

# EXHIBITOR ADVICE

## PART I: STAND DESIGN



### Simple Design

Design a stand which requires few people to build it and dismantle, to reduce the amount of people on site. Think Modular!



### Scheduled Build

Ensure your contractor schedules each trade (flooring, walling, electrics etc.) to finish before the next team arrives. Make sure you schedule the time when you will arrive too.



### Transfer of items

Reduce the amount of passing goods, products, tools or materials from hand to hand?



### Stand Material

What stand material can be prefabricated and assembled in advance to reduce time onsite?



### Staffing

What is the minimum number of people you need onsite to set-up, man and breakdown your stand?



### One Way System

Can your stand incorporate a one-way system? If not, can you identify ways of managing the flow of people around your stand?



### Stand Capacity

How many visitors can you fit on your stand, factoring in your own staff, and how will you manage it when it is full?. A simple calculation could be undertaken by your stand contractor to establish how much 'space' is available after stand build and then divide the remaining space by the density number defined for the show.



### Networking Spaces

How will you manage spaces where people congregate. Do not rely on the gangway as the Organiser will have factored these into the arrangements for the general flow of visitors in the hall.



### Signage

Consider what signage you may need to remind staff and customers on your stand to follow social distancing guidelines e.g. floor stickers, tape, or paint to mark areas to help people keep to a safe distance. These don't have to be glaring or restrictive when factored into your design.



### Seating

Ensure there is sufficient space between seats and meeting areas. Where you are likely to have prolonged conversations, it might be wise to consider how you could use screens or physical dividers.

If you have any specific questions about your participation at UDT 2020, please contact a member of our show team:



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