



SUPPLIER DIRECTORY FORM

Business/ Organisation name	
Contact name(s) and position(s)	
Postal address	
Country	
Telephone number	
Email address	
Other contact information	
Website	

CONTENTS AND NOTES TO APPLICANTS

This form consist of six sections:

- 1) Exhibitor Mandate Criteria
- 2) Your Business
- 3) Product/ services
- 4) Access and Delivery
- 5) Exhibition readiness: Order sizes and lead in times
- 6) Customers

This form needs to be completed in order to exhibit at the EFF SOURCE Expo. Information will be used for SOURCE Expo attendees, and if applicable, on the SOURCE Directory*.

To complete the form, please include two references and sign the agreement.

If for any reason you do not want the information given to be disclosed to attendees, please send a cover letter with this form explaining which sections and why.

Please find details of where to send your completed form at the end of this document.

*SOURCE Directory: The EFF has developed a member only comprehensive database of sustainable fashion businesses and resources launched in early 2011. It includes suppliers and manufacturers working to high ethical standards, and is designed to facilitate sustainable sourcing amongst fashion professionals.

PLEASE NOTE: IF YOU ARE UNABLE TO COMPLETE EVERY SECTION OF THIS FORM, OR ARE UNCLEAR, PLEASE FILL IN WHAT YOU ARE ABLE TO. IF YOU HAVE QUESTIONS OR NEED ADVICE OUR TEAM IS AVAILABLE TO HELP ON SOURCEEXPO@ETHICALFASHIONFORUM.COM OR ON 0044 (0)2077397692

1. Compliance with Exhibitor Mandate

1.1 Minimum labour standards

Please confirm that your company meets minimum labour standards as defined by the Ethical Trading Initiative Base Code, and how this is monitored

1.2 Adding value, fair trade and sustainable livelihoods

Please explain how your company adds value through your production processes to worker communities and to the environment

- Schemes for worker engagement with decision making
- Programmes of worker training and capacity building
- Programmes of support for local communities including housing, facilities, education and healthcare
- Not for profit initiatives or schemes with a portion of profits dedicated to adding value in social and environmental terms
- Working to fair trade criteria as defined by WFTO (World Fair Trade Organisation) and FLO
- Supporting the development of local value chains which strengthen local and national economies
- Building on traditional and cultural skills
- Supporting and creating opportunities for vulnerable groups
- Other:

1.3 Environmental Standards

Please confirm that you work in accordance with an environmental policy and briefly describe any environmental criteria you work in accordance with

Please consider the following in your response:

- Organic sourcing
- Recycling
- Sustainable sourcing (eg eco fabrics, or materials which safeguard indigenous forests such as bark cloth)
- Energy use
- Water use
- Chemical use.

1.4 Progressive practices

Please describe your future plans in relation to sustainability and how you monitor and evaluate your ethical impact

1.5 Transparency

Please explain how you comply with this clause

1.6 Quality standards

Please describe your quality management procedures, and standards held

1.7. Ethical Criteria

Where relevant, please select the ethical criteria that apply to your business/ organisation. For a definition of each of the below, visit www.ethicalfashionforum.com/key-to-ethical-criteria

- Fair
- Eco
- Organic
- Recycling/Re-use
- Animal friendly
- Biodiversity
- Carbon neutral
- Charitable Donation
- Charity
- Cooperative
- Eco-friendly materials
- EFF progressive member
- Energy saving
- Ethical sourcing
- ETI base code compliance
- Fair trade sourcing
- Fairtrade cotton
- Green factory
- Investing in people
- Made in UK
- Not for profit
- Organic materials
- Social Enterprise
- Support communities
- Support traditional skills
- Supporting wildlife
- Supporting women
- Vegan
- Waste reduction
- Water efficiency
- Other: Please specify:

2.1 Your Business

Briefly outline the history of your business, including date established	
What is the legal structure of your business or organisation?	<ol style="list-style-type: none"> 1. Company limited by shares 2. Company Limited by Guarantee 3. Community Interest Company 4. Cooperative 5. PLC 6. Registered Charity 7. Other: Please state
Briefly describe your current social and environmental objectives	
Do you have a foundation, NGO or development organisation to	

which you are linked? Please provide name and mission of this organisation.	
Holidays, dates you are closed during the year?	
Preferred means of contact, e.g. email, skype.	

2.2 Your Business: Standards

Please mark, if relevant, any social and environmental certification received and standards met and memberships held	<ul style="list-style-type: none"> • Australian BMP Cotton • BAFTS • Better Cotton Initiative • Bluesign • Bra Miljoval • Breeam • BSCI • Canada Organic • Carbon Reduction Label • CMiA • COFTA • Cradle to Cradle • ETI member • EU Eco-label • Fair Wear Foundation • FLA • Global Recycling Standard • GOTS • Green mark • Greenguard • IFOAM • ILO • ISO 14001 • IWTO • JAS • JOCA • KRAV • Leed • MADE BY • Made in Green • Naturtextil • NOP • Nordic Swan • Oeko-tex • Oregon Tilth • SA 8000 certified • SFTMS • Soil Association certified • Textile exchange member • WFTO member • WRAP <p>Other: Please specify</p>
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Please give details, if relevant, of previous social audits carried out by retailers/ independent auditors/ other audit process	
Please write details here- include certifications and standards you are currently working towards, memberships you are planning to secure, and tools you are planning to use	
Please give details, if relevant, of previous environmental audits carried out by retailers/independent auditors/ audit process	
Are you working with any NGO's or other partner organisations? Please give details.	
What internal monitoring of standards do you do?	
Please attach or briefly outline the environmental policy for your business (include reference to energy use and waste, recycling, water and chemical use)	

2.3 Your Business: Employees and staff

Please indicate the number of people you employ. Please include all partners, directors and staff. Part-time workers should each be counted as half a worker.	Men: Women:
If you employ disadvantaged or marginal groups, please put details here: (eg disabled/ AIDS/ vulnerable groups/ refugees/ other)	Type of group: Percentage of employees:
Do you have a written policy that addresses your commitment to improve the social and economic conditions for your employees or staff?	If yes: Is it publicly available? Is it posted in a visible place in your work? Is it posted in your producer's workplace? Please attach or briefly outline what is included in the policy:

2.4 Your Business: Finance

<p>What is your businesses' annual turnover? Please tick accordingly (*)</p> <p>(*) This information is confidential and is only for internal use</p>	<ol style="list-style-type: none"> 1. Up to £20'000 2. Over £20'000-£50'000 3. Over £50'000-100'000 4. Over £100'000-1million 5. Over 1million - £5million 6. Over 5million-50million 7. Over £50million-1billion 8. Over £1billion
<p>Do you receive any financial support from elsewhere, e.g. NGO/ government/ donation. other? If yes please describe the type of support.</p>	
<p>Do you have a policy in place to govern the use of funds in line with your social and environmental goals?</p>	
<p>Do you have an independent or advisory board supporting decision making: please describe</p>	
<p>Please explain how you have used income/ profits to date to further the social and environmental goals of your business</p>	

3.1 Product / Services

<p>Product/ service speciality</p>		
<p>Please select (x) all the products/services that apply to you/your business</p>	<ul style="list-style-type: none"> • Accessories • Artisanal/ craft • Babywear • Bags • Beauty • Belts • Bridalwear • Childrens-wear • CMT • Components • Construction • Dying • Embroidery • Event manage-ment • Fabrics-knitted • Fabrics-woven • Fibres 	<ul style="list-style-type: none"> • Model • Other • Patterns and Grading • Printing • Product design • Products- general • Raw materials • Retail • Shoes • Small scale production • Shoes • Small scale production • Spinning • Sunglasses • Swimwear • Textiles • Training-BA

	<ul style="list-style-type: none"> • Finishing • Footwear • Fragrance • Gifts • Ginning • Graphic design • Illustration • Interior products • Jewellery • Knitting • Knitwear • Large scale production • Lingerie • Mass manufacture • Menswear 	<ul style="list-style-type: none"> • Training-Buying and merchandising • Training-Fashion business • Training-Fashion design • Training-MA Training-Marketing • Training-Other qualification • Training-Short courses • Training-Supply chain • Web development • Womenswear • Yarns
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Product / service prices (please give an example/ price range for each type of product/ service)	
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Please write any additional information about your products and services that you would like to share	
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Please write here the countries where you source and produce products	
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Product/ service standards held (include details of certifying body) (NB if you have already included this information elsewhere please refer to this)	
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3.2 Product/ Services: External

<p>What else is available in the area where your processes are based for vertical operations?</p> <p>(e.g garment manufacture, fabric supply and production, dying. printing, finishing, other)</p> <p>Please give details of relevant businesses/ organisations.</p>	
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What do you out-source/ source through other organisations/ businesses?	Finishing procedures
	Fabric/ Fibre
	Components
	Embellishment

	Dyeing/ Printing
	Other parts of production outsourced
When out-sourcing/ sourcing, how do you monitor quality?	Finishing procedures
	Fabric/ Fibre
	Components
	Embellishment
	Dyeing/ Printing
	Other parts of production outsourced
When out-sourcing/ sourcing, how do you monitor labour and environmental standards?	Finishing procedure
	Fabric/ Fibre
	Components
	Embellishment
	Dyeing/ Printing
	Other parts of production outsourced
Please briefly describe be how you set/ negotiate prices for producer/ farmer group products, if relevant	

4. Access and delivery	
Location of factory (s) / production units	
Distance from ports and airports (Please provide names and distances in Km)	
What sort of support can you provide customers when transporting goods?	
What packaging do you provide for products?	
To which countries do you export your products?	

What mode of transportation is chosen by majority of customers?	
Average delivery time from manufacturing unit to customers final destination	
Approximate transportation costs per unit	
Any barriers are you currently facing? (include reference to any measures you are taking to combat barriers)	

5. Exhibition readiness: Order sizes and lead in times

Minimum order requirements	
Maximum order limitations	
Average lead times for samples	
Average lead time for bulk orders (after approval of sealer)	
What is your out-put capacity- for scale up	

6. Customers

Please give examples of current/ previous customers and orders fulfilled	
Experience of working with western markets	
Length of time working with customers	

ONLINE PROFILE

All exhibitors will be promoted on the EFF website as a marketing tool to help promote your business/ organisation. This section allows you to suggest what should be written on the website. This site receives a lot of traffic from fashion industry professionals.

Please include a 300-word summary for your business/ organisation here:

References

Please provide details for two referees who can support this form.

Reference 1

Contact person:

Company:

Country:

Phone number:

Email address:

Reference 2;

Contact person:

Company:

Country:

Phone number:

Email address:

Agreement

Please print this agreement page and sign where needed. Then send the whole form by post to the Ethical Fashion Forum, or scan this page and send by email.

Please sign where you agree.

This information is to be used for Sourcing Marketplace attendees	I agree, Print Name _____ Signature _____ Date: DD-MM-YYYY
This information is to be used for the EFF supplier database	I agree, Print Name _____ Signature _____ Date: DD-MM-YYYY

This concludes the application form. We look forward to seeing you at the exhibition.

Please return the completed form to sourceexpo@ethicalfashionforum.com

Or send by post to:

Livia Henne, Ethical Fashion Forum
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London
E1 6LA