Shell Scheme in the Career Fair

Your stand size will be detailed on your contract. On this type of stand you will be provided with –

Shell scheme stand with a company sign, carpet, power and lighting.

You receive a furniture package from EGX of 2 high chairs/ stools and a high table per single booth (so a double booth will receive 2 high tables and 4 chairs/stools).

Artwork
This is <u>not included</u> unless you have added this on to your booking.

For exhibitors added artwork to their booking, **the submission deadline 15ᵗʰ September 2023.**

There are 2 ways to send your artwork:
Email – mark@pertonsigns.co.uk
If you are sending your file via email please archive the file with a popular compression program such as Winzip ot Stuffit – please include in the email subject line 'EGX', your booth number and company name.

Web - upload your artwork here
Please make sure your firewall is set to accept 'active connection back to network' Any issues, refresh the page. Ensure your company name is included in the file name.
So that we can manage the uploaded artwork, please send a supporting email with 'EGX' in subject line providing company name, booth number and artwork file name to mark@pertonsigns.co.uk

Please find the Artwork Specifications towards the end of this document.

When uploading your artwork, please refresh the page until you see the options appear. When the page is up, please click the 'Upload' tab and then submit your artwork file as indicated.

The dimensions are 2340mm high x 950mm wide per shell scheme panel.

Electrics & Lighting
Your stand will include electrics and lighting. You will get 1 X 500W socket (2amps) per stand and 1 x spotlight per 3 square meters.

Internet is not included.

What do I need to organise?

- Any additional furniture/accessories/equipment that we haven't listed that we supply
- Artwork for your stand if you haven't ordered it through us (e.g., foamex boards to attach to the shell scheme or free standing pull up banners)
- Any additional promo materials you would like, decorations for the table etc. and freebies/giveaways (stickers, badges, posters etc.)

Should you wish to have your electrics in a specific place on your stand or order more electrics please inform our supplier in writing prior to the show, in order to avoid extra charges, for which you will be responsible!

If you have any problems on site with electrics, internet, hardware, or anything else, please come to the Organisers' Office, which will be clearly signed, and we'll be happy to help.

Do's:

- Be at the venue between 0800-2000 on Wednesday 11th October to collect passes and dress your stand
- Ensure that you request and redeem your passes ahead of the show as per the guidelines in this manual
- Introduce yourself to your neighbours and make people aware of who you are
- Be aware of your surroundings and make sure you are not encroaching on another exhibitor's stand - let's keep the community vibes strong and work together to make the show a success for everyone!
- Please come to the Organiser's Office with any queries and we will be happy to help!
- Please take a moment to read our code of conduct in the manual which applies to everyone in the venue

Don'ts:

- Do not start breaking down your stand until we have made an official announcement that the venue is clear and safe for breakdown
- Please note that the sale or display of counterfeit or unlicensed goods at EGX is strictly prohibited. Anyone found doing so will be removed without refund

COVID-19 Guidance

- Keep your stand designs open to allow good ventilations and space for people to move freely.
- Provide hand sanitiser and / or hand wash facilities within your stand design for your staff and visitors
- Ensure you have enhanced cleaning of all high touch points within your stand e.g., handles, shared equipment etc.
- Review your promotional material and consider more sustainable, non-contact methods to distribute information such as digitally
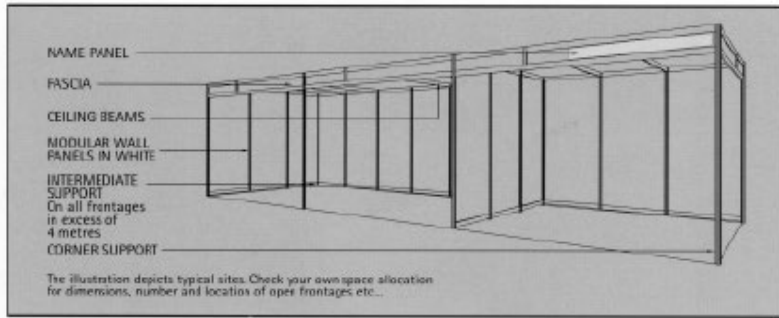- If demonstrating games or equipment you must have safety measures in place to reduce the transmission risks.

![solutions2 Exhibitions & Events logo]

Do's & Don'ts

Please observe the do's & don'ts to avoid damage to this system.

Don't use the following

fixings they are strictly forbidden on this system:-

- **Nails**
- **Screws**
- **Pins**
- **Staples**
- **Paint.**
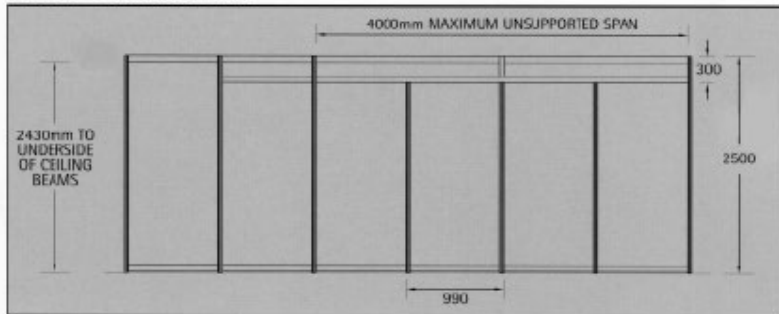
Do use:-

- **Double sided tabs**
- **Velcro Hooks & Loop**
- **Panel Brackets**
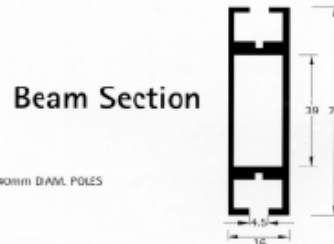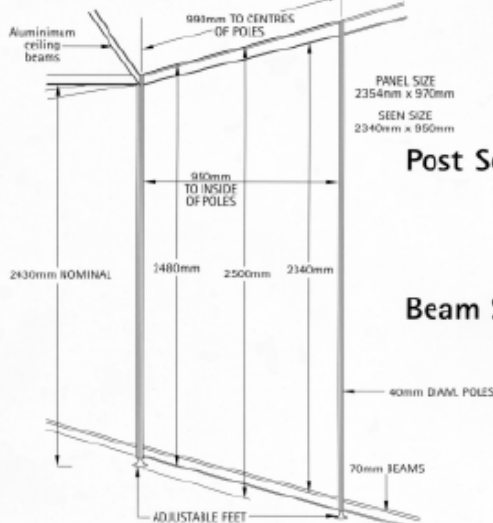- **Hanging Chains for heavy exhibits**

If you have any questions or queries regarding your shell scheme stand then please do not hesitate to contact us, we will be happy to help

Solutions2 (UK) Ltd
Unit 31
Minworth Industrial Park
Forge Lane
Birmingham B76 1AH

T: 0121 351 1100
F: 0121 351 1166
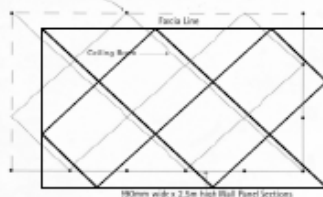
hello@solutions2uk.co.uk

Basic Shell Scheme

NAME PANEL
FASCIA
CEILING BEAMS
MODULAR WALL PANELS IN WHITE
INTERMEDIATE SUPPORT
On all frontages in excess of 4 metres
CORNER SUPPORT

The illustration depicts typical sites. Check your own space allocation for dimensions, number and location of open frontages etc...

Shell Dimensions

4000mm MAXIMUM UNSUPPORTED SPAN

300

2500

2430mm TO UNDERSIDE OF CEILING BEAMS

990

Panel Dimensions

Aluminium ceiling beams

993mm TO CENTRES OF POLES

PANEL SIZE
2354mm x 970mm

SEEN SIZE
2340mm x 950mm

910mm TO INSIDE OF POLES

2430mm NOMINAL

1480mm   2500mm   2340mm

40mm DIAM. POLES

70mm BEAMS

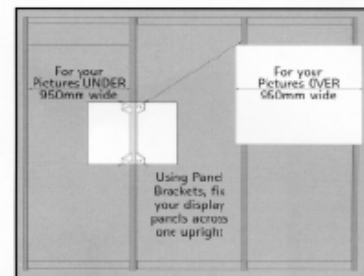ADJUSTABLE FEET

Post Section

Beam Section

Ceiling Grid Layout

Ceiling beams start 2 metres out from the corner post (or left hand post if open on one side) and run every 2 metres, diagonally.

A post is added for stability on stands over 4 metres in length

Facia Line

Ceiling Beam

990mm wide x 2.5m high Wall Panel Sections

Posters & Panels

For your Pictures UNDER 950mm wide

For your Pictures OVER 950mm wide

Using Panel Brackets, fix your display panels across one upright

Applications	Preferred File Format
Adobe Acrobat	PDF*

*PDF - These are print files only and can not be altered to fit different sizes, artwork must be setup at the correct proportion and at Print Ready Quality. Make sure images are saved at High Resolution (300dpi).

Applications	Other File Format
Adobe Illustrator CC	ai, eps
Adobe Photoshop CC	psd, tiff, eps, jpeg**
Adobe InDesign CC	indd

When supplying artwork to us setup in '**InDesign**' please ensure all fonts and images are collected and included in the file. Artwork setup in '**Adobe Illustrator**' ensure all fonts are vectored/outlined, also include with all files a low res PDF of the final artwork, this way there will be a quicker and faster turnaround of the end result.

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created at High Resolution (300dpi)** or vector eps to print at the best possible quality.

IMAGE RESOLUTION (dpi)

To get the best results before going to print, images should be set up to the following spec:

• 1/4 size @ 250-300dpi   • 1/2 size @ 150-200dpi   • Full Size @ 52-72dpi

COLOUR SETUP

Where solid colours are used, for example corporate logos or text please supply relevant Pantone colour references for colour matching.

Digital Photo/Flattened Images should be converted to CMYK. All Blacks should be setup as C60/M40/Y40/K100

Always supply a hard copy to ensure the end product is as you require it.

SENDING ARTWORK

• Email: mark@pertonsigns.co.uk
  If you are sending your file via email please archive the file with a popular compression program such as Winzip or Stuffit
  **So that we can manage the uploaded artwork, please include in the email subject line 'EGX',
  the booth number and company name.**

  ### OR

• Web: http://pertonsigns.ftpstream.com (no username or password)
  Please make sure your firewall is set to accept "active connection back to network" Any issues, refresh the page.
  Ensure company name is included in file name.
  **So that we can manage the uploaded artwork, please send a supporting email with 'EGX' in subject line
  providing company name, booth number and artwork file name to mark@pertonsigns.co.uk**