

Showlite Ltd  
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## Shell Scheme Extras Form



Customer Purchase Order Number: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Accounts Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Fax No: \_\_\_\_\_

Date: \_\_\_\_\_

VAT Number: \_\_\_\_\_

**Please supply and install the following items on hire:**

A 20% surcharge will apply to the below Costs if form is not received by the following date:			27/09/2019
<u>Shell Scheme Additional Fitting Options</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
Additional Wall Panel - 2.5m x 1m (to match shell scheme)	£45.00		
Lockable Door with Keys - 2.5m x 1m	£75.00		
Curtained Entrance 2.5m x 1m, please specify colour	£55.00		
<b>For the following shelves – Please specify positions and height on the following page:</b>			
Flat Shelf – 1m long, 300mm deep	£25.00		
Sloping Shelf – 1m long, 300mm deep	£25.00		
Hanging Rail – 25mm X 1m straight rail set 280mm from wall	£25.00		
Hat and Coat Hooks	£20.00		
White Muslin Ceiling - per sqm (Stand size: m x m)	£13.00		
Solid White Ceiling Infills per sqm (Stand size: m x m)	£18.00		
Loop Nylon Colour Change Panel 2.5m X 1m X 3mm from stock colours For Bespoke colours, we will quote a price on Application	£50.00		
18mm MDF Infill Panel (Plasma/Monitor Pad) 2.5m X 1mm	£60.00		
Slat Walling 2.5m X 1m	£60.00		
Slat Walling Accessories such as Hooks & shelving (Price on Application)			
<b>Platform Floors and Floorcovering Options</b>			
18mm Flooring ply direct to carpeted venue per sqm including Aluminium edging	£12.00		
Raised Platform 40mm - including black painted skirting boards & Aluminium edging (excludes carpet) per sqm Please state reason for raised platform (e.g. Electrics or Plumbing) .....	£20.00		
Cord carpet colour change to shell scheme stands with polythene covering per sqm	£8.50		
Vinyl Effect Floor covering in a range of finishes per sqm	£18.00		
<b>Graphics &amp; Name Board Options</b>			
Logo to Name board – Subject to organiser approval	£69.00		
Infill Graphics per panel	£150.00		
Flush Fitting Graphics per panel - each panel is 1m in width	£165.00		
Graphics Boards Various Sizes – 1m X 1m £80 <input type="checkbox"/> or 2m X 1m £140 <input type="checkbox"/>			
<b>Sub Total</b>			
<b>VAT Number:</b>			<b>Vat 20%</b>
<b>Total</b>			

Please email [jrichards@showlite.co.uk](mailto:jrichards@showlite.co.uk) for carpet & vinyl swatches

**Goods/Services will not be provided unless fully paid for in advance. If you wish to pay by Credit/Debit Card please tick here  Card payments can be made by phone, please call +44 (0)1264 365550**

Cheques made payable to Showlite Ltd. BACS details will be available on your invoice, alternatively please contact us for details.  
 By completing this order form, you are agreeing to our Terms and Conditions. For a copy please contact us on 01264 365550.



## ADDITIONAL SHELL SCHEME INSTRUCTIONS

Please indicate on the grid below the positions of any items ordered and any height measurements of shelves or rails ordered.


Front of Stand

Stand number: .....

Company name: .....

Unless supplied with drawing the installation will be fitted at the stand builder's discretion.  
Any complaints or faults regarding the installations must be reported in writing before the close of the exhibition.

### Shell scheme overlay graphic boards

Digitally printed graphics, direct to 3mm thick Foamex panels overlaid onto shell scheme structure.

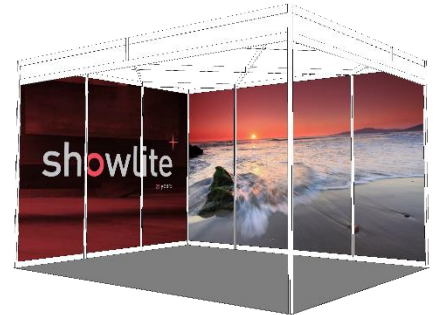
1x1m board  
2x1m board



### Shell scheme infill graphics

Digitally printed graphics, direct to 3mm thick Foamex panels, which become an integrated part of the shell scheme stand.

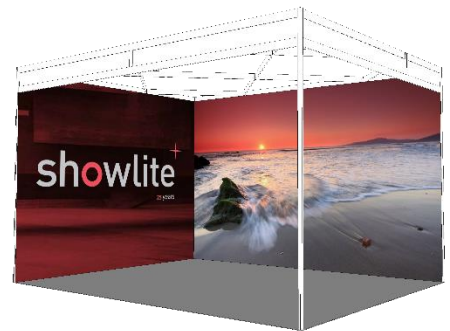
Full Height Panel: 970mm x 2354mm high



### Shell scheme flush fitting graphics

Digitally printed graphics, direct to 3mm thick Foamex panels fix onto shell scheme structure, to create a flush fitting graphic effect.

Full Height Panel: 2400mm high  
(width dimensions vary according to stand layout)



For further information please contact Jo Richards - Tel: 01264 365550 or email: [jrichards@showlite.co.uk](mailto:jrichards@showlite.co.uk)

### Technical Details

**We need to be in receipt of your artwork no later than the 21<sup>st</sup> October 2017**

Kindly use the following guidelines when preparing your files for production:

Applications Preferred:	File Format:
Adobe Illustrator (cc)	.pdf .eps .ai
Adobe Photoshop (cc)	.pdf .psd .jpg
Adobe InDesign (cc)	.pdf

To allow for the best results before printing, images used should be set up to the following spec:

1/4 size @ 400-600dpi · 1/2 size @ 200-300dpi · Full Size @ 52-72dpi

Please create outline of all fonts used. Also, embed all images used and convert all RGB artwork to CMYK.

Errors can arise when using files created by packages such as Microsoft Word, Excel and PowerPoint. Accordingly, the supply of formats such as gif, bmp and low-resolution jpg is not advised. Any file manipulation or studio time will incur a charge of £50.00 per hour.

Please note that our proposals include for the printing and fixing of the graphics and will be removed by Showlite operatives at the close of the show. They will not be retained and kept for future use unless prior arrangements have been made before installation.