

Saturday 19th & Sunday 20th February 2011.

Your Exhibitor's Manual contains comprehensive information to help you plan a successful exhibition.

Exhibition Time Table

Exhibitors Dress Stands	14.00 – 20.00 hrs	Friday 18 th February 2011
Event Open	10.00 – 16.00 hrs	Saturday 19 th February 2011
Event Open	10.00 – 16.00 hrs	Sunday 20 th February 2011
Exhibitors Dismantle	16.15 – 20.00 hrs	Sunday 20 th February 2011

Exhibition Shell Scheme Stand Package includes:

- 1 x Shell scheme stand with grey walls*
- 1 x 500 watt power socket & spot track light
- 1 x Fascia graphic name board

*The number of stand walls are dependent on your position, so please check your booked stand area on the floor plan provided.

For attaching graphics or posters etc to the walls, we only recommend the use of hook Velcro. If blue tack, staples or pins are found to be used on the panels or sticky tape on the panels or aluminium frame, then there is a risk you may be charged for damage or replacements.

Graphicable area dimensions for the stands are listed further within this manual.

Additional Equipment Request Forms

There are a number of order forms to complete if any 'extras' are required in addition to the your stand package e.g. electrical power sockets, furniture, display stand graphics or audio-visual equipment, All forms need to be completed and returned with a payment by **FRIDAY 28th JAN 2011**

Please note that that any equipment hired is the hirer's responsibility during the event and if any damage or loss occurs during this period there will be a charge for repair or replacement of the items / product / equipment.

The Total Event Company reserves the right to substitute any item / product / equipment that may be unavailable and offer an alternative as of reasonable performance, specification and quality.

A charge will apply if any orders are cancelled within 72 hours of the goods being **shipped** (non UK events are usually shipped at least a week prior to the event date). All orders will require full payment in advance of the show by cheque, bank transfer or credit card.

Electrical Installations and Supplies

Please consult with the official contractors see the following page for contact details

Sockets / track lights can only be fitted along walls and/or inside of fascias for track lights.

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SPACELIGHTING

ELECTRICAL EXTRAS

YOU ARE SUPPLIED WITH TWO SPOTLIGHTS AND A SOCKET RATED AT 500W [2AMPS]. IF YOU REQUIRE ADDITIONAL LIGHTING OR EXTRA POWER THEN PLEASE CONTACT US.

ian@spacelightinguk.com or call

Iain or Jo on 01453 884529

*If you are uncertain as to how much power you will need then please contact us for advice – we'd rather spend time talking before the show than have problems at the event. Thanks for your co-operation.



Spacelighting Ltd, Wylsden House, Walls Quarry, Stroud, Gloucestershire GL5 2PA*
Tel: 01453 884529 • Fax: 01453 887933
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VAT Reg. No. 326 3014 94 • Registered in England and Wales
Company Reg. No. 04523102 • Directors: Iain Elliot & Josephine Jennings

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The Venue



Brentwood Centre
Doddinghurst Road
Brentwood
Essex
CM15 9NN

Telephone: 01277 215151
Fax: 01277 229694

For courier deliveries, please clearly label all packaged goods with the company name and stand number and forward to the venue address.

First Aid

First aid cover is available throughout the event. Please contact a venue member of staff or an event organiser if assistance is required.

Health and Safety

All exhibitors MUST complete and sign the Health & Safety Declaration form (separate word doc attached) and return by FRIDAY 28th JAN 2011

As an Exhibitor, Contractor or Agent you have a duty under the Health and Safety At Work Act 1974 to ensure that all personnel, contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any systems of work which may be used are so far as is reasonably practicable, safe and without risks to health.

Particularly during the build-up and breakdown periods your staff or contractors should be constantly reminded by you of the need for extra vigilance regarding the health and safety of themselves and those building / working in their vicinity.

You must ensure that all portable electrical items are PAT tested and used with the minimum length of trailing leads and that such equipment is not left unattended for any long periods of time with a live power supply to it. No electrical cables are allowed to cross gangways, passageways and fire exits.

Any queries regarding your stand requirements can be made to TTEC. Packing cases and other goods/materials or waste must not be allowed to obstruct gangways, passageways and fire exits and must be removed from the room as soon as possible.



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Wedding Fayre

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Insurance and Security

Whilst every reasonable precaution will be taken to ensure the safety and security of personnel and equipment, TTEC, the organisers and the venue cannot accept any responsibility for any loss or damage to any persons, vehicles, property of the exhibitors, their employees, contractors or visitors.

Access doors to the room will be secured at the end of each show day. However, we recommend that valuables particularly of a portable nature are not left unattended on your stand. This is particularly relevant on the build and dismantle days of the event.

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Shell Scheme Booths & Accessories

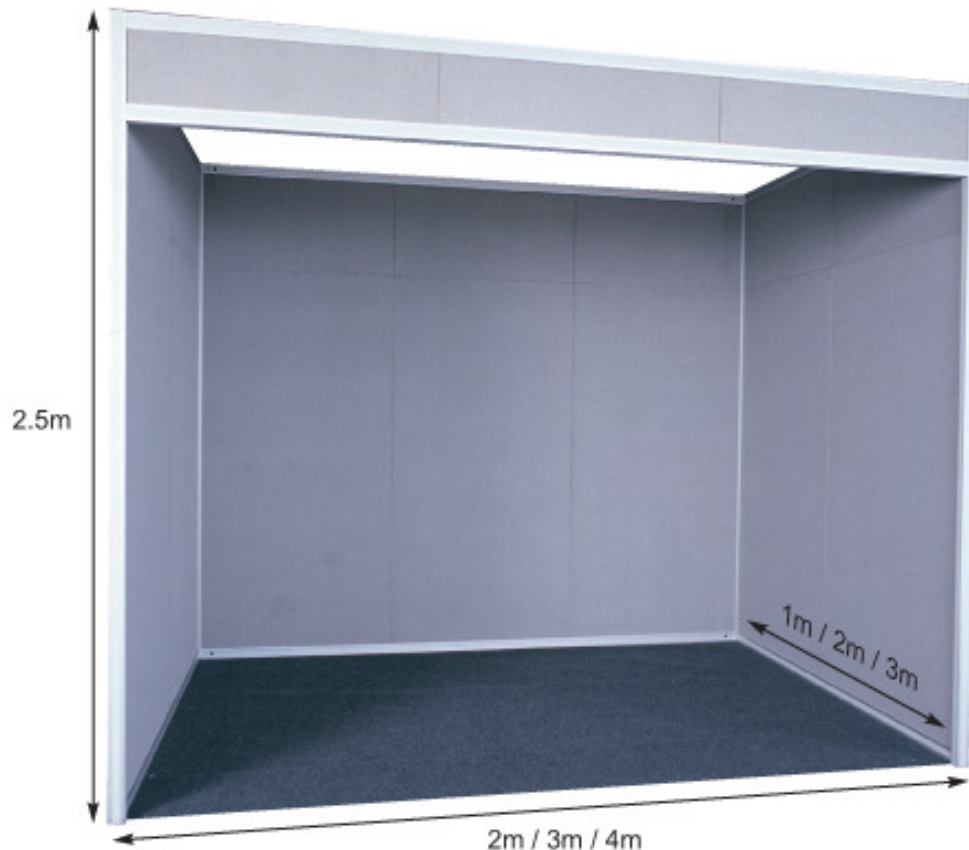
- Aluminium framed shell scheme system with grey polyweave covered infill panels
- May be open on one side or both with fascia around open sides
- Can incorporate built in storage cupboards
- No cross bracing to restrict any height within the shell scheme booth
- 'Velcro friendly' walls for attaching graphics
- Continuous walls up to 4m allows for seamless graphic area
- Infil panels reduce background noise

Graphic sizes

- 2390mm high wall panels x 3928mm wide (4m wall)
- 2390mm high wall panels x 2928mm wide (3m wall)
- 2390mm high wall panels x 1928mm wide (2m wall)
- 2390mm high wall panels x 928mm wide (1m wall)

Graphic Fascia sizes

- 235mm high fascia x 3928mm wide (4m fascia)
- 235mm high fascia x 2928mm wide (3m fascia)
- 235mm high fascia x 1928mm wide (2m fascia)
- 235mm high fascia x 928mm wide (1m fascia)



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Shell Scheme Extras				
Code	Description	Qty.	Unit Cost	Total
SS1	1m x 1m full height panel walk-in storage cupboard		£170.00	
SS3	Peg boards infill panels – Please circle colour required - black or grey finish		£70.00	
SS4	Full height Perspex screen/window panel		£130.00	
SS5	1m wide 3 shelf grey ladder rack system for angled and flat shelves		£40.00	
SS6	750mm wide 3 shelf grey ladder rack system for angled and flat shelves		£40.00	
PLAT01	Floor area fitted with cord carpet – per msq Please request carpet colour swatches.		£20.00	
VR1	25m roll of hook velcro (for attaching graphics)		£17.00	
VR2	Per 1m length of hook Velcro dots (for attaching graphics)		£2.00	
HKS	Small metal hooks for hanging paintings/pictures (no more than 5kg in weight)		£1.95	
HKM	Small metal hooks for hanging paintings/pictures (no more than 5kg in weight)		£3.95	
HKL	Long metal hooks for hanging paintings/pictures (no more than 5kg in weight)		£6.50	
SS8	Peg Board Metal hooks		£3.50	
Section Total (Excl VAT)				

Sofas & Armchairs				
Code	Description	Qty.	Unit Cost	Total
M15	Jo Jo fabric armchairs – Please circle colour required – yellow / red / teal / grey / blue / cinnamon / black		£62.50	
CH01	'Chunky' black faux leather armchair		£39.00	
CH02	'Chunky' black faux leather 2 seat sofa		£89.00	
Section Total (Excl VAT)				

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Chairs & Stools				
Code	Description	Qty.	Unit Cost	Total
EC03	'Jemma' chair – Please circle colour required – Red / Blue / Clear		£46.50	
JD32C	'Jam' chair – Please circle colour required – Coffee / Red / White / Green / Orange / Blue		£40.00	
CA02	'Café' chair – beech and chrome		£35.50	
SU02	'Surf' bar stool – beech and chrome		£47.50	
CL01	'Cream' leather bar stool		£49.50	
RTC01	'Red' bar table & 3 x stools		£185.00	
DS06B	'Farno' fabric seat bar stool with back. Please circle required colour for seat pad – Red / black / blue / grey / green / magenta		£55.00	
EL01	'Ella' stool – Black faux leather seat pad		£49.50	
Section Total (Excl VAT)				

Tables & Table/Chair Packages				
Code	Description	Qty.	Unit Cost	Total
SU01	'Surf' high bar table – beech and chrome		£57.50	
CA01	'Café' table – beech and chrome		£45.50	
CT01	White round coffee table (450mm dia x 540mm high)		£12.50	
SQ01	Square beech coffee table (600mm x 600mm x 500mm high)		£25.00	
TR01	4ft Trestle table		£25.00	
TR01	6ft Trestle table		£30.00	
TT01	Titan Table & 3 Chairs package Please circle table colour choice – yellow / blue / green / ivory & orange. Please circle chair colour choice - yellow / blue / green / ivory / orange & red.		£130.00	
NI01	'Nick' table and 3 x chair package – beech and chrome.		£125.00	
PT01	White plastic garden round table		£25.00	
PC01	White plastic garden chair		£12.00	
BI01	'Bistro' table and 2 x folding chair package		£25.00	
DT05	Square beech table with cross base		£47.50	
DC05	Perforated silver backed chair with fabric seat pad. Please circle seat pad colour required– Red / Black, Blue / Grey / Green / Magenta		£42.50	
DT08	Café aluminium square table		£50.00	
DC11a	Café aluminium armchair		£35.00	
Section Total (Excl VAT)				

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Literature / Information Displays & Reception Desks				
Code	Description	Qty.	Unit Cost	Total
FU01	Reception desk including graphic front panel (Logo / artwork etc to supplied for graphic. Overall dimensions 1150mm high x 735mm deep x 1750mm at widest point.)		£295.00	
FU02	Large Reception desk / bar as above but with under-counter fridge and including graphic front panel (Logo / artwork etc to supplied for graphic. Overall dimensions 1150mm high x 735mm deep x 2350mm at widest point.)		£395.00	
SS5	1m wide grey ladder rack shelves with back board		£40.00	
SS6	750mm wide grey ladder rack shelves with backboard		£40.00	
LT01	10 x A4 Media 10 freestanding literature tower - chrome		£17.50	
ZL01	'Z' Literature stand – please circle colour required – blue / black		£37.50	
VR1	25 metre roll of hook Velcro (for attaching graphics)		£17.00	
VR2	Per metre of hook Velcro spots (for attaching graphics)		£2.00	
Section Total (Excl VAT)				

Plinths				
Code	Description	Qty.	Unit Cost	Total
CM01	Computer plinth with keyboard shelf - beech		£60.00	
CM02	Computer plinth with keyboard shelf - silver		£60.00	
CP02	Beech lockable storage Plinth (Top 500mm x 750mm / base 1m high x 400mm x 600mm)		£85.00	
GP02	1m high x 500mm x 500mm grey cupboard panel plinth – black top with cable management.		£40.00	
CY01	1m high 400/600mm dia circular plinth - beech		£40.00	
PB01	Panel blue cupboard plinth with black top – 1m high x 750mm x 750mm		£45.00	
CR01	1m high x 800mm diameter crescent plinth - beech		£90.00	
BLC01	Black lockable cupboard plinth – 600mm high		£95.00	
CR02	Mini table top crescent display – grey wrap		£25.00	
Section Total (Excl VAT)				

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Accessories				
Code	Description	Qty.	Unit Cost	Total
GU01	Blue rope and post quideline – per 1m		£12.00	
A09	Garment rail		£19.95	
PLA01	Shoulder height foliage planter		£65.00	
CO01	Flavia drinks/coffee machine (exc ingredients & cups)		£50.00	
A01	Undercounter size white fridge		£65.00	
WD01	Table top cold water dispenser (inc 1 bottle of water & 1 sleeve of plastic cups)		£60.00	
BN01	Black bin with liner		£5.00	
Section Total (Excl VAT)				

Showcases				
Code	Description	Qty.	Unit Cost	Total
RS01	Tall boy showcase (H 1917mm x W 600mm x D 600mm)		£225.00	
RS04	Counter case (H 960mm x W 970mm x D 500mm)		£215.00	
RS05	Counter case with cabinet under (H 960mm x W 970mm x D 500mm)		£215.00	
Section Total (Excl VAT)				

Display Kits				
Code	Description	Qty.	Unit Cost	Total
TT05	900mm x 600mm 6 panel folding kit		£40.00	
TT06	1000mm x 700mm 7 panel folding kit with tri table top		£47.50	
TT07	1000mm x 700mm 8 panel folding kit		£55.00	
TTK09	3 panel table top folding kit – 900mm x 600mm panels plus header		£25.00	
TT03	3 x 3 Pop-up stand inc grey or blue fabric panels and 50 watt LV lights		£95.00	
Section Total (Excl VAT)				

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Audio Visual				
Code	Description	Qty.	Unit Cost	Total
AV01	21" LCD screen, speakers and table stand (Please specify – DVD or PC use)		£355.00	
AV02	32" LCD screen, speakers and floor stand (Please specify – DVD or PC use)		£375.00	
AV05	DVD Player		£45.00	
AV06	Flipchart easel		£15.00	
Section Total (Excl VAT)				

