



STANCO
EXHIBITIONS

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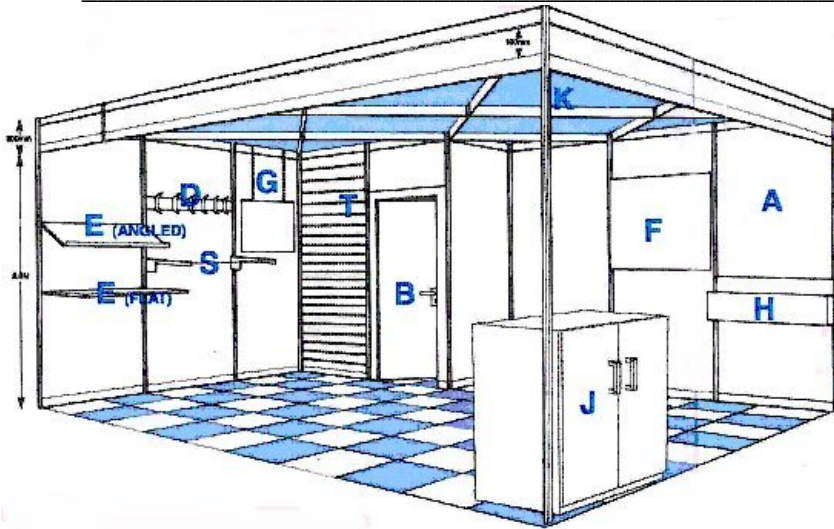
OCTANORM SHELL SCHEME SPECIFICATION AND FACT SHEET

STANCO EXHIBITIONS
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SHELL SCHEME STAND EXTRAS AVAILABLE



Overall Depth of Fascia = 300 mm

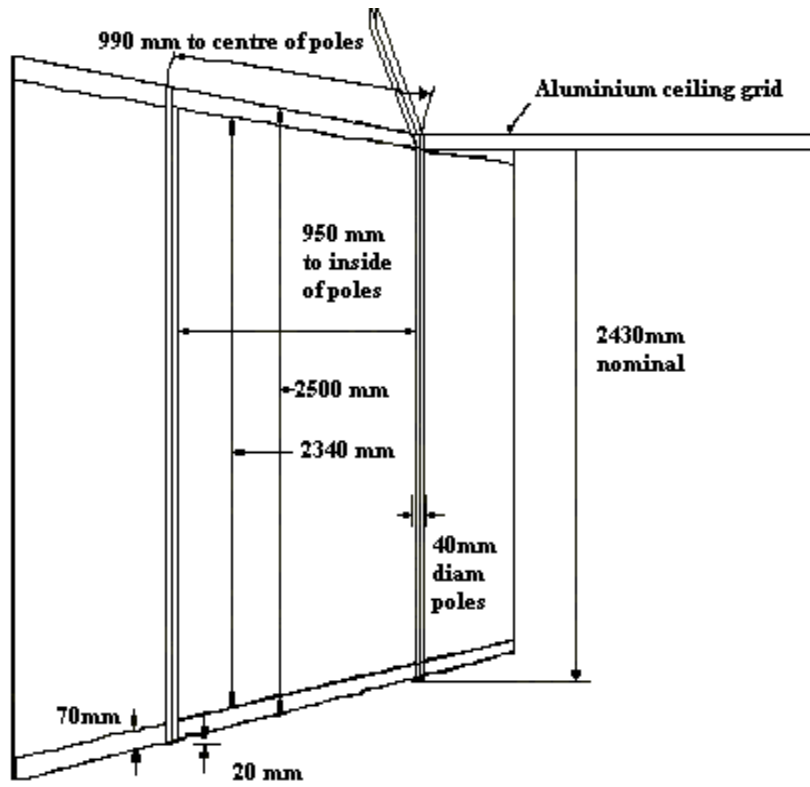
Depth of Fascia between beams = 160 mm

Height from floor to bottom of fascia = 2.2 mtrs

The standard shell scheme panel and metalwork colours will be selected by the show organisers but will normally be white PVC or grey Hessian panels (Velcro compatible) in an Octanorm Grid with a fascia on which your company's name is displayed. Full details will be in the Exhibition Manual. Stand extras are available at additional cost, all items being on hire unless otherwise stated:-

- | | |
|-------------------------------------|--|
| A - WALL PANELS | Wall panels are available to form additional partitioning and enclosures and match the shell scheme. Panel size 2.5m high x 1m wide (Nominal) |
| B - LOCKABLE DOOR | Lockable doors, complete with keys available for access to enclosed areas. When ordering, please indicate clearly exact position of door. Keys to be returned on close of show. |
| C - CURTAINED ENTRANCE | 2m high x 0.95m wide curtained entrance way to enclosed areas. Colours available red, blue, or grey. Please specify colour when ordering. |
| D - HAT & COAT RACK | Six Hat and Coat hooks on a rail which connects to two aluminium wall uprights. (Spans panel) |
| E - SHELF | White melamine shelf 0.99m wide x 0.3m deep. Positioned so as to span panel widths. Shelves can be supplied as flat or angled and should be indicated on the order form by ticking the box. When ordering please indicate clearly the exact positions and heights. Maximum load per shelf - 10kg for flat and 7kg for angled. |
| F - DISPLAY PANEL | 0.99m x 0.99m display panel covered blue, black, red, green or grey loop nylon. |
| G - CHAIN HANGING PACKS | Chain hanging packs enable exhibitors to fix their own display panels on chains from top of walls (30kg max). Each pack contains two 1m lengths of chain, two screw eyes and two Octanorm clips. (collect on site). For larger items please contact Stanco with size and weights to enable Stanco to advise fixing instructions. |
| H - LITERATURE DISPENSER | 1m long (nominal white coated literature dispenser with clear perspex front divided into four A4 sized sections. |
| J - DISPLAY COUNTER | Display counter 1.03m long x 0.535 wide x 0.915m high with white top, front and sides. Sliding lockable doors at rear with internal shelf. |
| K - MUSLIN CEILING | White flameproof muslin ceiling stretched over stand area above ceiling grid. |
| L - NIGHT SHEET | Lockable Night Sheets are a deterrent to the casual thief. They are fixed across each open elevation each evening by your staff. When ordering please allow for all open elevations. |
| M - DISPLAY PLINTH | Octanorm display plinths constructed with a solid white top and blue, red, black or green infills. Size will be 500x500 to a height of 500 or 750. Other sizes are available on request. When ordering, please indicate the colour and height required on the order form by ticking the correct box. |
| N - COLOUR CHANGE | Shell scheme wall panels and additional wall panels can have the face finished in a loop nylon material to an available colour of your choice. This will be Hook & Loop Fastener compatible. |
| P - HOOK & LOOP FASTENER | 25m long rolls of Hook & Loop Fastener available on outright sale. |
| Q - 100mm RAISED PLATFORM | Raised platforms provide a convenient way to route electrics, plumbing or other cables to the centre of the stand. Standard 100mm platform is available by the square metre and includes black skirting. |
| R - 18mm RAISED PLATFORM | Some halls are carpeted throughout and the carpet cannot be lifted. If you wish to change the colour or type of floor covering, it is necessary to lay 18mm plywood flooring as a base for a new carpet. This is available by the square metre. Edging should be ordered from the carpet contractor. |
| S - GARMENT RAIL | Garment rails are fixed to the Octanorm posts and use a 25mm diameter chrome rail with brackets at each end. Rails are in 1 metre (nominal) lengths and are supported every metre. The weight of all garments on a rail must not exceed 10 kg per metre. |
| T - PEGBOARD | Pegboard panels can be supplied as overlays to the shell scheme walls 2340x950. These panels will have 4mm holes at 18mm centres and will be finished white. |
| Y - MDF WALLS MDF | Panels can be supplied as overlays to the shell scheme walls to provide a flush finish from floor to underside of ceiling grid. Size 2430x990. Paint finish. Please confirm colour. |

SHELL SCHEME PANEL DIMENSIONS



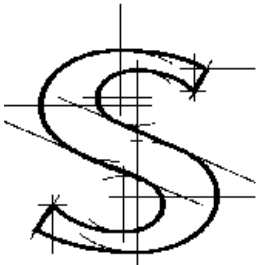
Stanco Exhibitions plc – Extract of Terms and Conditions of Business

This extract of Stanco Exhibitions plc's Terms of Business summarises the principal matters relating to the provision of Shell Scheme Extras, Hire of Furniture and Floral and Floor Coverings. At all times Stanco's full Terms of Business will apply and this extract is for clients' convenience only. Stanco's full Terms of Business can be viewed at www.stanco.co.uk. Alternatively, a printed copy can be provided, on request, to Stanco's Company Secretary. For convenience paragraphs retain the numbering of Stanco's complete Terms of Business.

- 1.1 In placing a Client Order with Stanco the Client accepts, with no reservations, that these Terms and Conditions of Business take the place of any other document, prior written or oral agreement, as well as the Client's terms and conditions of purchase or hire.
- 1.2 Stanco's Terms and Conditions of Business can only be amended in writing.
- 1.3 The Contract will be interpreted and applied in accordance with English Law and the parties to the Contract agree to submit to the exclusive jurisdiction of the English Courts.
- 2.1 A Client Order must be evidenced in writing either by signing a Stanco Pre Payment Order Forms or by accepting a Stanco Quotation. Except where stated, Stanco's terms and conditions of business for the placing of Client Orders, their variation and cancellation, will apply to Quotations, Pre Payment Order Forms, site orders and Electronic sales orders.
- 2.2.1.2 All Client Orders placed after the defined Cut Off Dates will be subject to late order surcharges. The same will apply for any request to change a Client Order and / or additional Client Orders made outside the aforementioned deadlines.
- 2.2.1.3 Acceptance of a Client Order will be conditional on timing and on stock availability. Stanco reserves the right to supply in lieu and in place of the equipment ordered, any similar equipment fit for the general purpose of the required items of equipment or service.
- 2.5.3 In the event of cancellation of a Client Order by a Client, the Client will pay to Stanco the labour and material costs of any work undertaken by Stanco in order to fulfill the Client Order, at Stanco's Fully Costed Rates.
- 2.6 Any Client Order placed on Site will be charged at the surcharged price as detailed in the exhibitor manual or as detailed on any Prepayment Order Form.
- 3.1.3 Furniture hire Prices are quoted for the Duration of the Event for which they are made available hired (provided the total hire period does not exceed 14 days). A delivery charge may be applied if Stanco is not an Official Contractor at an Event.
- 3.1.4 All Prices are exclusive of VAT.
- 3.2.2 Where a Client wishes to amend a Client Order after work has started on Site, the Client will be charged in accordance with the terms set out below at 3.3.1, for changed Client Orders. Stanco will only proceed to make any change after a Site Order Variation Sheet has been signed by the Client's representative on Site. Labour time incurred by Stanco or its contractors will be charged at the Stanco Fully Costed Rate.
- 4.1 In the event of non delivery or if the Client is not satisfied that the goods or services that have been ordered are delivered in conformity to the Quotation then a member of the Stanco Site team must be notified before the Open Period of the Event. If the Client is not satisfied with the remedial action taken by Stanco, the matter should be addressed with the Senior member of the Stanco Site team or with the Event Organiser's on site staff.
- 4.2 In the event of a dispute that cannot be resolved on site, the Client will submit their complaint in writing to Stanco within seven days of the opening of the Event. Stanco will consider the complaint and respond to the Client within 10 working days.
- 4.3 No complaint will be addressed unless it has been brought to the attention of Stanco's team before the Open Period of the Event.
- 4.4 If, after return, apparently malfunctioning products are found by Stanco to be to specification and fully operational, then the Client will be charged for Stanco's costs in recovering and replacing the item with all costs calculated at the at the Stanco Fully Costed Rate.
- 4.6 For the hire of furniture, the liabilities of the Client commence at the time the furniture is delivered to Site, or are collected from Stanco's premises, and continue until they are collected from the Site by Stanco or are returned to Stanco's premises. During this time the Client will:-
 - (i) Keep at the Client's own expense the furniture in good and substantial repair and condition and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay Stanco the full replacement value of the furniture plus the original - hire charge. In the event of any item being damaged and requiring repair the Client will pay the full cost of such repair in addition to all hire charges.
 - (ii) Keep the furniture fully insured to their full replacement value against all risks. Clients are reminded that the period of the insurance shall include at least five days prior to the opening of the event or exhibition for which they are hired, and at least five days after its conclusion. Furniture is hired only on this condition.
- 4.6.1 Unless otherwise agreed, all Client Orders for items ordered from Pre-payment forms must be accompanied by full payment.
- 4.6.2 In the event of non payment within the terms detailed in our Quotation Stanco reserve the right to withhold the goods or services that have been ordered.
- 4.6.3 In the event of late payment, with reference to the terms detailed in Stanco's Quotation, Stanco reserves the right to charge interest of 3% p.a. over the HSBC base rate until paid.
- 5.2.4 Save as expressly provided in all these Terms and Conditions, the Client shall indemnify Stanco against all actions, claims and demands whatsoever arising from any loss or damage of whatsoever nature suffered by any party as a result of its conduct in completing the Contract or complying with any Event or Site conditions.

Stanco Exhibitions plc – Extract of Terms and Conditions of Business continued....

- 6.1 As from its being made available, its delivery or acceptance, the Client will be responsible for the safety of Stanco's property throughout the Duration of the Event and will be responsible for any damage to Stanco's property caused by the actions of the Client or its customers.
- 6.2 During this period Stanco disclaims all responsibility concerning documents, objects, samples, equipment or other goods present in / under / on the equipment rented by the Client.
- 6.3 Clients are reminded that all equipment should be emptied of personal belongings immediately at the end of the Open Period of the Event, in order that Stanco's property may be removed from Site as quickly as practical. Stanco accepts no responsibility for the safe custody of goods left in cabinets, draws or similar storage items.
- 7.1 Stanco provides all goods, including complete stand structures on hire only and the Client undertakes:
 - 7.1.2 To use the equipment in accordance with its usual purpose, to do nothing nor allow anything to be done that could lead to its damage or its disappearance, to give it the normal maintenance required, to keep it and to return it in good working order and clean, and to respect the Stanco's particular recommendations, specific advice for use, and appropriate warnings which it acknowledges having read notably in these Terms and Conditions, the specifications sheets, and/or the documents that were handed over to it on delivery.
 - 7.1.3 Not to carry out any modification or repair to Stanco's property, however small.
 - 7.1.4 Not to nail, apply adhesive or paint, or damage Stanco's property in any way without Stanco's agreement or the express permission as set out in the Exhibitor manual for the Event.
 - 7.1.5 To allow any of Stanco's representatives or persons authorised by the latter, unrestricted access to the equipment installed for purposes of maintenance and to take any necessary steps to make their mission easier.
 - 7.1.6 To return goods to Stanco free of any object.
 - 7.1.7 To be responsible for any electrical item connected to a socket or mains connection installed by Stanco and to accept full responsibility and all consequential costs resulting from the connection of a faulty or inappropriate electrical item connected to a socket or mains connection installed by Stanco.
 - 7.1.8 To pay Stanco the cost of repair or replacement (as appropriate) for any item damaged whilst in the care of the Client however caused.
- 8 All goods, materials, plant or machinery supplied by Stanco, shall be on hire unless otherwise stated. The period of hire will be Duration of the Event unless otherwise stated. Stanco shall enter the Site to collect and to remove its property as soon as permitted after the end of the Open Period.
- 10.1 The illustrations and / or photos featured in the sales documentation (irrespective of the medium) are for guidance only are not binding specifications.
- 10.2 Clients may photograph work carried out by Stanco for their own marketing purposes only and attention is drawn to paragraph 9.2 above regarding the use of Stanco designs.



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PREPAYMENT ORDER FORM

OCTANORM SHELL SCHEME PRICE LIST

Please read this price list in conjunction with the Shell Scheme Specification and Fact Sheet

Exhibitor		Stand No		Exhibition	International Party Show 2008
Address				Venue	NEC – Hall 8
				Dates	30 th March – 1 st April 2008
Post Code		Tel No		Exhibitor Contact:	Sophie Watkins 01633 890313
				Show Contact:	Christine Lloyd 01633 890311
Contact Name		Fax No		Return Form By	17 th March, 2008

We agree to Stanco's terms and Conditions of sale - all items are on hire unless stated otherwise.

Authorised By	Name		Orders received after the 'Return Form By' date will be subject to a 20% Surcharge
	Signature		
	Date		

CODE	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
A	Wall Panels *		£50.00 / metre	
B	Lockable Door *		£90.00 each	
C	Curtain Entrance Way (Specify Colour) *		£60.00 each	
D	Hat & Coat Rack		£17.00 each	
E	Shelf flat ⇐ Angled ⇐ *		£27.00 / metre	
F	Display Panel (Specify Colour) *		£40.00 each	
G	Chain Hanging Pack (Outright Sale)		£9.00 each	
H	Literature Dispenser		£26.00 each	
J	Display Counter		£60.00 each	
K	Muslin Ceiling		£10.00 / sq metre	
L	Night Sheet		£15.00 / metre	
M	Display Plinth 500High ⇐ 750High ⇐		PRICE ON APPLICATION	
N	Colour Change - Nyloop - State Colour		£40.00 / metre	
P	Hook & Loop Fastener Rolls – Specify type		£30.00 each	
Q	100 mm Raised Platform		£19.50 / q metre	
R	18 mm Raised Platform		£12.00 / metre	
S	Garment Rail		£25.00 / per metre	
T	Pegboard		£60.00 per panel	
V	MDF Walls (state colour) *		£60.00 per panel	

PAYMENT MUST BE SENT WITH ORDER
VAT INVOICES ARE ISSUED BY RETURN
NO WORK WILL BE PROCESSED WITHOUT FULL PAYMENT

Sub Total £
VAT £
Grand Total £

PAYMENT MUST BE SENT WITH ORDER - VAT INVOICES ARE ISSUED BY RETURN

**Using grid provided, please draw a plan of your stand showing position of fittings and sockets*

We enclose a cheque payable to Stanco Exhibitions Limited															
Payment follows by BACS															
Please charge the cost to the Credit Card Shown below (a 2.5% surcharge applies to credit card payments)															
Card No					--						--				
Card Valid From					--						Expiry Date				--

Cardholder Name _____ Signature _____
Cardholder Address _____

