

TRADITIONAL SHELL SPECIFICATION

*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 2nd February at 1000hrs.

IMPORTANT NOTICE TO ALL TRAD SHELL STANDS

If you have booked a Traditional Shell stand which has a wall longer than 3m across then you will need support panels, the Organisers will send you a diagram to illustrate.

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.

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.

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 2nd 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:

Organiser - Montgomery Group	Shell & Electrical Contractor - BDC
Tia Thornhill T: +44 (0)207 886 3021 E: ops.sds@montgomerygroup.com	Amelia T: +44 (0)208 288 6487 E: ameliab@bdc.london

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

The drawing is a visual representation of a generic 3m x 3m stand, open on two sides with added spotlights which are not included as standard. Your stand size may differ. Please refer to your contract for the size of your stand and number of open sides



This is a diagram showing the dimensions of a 1m wide x 2.74m high wall panel including the location of the wooden batten frame which is where you can put pins, nails etc.

