

SHELL SCHEME EXTRAS FORM

Museums & Heritage 2024, 15th - 16th May Olympia

Invoice Details

Purchase Order No:

Invoice Company Name:

Invoice Contact name:

Invoice Address:

Post Code:

Tel No:

VAT Number:

Email Address for invoice:

Stand Details

Exhibiting Company Name:

Stand Number:

Please specify the position of each item using the grid on page 2.

	Cost	After Early Bird 19/04/2024	Quantity	Total Cost
Wall Panel - 2.5m (h) x 1m to match shell scheme	£88.50	£106.20		
Door Section 2.5m (h) x 1m to match shell scheme	£114.50	£137.40		
Curtained Entrance 2.5m x 1m, please specify colour :	£70.75	£84.90		
18mm MDF Infill panel, to allow for wall mounting of TV's or products. Max weight 35kg	£85.00	£102.00		
Slat wall panel to replace standard wall panel <i>(please contact us if you require hooks)</i>	£85.00	£102.00		
Flat shelf - 1m long x 300mm deep (an additional fee of £20 per shelf will be added if ordering with flush fitting graphics to notch graphics on site) maximum weight 15kg.	£36.50	£43.80		
Sloping shelf - 1m long x 300mm deep maximum weight 7kg.	£36.50	£43.50		
Hat & Coat hooks fixed to wall	£31.25	£37.50		
<u>FLOORCOVERING UPGRADES *</u>				
Shell Scheme carpet colour change with polythene <i>(please contact us for digital swatch card)</i>	£8.50	£10.20	sqm	
Premium Floorcovering - Vinyls & Velours with polythene	£18.75	£22.50	sqm	
<u>SHELL SCHEME GRAPHICS</u> Early bird fee will only apply if artwork is received by 19/04/2024				
Fascia Overlay Panels Per Metre	£45.00	£54.00		
Flush Fitting Graphics Per Panel	£212.00	£254.40		
Infill Graphics Per Panel	£180.00	£216.00		
Graphic Board 1m x 1m	£80.00	£96.00		
Graphic Board 2m x 1m	£140.00	£168.00		



Fascia Overlay



Flush Fitting Graphic



Infill Graphic

SUB TOTAL
VAT 20%
TOTAL

Goods/Services will not be provided unless fully paid for in advance. If you wish to pay by Credit/Debit Card please call once in receipt of the invoice.

It is the exhibitor's responsibility to remove any polythene covering from their flooring.

*Showlite cannot guarantee the order will be processed if the order is not sent to the email address on the form. You will receive an invoice as order confirmation.

Please note all orders are subject to availability, and stock is not reserved until full payment is made.

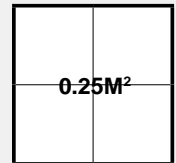
Cheques made payable to **Showlite Ltd.** BACS details will be available on your invoice, alternatively please contact us for details. By completing this order form, you are agreeing to our Terms and Conditions. For a copy please contact us on 01264 365550.

■ Please indicate on the below grid the position of any items ordered and any height measurements for shelving or rails

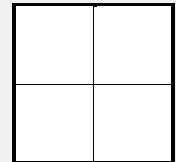
Stand Number above:

Stand Number Right:

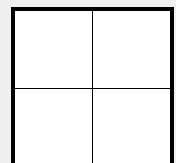
GRID OPTIONS



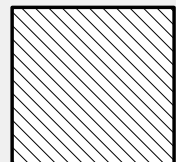
3X3 STAND



6X6 STAND



12X12 STAND



PLEASE HATCH
UNUSED SPACE

PLAN
VIEW

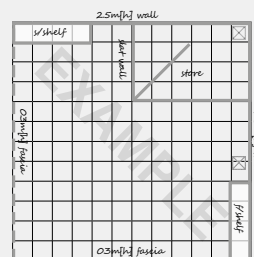
FRONT OF STAND

Stand Number Left:

STAND NUMBER

COMPANY NAME

ADDITIONAL NOTES



Please send your completed form to Exhibitorsales@showlite.co.uk

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

ARTWORK SUBMISSION GUIDELINES

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production. If you are sending finished print ready files, please pass this information along to your designer or art department.

PRINT READY PDF [RECOMMENDED]

High-res **PDF/X** (preferred) Ai with PDF content (choose this option when saving file) EPS files with **embedded** links and **outlined** fonts

NATIVE FILES [BACKUP]

AI file with Packaged supporting links and fonts
EPS file with embedded links and outlined fonts
ID file with Packaged supporting links and fonts

RASTER OR BITMAP ART

Photoshop EPS (8-bit, Max. Quality JPG compression)
PSD (font layers rasterized)
TIFF, JPG (quality 8 and higher)

ACCEPTED SOFTWARE



Adobe Creative Cloud software (PC or Mac).

Please always provide:

Native files with fonts and links (compressed)
High-res PDF/X exports of the files. If you are using Illustrator OR InDesign use the '**Package**' feature. For all other versions of Adobe Ai (CS6, CS5... etc) please embed linked images and convert fonts to outlines.
InDesign files should always be Packaged.

RESOLUTIONS

Art Submitted at **1:1** (100%) > **72dpi** (100dpi preferred)
Art Submitted at **2:1** (50%) > **200dpi** (300dpi preferred)
Art Submitted at **4:1** (25%) > **400dpi** (600dpi preferred)

VECTOR ART

Logos should be vector and have outlined fonts
(if containing bitmaps, please use high-res images)

FONTS & LINKS [IF REQUIRED]

Supply all **fonts** used in your design (compress Mac fonts)
If unsure how to collect fonts, convert them to outlines.
Supply all **links** used in your document.
Use the '**packaging**' feature if available. If unsure how to collect links, embed them in the file when saving OR supply content with the native file.

COLOUR

Supply all artwork 4 Colour CMYK, Convert any RGB or SPOT content to CMYK prior to sending. If PMS colour matching is required, please use original Pantone + Solid Coated swatches in your artwork.

Modifying Pantone names will result in printing default colour (CMYK). CMYK artwork will be produced "As Is"
Our colour output is balanced and vibrant.



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. **Please contact us for a quote.**

RESOLUTION EXPLAINED



VECTORS

Files such as **EPS, AI and PDF** are excellent for creating graphics that frequently require resizing.

Your company logo and brand graphics should be supplied to us in Vector format where possible.