

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

Each panel measures **3m high x 1m wide** and **50mm** thick. It is constructed from plywood on a timber frame and painted white.

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:

Only pins, nails, screws and mirror plates may be used to hang exhibits but should exhibitors plan to hang anything heavy (**over 5kg per panel**), please contact the BDC for advice. Double-sided sticky tape, Velcro, cavity fixings or raw plugs may NOT be used to attach exhibits or graphics on Traditional panels. For more information on acceptable fixtures, please contact the BDC.

If any damage occurs to panels the Business Design Centre will charge the stand holder the full panel price.

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

PANEL INFORMATION

Please see below a diagram of the batten system behind each panel.

