



HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Power Sockets

### FLOORCOVERING

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

### FURNITURE

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

### GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

### GRAPHICS

Freestanding  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### PACKAGES

Packages Overview  
Bronze Package  
Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

### RAISED FLOORS

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

### STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

**TOOL BAR** CLICK ON PRODUCTS IN PINK



## GETTING STARTED

### EVERYTHING IN PINK IS A LINK

This is an editable micro site PDF order form

To navigate simply use the links in pink and the main menu top of each page.

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

**ORDER GUIDE** provides advice on ordering your stand or, if you require assistance, 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)

T : +44 (0) 208 997 8596



## RESOURCES

[ORDER GUIDE](#)

[ELECTRICS UNPLUGGED](#)

[EXAMPLE STAND LAYOUT PLAN](#)

[PACKAGES OVERVIEW](#)

[SUSTAINABILITY](#)

### EXHIBITING : OUR TOP TIPS

- [BUDGETING YOUR PARTICIPATION](#)
- [CREATIVE DESIGN RULES](#)
- [MARKETING & PR](#)
- [PLANNING YOUR STAND](#)
- [STAND PERSONNEL](#)
- [STAND HOSPITALITY](#)

[TERMS & CONDITIONS OF SALE](#)

## HOW TO ORDER

We understand that ordering custom build stands, particularly where multiple products are involved, can be complex.

This guide aims to assist you with your stand planning and choice of stand products. Prices are provided so no requirement to wait for a quotation.

- See Package options in [PACKAGES OVERVIEW](#)
- Choose the package which suits your requirements
- Go to the Package Price List & Tick to Order
- Add any additional stand products from the Menu
- Set up your account [ORDER & PAYMENT](#) (Providing we have a tick and, where relevant, quantity for each item we will provide an itemised invoice inclusive of total cost and VAT
- Save this PDF and return it to [info@moyne.co.uk](mailto:info@moyne.co.uk)

# Moyne

custom build  
Express Order Form

START YOUR CUSTOM BUILD  
STAND JOURNEY HERE WITH OUR  
[PACKAGES OVERVIEW](#)

### WALK ON CUSTOM BUILD PACKAGES

Simply tick the box applicable to your stand size and number of open sides. *It really is that simple!*

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 space only stands.

Packages include Power, Furniture & Carpet

### ORDER GUIDE

Feeling overwhelmed by the options available and the way forward?

Take 5 minutes to read our 5 Simple Steps to completing your stand order, on time and on budget

## GET IN TOUCH



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[INFO@MOYNE.CO.UK](mailto:INFO@MOYNE.CO.UK)



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ORDER & PAYMENT

# CUSTOM BUILD PACKAGES OVERVIEW

## 3 OPTIONS

ORDER DEADLINE DATES : EARLY £ RATE 3<sup>RD</sup> JANUARY 2024 STANDARD £ RATE & FINAL DEADLINE 1<sup>ST</sup> FEBRUARY 2024

### OVERVIEW

To meet expectations of delivering your perfect stand our packages have been designed to tick the boxes for :

- Easy Ordering
- Inclusion of all basic components
- Minimal time management
- Flawless delivery

GALLERY : 1 OPEN SIDE @ 2.5M HIGH

GALLERY : 2 OPEN SIDES @ 2.5M HIGH

GALLERY : 3 OPEN SIDES @ 2.5M HIGH

### OPEN SIDES

Package Designs & Costs Are Based On :

Number Of Open Sides : 1, 2 or 3

Wall coverage is costed for internal walls only.

4 OPEN SIDE (ISLAND) STANDS GO TO ARCHWAY

### PACKAGE STAND SIZES

6m2, 9m2, 12m2, 15m2 & 18m2

\*Packages prices for alternative stand sizes available on request

### WALL HEIGHT 2.5M

Gold Package Also Available In 3M High Walls For Larger Stand Sizes

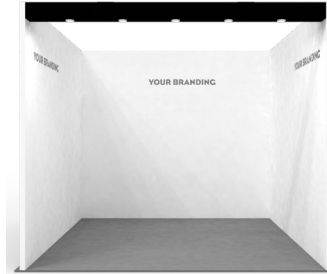
GALLERY : 3M WALLS 2 OPEN SIDES

GALLERY : 3M WALLS 3 OPEN SIDES

### PACKAGE STAND DESIGNS

Design :  
1 Open Side

GALLERY



Design :  
2 Open Sides

GALLERY



Design :  
3 Open Sides

GALLERY

### BRONZE PACKAGE

GO TO BRONZE PACKAGE PRICE LIST

Our Most Cost Effective Basic Custom Build Stand Package

- Wall Panels & Side Return Panels Wrapped In White Vinyl
- White Lighting Pelmet
- Branding Via Vinyl Logo's To Wall(s) x 2
- Grey Cord Carpet
- 1 x 500w (2 amp) Power Socket
- Counter x 1 (White) Including Front Graphic
- Furniture Package C : 1 x High Table 3 x Zeta Bar Stools (White)
- Wall Height 2.5m Only



### SILVER PACKAGE

GO TO SILVER PACKAGE PRICE LIST

All The Features Of The Bronze Package With Upgrades:

- Wall Panels Wrapped In Vinyl From Standard Colour Range
- Lighting Pelmet In Choice Of Colours
- Branding Via Vinyl Logo's x 2
- 47" TV
- Counters x 2 (White) 1 x Counter Front Graphic
- Wall Height 2.5m Only



### GOLD PACKAGE

GO TO GOLD PACKAGE PRICE LIST 2.5M WALLS  
GO TO GOLD PACKAGE PRICE LIST 3M WALLS

Same Stand Design as the Bronze & Silver Packages With Upgrades:

- Full Wall Graphics Replace Vinyl Covered Wall Panels
- Printed Graphics Side Return Panels
- Carpet Colour Choice Included
- Counters In Choice Of Colours
- Furniture Package D : 1 x High Table 3 x Bow Bar Stools (White)
- Wall Heights 2.5m & 3m



RESOURCES : ORDER GUIDE PLANNING YOUR STAND  
EXAMPLE STAND LAYOUT PLAN STAND HOSPITALITY  
STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

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Shelves  
Storerrooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

# DESIGN GALLERY

ONE OPEN SIDE  
@ 2.5M HIGH WALLS

GO TO ALL [PACKAGES OVERVIEW](#)

GO TO [PRICE LISTS](#)

[BRONZE PACKAGE](#)  
[SILVER PACKAGE](#)  
[GOLD PACKAGE](#)

RECOMMENDED RESOURCES :

[ORDER GUIDE](#)  
[EXAMPLE STAND LAYOUT PLAN](#)  
[PLANNING YOUR STAND SPACE](#)  
[ELECTRICS UNPLUGGED](#)



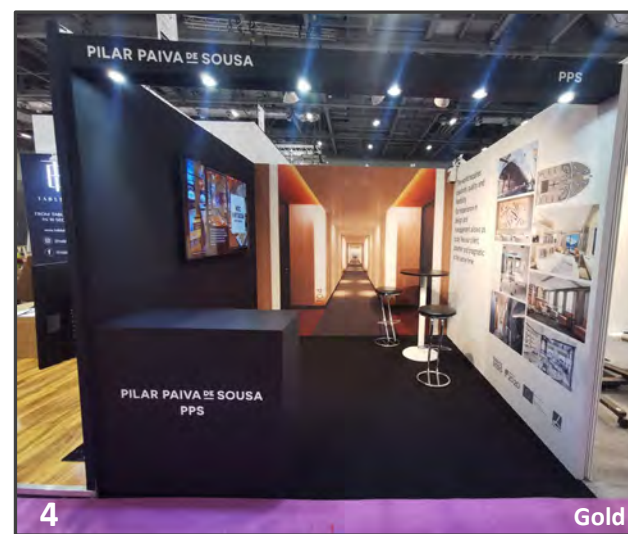
1 OPEN SIDE STAND PRICE LISTS & SPECIFICATIONS  
[BRONZE PACKAGE](#) [SILVER PACKAGE](#) [GOLD PACKAGE](#)



LIGHTBOX STAND PACKAGE ALSO AVAILABLE FOR ONE OPEN SIDE  
[LIGHTBOX PACKAGES](#) [LIGHTBOX GALLERY](#)



GOOD GRAPHICS ARTWORK ELAVATES YOUR STAND DESIGN. READ OUR GUIDE : [CREATIVE DESIGN RULES](#)



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ORDER & PAYMENT

# DESIGN GALLERY

## TWO OPEN SIDES @ 2.5M HIGH WALLS

GO TO ALL [PACKAGES OVERVIEW](#)

GO TO [PRICE LISTS](#)

[BRONZE PACKAGE](#)  
[SILVER PACKAGE](#)  
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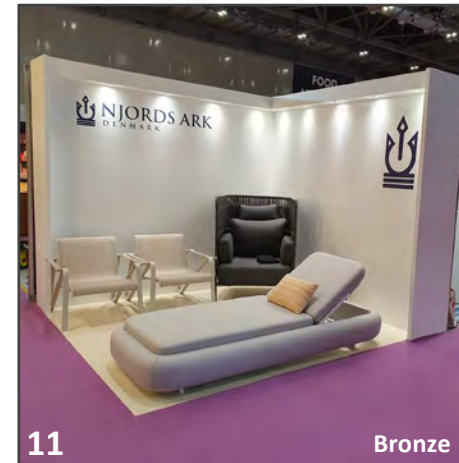
2 OPEN SIDE STAND @ 2.5M HIGH PRICE LISTS & SPECIFICATIONS  
[BRONZE PACKAGE](#) [SILVER PACKAGE](#) [GOLD PACKAGE](#)



2 OPEN SIDE STANDS 3M HIGH WALL GALLERY



LIGHTBOX STAND PACKAGE ALSO AVAILABLE FOR TWO OPEN SIDES  
[LIGHTBOX PACKAGES](#) [LIGHTBOX GALLERY](#)



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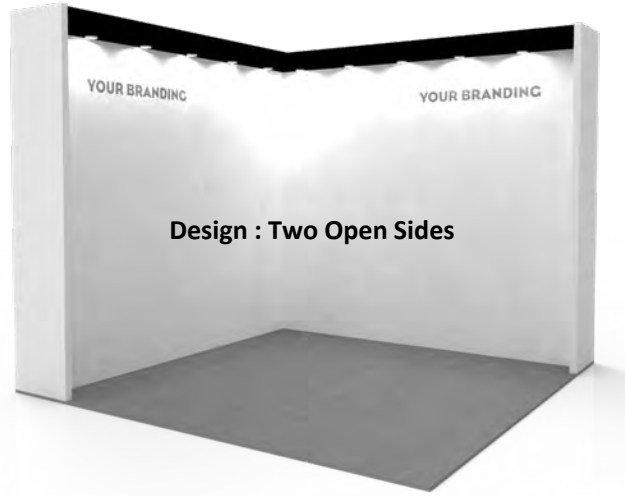


ORDER & PAYMENT

# DESIGN GALLERY

## TWO OPEN SIDES @ 3M HIGH WALLS

GO TO [GOLD PACKAGE @ 3M](#)



2 OPEN SIDE 3M STAND PRICE LIST & SPECIFICATIONS  
[GOLD PACKAGE PRICE LIST @ 3M](#)

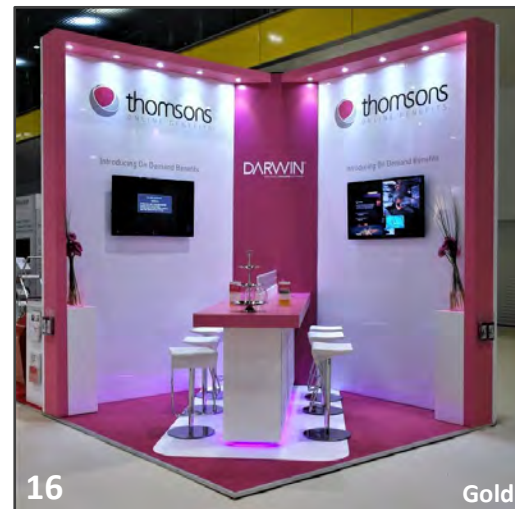


SEE ALSO 2 OPEN SIDES @ 2.5M HIGH WALLS  
[GALLERY 2 OPEN SIDES @ 2.5M HIGH WALLS](#)



STAND DESIGN IS OFTEN INFLUENCED BY THE POSITION OF POWER DUCTS AND SOCKET DISTRIBUTION. READ : [ELECTRICS UNPLUGGED](#)

RECOMMENDED RESOURCES :  
[ORDER GUIDE](#)  
[EXAMPLE STAND LAYOUT PLAN](#)  
[PLANNING YOUR STAND SPACE](#)  
[ELECTRICS UNPLUGGED](#)



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# DESIGN GALLERY

## THREE OPEN SIDES @ 2.5M HIGH WALLS

GO TO ALL [PACKAGES OVERVIEW](#)

GO TO [PRICE LISTS](#)

[BRONZE PACKAGE](#)  
[SILVER PACKAGE](#)  
[GOLD PACKAGE](#)

RECOMMENDED RESOURCES : [ORDER GUIDE](#)  
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3 OPEN SIDE STANDS 2.5M HIGH WALLS PRICE LISTS  
[BRONZE PACKAGE](#) [SILVER PACKAGE](#) [GOLD PACKAGE](#)

3 OPEN SIDE STANDS 3M HIGH WALL GALLERY

LIGHTBOX STAND PACKAGE ALSO AVAILABLE FOR THREE OPEN SIDES  
[LIGHTBOX PACKAGES](#) [LIGHTBOX GALLERY](#)



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## THREE OPEN SIDES @ 3M HIGH WALLS

GO TO [GOLD PACKAGE @ 3M](#)



23

Gold



24

Gold

3 OPEN SIDE 3M STAND PRICE LIST & SPECIFICATIONS  
[GOLD PACKAGE PRICE LIST @ 3M](#)

SEE ALSO 2 OPEN SIDES @ 2.5M HIGH WALLS  
[GALLERY 2 OPEN SIDES @ 2.5M HIGH WALLS](#)

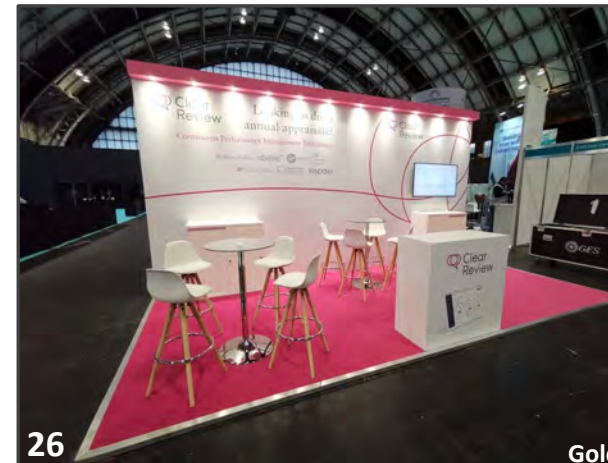
STAND DESIGN IS OFTEN INFLUENCED BY THE POSITION OF POWER DUCTS AND SOCKET DISTRIBUTION. READ : [ELECTRICS UNPLUGGED](#)

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Gold



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Gold



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Gold

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## FOUR OPEN SIDES ARCHWAY STANDS



CUSTOMISATION PRODUCTS TO CONSIDER FOR YOUR ARCHWAY STAND

RAISED FLOOR WITH VINYL BESPOKE 2M COUNTER BAR TABLES PRINTED CARPET

Archway stands are the perfect solution for stand design on 4 open side (island ) spaces.

Available in heights of 3m & 3.5m with a minimum depth of 1m

Storerooms form an integral part of the archway design

Starting with the basic archway design, stands can be customised to meet your requirements.

Simply drop us an email providing stand number, dimensions and any requirements for your design.

Costs for Archway designs are via Quotation

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



STAND DESIGN IS OFTEN INFLUENCED BY THE POSITION OF POWER DUCTS AND REQUIRED SOCKET DISTRIBUTION. ALL ISLAND SITES HAVE A POWER DUCT. READ : **ELECTRICS UNPLUGGED**

RECOMMENDED RESOURCES :  
EXAMPLE STAND LAYOUT PLAN  
PLANNING YOUR STAND SPACE  
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# WALK ON CUSTOM BUILD PACKAGES BRONZE

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
CREATIVE DESIGN RULES STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

## BRONZE PACKAGE

### WHAT'S INCLUDED?

- ELECTRICS : 1 X 500W SOCKET REQUIRED FOR LIGHT PELMET. INSTALLED AGAINST WALL. EXTENSION LEAD PROVIDED. SUFFICIENT POWER AVAILABLE FOR LAP TOP / MONITOR / PHONE CHARGERS
- GREY CORD CARPET
- FURNITURE PACKAGE C : 1 X HIGH TABLE WHITE 3 X ZETA BAR STOOLS WHITE
- WHITE VINYL WRAPPED WALL PANELS @ 2.5M HIGH
- SIDE RETURN WALL SUPPORT PANELS @ 2.5M HIGH
- WHITE LIGHTING PELMET INCLUSIVE OF LED DOWNLIGHTS
- COUNTER (WHITE) INCLUDING COUNTER FRONT GRAPHIC (MAYBE REQUIRED AGAINST WALL FOR WALL STABILITY ON 2 & 3 OPEN SIDE STANDS . VISUAL PROVIDED)
- VINYL WALL LOGOS X 2 ARTWORK SIZE 1000mm x 500mm

FOR STAND SIZE PRICE NOT PROVIDED BELOW  
EMAIL: SARA@MOYNE.CO.UK

PACKAGE	M2	OPEN SIDES	DIMENSIONS	£ PRICE EARLY RATE	£ PRICE STANDARD RATE	PLACE ORDER
PACKAGE 1	6	1	3M X 2M	4143	4350	✓
PACKAGE 2	6	2	3M X 2M	3485	3659	
PACKAGE 3	9	1	3M X 3M	4474	4698	
PACKAGE 4	9	2	3M X 3M	3943	4140	
PACKAGE 5	12	2	4M X 3M	4401	4621	
PACKAGE 6	12	3	4M X 3M	3162	3320	
PACKAGE 7	15	2	5M X 3M	4859	5102	
PACKAGE 8	15	3	5M X 3M	3620	3801	
PACKAGE 9	16	2	4M X 4M	4874	5118	
PACKAGE 10	16	3	4M X 4M	3635	3817	
PACKAGE 11	18	2	6M X 3M	5317	5583	
PACKAGE 12	18	3	6M X 3M	4078	5282	

## BRONZE PACKAGE CUSTOMISATION

You may want to consider purchasing the following products to enhance your stand:

CORD CARPET COLOUR CHANGE  
PRINTED CARPET

18MM RAISED FLOOR ONLY Grey Cord Carpet Laid To This Floor

40MM RAISED FLOOR ONLY Grey Cord Carpet Laid To This Floor

18MM RAISED FLOOR & COLOURED VINYL

40MM RAISED FLOOR & COLOURED VINYL

18MM RAISED FLOOR & WOODPLANK VINYL

40MM RAISED FLOOR & WOODPLANK VINYL

LOCKABLE COUNTER & FRONT GRAPHIC

FURNITURE PACKAGE C Additional Package

HIGH TABLE Additional to match package table

ZETA BAR STOOLS Additional to match package stools

POWER SOCKET(S) Additional

VINYL LOGO Additional & ACRYLIC LOGO Upgrade

\*Use the Main Menu Tool Bar Above to Navigate & see other Furniture Products.

For the full range of Furniture available for this show request the Moyne Furniture Brochure E: [info@moyne.co.uk](mailto:info@moyne.co.uk)

## NEXT STEPS

1. Tell us your preferred positioning for :

- Power Socket
- Wall Logo's x 2

EXHIBITOR USE STAND LAYOUT PLAN

See EXAMPLE STAND LAYOUT PLAN

2. Artwork should be provided by the deadline for:

- VINYL LOGO'S X 2 & COUNTER FRONT 500mm w x 1000mm h

3. Order additional items from this order form OR send back your order for the Package with additional items detailed in your email.

4. We need to set up your account. Provide your details In

ORDER & PAYMENT

5. Save your form and email to [info@moyne.co.uk](mailto:info@moyne.co.uk)

## ORDER DEADLINE DATES

### EARLY RATE DEADLINE:

3<sup>RD</sup> JANUARY 2024

- To Qualify For The Early Rate Moyne 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.

### STANDARD RATE & FINAL ORDER DEADLINE:

1<sup>ST</sup> FEBRUARY 2024

- 100% Payment Must Be Received By The Date Orders Close
- Moyne Reserve The Right To Cancel Unpaid/ Unconfirmed Orders After This Date

## WALK ON PACKAGES BOOKING INFORMATION

- To add additional products EITHER complete your order on this form OR email your additional product requirements with your Package Order to [info@moyne.co.uk](mailto:info@moyne.co.uk)
- To process your order and establish your account we require your invoice details ORDER & PAYMENT
- Walk On Package 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
- This Order Form & 100% Remittance are required to commence production on stand build. 100% Cancellation Fee is applicable on all orders / payment received.



BRONZE PACKAGE + CORD CARPET COLOUR CHANGE

### GALLERY

1 OPEN SIDE 2 OPEN SIDES 3 OPEN SIDES

## GET IN TOUCH

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

GO TO SILVER PACKAGE: Coloured Vinyl Walls & TV  
GO TO GOLD PACKAGE: Includes Wall Graphics



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Power Sockets

FLOORCOVERING

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

FURNITURE

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

GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

GRAPHICS

Freestanding  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

PACKAGES

Packages Overview  
Bronze Package  
Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

RAISED FLOORS

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

STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
CREATIVE DESIGN RULES STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

# WALK ON CUSTOM BUILD PACKAGES SILVER

## SILVER PACKAGE

### WHAT'S INCLUDED?

- ELECTRICS : 1 X 500W SOCKET REQUIRED FOR LIGHT PELMET. INSTALLED AGAINST WALL. EXTENSION LEAD PROVIDED. SUFFICIENT POWER AVAILABLE FOR LAPTOP / MONITOR / PHONE CHARGERS
- GREY CORD CARPET
- FURNITURE PACKAGE C : 1 X HIGH TABLE WHITE 3 X ZETA BAR STOOLS WHITE
- VINYL WRAPPED WALL PANELS @ 2.5M HIGH FROM COLOUR OPTIONS PROVIDED SILVER UPGRADE
- SIDE RETURN PANELS @ 2.5M HIGH CHOICE OF COLOUR FROM OPTIONS PROVIDED SILVER UPGRADE
- LIGHT PELMET PAINTED CHOICE OF COLOUR : WHITE RED BLACK LIGHT GREY DARK GREY BLUE SILVER UPGRADE
- COUNTER WHITE X 2 SILVER UPGRADE ONE MAYBE REQUIRED AGAINST WALL FOR WALL STABILITY ON LARGER STANDS
- COUNTER FRONT GRAPHIC X 1
- VINYL WALL LOGOS X 2
- 47" WALL MOUNTED TV SILVER UPGRADE

FOR STAND SIZE PRICE NOT PROVIDED BELOW  
EMAIL: SARA@MOYNE.CO.UK

PACKAGE	M2	OPEN SIDES	DIMENSIONS	£ PRICE EARLY RATE	£ PRICE STANDARD RATE	PLACE ORDER	WALL PANELS COLOUR	LIGHT PELMET COLOUR
PACKAGE 1	6	1	3M X 2M	5696	5981	<input checked="" type="checkbox"/>		
PACKAGE 2	6	2	3M X 2M	5018	5269	<input type="checkbox"/>		
PACKAGE 3	9	1	3M X 3M	6065	6368	<input type="checkbox"/>		
PACKAGE 4	9	2	3M X 3M	5535	5812	<input type="checkbox"/>		
PACKAGE 5	12	2	4M X 3M	6052	6355	<input type="checkbox"/>		
PACKAGE 6	12	3	4M X 3M	4636	4868	<input type="checkbox"/>		
PACKAGE 7	15	2	5M X 3M	6569	6898	<input type="checkbox"/>		
PACKAGE 8	15	3	5M X 3M	5153	5410	<input type="checkbox"/>		
PACKAGE 9	16	2	4M X 4M	6584	6913	<input type="checkbox"/>		
PACKAGE 10	16	3	4M X 4M	5168	5426	<input type="checkbox"/>		
PACKAGE 11	18	2	6M X 3M	7086	7440	<input type="checkbox"/>		
PACKAGE 12	18	3	6M X 3M	5689	5973	<input type="checkbox"/>		

### WALL PANELS COLOUR OPTIONS



### NEXT STEPS

1. Tell us your preferred positioning for :

- Power Socket
- TV
- Counters
- Wall Logo's x 2

EXHIBITOR USE STAND LAYOUT PLAN  
See EXAMPLE STAND LAYOUT PLAN

2. Artwork should be provided by the deadline for:

- VINYL LOGO'S X 2 @ 1000mm x 500mm
- COUNTER FRONT @ 1000mm x 500mm

3. Order additional items from this order form OR send back your order for the Package with additional items detailed in your email.

4. Set up your account. Provide your details In ORDER & PAYMENT

5. Email this order form to info@moayne.co.uk

We provide:  
Stand visual showing positions of logos and counters  
Stand plans & build documentation to the Organisers

### ORDER DEADLINE DATES

#### EARLY RATE DEADLINE:

3<sup>RD</sup> JANUARY 2024

- To Qualify For The Early Rate Moayne Must Be In Receipt Of This Order Form And 100% Remittance.
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#### STANDARD RATE & FINAL ORDER DEADLINE:

1<sup>ST</sup> FEBRUARY 2024

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- Moayne Reserve The Right To Cancel Unpaid Orders On This Date

ADD STOREROOM 3D LOGOS SHELVES

### WALK ON PACKAGES BOOKING INFORMATION

- To add additional products EITHER complete your order on this form OR email your additional product requirements with your Package Order to info@moayne.co.uk
- To process your order and establish your account we require your invoice details ORDER & PAYMENT
- Walk On Package 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
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- This Order Form & 100% Remittance are required to commence production on stand build. 100% Cancellation Fee is applicable on all orders / payment received.



SILVER PACKAGE + ADDITIONAL FURNITURE PACKAGE C + COMPUTER PLINTH + LITERATURE RACK (STANDING BANNERS CLIENTS OWN)

### GALLERY

1 OPEN SIDE 2 OPEN SIDES 3 OPEN SIDES

### GET IN TOUCH

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

GO TO BRONZE PACKAGE: Includes White Walls Only  
GO TO GOLD PACKAGE: Includes Wall Graphics



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Power Sockets

FLOORCOVERING

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

FURNITURE

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

GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

GRAPHICS

Freestanding  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

PACKAGES

Packages Overview  
Bronze Package  
Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

RAISED FLOORS

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

STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
CREATIVE DESIGN RULES STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

GOLD PACKAGE

WHAT'S INCLUDED?

- ELECTRICS : 1 X 500W SOCKET REQUIRED FOR LIGHT PELMET. INSTALLED AGAINST WALL. EXTENSION LEAD PROVIDED. SUFFICIENT POWER AVAILABLE FOR LAP TOP / MONITOR / PHONE CHARGERS
- CARPET CHOICE OF COLOURS FROM CARPET COLOUR OPTIONS
- FURNITURE PACKAGE D : 1 X HIGH TABLE WHITE 3 X BOW BAR STOOLS WHITE **GOLD UPGRADE**
- WALL PANELS & RETURN SUPPORT PANELS @ 2.5M HIGH
- FULL GRAPHICS WRAP TO INTERNAL WALLS AND SIDE RETURN SUPPORT PANELS **GOLD UPGRADE**
- LIGHT PELMET PAINTED CHOICE OF COLOUR : **WHITE RED BLACK LIGHT GREY DARK GREY BLUE**
- COUNTER X 2 PAINTED CHOICE OF COLOUR : **WHITE RED BLACK LIGHT GREY DARK GREY BLUE GOLD UPGRADE** ( ONE COUNTER MAYBE REQUIRED AGAINST WALL FOR WALL STABILITY ON LARGER STANDS)
- VINYL LOGOS X 1 TO COUNTER FRONT ARTWORK SIZE 1000mm x 500mm
- 47" WALL MOUNTED TV

FOR STAND SIZE PRICE NOT PROVIDED BELOW  
EMAIL: SARA@MOYNE.CO.UK

PACKAGE	M2	OPEN SIDES	METRES	£ EARLY RATE	£ STANDARD RATE	PLACE ORDER	CARPET COLOUR	LIGHT PELMET COLOUR	COUNTER COLOUR
PACKAGE 1	6	1	3M X 2M	7910	8147	✓			
PACKAGE 2	6	2	3M X 2M	6364	6491				
PACKAGE 3	9	1	3M X 3M	8568	8739				
PACKAGE 4	9	2	3M X 3M	7170	7313				
PACKAGE 5	12	2	4M X 3M	7976	8135				
PACKAGE 6	12	3	4M X 3M	5693	5806				
PACKAGE 7	15	2	5M X 3M	8783	8959				
PACKAGE 8	15	3	5M X 3M	6499	6629				
PACKAGE 9	16	2	4M X 4M	8524	8694				
PACKAGE 10	16	3	4M X 4M	6048	6169				
PACKAGE 11	18	2	6M X 3M	9588	9779				
PACKAGE 12	18	3	6M X 3M	7305	7451				

GO TO BRONZE PACKAGE: Includes White Vinyl Walls Only  
GO TO SILVER PACKAGE: Includes Coloured Vinyl Walls & TV

ORDER DEADLINE DATES

EARLY RATE DEADLINE:  
3<sup>RD</sup> JANUARY 2024

- 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.

STANDARD RATE DEADLINE:  
1<sup>ST</sup> FEBRUARY 2024

- 100% Payment Must Be Received By The Date Orders Close
- Moynes Reserve The Right To Cancel Unpaid Orders On This Date

CORD CARPET COLOUR OPTIONS



Subject To Availability

NEXT STEPS

1. Tell us your preferred positioning for :

- Power Socket
- Counters
- TV Screen

EXHIBITOR USE STAND LAYOUT PLAN  
See EXAMPLE STAND LAYOUT PLAN

2. Use the Menu to order additional items from this order form OR send back your order for the Package with additional items detailed in your email.

3. We need to set up your account. Provide your details : ORDER & PAYMENT

4. Save your form and email to [info@moyne.co.uk](mailto:info@moyne.co.uk)

5. Your itemised Proforma invoice provides total cost inclusive of VAT and, if paying by Bank Transfer, our bank details

6. A stand visual is provided showing graphics artwork dimensions for each wall. Once artwork is received the visual is updated to show your stand with graphics. Once signed off graphics cannot be amended.

WALK ON PACKAGES  
BOOKING INFORMATION

- To add additional products EITHER complete your order on this form OR email your additional product requirements with your Package Order to [info@moyne.co.uk](mailto:info@moyne.co.uk)
- To process your order and establish your account we require your invoice details **ORDER & PAYMENT**
- Walk On Package prices are not applicable to Island / Stand Alone stands.
- Package prices are based on exhibitors taking the package in its entirety as specified
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- 100% Cancellation Fee at deadline date
- For stand sizes not provided opposite - contact us for a quotation
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WALK ON  
CUSTOM  
BUILD  
PACKAGES

GOLD



GOLD PACKAGE

GALLERY

1 OPEN SIDE 2 OPEN SIDES 3 OPEN SIDES

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  
Power Sockets

### FLOORCOVERING

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

### FURNITURE

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

### GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

### GRAPHICS

Freestanding  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

### PACKAGES

Packages Overview  
Bronze Package  
Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

### RAISED FLOORS

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

### STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
CREATIVE DESIGN RULES STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

## GOLD 3M WALL PACKAGE

### WHAT'S INCLUDED?

- ELECTRICS : 1 X 500W SOCKET REQUIRED FOR LIGHT PELMET. INSTALLED AGAINST WALL. EXTENSION LEAD PROVIDED. SUFFICIENT POWER AVAILABLE FOR LAP TOP / MONITOR / PHONE CHARGERS
- CARPET CHOICE OF COLOURS FROM CARPET COLOUR OPTIONS
- FURNITURE PACKAGE D : 1 X HIGH TABLE WHITE 3 X BOW BAR STOOLS WHITE **GOLD UPGRADE**
- WALL PANELS & RETURN SUPPORT PANELS @ 3M HIGH
- FULL GRAPHICS WRAP TO INTERNAL WALLS AND SIDE RETURN SUPPORT PANELS **GOLD UPGRADE**
- LIGHT PELMET PAINTED CHOICE OF COLOUR : **WHITE RED BLACK LIGHT GREY DARK GREY BLUE**
- COUNTER X 2 PAINTED CHOICE OF COLOUR : **WHITE RED BLACK LIGHT GREY DARK GREY BLUE GOLD UPGRADE** ( ONE COUNTER MAYBE REQUIRED AGAINST WALL FOR WALL STABILITY ON LARGER STANDS)
- VINYL LOGOS X 1 TO COUNTER FRONT ARTWORK SIZE 1000mm x 500mm
- 47" WALL MOUNTED TV

FOR STAND SIZE PRICE NOT PROVIDED BELOW  
EMAIL: SARA@MOYNE.CO.UK

PACKAGE	M2	OPEN SIDES	METRES	£ EARLY RATE	£ STANDARD RATE	PLACE ORDER	CARPET COLOUR	LIGHT PELMET COLOUR	COUNTER COLOUR
PACKAGE 1	12	2	4M X 3M	9049	9184	✓			
PACKAGE 2	12	3	4M X 3M	6507	6604				
PACKAGE 3	15	2	5M X 3M	9991	10140				
PACKAGE 4	15	3	5M X 3M	7473	7585				
PACKAGE 5	16	2	4M X 4M	10006	10156				
PACKAGE 6	16	3	4M X 4M	6862	6965				
PACKAGE 7	18	2	6M X 3M	10933	11096				
PACKAGE 8	18	3	6M X 3M	8438	8564				
PACKAGE 9	20	2	5M X 4M	10963	11127				
PACKAGE 10	20	3	5M X 4M	7547	7660				
PACKAGE 11	24	3	6M X 4M	8528	8656				
PACKAGE 12	40	3	8M X 5M	10609	10768				
PACKAGE 13	48	3	8M X 6M	10729	10890				



### ORDER DEADLINE DATES

#### EARLY RATE DEADLINE: 3<sup>RD</sup> JANUARY 2024

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#### STANDARD RATE DEADLINE: 1<sup>ST</sup> FEBRUARY 2024

- 100% Payment Must Be Received By The Date Orders Close
- Moyné Reserve The Right To Cancel Unpaid Orders On This Date

### NEXT STEPS

1. Tell us your preferred positioning for :

- Power Socket
- Counters
- TV Screen

EXHIBITOR USE STAND LAYOUT PLAN  
See EXAMPLE STAND LAYOUT PLAN

2. Use the Tool Bar to order additional items from this order form OR send back your order for the Package with additional items detailed in your email.

3. We need to set up your account. Provide your details : **ORDER & PAYMENT**

4. Save your form and email to [info@moyne.co.uk](mailto:info@moyne.co.uk)  
5. Your itemised Proforma invoice provides total cost inclusive of VAT and, if paying by Bank Transfer, our bank details

6. A stand visual is provided showing graphics artwork dimensions for each wall. Once artwork is received the visual is updated to show your stand with graphics. Once signed off graphics cannot be amended.

### WALK ON PACKAGES BOOKING INFORMATION

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- To process your order and establish your account we require your invoice details **ORDER & PAYMENT**
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- Package prices are based on exhibitors taking the package in its entirety as specified
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- 100% Cancellation Fee at deadline date
- For stand sizes not provided opposite - contact us for a quotation
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# WALK ON CUSTOM BUILD PACKAGES GOLD 3M WALLS



GOLD PACKAGE + 40MM RAISED FLOOR WOODPLANK VINYL

### 3M WALL GALLERY

2 OPEN SIDES 3 OPEN SIDES

### 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  
Power Sockets

FLOORCOVERING

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

FURNITURE

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

GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

GRAPHICS

Freestanding  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

PACKAGES

Packages Overview  
Bronze Package  
Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

RAISED FLOORS

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

STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

# GALLERY LIGHTBOX WALLS

LIGHTBOX STAND PACKAGE  
LIGHTBOX WALLS  
LIGHTBOX COUNTER



1

4M X 3M THREE OPEN SIDES  
3.8M LIGHTBOX WALL SINGLE SIDE LEVANTE BAR TABLE  
18MM RAISED FLOOR MOYNE CUSTOM COUNTER



2

6M X 4M 3 OPEN SIDES  
1.8M LIGHTBOX WALLS DOUBLESIDE 5.8M LIGHTBOX SINGLE SIDE  
LEVANTE BAR TABLE CORRINE HIGH TABLE MILANO STOOLS



3

6M X 6M ISLAND SITE  
2 X 4.8M LIGHTBOX WALLS DOUBLESIDE LOCKABLE CUPBOARD & FRONT  
GRAPHIC LOW TABLE WHITE FIJI CHAIRS BLUE JOJO BUCKET CHAIRS  
ORANGE & BLUE – MOYNE FURNITURE BROCHURE



4

4M X 3M THREE OPEN SIDES  
3.8M LIGHTBOX WALL SINGLE SIDE LEVANTE BAR TABLE  
WHITE SOFA MOYNE FURNITURE BROCHURE



5

3M X 2M TWO OPEN SIDES  
2.8M LIGHTBOX WALL SINGLE SIDE (BACK)  
1.8M LIGHTBOX (SIDE)




Lightbox Walls work best with bold colours, large imagery and colour coordinated carpet and furniture

Read **CREATIVE DESIGN RULES**

GET IN TOUCH

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



HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Power Sockets

### FLOORCOVERING

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

### FURNITURE

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

### GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

### GRAPHICS

Freestanding  
Hanging Banners

### LIGHTBOX

Lightbox Counters  
Lightbox Walls

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Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

### RAISED FLOORS

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

### STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

# WALK ON LIGHTBOX PACKAGES

## LIGHTBOX WALL SPECIFICATIONS

PACKAGE	M2	OPEN SIDES	STAND SIZE	LIGHTBOX WALL DIMENSIONS	£ PRICE	PLACE ORDER <input checked="" type="checkbox"/>	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		

DEADLINE : 21<sup>ST</sup> FEBRUARY 2024

### CORD CARPET COLOUR OPTIONS



### NEXT STEPS

- Tell us your preferred positioning for:  
Power Socket  
EXHIBITOR OWN USE LAYOUT PLAN  
See **EXAMPLE LAYOUT PLAN**
- Artwork should be provided by the deadline for:
  - LIGHTBOX WALL(S)
  - CUPBOARD FRONT PANEL
- Add additional items from the Main Menu
- Set Up Your Account  
**ORDER & PAYMENT**

## WALK ON LIGHTBOX PACKAGE

### WHAT'S INCLUDED?

ELECTRICAL : 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

Alternatively order **SINGLE & DOUBLESIDE LIGHTBOXES** and make your own additional product selections

### 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

### COUNTER FRONT ARTWORK

Artwork = 800mm wide x 1100mm high

### SUPPLYING ARTWORK

- Design artwork to the sizes provided
- File Type: High Resolution PDF Allow 50mm bleed
- 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 LIGHTBOX WALLS

RESOURCES : ORDER GUIDE PLANNING YOUR STAND  
EXAMPLE STAND LAYOUT PLAN STAND HOSPITALITY  
STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

### GET IN TOUCH

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Cupboards & Desks  
Lockable With Graphic  
Reception Counters

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Electrics Unplugged  
Power Sockets

FLOORCOVERING

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

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STANDFITTINGS





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Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

# ELECTRICS

## ADDITIONAL POWER SOCKETS

PLACE ORDER	PRODUCT	PRODUCT SPECIFICATIONS	QUANTITY	UNIT PRICE & DEADLINES	TOTAL
✓	<b>500w SOCKET</b> (2amps)	 • UK standard 3 pin socket • Suitable for 1 x LCD TV 1 x Laptop & 2 x Phone Chargers		EARLY RATE £185.00 AFTER 09/02/24 £222.00	
	<b>1000w SOCKET</b> (4amps)	 • UK standard 3 pin socket • Suitable for 2 x LCD TVs 2 x Laptops or 1 x small domestic coffee machine		EARLY RATE £272.00 AFTER 09/02/24 £326.00	
	<b>2000w SOCKET</b> (8amps)	 • UK standard 3 pin socket • Suitable for catering appliances, small coffee machines		EARLY RATE £379.00 AFTER 09/02/24 £455.00	
	<b>1000w SOCKET</b> <b>24 HOUR POWER</b> (4amps)	 • UK standard 3 pin socket • Power provided day and night until time exhibition ends • Suitable for small fridges		EARLY RATE £376.00 AFTER 09/02/24 £451.00	

### ELECTRICS DEADLINES

#### EARLY RATE:

**5PM 9TH FEBRUARY 2024**

- To Qualify For The Early Rate Moyne 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 7TH MARCH 2024**

- Post Deadline All New Orders Must Be Placed At The Moyne 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

### 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 us 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.

READ OUR GUIDE TO : [STAND HOSPITALITY](#)

### ELECTRICAL LAYOUT PLAN

The required position of sockets must be submitted with your order

See [EXAMPLE LAYOUT PLAN](#) & [ELECTRICS UNPLUGGED](#)

### POWER DUCTS AND POWER BOXES



Mains Power Cable

Floor Duct Position

Mains Box

RCD Box

Socket

One stand per block of stands and every island / stand-alone stand has a Power Duct and Mains Power Box

- Mains power cable 32mm in diameter. The supply of flat cables cannot be guaranteed.
- It is the responsibility of the exhibitor / contractor to identify the position of power ducts prior to the exhibition and to make provision for the distribution of sockets from the duct position. This may be via a 40mm Floor.
- Mains power box dimensions : 27cm x 37cm x 20cm.
- RCD Box facilitates socket distribution and protection
- It is the responsibility of the exhibitor to ensure that Mains Boxes /Cables do not create a trip hazard, are not accessible to the public but are accessible for our electricians. Positioning in a storeroom or counter is recommended.
- Without a 40mm Raised Floor to facilitate cable distribution sockets must be positioned at the mains box location

RESOURCES : [ORDER GUIDE](#) [PLANNING YOUR STAND](#) [EXAMPLE STAND LAYOUT PLAN](#)  
[STAND HOSPITALITY](#) [STAND PERSONNEL](#) [MARKETING & PR](#) [SUSTAINABILITY](#)  
[BUDGETING YOUR PARTICIPATION](#)

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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

- 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**. Email us for your stand Tech Plan
- 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 e.g., 16 or 32amp

## EARLY RATE - STANDARD RATE - SITE SURCHARGE RATE

Electrical items are priced in 3 stage rates to coincide with the submission, to the venue, of exhibitor power orders.

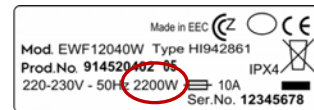
Venue power orders are surcharged by 20% at each stage. These surcharges are passed onto exhibitors via the 3 rates quoted.

Surcharges cannot be waived or deadline dates extended

## 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)

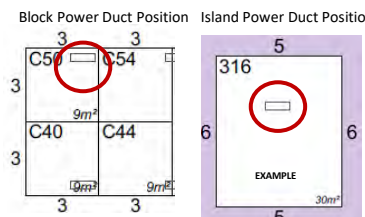


Example Rating Plate

- 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)



## WHAT YOU NEED TO KNOW

### 1. Cables From The Position Of Sockets, On The Back Or Side Walls, To The Position Of 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 stand 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

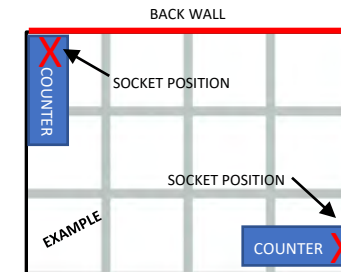


Socket at floor level against a wall Permitted

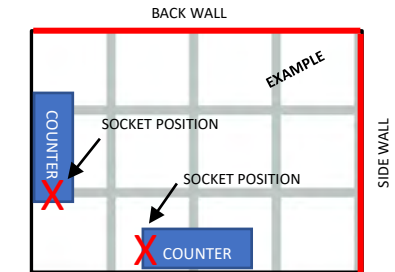


Socket to front of stand via a 40mm Raised Floor Permitted

### 2. Sockets To Front Of Stand Space No Raised Floor



### Sockets To Front Of Stand Space With 40mm floor



### 3. Extension Leads

- Extension Leads Must Be Maximum 2m Cable Length, No More Than 4 Sockets.
- One Extension Lead Per Socket Ordered
- Power Usage Via The Extension Lead Cannot Exceed The Amount Of Power Ordered
- Available to purchase from the Moyne Site Service Desk



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ORDER & PAYMENT

# HANGING & FREESTANDING GRAPHICS



## 2 OPTIONS

DEADLINE : 9<sup>TH</sup> FEBRUARY 2024

### 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	



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ORDER & PAYMENT



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

DEADLINE : 21<sup>ST</sup> FEBRUARY 2024

# LIGHTBOX PRODUCTS

## 2 OPTIONS

### 1. LIGHTBOX WALLS

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

PLACEMENT : To Designated wall positions. Open sides require Doubleside  
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](#)

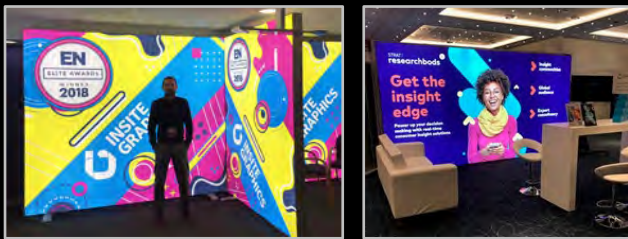
Email files or link to [info@moyno.co.uk](mailto:info@moyno.co.uk)

#### 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



### 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. Rear of counter is open so not suitable for secure storage

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@moyno.co.uk](mailto:info@moyno.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

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Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Power Sockets

FLOORCOVERING

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

FURNITURE

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

GALLERY

1 Open Side Stands  
2 Open Side Stands  
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2 Open Sides @ 3m  
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4 Open Side Archway  
Lightbox Stands

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Hanging Banners

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Lightbox Counters  
Lightbox Walls

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Silver Package  
Gold Package  
Gold 3m Wall Package  
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RAISED FLOORS

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

STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



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

It's 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.

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E: info@moyne.co.uk

FREQUENTLY ADDED PRODUCTS

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

DEADLINE : 7<sup>TH</sup> MARCH 2024

6 OPTIONS

**WASTE BIN**  

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** 

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**  

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**  


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** 


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** 

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  
Power Sockets

### FLOORCOVERING

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

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### STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT



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

**ELECTRICS UNPLUGGED**

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

# FURNITURE CUPBOARDS & COMPUTER DESKS

## 6 OPTIONS

**DEADLINE : 7<sup>TH</sup> MARCH 2024**

**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  
Reception Counters

ELECTRICS

Electrics Unplugged  
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FLOORCOVERING

Cord Carpet Colour Change  
Printed Carpet  
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Vinyl Woodplank + Raised Floors

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STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT



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

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FREQUENTLY ADDED PRODUCTS

COFFEE TABLE

DEMO DESK

ROUND TABLE

SQUARE TABLE

WASTE BIN


ZIG ZAG LITERATURE RACK

# FURNITURE CHAIRS


## 6 OPTIONS

DEADLINE : 7<sup>TH</sup> MARCH 2024

**FIJI CHAIR**




Chair Colour Options:




Blue Magenta Orange Red White Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
<input checked="" type="checkbox"/>		£44.00		

**SUZY CHAIR**




Chair Colour Options:




Red Blue Black Grey Pink

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
<input checked="" type="checkbox"/>		£40.00		

**WAVE CHAIR**




Chair Colour Options:




White Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
<input checked="" type="checkbox"/>		£39.00		

**BOW 4 LEGGED CHAIR**




Chair Colour Options:



White Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
<input checked="" type="checkbox"/>		£60.00		

**FARNO CHAIR**




Chair Colour Options:



Red Pink Grey Magenta Blue Black

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
<input checked="" type="checkbox"/>		£40.00		

**BISOU CHAIR**



Chair Colour Options:



White

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY CHAIR COLOUR
<input checked="" type="checkbox"/>		£58.00		N/A

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Deluxe  
Vinyl Woodplank + Raised Floors

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STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

# FURNITURE DELUXE

## 6 OPTIONS

DEADLINE : 7<sup>TH</sup> MARCH 2024

### LEVANTE HIGH TABLE

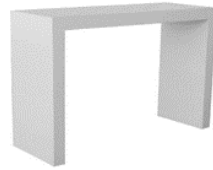


Table Colour Options:



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:



White

Excludes Power Supply

Dimensions: Height 1075mm  
Width 2000mm Depth 800mm

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

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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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HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

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

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Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT



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

DEADLINE : 7<sup>TH</sup> MARCH 2024

# FURNITURE PACKAGES

## 4 OPTIONS

### 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
Package A 1 x White Low Round Table & 3 x Fiji Chairs	£222.00	<input checked="" type="checkbox"/>			
Package B 1 x White Low Round Table & 3 x Bow 4 Leg Chairs	£246.00	<input type="checkbox"/>			
Package C 1 x High Round White Table & 3 x Zeta Bar Stools	£196.00	<input type="checkbox"/>			
Package D 1 x High Round White Table & 3 x Bow Bar Stools	£274.00	<input type="checkbox"/>			

### 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
- FJI CHAIR
- BOW CHAIR
- ZETA BAR STOOL
- BOW BAR STOOL
- LOCKABLE CUPBOARD WITH FRONT GRAPHIC

### GET IN TOUCH

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STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
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ORDER & PAYMENT



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

STAND PERSONNEL

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FREQUENTLY ADDED PRODUCTS

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

# FURNITURE RECEPTION COUNTERS

## 6 OPTIONS

DEADLINE : 7<sup>TH</sup> MARCH 2024

**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 Graphic 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		

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ORDER & PAYMENT



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

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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 : 7<sup>TH</sup> MARCH 2024**

**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
<input checked="" type="checkbox"/>		£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
<input checked="" type="checkbox"/>		£47.00		

**SUZY STOOL** 

Seat Pad Colour Options:

Black	Blue	Grey	Pink	Red


PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
<input checked="" type="checkbox"/>		£47.00		

**BOW BAR STOOL**  

Seat Pad Colour Options:

White	Brown	Black	Red	Orange

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
<input checked="" type="checkbox"/>		£64.00		

**VIPER STOOL** 

Seat Pad Colour Options:

Black	White	Red

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
<input checked="" type="checkbox"/>		£40.00		


**MILANO STOOL** 

Seat Pad Colour Options:

Black	Blue	Red	White

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY STOOL COLOUR
<input checked="" type="checkbox"/>		£49.00		

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

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Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



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

**DEADLINE : 7<sup>TH</sup> MARCH 2024**

# FURNITURE TABLES

## 6 OPTIONS

**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
✓		£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
✓		£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
✓		£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
✓		£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
✓		£66.00		

**LOW ROUND GLASS TABLE**



Table Colour Options:

Glass

Dimensions: Height 750mm Diameter: 600mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
✓		£99.00		N/A

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ORDER & PAYMENT

# FLOORCOVERING

## PRINTED CARPET

## CORD CARPET

### 2 OPTIONS

CORD CARPET COLOUR CHOICE IS INCLUDED IN GOLD & LIGHTBOX PACKAGES

DEADLINE : 19<sup>TH</sup> FEBRUARY 2024

#### 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@moynce.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 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 :** Moynce 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 GOLD PACKAGE & LIGHTBOX 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	

**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. Moynce do not provide a carpet removal or shipping service.

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Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT


# RAISED FLOORS

## 18MM & 40MM FLOOR ONLY

### 2 OPTIONS

**DEADLINE : 19<sup>TH</sup> FEBRUARY 2024**

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**

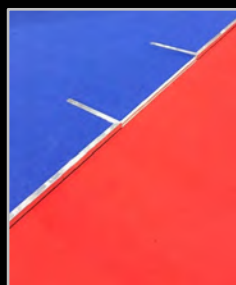
40mm Raised Floor Will Be Required To Facilitate Under Floor Cable Distribution

#### 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 <input checked="" type="checkbox"/>
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

**EXHIBITORS PROVIDING OWN FLOORCOVERING**  
Charges apply for the installation and removal from the venue of exhibitor's own floorcovering. Contact us for a quotation.

FLOOR SIZE M2	PRICE	PLACE ORDER <input checked="" type="checkbox"/>
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

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Vinyl Wall Logo



ORDER & PAYMENT

# FLOOR PACKAGES

## COLOURED VINYL & WOODPLANK VINYL

### 4 OPTIONS

**DEADLINE : 19<sup>TH</sup> FEBRUARY 2024**

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

WOOD CREAM    WOOD GREY    WOOD MAPLE    WOOD OAK

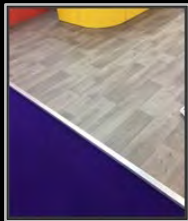
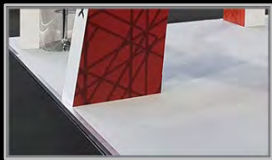
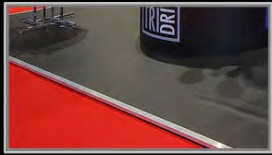
WOOD OLIVE    WOOD SUMMER OAK    WOOD WHITE    WOOD BEECH

WOOD BLACK    WOOD CHERRY    WOOD CHOCOLATE

RED    WHITE    LIGHT GREY    DARK GREY

BLACK    INDIGO

Subject To Availability



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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 are installed prior to your arrival at the exhibition. Via your layout plan we require the position AND where applicable, the height of these items

See [EXAMPLE LAYOUT PLAN](#)

FREQUENTLY ADDED PRODUCTS

- 18MM RAISED FLOOR
- 40MM RAISED FLOOR
- BESPOKE 2M COUNTER
- FURNITURE PACKAGE D
- WASTE BIN
- ZIG ZAG LITERATURE RACK

# STANDFITTINGS

## ACRYLIC LOGO

## COUNTER

## SHELVES

## VINYL LOGO

### 6 OPTIONS

**DEADLINE : 9TH FEBRUARY 2024**

**RAISED ACRYLIC LOGO**



- Logo printed on clear acrylic
- Mounted forward of wall
- Exhibitors to keep

Price:

1000mm x 300mm **£345.00**  
650mm x 650mm **£345.00**

Size Preference :

1000mm x 300mm  
650mm x 650mm

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		<b>£345.00</b>		N/A


**VINYL LOGO : WALLS**

Vinyl Logo For Walls : Artwork Size : 1000mm x 500mm  
Price includes installation

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		<b>£200.00</b>		N/A

**47" TV**  
**Gold & Silver Packages Only**

Add an additional TV to your stand package  
Don't forget to order a power socket **POWER SOCKETS**



The preferred positioning of TV's and power sockets is required via your **EXHIBITOR LAYOUT PLAN**

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		<b>£550.00</b>		N/A

**VINYL LOGO : FASCIA**

One Open Side Stands Only  
600mm x 150mm



PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		<b>£40.00</b>		N/A

**Counters**  
**Gold Package Only**

Add an additional counter in your chosen colour (selection must also be made in **GOLD PACKAGE** order sections. Includes vinyl logo



Counter Options: **WHITE RED BLACK LIGHT GREY DARK GREY BLUE**

PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		<b>£70.00</b>		

**SHELVES**

- 1000mm Long x 250mm Wide
- Available as either **FLAT** or **SLOPING**
- Wood painted either **BLACK** or **WHITE**
- Positioning including heights required **EXHIBITOR LAYOUT PLAN**

Style Preference:

**FLAT**      **SLOPING**



PLACE ORDER	QUANTITY	UNIT COST	TOTAL COST	SPECIFY COLOUR
<input checked="" type="checkbox"/>		<b>£145.00</b>		

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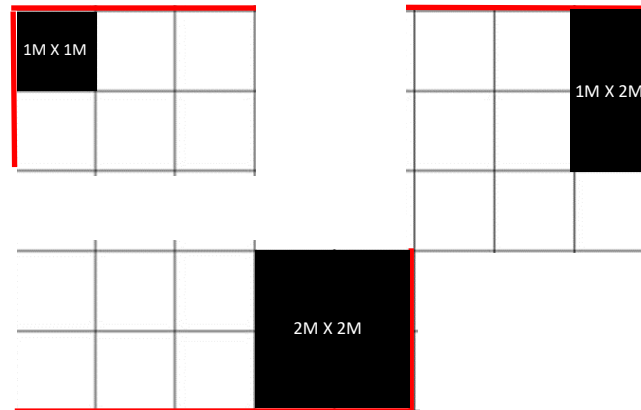
ORDER & PAYMENT

# STOREROOMS

## STOREROOMS

### Comprises of Wall Panels & Lockable Door

- Storeroom doors, which include a regulation vision panel, are lockable and **open inwards**
- Storeroom specifications shown opposite utilise existing walls to form the storeroom. Should a designated open side be closed to form the storeroom extra wall panels will be required
- Includes vinyl wrapped panels.
- Storerooms are ideal for mounting TV's to 1m end
- Doors are provided as either **BLACK or WHITE**
- Don't forget to provide storeroom location and door positioning on your **EXHIBITOR LAYOUT PLAN**



DEADLINE : 1ST FEBRUARY 2024

STOREROOM SIZE	SPECIFICATIONS	PRICE	PLACE ORDER <input checked="" type="checkbox"/>
Storeroom 1m x 1m	Includes 1 x 1m Panel & 1 x Lockable Door	£675.00	
Storeroom 2m Wide x 2m Long	Includes 3 x 1m Panels & 1 x Lockable Door	£1350.00	
Storeroom 1m Wide x 2m Long	Includes 2 x 1m Panels & 1 x Lockable Door	£1020.00	



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Furniture Packages

RAISED FLOORS

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

STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



ORDER & PAYMENT

# ORDER & PAYMENT

## HOW WE WORK

1. Please ensure the  box against each item is completed and the quantity and specification of items, for example colour, is required, is noted on your order.
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 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.



SAVE PDF & EMAIL TO [INFO@MOYNE.CO.UK](mailto:INFO@MOYNE.CO.UK)

## 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 <a href="#">Companies Registered Outside The UK</a> Must Provide Company Tax Reference Number	

PROVIDE POSITIONING OF ITEMS ORDERED [CLICK HERE](#)

## 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](#)





HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

### ELECTRICS

Electrics Unplugged  
Power Sockets

### FLOORCOVERING

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

### FURNITURE

Accessories  
Cupboards & Desks  
Chairs  
Deluxe  
Furniture Packages  
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Stools  
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1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

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Hanging Banners

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Lightbox Walls

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ORDER & PAYMENT

# EXAMPLE STAND LAYOUT PLANS



- It is always advisable to book stand space after determining requirements. Over crowded badly planned stands are a deterrent to entry by visitors.
- 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 store rooms to the back of your stand.
- People take up room so always factor in room for your stand personnel and visitors entering your space.

*Put yourself in the position of the visitor, if you are confused by your layout and messages they will be too!*

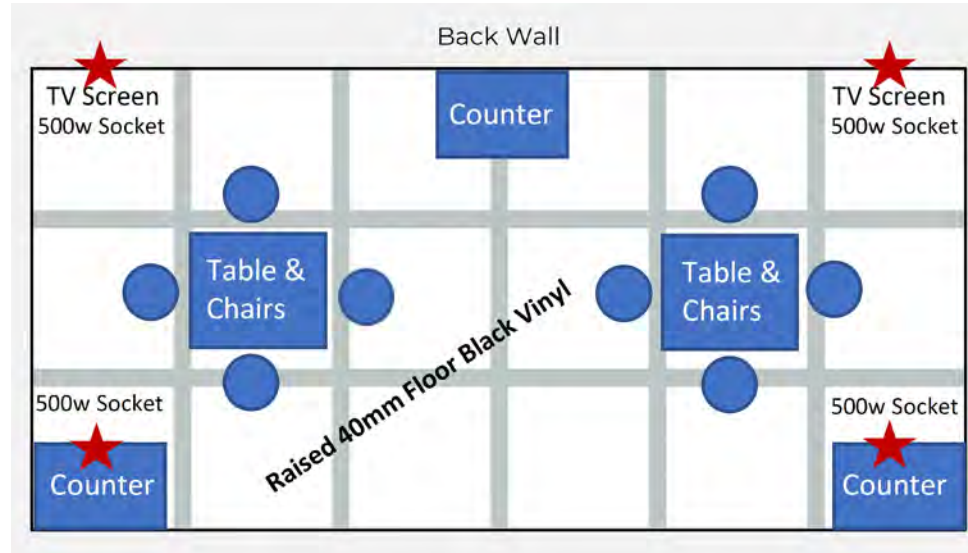
## DESIGNING A STAND TO MEET YOUR REQUIREMENTS

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

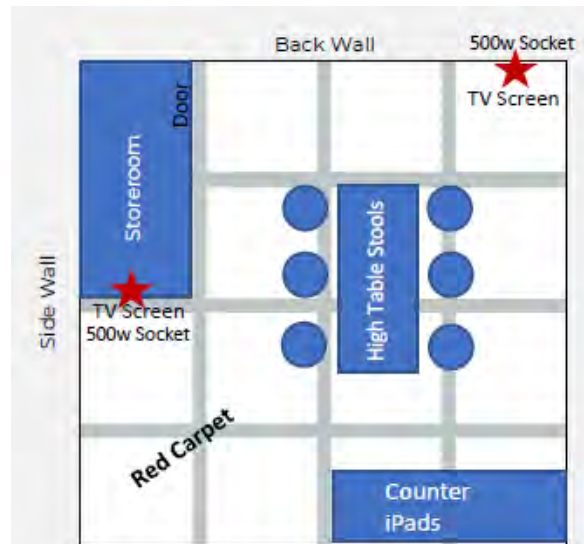
Before planning the stand layout develop a checklist of requirements for each level:

<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



Example Visualisation  
6m x 3m  
3 Open Sides

To facilitate socket installation from the back wall to the front of the stand this stand has a 40mm Floor  
For further information on power, power ducts and socket installation read **ELECTRICS UNPLUGGED**



Example Visualisation  
4m x 4m  
2 Open Sides

This stand has utilised the back and side wall to integrate a 2m x 1m storeroom To order a storeroom go to **STOREROOMS**

Complete Your Plan **EXHIBITOR LAYOUT PLAN**

RESOURCES : ORDER GUIDE PLANNING YOUR STAND CREATIVE DESIGN RULES  
STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

GET IN TOUCH

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



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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

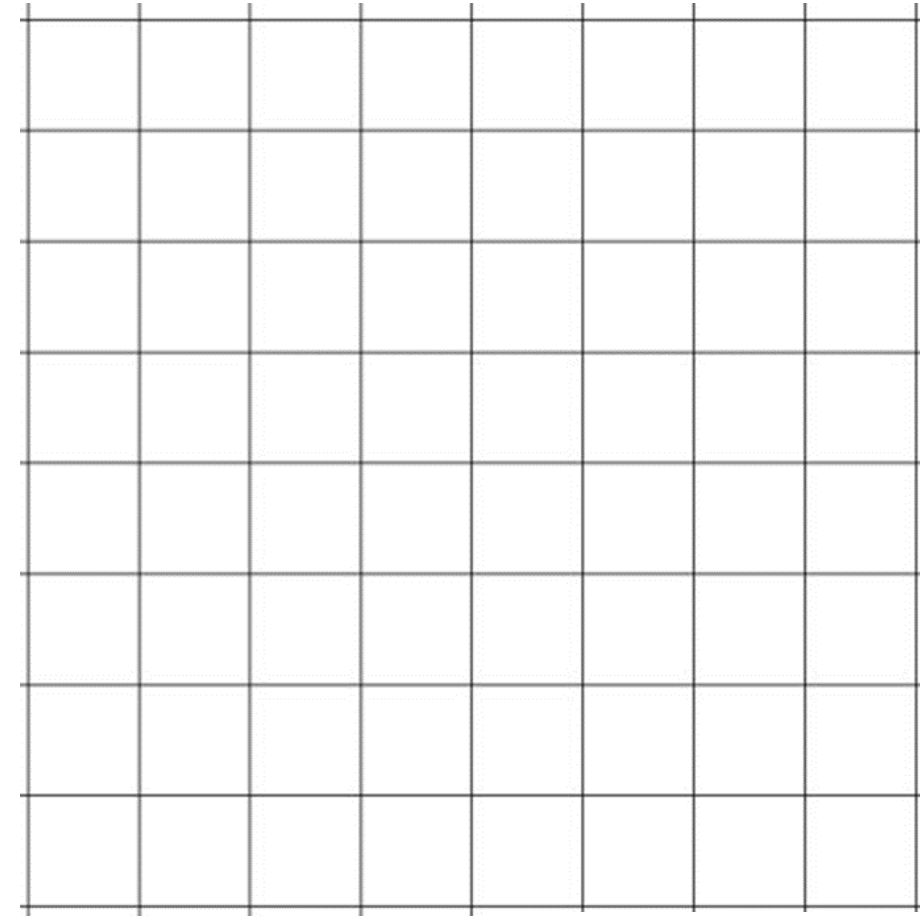
### NEED ADVICE?

### EXAMPLE STAND LAYOUT PLANS

## KEY

ELECTRICAL	REFERENCE
Socket	X
TV	TV
Mains Power Supply	M

STANDFITTING	REFERENCE
Logo's	L1 L2
Store Room	DRAW POSITION
Store Room Door	DOOR
Shelf Flat, Sloping & Hanging Rail	—
Counter	□



Scale: Each Square Represents 1m x 1m

### Scale of Charges For Repositioning Items Onsite:

(Payable in advance via the Moyne Service Desk)

Electrical Sockets : £27.00 + VAT per item reinstalled

\* Mains power supplies cannot be repositioned onsite

Return your plan together with this order form to

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

### GET IN TOUCH

+44 (0) 208 997 8596



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



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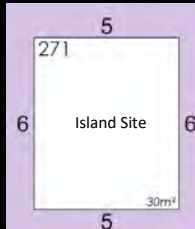
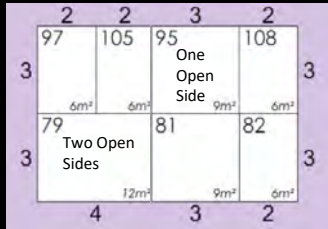
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ORDER & PAYMENT

# 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

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN CREATIVE DESIGN RULES  
STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

## 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

GET IN TOUCH



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info@moyne.co.uk



HOME

### COUNTERS

Cupboards & Desks  
Lockable With Graphic  
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### ELECTRICS

Electrics Unplugged  
Power Sockets

### FLOORCOVERING

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ORDER & PAYMENT

# CREATIVE DESIGN RULES

Think Big & Bold  
Simplicity Is The Key  
Less Is More



RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
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BUDGETING YOUR PARTICIPATION SUSTAINABILITY

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## DESIGN

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

It is important to 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.
- **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 Around Wall Corners Or Wall Edges.** Keep artwork contained within each wall of the stand. Always keep artwork 120mm from walls top, bottom and sides
- **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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ORDER & PAYMENT

# ORDER GUIDE



- To budget your participation, take a look at our Walk On Packages, priced by stand size and configuration and inclusive of stand services :  
**BRONZE PACKAGE**  
**SILVER PACKAGE**  
**GOLD PACKAGE**
- For design inspiration take a look at examples of dressed stands  
**GALLERY : ONE OPEN SIDE**  
**GALLERY : TWO OPEN SIDES**  
**GALLERY : THREE OPEN SIDES**
- 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.  
**PLANNING YOUR STAND SPACE**

1

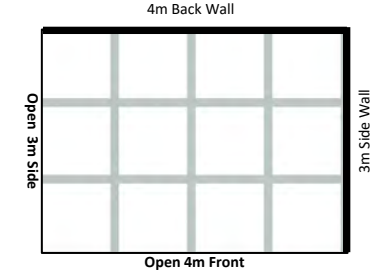
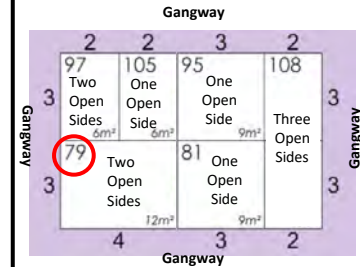
## WHAT STAND SIZE AND CONFIGURATION HAVE YOU BOOKED?

This information can be found on your Stand Contract. Example : *Total Meterage 9m2 Stand Dimensions 3m x 3m*  
Space Only stand areas are marked out on the exhibition. Exhibitors are required to provide floorcovering and walls.

2

## VISUALISE YOUR STAND BOOKING

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



### 1. 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)

### 2. VISUALISE YOUR STAND

Example : Stand 79 is 4m x 3m = 12m² with two open sides as visualised above.

### CHOOSE YOUR PACKAGE

Packages are priced by stand size & number of open sides. Go To: **PACKAGES OVERVIEW**

### 3. 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 positioned against stand walls.

Trailing cables, from the power socket across the stand floor to multiple locations, are not permitted.

To hide / cover cables of sockets to the front of the stand or in open spaces 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**

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## 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 & Media Presentation Devices**

Read **PLANNING YOUR STAND SPACE**

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

**SILVER PACKAGE plus:**

**LOCKABLE CUPBOARD WITH FRONT GRAPHIC**

**CORD CARPET COLOUR CHANGE**

**ACRYLIC LOGO** – raised off the stand walls, acrylic logos make a bold statement for a minimal cost and even better they are yours to take away for reuse!



EXAMPLE : 3m x 2m 2 Open Sides

Silver Package plus Acrylic Logo

**Question: We have product displays that require mounting to a stand wall is that possible?**

**Answer:** Stands can be customised to incorporate a reinforced panel for display purposes. We have also installed curtain tracks with pelmets and provided hooks for hanging. Simply tell us what you need to achieve and any thoughts you have on style of fixing.



RESOURCES : [EXAMPLE STAND LAYOUT PLAN](#) [PLANNING YOUR STAND](#)  
[CREATIVE DESIGN RULES](#) [STAND HOSPITALITY](#) [STAND PERSONNEL](#) [MARKETING & PR](#)  
[BUDGETING YOUR PARTICIPATION](#) [SUSTAINABILITY](#)

### GET IN TOUCH

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Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Power Sockets

FLOORCOVERING

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

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Lightbox Counters  
Lightbox Walls

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Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

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

STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



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

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
CREATIVE DESIGN RULES STAND HOSPITALITY STAND PERSONNEL MARKETING & PR  
BUDGETING YOUR PARTICIPATION SUSTAINABILITY

*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/>

GET IN TOUCH

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Cupboards & Desks  
Lockable With Graphic  
Reception Counters

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Electrics Unplugged  
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### FLOORCOVERING

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

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### STANDFITTINGS

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Vinyl Wall Logo



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

**RESOURCES :** [ORDER GUIDE](#) [EXAMPLE STAND LAYOUT PLAN](#) [PLANNING YOUR STAND](#)  
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## 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.

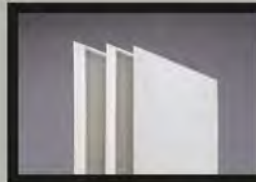


*Polyprop Pellets are recycled into items such as Flowerpots and bottles which means our products' are totally green.*



## 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.



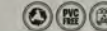
### Honeycomb Board

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



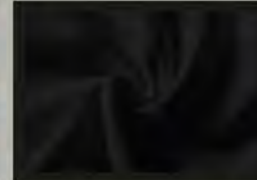
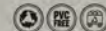
### Paper Based Foam Board

Lightweight rigid sheets 100% recycled for green energy.



### Eco Correx

Made from Recyclable Materials 100% recycled for green energy.



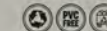
### Black Backed Fabric

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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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

# MAXIMISING ON MARKETING & PR OPPORTUNITIES



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

- Seth Godlin

RESOURCES : ORDER GUIDE EXAMPLE STAND LAYOUT PLAN PLANNING YOUR STAND  
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## 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 EXHIBITION 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

## GET IN TOUCH

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



HOME

COUNTERS

Cupboards & Desks  
Lockable With Graphic  
Reception Counters

ELECTRICS

Electrics Unplugged  
Power Sockets

FLOORCOVERING

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

FURNITURE

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

GALLERY

1 Open Side Stands  
2 Open Side Stands  
3 Open Side Stands  
2 Open Sides @ 3m  
3 Open Sides @ 3m  
4 Open Side Archway  
Lightbox Stands

GRAPHICS

Freestanding  
Hanging Banners

LIGHTBOX

Lightbox Counters  
Lightbox Walls

PACKAGES

Packages Overview  
Bronze Package  
Silver Package  
Gold Package  
Gold 3m Wall Package  
Lightbox Stand Package  
Furniture Packages

RAISED FLOORS

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

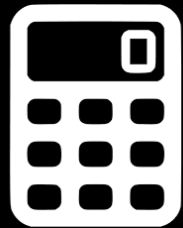
STANDFITTINGS

Counters (Gold Package)  
Raised Acrylic Logo  
Shelves  
Storerooms  
Vinyl Fascia Logo  
Vinyl Wall Logo



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

RESOURCES : [ORDER GUIDE](#) [EXAMPLE STAND LAYOUT PLAN](#) [PLANNING YOUR STAND](#) [CREATIVE DESIGN RULES](#) [STAND HOSPITALITY](#) [STAND PERSONNEL](#) [MARKETING & PR SUSTAINABILITY](#)

GET IN TOUCH

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## 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 Space Only
Sponsorship	Organiser				Carrier Bags
Insurance	Insurer				Public Liability & Cancellation Insurance
Accommodation					3 People 2 Nights. Book Early!
Transportation IN & OUT					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
Custom Package	Moyne				Silver Package
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 47" 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

# 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 including Custom Build Stands, 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.

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.

*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.*

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