

Invoice Details

Purchase Order No:

Invoice Company Name:

Invoice Contact name:

Invoice Address:

Post Code:

Tel No:

VAT Number:

Email Address for invoice:

Stand Details

Exhibiting Company Name:

Stand Number:

Please specify the position of each item using the grid overleaf:

	Early Bird	After 14/02/2025	Quantity	Total Cost
Wall Panel - 2.5m (h) x 1m (to match shell scheme)	£63.25	£75.90		
Door Section 2.5m (h) x 1m to match shell scheme	£82.50	£99.00		
18mm MDF Infill panel, to allow for wall mounting of TV's or products. Max weight 35kg	£94.90	£114.00		
Slat wall panel to replace standard wall panel (please contact us if you require hooks)	£80.50	£96.60		
Flat shelf - 1m long x 300mm deep	£33.20	£39.85		
Sloping shelf - 1m long x 300mm deep	£33.20	£39.85		
Hat & Coat hooks fixed to wall	£33.20	£39.85		
White muslin ceiling per sqm (stand Size: m x m)	£16.95	£20.35		
System counter with sliding doors 1m w x 0.5m d x 0.9m h	£130.30	£156.35		
FLOORCOVERING UPGRADES				
Shell Scheme carpet colour change with polythene (please contact us for digital swatch card)	£12.20	£14.65		
Premium Floorcovering - Vinyls, Woodplank vinyl, Velour with polythene	£23.70	£28.45		
SHELL SCHEME GRAPHICS Early bird fee will only apply if artwork is received by 14/02/2025				
Fascia overlays panels Per Metre	£56.90	£68.30		
Flush Fitting graphics to walling Per Metre	£231.85	£278.20		
Infill Graphic Print to Shell Scheme Walling Per Panel	£212.50	£255.00		
Infill Graphic Print to Shell Scheme Door	£212.50	£255.00		
Graphic Board 1m x 1m	£112.30	£134.75		



Fascia Overlay



Flush Fitting Graphic



Infill Graphic

SUB TOTAL

VAT 20%

TOTAL

Goods/Services will not be provided unless fully paid for in advance. If you wish to pay by Credit/Debit Card please call +44 (0) 1264 365 550 when you have received the invoice

Please note all orders are subject to availability, and stock is not reserved until full payment is made.

Cheques made payable to **Showlite Ltd.** BACS details will be available on your invoice, alternatively please contact us for details. By completing this order form, you are agreeing to our Terms and Conditions. For a copy please contact us on 01264 365550.

Any complaints or faults must be reported in writing before the close of the exhibition.

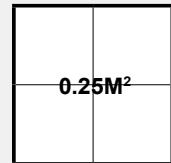
■ Please indicate on the below grid the position of any items ordered and any height measurements for shelves or rails

Stand Number above:

Stand Number Left:

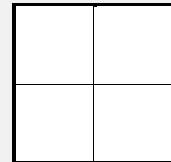
FRONT OF STAND

GRID OPTIONS

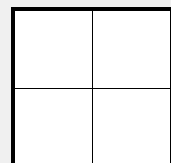


0.25M²

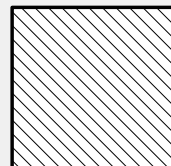
3X3 STAND



6X6 STAND



12X12 STAND

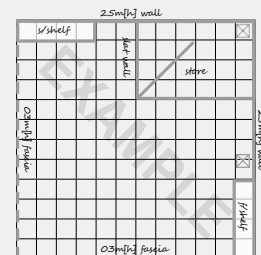


PLEASE HATCH
UNUSED SPACE

STAND NUMBER

COMPANY NAME

ADDITIONAL NOTES



Please send your completed form to RRichards@showlite.co.uk

* Unless supplied with this drawing the installation will be fitted at the stand builder's discretion.
Any complaints or faults regarding the install must be reported in writing before the close of the exhibition

ARTWORK SUBMISSION GUIDELINES

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production. If you are sending finished print ready files, please pass this information along to your designer or art department.

PRINT READY PDF RECOMMENDED

High-res **PDF/X** (preferred) Ai with PDF content (choose this option when saving file) EPS files with **embedded** links and **outlined** fonts

NATIVE FILES BACKUP

Ai file with Embedded supporting links and fonts
EPS file with embedded links and outlined fonts
iD file with Packaged supporting links and fonts

RASTER OR BITMAP ART

Photoshop **EPS** (8-bit, Max. Quality JPG compression)
PSD (font layers rasterized) TIFF, JPG (quality 8 and higher) Please think about quality settings before supplying large file sizes that may not be needed (1GB+)

ACCEPTED SOFTWARE

Adobe Creative Cloud software (PC or Mac).

Please always provide:

Native files with fonts and links (compressed)
 High-res PDF/X exports of the files. If you are using Illustrator OR InDesign use the **'Package'** feature. For all other versions of Adobe Ai (CS6, CS5... etc) please embed linked images and convert fonts to outlines. InDesign files should always be Packaged.



RESOLUTIONS

Art Submitted at **1:1** (100%) > **72dpi** (100dpi preferred)
 Art Submitted at **2:1** (50%) > **200dpi** (300dpi preferred)
 Art Submitted at **4:1** (25%) > **400dpi** (600dpi preferred)

VECTOR ART

Logos should be vector and have outlined fonts (if containing bitmaps, please use high-res images)

FONTS & LINKS IF REQUIRED

Supply all **fonts** used in your design (compress Mac fonts) If unsure how to collect fonts, convert them to outlines. Supply all **links** used in your document. Use the **'packaging'** feature if available. If unsure how to collect links, embed them in the file when saving OR supply content with the native file.

COLOUR

Supply ALL artwork **4 Colour CMYK**, Convert any RGB or SPOT content to CMYK prior to sending. If PMS colour matching is required, please use original Pantone + Solid Coated swatches in your artwork.

Modifying Pantone names will result in printing default colour (CMYK). CMYK artwork will be produced "As Is" Our colour output is balanced and vibrant.

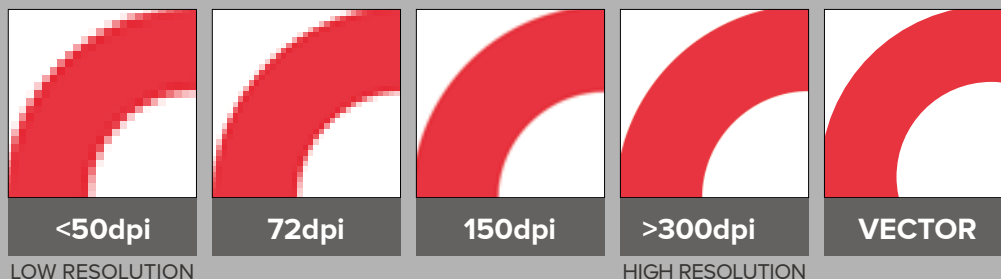
BLEED IMPORTANT

3mm bleed MUST be supplied on **board** products
20mm bleed MUST be supplied on **Kador** fabrics
100mm bleed MUST be supplied on **Banner** wraps



Errors can arise when using files created by packages such as **Microsoft Word, Excel** and **PowerPoint**. Accordingly, the supply of formats such as gif, bmp and low resolution jpg is not advised. **Any file manipulation or studio time will incur a charge of £60.00 per hour.**

RESOLUTION EXPLAINED



VECTORS

Files such as **EPS, AI** and **PDF** are excellent for creating graphics that frequently require resizing.

Your company logo and brand graphics should be supplied to us in Vector format where possible.