**TOP DRAWER Booking Form**

**Carlow County Council**

**Local Enterprise Office**

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| **TOP DRAWER 2018** |
| **Monday 10th and Tuesday 11th 2018** |

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| --- | --- |
| **Company Name** |  |
| **Participant Name (s)** |  |

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| **Full Postal Address:** | **Address:**  **Telephone Number(s):**  **Landline:**  **Mobile:**  **E-Mail:** |
| **Objectives of attending Top Drawer 2018:** |  |
| **GDPR** | **I understand that by completion of this booking form, I will provide the Carlow County Council’s - Local Enterprise Office with my personal data.**  **I consent to this personal data being used to contact me in respect of this activity and associated activities in respect of this development activity. I also understand and agree that my personal data may be held and used by the organiser and third-party provider (i.e. training & development company) in order to run the event and for analysis of general participation in the Local Enterprise Office Programme.**  **Signature:** |

**Educational Trade Mission – Top Drawer – 10th-11th September 2018**

**Closing Date for Applications & Payment: 22nd June 2018**

As part of our 2018 programme, Carlow County Council’s – Local Enterprise Office has many opportunities for companies to develop and grow in many ways. This includes facilitating companies to attend focused Educational Trade Missions.

As part of its support for the Home, Gift, Fashion & Craft Sector supports, the Local Enterprise Office is arranging a supported visit to Top Drawer on Monday 10th & Tuesday 11th September 2018. Top Drawer is the perfect platform for UK and international lifestyle brands to present new ranges and best sellers in the curated and complementary worlds of Home, Gift, Fashion and Craft.

With each world showcasing an expert sector edit, this is where the leading brands, designers, suppliers, manufacturers and distributors come to do business with the most successful creative retailers and contract buyers from across the UK and beyond.

Companies must be based in County Carlow and there is a limited number of places are available. To apply please complete the attached application form and include a copy of the person’s passport for travelling purposes.

The cost of attending is heavily subsidised at €150 per client. The clients are responsible for their own transport to and from the Airport and all subsistence during the visit. The Local Enterprise Office will provide flights, accommodation and register the clients for the show and provide transfers to and from the show.  It is proposed to depart early on 10th September 2018 and return on Tuesday 11th September 2018.

5 places are available for client companies. Below is information on the show and to facilitate booking I’d appreciate if you could advise if you’re interested on or before 22nd June 2018. Queries to [sbyrne@carlowcoco.ie](mailto:sbyrne@carlowcoco.ie) or by calling 059/9129783

Where number of applications exceeds the number of places, the Local Enterprise Office will select based on suitability for the programme.

Top Drawer Website: <https://www.topdrawer.co.uk/>

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| IBAN | IE52 AIBK 9331 0404 8690 84 |
| BIC | AIBKIE2D |
| Notification to accounts receivable on date of payment if online banking: | [Accountsreceivable@carlowcoco.ie](mailto:Accountsreceivable@carlowcoco.ie)  cc [sbyrne@carlowcoco.ie](mailto:sbyrne@carlowcoco.ie) |