

Sourcing Scotland

Bringing together suppliers and buyers from retail, wholesale and foodservice to help grow the sales of Scottish products across the country.



SCOTLAND
FOOD & DRINK

JOINING INSTRUCTIONS – SUPPLIERS

Thank you for participating in the forthcoming Sourcing Scotland event, which is taking place at Perth Concert Hall on Wednesday 25 October 2023.

ATTENDEES

Suppliers can bring a second colleague to the event if they wish. Please note this must be confirmed in advance. Please email us to confirm the details by Thursday 13 October.

If you or your colleague have any dietary requirements, please let us know in advance. (we will have vegetarian options available so only require details of any other dietary requirements.)

BUYERS

New Buyers will be uploaded to the diary system on a regular basis. If you would like to invite any buyer contacts, please ask them to register [here](#).

VENUE

Perth Concert Hall
Mill Street
Perth PH1 5HZ
T: 01738 621031



HOW TO GET THERE

By Train

There are regular trains from Scotland's major cities. Perth railway station is located approximately 0.7 miles (1.1km) from the centre of Perth. A map showing the best route to walk can be found [here](#). There is also a taxi rank located outside the station.

For information about train times and service updates please visit [Trainline](#), the [ScotRail](#) website or call [0344 811 0344](tel:0344 811 0344)

By Bus

Perth Concert Hall and Perth Theatre are both well served by good bus connections. The venues are approximately 800m from Perth Bus Station on Leonard Street, and there are several bus stops nearby.

There are a number of [Stagecoach East services](#) which link the centre of Perth and the surrounding area.

More details can be found on the [Stagecoach East website](#). For full timetable and route listings, visit the [Perth and Kinross Council website](#).

There are a number of Park + Ride sites located around Perthshire: [Perth](#), [Scone](#) and [Kinross](#).

Car parking

There is both on-street and off-street parking on Mill Street where charges apply from 8am - 6pm Monday to Saturday. There are three disabled public car parking spaces directly opposite the main entrance to the concert hall but these tend to fill very quickly.

Kinnoull Street Car Park now operates with a number plate recognition entry system and parking must be paid in advance via the payment machines or via the mobile 'Ringo' app.

SET-UP AT VENUE

We have 70 suppliers who will be positioned within the main auditorium. Each supplier will have 1 x 4ft x 2.5ft clothed table with 2 chairs (and 1 for Buyers). This will be your permanent post throughout the event and the buyers will circulate around the rooms and come to you.

You can dress the table and put out samples. Please do not bring pop-ups as we do not have space and they will obscure views for buyers within the room.

You can store surplus kit under your table.

There will be charging stations available within the room for charging phones / laptops. If you have any other items you wish to bring that require power (such as small charging cool box or freezer) please let us know in advance. Any electrical items being brought to the venue must be PAT tested and labelled accordingly.

On arrival, one of the event team will register you and take you to your table. Maps with a numbered key for suppliers will be shared on the day.

You can arrive from 8:30am. Please ensure you are ready and set-up for 09:45am at the latest as this is when Buyers will be able to access the main room.

DELIVERIES

Where possible, please bring your stock / samples with you on the morning. If you need to have items delivered in advance, please send them to:

Sourcing Scotland Event 25 October
FAO Rebecca Donaldson (01738 472707)
Conference & Events Executive
Perth Concert Hall,
Mill Street
Perth
PH1 5HZ

Items can arrive from the 24th October at the earliest.

If you require any refrigerated or freezer storage in advance or if you need fridge or freezer space on the day, in the venue kitchen please let us know.

SAMPLING AND PREP AREA

Please pre-prepare as much as you can for arrival at the venue. Please bring anything you need to prepare your samples. This includes chopping boards, knives, condiments, garnishes, glassware, tea-towels etc.

Suppliers will have access to a small bar area for preparing items and washing up kit as needed. Please note that use of the prep area is at the risk of the supplier and the area is unsupervised.

If you require access to the kitchen space to prepare cooked items, please let us know as soon as possible. You will be required to wear protective clothing (chef whites) and also complete additional paperwork.

THE DIARY SYSTEM – B2MATCH

Step 1 – Completing your online profiles

Once you have received and accepted your invitation to join the B2Match platform, you will be asked to complete your personal and organisational profiles.

You can add profile images and organisational logos, as well as websites and social media platforms. You can also add and tweak your areas of activity (the sectors in which you operate and locations).

There is also an online Marketplace area within the platform. Please feel free to add any product(s).

Step 2 – Pre-arranged 1-1 meetings

1-1 meetings/diaries will open from: Monday 2 October from 3:30pm

Once logged in, using your personal login, you can access the homepage and use the networking and participants tab on the top bar to find the buyers you would like to meet with.

For the full platform guide, please [open here](#)

HOW THE APPOINTMENTS RUN ON THE DAY

There will be a screen in each room with a countdown clock. An announcement will indicate the start of the 15 minute slot, and then at 14 minutes you will hear a 1

minute warning that the slot will be closing shortly. Please try and stick to the timings and not run over. There is a 5 minute break between meeting to allow buyers time to move to the next supplier.

Your appointments will be as listed within the diary system B2Match. Please keep an eye on your electronic diary on the day for any last minute changes or updates. The event team will also be able to access diaries and help with any enquiries.

AGENDA

Time	Activity
08:30	Producers arrive and set up table by 09:45
From 09:15	Buyer Arrival, Registration, Breakfast
10:00	Official Welcome to All
10:10 - 10:25	1-1 Meetings
10:30 - 10:45	1-1 Meetings
10:50 - 11:05	1-1 Meetings
11:10 - 11:25	1-1 Meetings
11:30 - 11:45	1-1 Meetings
11:50 - 12:05	1-1 Meetings
12:05 - 13:00	Lunch
13:00 - 14:00	Open Marketplace
14:05 - 14:20	1-1 Meetings
14:25 - 14:40	1-1 Meetings
14:45 - 15:00	1-1 Meetings
15:05 - 15:20	1-1 Meetings
15:20	Closing Remarks
15:30	End – Supplier pack up and depart

SUMMARY OF WHAT YOU NEED TO TELL US

- Specific power needs – by 28 September**
- Specific preparation needs – by 28 September**
- Freezer or refrigeration requirements in the venue – by 28 September**
- If you would like to bring a colleague along – by 13 October**

Please email us at meetthebuyer@foodanddrink.scot

You can also call either Melissa (07584 122 903) or Joanne (07983 422 144) from Lux Events with any queries you would like to talk through.

Reminders and final briefing note will be sent to you during October. We look forward to welcoming you to Perth Concert Hall on Wednesday 25 October.