

**Leeds Apprenticeship Recruitment Fair 2025**   
**Wednesday 11th February 2026, 1pm – 7pm**  
**Leeds first direct arena, Arena Way, Clay Pit Lane, Leeds, LS2 8BY**

**Exhibitor booking form**

* This event will take place as part of National Apprenticeship Week.
* This event is designed for organisations with apprenticeship vacancies to fill over the next 12 months.
* A minimal charge is in place to help cover event costs only. Details are included on this booking form. In case of cancellation the following refund policy will apply: More than 30 days to the event – 50% refund. Less than 30 days to the event – no refund.
* One 6ft table with chairs will be supplied. Please bring your own tablecloths and display stands.
* Due to large visitor numbers, exhibitors are recommended to provide a minimum of 4 staff per stand and you may also wish to rota your attendance. 11,000 visitors attended the event in 2025 and the event is extremely popular with visitors.
* Last year, a few organisations left the event before the scheduled close time (7pm). This resulted in many disappointed visitors, some of whom had travelled long distances to talk with specific organisations. If you cannot stay for the full duration of the event, please do not book a place to exhibit.
* This event booked up quickly in 2025, with over 110 exhibitors. To guarantee your place at the event we recommend getting your completed booking form back to us as soon as you can.

**I agree to these conditions:**

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Thank you for your support and understanding. Please complete the booking form overleaf.

**Leeds Apprenticeship Recruitment Fair Exhibitor Booking Form**

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|  |  |
| --- | --- |
| **Your organisation name:**  (As you want it to appear in the event visitor guide) |  |
| **Registered company name & number** (please check with Companies House): |  |
| **Lead contact name:** |  |
| **Lead contact email and telephone:** |  |
| **Financial contact name:** |  |
| **Financial contact email and telephone:** |  |
| **Postal address for invoicing:**  (Please state the address for where the invoice will be sent. This information is needed at the time of booking). |  |
| **Your purchase order number:**  (Where these are used by your organisation, a PO Number is needed at the time of booking). |  |
| **Sponsorship opportunities:**  There are a limited number of opportunities to sponsor the event. Sponsorship could include priority positioning of your stand, additional promotion of your organisation and additional candidate interview space. If you are interested in sponsoring the event, please indicate here and we will be in touch to discuss this. | **We are interested / not interested in sponsoring the event.** |

|  |  |  |
| --- | --- | --- |
| **Types of vacancies you offer:**  **(please tick all those that apply)**  Vacancy sector headings are taken from the Skills England website for Apprenticeship Standards – if in doubt please check your standards here:  [Apprenticeship search / Skills England](https://skillsengland.education.gov.uk/apprenticeships/) | Agriculture, Environmental and Animal Care |  |
| Business and Administration |  |
| Care Services |  |
| Catering and Hospitality |  |
| Construction and the built Environment |  |
| Creative and Design |  |
| Digital |  |
| Education and early years |  |
| Engineering and Manufacturing |  |
| Hair and Beauty |  |
| Health and Science |  |
| Legal, Finance and Accounting |  |
| Protective Services |  |
| Sales, Marketing and Procurement |  |
| Transport and Logistics |  |

**Stand space**  
Please indicate the stand/s you would like below.

|  |  |  |
| --- | --- | --- |
|  | Number of stands requested | Total price |
| Stand Space 2m x 2m @ £320 each |  |  |
| Stand Space 3m x 2m @ £420 each |  |  |

**Visitor guide advertising**

There are limited opportunities to purchase a paid advert in our event visitor guide. This is shared electronically to everyone who books a ticket as well as in print to visitors on the day of the event. Advertising costs below apply to print-ready supplied artwork only (artwork details will be provided on confirmation of booking).

|  |  |
| --- | --- |
|  | Price |
| Inside front Cover @ £700 (Only 1 available) |  |
| Outside Back Cover @ £700 (Only 1 available) |  |
| Full Page @£550 (Limited availability) |  |
| Half Page @ £350 (Limited availability) |  |
| Quarter Page @ £250 (Limited availability) |  |

**Additional optional costs**

|  |  |
| --- | --- |
| * Electricity to your stand at a cost of £46 | £ |
| * Wi-Fi routers will be provided on the day but for those organisations who prefer hard wired internet this can be supplied by the arena at a cost of £175 | £ |

**Totals**

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

**Please return this completed form to:** [**esemployers@leeds.gov.uk**](mailto:esemployers@leeds.gov.uk)We will then confirm your booking and arrange to invoice you for payment in advance of the event.

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 stand request.

A stand space will be reserved for you on receipt of a fully completed booking form and payment.

In case of cancellation the following refund policy will apply:   
More than 30 days to the event – 50% refund. Less than 30 days to the event – No refund.