



## Supplier Information for the Meet the Buyer Event - FAQ's

### How long are the meetings?

Your meetings will be between 10 minutes. You will be surprised how even 10 minutes can be enough time to get that vital first introduction, stimulate interest in your product or service and agree a course of action...

### Can I bring a colleague?

Yes, of course, please note that our basic fee structure is always a cost per delegate.

### How much does Meet the Buyers cost?

- Due to the Heathrow Area Supply Chain programme being part funded by the EU the cost for SME businesses based in the areas of Hillingdon, Hounslow, Ealing has been subsidised. All businesses attending will be able to attend for £50 + VAT.
- If you are an SME based in Slough or Spelthorne due to funding from Heathrow Airport Ltd and Slough and Spelthorne the cost to attend the event is £50 + VAT
- If you are an SME based in the rest of London, Surrey, South Bucks and Berkshire the cost to attend is just £125 + VAT.
- If you are an SME based in any other areas then the cost to attend is £450 + VAT.
- If you are not classed as an SME then the event will cost £450 plus VAT.

### How many buyers will be there on the day?

Around 85. We do experience buyer cancellations at times which are very frustrating for all parties concerned. We do make it crystal clear to buyers that they must nominate a deputy to attend should anything happen to affect their attendance that is beyond their control.

### Can I bring my products to show the buyers?

Yes, as long as you can easily move them from stand to stand and carry them around with you during the day as we cannot guarantee safe storage at all venues.

### Is lunch included?

Lunch and complimentary refreshments are provided.

### When should I arrive?

Heathrow Meet the Buyers 2011 is a two day. We ask that you arrive at least 20 minutes before your first appointment so you can register, settle in and locate the buyers booths.

When do buyers get to see what suppliers they will be meeting?

Buyers will be shown their appointments prior to the event if they request to see them. If this is not the case their appointment diary will be up on their buying booth when they arrive, complete with a full list of suppliers and their business descriptions.