

Explanation and Guidance to Exhibitor T&Cs and Grant Form

EXHIBITOR GRANT APPLICATION FORM – for ICEF Berlin 2020

Section 1 – The event and the TAP TCP

Please complete as below:

- TCP name: English UK
- Exhibition Name: ICEF Berlin 2020
- Sector: Creative, Lifestyle and Learning - Education
- Country: Germany
- City: Berlin
- Exhibition start date: 01 November 2020
- Exhibition end date: 03 November 2020

Section 2 – Eligibility to apply for a Grant

Read Section 1 of the accompanying Exhibitor Terms & Conditions to answer these questions. To be eligible you must answer yes to either question 1 or 2.

Section 3 – Business details

Please print your company details clearly.

To confirm your company registration number visit: www.gov.uk/get-information-about-a-company

To check which English region/devolved administration you are in visit www.great.gov.uk/contact/office-finder/

Section 4 – Previous TAP experience

Please let us know if you have received any other tap grant funding. Your details will be cross checked with DIT records. To be eligible you must have not received more than 6 TAP grants since 1st April 2009.

Section 5 – Previous business name or address

Section 6 – Products, trading and brand names:

This question means what is the company name you will be attending as at ICEF Berlin. All TAP participants will have an educator table for one representative and one meeting schedule.

Section 7 – About your business

Please complete all questions in relation to your company. To be eligible for a tap grant you should have less than 250 employees and meet the DIT definition of an SME.

Read Section 3 of the accompanying Exhibitor Terms & Conditions for further details

Section 8 – About your exporting experience

Please complete all questions in relation to your company. This is a generic form and for our industry 'exporting' really means where do your students come from.

Section 9 – State Aid

Please ensure to list any financial aid received.

Section 11 – Declaration

Complete your name, position and date.

Please note that this must be signed by a Director, Company Secretary or Owner of the Business.

Print off the application form and hand sign. Your signature must be an original signature NOT a digital copy.

Now:

Scan your form and return (1) your form to English UK together with the (2) terms and conditions document. Terms and Conditions document – complete all highlighted parts.

- Email both documents to roz@englishuk.com