

# TRADITIONAL SHELL SPECIFICATION

## Gallery Bays

Please note the Traditional Shell package includes walling and carpet only, **no electrics or furniture is included** so must be ordered additionally, please find the contact details and order forms in the Exhibitor Zone.

The Traditional Shell stands will be ready for interior decoration on Monday 3<sup>rd</sup> February at 1000hrs.

### IMPORTANT NOTICE TO ALL TRAD SHELL STANDS LOCATED ON THE GALLERY LEVEL

The Gallery Level is affected by the venue's ironwork. To eliminate the iron work for full-walling, your side walls will be brought in by **50cm**. Specifications can be found below.

Please note, you will automatically get full-walling unless you request for cut outs to accommodate the venue ironwork from the [organisers](#). [Click here](#) to see the Shell Specifications of Traditional Shell Stands including cut outs.

### WALLS

Each panel measures 2.74m high x 1m wide and 50mm thick. It is constructed from plywood on a timber frame and painted white.

**N.B. The walling height has changed since 2024, it is now 2.74m high.**

The internal wall dimensions must be taken into consideration if you are printing graphics that span the length of the wall or building within your stand space. For specific measurements of your stand, please contact [ops.sds@montgomerygroup.com](mailto:ops.sds@montgomerygroup.com).

If you wish to paint the panels yourself, there is a dilapidation charge per panel and only water-based paints may be used. However, if you arrange for the painting of panels through the BDC then this charge is incorporated into the cost.

### 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 as soon as possible for advice as the walling will need to reinforce**. Double-sided sticky tape, Velcro, cavity fixings or rawl plugs may **NOT** be used to attach exhibits or graphics on Traditional panels. For more information on acceptable fixtures, please contact the BDC.

Please note, there will be batten bracing on the panels for stability only - please do not attach to this.

If you are wallpapering your panels you will need to order MFD cladding to eliminate damage to the panel.

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

### FASCIA/ NAMEBOARD

**No fascia is provided with Traditional Shell 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 this please let the [organisers](#) know immediately. **Any changes made after Friday 3<sup>rd</sup> January may incur a charge of £75.00 to reprint the nameboard.**

### 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. Exhibitors are required to make arrangements to remove their stand carpet from the venue, otherwise they will receive a wastage charge.

### ELECTRICS & LIGHTING

**There is no lighting or electrics supplied with Traditional walling stands. Organisers recommend that you order lighting for your stand due to the evening open hours.** To order electrics or additional lighting please use the Business Design Centre's

[Online Shop](#) or contact them directly. 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.

**EXTRAS**

For a complete range of shell scheme components available for Traditional shell stands and to order, please go the Business Design Centre's [Online Shop](#) or contact them directly.

**FOR ADDITIONAL INFORMATION, CONTACT:**

<b>Organiser - Montgomery Group</b>	<b>Shell &amp; Electrical Contractor - BDC</b>
<b>Ophelia Fortescue</b> T: +44 (0)207 886 3003 E: <a href="mailto:ops.sds@montgomerygroup.com">ops.sds@montgomerygroup.com</a>	<b>Lucy Ridley</b> T: +44 (0)208 288 6487 E: <a href="mailto:lucyr@bdc.london">lucyr@bdc.london</a>

**EXAMPLE SHELL SCHEME VISUAL AND SAFE AREA FOR ATTACHING ITEMS TO THE WALL**

*\*THESE ARE EXAMPLE VISUALS, YOUR STAND SIZE MAY DIFFER. PLEASE REFER TO YOUR CONTRACT FOR THE EXACT WIDTH AND DEPTH OF YOUR STAND AND OPEN SIDES\**

