



HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



# Moyne

## shell scheme Express Order Form

### WALK ON SHELL SCHEME PACKAGES

For ease of ordering we've bundled the most popular items ordered by exhibitors last year into stand size packages for this year. Simply tick the box to order all stand items. Choose from **BRONZE SILVER & GOLD**

### WALK ON LIGHTBOX PACKAGES

Our stunning Lightbox Walls are the perfect solution for creating a stand out back drop for shell scheme and space only stands.  
Packages include Power, Furniture & Carpet

### CONFUSED.COM

Feeling overwhelmed by the options available and the way forward?  
Take 10 minutes to read our 5 Simple Steps to completing your stand order, on time and on budget

## GETTING STARTED

### EVERYTHING IN PINK IS A LINK

This micro site PDF order form has been designed for the **Dentistry Show London 2023**

Included are products we think you may like together with a little of our exhibiting knowledge to guide you along the way

If you are feeling unsure or need some advice read our quick guide [CONFUSED.COM](#) or get in touch with your Moyne Show Team

**Sara Binns** : [sara@moyne.co.uk](mailto:sara@moyne.co.uk)  
**Della Scimia** : [info@moyne.co.uk](mailto:info@moyne.co.uk)

## HOW TO ORDER

✓ **ENTER QUANTITY** **ENTER TOTAL**

We understand that ordering stand services, particularly where multiple products are involved, can be complex. So before payment is made we want to be 100% sure your order is correct.

Simply tick to order and provide quantity or specifications of items. Every order is verified by our Customer Services team. We also calculate the total cost via an itemised Pro Forma Invoice

**ORDER & PAYMENT**

## VISUALISE YOUR STAND

The first step before ordering any stand services is to know your stand footprint and what your shell scheme stand looks like 'dressed' and 'undressed'

See [VISUALISE YOUR STAND](#) See [GALLERY](#)

**Dentistry Show London**  
6-7 October 2023 | ExCel

## RESOURCES

- [CONFUSED.COM](#)
- [ELECTRICS UNPLUGGED](#)
- [EXAMPLE STAND LAYOUT PLAN](#)
- [GALLERY : SHELL SCHEME](#)
- [GALLERY : LIGHTBOX STANDS](#)
- [SHELL SCHEME SPECIFICATIONS](#)
- [SUSTAINABILITY](#)
- [VISUALISE YOUR STAND](#)
- [EXHIBITING : OUR TOP TIPS](#)
- [BUDGETING YOUR PARTICIPATION](#)
- [CREATIVE DESIGN RULES](#)
- [MARKETING & PR](#)
- [PLANNING YOUR STAND](#)
- [STAND PERSONNEL](#)
- [STAND HOSPITALITY](#)
- [TERMS & CONDITIONS OF SALE](#)

### GET IN TOUCH



+ 44 (0) 208 997 8596



INFO@MOYNE.CO.UK



HOME

### COUNTERS

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### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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ORDER & PAYMENT

# WALK ON SHELL SCHEME PACKAGES BRONZE



BRONZE PACKAGE

### GALLERY

Examples of Walk On Package Stands

## BRONZE PACKAGE

### WHAT'S INCLUDED?

- ELECTRICAL PACKAGE** 1 X 500W SOCKET 1 X TRACK INC 3 X SPOTLIGHTS
  - FOAMEX GRAPHICS PANELS** ALL WALLS 3MM RIGID HIGH QUALITY PRINTED PANELS
  - FURNITURE PACKAGE C** 1 X HIGH TABLE WHITE 3 X ZETA BAR STOOLS WHITE
  - LOCKABLE CUPBOARD WHITE WITH GRAPHICS PACKAGE** INCLUDES CUPBOARD FRONT GRAPHICS PANEL ARTWORK SIZE 800MM 1100MM
- GREY CORD CARPET : PROVIDED WITH SHELL SCHEME BOOKING

PACKAGE	M2	OPEN SIDES	DIMENSIONS	£ PRICE	PLACE ORDER
PACKAGE 1	6	1	3M X 2M	1936	✓
PACKAGE 2	6	2	3M X 2M	1576	
PACKAGE 3	9	1	3M X 3M	2296	
PACKAGE 4	9	2	3M X 3M	1756	
PACKAGE 5	12	1	4M X 3M	2476	
PACKAGE 6	12	2	4M X 3M	1936	
PACKAGE 7	12	3	4M X 3M	1396	
PACKAGE 8	15	1	5M X 3M	2656	
PACKAGE 9	15	2	5M X 3M	2116	
PACKAGE 10	15	3	5M X 3M	1576	
PACKAGE 11	16	1	4M X 4M	2836	
PACKAGE 12	16	2	4M X 4M	2116	
PACKAGE 13	16	3	4M X 4M	1396	
PACKAGE 14	18	2	6M X 3M	2296	
PACKAGE 15	18	3	6M X 3M	1756	
PACKAGE 16	20	2	5M X 4M	2296	

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

### VISUALISE YOUR STAND

Before ordering a stand package it is essential to know your stand footprint, m2, dimensions & open sides and what your shell scheme stand looks like 'dressed' and 'undressed'

SHELL SCHEME STAND VISUALS GALLERY

### FREQUENTLY ADDED PRODUCTS

- NAMEBOARD FASCIA OVERLAY
- LOCKABLE CUPBOARD WITH FRONT GRAPHIC
- TV & TV PANEL
- STOREROOM
- CORD CARPET COLOUR CHANGE
- FURNITURE PACKAGE
- POWER SOCKETS

### ARTWORK SIZE GUIDE

#### FOAMEX GRAPHICS PANELS

970MM X 2350MM EACH PANEL

- Design wall panel artwork to the sizes above
- File Type: High Resolution PDF
- Allow 3mm bleed
- Avoid running text panel to panel across panel dividing poles

#### COUNTER FRONT GRAPHIC

Front Panel = artwork 800mm x 1100mm

#### SUPPLYING ARTWORK

Email PDF Files / link to [info@moyne.co.uk](mailto:info@moyne.co.uk)

Ensure artwork is to the correct size and high resolution.

To check file resolution increase PDF size to 400%. If the artwork is blurred / pixellated, it is not high resolution

### GRAPHICS INSTALLATION

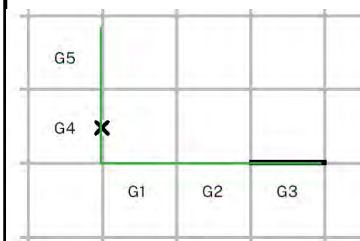
#### FOAMEX GRAPHICS PANELS

Graphics panels are installed prior to your arrival at the exhibition. The installation plan for your panels is required via either :

A : Full Stand Visual Supplied With Artwork



B: Panel Artwork Coded With Corresponding Plan



### NEXT STEPS

- Tell us your preferred positioning for :
  - Power Socket
  - Light Track (Standard position behind nameboard fascia)

EXHIBITOR USE STAND LAYOUT PLAN See **EXAMPLE STAND LAYOUT PLAN**

- Artwork should be provided by the deadline for:
  - FOAMEX GRAPHICS PANELS
  - CUPBOARD FRONT PANEL

- Provide Standard **NAMEBOARD PRINT** Instruction

### WALK ON PACKAGES BOOKING INFORMATION

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- To process your order and establish your account we require invoice details **ORDER & PAYMENT**
- Walk On Packages prices are not applicable to Island / Stand Alone stands.
- Package prices are based on exhibitors taking the package in its entirety as specified
- Refunds / cost variation calculations cannot be provided for items that are not required
- 100% Cancellation Fee at deadline date
- For stand sizes not provided opposite - contact us for a quotation

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GRAPHICS

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Freestanding Graphics  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
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Furniture Packages

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40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# WALK ON SHELL SCHEME PACKAGES SILVER



SILVER PACKAGE + TV PACKAGE

### GALLERY

Examples of Walk On Package Stands

## SILVER PACKAGE

### WHAT'S INCLUDED?

- ELECTRICAL PACKAGE** 1 X 500W SOCKET 1 X TRACK INC 3 X SPOTLIGHTS
  - NAMEBOARD FASCIA OVERLAY** REPLACES STANDARD NAMEBOARD **SILVER UPGRADE**
  - TENSION FABRIC SEAMLESS GRAPHICS** ALL WALLS **SILVER UPGRADE**
  - FURNITURE PACKAGE A** 1 X HIGH TABLE WHITE 3 X ZETA BAR STOOLS WHITE
  - LOCKABLE CUPBOARD WHITE WITH GRAPHICS PACKAGE** INCLUDES CUPBOARD FRONT GRAPHICS PANEL ARTWORK SIZE 800MM 1100MM
- GREY CORD CARPET : PROVIDED WITH SHELL SCHEME BOOKING

PACKAGE	M2	OPEN SIDES	DIMENSIONS	£ PRICE	PLACE ORDER
PACKAGE 1	6	1	3M X 2M	2376	<input checked="" type="checkbox"/>
PACKAGE 2	6	2	3M X 2M	2076	<input type="checkbox"/>
PACKAGE 3	9	1	3M X 3M	2806	<input type="checkbox"/>
PACKAGE 4	9	2	3M X 3M	2356	<input type="checkbox"/>
PACKAGE 5	12	1	4M X 3M	3086	<input type="checkbox"/>
PACKAGE 6	12	2	4M X 3M	2636	<input type="checkbox"/>
PACKAGE 7	12	3	4M X 3M	1796	<input type="checkbox"/>
PACKAGE 8	15	1	5M X 3M	3366	<input type="checkbox"/>
PACKAGE 9	15	2	5M X 3M	2916	<input type="checkbox"/>
PACKAGE 10	15	3	5M X 3M	2076	<input type="checkbox"/>
PACKAGE 11	16	1	4M X 4M	3516	<input type="checkbox"/>
PACKAGE 12	16	2	4M X 4M	2916	<input type="checkbox"/>
PACKAGE 13	16	3	4M X 4M	1796	<input type="checkbox"/>
PACKAGE 14	18	2	6M X 3M	3196	<input type="checkbox"/>
PACKAGE 15	18	3	6M X 3M	2356	<input type="checkbox"/>
PACKAGE 16	20	2	5M X 4M	3196	<input type="checkbox"/>

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

### VISUALISE YOUR STAND

Before ordering a stand package it is essential to know your stand footprint, m2, open sides & dimensions and what your shell scheme stand looks like 'dressed' and 'undressed'

VISUALISE YOUR STAND GALLERY

### ARTWORK SIZE GUIDE

#### TENSION FABRIC WALLS

- 1m Wall = artwork 970mm x 2400mm
- 2m Wall = artwork 1940mm x 2400mm
- 2.5m Wall = artwork 2435mm x 2400mm
- 3m Wall = artwork 2930mm x 2400mm
- 3.5m Wall = artwork 3425mm x 2400mm
- 4m Wall = artwork 3920mm x 2400mm
- 4.5m Wall = artwork 4415mm x 2400mm
- 5m Wall = artwork 4910mm x 2400mm
- 6m Wall = artwork 5900mm x 2400mm

- Design wall artwork to the sizes above
- Allow 50mm bleed
- No Logos / Text within 125mm of edges

#### FASCIA OVERLAY

- 2m Fascia Side = artwork 2000mm x 300mm
- 3m Fascia Side = artwork 3000mm x 300mm
- 3.5m Fascia Side = artwork 3500mm x 300mm
- 4m Fascia Side = artwork 4000mm x 300mm
- 4.5m Fascia Side = artwork 4500mm x 300mm
- 5m Fascia Side = artwork 5000mm x 300mm
- 6m Fascia Side = artwork 6000mm x 300mm

- Same artwork all fascia's

#### COUNTER FRONT GRAPHICS

Artwork = 800mm wide x 1100mm high

### FREQUENTLY ADDED PRODUCTS

Exhibitors ordering this package frequently add the following items to their order:

- LOCKABLE CUPBOARD WITH GRAPHIC CORD CARPET COLOUR CHANGE
- 18MM RAISED FLOOR PACKAGE
- 40MM RAISED FLOOR PACKAGE
- FURNITURE PACKAGE
- TV & TV PANEL
- POWER SOCKETS

\*Tension fabric is not compatible with Shelves & Rails

### GRAPHICS INSTALLATION

#### TENSION FABRIC

Tension Fabric is installed prior to your arrival at the exhibition. Where multiple wall fabrics are ordered our installers need to know which walls printed fabrics are applicable to

Supply a full stand visual or label each piece of artwork with the relevant wall label



#### SUPPLYING ARTWORK

Email PDF Files / link to [info@moynce.co.uk](mailto:info@moynce.co.uk)

Ensure artwork is to the correct size and high resolution.

To check file resolution increase PDF size to 400%. If the artwork is blurred / pixellated, it is not high resolution

### NEXT STEPS

1. Tell us your preferred positioning for:

- Power Socket
- Light Track (Standard position behind nameboard fascia)

EXHIBITOR USE STAND LAYOUT PLAN See [EXAMPLE STAND LAYOUT PLAN](#)

2. Artwork should be provided by the deadline for:

- WALL TENSION FABRIC
- FASCIA OVERLAY
- CUPBOARD FRONT PANEL

### WALK ON PACKAGES BOOKING INFORMATION

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- To process your order and establish your account we require invoice details **ORDER & PAYMENT**
- Walk On Packages prices are not applicable to Island / Stand Alone stands.
- Package prices are based on exhibitors taking the package in its entirety as specified
- Refunds / cost variation calculations cannot be provided for items that are not required
- 100% Cancellation Fee at deadline date
- For stand sizes not provided opposite - contact us for a quotation

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Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

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### GRAPHICS

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Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
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40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
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ORDER & PAYMENT

# WALK ON SHELL SCHEME PACKAGES



## GOLD



GOLD PACKAGE + ADDITIONAL CUPBOARD & GRAPHIC

### GALLERY

Examples of Walk On Package Stands

## GOLD PACKAGE

### WHAT'S INCLUDED?

**ELECTRICAL PACKAGE** 1 X 500W SOCKET 1 X TRACK INC 3 X SPOTLIGHTS

**CORD CARPET CHOICE OF COLOUR FROM CARPET RANGE** **GOLD UPGRADE**

**NAMEBOARD FASCIA OVERLAY REPLACES STANDARD NAMEBOARD**

**TENSION FABRIC SEAMLESS GRAPHICS ALL WALLS**

**FURNITURE PACKAGE D 1 X HIGH TABLE WHITE 3 X BOW BAR STOOLS WHITE** **GOLD UPGRADE**

**LOCKABLE CUPBOARD WHITE GRAPHICS PACKAGE** INCLUDES CUPBOARD FRONT GRAPHIC PANEL

**TV PANEL & 50" TV** **GOLD UPGRADE**

PACKAGE	M2	OPEN SIDES	DIMENSIONS	£ PRICE	Place Order ✓	CARPET COLOUR
PACKAGE 1	6	1	3M X 2M	3167		
PACKAGE 2	6	2	3M X 2M	2867		
PACKAGE 3	9	1	3M X 3M	3654		
PACKAGE 4	9	2	3M X 3M	3204		
PACKAGE 5	12	1	4M X 3M	3991		
PACKAGE 6	12	2	4M X 3M	3541		
PACKAGE 7	12	3	4M X 3M	2701		
PACKAGE 8	15	1	5M X 3M	4328		
PACKAGE 9	15	2	5M X 3M	3878		
PACKAGE 10	15	3	5M X 3M	3038		
PACKAGE 11	16	1	4M X 4M	4497		
PACKAGE 12	16	2	4M X 4M	3897		
PACKAGE 13	16	3	4M X 4M	2777		
PACKAGE 14	18	2	6M X 3M	4215		
PACKAGE 15	18	3	6M X 3M	3375		
PACKAGE 16	20	2	5M X 4M	4253		

### DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

### CORD CARPET COLOUR OPTIONS



### ARTWORK SIZE GUIDE

#### TENSION FABRIC WALL GRAPHICS

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 2.5m Wall = artwork 2435mm x 2400mm  
 3m Wall = artwork 2930mm x 2400mm  
 3.5m Wall = artwork 3425mm x 2400mm  
 4m Wall = artwork 3920mm x 2400mm  
 4.5m Wall = artwork 4415mm x 2400mm  
 5m Wall = artwork 4910mm x 2400mm  
 6m Wall = artwork 5900mm x 2400mm

- Design wall artwork to the sizes above
- File Type: High Resolution PDF
- Allow 50mm bleed
- No Logos / Text within 125mm of edges

#### FASCIA OVERLAY GRAPHICS

2m Fascia Side = artwork 2000mm x 300mm  
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 6m Fascia Side = artwork 6000mm x 300mm

### ARTWORK SIZE GUIDE

#### COUNTER FRONT GRAPHIC

Artwork = 800mm wide x 1100mm high

#### SUPPLYING ARTWORK

Email PDF Files / link to: [info@moynce.co.uk](mailto:info@moynce.co.uk)

### TV PANEL & ARTWORK

**TV SIZE :** 50" @ 1200mm x 680mm

#### TENSION FABRIC ARTWORK

Artwork should allow for the position / size of the TV

TV's are fixed with a bracket over the Tension Fabric

#### TV PANEL

TV's are installed to a wood panel. This replaces the standard 3mm foamex shell scheme panel. We need to know which panel on which wall the TV Panel is required See Guide: [TV PANELS & TV'S](#)

### NEXT STEPS

1. Tell us your preferred positioning for:

- **Power Socket** (same position as TV)
- **Light Track** (Standard position behind nameboard fascia)
- TV Panel

**EXHIBITOR USE LAYOUT PLAN**  
See **EXAMPLE LAYOUT PLAN**

2. Artwork should be provided by the deadline for:

- **WALL TENSION FABRIC**
- **FASCIA OVERLAY**
- **CUPBOARD FRONT PANEL**

### WALK ON PACKAGES BOOKING INFORMATION

- To add additional products EITHER complete your order on this form OR email your additional product requirements with this Package Order to [info@moynce.co.uk](mailto:info@moynce.co.uk)
- To process your order we require invoice details **ORDER & PAYMENT**
- Walk On Packages prices are not applicable to Island / Stand Alone stands.
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- Refunds / cost variation calculations cannot be provided for items that are not required
- Gold Package TV will require use of the 500w Socket included in the Package. Add **POWER SOCKETS**
- **100% Cancellation Fee at Deadline Date**
- **Tension Fabric exhibitors to keep**

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Hanging Rails  
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TV Panels & TV's



ORDER & PAYMENT

# WALK ON LIGHTBOX PACKAGES

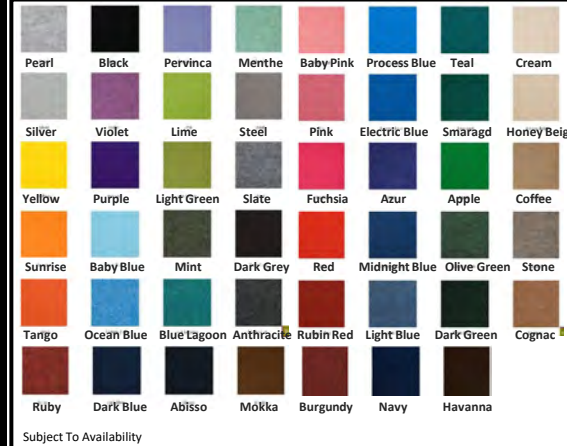


## LIGHTBOX WALL PACKAGE SPECIFICATIONS

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

PACKAGE	M2	OPEN SIDES	STAND SIZE	LIGHTBOX WALL DIMENSIONS	£ PRICE	PLACE ORDER ✓	CARPET COLOUR
PACKAGE 1	6	2	3M X 2M	3M WALL = 2.8m Lightbox 2M WALL = 1.8m Lightbox	2032		
PACKAGE 2	9	1	3M X 3M	3M WALL = 2.8m Lightbox 3M WALL = 2.8m Lightbox 3M WALL = 2.8m Lightbox	2911		
PACKAGE 3	9	2	3M X 3M	3M WALL = 2.8m Lightbox 3M WALL = 2.8m Lightbox	2256		
PACKAGE 4	12	1	4M X 3M	4M WALL = 3.8m Lightbox 3M WALL = 2.8m Lightbox 3M WALL = 2.8m Lightbox	3175		
PACKAGE 5	12	2	4M X 3M	4M WALL = 3.8m Lightbox 3M WALL = 2.8m Lightbox	2520		
PACKAGE 6	12	3	4M X 3M	4M WALL = 3.8m Lightbox	1865		
PACKAGE 7	15	1	5M X 3M	5M WALL = 4.8m Lightbox 3M WALL = 2.8m Lightbox 3M WALL = 2.8m Lightbox	3449		
PACKAGE 8	15	2	5M X 3M	5M WALL = 4.8m Lightbox 3M WALL = 2.8m Lightbox	2794		
PACKAGE 9	15	3	5M X 3M	5M WALL = 4.8m Lightbox	2139		
PACKAGE 10	16	1	4M X 4M	4M WALL = 3.8m Lightbox 4M WALL = 3.8m Lightbox 4M WALL = 3.8m Lightbox	3667		
PACKAGE 11	16	2	4M X 4M	4M WALL = 3.8m Lightbox 4M WALL = 3.8m Lightbox	2802		
PACKAGE 12	16	3	4M X 4M	4M WALL = 3.8m Lightbox	1937		
PACKAGE 13	18	2	6M X 3M	6M WALL = 5.8m Lightbox 3M WALL = 2.8m Lightbox	2988		
PACKAGE 14	18	3	6M X 3M	6M WALL = 5.8m Lightbox	2333		
PACKAGE 15	20	2	5M X 4M	5M WALL = 4.8m Lightbox 4M WALL = 3.8m Lightbox	3094		

### CORD CARPET COLOUR OPTIONS



### NEXT STEPS

1. Tell us your preferred positioning for:  
Power Socket  
**EXHIBITOR OWN USE LAYOUT PLAN**  
See **EXAMPLE LAYOUT PLAN**
2. Artwork should be provided by the deadline for:
  - LIGHTBOX WALL(S)
  - CUPBOARD FRONT PANEL
3. Lightbox Walls work best with the Shell Scheme Nameboard Fascia removed. To apply go to : **NAMEBOARD FASCIA REMOVAL**

## WALK ON LIGHTBOX PACKAGE WHAT'S INCLUDED?

### PACKAGE SPECIFICATIONS

**ELECTRICAL PACKAGE** 2 X 500W SOCKETS (1 x Socket required to power lightbox(s))  
**CORD CARPET** CHOICE OF COLOUR FROM CARPET RANGE WITH PROTECTIVE COVER  
**LIGHTBOX WALLS** TO DESIGNATED STAND WALLS - SINGLE SIDE PRINT  
**FURNITURE PACKAGE D** 1 X HIGH TABLE WHITE 3 X BOW BAR STOOLS WHITE  
**LOCKABLE CUPBOARD WHITE WITH GRAPHICS PACKAGE** INCLUDES CUPBOARD FRONT GRAPHIC PANEL

### WALL SIZE & ARTWORK GUIDE

2m Wall = 1.8m Lightbox 1800mm x 2400mm  
 3m Wall = 2.8m Lightbox 2800mm x 2400mm  
 4m Wall = 3.8m Lightbox 3800mm x 2400mm  
 5m Wall = 4.8m Lightbox 4800mm x 2400mm  
 6m Wall = 5.8m Lightbox 5800mm x 2400mm

Allow 50mm bleed

### COUNTER FRONT ARTWORK

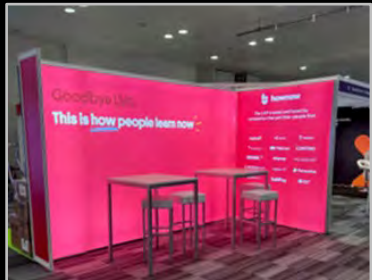
Artwork = 800mm wide x 1100mm high

### SUPPLYING ARTWORK

- Design artwork to the sizes provided
- File Type: High Resolution PDF
- Email link to: [info@moyne.co.uk](mailto:info@moyne.co.uk)

### WALK ON LIGHTBOX PACKAGES BOOKING INFORMATION

- To add additional products EITHER complete your order on this form OR email your additional product requirements with this Package Order to [info@moyne.co.uk](mailto:info@moyne.co.uk)
- To process your order we require invoice details **ORDER & PAYMENT**
- Walk On Packages prices are not applicable to Island / Stand Alone stands.
- Package prices are based on exhibitors taking the package in its entirety as specified
- Refunds / cost variation calculations cannot be provided for items that are not required
- Lightbox System is a hire item Lightbox printed fabric is exhibitors to keep
- 100% Cancellation Fee at Deadline Date



### GALLERY

Examples of Lightbox Stands

### GET IN TOUCH

+44 (0) 208 997 8596



[info@moyne.co.uk](mailto:info@moyne.co.uk)



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



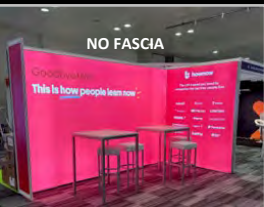
Coordinate fascia overlay design with a lockable cupboard and front graphics panel  
LOCKBLE CUPBOARD GRAPHIC

# NAMEBOARDS

## 3 OPTIONS

SHELL SCHEME EXHIBITORS MUST SELECT ONE OF THREE OPTIONS  
\*EXCLUDING SILVER & GOLD WALK ON PACKAGE PURCHASE WHICH INCLUDE FASCIA OVERLAY

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023



### 1. STANDARD NAMEBOARD

Nameboard Print Included With Shell Scheme Stand Bookings  
No Extra Charge

- Vinyl lettering one line across the board
- No logos or symbols
- Nameboards provided to all open sides over 1.5m
- Post deadline name print from the Organisers exhibitors list
- Post deadline nameboard reprint £27.00 + VAT per nameboard
- Nameboards cannot be reprinted on one day build shows

PROVIDE  
STANDARD  
NAMEBOARD  
PRINT ORDER



Blue Nameboards  
White Vinyl Print

### TYPE NAMEBOARD PRINT INSTRUCTION

Strictly Maximum 34 Characters Including Spaces  
UPPER CASE ONLY (ABCDE..)

### TYPE STAND NUMBER

### 2. NAMEBOARD FASCIA OVERLAY

Upgrade Nameboard To Digital Graphic Print  
Replaces Standard Nameboard



PLACEMENT : Covers shell scheme fascia and surrounding metalwork.  
All open sides must be ordered. Same artwork each side.

DIMENSIONS : 300mm deep x length of stand open side

FULLY RECYCLABLE : YES

DELIVERY : Price includes installation & removal

FASCIA  
OVERLAY  
ARTWORK  
GUIDE

THIS PRODUCT IS  
INCLUDED IN  
WALK ON SHELL  
SCHEME PACKAGES  
SILVER & GOLD

#### ARTWORK & SIZE GUIDE

- 2m open side = artwork 2000mm x 300mm
- 2.5m open side = artwork 2500mm x 300mm
- 3m open side = artwork 3000mm x 300mm
- 3.5m open side = artwork 3500mm x 300mm
- 4m open side = artwork 4000mm x 300mm
- 4.5m open side = artwork 4500mm x 300mm
- 5m open side = artwork 5000mm x 300mm
- 6m open side = artwork 6000mm x 300mm

Provide artwork files as high resolution PDF.  
Same artwork each open side  
Email files to [info@moyneco.uk](mailto:info@moyneco.uk)

FASCIA OVERLAY  
PRICE  
£65.00  
per linear metre

#### COST CALCULATION

3m Open Side :  
3 metres x £65.00 =  
£195.00  
2m & 3m Open Sides  
Total = 5 metres x  
£65.00 = £325.00

Place Order

METRE ORDER	UNIT COST	TOTAL COST
	£65.00	

### 3. NAMEBOARD FASCIA REMOVAL

Fascia Surround Support System & Nameboards Removed  
Request Not Available On Site - Must Be Pre Booked

PLACEMENT : Metalwork surround structure removed. Example left : stand left with fascia. Stand right no fascia

DELIVERY : Must be pre ordered

INSTALLATION NOTE : Fascia surround hosts Track and Spotlight mount. Fascia removal requires lighting to be placed on stand walls.  
We advise ordering **LONG ARM SPOTLIGHTS**

FASCIA  
REMOVAL  
INFORMATION  
& TERMS

- The status of surrounding stands (Space Only or Shell Scheme) will determine if it is possible to remove the fascia safely i.e. support for the shell scheme walls is provided from stands to rear / sides, with a support fascia.
- The status of stands constantly changes. In initially granting fascia removal it maybe the case that, due to surrounding stands changing status, the fascia will need to be reinstated or additional wall support panels added to open sides at a later stage.
- Should the fascia removal request be reversed onsite it will may not be possible to print nameboards.
- To conform to Manufacturers Guidelines, Health & Safety & Insurance Policies Moyneco reserve the right to refuse fascia removal and / or add extra shell scheme side support walling and / or internal bracing as required.

REQUEST FASCIA  
REMOVAL



#### GET IN TOUCH

+44 (0) 208 997 8596 [info@moyneco.uk](mailto:info@moyneco.uk)



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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40mm Floor Only  
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40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# ELECTRICS

## POWER SOCKETS SPOTLIGHTS

PLACE ORDER	PRODUCT	PRODUCT SPECIFICATIONS <small>Exhibitors Are Responsible For Calculating Appliance Power Requirements</small>	QUANTITY	UNIT PRICE & DEADLINES	TOTAL
	<b>SHELL SCHEME ELECTRICAL PACKAGE</b> 1 x 500w Socket (2amps) 1 x Track 3 x LED Spotlights	<ul style="list-style-type: none"> <li>UK standard 3 pin socket</li> <li>Suitable for 1 x LCD TV 2 x Laptops &amp; 2 x Phone Chargers</li> <li>Light Track standard positioning behind Nameboard Fascia</li> </ul>		EARLY RATE £300.00 AFTER 01/09/23 £360.00	
	<b>500w SOCKET</b> (2amps)	<ul style="list-style-type: none"> <li>UK standard 3 pin socket</li> <li>Suitable for 1 x LCD TV 1 x Laptop &amp; 2 x Phone Chargers</li> </ul>		EARLY RATE £168.00 AFTER 01/09/23 £201.00	
	<b>1000w SOCKET</b> (4amps)	<ul style="list-style-type: none"> <li>UK standard 3 pin socket</li> <li>Suitable for 2 x LCD TVs 2 x Laptops or 1 x small domestic coffee machine</li> </ul>		EARLY RATE £255.00 AFTER 01/09/23 £306.00	
	<b>2000w SOCKET</b> (8amps)	<ul style="list-style-type: none"> <li>UK standard 3 pin socket</li> <li>Suitable for catering appliances, small coffee machines</li> </ul>		EARLY RATE £355.00 AFTER 01/09/23 £426.00	
	<b>1000w SOCKET</b> <b>24 HOUR POWER</b> (4amps)	<ul style="list-style-type: none"> <li>UK standard 3 pin socket</li> <li>Power provided day and night until time exhibition ends</li> <li>Suitable for small fridges</li> </ul>		EARLY RATE £352.00 AFTER 01/09/23 £422.00	
	<b>LIGHT TRACK 3 X LED SPOTLIGHTS</b> 	<ul style="list-style-type: none"> <li>Shell Scheme stands only</li> <li>Recommended 3 x Spotlights per 12m2</li> <li>Standard positioning behind Nameboard Fascia</li> </ul>		EARLY RATE £145.00 AFTER 01/09/23 £178.00	
	<b>1 x LED SPOTLIGHT</b> 	<ul style="list-style-type: none"> <li>Shell Scheme stands only</li> <li>Standard positioning behind Nameboard Fascia</li> <li>Provides bright flood of light</li> </ul>		EARLY RATE £65.00 AFTER 01/09/23 £78.00	
	<b>LONG ARM LED SPOTLIGHT - ALUMINIUM</b> 	<ul style="list-style-type: none"> <li>Shell Scheme stands only</li> <li>Fixed to top of panel wall. Light shines down</li> </ul>		EARLY RATE £80.00 AFTER 01/09/23 £96.00	

### DEADLINES

#### EARLY RATE:

**5PM FRIDAY 1<sup>ST</sup> SEPTEMBER 2023**

- To Qualify For The Early Rate Moynes Must Be In Receipt Of This Order Form And 100% Remittance.
- Post Deadline Unpaid Pro Forma Invoices Will Be Required to Re-order At The Higher Standard Rate.

#### PRESHOW STANDARD RATE:

**5PM MONDAY 2<sup>ND</sup> OCTOBER 2023**

- Post Deadline All New Orders Must Be Placed At The Moynes Service Desk In The Exhibition Hall.
- Site Orders Are Subject To A 20% Surcharge.
- Post Deadline Unpaid Standard Rate Orders Will Be Required To Re-order Onsite At The Site Surcharge Rate

### ISLAND (4 Open Sides) & STAND ALONE STANDS

Require an independent mains power supply. Order Form prices do not apply to these stand types.

Cost of supplies is via quotation only. Please email power socket size & quantity requirements to [info@moynes.co.uk](mailto:info@moynes.co.uk)

### ELECTRICAL LAYOUT PLAN

Must be submitted with Electrical Orders. See **EXAMPLE LAYOUT PLAN & ELECTRICS UNPLUGGED**



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# ELECTRICS UNPLUGGED



- To avoid untidy cables hire furniture with cable management facility **DEMO DESK & COMPUTER PLINTH**
- For electrical items which require securing to counter tops or side cable access to interior purchase our **BESPOKE COUNTER**
- Before hiring coffee machines or any heated appliance confirm the power requirements. **READ STAND HOSPITALITY**

## MAKING ELECTRICS WORK FOR YOUR STAND

One of the first questions you need to address is :

### Do You Require Power Sockets?

The reasons for asking this question are:

- Exhibition electrics, dependent on the number of sockets or size of power supply required, can form a significant proportion of your overall exhibition spend.
- The position of sockets affects the overall layout of the stand – from the positioning of furniture to accommodate appliances requiring power to the design of artwork on walls
- The entry position of the venue power supply on your stand may necessitate the installation of a 40mm Raised Floor.
- The requirement for sockets on open floor space (not installed to a stand wall) may require the installation of a **40MM RAISED FLOOR**.
- The addition of high power appliances such as ovens and Barista style coffee machines may require an independent power supply **STAND HOSPITALITY**
- 24 Hour Power Supplies for fridges or LED computer walls are 20% more expensive than standard power supplies.

## CALCULATING POWER USAGE

Sockets are provided in the following power ratings:

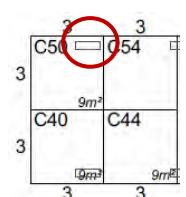
- 500 watts (2 amps)
- 1000 watts (4 amps)
- 2000 watts (8amps)
- 3000 watts (12amps)

- During the open period power is turned off overnight. 24 Hour Power must be ordered if continuous power is required.
- The power usage of appliances can be obtained via the hirer, manufacturer or via the Rating Plate on the appliance
- The total usage of all appliances must be calculated to order the correct size socket
- It is the responsibility of the exhibitor to correctly calculate power requirements. Surcharges apply onsite for increasing power / socket size.

## POWER DUCTS AND POWER BOXES

- Power originates from ducts on the venue floor
- One stand on each block will have the power duct for the block and the mains power cable
- Once installed cables / boxes cannot be moved
- For plan showing stand duct positions E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

Block Power Duct Position



Mains Power Box & Cable Mounted Above Stand



## WHAT YOU NEED TO KNOW

### 1. Cables From The Position Of Sockets To Appliances **Cannot Run Across The Stand Floor, Under Floorcoverings Or Under 18mm Raised Floors**

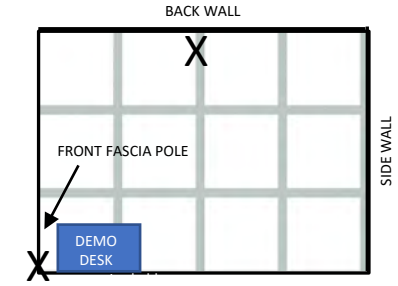
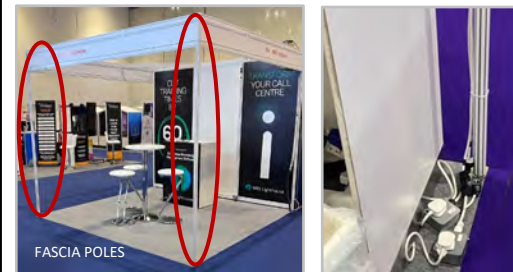
Trailing power cables are a trip hazard and a danger to all accessing the stand space.

Sockets required off shell scheme walls, in the centre or to the front of the stand space, may require a **40mm Raised Floor**. To avoid trip hazards cables are distributed under this floor type to the required position of the socket.



- Trailing Cables - **Not Permitted**
- Socket attached to shell scheme wall pole **Permitted**
- Socket at floor level from wall behind Tension Fabric **Permitted**
- Socket to front of stand 40mm Floor **Permitted**

### 2. How To Position Power Sockets To The Front Of Stand Space Without A 40mm Raised Floor



Shell Scheme stands have Nameboard Fascia support poles to the front . The Fascia structure can be used to distribute power from the stand back wall, overhead to the front pole.

\*Stands with over 4m open side have corner and central fascia support poles

Example Socket Position Diagram  
4m x 3m 2 Open Sides  
X = Socket Positions – to back wall and fascia pole  
1 Square = 1m

### 3. Extension Leads Must Be Maximum 2m Cable Length, No More Than 4 Sockets. One Extension Lead Can Be Used Per Socket Ordered. Power Usage Via The Extension Lead Cannot Exceed The Amount Of Power Ordered



GET IN TOUCH

+44 (0) 208 997 8596 [info@moyne.co.uk](mailto:info@moyne.co.uk)





HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

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### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



Unsure what to order?  
Tension Fabric metres and  
Foamex Panels by stand size &  
configuration are provided in

[VISUALISE YOUR STAND](#)

Place Order

**TENSION FABRIC PRICE**  
**£215.00**  
PER LINEAR METRE

**COST CALCULATION**  
3m Wall : 3 metres  
x £215.00 = £645.00

2m Wall & 3m Wall  
Total = 5 Metres x  
£215.00 = £1075.00

\* This product must be  
ordered for the full  
width of the stand wall  
or walls.

METRE ORDER	UNIT COST	TOTAL COST
	£215.00	

**DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023**



## 1. TENSION FABRIC SEAMLESS GRAPHICS

**High Quality Eco Friendly Print**  
**Tension Via Poles In Sleeves Top & Bottom & Hooks To Shell Scheme Walls**

**PLACEMENT :** One piece print installed in front of shell poles across width of the wall

**DIMENSIONS:** 2400mm High x Length of Stand Wall

**FULLY RECYCLABLE :** YES - 100% Polyester recycled for Green Energy

**DELIVERY :** Price includes installation & removal

**REUSABLE :** YES - To avoid creasing fabric should be stored hung or rolled

**INSTALLATION NOTE:** Shelves, Rails and Brackets are not compatible with this product. **TV PANELS** installed behind the fabric. **TV's** installed over the fabric.

**TENSION FABRIC ARTWORK GUIDE**

**THIS PRODUCT IS INCLUDED IN WALK ON SHELL SCHEME PACKAGES SILVER & GOLD**

### ARTWORK GUIDE

1m Wall = artwork 970mm x 2400mm  
2m Wall = artwork 1940mm x 2400mm  
2.5m Wall = artwork 2435mm x 2400mm  
3m Wall = artwork 2930mm x 2400mm  
3.5m Wall = artwork 3425mm x 2400mm  
4m Wall = artwork 3920mm x 2400mm  
4.5m Wall = artwork 4415mm x 2400mm  
5m Wall = artwork 4910mm x 2400mm  
6m Wall = artwork 5900mm x 2400mm

- Design artwork to the sizes above
  - File Type: High Resolution PDF
  - Allow 50mm bleed
  - No Logos / Text within 125mm of edges
- Email files / link to [info@moyme.co.uk](mailto:info@moyme.co.uk)

### WALK ON SHELL SCHEME PACKAGES

Tension Fabric graphics are included in our easy to order 'Walk On' Shell Scheme Packages **SILVER & GOLD**

### CREATIVE DESIGN RULES

In need of Inspiration? Our creative guide provides tips and advice on what to do, and what not to do, with stand graphics

### SUSTAINABILITY

90% of our graphics products are recycled  
Sustainability is important to us

## 2. FOAMEX GRAPHIC WALL PANELS

**3mm Rigid Foamex Panels Printed In Full Colour**  
**Individually Inserted In To Shell Scheme System Between Poles**

**PLACEMENT :** Installed between the shell scheme poles. Poles are visible and have a higher profile than the panel. To ensure graphics panels do not detach we insert them into the shell scheme system

**DIMENSIONS:** 1m Panel = 970mm x 2350mm 1/2m Panel = 475mm x 2350mm

**FULLY RECYCLABLE :** YES

**DELIVERY :** Price includes installation & removal

**REUSABLE :** YES – Moyme do not provide panel storage.

**INSTALLATION NOTE:** **TV Panel** graphics artwork of 950mm x 2340mm

**FOAMEX GRAPHICS PANELS ARTWORK GUIDE**

**THIS PRODUCT IS INCLUDED IN WALK ON SHELL SCHEME PACKAGE BRONZE**

### ARTWORK GUIDE

1m Panel = artwork 970mm x 2350mm  
1/2m Panel = artwork 475mm x 2350mm  
\*1/2m panels are only applicable on wall lengths of 3.5m 4.5m etc. The 1/2m will be installed to the back end of the wall 1<sup>st</sup> panel

- Provide artwork to the sizes above
- File Type: High Resolution PDF each panel
- Allow 3mm bleed

Email files to [info@moyme.co.uk](mailto:info@moyme.co.uk)

### POSITIONING

Provide either a full visual or if it is not obvious how the panels should be installed a key i.e G1 G2 G3 See [Example Plan](#)

**FOAMEX GRAPHICS PRICE PER PANEL**

**1m Panel**  
**£180.00**  
**970mm x 2350mm**

**1/2m Panel**  
**£95.00**  
**475mm x 2350mm**

Place Order

1m PANEL QUANTITY	UNIT COST	TOTAL COST
	£180.00	

1/2m PANEL QUANTITY	UNIT COST	TOTAL COST
	£95.00	

# STAND WALL GRAPHICS

## 2 OPTIONS



### GALLERY

See more examples of these products



GET IN TOUCH



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Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# HANGING & FREESTANDING GRAPHICS

## 2 OPTIONS

DEADLINE : 1<sup>ST</sup> SEPTEMBER 2023

### 1. HANGING BANNERS

Vinyl Double-sided Hanging Banners  
Includes Management & Venue Overhead Rigging Charge

PLACEMENT : Suspended from a rigging point on the venue ceiling  
DIMENSIONS: Choice of 2m Wide x 3m Drop OR 3m Wide x 3m Drop  
FULLY RECYCLABLE : YES

DELIVERY : Includes print, delivery to ExCeL London, rigging, installation & removal

REUSABLE : YES – Exhibitor to arrange for collection from ExCeL after the show

INSTALLATION NOTE: Banners will be rigged above and as close to the stand position below as rigging points allow. In all instances the Organiser has final approval on banner sales, artwork & locations.

#### BANNER ARTWORK GUIDE

#### ARTWORK GUIDE

2m wide x 3m drop  
Artwork 2000mm x 3000mm  
3m wide x 3m drop  
Artwork 3000mm x 3000mm

- Design artwork to the sizes above
- File Type: High Resolution PDF
- Allow 50mm bleed
- Same artwork both sides

Email files / link to [info@moyne.co.uk](mailto:info@moyne.co.uk)

#### BANNERS PRICE

2M X 3M  
£1150.00

3M X 3M  
£1350.00

Place Order	<input checked="" type="checkbox"/>	
-------------	-------------------------------------	--

2M X 3M QUANTITY	UNIT COST	TOTAL COST
	£1150.00	

3M X 3M QUANTITY	UNIT COST	TOTAL COST
	£1350.00	



#### CREATIVE DESIGN RULES

In need of Inspiration? Our creative guide provides tips and advice on what to do, and what not to do, with stand graphics

#### SUSTAINABILITY

90% of our graphics products are recycled. We encourage exhibitors to take graphics products away for reuse. Sustainability is important to us

### 2. FREESTANDING TOBLERONE



3 Sided Freestanding Column  
Stand centre piece or gangway corner branding opportunity

PLACEMENT : Works best with No Fascia  
DIMENSIONS: 3 Sided. Each side 750mm x 2200mm  
FULLY RECYCLABLE : YES

DELIVERY : Price includes installation & removal

REUSABLE : YES – Moyne do not provide removal or storage.

INSTALLATION NOTE: The required positioning of this item must be provided via the Exhibitor Layout Plan

#### ARTWORK GUIDE

#### ARTWORK GUIDE

3 Sided. Each side 750mm x 2200mm

- Provide artwork to the sizes above
- File Type: High Resolution PDF
- Allow 3mm bleed

Email files to [info@moyne.co.uk](mailto:info@moyne.co.uk)

#### POSITIONING

The position of this item on the stand space must be supplied via

[EXHIBITOR LAYOUT PLAN](#)

PRICE  
£565.00

Place Order	<input checked="" type="checkbox"/>	
-------------	-------------------------------------	--

QUANTITY	UNIT COST	TOTAL COST
	£565.00	



#### GET IN TOUCH

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HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

FURNITURE

Accessories  
Cupboards & Desks  
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Furniture Packages  
Reception Counters  
Stools  
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GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
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Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

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Electrical Shell Scheme  
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40mm Floor + Carpet  
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40mm Floor + Coloured Vinyl  
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40mm Floor + Woodplank Vinyl

STANDFITTINGS

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Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



Lightbox products work best with large images and bold colours and text. Avoid white background & small text  
[LIGHTBOX WALL GALLERY](#)

# LIGHTBOX PRODUCTS

## 2 OPTIONS

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

### 1. LIGHTBOX WALLS

High Quality Eco Friendly Print Stretched Over LED Illuminated Frame  
Suitable for Space Only Walling & Shell Scheme Stand Interiors

PLACEMENT : Best viewed with **NAMEBOARD FASCIA REMOVAL**

DIMENSIONS: 2400mm High x Length of Unit closest to wall length size.  
Examples : 3m wall = 2.8m Lightbox. 6m Wall = 5.8m Lightbox

FULLY RECYCLABLE : YES Made from 100% recycled PET plastic bottle waste

DELIVERY : Frame Hire Item. Price includes installation & removal

REUSABLE : We do not provide second installation for Lightbox Wall fabric

INSTALLATION NOTE: Shelf, Bracket & TV installations are not compatible with this product. Requires **1 x 500w POWER SOCKET**

#### WALL SIZE GUIDE

#### WALL SIZE ORDER & ARTWORK GUIDE

2m Wall = 1.8m Lightbox 1800mm x 2400mm  
3m Wall = 2.8m Lightbox 2800mm x 2400mm  
4m Wall = 3.8m Lightbox 3800mm x 2400mm  
5m Wall = 4.8m Lightbox 4800mm x 2400mm  
6m Wall = 5.8m Lightbox 5800mm x 2400mm

- Design artwork to the sizes above
- File Type: High Resolution PDF
- Allow 50mm bleed
- No Logos / Text within 125mm of edges
- If it is not obvious where the Lightbox should be positioned please provide **EXHIBITOR STAND LAYOUT PLAN**

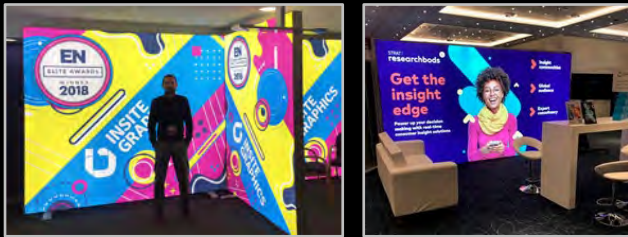
Email files or link to [info@moynce.co.uk](mailto:info@moynce.co.uk)

#### LIGHTBOX WALL PRICE LIST

1.8m Single Side £485.00  
1.8m Double Side £673.00  
2.8m Single Side £655.00  
2.8m Double Side £842.00  
3.8m Single Side £865.00  
3.8m Double Side £1122.00  
4.8m Single Side £1085.00  
4.8m Double Side £1405.00  
5.8m Single Side £1225.00  
5.8m Double Side £1683.00

PLACE ORDER

LENGTH OF EACH WALL E.G 2.8M	NUMBER OF WALLS	SINGLE / DOUBLE



#### GALLERY

See examples of Lightbox Stands in a variety of stand sizes



#### WALK ON LIGHTBOX PACKAGES

Lightbox Walls are included with floorcovering, electrics and furniture in our Lightbox Packages

#### CREATIVE DESIGN RULES

In need of Inspiration? Our creative guide provides tips and advice on what to do, and what not to do, with stand graphics [Read More](#)

#### SUSTAINABILITY

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Sustainability is important to us [Read More](#)

### 2. LIGHTBOX COUNTERS



High Quality Eco Friendly Print Stretched Over LED Illuminated Frame  
Best matched with Lightbox Walls

PLACEMENT : Best placed at front of stand. Shell Scheme stands should request socket positioning on front fascia support pole.

DIMENSIONS: 1000mm High x Widths of 1.8, 2.8, 3.8, 4.8 & 5.8 metres

FULLY RECYCLABLE : YES & Made from 100% recycled PET plastic bottle waste

DELIVERY : Frame Hire Item. Price includes installation & removal

REUSABLE : We do not provide second installation for Lightbox Counter fabric

INSTALLATION NOTE: Counter top only, no doors or shelves.

Requires **1 x 500w POWER SOCKET**

#### COUNTER ARTWORK GUIDE

#### COUNTER ARTWORK GUIDE

1.8m Wide Counter 1800mm x 1000mm  
2.8m Wide Counter 2800mm x 1000mm  
3.8m Wide Counter 3800mm x 1000mm  
4.8m Wide Counter 4800mm x 1000mm  
5.8m Wide Counter 5800mm x 1000mm

- Design artwork to the sizes above
- File Type: High Resolution PDF
- Allow 50mm bleed
- No Logos / Text within 125mm of edges
- If it is not obvious where the Lightbox should be positioned please provide **EXHIBITOR STAND LAYOUT PLAN**

Email files or link to [info@moynce.co.uk](mailto:info@moynce.co.uk)

#### LIGHTBOX COUNTERS PRICE LIST

1.8m £250.00  
2.8m £388.00  
3.8m £526.00  
4.8m £664.00  
5.8m £802.00

PLACE ORDER

LENGTH OF COUNTER	NUMBER OF COUNTERS	TOTAL COST

#### GET IN TOUCH

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Cupboards & Desks  
Lockable With Graphic  
Reception Counters

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Electrics Unplugged  
Lighting  
Power Sockets

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Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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40mm Floor + Coloured Vinyl  
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40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



We deliver goods to your stand and remove them at the end of the show. Don't forget to bring a trolley to move stand items such as literature and product

FURNITURE PACKAGES

Its easier to order a **FURNITURE PACKAGE**  
Options include High Tables, Low Tables and Chairs & Stools in a variety of colours.

MOYNE FURNITURE BROCHURE

This selection represents the most frequently purchased items.

For the full range of furniture available for this show request our 2023 Furniture Brochure

E: info@moyne.co.uk

FREQUENTLY ADDED PRODUCTS

- CHAIRS
- COFFEE TABLE
- COUNTERS
- HIGH TABLE
- POWER SOCKET
- STOOLS

DEADLINE : 2<sup>ND</sup> OCTOBER 2023

# FURNITURE ACCESSORIES

## 6 OPTIONS

**WASTE BIN**  **BEST SELLER**

Bin Colour Options:

Black

Dimensions: Height 320mm Width 300mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		£10.00		N/A

**CARRIER BAG STAND**  **BEST SELLER**

Stand Colour Options:

Silver

Dimensions: Height 990mm Width 510mm Depth 510mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		£34.00		N/A

**ZIGZAG LITERATURE RACK**  **BEST SELLER**

Rack Colour Options:

White  Black  Silver

Dimensions: Height 1700mm Width 330mm Depth 375mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY RACK COLOUR
<input checked="" type="checkbox"/>		£97.00		

**UNDER COUNTER FRIDGE**  **BEST SELLER**


Fridge Colour Options:

White

Power Usage 100w

Dimensions: Height 850mm Width 550mm Depth 570mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		£106.00		N/A

**UNDER COUNTER CHILLER**  **BEST SELLER**


Fridge Colour Options:

White

Power Usage 100w

Dimensions: Height 850mm Width 550mm Depth 570mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		£143.00		N/A

**DISPLAY PLINTH**  **BEST SELLER**

Plinth Colour Options:

White

Dimensions: Height 1200mm Width 400mm Depth 400mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		£138.00		N/A

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HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
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Vinyl Woodplank + Raised Floors

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STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



Trailing cables from stand wall sockets are not permitted. Read our advice on power socket placement

ELECTRICS UNPLUGGED

FURNITURE PACKAGES

Its easier to order a FURNITURE PACKAGE Options include High Tables, Low Tables and Chairs & Stools in a variety of colours.

MOYNE FURNITURE BROCHURE

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FREQUENTLY ADDED PRODUCTS

- CHAIRS
- COFFEE TABLE
- HIGH TABLE
- POWER SOCKET
- STOOLS
- WASTE BIN
- ZIG ZAG LITERATURE RACK

# FURNITURE CUPBOARDS & COMPUTER DESKS

## 6 OPTIONS

DEADLINE : 22ND SEPTEMBER 2023

**LOCKABLE CUPBOARD**



Cupboard Colour Options:

White Black Beech

Dimensions: Height 1100mm Width 800mm Depth 470mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CUPBOARD COLOUR
✓		£89.00		

**LOCKABLE CUPBOARD & FRONT GRAPHIC**




Cupboard Colour Options:

White Black Beech

Includes Cupboard & Front Graphic Panel installation  
Panel Artwork : 1100mm x 800mm  
High Resolution PDF  
Send to [info@moyne.co.uk](mailto:info@moyne.co.uk)

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CUPBOARD COLOUR
✓		£180.00		

**LOCKABLE CUPBOARD SIDE PANEL GRAPHIC**



Add one or two Side Graphic Panels  
Panel Artwork : 1100mm x 470mm  
High Resolution PDF  
Send to [info@moyne.co.uk](mailto:info@moyne.co.uk)

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£56.00		N/A

**DEMO DESK - LOCKABLE**




Desk Colour Options:

White Red Grey Purple Blue

Dimensions: Height 910mm Width 900mm Depth 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY DESK COLOUR
✓		£114.00		

**COMPUTER PLINTH**



Plinth Colour Options:

White Black Beech

Dimensions: Height 1000mm Width 640mm Depth 770mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY PLINTH COLOUR
✓		£101.00		

**1M X 1M X 0.5M LOCKABLE CUPBOARD**



Also available in 2m & 3m widths  
Counter Top Colour Options:

Black White Red Blue

Includes Cupboard & Front Graphic Panel installation. Bespoke item. Sale or hire  
Front Panel Artwork : 1000mm x 1000mm  
High Resolution PDF  
Send to [info@moyne.co.uk](mailto:info@moyne.co.uk)

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY FORMICA COUNTER COLOUR
✓		£600.00		

GET IN TOUCH

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HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
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Electrics Unplugged  
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Cord Carpet Colour Change  
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STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



To avoid overordering furniture plan your stand layout  
**EXAMPLE LAYOUT PLAN**  
Don't forget to factor in people space

FURNITURE PACKAGES

Its easier to order a **FURNITURE PACKAGE**  
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MOYNE FURNITURE BROCHURE

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FREQUENTLY ADDED PRODUCTS

COFFEE TABLE

DEMO DESK

ROUND TABLE

SQUARE TABLE

WASTE BIN

ZIG ZAG LITERATURE RACK

DEADLINE : 2<sup>ND</sup> OCTOBER 2023

# FURNITURE CHAIRS

## 6 OPTIONS

**FIJI CHAIR**




Chair Colour Options:




Blue Magenta Orange Red White Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
✓		£44.00		

**SUZY CHAIR**




Chair Colour Options:




Red Blue Black Grey Pink

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
✓		£40.00		

**WAVE CHAIR**




Chair Colour Options:




White Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
✓		£39.00		

**BOW 4 LEGGED CHAIR**




Chair Colour Options:




White Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
✓		£60.00		

**FARNO CHAIR**




Chair Colour Options:




Red Pink Grey Magenta Blue Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
✓		£40.00		

**BISOU CHAIR**



Chair Colour Options:



White

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
✓		£58.00		N/A

GET IN TOUCH

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
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Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV'S



ORDER & PAYMENT

# FURNITURE DELUXE

## 6 OPTIONS

DEADLINE : 2<sup>ND</sup> OCTOBER 2023

### LEVANTE HIGH TABLE

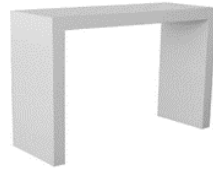


Table Colour Options:



White

Dimensions: Height 1100mm Width 1700mm Depth 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
✓		£247.00		N/A

### CORRINNE HIGH TABLE



Table Colour Options:



White

Excludes Stools

Dimensions: Height 1075mm Width 2000mm Depth 800mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
✓		£227.00		N/A

### CORINNE HIGH BAR TABLE



Table Colour Options:



White

Dimensions: Height 1075mm Width 800mm Depth 800mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
✓		£114.00		N/A

### CORRINE BAR STOOLS



Stool Colour Options:



White

Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£76.00		

### RECTANGULAR COFFEE TABLE



Table Top Colour Options:



White

Black

Glass

Dimensions: Height 450mm Width 1160mm Depth 505mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
✓		£67.00		

### CORINNE HIGH LAPTOP CHARGING TABLE



Table Colour Options:



Excludes Power Supply

Dimensions: Height 1075mm  
Width 2000mm Depth 800mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£331.00		N/A



HELPFUL TIPS

Keep floor space clear & maximise on stand wall space with the installation of a wall mounted TV

TV PANELS & TV'S

### FURNITURE PACKAGES

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### FREQUENTLY ADDED PRODUCTS

STOOLS

COMPUTER PLINTH

DEMO DESK

BESPOKE COUNTER

WASTE BIN

ZIG ZAG LITERATURE RACK

GET IN TOUCH



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[info@moyne.co.uk](mailto:info@moyne.co.uk)



HOME

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40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



Avoid white furniture on standard grey cord carpet. Choose bold furniture colours to compliment wall artwork design colours

# FURNITURE PACKAGES

## 4 OPTIONS

DEADLINE : 2<sup>ND</sup> OCTOBER 2023

### FURNITURE PACKAGES



Choice of High Table & Stools OR Low Table & Chairs  
Stools & Chairs Offered In A Variety of Colours

PRODUCT : Hire Item

PLACEMENT : Items delivered to stand and unwrapped. We do not set out to plans

DELIVERY : Price includes delivery to stand & collection

RECYCLABLE : Recycled plastic protective delivery wrapping

SITE ORDERS : YES – 20% Site Surcharge On Standard Rates. Subject to Availability

### FURNITURE PRODUCTS



White Low Round Table  
Height: 740mm Diameter: 800mm



Fiji Chair



Bow 4 Leg Chair



White High Round Table  
Height: 1100mm Diameter: 600mm



Zeta Bar Stool



Bow Bar Stool

### FURNITURE PACKAGE SPECIFICATIONS

### PRICE LIST

PLACE ORDER	QUANTITY	TOTAL COST	SPECIFY CHAIR OR STOOL COLOUR
<input checked="" type="checkbox"/>			

<b>Package A</b> 1 x White Low Round Table & 3 x Fiji Chairs	<b>£222.00</b>
<b>Package B</b> 1 x White Low Round Table & 3 x Bow 4 Leg Chairs	<b>£246.00</b>
<b>Package C</b> 1 x High Round White Table & 3 x Zeta Bar Stools	<b>£196.00</b>
<b>Package D</b> 1 x High Round White Table & 3 x Bow Bar Stools	<b>£274.00</b>

### CHAIR & STOOL COLOUR OPTIONS

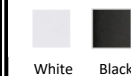
#### Fiji Chair Colour Options



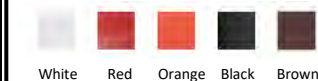
#### Zeta Bar Stool Colour Options



#### Bow 4 Leg Chair Colour Options



#### Bow Bar Stool Colour Options



### FREQUENTLY ADDED PRODUCTS

WHITE LOW ROUND TABLE  
WHITE HIGH ROUND TABLE  
FIJI CHAIR  
BOW CHAIR  
ZETA BAR STOOL  
BOW BAR STOOL  
LOCKABLE CUPBOARD WITH FRONT GRAPHIC

### GET IN TOUCH

+44 (0) 208 997 8596 info@moyne.co.uk





HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# FURNITURE RECEPTION COUNTERS

## 6 OPTIONS

DEADLINE : 22ND SEPTEMBER 2023

### CORRINNE BAR UNIT



Bar Unit Colour Options:



White

Dimensions: Height 1160mm Width 1200mm Depth 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£302.00		N/A

### CORRINE BAR UNIT & FRONT GRAPHIC



Includes Corrinne Bar Unit in White & Front G raphic Panel installation

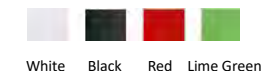
Panel Artwork : 1055mm x 1205mm  
High Resolution PDF  
Send to [info@moyne.co.uk](mailto:info@moyne.co.uk)

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£425.00		N/A

### PADDED RECEPTION DESK



Reception Desk Colour Options:



White Black Red Lime Green

Dimensions: Height 1090mm Width 1000mm Depth 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£205.00		N/A

### RECEPTION DESK



Desk Colour Options:



White

Dimensions: Height 1090mm Width 1000mm Depth 600mm



PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY DESK COLOUR
✓		£136.00		N/A

### RECEPTION DESK & FRONT GRAPHIC



Includes Reception Desk in White & Front Graphic Panel installation

Panel Artwork : 1090mm x 1000mm  
High Resolution PDF  
Send to [info@moyne.co.uk](mailto:info@moyne.co.uk)

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£261.00		N/A

### BESPOKE 2M X 1M X 0.5M LOCKABLE COUNTER



Counter Top Colour Options:



Black White Red Blue

Includes Counter & Front Graphic Panel installation. Bespoke item. Sale or Hire  
Panel Artwork : 2000mm x 1000mm  
High Resolution PDF  
Send to [info@moyne.co.uk](mailto:info@moyne.co.uk)

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY FORMICA COUNTER COLOUR
✓		£915.00		



Learn how to wow potential clients with a motivated, enthusiastic, well briefed stand personnel team

STAND PERSONNEL

### FURNITURE PACKAGES

Its easier to order a **FURNITURE PACKAGE**  
Options include High Tables, Low Tables and Chairs & Stools in a variety of colours.

### MOYNE FURNITURE BROCHURE

This selection represents the most frequently purchased items.

For the full range of furniture available for this show request our 2023 Furniture Brochure

E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

### FREQUENTLY ADDED PRODUCTS

- CHAIRS
- HIGH TABLE
- POWER SOCKET
- STOOLS
- UNDER COUNTER FRIDGE
- WASTE BIN
- ZIG ZAG LITERATURE RACK

### GET IN TOUCH

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HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



Colour coordinate stand furniture and graphics colours with your stand floorcovering  
CORD CARPET

FURNITURE PACKAGES

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FREQUENTLY ADDED PRODUCTS

- DELUXE BAR TABLES
- HIGH TABLE
- LOCKABLE CUPBOARD
- RECEPTION DESK
- WASTE BIN
- ZIG ZAG LITERATURE RACK

# FURNITURE STOOLS

## 6 OPTIONS

DEADLINE : 2<sup>ND</sup> OCTOBER 2023

**ZETA BAR STOOL**

Seat Pad Colour Options:

White Yellow Orange Red Pink  
Grey Magenta Lime Cinnamon Blue Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£38.00		

**ELLA STOOL**

Seat Pad Colour Options:

Black Blue Orange Lime Magenta  
Red Cinnamon Yellow White

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£47.00		

**SUZY STOOL**

Seat Pad Colour Options:

Black Blue Grey Pink Red

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£47.00		

**BOW BAR STOOL**

Seat Pad Colour Options:

White Brown Black Red Orange

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£64.00		

**VIPER STOOL**

Seat Pad Colour Options:

Black White Red

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£40.00		

**MILANO STOOL**

Seat Pad Colour Options:

Black Blue Red White

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
✓		£49.00		

GET IN TOUCH

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HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



Design stand wall artwork to allow for table and counter heights. Keep important messages to the top  
**CREATIVE DESIGN RULES**

**FURNITURE PACKAGES**  
Its easier to order a **FURNITURE PACKAGE**  
Options include High Tables, Low Tables and Chairs & Stools in a variety of colours.

**MOYNE FURNITURE BROCHURE**  
This selection represents the most frequently purchased items.  
For the full range of furniture available for this show request our 2023 Furniture Brochure  
E: info@moyne.co.uk

- FREQUENTLY ADDED PRODUCTS**
- CHAIRS
  - COFFEE TABLE
  - DEMO DESK
  - LOCKABLE CUPBOARD
  - STOOLS
  - WASTE BIN
  - ZIG ZAG LITERATURE RACK

# FURNITURE TABLES

## 6 OPTIONS

**DEADLINE : 2<sup>ND</sup> OCTOBER 2023**

**SURF ROUND HIGH TABLE**



Table Colour Options:



White Black Beech

Dimensions: Height 1100mm Diameter: 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
<input checked="" type="checkbox"/>		£82.00		

**SURF SQUARE HIGH TABLE**



Table Colour Options:



White Black Beech

Dimensions: Height 1100mm Diameter: 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
<input checked="" type="checkbox"/>		£82.00		

**HIGH ROUND GLASS TABLE**



Table Colour Options:

Glass

Dimensions: Height 1020mm Diameter: 700mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
<input checked="" type="checkbox"/>		£114.00		N/A

**SURF LOW ROUND TABLE**



Table Colour Options:



White Walnut Black Beech

Dimensions: Height 740mm Diameter: 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
<input checked="" type="checkbox"/>		£66.00		

**SURF LOW SQUARE TABLE**



Table Colour Options:



White Walnut Black Beech

Dimensions: Height 740mm Diameter: 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
<input checked="" type="checkbox"/>		£66.00		

**LOW ROUND GLASS TABLE**



Table Colour Options:

Glass

Dimensions: Height 750mm Diameter: 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY TABLE COLOUR
<input checked="" type="checkbox"/>		£99.00		N/A

GET IN TOUCH

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# FLOORCOVERING PRINTED CARPET CORD CARPET

## 2 OPTIONS

UPGRADE OPTIONS - SHELL SCHEME STAND BOOKINGS INCLUDE GREY CORD CARPET

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

### PRINTED CARPET



Visualise Design & Logo's In High Quality Full Colour Floor Print  
High Quality Hard-wearing Polyester Pile With Gel Foam Non Slip Backing

**PRODUCT :** Dye sublimation custom digital printing. Printed in sections up to 3m in width. Spaces of over 3m in width should avoid complex overlapping design.

**PLACEMENT :** Laid direct to venue floor or **RAISED FLOOR**

**DELIVERY :** Price includes delivery to stand, fitting, protective cover & removal.

**RECYCLABLE :** YES – Carpet products are recycled

### PRINTED CARPET ARTWORK & SIZE GUIDE

#### ARTWORK SIZE GUIDE

3m x 2m	Space = artwork 3000mm x 2000mm
3m x 3m	Space = artwork 3000mm x 3000mm
3m x 3.5m	Space = artwork 3000mm x 3500mm
4m x 3m	Space = artwork 4000mm x 3000mm
4m x 4m	Space = artwork 4000mm x 4000mm
5m x 3m	Space = artwork 5000mm x 3000mm
5m x 4m	Space = artwork 5000mm x 4000mm
6m x 3m	Space = artwork 6000mm x 3000mm

- Design artwork to the sizes above
- File Type: High Resolution PDF

Email files / link to info@moyne.co.uk

### PRINTED CARPET PRICE

£85.00

PER M2

#### COST CALCULATION

3m x 2m Stand = 6m2  
x £85.00 = £510.00

3m x 3m Stand = 9m2  
x £85.00 = £765.00

6m x 3m Stand = 18m2  
x £85.00 = £1530.00

PLACE ORDER	M2	UNIT COST	TOTAL COST
<input checked="" type="checkbox"/>		£85.00	



### SUSTAINABILITY

Exhibition carpets are reused and recycled into pellets to make household items such as containers and plant pots. [Read More](#)

### ALTERNATIVE FLOORCOVERINGS

Our range includes Velour Carpet & Artificial Grass. Contact us for more information. For Vinyl Floorcoverings; Woodplank & Coloured, go to [RAISED FLOOR VINYL PACKAGES](#)

### CORD CARPET COLOUR CHANGE



Colour Change Shell Scheme Grey Carpet To Match Logo Or Artwork Colours

**PRODUCT :** Cord carpet in choice of colours secured to venue floor with tape. Basic carpet option. Upgrade option Velour Carpet. Contact us for Velour options and prices.

**PLACEMENT :** Laid direct to venue floor or **RAISED FLOOR**

**DELIVERY :** Price includes delivery to stand, fitting, protective poly cover & removal.

**RECYCLABLE :** YES – Carpet products are reused & recycled

**INSTALLATION NOTES :** Moyne cannot accept responsibility for damage to carpet by other service providers once laid. Carpet laid to a **RAISED FLOOR** is less likely to be damaged during the build period than carpet laid direct to the venue floor

**SAMPLES :** Available on request.

### CORD CARPET COLOUR OPTIONS

CORD CARPET COLOUR CHANGE IS INCLUDED IN WALK ON SHELL SCHEME GOLD PACKAGE



Subject To Availability

#### COST CALCULATION EXAMPLE :

3m x 2m Stand = 6m2 x £18.00 = £108.00

### PLACE ORDER



### CARPET COLOUR ORDER

M2	UNIT COST	TOTAL COST
	£18.00	

### GET IN TOUCH



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info@moyne.co.uk

**TO KEEP YOUR CARPET :** We encourage reuse of exhibition carpet . If required, carpet products are exhibitors to take away at the end of the show. Moyne do not provide a carpet removal or shipping service.



HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
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Deluxe  
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Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

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Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
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40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# RAISED FLOORS 18MM & 40MM FLOOR ONLY

## 2 OPTIONS

**DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023**

Whether you are looking to elevate your stand presence or facilitate electrical cable distribution away from stand walls via the 40mm floor option, raised floors are a great way of enhancing the look of your stand space.



Electrical cables are distributed under 40mm floors. We require the position of sockets and the position of the access ramp. Once laid floors cannot be lifted to reposition sockets

### 18MM RAISED FLOOR

**PRODUCT :** 18mm MDF Floor (floor only no covering)  
Aluminium Edging To Open Sides

**DELIVERY :** Includes installation & removal (Hire Item)

\*Electrical Cables Cannot Run Under 18mm Floors. See **ELECTRICS UNPLUGGED**  
40mm Raised Floor Will Be Required To Facilitate Under Floor Cable Distribution

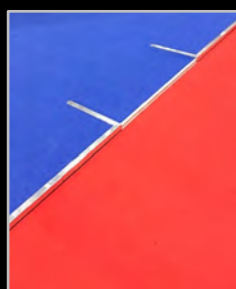
### 40MM RAISED FLOOR

**PRODUCT :** 40mm Floor ECO Tile Platform (floor only no covering)  
Aluminium Edging To Open Sides

Access Ramp

**DELIVERY :** Includes installation & removal (Hire Item)

\*40mm Raised Floors Facilitate Under Floor Cable Distribution To Centre & Front Of Stand Spaces. The **EXHIBITOR LAYOUT PLAN** is required for the position of the Access Ramp and Sockets



FLOOR SIZE M2	PRICE	PLACE ORDER ✓
6	£192.00	
9	£288.00	
12	£384.00	
15	£480.00	
16	£512.00	
18	£576.00	
20	£640.00	
21	£672.00	
24	£768.00	
25	£800.00	

**ADD FLOORCOVERING**  
PRINTED CARPET  
CORD CARPET

**18MM VINYL FLOOR PACKAGES**  
Vinyl floorcoverings require a raised floor. For ease of ordering vinyl floor coverings are provided inclusive of covering and 18mm raised floor  
WOODPLANK VINYL PACKAGE  
COLOURED VINYL PACKAGE

FLOOR SIZE M2	PRICE	PLACE ORDER ✓
6	£258.00	
9	£378.00	
12	£504.00	
15	£630.00	
16	£672.00	
18	£756.00	
20	£840.00	
21	£882.00	
24	£1008.00	
25	£1050.00	

**ADD FLOORCOVERING**  
PRINTED CARPET  
CORD CARPET

**40MM VINYL FLOOR PACKAGES**  
Vinyl floorcoverings require a raised floor. For ease of ordering vinyl floor coverings are provided inclusive of covering and 40mm raised floor  
WOODPLANK VINYL PACKAGE  
COLOURED VINYL PACKAGE

GET IN TOUCH

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
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Reception Counters  
Stools  
Tables

### GRAPHICS

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Foamex Wall Panels  
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Hanging Banners

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Lightbox Counters  
Lightbox Walls

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Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

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18mm Floor Only  
40mm Floor Only  
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40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# FLOOR PACKAGES COLOURED VINYL & WOODPLANK VINYL

## 2 OPTIONS

DEADLINE : 18<sup>TH</sup> SEPTEMBER 2023

Vinyl Floor Packages are offered in a choice of 18mm or 40mm floor heights with either Coloured Vinyl or Woodplank Vinyl floorcovering. Simply select the relevant floor height and stand size and specify vinyl colour choice.

### 18MM RAISED FLOOR PACKAGE

**PRODUCT :** 18mm MDF Floor. Aluminium Edging To Open Sides. Protective Poly Cover. **Choice of Coloured or Woodplank vinyl.**

**DELIVERY :** Includes installation & removal (Hire Item)

\*Electrical Cables Cannot Run Under 18mm Floors.  
See **ELECTRICS UNPLUGGED**

### 40MM RAISED FLOOR PACKAGE

**PRODUCT :** 40mm Floor ECO Tile Platform Aluminium Edging To Open Sides. Protective Poly Cover. Access Ramp . **Choice of Coloured or Woodplank Vinyl**

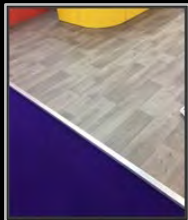
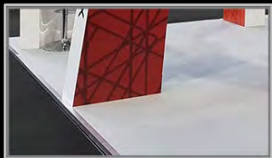
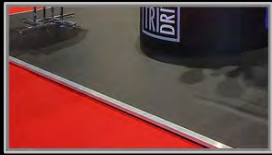
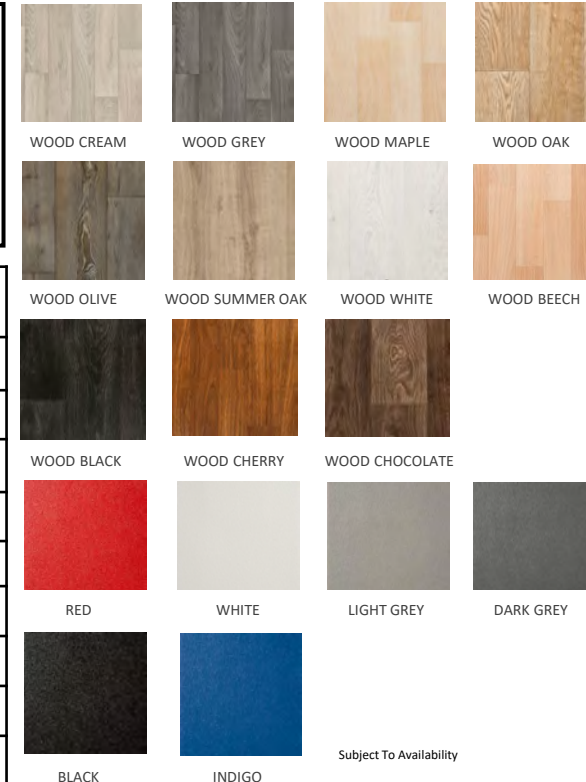
**DELIVERY :** Includes installation & removal (Hire Item)

\*40mm Raised Floors Facilitate Under Floor Cable Distribution To Centre & Front Of Stand Spaces

FLOOR SIZE M2	PRICE	PLACE ORDER ✓	VINYL COLOUR ORDER
6	£304.00		
9	£457.00		
12	£585.00		
15	£714.00		
16	£813.00		
18	£843.00		
20	£932.00		
21	£979.00		
24	£1099.00		
25	£1150.00		

FLOOR SIZE M2	PRICE	PLACE ORDER ✓	VINYL COLOUR ORDER
6	£346.00		
9	£520.00		
12	£670.00		
15	£819.00		
16	£877.00		
18	£969.00		
20	£1072.00		
21	£1125.00		
24	£1173.00		
25	£1325.00		

### VINYL COLOUR OPTIONS



GET IN TOUCH



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info@moyne.co.uk



HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# STOREROOMS

## 2 OPTIONS

DEADLINE : 22ND SEPTEMBER 2023

### STOREROOMS

Comprises of Shell Scheme Wall Panels & Lockable Door



- Storeroom doors, which include a regulation vision panel, are lockable and **open inwards**
- Storeroom specifications shown opposite utilise existing shell scheme walls to form the storeroom. Should a designated open side be closed to form the storeroom extra wall panels will be required **ADDITIONAL SHELL SCHEME PANELS**
- Standard white foamex panels can be replaced with **FOAMEX GRAPHICS PANELS**
- Storerooms are ideal for mounting 46" TV's to 1m end **TV PACKAGE**
- Customise the Storeroom Door with our Door & Header Package
- Don't forget to provide storeroom location and door positioning on your **EXHIBITOR LAYOUT PLAN**

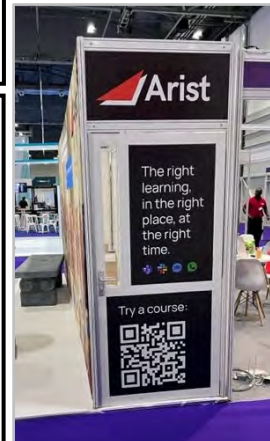


### STOREROOM DOOR GRAPHICS PACKAGE

Graphics panels cover standard white door panels

- Storeroom doors, which include a regulation vision panel, are covered with Foamex Graphics Panels
- Panels are applied with Velcro and are easy to remove should you wish to keep them

RECYCLABLE : YES



#### ARTWORK & SIZE GUIDE

TOP HEADER PANEL = artwork 970mm x 410mm  
 DOOR PANEL CENTRE = artwork 615mm x 960mm  
 BOTTOM DOOR PANEL = artwork 790mm x 775mm

\*Allow 3mm Bleed

Supply artwork to the sizes provided above as High Resolution PDF. One file per piece

Email artwork / link to: [info@moyne.co.uk](mailto:info@moyne.co.uk)

DOOR PACKAGE COST	PLACE ORDER ✓
£235.00	

Need graphics design inspiration? Read **CREATIVE DESIGN RULES**

STOREROOM SIZE	SPECIFICATIONS	PRICE	PLACE ORDER ✓
Storeroom 1m x 1m	Includes 1 x 1m Panel & 1 x Lockable Door	£175.00	
Storeroom 1m Wide x 2m Long	Includes 2 x 1m Panels & 1 x Lockable Door	£240.00	
Storeroom 1m Wide x 3m Long	Includes 3 x 1m Panels & 1 x Lockable Door	£305.00	
Storeroom 2m Wide x 2m Long	Includes 3 x 1m Panels & Lockable Door	£305.00	
Storeroom 2m Wide x 3m Long	Includes 4 x 1m Panels & 1 x Lockable Door	£369.00	
Storeroom 1m Wide x 6m Long	Includes 7 x 1m Panels & 1 x Lockable Door	£685.00	

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Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

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Printed Carpet  
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Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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Shell Scheme Gold  
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Electrical Shell Scheme  
Furniture Packages

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40mm Floor + Carpet  
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40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT



TV Packages do not include cables / connectors. Remember to bring your presentation on a USB or a Laptop & appropriate cables.

DEADLINE : 22ND SEPTEMBER 2023

# TV PACKAGES

- 50" TV & TV PANEL
- 46" TV & TV PANEL
- TV PANEL ONLY

## 3 OPTIONS

### 50" TV & TV PANEL



- 50" TV - HDMI and USB compatible
- Wall Mounted via 18mm TV Panel
- Includes installation and removal (hire item)
- Includes technical support & damage waiver
- Wall artwork should account for the width and height of the TV. **Allow 1200mm wide x 715mm high**
- Foamex Panel Graphics artwork for the panel the TV is mounted to is 2340mm x 950mm
- Tension Fabric graphics - an incision is made in the fabric, behind the TV, to feed the cable and plug to the floor
- The width of the 50" TV is wider than a 1m shell scheme panel so cannot be installed to a 1m wide storeroom end. A 46" TV will be required for this purpose.



50" TV Installed Over Tension Fabric



50" TV Installed Over Foamex Graphics Panel

PLACE ORDER <input checked="" type="checkbox"/>	QUANTITY	UNIT COST	TOTAL COST
		£599.00	

### 46" TV & TV PANEL

- 46" TV - HDMI and USB compatible
- Wall Mounted via 18mm TV Panel
- Includes installation and removal (hire item)
- Includes technical support & damage waiver
- Wall artwork should account for the width and height of the TV. **Allow 1060mm wide x 625mm high**
- Foamex Panel Graphics artwork for the panel the TV is mounted to is 2340mm x 950mm
- Tension Fabric graphics - an incision is made in the fabric, behind the TV, to feed the cable and plug to the floor
- The 46" TV is suitable for storeroom ends of 1m wide
- To avoid TV cable being visible, TV's installed to Foamex panels should position socket to wall top not floor



46" TV Installed To Storeroom End



46" TV Installed To Foamex Graphics Panel

PLACE ORDER <input checked="" type="checkbox"/>	QUANTITY	UNIT COST	TOTAL COST
		£499.00	

### TV PANEL ONLY

- 18mm MDF Panel
- Replaces 3mm Foamex Panel
- Installed between the shell scheme poles
- Suitable for securing or mounting heavy items
- Graphics panels over TV Panels are sized at 2340mm x 950mm
- Maximum weight off the TV Panel = 13.5Kg 30 Pounds
- Moyne do not provide installation of exhibitors products to TV Panels



Display secured to shell scheme wall over Tension Fabric using 2 x TV Panels

PLACE ORDER <input checked="" type="checkbox"/>	QUANTITY	UNIT COST	TOTAL COST
		£125.00	



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HOME

COUNTERS

- Cupboards & Desks
- Lockable With Graphic
- Reception Counters

ELECTRICS

- Electrics Unplugged Lighting
- Power Sockets

FLOORCOVERING

- Cord Carpet Colour Change
- Printed Carpet
- Cord & Printed + Raised Floors
- Vinyl Coloured + Raised Floors
- Vinyl Woodplank + Raised Floors

FURNITURE

- Accessories
- Cupboards & Desks
- Chairs
- Deluxe
- Furniture Packages
- Reception Counters
- Stools
- Tables

GRAPHICS

- Fabric – Tension Walls
- Foamex Wall Panels
- Freestanding Graphics
- Hanging Banners

LIGHTBOX

- Lightbox Counters
- Lightbox Walls

NAMEBOARDS

- Fascia Graphics Overlay
- Nameboard Fascia Removal
- Nameboard Print Request

PACKAGES

- Shell Scheme Bronze
- Shell Scheme Silver
- Shell Scheme Gold
- Lightbox Stand Package
- Electrical Shell Scheme
- Furniture Packages

RAISED FLOORS

- 18mm Floor Only
- 40mm Floor Only
- 18mm Floor + Carpet
- 40mm Floor + Carpet
- 18mm Floor + Coloured Vinyl
- 40mm Floor + Coloured Vinyl
- 18mm Floor + Woodplank Vinyl
- 40mm Floor + Woodplank Vinyl

STANDFITTINGS

- Brackets
- Hanging Rails
- MDF Cladding
- Shelves
- Storerooms
- TV Panels & TV's



ORDER & PAYMENT



To avoid standfitting items covering wall graphics plan your stand layout in advance of artwork design

PLANNING YOUR STAND SPACE

BESPOKE ITEMS

We provide bespoke joinery items including counters, and display plinths.

For a quotation send a brief to E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

EXHIBITOR LAYOUT PLAN

Standfitting items including shelves and hanging rails are installed prior to your arrival at the exhibition. Via your layout plan we require the position AND height of these items

See EXAMPLE LAYOUT PLAN

FREQUENTLY ADDED PRODUCTS

LOCKABLE COUNTER & GRAPHIC

BESPOKE 2M COUNTER

FURNITURE PACKAGE A

WASTE BIN

ZIG ZAG LITERATURE RACK

# STANDFITTINGS

## SHELVES

## WALL PANELS

## HANGING RAILS

## BRACKETS

### 6 OPTIONS

DEADLINE : 22ND SEPTEMBER 2023

#### SHELF - FLAT



- White Melamine Flat Shelf
- Shell Scheme compatible
- 967mm wide x 300mm deep
- Installed pole to pole
- Height and Installation position on the panel wall required via the Exhibitor Layout Plan

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£49.00		N/A WHITE

#### SHELF - SLOPING



- White Melamine Sloping Shelf
- Shell Scheme compatible
- 300mm deep x 967mm wide x 14mm lip
- Installed pole to pole
- Height and installation position on panel wall required via the Exhibitor Layout Plan

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£49.00		N/A WHITE

#### WALL PANELS



- Additional Shell Scheme panel to close open sides, create columns or sub divide stand
- Price per linear metre. 1 x Panel
- Visible panel size for graphics purposes 950mm x 2340m
- Position of installation required via the Exhibitor Layout Pan

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£70.00		N/A WHITE

#### HANGING RAIL



- Aluminium
- Brackets installed to poles
- Set 280mm from wall
- Suitable for garment / material display
- Positioning should be provided via the Exhibitor Layout Plan

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£49.00		N/A

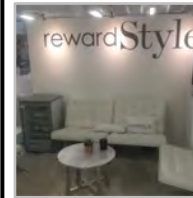
#### WATERFALL BRACKET



- 300mm (30cm) arm
- Installed to shell scheme pole or Slat Wall
- 6 x Hanging Points
- Suitable for garment displays
- Positioning should be provided on the Exhibitor Layout Plan

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£40.00		N/A

#### MDF CLADDING PAINTED



- 2500mm high x 1000mm wide panels
- Provides a seamless wall finish 12mm MDF
- Allows for display items e.g. pictures to be displayed over the width of the wall(s)
- Dulux Paint reference colour required by deadline date

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY DULUX COLOUR
✓		£95.00 Per Metre		

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### STANDFITTINGS

Brackets  
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MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# ORDER & PAYMENT

## HOW WE WORK

1. Please ensure that the  box against each item is completed and the quantity and specification of items required is noted.
2. If your order item amounts are not totalled don't worry we will do this for you.
3. Your order details will be verified by our Customer Service Team. Your itemised Pro Forma Invoice confirms the details of your order. Please check this invoice carefully.
4. You may have calculated your Order Total as you have been completing the form. If this is the case please provide your calculation below. Alternatively we will calculate this for you.

ORDER TOTAL	
UK VAT @ 20%	
TOTAL INC VAT	

## SPECIFY PAYMENT TYPE

### CARD PAYMENT

We operate Tyl Natwest Pay by Link. Simple and safe, it protects against fraud with '3D Secure' technology. The itemised Pro Forma Invoice and payment link is sent to the email address provided



### BANK PAYMENT



Your itemised Pro Forma Invoice includes our bank details. ALL Bank Charges are the responsibility of the exhibitor.

## CREATE YOUR ACCOUNT

### Exhibition / Event Information

Exhibition Name	
Stand Number	

### Personal Information

Name	
Email	
Phone Number	

### Company Information

Company Name	
Company Address	
Company Address	
City	
Postcode	
Country	
Tax Number	
*To be exempt from UK Value Added Tax <u>Companies Registered Outside The UK</u> Must Provide Company Tax Reference Number	

## PAYMENT INFORMATION

- 100% remittance is required with all orders
- Payment must be received, for items where a Booking Rate is specified (Electrical Services & Banners) by 5pm on the date the Booking Rate expires. Should payment not be received by the deadline the order will be cancelled and reissued at the higher rate.
- Exhibitors who require Moyne to register as Supplier or raise internal Purchase Order requests should leave at least 3 working days for this process to be completed prior to any deadlines. Moyne is not responsible for the internal processes of Organisations which may lead to missed payment deadline dates or surcharges.
- We reserve the right to charge a £10.00 administration fee for the completion of complex supplier registration forms.
- Orders are confirmed, upon receipt of payment, via a UK VAT Invoice. This is our confirmation to you that your order has been successfully processed. The VAT invoice is your record of items that will be delivered to your stand onsite. Please check the details carefully.
- Deadlines for order confirmation and payment are issued to ensure sufficient time to fulfil the order. Should order or payment deadlines be missed Moyne cannot guarantee that the order will be fulfilled.
- 20% surcharges are applicable to electrical and furniture items ordered onsite. To avoid surcharges please pre book these items

## TERMS & CONDITIONS

By placing an order with Moyne Live Limited your purchase is subject to our Terms and Conditions of Sale. To view Terms [CLICK HERE](#)

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Power Sockets

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Printed Carpet  
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ORDER & PAYMENT

# EXHIBITOR LAYOUT PLAN

## EXHIBITION DETAILS

Exhibition*	
Stand Number*	
Stand Type* – Shell /Space	
40mm Raised Floor Y / N	

## GUIDANCE

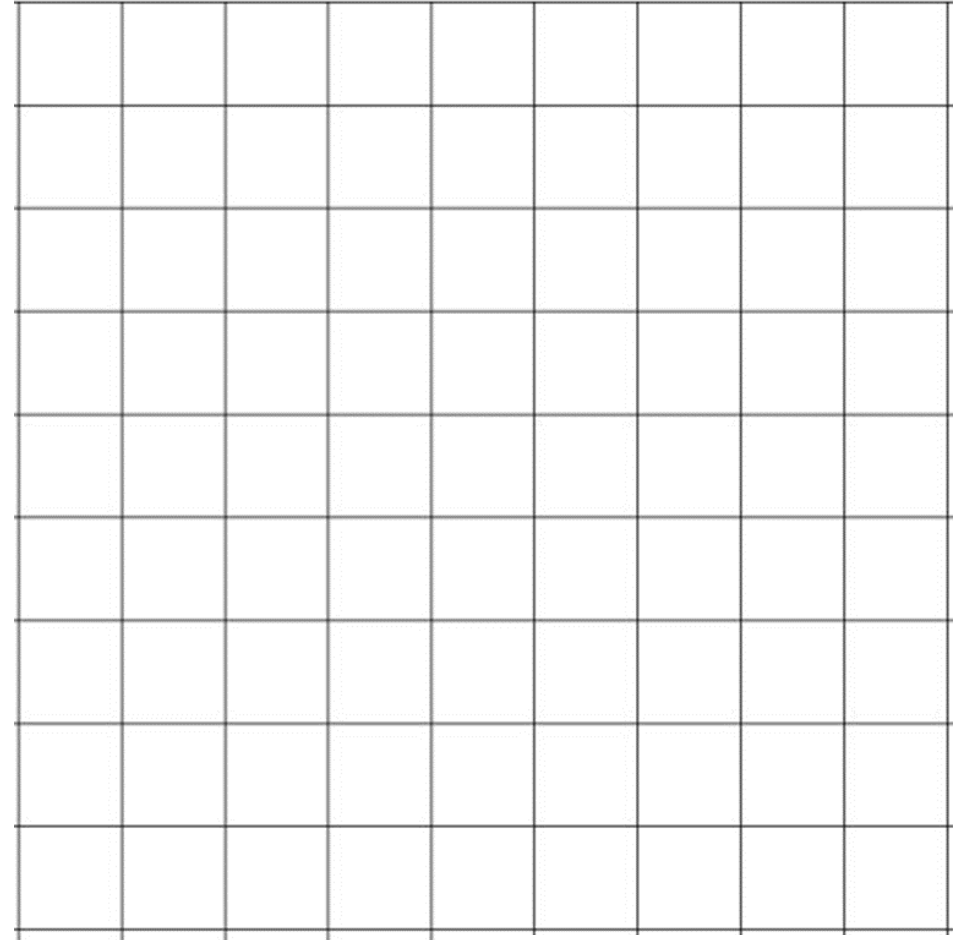
- Print this plan or use PDF edit function
- Draw your stand space on the grid opposite – 1 square = 1m. A 4m x 3m stand would be 4 squares by 3 squares
- Your layout plan should be completed (hand drawn is fine) scanned or photographed and returned to us together with your Order Form.
- Furniture is delivered to your stand and unwrapped but not set out. We advise that your diagram is used to ensure your planning allows for furniture within the stand space.
- Heavy items such as Bespoke Counters, due to weight, will be positioned on your behalf so please provide required positioning.
- Take into consideration that power cables are not permitted to run across stand floor space. Appliances requiring power are best positioned against stand walls. Read **ELECTRICS UNPLUGGED**
- To provide the correct orientation of the stand refer to the show floorplan for surrounding stands. To request a copy of the latest floorplan email [info@moyne.co.uk](mailto:info@moyne.co.uk)
- Remember to take a copy of your plan to the show

## KEY

ELECTRICAL	REFERENCE
Socket	X
Light Track inc 3 x Spotlights	
Spotlight	
Mains Power Supply	M

STANDFITTING	REFERENCE
Graphics Panel / Fabric Wall / Lightbox / Other	G1 G2
Store Room	DRAW POSITION
Store Room Door	DOOR
Shelf Flat, Sloping & Hanging Rail	
Bespoke Counter	

## EXAMPLE STAND LAYOUT PLANS



Scale: Each Square Represents 1m x 1m

Scale of Charges For Repositioning Items Onsite:  
(Payable in advance via the Moyne Service Desk)

Electrical Sockets & Light Fittings: £27.00 + VAT per item reinstalled  
Standfitting Items i.e. shelves, hanging rails, store rooms: £30.00 + VAT per item reinstalled

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ORDER & PAYMENT

# VISUALISE YOUR SHELL SCHEME STAND



3m x 2m  
One Open Side

Panels x 7  
Nameboard x 1  
Fascia Overlay 3m  
Tension Fabric 7m  
Carpet 6m<sup>2</sup>



3m x 3m  
One Open Side

Panels x 9  
Nameboard x 1  
Fascia Overlay 3m  
Tension Fabric 9m  
Carpet 9m<sup>2</sup>



4m x 2m  
One Open Side

Panels x 8  
Nameboard x 1  
Fascia Overlay 4m  
Tension Fabric 8m  
Carpet 8m<sup>2</sup>



4m x 3m  
One Open Side

Panels x 10  
Nameboard x 1  
Fascia Overlay 4m  
Tension Fabric 10m  
Carpet 12m<sup>2</sup>



5m x 2m  
One Open Side

Panels x 9  
Nameboard x 1  
Fascia Overlay 5m  
Tension Fabric 9m  
Carpet 10m<sup>2</sup>



3m x 2m  
Two Open Sides

Panels x 5  
Nameboard x 2  
Fascia Overlay 5m  
Tension Fabric 5m  
Carpet 6m<sup>2</sup>



3m x 3m  
Two Open Sides

Panels x 6  
Nameboard x 2  
Fascia Overlay 6m  
Tension Fabric 6m  
Carpet 9m<sup>2</sup>



4m x 2m  
Two Open Sides

Panels x 6  
Nameboard x 2  
Fascia Overlay 6m  
Tension Fabric 6m  
Carpet 8m<sup>2</sup>



4m x 3m  
Two Open Sides

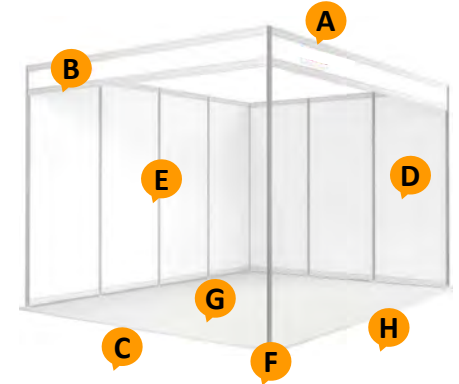
Panels x 7  
Nameboard x 2  
Fascia Overlay 7m  
Tension Fabric 7m  
Carpet 12m<sup>2</sup>



6m x 3m  
Two Open Sides

Panels x 9  
Nameboard x 2  
Fascia Overlay 9m  
Tension Fabric 9m  
Carpet 18m<sup>2</sup>

## BASIC SHELL SCHEME



- A** - 2.5m High Floor to top of fascia and walls
- B** - Nameboard Fascia 175mm depth x length of open side
- C** - Open Side 3m
- D** - Panel Specifications
  - Visible size between the poles 950mm w x 2340mm h
  - \*Exhibitors producing own panel graphics should use visible dimension for artwork
  - Insert into system panel size 970mm x 2350mm
  - Half metre panel Visible : 455mm w x 2340mm h Insert : 475mm w x 2354mm h
  - Panel thickness : 3mm
  - Panel material : White Foamex Board
- E** - Poles
  - 40mm diameter poles
  - 20mm raised profile. Wall are not flat across the width
- F** - Fascia Support Pole
- G** - Grey Cord Carpet
- H** - 4m Maximum unsupported span.  
Frontage over 4m has support pole to front of open side(s)

### GALLERY

See examples of 'dressed' stands in a variety of stand sizes

### CONFUSED.COM

Read our simple guide to ordering the right stand services

### WALK ON SHELL SCHEME PACKAGES

These stand sizes are included in our 'Walk On' Shell Scheme Stand Packages **BRONZE SILVER & GOLD**



### Included With Your Stand Booking:

- Shell Scheme Stand Build
- Nameboards To Open Sides
- Grey Cord Carpet

### GET IN TOUCH

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
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Electrical Shell Scheme  
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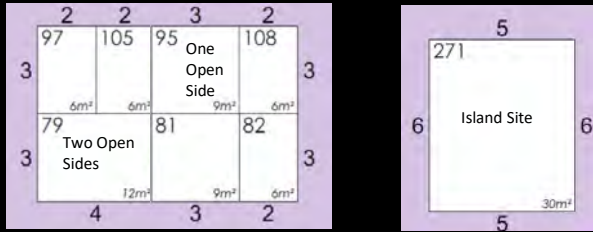
### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# PLANNING YOUR STAND SPACE



A smaller stand space produced professionally will yield a better result than a large space with no budget left for professional creative design

## MAXIMISE STAND SPACE

- It is advisable to book stand space **after** determining requirements. Over crowded badly planned stands are a deterrent to entry by visitors.
- Often stand size can be restrictive so it's important to fully utilise the space you've been allocated; floor space and wall space.
- Improve the flow of your display area by ensuring there are limited physical obstructions or barriers to entry, and try to keep meeting areas and storerooms to the back of your stand.
- People take up space so always factor in room for your stand personnel and visitors entering your space.

## BEWARE EXTRA COSTS

- Island & Stand Alone Sites** are premium real estate however they require one venue power supply specifically for the stand. Standard show electrical order form socket prices do not apply. The cost, on average, is 40% extra added to the price of each socket
- Stands with One Open Side** have 3 internal walls and, if you select a full printed graphics option of either foamex panels or tension fabric, 3 walls to cover with graphics. One open side stands are therefore more expensive to dress than the equivalent stand size with 2 or 3 open sides.

## DO....

- Draw Up A List Of Essential Requirements** that tick all the boxes required to meet your exhibition strategy. Product display, product demonstration, product storage is a good way to start. This list will lead on to developing a checklist of some of key items you require on your stand plan such as LED TV screens, counters, storerooms, seating and electrical power requirements.
- Keep Your Budget In Mind.** Your wish list may take you over your budget so prioritise the 'essentials' and the 'nice to have' items. **READ BUDGETING YOUR STAND**
- Factor In Placement Of Items Which Require Power From The Beginning.** This is the most important part of planning a stand layout. All too often designs go back to the drawing board due to the requirement, at a late stage to integrate a TV on a stand wall or counter with LED Screens at the front of the stand which require power. A simple rule is to try and place all items requiring power against a stand wall. If items requiring power are in open stand space or at the front of the stand it is likely that, to facilitate under floor cable distribution, a 40mm raised floor installation will be required. **READ ELECTRICS UNPLUGGED**
- Take Inspiration From Visiting Exhibitions.** With your designer hat on and a list of your essential requirements set about interrogating other peoples stands. Be critical, note what you like and dislike and watch carefully how visitors are interacting on stands. What is drawing them onto space? and most importantly what is keeping them there. If you can't make it to an exhibition follow the same process in a department store.
- Roughly Sketch Your Desired Layout.** It is likely that this will evolve and change so don't waste time producing CAD / 3D designs. To keep dimensions and available space in mind it is always useful to plan on scale (graph) paper. **GO TO EXAMPLE STAND LAYOUT PLAN**
- Take Your Time Planning Your Layout.** Any mistakes you make during the design phase will cost you nothing. If these mistakes carry over into construction phase of your stand, however, they can end up increasing the budgeted cost.
- Take The Opportunity To Question Your Stand Space.** Once you have a list of requirements ask yourself whether the stand space booked is best suited to your needs? If planning is done early enough you will have the opportunity to change stand sites. Ideally stand sites should always be confirmed after this planning process.
- Involve Your Team.** Start with a basic layout and pass it via team members for consideration. Dependent on the requirements of individuals / departments the plan is likely to evolve.
- Keep Your List Of 'Essentials' And 'Nice To Have' Items In Mind.** Through the planning process your list is likely to develop. A sudden requirement by Marketing to offer give aways or hospitality may shift your essentials budget in a different direction. Keep the essential items in mind before committing to items of greatest expenditure such as electrics and graphics.

## DO NOT....

- Start With Designing Your Artwork.** It is tempting, and a common mistake to dive straight into the creative element of stand design. This is the final step after determining exhibition objectives, marketing strategy, messaging and stand plan layout. The most common sign that this mistake has been made is when stands have graphics artwork / copy messages hidden on walls by cupboards, furniture and TV's. **READ CREATIVE DESIGN RULES**
- Order Services Or Commit To Expenditure Without Being 100% Sure That All Your Exhibition Objectives & Stand Plan Boxes Are Ticked .** Do not be rushed to commit to anything. Deadlines are usually provided by suppliers so work to having your exhibition plan complete before the first deadline – usually the Early Booking Rate for electrical orders.
- Commit Your Entire Budget.** When planning your participation and stand plan it is advisable to leave budget in reserve (10% as a minimum) Rather like buying a house there may be additional last minute costs. Far better to bring your participation in under budget than over budget. **READ BUDGETING YOUR STAND**
- Fill Your Floor Space.** Cluttered stands are the most common exhibition stand planning mistake. Excess furniture creates a barrier to entry and a temptation for stand staff to sit down. Floor space is prime real estate – the meeting ground for you and potential clients to interact - so keep it clear.
- Rely On Your Exhibition Service Provider To Deliver The Perfect Stand Layout.** It is important to remember that the design and layout of your stand is a reflection of your brand and your exhibition objectives.
- Plan Your Stand by Committee.** Suppliers will not thank you for involving multiple contacts in the planning process. They do not need to be part of internal discussions, they simply need clear instructions and decisions from a primary point of contact.
- Forget Logistics.** Often the delivery of product is overlooked in the stand planning process. Products required for display purposes may have long order lead times so planning your stand around product that might ultimately not be available in time for the show becomes a pointless exercise. Always factor in the costs for delivering product to the show and collecting at the end.
- Forget To Think Outside The Box.** Often the simplest least expensive ideas can be the most effective. Brainstorm ideas that will make your stand recognisable, incentivise visitors to visit you and create a long lasting memory of your company.
- Underestimate The Importance Of First Impressions** You have one shot at capturing prospective clients so put yourself in their shoes. If you were them would you want to talk to you? Would you find your stand interesting? Does your stand grab their attention? At one glance does your stand say who you are and what you do? And remember that in their eyes everything you do on your stand is a reflection of your company

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

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### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# EXAMPLE STAND LAYOUT PLANS



- Your stand layout plan is given to our installers to position the items you have ordered before you arrive at the exhibition hall. To ensure a smooth installation provide a plan that is legible, shows stand walls, provides the orientation of your stand in relation to surrounding stands and clearly identifies the position of items ordered such as power sockets
- Use the scale blank grid plan provided for your use **EXHIBITORS LAYOUT PLAN** It is not necessary to produce computer generated plans, hand drawn is fine. Photograph the plan and email it to E: [info@moyne.co.uk](mailto:info@moyne.co.uk) together with your order.
- Furniture is delivered to your stand and unwrapped. We do not layout furniture to plans so remember to bring your plan to the exhibition

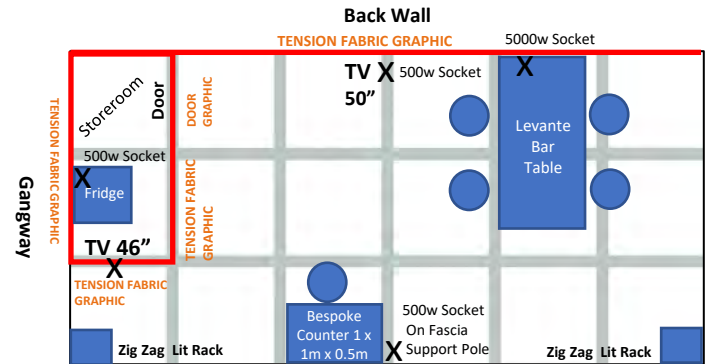
## DESIGNING A STAND TO MEET YOUR PARTICIPATION REQUIREMENTS

Your perfect stand should not only be pleasing to the eye but functional and designed to meet the requirements of your participation on 4 levels:

- PEOPLE
- PRODUCT
- DISPLAY
- BRAND

Before planning the stand layout develop a checklist of requirements for each level:

<b>PEOPLE : VISITORS</b>	Hospitality: Food / Coffee Furniture : Tables, Chairs, Stools, Sofas, Benches, Reception Counter Meeting Room / VIP Area Give Aways Product Demonstration Interactive Participation : Demonstrations, Presentations
<b>PEOPLE : STAND STAFF</b>	Coats / Bags Seating Product Demonstrations, Presentations
<b>PRODUCT</b>	Product Placement : Shelves, Display Cases Product Logistics : Power, Display Screens Product Storage : Lockable Cupboard, Storeroom Product Delivery & Collection : When, How?
<b>DISPLAY</b>	Give Aways Marketing Collateral Product : Shelves, Plinths, Mounted, Hanging...
<b>BRAND</b>	Messages Guidelines : Colours, Logo, Brand / Product Placement Visual : Imagery Printed Visual: Electronic



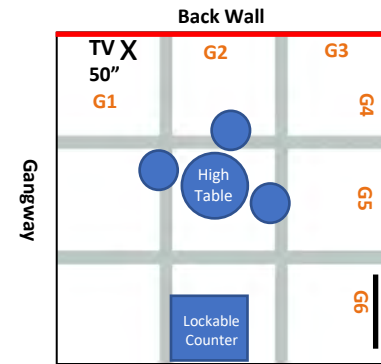
1 x Square = 1m

Gangway

Stand : 6m x 3m 3 Open Sides

Stand Order:

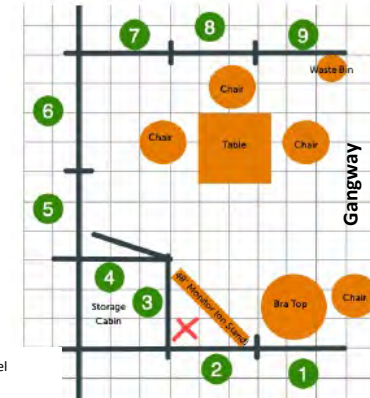
- Storeroom 2m x 1m
- Additional Panels x 2 (to close open side)
- TV Wall Mounted 46" – end Storeroom
- TV Wall Mounted 50" – centre back wall
- Levante Bar Table
- Bow Bar Stools x 5
- Under Counter Fridge
- Zig Zag Literature Racks x 2
- Bespoke Counter 1m x 1m x 0.5m With Graphic
- Tension Fabric Graphics Back Wall 6m
- Tension Fabric Wrap Storeroom 4m
- Door Graphics Package
- 5 x 500w Sockets



Stand : 3m x 3m 2 Open Sides

Stand Order:

- Foamex Graphics Panels x 6
- TV Wall Mounted 50" – centre back wall
- Furniture Package A - High Table 3 x Stools
- Lockable Counter & Front Graphic
- Flat Shelves x 3
- 1 x 500w Socket



Example : Exhibitors Plan  
Stand : 3m x 3m One Open Side

Foamex Panel Graphics Installation Numbers Are Provided On The Layout Plan And Referenced On The Exhibitors Artwork Diagram



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Complete Your Plan **EXHIBITOR LAYOUT PLAN**



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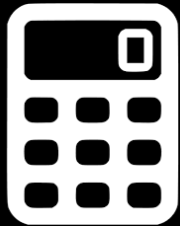
STANDFITTINGS

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Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# BUDGETING YOUR EXHIBITION PARTICIPATION



Costs for exhibition participation can quite easily escalate at a frightening rate so it is essential that in planning your participation there is an overall spend limit in place

## STRATEGY & BUDGET

Rather like buying a house or a car, designing your exhibition stand relies on having a budget and being creative to make your budget work for you.

The most common mistake made by exhibitors is to start with *what they like* – this is usually a stand seen on a website or at an exhibition.

Working backwards will lead to a beautiful looking stand that didn't really function well on all fronts for you.

The starting point for stands that will make a lasting impression, are functional and a successful vehicle to drive sales, is the formulation of a **budget driven exhibition strategy**. See [MAXIMISING ON MARKETING & PR OPPORTUNITIES](#)

The stand plan and design and will be the end result of the planning process. [PLANNING YOUR STAND SPACE](#)



1. Research costs **BEFORE** booking stand space. It is better to have a smaller stand designed well than a large stand with insufficient budget for professional creative design.
2. Keeping a detailed record of expenditure allows for ROI analysis after the show and a framework to follow and improve on for the next event.
3. Book items with surcharges early – Power.
4. Remember Island Sites & Stand Alone Stands have the highest power charges.
5. Stands with One Open Side have more walls to dress therefore a higher graphics expenditure.
6. Read all available information before committing to the purchase of any stand services.

## EXHIBITION COST TRACKER

This is by no means an exhaustive list of expenditure items but used as a framework to personalise to your requirements it will provide a good starting point.

Expenditure Item	Supplier	Cost	Deadline	Responsibility	Notes
Stand Space	Organiser				3m x 6m Shell Scheme
Sponsorship	Organiser				Carrier Bags
Insurance	Insurer				£5m Public Liability & Cancellation Insurance
Accommodation					3 People 2 Nights. Book Early!
Transportation					Petrol Cost, Van Hire, Rail, Flights, Logistics Company Delivery & Collection
Car Park	ExCeL London				No Of Cars x Days x £25.00
Staff Expenses					Daily Subsistence / Float
Meals					No Of People Cost Per Head
Client Entertainment					Type? Allowance
Walk On Shell Package	Moyne				Includes graphics & 1 x 500w socket and spotlights x 3
Graphics Designer	In House / External?				Cost To Design Graphics Artwork
Imagery For Graphics					Artwork Images - Purchase? Supplier / Client?
Power Sockets	Moyne				For Coffee Machine 2KW
Furniture	Moyne				Package A x 2 - Red Stools
AV	Moyne				Hire of 50" TV Screen to stand wall
Carpet & Floor	Moyne				40mm Floor & Red Carpet
Coffee Machine Hire	ExCeL London				Power Not Included
WiFi Hotspot	ExCeL London				1Mbps For Presentation & Download
Scanner	Registration Supplier				To Scan Visitor Badges
Giveaways					Pens, Carrier Bags etc
Presentation	In House / External?				For TV hired from Moyne
Product Display					Shelves, Plinths, Hanging Rail? Storeroom?
Product Delivery					Costs Associated With Having Product At The Show
<b>TOTAL COST</b>				<b>Excl VAT</b>	

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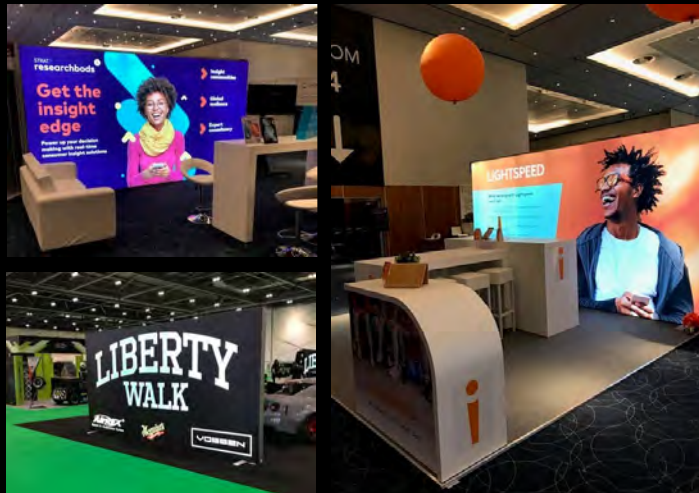
ORDER & PAYMENT

# CREATIVE DESIGN RULES

Think Big & Bold

Simplicity Is The Key

Less Is More



## DESIGN

for an Exhibition Stand requires a different approach to that of artwork for printed literature

It is important to **VISUALISE YOUR STAND** THEN consider the message you want to get across to your target audience and **where & how** you want to display it through:

**Copy Colour Imagery**

## MESSAGES

need to be clear at first glance so that people walking past your stand know exactly :

**WHO YOU ARE**

**WHAT YOU DO**

**WHO YOU DO IT FOR**

**HOW YOU CAN HELP THEM**

## ARTWORK

should be generated by a graphic designer preferably one that is experienced in exhibition graphic design

Sizing is important for exhibition artwork. Large scale print requires large scale, high resolution files. Inevitably these files will be too large to email so they are best supplied via Drop Box or a comparable type of media transfer

## DO...

- **Use A Short Tagline** that lets visitors know what you are offering – i.e. *“Luxury Property Portugal”* or *“The Finest Artisan Chocolate.”* Including clear messaging helps you qualify traffic. If a visitor can see from a glance that you offer Luxury Property in Portugal and they still approach you, you can be certain they're interested in your services.
- **Keep Messages Short** to the top of the design on walls and away from obstructions such as high tables, shelves & counters.
- **Put Key Messages And Your Brand On Gangway Wall Ends.** This way they are visible from all directions. If budget is limited use end panels only for Foamex Graphics Panels
- **Choose A Small Number Of High Quality, High Resolution Striking Images** to make an instant impression. Using one large high resolution image over a large area will create the greatest impact. Creating new artwork for an exhibition stand can be costly. Using imagery, even if purchased, can be a more cost effective option.
- **Use Bold Colours.** Select 2 or 3 that work well with your corporate / brand colours. Use the selected colours as background to wall graphics artwork and counter fronts and change the colour of the carpet to correspond.
- **Use Large, Clear Fonts** that can be seen from a distance. Try not to use full sentences or drawn-out paragraphs as passers-by won't have enough time to read it all. People tend to read from left to right and top to bottom so make sure the design flows well from their point of view.
- **Plan Your Stand Layout Before Designing Artwork.** People, displays and furniture restrict the visibility of designed artwork. Take into consideration placement of items on the stand space and heights of cupboards, tables and chairs. **Artwork design should always be briefed after the layout of the stand has been confirmed.**
- **Use All Branding Opportunities.** Walls, floor and visible surfaces provide opportunities for branding. If you require a lockable cupboard put this to the front of the stand with a counter front graphics panel. If you order a storeroom use the storeroom walls and door for branding. Don't ignore the space above your stand. Many exhibitions offer overhead hanging banner sites.
- **Explore Opportunities For 3D Imagery.** Graphics to walls and counters can look flat and uninteresting. Raised 3D logo's on walls or counter fronts make a significant impact for low cost.

## DO NOT...

- **Use Roll Up Banners** It is tempting to look for the most cost effective option however your stand will look 100% more professional with one or two printed graphics
- **Be Tempted Put Paragraphs Of Copy On To Artwork** No one will stop to read lengthy copy. Keep to simple clear messages and remember people read from left to right.
- **Use Small Fonts.** Go big and bold with fonts that can be seen from a distance.
- **Select Low Resolution Imagery.** Exhibition artwork requires large scale imagery at high resolution. To check resolution increase the pdf view % to 400%. If the image is pixelated (blurred) it is not high resolution. Poor quality low resolution images will blur and distort. Websites such as Shutterstock <https://www.shutterstock.com> are a good source for purchasing images.
- **DIY Your Stand.** Every exhibition attracts exhibitors with paper wall banners and sellotape. The end result of what can be a time consuming and frustrating installation exercise, looks unprofessional. Factor in the cost of making your presence look professional before confirming the stand booking.
- **Go With The First Graphics Design Quotation You Receive.** Shop around, adapt designs accordingly dependent on budget and costs. Make your designer aware of artwork deadlines.
- **Design Artwork Across Foamex Graphics Panels.** Keep artwork contained within each panel. The shell scheme pole between each panel will distort imagery and copy
- **Assume That You Are On Your Own!** Utilise the help and support of the Organisers and official exhibition service providers. It is better to ask questions at the beginning of the design process than regret the end result at the show.
- **Invest In One Off Exhibition Design** without exploring what existing materials can be adapted to suit your exhibition requirements.
- **Forget Your Suppliers & Customers** they can be a great source for free imagery, testimonials and product.
- **Ignore The Guidelines For Providing Artwork.** Most exhibition print companies simply require a high resolution pdf for each piece with the required bleed. Usually 3mm bleed for small panels and 50mm for large scale wall graphics. Charges apply for originating or redesigning artwork.

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STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# CONFUSED.COM



- To budget your participation take a look at our Walk On Shell Scheme Packages, priced by stand size and configuration and inclusive of stand services

BRONZE PACKAGE  
SILVER PACKAGE  
GOLD PACKAGE

- See examples of stands with links to products incorporated in their design in SHELL SCHEME GALLERY

- Visual impact is important in translating your brand and key messages on exhibition artwork. Read our CREATIVE DESIGN RULES

- Keep floor space clear as a welcome space for visitors. An overcrowded stand is a barrier to entry. High Tables / Stools occupy less space than Low Tables and Chairs.

FURNITURE PACKAGES

1

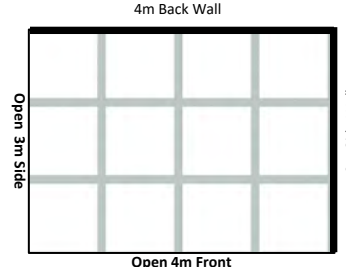
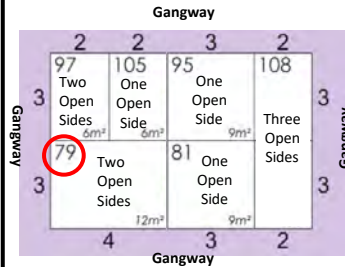
## WHAT IS THE STAND SIZE AND CONFIGURATION BOOKED?

This information can be found on your Stand Contract. Example : *Total Meterage 9m2 Stand Dimensions 3m x 3m*  
Shell Scheme stands are always inclusive of Stand Walls, Nameboard Fascia and Grey Cord Carpet

2

## VISUALISE YOUR STAND BOOKING

It is essential, before ordering stand services, that you understand how your shell scheme stand will look, in 3D and on a layout plan. An example guide is provided below



### LOCATE YOUR STAND

On the show floorplan identify **width, length and number of open sides** of the space booked.

To obtain a current floorplan  
Email : [info@moyne.co.uk](mailto:info@moyne.co.uk)

### VISUALISE YOUR STAND

Example : Stand 79 is 4m x 3m = 12m2 with two open sides as visualised above. The stand has 7 shell scheme wall panels – 4 panels across the rear 4m wall and 3 panels on the side 3m wall.

Stand visuals in a variety of stand sizes : VISUALISE YOUR STAND

### PLAN YOUR STAND

Example : Stand 79 is planned above. Each square = 1m. Using a grid is the simplest way to plot walls and stand services to scale.

We will require your layout plan to understand the position of items ordered. Stand layout plans in a variety of stand sizes : EXAMPLE STAND LAYOUT PLAN

3

## BUDGET YOUR PARTICIPATION

The starting point for stands that will make a lasting impression, are functional and a successful vehicle to drive sales, is the formulation of a budget driven exhibition strategy. The stand plan and design and will be the end result of this planning process. Recommended reading : BUDGETING YOUR EXHIBITION PARTICIPATION

4

## PLAN YOUR POWER REQUIREMENTS

Stand planning should start with the positioning of items which require POWER SOCKETS

Power sockets are fixed to stand walls or, if you require power to the front of your stand, attached to the corner nameboard fascia support pole. Trailing cables, from the power socket across the stand floor to multiple locations, are not permitted. To hide / cover cables a 40MM RAISED FLOOR must be installed.

By not planning the positioning of power sockets from the outset, and the associated positioning of any tables, counters or TV's, you run the risk of messages on wall artwork being obscured. Recommended reading ELECTRICS UNPLUGGED

5

## FREQUENTLY ASKED QUESTIONS

Question: On a limited budget which stand products would you suggest we purchase?

Answer: Stand services should be purchased as a priority with your product or services in mind. Before viewing the stand aesthetically consider requirements for:

POWER requirements & Media Presentation Devices

Read PLANNING YOUR STAND SPACE

After considering the essentials your remaining budget is best directed at the following products:

LOCKABLE CUPBOARD WITH FRONT GRAPHIC

NAMEBOARD FASCIA OVERLAY

CORD CARPET COLOUR CHANGE

FOAMEX WALL PANELS – it is not necessary to cover every wall panel with graphics. For best impact position on end panels closest to the gangway(s) Avoid graphics on panels which may have product or furniture in front of them



LOCKABLE CUPBOARD



FASCIA OVERLAY



FOAMEX WALL GRAPHICS  
– To each gangway end

Question: What is the difference between Foamex Panel wall graphics and Tension Fabric wall graphics?

Answer: Shell scheme stand walls are built using metal poles poles and 3mm foamex panels. The white foamex panels fit into grooves on the side of the poles. Poles are raised at a higher profile than the panels. The stand wall is not flat.

FOAMEX WALL GRAPHICS replace the standard white foamex panels between each of the poles. The pole metalwork and top and bottom support beam metalwork is visible. A 3 metre wall would require 3 x panels. Cheapest option.

TENSION FABRIC is provided in one seamless piece across the width / height of the wall. The shell scheme system is not visible. A 4 metre wall would require 4 metres of Tension Fabric. More expensive but aesthetically superior.

### GET IN TOUCH

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# SUSTAINABILITY



## Our Objective

To carry out work within our company and in partnership with others in the UK exhibition industry, in an efficient way that minimises or eliminates any adverse impact on the environment.

## Our Aims

To invest in eco-friendly products and sustainable materials

To identify new sustainable products and recycling opportunities

To reuse, repair, refurbish or repurpose existing products

To reduce our Carbon Footprint by using local suppliers

To use energy efficient transportation

To communicate the sustainability of our exhibition products to our clients

To encourage our clients to reuse products purchased for exhibition stands or displays

## CARPET

### REUSE

- After the event the carpet used on gangways and stands comes back to our warehouse and is thoroughly inspected, cleaned and repaired. It is then categorised into either 2nd exhibition use or cut into room sizes and sold.

### RECYCLE

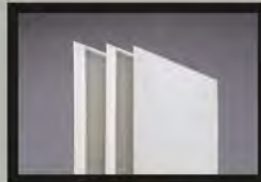
- Once it has no further exhibition use our carpet is made into Polyprop Pellets and recycled into items such as, flowerpots and bottles. We work with local recycling and manufacturing companies to help reduce our carbon footprint even further.
- In addition to turning our Ex-exhibition carpet into Polyprop Pellets, we have recently undertaken an additional recycling scheme. Our exhibition cord is now also being used and mixed in with other used household carpet for all weather horse gallops all around the UK. Due to the material makeup the carpet gallops reduce the risk of injury to the horses being trained.



Polyprop Pellets are recycled into items such as Flowerpots and bottles which means our products' are totally green.

## GRAPHICS

- Print fabrics, Black Backed & Back Lit used in Tension Fabric and Lightbox Walls, have 60%-100% post consumer plastic in the weave.
- All fabric based products (Tension Fabric & Lightbox Wall graphics) can be reused by clients or are completely recycled.
- Display Board graphics (Foamex Panels) are made from recycled waste.
- Anything that cannot be recycled is collected by Grundon to become fuel for Clean Community Energy.
- All graphics delivery vehicles are Euro 6 Emissions compliant.
- Fabric printing using water-based and Green Guard inks.



### Display Board

Made from FBB virgin fibre liners with a grey centre made from recycled waste.



### Honeycomb Board

Made from re-usable, renewable & 100% recyclable kraft paper.



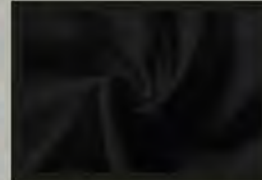
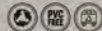
### Paper Based Foam Board

Lightweight rigid sheets 100% recycled for green energy.



### Eco Correx

Made from Recyclable Materials 100% recycled for green energy.



### Black Backed Fabric

100% Polyester recycled for green energy.



### Backlit Fabric

Made from 100% recycled PET plastic bottle waste.



## ELECTRICS

- We use Low Voltage LED Spotlights
- Electrics Vehicles are Euro 6 Emissions compliant

### REUSE

- Electrical cable and light bulbs are collected at the end of every event and, if possible, reused.

### RECYCLE

- Old electricals including cables and fuse boards, go to a local reprocessing plant, where they are hand sorted. Machines shred the materials. Magnets separate steel and other ferrous metals.
- Recovered metals and plastics are sold on the open market and can become new products – from bicycles to life-saving equipment.

## FURNITURE

- Plastic bags used for furniture delivery are made from recycled materials
- Paints and thinners used for manufacture and are safely disposed of by SafetyKleen UK Ltd
- End of life hire furniture is distributed to local good causes

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Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# MAXIMISING ON MARKETING & PR OPPORTUNITIES



“People do not buy goods and services.  
They buy relations, stories and magic”

- Seth Godlin

## COLLABORATION BETWEEN THE ORGANISER AND EXHIBITORS IS THE KEY TO THE SUCCESS OF ALL EXHIBITIONS

Exhibitions are the only form of marketing which incorporate a live experience with opportunities for targeted PR and Marketing. Only by utilising all the opportunities this unique platform offers and exploiting channels for promotion provided by the Organisers will exhibitors gain from increased brand awareness and sales.

## WITHOUT A CLEAR REASON OR REASONS FOR ATTENDING AN EXHIBITION YOUR PARTICIPATION IS DESTINED FOR FAILURE

In deciding to exhibit, the overriding question should be:

**‘How can my company gain, as part of its corporate marketing strategy, a significant benefit from exhibiting?’**

To gain a significant benefit and be a successful exhibitor, it is essential that your exhibition objectives are identified.

Only by doing this and agreeing the actions required to achieve your objectives will you be able to formulate a Sales, Marketing, PR & Stand Design strategy for the exhibition.

**The design of your exhibition stand will be the end result of your strategy.**

## IDENTIFY EXHIBITION OBJECTIVES & ACTIONS

- **Meet Existing Customers** – have you invited them?
- **Make New Contacts** – from which market segment?
- **Maintain And Improve Company Image** – how?
- **Maintain Market Share** – how?
- **Enhance European Market Share** – how?
- **Launch New Product** – which product and how?
- **Find Agents & Distributors** – who? how?
- **Obtain Competitive Intelligence** – who? how?
- **Re-establish Current Products** – which products? how?
- **Stimulate Media Coverage** – PR and Marketing Plan?
- **Conduct Business With Other Exhibitors** – who? how?
- **Acquire New Marketing Data** – how?
- **Take Enquiries & Orders** – How? ROI target?

## TOP TIP

### Read The Show Marketing Information

Take advantage of ALL show marketing opportunities, think outside the box to develop new opportunities and make the Show Marketing Manager your new best friend!

## MAXIMISE ON THE MARKETING & PR OPPORTUNITIES EXHIBITING PROVIDES

**Include A Banner On All Company Email Correspondence.** Include dates, venue and ‘See Us At x exhibition’ or ‘New Product X To Be Launched At x Exhibition’ If the Organiser doesn’t provide one develop your own banner sign off.

**Promote Your Attendance On Your Website.** Detail special show offers, competitions and products that will be launched at the exhibition.

**Promote Your Attendance On Social Media.** Make the stories interesting and newsworthy. Get people talking about what you are doing prior to, during and after the exhibition. Make one person responsible for this activity.

**Utilise All Marketing & PR Opportunities Provided By The Organisers.** These opportunities are included in the cost of your participation so use them. Read the Show Marketing Manual carefully and make the Show Marketing Manager your new best friend!

**Explore All Sponsorship Opportunities On Offer.** These will have been designed for a range of budgets and could include: Official Carrier Bags, Product Insert in Carrier Bags, Coffee Points, Feature Areas, Gangway Floor Tiles, Seating Areas, Online / Hard copy Show Catalogues. Develop your own ideas for brand exposure via sponsorship and present them to the show marketing team. Always remember to calculate the cost of sponsorship and on cost to you for delivery.

**Promote Your Expertise via Participation in Exhibition Conferences / Seminars Programmes.** Exhibitions provide an opportunity for your company to be seen as the experts in your field. Make sure you have a good, credible speaker and the content is not merely a sales pitch – this type of content is likely to have a negative effect on your organisation. Make content relevant, interesting and newsworthy.

**Collect Data.** Utilise lists of previous attendees prior to the exhibition and scan visitor badges via data capture devices at the exhibition. Lists of visitors are usually available to purchase after the event. Utilise these to capture data on anyone you may have missed. Have a clear follow up plan to engage with potential customers pre, during and after the exhibition.

**Use Online Listings And Show Guides.** Communicate the reason for your participation at the exhibition (new product launch, seeking new distributors etc..) Make it more than a potted company bio. Make it relevant to your participation at that particular exhibition.

**Develop On Stand Promotions.** Competitions and prize draws are a cost effective way of gaining publicity prior to the show and if linked to an innovative competition draw on the stand, they can enhance your social media reach during and after the show.

**Get Visitors To Promote Your Company.** Stand Selfie Stations, if done in an amusing and appealing way, are attractive to the millennial audience. Alternatively offer a fun download that can be uploaded to the visitor’s Facebook or Twitter account.

**Get The Press Talking About You.** Exhibitions are a great opportunity for members of the press to gather and report on new trends and products. Get ahead of the game and personally invite key editors to your stand. Make sure you have something interesting to entice them with!

**Use Branded Clothing To Promote Key Messages.** Corporate branded clothing is rather like Marmite, some like it some hate it. Personnel on stands and walking around an exhibition centre promoting the brand and key brand messages can, however, be a powerful marketing tool particularly if the message is linked to activities taking place on the stand.

**Celebrate And Promote Company News And Credentials** such as: ‘Celebrating 25 Year In Business’ ‘1 million Units Now Sold’ ‘As Featured in Vogue’ ‘25,000 Users Worldwide’ ‘Preferred Partner of X’. Claims do not need to be big to be impressive but ALL claims do need to stand up to scrutiny.

**Explore Venue Marketing Opportunities.** Venues such as ExCeL, Olympia and the NEC offer poster advertising sites, electronic advertising and external banner sites. Marketing within the venue puts your brand at the fore before visitors have reached the exhibition hall

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ORDER & PAYMENT

# STAND HOSPITALITY



## The Hospitality You Offer Should Compliment Your Product And Brand

## The Hospitality Offering & Method Of Service Reflect On You And Your Company

*There is no doubt that the smell of freshly cooked food, the sight of a platter of sandwiches or the temptation of a glass of something will make your stand ever so popular! Drawing visitors in like bees to honey!*

However tempting the vision of queues of visitors at your stand maybe, exhibition hospitality should only be considered for **small scale service to qualified recipients**. Failure to do this will likely result in the hospitality items running out more or less straight away and a very large bill for ordering in more!

Providing hospitality within stands, where space is at a premium, can be a challenge but with creative thinking it is achievable.

When planning the integration of hospitality into your stand layout it is advisable to **create a dedicated area** for the service of Champagne, Soft Drinks or Coffee - an inner sanctum - a separate area towards the rear of the space where business can be discussed with qualified VIP's in a relaxed atmosphere. Hospitality should be restricted to this area leaving the stand as a showcase for new enquiries.

**ALWAYS plan your hospitality area layout around the most economical way to distribute power to appliances** – this is usually against a stand wall. Failure to do this may result in the requirement for cable distribution under a 40mm Raised Floor.

### MOBILE CATERING IDEAS

Popcorn, Chocolate Fountain, Vintage Ice Cream Bicycles and Candy Floss Stations have become very popular on exhibition stands.

Equipment can usually be delivered, set up and collected from the exhibition by the hire company. **Always confirm that this is included in the hire charge together with technical call out should anything go wrong.**

- ALWAYS check the appliance power requirements and the subsequent cost for purchasing the power before confirming the hire order.

- ALWAYS check that the supplier has the correct delivery and collection information. This will include:

- Venue
- Date & Times – Delivery & Collection
- Requirements For Access – Badge / Vehicle Pass
- Hall / Stand Number (ideally give them a floorplan)
- Placement Position on stand space

- ALWAYS meet your supplier & don't let them leave until you are sure the equipment works and you know how to operate it.



### STAND HOSPITALITY - Key Considerations

#### Where

On Stand Space OR Off Stand Space?

#### Purpose

For Whom & Why?

#### Schedule

When?

#### Type of Hospitality

Best Suited To Space, Budget, Objectives

#### Quantity Required

Anticipated Numbers Per Day

#### Management Responsibility

Pre Show & Onsite

#### Logistics

Service, Delivery, Cleaning, Disposables, Waste

#### Regulations

Adherence to Venue & Legal Food Service Regulations

#### Power Cost

Power size requirement for all catering appliances

#### Total Cost

Budget for all items associated with hospitality and foodservice

### STAND HOSPITALITY : POWER CHARGES

When deciding to provide stand hospitality the cost of the power required to run catering machines should always be factored into the budget. Caterers and venue suppliers hire machines **excluding** the cost of the power supply on your stand to run it.

**Beware the power cost for machines with a heating element - coffee machines or kettles – this could be more than the total cost of the hospitality you are providing.**

Always refer to the show Electrical Order Form or speak to the show Electrical Contractor for prices before ordering equipment or hospitality packages which include machines.

Caterers should provide guidance on machine power but as a rough guide allow for the following:

- **Nespresso Machine** 1 x 2000w (8amp) Socket
- **Filter Coffee Machine / Popcorn Machine** 1 x 3000w (13amp) Socket
- **Barista Commercial Machine** 1 x 16amp single phase supply or 1 x 32amp single phase supply & 1 x 2000w for the grinder
- **Kettle** 1 x 3000w (13amp) Socket
- **Small Fridges** 1 x 500w socket 24 hour power - if power to the appliance is required overnight.

### STAND HOSPITALITY : VENUE CONCESSION FEES

All major UK exhibition venues charge concession fees to exhibitors providing their own food & drink products for stand hospitality purposes.

This includes edible goods, water, tea, coffee, soft drink and alcohol.

Before considering any form of catering on your stand ask the Venue for clarification on concession fees.

By arriving at the exhibition with your own food or drink you run the risk of the venue closing your foodservice down without immediate payment of the concession fee.

#### Venue Caterers

Caterers at ExCel, Olympia, the NEC and most primary venues have developed high quality innovative stand hospitality packages which include delivery, collection disposables and foodservice equipment.

**For ease of delivery and to avoid charges always contact the venue caterers first to provide catering for your stand**

Olympia Stand Catering

<https://host-olympia.london/exhibitors>

ExCel Stand Catering <https://excellondonhospitality.exhibitorcatering.co.uk/>

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ORDER & PAYMENT

# STAND PERSONNEL



“People spend money when and where they feel good”

- Walt Disney

## CREATING A PEOPLE ‘FEEL GOOD FACTOR’ IS FAR MORE LIKELY TO CREATE BRAND RECOGNITION AND INCREASE SALES ONSITE AND AFTER THE SHOW

All too often we see beautifully executed stands that tick all the boxes for professional, creative design with stand personnel sitting talking to each other or engrossed on their mobile phones, totally disinterested in engaging with the audience.

Sadly we can 100% guarantee that these exhibitors will report that they have not had a successful show!

- You have a window of opportunity to develop your business and make sales, so, managing the right people to represent your company is the most important task you have.
- Impressions of your business are created not only by your stand but by your stand people

## HOW TO MAKE VISITORS TO YOUR STAND ‘FEEL GOOD’

- Offer a friendly smile
- Leave visitors to absorb your offering, don't pounce
- Approach and make a suitable remark such as ‘ have you visited Portugal?’ ‘which type of chocolate do you prefer?’
- **Avoid CAN I HELP YOU?** – this will inevitably lead to ‘NO THANK YOU’
- Qualify the visitors interest and suitability. It is advisable to role play scenarios in advance of the exhibition with team members. Questions could include: who they work for? what they do?, why have they come to the exhibition? Not everyone will be relevant to your company today but could be relevant tomorrow so never dismiss anyone
- Introduce visitors to members of your team by name and title. Clearly identify the team member best placed to advise them and why and then move away
- If you are busy dealing with an existing visitor, smile or nod to acknowledge the new visitor
- Speak to everyone who comes on the stand and never turn your back to the gangway
- Acknowledge your appreciation for the time the visitor has taken to come to the exhibition and your stand
- Always take visitors details. Scan or photograph their badge or ask them to register their details with your branded pen and then give them the pen to take away
- Reward interest. Giveaways are useful means of rewarding interest and increasing brand exposure. The level and value of the giveaway should reflect the importance you have placed on their enquiry. Low level interest giveaways: Pens & Confectionary. High level qualified important leads could receive a branded bag complete with information and a branded gift. Be creative & fun!
- Keep stand staff motivated, hydrated and engaged. Factor in breaks and outdoors time
- Avoid a team night out during the show. Staff smelling of alcohol or visibly unable to perform their duties are not a good representation of your company
- Avoid including anyone on your team who does not want to be there or doesn't agree with the company's participation at the event. Their disinterest and negative attitude will be conveyed to visitors and other team members. Remember not everyone is suited to or likes exhibition sales.
- Arrange a debrief after Day One. The temptation maybe to get to the bar or hotel as fast as possible but recapping will focus on anything that needs to be done prior to the show opening the following day
- A happy, well organised, productive team will wow visitors with their positivity and enthusiasm

## PEOPLE CHECKLIST

- What brand, product, technical expertise is required?
- Who in your organisation meets all your requirements & are they available?
- Has the purpose and objective for exhibiting been communicated and with them?
- Do they know what their role will be?
- Is there a tasks and responsibilities plan to avoid ‘ I thought you were doing that?’
- Are they happy with the function they have been asked to perform?
- Have they been involved in project briefings?
- Has an exhibition schedule been developed?
- Has accommodation & transport been booked?
- Do they know how to get there and where your stand is?
- Do they require uniforms or badges?
- If they are responsible for delivering items do they have the means to do it? Trolleys?
- Has a briefing sheet been communicated to all stand personnel?
- Has a risk assessment been undertaken for the stand live days?
- Are stand personnel aware of venue emergency and evacuation procedures?
- Has a daily expenses allowance been agreed?
- Does a team member have the means to make a card payment for any extras onsite?
- Is there an incentive scheme in place for enquiries & orders?
- Is there a post show follow up plan and are staff available to action the plan?

## CHOOSE THE RIGHT PEOPLE

It is important that those who represent your company at the exhibition are helpful, courteous, well presented and have a professional demeanour.

- Your stand personnel must be chosen carefully based on their knowledge of the company's products and services.
- Goal orientated personnel work well on exhibition stands. Ensure all personnel have at least one personal goal they need to achieve.
- Goals & incentives increase accountability, productivity and motivation.
- Choose the right Stand Manager. This team leader is key to creating a fun, positive environment. They will need to have impeccable organisation and people management skills to deliver a successful event. Always have a fully briefed Number 2 on standby.

## INVEST IN SOME LIGHT-HEARTED EXHIBITION TRAINING FOR YOUR TEAM

Vintage John Cleese ‘How Not To Exhibit Yourself’ from Video Arts is as relevant today as it was in the 90's. Follow the link for a free trial.

<https://www.videoarts.com/vintage-video-arts/how-not-to-exhibit-yourself/>

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ORDER & PAYMENT

# GALLERY SHELL SCHEME



1  
3M X 3M TWO OPEN SIDES  
WALK ON SHELL SCHEME PACKAGE SILVER  
+ TV PACKAGE



2  
4M X 3M ONE OPEN SIDE  
WALK ON SHELL SCHEME PACKAGE GOLD  
+ TV PACKAGE



3  
6M X 3M THREE OPEN SIDES  
TENSION FABRIC WALL FASCIA OVERLAY TV PACKAGE  
LOCKABLE COUNTER & GRAPHICS  
40MM RAISED FLOOR WOODPLANK VINYL



4  
6M X 3M THREE OPEN SIDES  
TENSION FABRIC WALL FASCIA OVERLAY  
TV PACKAGE FURNITURE PACKAGE A  
LOCKABLE COUNTER & GRAPHICS  
40MM RAISED FLOOR CORD CARPET  
RECEPTION COUNTER & FRONT GRAPHIC



5  
4M X 4M THREE OPEN SIDES NO FASCIA  
TENSION FABRIC WALL TV PACKAGE  
FURNITURE PACKAGE D  
LOCKABLE COUNTER & GRAPHICS  
40MM RAISED FLOOR WOODPLANK VINYL



6  
3M X 2M TWO OPEN SIDES  
TENSION FABRIC WALL  
STANDARD NAMEBOARD  
CREAM CORD CARPET  
LOCKABLE COUNTER & GRAPHIC  
ZIG ZAG LITERATURE RACK



7  
4M X 4M TWO OPEN SIDES NO FASCIA  
TENSION FABRIC WALL  
BESPOKE 2M COUNTERS  
LONG ARM ALUMINIUM SPOTLIGHTS  
SURF SQUARE TABLE  
WAVE CHAIRS



8  
3M X 2M TWO OPEN SIDES  
WALK ON SHELL SCHEME PACKAGE BRONZE



9  
3M X 3M TWO OPEN SIDES  
FOAMEX PANEL WALL GRAPHICS  
FASCIA OVERLAY  
TV PACKAGE  
FURNITURE PACKAGE A  
LOCKABLE CUPBOARD



10  
3M X 2M TWO OPEN SIDES  
FOAMEX PANEL WALL GRAPHICS  
FASCIA OVERLAY  
FURNITURE PACKAGE A



11  
FASCIA OVERLAY  
TV PACKAGE  
TENSION FABRIC WALL

## ESSENTIAL READING

ELECTRICS UNPLUGGED CREATIVE DESIGN RULES STAND PERSONNEL EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND SPACE

GET IN TOUCH

+44 (0) 208 997 8596 info@moyne.co.uk



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

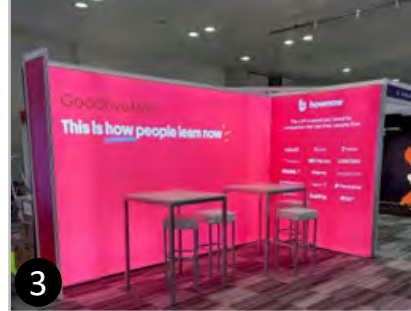
# GALLERY LIGHTBOX WALLS



3M X 3M TWO OPEN SIDES  
WALK ON LIGHTBOX PACKAGE



6M X 3M THREE OPEN SIDES  
5.8M LIGHTBOX WALL SINGLE SIDE  
1.8M DOUBLESIDED LIGHTBOX WALL  
LOCKABLE CUPBOARD & FRONT GRAPHIC  
FURNITURE PACKAGE C



4M X 2M THREE OPEN SIDES NO FASCIA  
3.8M LIGHTBOX WALL SINGLE SIDE  
1.8M LIGHTBOX WALL  
CORRINE BAR TABLE & CORRINNE STOOLS



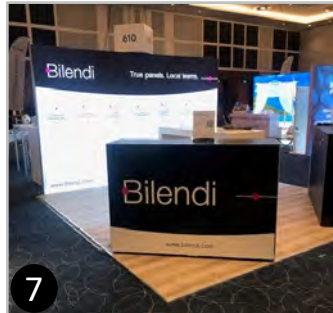
3M X 3M ONE OPEN SIDE NO FASCIA  
2.8M LIGHTBOX WALL SINGLE SIDE X 3  
LOCKABLE CUPBOARD & FRONT GRAPHIC  
FURNITURE PACKAGE C  
ZIGZAG LITERATURE RACK



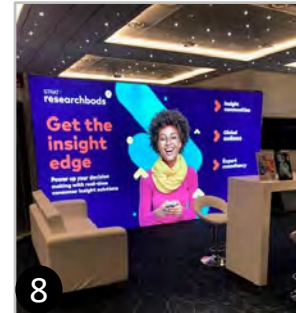
3M X 2M ONE OPEN SIDE  
2.8M LIGHTBOX WALL SINGLE SIDE (BACK)  
TENSION FABRIC WALLS (SIDE)  
FASCIA OVERLAY  
LOCKABLE CUPBOARD & FRONT GRAPHIC  
LEVANTE BAR TABLE



4M X 3M TWO OPEN SIDES  
3.8M LIGHTBOX WALL SINGLE SIDE (BACK)  
2.8M LIGHTBOX DOUBLESIDE (SIDE)  
STANDARD NAMEBOARD  
FURNITURE PACKAGE A  
COMPUTER PLINTH



4M X 4M THREE OPEN SIDES  
3.8M LIGHTBOX WALL SINGLE SIDE (BACK)  
LOCKABLE CUPBOARD X 2 ONE GRAPHIC  
18MM FLOOR WOODPLANK VINYL OAK



4M X 4M THREE OPEN SIDES  
3.8M LIGHTBOX WALL SINGLE SIDE  
LEVANTE BAR TABLE  
SOFA – MOYNE FURNITURE BROCHURE



4M X 2M TWO OPEN SIDES  
3.8M LIGHTBOX WALL SINGLE SIDE (BACK)  
1.8M LIGHTBOX WALL (SIDE)  
DEMO DESKS  
ZETA BAR STOOLS



### ESSENTIAL READING

ELECTRICS UNPLUGGED CREATIVE DESIGN RULES STAND PERSONNEL EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND SPACE



Lightbox Walls work best with removal of the nameboard fascia, bold colours and colour coordinated carpet and furniture

GET IN TOUCH

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HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Lighting  
Power Sockets

### FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
Cord & Printed + Raised Floors  
Vinyl Coloured + Raised Floors  
Vinyl Woodplank + Raised Floors

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
Reception Counters  
Stools  
Tables

### GRAPHICS

Fabric – Tension Walls  
Foamex Wall Panels  
Freestanding Graphics  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### NAMEBOARDS

Fascia Graphics Overlay  
Nameboard Fascia Removal  
Nameboard Print Request

### PACKAGES

Shell Scheme Bronze  
Shell Scheme Silver  
Shell Scheme Gold  
Lightbox Stand Package  
Electrical Shell Scheme  
Furniture Packages

### RAISED FLOORS

18mm Floor Only  
40mm Floor Only  
18mm Floor + Carpet  
40mm Floor + Carpet  
18mm Floor + Coloured Vinyl  
40mm Floor + Coloured Vinyl  
18mm Floor + Woodplank Vinyl  
40mm Floor + Woodplank Vinyl

### STANDFITTINGS

Brackets  
Hanging Rails  
MDF Cladding  
Shelves  
Storerooms  
TV Panels & TV's



ORDER & PAYMENT

# Moyne

## TERMS OF SALE

1a. In placing a client order with Moyne Live Limited (Moyne) the client accepts, with no reservations, that these Terms & Conditions of business take the place of any other document, prior written or oral; agreement, as well as the client's terms & conditions of purchase or hire.

1b. Moyne's Terms & Conditions of business can only be amended in writing.

1c. The contract will be interpreted and applied in accordance with English Law and the parties to the contract agree to submit to the exclusive jurisdiction of the English Courts.

2a. Except where stated, Moyne's Terms & Conditions of business for the placing of client's orders, their variation and cancellation, will apply to pre payment order forms, site orders and electronic sales orders.

2b. In the event that you cancel an order, even if only advised orally, you will be liable for any work put in hand in order to meet the timescales necessary to complete work to the deadlines of the event for which the work is intended.

2c. Acceptance of a client order will be conditional on timing and on stock availability. Moyne reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.

2d. In the event of cancellation of a client order by a client, the client will pay to Moyne the labour and material costs of any work undertaken by Moyne in order to fulfill the client order, at Moyne's fully costed rates.

2e. In the event that a client order is cancelled 14 working days prior to build up of event they will be entitled to a 100% refund less administrative costs. (Bespoke items are chargeable @ 100% cancellation from the time the order is confirmed)

2f. In the event that a client order is cancelled less than 14 working days prior to build the client will be charged 100%.

2g. If for any reason the exhibitor withdraws from the exhibition or the exhibition is cancelled or postponed less than 14 working days prior to build up of show the client will be charged 100%.

2h. Any client order placed on site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any prepayment order form.

3a. All prices are exclusive of VAT.

3b. Where a client wishes to amend a client order after work has started on site, the client will be charged in accordance with the terms set out below, for changed client orders. Moyne will only proceed to make any change after a on site order has been signed by the client's representative.

4a. It is the duty of the hirer to provide at such event or exhibition, a duly authorized representative to accept the furnishings and to give written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.

4b. In the event of non delivery or if the client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the Moyne site team must be notified before the open period of the event. If the client is not satisfied with the remedial action taken by Moyne, the matter should be addressed with the senior member of the Moyne site team.

4c. In the event of a dispute that cannot be resolved on site, the client will submit their complaint in writing to Moyne within seven days of the opening of the event. Moyne will consider the complaint and respond to the client within 10 working days.

4d. No complaint will be addressed unless it has been brought to the attention of Moyne's team on site before the open period of the event and a docket has been provided by the Service Desk detailing the complaint before the open period of the event.

4e. If, after return, apparently malfunctioning products are found by Moyne to be to specification and fully operational, then the client will be charged for Moyne's costs in recovering and replacing the item with all costs calculated at the Moyne fully costed rate.

4f. Once the contract is complete, the client will not be able to claim "force majeure" or an act of God against Moyne, as Moyne will be considered to have performed its contractual obligations.

*This extract of Moyne's Terms of Business summarises the principal matters relating to the provision of shell scheme fittings, electrical services, furniture hire, floor coverings and custom build stands. At all times Moyne Live Limited's full Terms of Business will apply and this extract is for the client's convenience. A copy of the full Terms can be obtained by calling our offices.*

5. Our quoted prices are based on the current costs of materials and labour. We reserve the right to pass on any increase in same, which occur prior to the completion of any work.

6. We do not accept liability for damage to property or goods caused as a result of equipment not provided by Moyne but sourced from a third party.

7. We do not exclude our liability in respect of death or personal injury resulting from negligence by ourselves (but not subcontractors, if any).

8. We do not exclude our liability for loss or damage to exhibits or property of the customer where it has been caused by our negligence, provided that a claim is made within 14 days of the problem being brought to our attention.

9. We reserve the right to charge the customer for any additional costs incurred by works carried out in accordance with a request from any health or safety organisation.

#### PAYMENT

10a. Unless otherwise agreed, all client orders for items ordered from pre payment forms must be accompanied by full payment.

b. In the event of non payment within the terms detailed on our order form Moyne reserve the right to withhold the goods or services that have been ordered.

c. In the event of late payment, with reference to the terms detailed on Moyne's order form, Moyne reserves the right to charge interest of 3% p.a. over the NATWEST base rate until paid.

11. Save as expressly provided in all these Terms & Conditions, the client shall indemnify Moyne against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the contract or complying with any event or site conditions.

12. The client will be responsible for the safety of Moyne's property throughout the duration of the event and will be responsible for any damage for Moyne's property caused by the actions of the client or its customers.

13. Moyne provides all goods, including complete stand structures on hire only and the client undertakes:

a. To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect Moyne's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms & Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.

b. Not to carry out any modification or repair to Moyne's property, however small.

c. Not to nail, apply adhesive or paint, or damage Moyne's property in any way without Moyne's agreement or the express permission as set out in the exhibitor manual for the event.

d. To allow any of Moyne's representatives or persons authorized by the latter, unrestricted access to the equipment installed for the purposes of maintenance and to take any necessary steps to make their mission easier.

e. To return goods to Moyne free of any object.

f. To be responsible for any electrical item connected to a socket or mains connections installed by Moyne and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by Moyne.

g. To pay Moyne the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the client however caused.

14. All goods, materials, plant or machinery supplied by Moyne, shall be on hire unless otherwise stated. The period of hire will be the duration of the event unless otherwise stated. Moyne shall enter the site to collect and to remove its property as soon as permitted after the end of the open period.

Moyne Live Limited may on occasion sub contract services from a third party supplier. In the event of any dispute Moyne Live Limited will be responsible under the terms and conditions provided above for managing the dispute process and where required providing a refund. Please note the following which is applicable to all items purchased or hired from Moyne:

#### Refund

Issues with regard to product delivery, product installation or any other factor that means that there is less than 100% satisfaction with the product(s) supplied **MUST** be brought to the attention of the Moyne Service Desk staff or Moyne Show Manager **PRIOR TO THE OPENING OF THE SHOW**. Moyne will not consider requests for compensation after the show without a record of the issue being addressed, with time to remedy the issue, before show opening.

GET IN TOUCH



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