



## Social Enterprise World Forum (SEWF) 2018 Supply Chain Opportunities

### About SEWF 2018

[Community Enterprise in Scotland \(CEIS\)](#) are delighted to host SEWF 2018, ten years on from hosting the inaugural event in Edinburgh in 2008. The success of the forum in galvanising the global social enterprise movement, creating a platform for learning, sharing of good practice, ideas and creating partnerships has made SEWF the international event of choice for the sector.

We anticipate that the SEWF 2018 event on 12-14<sup>th</sup> September 2018 in Edinburgh will offer significant exposure to the UK and international social enterprise community as we estimate our forum will have 400 Scottish participants, 400 from the rest of the UK and Ireland and 400 from the rest of the world. This is a great opportunity to showcase the range and quality of products and services that social enterprise can offer. For further information on the event, visit <http://www.sewf2018.org/>

### SEWF 2018 Procurement Approach

In the delivery of SEWF 2018, we are aspiring to spend 70% or more of the total budget with social enterprises and organisations who will deliver social value. This means that when selecting possible providers or partners, cost will be one of a range of evaluation criteria including quality and community benefit.

When seeking suppliers, we will look to work with providers that deliver positive social and environmental impact, which they will demonstrate through their organisational ethos. Our preference for providers and partners is, in order;

1. Social Enterprises
2. Third Sector and charitable organisations
3. Companies owned and operated by local people in Scotland
4. Companies with a clear social and/or environmental ethos and impact.
5. Companies who pro-actively contribute to the fundamental challenges of the communities they operate in.

## Supply Chain Opportunities

Currently we are looking for organisations to suggest innovative and sustainable ideas for the provision of the following products and services:

### Catering

We are looking for catering partners to deliver a world food market with stalls showcasing different cuisines, through cold/hot fork buffet/street food styles. This will be served at a Ceilidh event in Edinburgh on the evening of 13<sup>th</sup> September 2018 between 7.30-9.00pm. We will seek 6-8 partners serving 100-150 delegates at £10-15 per person. We will have access to a kitchen, however this may be limited due to access and requirements of different caterers. Therefore, consideration should be given to offsite and onsite preparation.

Please submit an outline proposal to [eventmanagement@sewf2018.org](mailto:eventmanagement@sewf2018.org) by no later than 5pm GMT on 30<sup>th</sup> March 2018 with:

- draft menus, including options for vegetarian, vegan, coeliac, nut free, lactose free, halal etc;
- costs;
- approach to sustainability with regards to this event including provenance of products and waste disposal strategy for food and crockery, cutlery and napkins;

### Print

We are seeking a partner to print circa 300 - 1200 delegate programmes for the main SEWF event on 12-14<sup>th</sup> September 2018, depending on delegates preference for an electronic or printed programme. These delegate programmes will be approximately 32 pages x A5 in full colour. Consideration should be given to use of materials and sustainability / re-usability.

Please submit an outline proposal to [eventmanagement@sewf2018.org](mailto:eventmanagement@sewf2018.org) by no later than 5pm GMT on 30<sup>th</sup> March 2018, including:

- Costs
- Sustainability approach

### Entertainment

#### 12<sup>th</sup> September 2018

We are looking for 3-4 musical entertainment options on the evening of 12<sup>th</sup> September to play at various evening functions. We are seeking

- a classical/folk/traditional artist to play for 1-1.5 hours at an event for a maximum of 180 people from 6.30-8.00pm
- pop/rock/dance bands to play for 2 hours from 8.00pm-10.00pm or 10.00pm-12.00am for circa 100-350 delegates

## 13<sup>th</sup> September 2018

We are seeking a band for the evening of 13<sup>th</sup> September 2018 to perform Ceilidh music from approximately 9.00pm-10.30pm to an audience of Scottish, UK, Irish and International delegates. A caller for the Ceilidh is essential as most participants will need guidance and encouragement. We may follow this with a disco/DJ set. This could be conducted by the same or a combination of two bands.

Please submit an outline proposal to [eventmanagement@sewf2018.org](mailto:eventmanagement@sewf2018.org) by no later than 5pm GMT on 30<sup>th</sup> March 2018, including:

- Costs
- Musical style
- Previous performance experience
- Links to online performances, if available

### **Speaker gifts**

We are looking for a unique gift for circa 120 speakers and VIP's to thank them for their contribution to SEWF and as a memento from the event. Personalisation with SEWF 2018 branding is preferable but not essential. We would like to invite organisations to submit 1-3 different options for items between £5-15 each. Many of the speakers will be from destinations out with Scotland and the UK. Therefore, consideration should be given to provenance, size and portability of the item. Sponsorship of these items with sponsor brand is also possible.

Please submit an outline proposal to [eventmanagement@sewf2018.org](mailto:eventmanagement@sewf2018.org) by no later than 5pm GMT on 30<sup>th</sup> March 2018, including:

- Costs
- Item visual and description including dimensions and weight
- Personalisation options

### **Delegate bags**

We are looking for a partner to provide a maximum of 1,200 delegate bags depending on delegates choice to use a bag. Consideration must be given to use of materials and sustainability / re-usability as we will not choose items that are damaging to the environment. Personalisation with SEWF 2018 branding is preferable but not required. We would like to invite organisations to submit 1-3 different options for items between £4-15 each. Many of the delegates will be from destinations out with Scotland and the UK. Therefore, consideration should be given to size and portability of the item. Sponsorship of these items with sponsor brand is also possible. Higher priced items may be offered to delegates for purchase at time of registration. We are also interested in creative and practical alternatives to delegate bags.

Please submit an outline proposal to [eventmanagement@sewf2018.org](mailto:eventmanagement@sewf2018.org) by no later than 5pm GMT on 30<sup>th</sup> March 2018, including:

- Costs
- Item visual and description including dimensions and weight
- Environmental impact
- Personalisation options

### **Your outline proposal**

If you are responding to one of the opportunities above or have any questions contact [eventmanagement@sewf2018.org](mailto:eventmanagement@sewf2018.org). Please note outline proposals should be submitted by no later than 5pm GMT on 30<sup>th</sup> March 2018 and include the below:

**Org Name:**

**Org address:**

**Contact name:**

**Contact email:**

**Contact telephone:**

**Organisation website:**

**Is your organisation a (*please tick as appropriate*)?:**

1. Social Enterprise
2. Third Sector and charitable organisation
3. Company owned and operated by local people in Scotland
4. Company with a clear social and/or environmental ethos and impact.
5. Company that pro-actively contributes to the fundamental challenges of the communities they operate in.

**Please give a brief description of your wider social and environmental impact?**