

COSLA

Annual Conference and Exhibition

Fairmont Hotel - St Andrews

Thursday, 19 – Friday, 20 November 2026

Accommodation and Hotel Information

Fairmont St. Andrews Hotel sits proudly amidst the rugged coastal landscape of East Scotland. A truly unique and special venue that makes the visit one to remember, with its lavish and stunning surroundings, peaceful setting and stunning cliff top views of St Andrews and the North Sea. It is 50 minutes from Edinburgh and 90 minutes from both Aberdeen and Glasgow. The Hotel is located approximately 2 miles from St. Andrews town centre and 20 minutes from Leuchars Railway Station.

- Further information can be found on the hotel website at www.fairmont.com

Exhibiting Information

The Exhibition is an integral part of the Conference attracting a wide variety of organisations working in the public, private and third sectors. Tea and coffee will be served in the exhibition area to ensure that exhibitors have the chance to meet with delegates.

Please indicate your first, second and third choice of stand on the attached form. Stands will be allocated on a 'first come, first served' basis. The location of each stand is also attached to help make your choice.

Please contact Alex Shirlaw on 0131 474 9215 or e-mail alex@cosla.gov.uk for more details.

Included in Stand Costs

The cost of a Stand is fully inclusive of the following: -

- Attendance at the event for 2 representatives from your organisation, including attendance at conference sessions.
- All tea/coffee and lunches.
- One delegate bag for each stand containing delegate lists and conference information.
- Free 100-word entry in the Conference Brochure. Please provide 100 words by **Friday, 16 October 2026** to alex@cosla.gov.uk

Included in Space Only Costs

The cost of a Space only is fully inclusive of the following: -

- This stand is as described and will allow for one corporate pop-up and the hotel shall provide a small occasional table for marketing materials.
- Attendance at the event for **1 representative** from your organisation, including attendance at conference sessions.

- All tea/coffee and lunches.
- One delegate bag for each stand containing delegate lists and conference information.
- Free 100-word entry in the Conference Brochure. Please provide 100 words by **Friday, 16 October 2026** to alex@cosla.gov.uk
- This space allows only for one pop up banner and a small occasional table.

NOT included in Stand or Space only cost is attendance at the COSLA Excellence Awards Dinner or Hotel accommodation.

If you wish to attend the Annual Excellence Awards Dinner on Thursday, 19 November there will be an additional charge of £95.00 plus VAT per delegate, per dinner.

Accommodation costs are as detailed on the booking form and accommodation is bookable **ONLY** through COSLA.

Stand Information

The Exhibition Stands are located along the corridors leading to and from the Conference hall and breakout rooms. Each stand has its own specific measurement. Each shell scheme stand (2.5m or above) will consist of 3 panels; 1 straight panel in the middle and an angled panel at either side, the panels consist of white aluminium posts either side and top and bottom white aluminium rails with white foamex infills. The Stand No. and Organisation Name will be attached towards the top of the side panels. Each stand will be fitted with two LED spotlights on the panels, and one 4-way electric socket which is included in the cost of the Stand.

Please note that stands that are 2m or below are not eligible for a shell scheme.

Set up and Dismantling Times

All exhibitions will be located within the exhibition village and it is anticipated that access to this area can be gained from **4.00pm** onwards on Wednesday, 18 November 2026.

Conference registration and exhibition viewing is scheduled for **8.30am** on Thursday, 19 November and we therefore ask that **ALL** stands are in place by this time. With this in mind, can you please indicate which day you intend setting up your exhibition and if at all possible highlight at what time you are expected.

Exhibitors can use the 'Goods Delivery Entrance' which is signposted within the grounds of the Hotel on Wednesday 18 November to unload any items. Please note however, that once items have been unloaded exhibitors are asked to move their vehicle to the main car park.

If you intend sending any equipment/materials to the Hotel in advance of the Conference, please inform me of your plans.

Please address all courier items with the following details:

FAO COSLA Annual Conference (19 and 20 November 2026)
Fairmont St Andrews Hotel
Deliveries Entrance
Kingask, St Andrews
KY16 8PN
NAME OF EXHIBITOR:
STAND NO #

Sponsorship

Sponsoring one particular aspect of the conference brings its own list of benefits and related costs. Organisations may also contribute to the cost of one of the options shown below, with recognition in the Conference handbook. For estimated costs or to discuss your contribution **please contact Linda Bruce on 0131 474 9228 or e-mail Linda@cosla.gov.uk**

Option
Evening Pre-Dinner Reception
Delegate Bags
Lunches
Refreshment Breaks
Complimentary Gifts
Writing Pads
Pens
Conference Dinner

Promotional Literature and/or Complimentary Gifts

An opportunity exists for including promotional literature or small complimentary gifts in the Delegate Bag at a cost of £400.00 plus VAT. We would require you to supply approximately 300 copies or gifts.

A 20% discount applies to all exhibitors wishing to take advantage of this option.

Please contact Linda Bruce on 0131 474 9228 or e-mail Linda@cosla.gov.uk for further information.

Advertising

The official conference handbook contains essential programme and speaker information and is distributed to all delegates attending the Conference. There is a limited amount of advertising space available in the handbook, which will be A4 size and printed in full colour. The following rates will apply:

Full page	- £450.00 plus VAT
Half page	- £300.00 plus VAT
Quarter page	- £200.00 plus VAT

A 20% discount applies to all exhibitors wishing to take advantage of this option.

Note: Please complete Commercial Opportunities booking form attached to this email.

Please contact Linda Bruce on 0131 474 9228 or e-mail Linda@cosla.gov.uk for technical specifications.

Booking Form

**COSLA Annual Conference and Exhibition
Thursday, 19 and Friday 20 November 2026**

Organisation Name	
Contact Name	
Address for Correspondence	
Email Address for Contacting	
Email Address for Invoicing	
Telephone Number	

Delegate Details

Please provide details of delegates attending the Conference. The cost for two representatives attending your Stand at the Conference is included in the Stand cost. Please note the Stand cost excludes accommodation and dinner.

Additional representatives from your Organisation wishing to attend would have to do so as a 'delegate'. The delegate booking form is attached for your attention and completion and should be forwarded directly to Linda Bruce at COSLA, Verity House, 19 Haymarket Yards, Edinburgh, EH12 5BH. Tel 0131 474 9228 or e-mail Linda@cosla.gov.uk

Dinner & Accommodation Costs

Dinner and Accommodation charges are **NOT** included in the cost of the Stand price; separate charges apply as undernoted:

Pre-Dinner Reception and Excellence Awards Dinner and Ceremony on Thursday, 19th November is priced at £95.00 plus VAT per delegate.

Accommodation will be available at the Fairmont Hotel at a cost of £225.00 plus VAT per night on a bed and breakfast basis which is **bookable only through COSLA**. If you wish to share a double/twin room, there is an additional cost of **£40.00 per night**

Name		
Job Designation		
Dinner Attendance 19th (Y/N)		
Wednesday 18th Accommodation (Y/N)		
Thursday 19th Accommodation (Y/N)		
Double/Twin Room		

Exhibition Stand

Please indicate your first, second and third choice. Stands will be allocated on a 'first come, first served' basis. All costs shown are exclusive of VAT.

Please also confirm if you are bringing your own stand, or if you would like us to provide you with the Exhibition Panels i.e. shell scheme (pictures of shell scheme panels will follow once confirmation has been received).

Bringing Own Stand: Yes No Dimensions of your Exhibition Stand _____

Require Shell Scheme: Yes No

Stand	Location	Size (H x W x D)	Cost (ex VAT)	Choice (1 st , 2 nd , 3 rd)
1	Corridor	2m, x 2.43m, x 0.74m	£1,999	
2	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
3	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
4	Corridor	3m, x 2.43m, x 0.74m	£1,999	
5	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
6	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
7	Corridor	3m, x 2.43m, x 0.74m	£1,999	
8	Corridor	2m, x 2.43m, x 0.74m	£1,999	
9	Corridor	3m, x 2.43m, x 0.74m	£1,999	
10	Corridor	2m, x 2.43m, x 0.74m	£1,999	
11	Corridor	2m, x 2.43m, x 0.74m	£1,999	
12	Corridor	3m, x 2.43m, x 0.74m	£1,999	
13	Corridor	3m, x 2.43m, x 0.74m	£1,999	
14	Corridor	3m, x 2.43m, x 0.74m	£1,999	
15	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
16	Corridor	2m, x 2.43m, x 0.74m	£1,999	
17	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
18	Corridor	2m, x 2.43m, x 0.74m	£1,999	
19	Corridor	2m, x 2.43m, x 0.74m	£1,999	
20	Corridor	2m, x 2.43m, x 0.74m	£1,999	
21	Corridor	3m, x 2.43m, x 0.74m	£1,999	
22	Corridor	2m, x 2.43m, x 0.74m	£1,999	
23	Corridor	3m, x 2.43m, x 0.74m	£1,999	
24	Corridor	3m, x 2.43m, x 0.74m	£1,999	
25	Corridor	2m, x 2.43m, x 0.74m	£1,999	
26	Corridor	3m, x 2.43m, x 0.74m	£1,999	
27	Corridor	3m, x 2.43m, x 0.74m	£1,999	
28	Corridor	2m, x 2.43m, x 0.74m	£1,999	
29	Corridor	2m, x 2.43m, x 0.74m	£1,999	
30	Corridor	2m, x 2.43m, x 0.74m	£1,999	

31	Corridor	2m, x 2.43m, x 0.74m	£1,999	
32	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
33	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
34	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
35	Corridor	3m, x 2.43m, x 0.74m	£1,999	
36	Corridor	3m, x 2.43m, x 0.74m	£1,999	
37	Corridor	3m, x 2.43m, x 0.74m	£1,999	
38	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
39	Corridor	2m, x 2.43m, x 0.74m	£1,999	
40	Corridor	2.5m, x 2.43m, x 0.74m	£1,999	
A	Corridor	Small pop up/occasional table – Max 1m Width	£999	
B	Corridor	Small pop up/occasional table – Max 1m Width	£999	
C	Corridor	Small pop up/occasional table – Max 1m Width	£999	
D	Corridor	Small pop up/occasional table – Max 1m Width	£999	
E	Corridor	Small pop up/occasional table – Max 1m Width	£999	
F	Corridor	Small pop up/occasional table – Max 1m Width	£999	

Furniture Requirements

The cost of the Stand includes any furniture. If you would like COSLA to supply your Organisation with furniture, please indicate below.

- Supply of 1 six-foot trestle table
- Supply of 1 four-foot trestle table
- Supply of 1 round occasional table
- Number of chairs if required
- 2 Power Socket

Please note that there is free Wi-Fi throughout the Conference venue.

If you require additional electrical fittings and/or furniture, please contact Alex Shirlaw.

Tel: 0131 474 9215

E-mail: alex@cosla.gov.uk

Amount Payable

Payment of the Exhibition Stand must be with COSLA within one calendar month upon signing booking form.

Stand Cost _____

Conference Dinner Costs _____

Accommodation Costs _____

Commercial Opportunities Costs _____

Sub Total _____

Please add VAT at 20% _____

Total amount due to COSLA _____

PO (if required)

Please Invoice

A VAT invoice will be forwarded with your confirmation.

Authorised signature

Please print name

Please return to:

**Alex Shirlaw
COSLA
Verity House
19 Haymarket Yards
Edinburgh
EH12 5BH**

Tel: 0131 474 9215

Email: alex@cosla.gov.uk

We regret that **NO REFUNDS** can be made, although delegates may substitute, providing reasonable notice is given. It is also important to note that it is **NOT** possible for delegates/exhibitors to 'share' a conference place or exhibition place.