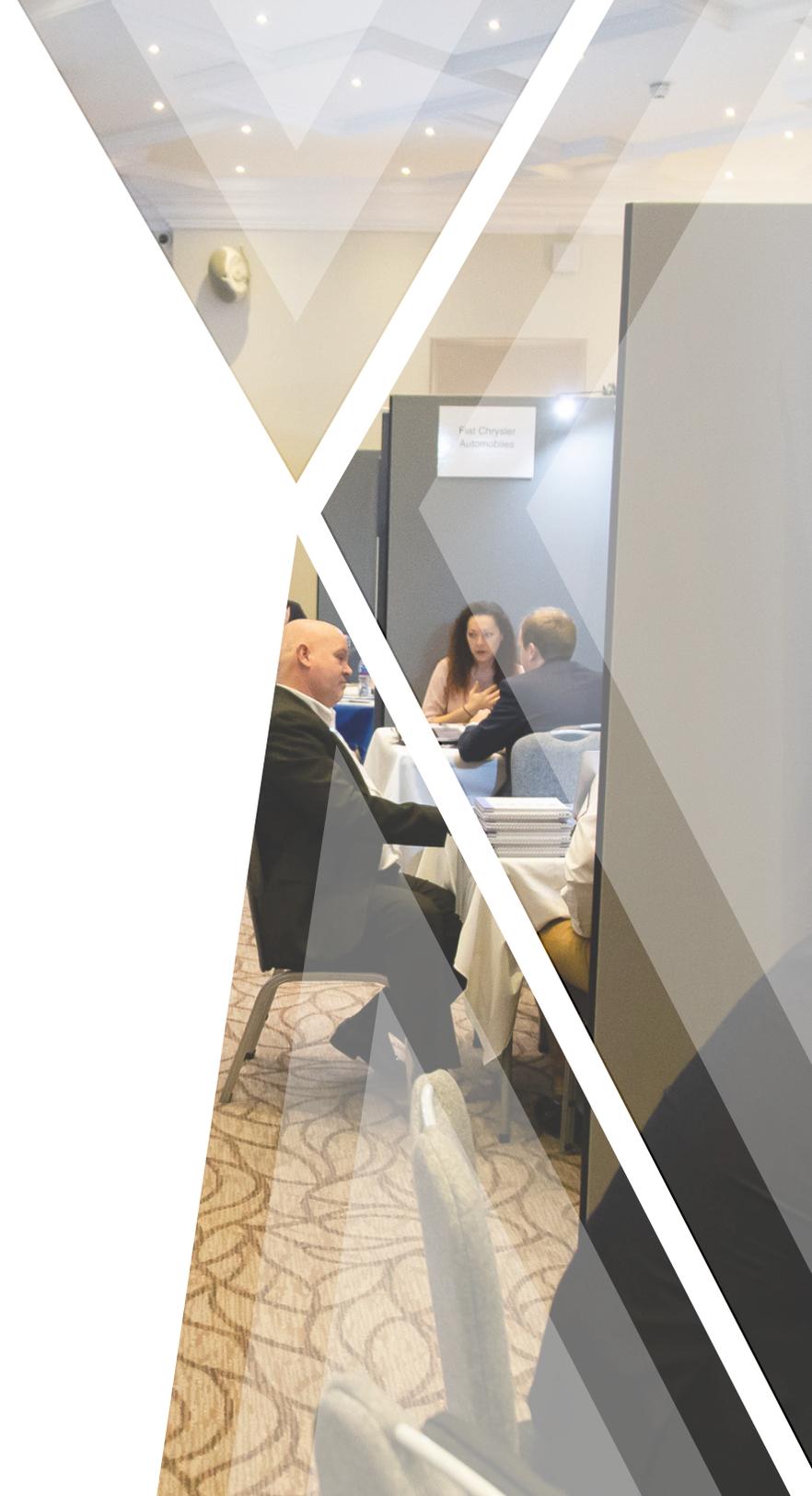


STAND SET UP & GUIDELINES



**FORUM EVENTS
& MEDIA GROUP**
SYNCHRONISING BUSINESS™



HEADLINE STAND

At the event, we will supply you with a meeting stand consisting of **7 grey material panels**. Four back panels and two side panels. Your stand will include a company name board, light, power, furniture and Wi-Fi access.

STAND SIZE

Each grey panel measures: 2134mm high. (You can affix marketing material to this area) and 1000mm wide.

BRANDING YOUR STAND

You can only affix posters or preferred marketing material to the stand panels with Velcro (male - not supplied).

NB. Please be aware not to print heavy marketing material, as the Velcro may not be able to hold the weight of the material used.

If you prefer not to affix marketing to the stand boards, you can bring your own marketing roller banners instead.

You are able to fit a maximum of 6, (1 meter wide) roller banners within your stand area. These are only to be placed free standing directly in front of each stand panel provided.

COMPANY NAME BOARD

The name of your company will be displayed at the top of the middle panel on an A3 white form board.

The company name will be displayed on the board in black ink font 'Arial'. If you would like to supply your own name board, you may do so.

FURNITURE

You will be supplied with **three tables** within your stand measuring 870mm square & 750mm high with a white table cloth, along with 3 chairs per table.

ELECTRICS

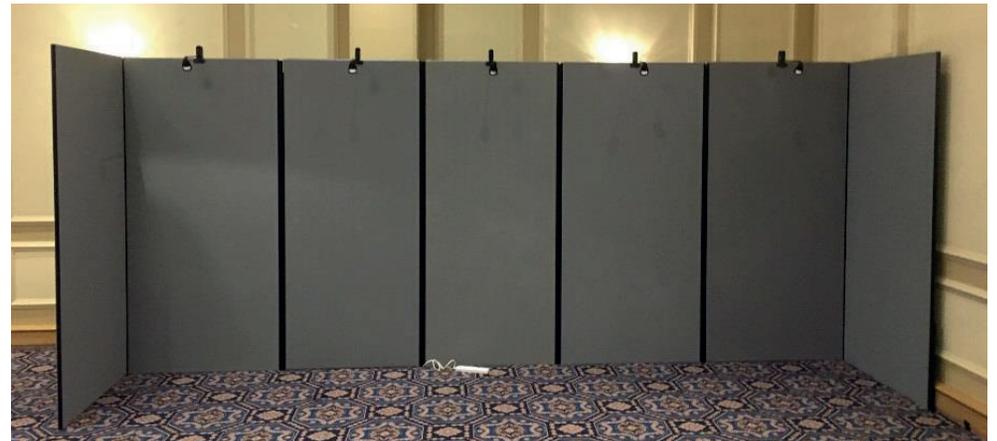
You will be supplied with one 13 amp socket; recommend for charging laptops, mobile phones etc. If you need power for equipment requiring more than the 13 amp provided, please contact our operations manager.

WI-FI ACCESS

During registration you will be supplied with the hotels WIFI code. We cannot guarantee the strength of the connection, nor can we take any responsibility for its reliability.

ACCESS TIME

You can gain entry to decorate your stand from 07:30am on the day of the event.



GOLD STAND

At the event, we will supply you with a meeting stand consisting of **4 grey material panels**. Two back panels and two side panels. You will then be given an additional break out table separate from your stand to host your second meeting. Your stand will include a company name board, light, power, furniture and Wi-Fi access.

STAND SIZE

Each grey panel measures: 2134mm high. (You can affix marketing material to this area) and 1000mm wide.

BRANDING YOUR STAND

You can only affix posters or preferred marketing material to the stand panels with Velcro (male - not supplied).

NB. Please be aware not to print heavy marketing material, as the Velcro may not be able to hold the weight of the material used.

If you prefer not to affix marketing to the stand boards, you can bring your own marketing roller banners instead.

You are able to fit a maximum of 4, (1 meter wide) roller banners within your stand area. These are only to be placed free standing directly in front of each stand panel provided.

COMPANY NAME BOARD

The name of your company will be displayed at the top of the middle panel on an A3 white form board.

The company name will be displayed on the board in black ink font 'Arial'. If you would like to supply your own name board, you may do so.

FURNITURE

You will be supplied with **one table** within your stand measuring 870mm square & 750mm high with a white table cloth, along with 3 chairs per table. You will then be provided with the same size table for your breakout table to host your second meeting.

ELECTRICS

You will be supplied with one 13 amp socket; recommend for charging laptops, mobile phones etc. If you need power for equipment requiring more than the 13 amp provided, please contact our operations manager.

WI-FI ACCESS

During registration you will be supplied with the hotels WIFI code. We cannot guarantee the strength of the connection, nor can we take any responsibility for its reliability.

ACCESS TIME

You can gain entry to decorate your stand from 07:30am on the day of the event.



SILVER STAND

At the event, we will supply you with a meeting stand consisting of **4 grey material panels**. Two back panels and two side panels. Your stand will include a company name board, light, power, furniture and Wi-Fi access.

STAND SIZE

Each grey panel measures: 2134mm high. (You can affix marketing material to this area) and 1000mm wide.

BRANDING YOUR STAND

You can only affix posters or preferred marketing material to the stand panels with Velcro (male – not supplied).

NB. Please be aware not to print heavy marketing material, as the Velcro may not be able to hold the weight of the material used.

If you prefer not to affix marketing to the stand boards, you can bring your own marketing roller banners instead.

You are able to fit a maximum of 4, (1 meter wide) roller banners within your stand area. These are only to be placed free standing directly in front of each stand panel provided.

COMPANY NAME BOARD

The name of your company will be displayed at the top of the middle panel on an A3 white form board.

The company name will be displayed on the board in black ink font 'Arial'. If you would like to supply your own name board, you may do so.

FURNITURE

You will be supplied with **one table** within your stand measuring 870mm square & 750mm high with a white table cloth, along with 3 chairs per table.

ELECTRICS

You will be supplied with one 13 amp socket; recommend for charging laptops, mobile phones etc. If you need power for equipment requiring more than the 13 amp provided, please contact our operations manager.

WI-FI ACCESS

During registration you will be supplied with the hotels WIFI code. We cannot guarantee the strength of the connection, nor can we take any responsibility for its reliability.

ACCESS TIME

You can gain entry to decorate your stand from 07:30am on the day of the event.

