any of the optional extras, please complete the necessary details below.
Leeds City Council invoicing systems require a Registered Company Name or Registered Company Number, and a postal address. Without this information we will not be able to process your request for costed optional extras. Optional extras will be invoiced in advance of the event. Where cancellations are made less than 30 days prior to the event the full amount for extras will still be charged.

|  |  |
| --- | --- |
| Registered company name and number (please check with Companies House): |  |
| Financial contact name: |  |
| Financial contact email: |  |
| Postal address for invoicing: |  |
| Your purchase order number: (where these are used by your organisation, a PO Number is needed at the time of booking). |  |

**Thank you for your support. Please return this completed form to:** **esemployers@leeds.gov.uk** **no later than 5pm on Friday 11th April 2025.**

**To follow us on Linkedin** [**click here.**](https://bit.ly/SENDLinkedin)

**To find out more about the event** [**click here.**](https://www.inclusivegrowthleeds.com/news/send-next-choices-getting-ready-adult-life)

*Exhibitor booking privacy notice:*

*Leeds City Council is the Data Controller of this information and the information you provide will only be held by virtue of your explicit consent. It may be necessary for us to share limited personal data (i.e. first and last name) with event partners for registration purposes. The Council’s corporate privacy notice, which includes details of the authority’s Data Protection Officer and your Information Rights is available at:* [*https://www.leeds.gov.uk/privacy-statement/privacy-notice*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.leeds.gov.uk%2Fprivacy-statement%2Fprivacy-notice&data=05%7C02%7CSophie.Hewitson%40leeds.gov.uk%7C7c44316b6d4b4b92a22d08dd527c0f04%7C16864fae286e4707a78bd7188d6149a7%7C0%7C0%7C638757414958380416%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=rdNCt0NSNxBlQbpzYwZp4dFmrZJ14FOWYsrF3cSYAI0%3D&reserved=0). *Your data will be retained for no longer than 12 months from the event date. We may use your email address to make contact following the event regarding future events and careers resources which may be of interest to you. You can request that we delete your data at any time by contacting* *esemployers@leeds.gov.uk*