

## TRADESHOW ACCESS PROGRAMME EXHIBITOR GRANT APPLICATION FORM

This form must be completed in full in typeface or block capitals in black ink only and returned immediately to the organisation leading your group or, if you are applying for independent ("solo") support, to your local UKTI representative at the relevant International Trade Team (ITT). **The application process will be aided if you also send an electronic version of your form to the relevant organisation leading your group or ITT. Please read the accompanying Exhibitor Terms and Conditions that outline your obligations under the scheme before you complete this form.**

### Section 1 – The Event and (if relevant) the Accredited Trade Organisation

Is there an ATO led group to this event?: Y/N                      If yes, state ATO name:

Exhibition Name:

Sector (Please pick the one that best fits from the list at the end of this form):

Country:                      City:                      Exhibition start date:                      Exhibition end date:

### Section 2 - Eligibility To Apply For A Grant

You are only eligible to apply if you can answer yes to Q.1. or Q2 <u>and</u> yes to Q3a or Q3b.		YES	NO
1	Does your business comply with the UK Trade & Investment (UKTI) definition of an SME, as detailed in Section 1 of the accompanying Exhibitor Terms & Conditions?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is your business a UK University or UK publicly funded centre of higher or further learning or UK publicly funded research organisation?	<input type="checkbox"/>	<input type="checkbox"/>
3a	Does your business comply with the UKTI definition of a new exporter as detailed in Section 1 of the accompanying Exhibitor Terms & Conditions?	<input type="checkbox"/>	<input type="checkbox"/>
3b	If not, can you confirm that you have been exporting for less than 10 years or have not participated in the previous edition of the show you are applying for?	<input type="checkbox"/>	<input type="checkbox"/>

For the use of TAP  
staff only  
**Reg**

**VAT**

**Eligible**

**Yes    No**

Form complete/  
checked OK

### Section 3 – Business Details **YOUR FORM WILL BE REJECTED IF THESE DETAILS ARE NOT COMPLETELY LEGIBLE**

The details given in this section must relate to the UK business participating at the event, **NOT any parent, associate or subsidiary business**

**Business  
Name:**

**UK Address:**

**Postcode:**

**E-Mail:**

**Website:**

**Contact Name:**

**Tel no:**

**Company Reg No:**

**Business VAT Reg No:**                      (**Only** complete if no company reg number recorded at Companies House)

**English Region where relevant (e.g. North West)**

**Not Registered:**                      (**Only** tick box, if not registered at Companies House and not registered for VAT purposes)

**Section 4 – Applicant’s Bank Details - for Solo participations only**

Bank Name:		Branch:	
Account Name:			
Sort Code:		Account No:	

**Section 5 – Previous Business Name Or Address**

If the business name and/or address has changed since you last applied for a UK Trade & Investment TAP (or SESA/TFSS/Outward Mission) grant, please give the details below:

**Section 6 – Products, Trading And Brand Names**

Please give a brief description of the goods, services and all business names including the main brand or trade names to be displayed or promoted

What business name will you use on your stand?

**Section 7 – About Your Business****Required for Statistical Purposes****Q1. Size of your business?**

From your last formal accounts:

How many employees do you have (full time equivalents)? . . . . .

What is your turnover? £. . . .

**Q2. Is your business “new to market”?**

Your business is defined as “new to market” if it has not exported to the country where this exhibition is taking place within the previous 12 months and normally has no established representation there.

Yes  No

**Q3. Is your business “new to event” (irrespective of the market)?**

Your business is defined as “new to event” if it has not previously exhibited at this exhibition.

Yes  No

**Section 8: List All "De Minimis" State Aid Received Over Last 3 Years**

The European Commission recognises any type of support given from any public funds to a possible exporter as a State Aid and therefore subject to State Aid restrictions. However, we are allowed to exempt this exhibitor grant under the De Minimis exemption regulation, which allows a business to receive up to a cumulative €200,000 over any rolling three year period.

This section of the form is necessary because any grant giver (in this case UKTI), which employs the De Minimis exemption regulation, is required to ensure that the €200,000 limit will not be breached when they agree an application for grant.

Therefore you will need to record here any public aid you have received over the past three years that may need to be included in your De Minimis threshold. You need not list any aid that has already been specifically exempted in any way other than by the De Minimis regulation or any aid that has been previously "notified" to the Commission.

**PLEASE WRITE N/A IF NECESSARY**

<b>Funding Body</b>	<b>Purpose</b>	<b>Amount £</b>
<b>Total</b>		

**Section 9 – Data Protection Act 1998** – Information regarding the use and processing of personal data is to be found in the Privacy Statement of UK Trade & Investment’s website [UKTI Welcome Page](#)

Having seen the website, please tick the following boxes if the person named as contact in section 3 does not wish their details to be used for: marketing purposes by internal providers , passing to external providers for non UKTI purposes , transferring to overseas service providers  or for UKTI’s E mail marketing purposes

**Section 10 – Declaration by Business Applying for Support**

On behalf of the business named at Section 2, I confirm that the information given on this application form is true and accurate. I have also read and will comply with the **TERMS & CONDITIONS FOR EXHIBITORS**. I recognise that any grant the business named at Section 3 receives in support of its participation at the event named at section 1 is classed as De Minimis State Aid by the Commission of the European Communities. In respect of the event at Section 1, I confirm that this business has not received De Minimis State Aid in total greater than €200,000 over the 3 year period leading up to today’s date. Furthermore, the business will not receive any other contributions from public funds towards any costs which are grant eligible in the context of this application.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by a Director, Company Secretary or Owner of the Business (or equivalent).

**You must register for full UK Business Access on UKTI's website. This is free and provides access to sector-in-market reports and business opportunity alerts sourced from our global network. To register, visit [UKTI Welcome Page](#) and click on "Register a new UK Business Account**

**Are you sure you have registered on the UKTI Portal?** Yes:  No:

**UKTI's full range of information, advice and support, including UKTI's Overseas Market Introduction Service (OMIS), can also be accessed through [UKTI Welcome Page](#).**

**Section 11 – Only to be completed where an Accredited Trade Organisation (ATO) is leading a group of UK participants.**

I confirm that the relevant International Trade Adviser (ITA) or equivalent in the Devolved Administrations has notified me in writing that this business appears to meet the criteria for exhibition assistance. I also confirm that the ITA has agreed that this exhibition seems appropriate in light of what they know about the business's export strategy and that UKTI support is needed to make possible or enhance the business's participation in the event.

Name: \_\_\_\_\_ Position in ATO organisation: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Section 12 – Only to be completed in the event of Solo participation (i.e. participation outside an ATO led group) being agreed by the International Trade Adviser (ITA) or equivalent in the Devolved Administrations.**

**Please Note: In the event of "solo" participation being agreed by the ITA where there is an ATO led group going to the relevant event the ITA must explain why the business cannot be reasonably accommodated in the ATO led group.**

I confirm that this business appears to meet the criteria for exhibition assistance. I also confirm that this exhibition seems appropriate in light of what I know about the business's export strategy and that UKTI support is needed to make possible or enhance the business's participation in the event.

**Reason for not joining the ATO led group (where relevant).** The only acceptable explanations will be where the ATO has refused to take the business in the group for any reason e.g. where the business's stated reasonable stand requirements could not be provided through the ATO's arrangements and the ATO was unwilling to accept the business in the group if the business made their own independent stand arrangements.

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

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

**Completed forms must be sent BY the Accredited Trade Organisation (ATO) or, in the case of solo applications, the International Trade Adviser (ITA) or equivalent in the Devolved Administrations to: TAP Operations, UK Trade and Investment, Tay House, 300 Bath Street, Glasgow G2 4DX. PLEASE NOTE: FORMS BEING SENT TO TAY HOUSE BY ITAs SHOULD BE ROUTED VIA THE CENTRAL CONTACT POINTS IN THE INTERNATIONAL TRADE TEAMS.**

You can access further help and advice through [Scottish Enterprise](#), [International Business Wales](#) or [Invest Northern Ireland](#). Details of your local UKTI contacts can be found at [UKTI Welcome Page](#).

## **Industry Sectors**

Aerospace (Civil)  
Agriculture, Horticulture & Fisheries  
Airports  
Automotive  
Biotechnology & Pharmaceuticals  
Business & Consumer Services  
Chemicals  
Clothing, Footwear & Fashion  
Communications  
Construction  
Creative & Media  
Education & Training  
Electronics & IT Hardware  
Environment  
Financial Services  
Food & Drink  
Giftware, Jewellery & Tableware  
Healthcare & Medical  
Household Goods, Furniture & Furnishing  
Leisure & Tourism  
Marine  
Mechanical, Electrical & Process Engineering  
Metallurgical Process Plant  
Metals & Minerals  
Mining  
Oil & Gas  
Ports & Logistics  
Power  
Railways  
Security  
Software & Computer Services  
Sport & Leisure Infrastructure  
Textiles, Interior Textiles & Carpets  
Water