



Retail/Tabletop Shell Scheme

On this type of stand you will be provided with ---

Shell scheme stand with a company sign and carpet.

Electrics and lighting are available as additional options. These options include you will get 1 X 500W socket (2amps) per stand and 1 x spotlight per 3 square metres.

Artwork

This is not included 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 or 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.

Furniture

You receive an optional furniture package from EGX. This is per 9m² of space booked.

- **a trestle table and 2 chairs**

This will have been added to your order when you booked if you wanted it.

Wi-fi

Public wi-fi is available from the venue, but the only way to guarantee a stable connection is by booking through the venue.

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.

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**

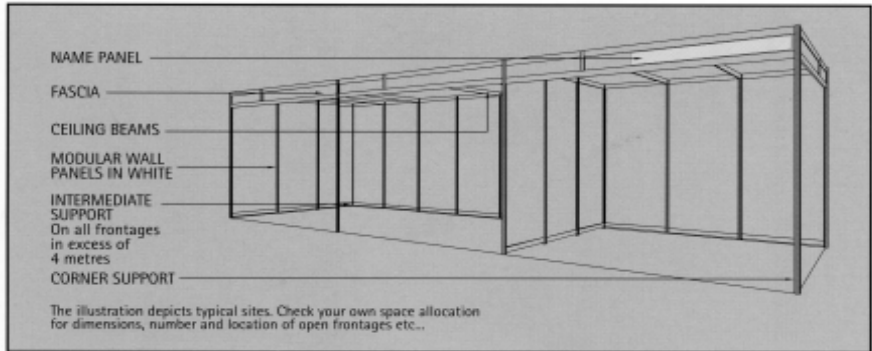
If you have any questions or queries regarding your shell scheme stand then please do not hesitate to contact us, we will be happy to help

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

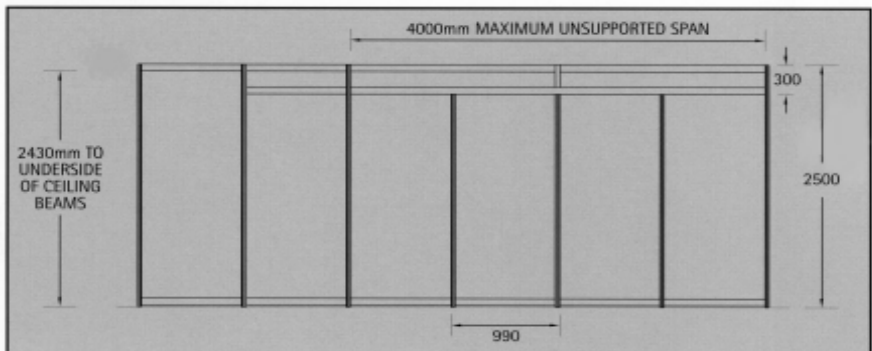
T: 0121 351 1100
F: 0121 351 1166

hello@solutions2uk.co.uk

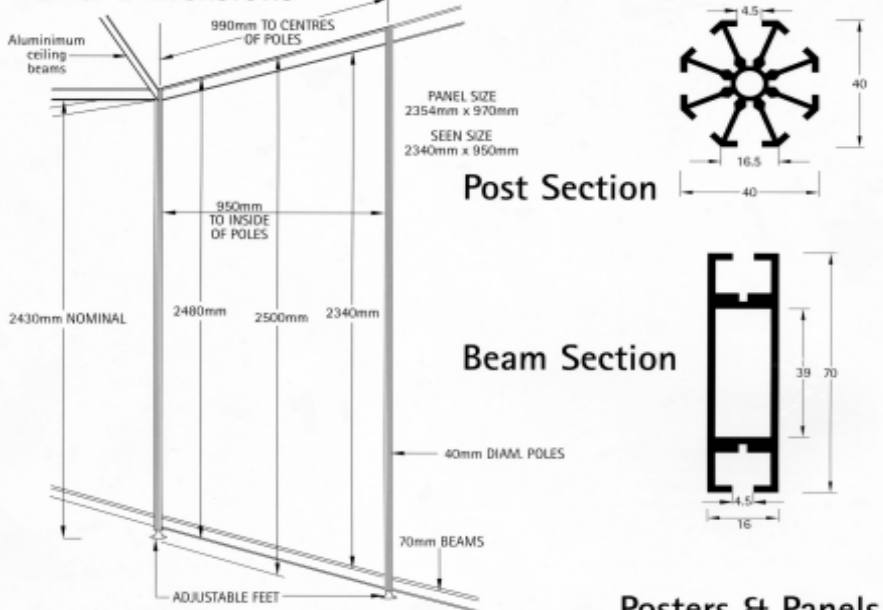
Basic Shell Scheme



Shell Dimensions

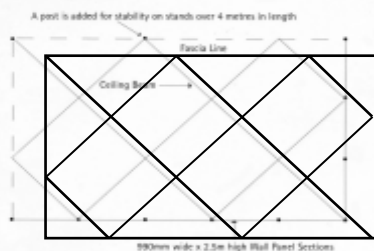


Panel Dimensions

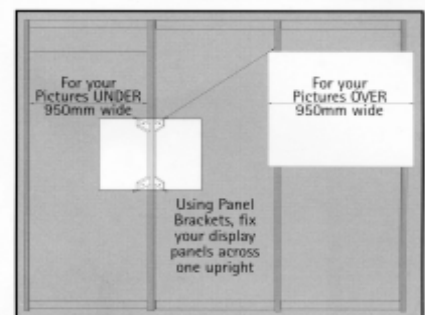


Ceiling Grid Layout

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.



Posters & Panels



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