|  |  |
| --- | --- |
| **Company** |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Website |  |
| Email address |  |
| Business Description |  |
| Specific Procurement Policies  |  |
| What is your main objective for attending Meet the Buyers 2017? |  |

|  |
| --- |
| **First attendee** |
| First Name |  |
| Surname |  |
| Job Title |  |
| Email |  |
| Mobile number |  |
| Address (if different from above) |  |
| Dietary / Access Requirements  |  |

|  |
| --- |
| **Second attendee** |
| First Name |  |
| Surname |  |
| Job Title |  |
| Email |  |
| Mobile number |  |
| Address (if different from above) |  |
| Dietary / Access Requirements  |  |

Your involvement in Gatwick Diamond Meet the Buyers 2017 is free of charge, but we do need to know what you are looking to procure.

Please complete the Form below and tick against as many of the categories as you are likely to be looking to procure in the next 6-24 Months. Where possible, please indicate a likely spend

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Buying? | Likely Spend |   | Buying? | Likely Spend |
| Accountancy Services |   |   | Office Furniture |   |   |
| Advertising / Marketing |   |   | Office Supplies |   |   |
| Architectural Services |   |   | Online Marketing |   |   |
| Audio Visual / Presentation |   |   | Photography Services |   |   |
| CAD Systems / Software |   |   | Printing |   |   |
| Catering Services |   |   | Product Design |   |   |
| Corporate Entertaining |   |   | Property Services |   |   |
| Corporate Gifts |   |   | Prototyping |   |   |
| Document & Data Services |   |   | Quantity Surveying  |   |   |
| Environmental Services |   |   | Recruitment |   |   |
| Event Management |   |   | Security Services |   |   |
| Facilities Management |   |   | Signage |   |   |
| Health & Safety |   |   | Storage |   |   |
| Hotel & Venues |   |   | Structural Consultants |   |   |
| Human Resources / Personnel |   |   | Telecoms |   |   |
| International Business Services |   |   | Training |   |   |
| IT Hardware |   |   | Translation Services |   |   |
| IT Maintenance |   |   | Transport / Distribution |   |   |
| IT Software Development |   |   | Travel Services |   |   |
| Legal Services |   |   | Vehicle Supply / Servicing |   |   |
| Media / PR Services |   |   | Waste Management |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Buying? | Likely Spend |   | Buying? | Likely Spend |
| Brickwork / Blockwork |   |   | Heating & Ventilation Services |   |   |
| Building Materials - Fixings |   |   | Landscaping / Grounds Maintenance |   |   |
| Building Materials - Heavy |   |   | Lighting |   |   |
| Carpentry / Joinery |   |   | Mechanical Services |   |   |
| Catering Equipment |   |   | Metalwork |   |   |
| Ceilings |   |   | Office fit out / refurbishment |   |   |
| Ceramics & Sanitation Services |   |   | Oils & Lubricants |   |   |
| Civil Engineering |   |   | Painting / Decorating |   |   |
| Cladding / Walling |   |   | Paving / Road Surfaces |   |   |
| Cleaning Supplies |   |   | Personal Protective Equipment |   |   |
| Doors & Glazing |   |   | Pipework |   |   |
| Drainage |   |   | Plant / Plant hire |   |   |
| Drilling |   |   | Plastering / Dry Lining |   |   |
| Electrical Services / Supply |   |   | Plumbing Equipment / Services |   |   |
| Environmental Services |   |   | Power & Hand Tools |   |   |
| Fabric Maintenance |   |   | Roofing Equipment / Services |   |   |
| Fasteners / Fixings |   |   | Scaffolding |   |   |
| Fencing / Gates |   |   | Security / Access Control |   |   |
| Fire & Safety Products & Services |   |   | Steelwork |   |   |
| Fitting Out |   |   | Structural Components |   |   |
| Flooring |   |   | Waste Services |   |   |
| Gas Services / Supply |   |   | Water Services / Supply |   |   |
| Ground works / Foundations |   |   | Welding Products / Services |   |   |

Other products & services not listed above:

|  |  |  |
| --- | --- | --- |
|   | Buying? | Likely Spend |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |

We are also keen to help match you with businesses who can solve problems or provide solutions to issues that you are looking to address.

These could include

* how to get more use from your space
* how to reach new markets
* how to explore innovation and product or service design
* how to improve staff retention

Please use this box to add in any problems or issues that you are looking to resolve and we will attempt to find the people who can help you, either as individual businesses or by pooling resources, knowledge & expertise.

|  |  |
| --- | --- |
| Issue 1 |  |
| Issue 2 |  |
| Issue 3 |  |

Gatwick Diamond Meet the Buyers 2017 Sponsors:

|  |  |  |
| --- | --- | --- |
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