

DESIGNER ROW SPECIFICATION

The stand will be ready for you to set up on Monday 5 February at 1200hrs.

Please contact the [organisers](#) for exact dimensions and specifics of your stand.

Each stand will be built and equipped as follows:

- Walling
- Dark grey carpet
- Nameboard (to attach to the wall)
- 1 x Long arm spotlight
- 1 x Stool
- 1 x Lockable Counter

WALLS

NEW FOR 2024: we have upgraded the Traditional walling stands to a system of metal framework and mdf plywood panels. Please [click here](#) for guidance when planning your stand.

Overall, each panel measures 1m wide x 3m high and 63 - 65mm thick. Please see below the 'safe area' where items can be attached without damaging the framework. Panels are constructed from MDF plywood on an aluminium frame and painted white. Please note the top and ends caps of the stand are white and not paintable. Please see diagram below for the area of the aluminium frame which you cannot attach to.

The internal wall dimensions must be taken into consideration if you are printing graphics that span the length of the wall. For specific measurements of your stand, or if you have any other questions about your artwork dimensions, please contact the [BDC directly](#) and they will be able to help you.

For more information or a contact for supplying graphics please contact ops.sds@montgomerygroup.com.

ACCEPTABLE FIXING METHODS:

Pins, nails, screws and mirror plates may be used to hang exhibits. However, they can only be used in the Safe Area as indicated on the drawing below and as long any holes are not greater than 10mm. Should exhibitors plan to hang anything heavy (over 5kg per panel), please [contact the BDC](#) for advice. Any holes over 10mm will be confirmed as a dilapidation charge as above. Blue tack or low adhesive tape cannot be used. If you wish to use Velcro, please ensure masking tape is applied to the panel first or don't remove the Velcro backing and staple the Velcro to the panels. **Cavity fixings or rawl plugs may NOT be used to attach exhibits or graphics.**

DILAPIDATION CHARGES:

If you wish to paint the panels yourself, there is a dilapidation charge of £24.95 per panel and only water-based paints may be used. You can arrange for the painting of panels through the BDC at £58.65 per panel (single sided).

If you are wallpapering your panels you will need to order MFD cladding to eliminate damage to the panel. This will cost £101.14 per panel. If MDF cladding is not ordered this would damage the panel beyond repair and the BDC will charge the exhibitor £120 per panel.

If any damage occurs to the framework the Business Design Centre will charge the stand holder £120 per panel, if there is any damage to the MDF ply infills it is £53 per panel.

FASCIA/ NAMEBOARD

No fascia is provided with Designer Row stands. You will be given a nameboard which can be attached to the wall with pins or staples. If you want to use velcro, the Organisers recommend applying masking tape to the panel first and then adding the velcro to secure the nameboard.

The name is taken from the contract, should you wish to check or change please let [the organisers](#) know immediately. **Any changes made after Monday 8th January will incur a charge of £50.00.**

FLOORCOVERING

The Business Design Centre is a permanently carpeted venue with dark grey carpet.

If Exhibitors wish to provide their own flooring, they must first lay floor flats or a platform. This must also be finished with metal/plastic edging trim. Carpet or vinyl must not be laid directly on top of carpet. NB: Exhibitors are required to make arrangements to remove their stand carpet from the venue, otherwise they will receive a wastage charge.

LIGHTING & ELECTRICS

Designer Row package includes:

- **1 x Long Arm Spotlight**

To order extra electrics please use the [BDC Online Ordering System](#) (available from Sept 2023). Remember to send the BDC a grid/layout to specify location of your electrics otherwise they will be placed at BDC's discretion. Should you wish to move the location onsite, there will be a fee.

FOR ADDITIONAL INFORMATION, CONTACT:

Organiser - Montgomery Group	Shell & Electrical Contractor - BDC
N: Bethany Duffield – Operations Executive T: +44 (0) 207 886 3023 E: ops.sds@montgomerygroup.com	N: Olivia Soldano – Venue Services Coordinator T: +44 (0) 208 288 6487 E: olivias@bdc.london

FURNITURE SPECIFICATIONS



Counter Specification

Height: 100cm
Width: 100cm
Length: 50cm

Graphic Size: H100cm x W100cm



Stool Specification

Height: 90cm
Diameter: 48cm

EXAMPLE DESIGNER ROW VISUAL and SAFE AREA FOR ATTACHING ITEMS TO THE WALL

This drawing is a visual representation of a generic stand with 1 open side. Your stand size may differ. Please refer to your contract for the size of your stand and number of open sides

