



ClayTech UK 2022

EXHIBITOR MANUAL

Build/Set up:
Wednesday 23 November
14:00 - 18:00

Open Times:
Thursday 24 November
08:30 - 16:00

Breakdown:
Thursday 24 November
16:00 - 18:00

CONTACT DETAILS

Cheryl Murdoch | Events and Conference Organiser | IOM3
[E. cheryl.murdoch@iom3.org](mailto:cheryl.murdoch@iom3.org)
T. +44 (0)20 7451 7311

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VENUE

Lady Eastwood Centre

Newark Showground

Lincoln Road

Winthorpe

Coddington

Newark

NG24 2NY

T:01636 705 796



Travelling by Road

Newark Showground is situated less than five minutes from the A1, A46 AND A17 in Nottinghamshire.

Travelling by Rail

Newark Northgate (east coast mainline) is 4 miles away. Taxis are available outside.

Travelling by Air

The closest airport is East Midlands, which is 35 miles away.

Parking

There is free parking for exhibitors. When you arrive at the showground, please follow the signs for Exhibitor Parking, which should be immediately on your right as you enter

GENERAL INFORMATION

Accommodation

There are plenty of local places to stay. Please find a list provided by Newark Showground here: <http://www.newarkshowground.conniaccommodation,Hotel.htnn>

Children

Children under the age of 16 are not permitted at any time during the exhibition including build up and breakdown times. The rule also applies to exhibitor's children and is to comply with Health & Safety Regulations and Insurance purposes.

Cleaning of Stands

During set up, open and breakdown periods, all rubbish must be placed in the bins around the venue. Any charge incurred by the organisers for cleaning and rubbish removal in excess of reasonable daily cleaning may be passed on to the exhibitor.

Conduct

IOM3 reserves the right to stop work being carried out by any person where the work is, in the reasonable opinion of IOM3, being carried out in breach of any requirements stated in this manual or in breach of any Statutory Requirements.

IOM3 may require any offending person or persons to stop work immediately and may direct such persons to leave the site. Such action will also apply to any person or persons behaving in an irresponsible manner so as to threaten the safety of, or cause injury to others, or cause unnecessary damage.

Delivery/Collection

Pre-Event

If you are having goods delivered to the venue, we need to know in advance if you are intending to deliver your exhibition material by courier. The items can be delivered to the venue no earlier than Monday 21 November and all details for this must be detailed on **FORM 1**, including weight and dimensions. **The form must be filled out and sent back [to events@iom3.org](mailto:events@iom3.org) by Friday 4 November.**

Please mark any goods clearly as follows:

ClayTech UK 2022

<<Enter your company name and stand number here>>

Newark Showground
Lincoln Road
Newark-on-Trent
Nottinghamshire
NG24 2NY

Companies using couriers to deliver goods to their stands are advised to inform the handling agent that **trolleys and porters are not available for their use**. However, there will be a fork lift available on set up day if needed. Please make sure you put this information into **FORM 1**.

Please note that due to Health & Safety Regulations delivering goods to stands during the opening hours of the exhibition are not permitted.

THE ORGANISER WILL NOT SIGN FOR, OR ACCEPT RESPONSIBILITY, FOR ANY GOODS DELIVERED TO UNMANNED STANDS.

Post-Event

Breakdown must NOT begin until 16:00.

All parcels/packages are to be collected on the Thursday 24 November no earlier than 16:00 and no later than 18:00. Exhibitors are responsible for organising their own couriers to collect items from their stands.

Dilapidations

You are reminded that you will be charged for making good any damage to the hall or stand area, including the floor, caused by staff or contractors. Under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Disabled Discrimination Act

IOM3 recognises its responsibilities under the Disability Discrimination Act 1995 (DDA). The requirements of the DDA are varied and widespread and will require careful consideration throughout the design, build, organisation and service provision of the event. To that end, IOM3 will, through the provision of services aim to meet our obligations and requirements under the DDA. IOM3 will not intentionally, through act or omission, discriminate against disabled people.

Exhibitors/contractors are reminded of their requirements under the DDA to make where possible, reasonable adjustments to their service provision, so as to meet the needs of all visitors.

Electrical Work - General Regulations

The organisers will provide all necessary general lighting throughout the exhibition hall. No more than TWO appliances may be fixed to any ONE switch socket.

Your Stand

The exhibition plan which will show you where your stand is situated can be found on the [website](#).

Shell Scheme

Important information about your shell scheme package:

- Dimensions: 2400mm (high) x 960mm (wide)
- White foamex walling panels linked with a 40mm wide aluminum post section built to the stand space you have booked
- The shell scheme accepts graphics fastened with loop and hook Velcro. This is the only method of fixing display material to the panels. On no account must pins, nails or screws be used. Any damage caused to the shell scheme will be the responsibility of the exhibitor and will be charged accordingly
- Corner stands are open on two sides
- Single stands will have three open sides unless exhibitors request otherwise (contact Xhibit Solutions directly – contact details can be found below)

- Each stand has 325mm deep royal blue fascia panels and will include a single name and stand number printed in blue type on a white background. The company name you list on the **NAME BOARD ORDER FORM** (page 20) will be used on all signage
- Each stand will be provided with a clothed table, 1 or 2 chairs, electricity power point and lighting (unless specified otherwise). If these are not required please bring this to the attention of organiser and they will be removed. Please do not move any other furniture.
- Please note that the exhibition hall has an uncarpeted, polished concrete floor

The official contractor appointed to the exhibition for stands and electrics is:

Xhibit Solutions
Unit 10 Hall Court Farm
Ripe
Lewes
East Sussex
BN8 6AY

Contact: Tim Bowen
Tel: +44 (0)1323 811 406
Email: tbowen@x-hibit.com
Website: www.x-hibit.com

Please contact Xhibit Solutions directly if you have questions about your stand.

Electrics

Shell scheme stands will be provided with 1 x 500w socket and 2 x 120w spotlights. If required, additional electrical fittings can be ordered up until Friday 28 October. Please see **FORM 4**.

Exhibitors must ensure that all electrical equipment brought on-site carries a current PAT certificate.

Stand Extras

Exhibitors may wish to add optional extras to their standard shell scheme. Full details are available on **FORM 8**.

Exhibition Graphics

Exhibitors may also wish to consider discussing with Xhibit Solutions the supply of bespoke digital print full height wall graphics and fascia systems. Full details are available on **FORM 10**.

Furniture

Each stand is provided with a standard trestle table (183cm x 76 cm) with tablecloth and one or two chairs. Alternative furniture is available from Xhibit Solutions using **FORM 7**. Alternatively, exhibitors may supply their own furniture.

Insurance

Whilst we take every reasonable precaution to protect your property during the event, we are not responsible for any loss or damage you suffer. Exhibitors should ensure they have adequate

insurance protection when attending the exhibition and produce proof upon demand by the organisers in respect of the following:

- Exhibitors and contents of stands
- Public liability (up to £2 million)
- All risks
- Expenses incurred due to cancellation, abandonment or postponement of the exhibition

For advice on this, and other insurances that would be of value, please talk to an Insurance Broker regulated by the FSA (Financial Services Authority) for professional advice.

Storage

Secure storage is not available in the exhibition hall. However, the organisers can provide an unsecure area for storage of boxes, cartons etc. Packaging materials must not be stored on stands as this contravenes fire regulations.

Wi-Fi

Free Wi-Fi is available to all exhibitors within the main hall.

Health & Safety Policy Statement

It is the policy of The Institute of Materials, Minerals & Mining to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects of Health and Safety. It is our responsibility to ensure safe working practices are maintained at all times, which includes ensuring that everyone is reminded of their responsibilities whilst working at the exhibition.

The Institute of Materials, Minerals and Mining fully recognises its responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health and safety At Work Regulations 1999 and all other relevant legislation, including:

- The Guide to Fire Precautions in Places of Entertainment & Like Premises.
- The Management of Health and Safety at Work Regulations.
- The Manual Handling Operations Regulations.
- The Personal Protective Equipment at Work Regulations.
- The Workplace (Health, Safety and Welfare) Regulations.
- The Provision and Use of Work Equipment Regulations.
- The Control of Substances Hazardous to Health Regulations (COSHH).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Lifting Operations & Lifting Equipment Regulations.
- The Building Regulations.
- Environmental Protection Act.
- The Working Time Regulations.

As organisers, it is our policy to manage the ClayTech UK conference in accordance with the above so far as is reasonably practicable, and we have provided exhibitors and contractors with clear, simple suggestions for understanding and complying with Health & Safety procedures onsite.

The Institute of Materials, Minerals & Mining are concerned and committed to the health, safety and welfare of those working at, visiting and anyone else who may be affected by our actions and omissions and, as far as it is reasonably practical, will at no time knowingly be in breach of legislation that will render The Institute of Materials, Minerals and Mining liable to prosecution.

The Institute of Materials, Minerals & Mining is not only committed to the legal requirements but also to embracing the spirit of the Health & Safety at Work Act 1974 and it is the policy of The Institute of Materials, Minerals & Mining to actively pursue these matters. For this purpose, the overall responsibility for all health, safety and welfare matters is held by the Chief Executive Officer.

The Institute of Materials, Minerals & Mining will as far as is reasonably practicable provide and maintain a working environment and systems of work which do not involve risk to the health and safety of persons on site.

The Institute of Materials, Minerals & Mining will not willingly harm or pollute the environment.

An Exhibitor Manual is produced and distributed for the benefit of all persons involved in any form of design, construction, vehicle and plant control, demolition and any other related site activities, whether as an employee of The Institute of Materials, Minerals & Mining, an exhibitor, contractor, sub-contractor, self-employed operator or any other officially appointed position.

Some of the key risk areas are outlined in the Exhibitor Manual, but each exhibitor, contractor, sub-contractor, self-employed operator or in any other officially appointed position must provide the following prior to commencement of work on the event site:

1. Undertakes their own Risk Assessment for their activities on site.
2. Completes and returns the Health & Safety Declaration, **FORM 1**, to The Institute of Materials, Minerals & Mining by the due date. This states that they have fulfilled their legal obligations and failure to return this form could render their Company Directors liable to prosecution in the event of an accident. This form **MUST** be signed and returned by a senior person from the exhibiting company prior to arriving on site.

On-Site Contact

The Institute of Materials, Minerals & Mining will assess health and safety risks to all parties during the event, and reserves the right to impose such measures as to ensure safe build-up, open and breakdown periods. The Health and Safety representative will be based on site at the registration desk. In case of query beforehand contact:

Cheryl Murdoch
Conference and Events Organiser

The Institute of Materials, Minerals and Mining
297 Euston Road
London. NW1 3AD
Tel : +44 20 7451 7311 Email:
cheryl.murdoch@iom3.org

Health & Safety Information

COSHH

All substances that may be hazardous will be stored, labeled and controlled as required under COSHH. It is the responsibility of the individual exhibitors to ensure that their personnel are adequately trained regarding the handling of potentially hazardous materials. If you think you may have a product that falls under COSHH regulations then please contact the organisers for more information.

Demonstrations

Any equipment being demonstrated (i.e. operated as part of an exhibit) on the stand must be inherently safe and not create a hazard to staff or visitors at any time. Moving parts of machinery and other working equipment must be efficiently guarded to the UK Health and Safety standard, which is normal for its operation in an industrial setting.

Please also note:

All running machinery and other working equipment must be setback from the stand edge by at least 0.5m so as not to cause a hazard to staff or visitors.

All staff must have sufficient instruction and training to ensure that they are competent when undertaking any demonstrations. Suitable PPE should be issued.

All normal machines must be suitably guarded, as it would be in its normal use. Where guards are removed for display purposes then the following points MUST be adhered to:

1. A strong and suitable see-through guard must be in place for the duration of the event
2. Distance barriers and screens may be required to protect visitors from harm. Your risk assessment will identify the type needed. The organisers may also insist on additional barriers
3. The machine must be mechanically and electrically disconnected

The organisers reserve the right to terminate any demonstration that, in their view is unsafe.

All demonstrations must be registered with the organisers with a detailed risk assessment detailing all aspects of the demonstration. If no details have been received, no approval will be given for the demonstration.

All electrical conductors must be properly installed and adequately protected.

Precautions must be taken to ensure that dust particles, fumes etc. from working machinery do not, in any way, discharge into common areas i.e. atmosphere, aisles, neighboring stands etc.

Drink and Drugs

The abuse of alcohol, drugs and other substances can affect work performance and safety. Any person found to be under the influence of alcohol, drugs or other substances, which in the opinion of the organisers and their representatives constitutes a danger to themselves or any other person using the venue, will be removed from the venue by security and if necessary further action will be taken to remedy the situation.

Evacuation Procedures

In the event of an emergency in which the venue has to be evacuated, the fire alarm will sound or you will hear someone shout "FIRE FIRE FIRE" and you will be asked to make your way to the nearest exit. On hearing this, everyone MUST leave the building immediately and will be directed to the evacuation assembly point located at **the main ring in the centre of the showground**. You will not be allowed to re-enter the building until you are told it is safe to do so by the Fire Officer on duty. Please do not stand on the road.

First Aid

First aid facilities will be provided by the event venue. Please contact the organisers should you require first aid.

General Regulations

The exhibitor responsible for the stand should ensure that a suitable and sufficient assessment of risks to the health and safety of employees whilst they are at work as been carried out. It should also cover persons not in their employment, arising out of, or in connection with the part the exhibition company is to play within the exhibition (i.e. during the exhibition build-up, open days and breakdown). Such an assessment should be recorded and reviewed as necessary.

A person must be appointed who is responsible for health and safety matters on the stand. Their contact details should be clearly marked on your risk assessment.

Operatives should wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.

You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.

You must ensure that portable electric tools are used with a minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.

It is your responsibility to ensure that any equipment is PAT tested before they are installed on site.

No electrical cables must be allowed to cross gangways, passageways and fire exits.

Any work area must be maintained free from general waste materials, which could present a hazard.

Health & Safety Declaration

The exhibitor Health and Safety Declaration form must be submitted by ALL exhibitors. Please scroll to the bottom of this document and look for **FORM 1**.

Manual Handling

It is the exhibitor's responsibility to ensure their employees and contractors have received appropriate information and training to a level that is reasonably practicable, to reduce the chance of injury.

Risk Assessment

All exhibitors and contractors are reminded of their duty in law to undertake Risk Assessments on behalf of their employees and non-employees, and to develop safe working practices arising from this process.

It is a requirement under Regulation 3 of Management of Health and Safety at Work Regulations 1999 that every employer and all self-employed people carry out a risk assessment. This regulation requires exhibitors to assess the risks to workers and others, who may be affected by their work business. This will enable them to identify the measures they need to take to comply with health and safety law.

As such, a risk assessment must be carried out for both the build-up and dismantling of the stand and for the open period of the show (to be carried out by ALL exhibitors, regardless of size or complexity). It must be simple to understand, implement and communicate with all your staff and contractors.

Method Statement

A method statement deals with the scheduling, logistics and management of your stand construction.

Security

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment IOM3 cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property.

We recommend that valuables particularly of a portable nature are not left unattended on your stand. **The organisers cannot take responsibility for any item left unattended at any time.**

Smoking

In line with government legislation, smoking will not be permitted anywhere inside the buildings or around any external exhibits.

Supervision

Exhibitors and Contractors must ensure that there is adequate supervision on site to ensure that the requirements of statute law, the contractors own Health and Safety Policy, the IOM3 Health and Safety Policy, the venue's Health and Safety Policy and the event regulations, are complied with at all times.

The Management of Health & Safety at Work Regulations 1999

It is the duty of the exhibitor to understand all statutory instruments, orders and regulations relating to the work they or their sub-contractor is engaged upon.

Exhibitors should be aware of the terms of, and regulations under, the Management of Health and Safety at Work Regulations 1999. Attention is drawn to other legislation made under this Act, in particular the Management of Health and Safety at Work Regulations 1992 and the Construction (Health, Safety and Welfare) Regulations 1996. It must not, however, be assumed that all relevant legislation is mentioned herein.

Form 1: Health & Safety Declaration

Please return by Monday 24 October 2022 to: cheryl.murdoch@iom3.org

Please complete in type or block capitals:

Company Name:	
Address:	
Postcode:	
Tel:	
Mobile:	
Email:	
Contact Name:	
Job title:	

Health & Safety Declaration - to be signed by ALL exhibitors

I have read and understood the Health & Safety Regulations and undertaken a suitable and sufficient Risk Assessment. I accept my responsibility as an exhibitor:

Signed: Print Name:

Date:

Contractor Notification - Are you employing an external organisation to dress/build your stand?

Yes - if yes, please detail below

No

Company Name:

Contact Name:

Email:

Tel:

Mobile:

Please indicate if you will be featuring any of the following as part of your stand:

Working Mechanical Equipment Hazardous Substances Food Sampling

- **Delivery Requirements** - Will you be delivering any materials/equipment to the venue 1 day prior to the event?

Yes (if yes, please detail below) No

Please list below ALL materials/equipment being delivered including weight and dimensions

Form 2: Risk Assessment

Please return by Monday 24 October 2022 to: cheryl.murdoch@iom3.org

Company Name:	
Email:	
Risk Assessment undertaken by:	
Signed:	
Date:	

Hazard(s)	Who is at risk? (e.g. delegate, visitor, exhibitor, contractor)	Risk Level (likelihood x severity) 1 = no risk 2 = low 3 = medium 4 = high	Existing controls/additional controls	What is the residual risk? H = high (immediate action) M = medium (justify and review during event) L = low (no action)

Form 3: Method Statement

Please return by Monday 24 October 2022 to: cheryl.murdoch@iom3.org

Company Name:	
Email:	
Method statement undertaken by:	
Signed:	
Date:	

Please indicate below if you would like the following provided for your stand (complimentary):

1 Chair OR

2 Chairs

Clothed Trestle Table

Describe the main processes and actions involved in the build, open and dismantling of your stand

Describe the equipment, fittings and devices contained within your stand (e.g. Laptops, monitors, tables, chairs, display boards etc.)

Form 4

ELECTRICAL ITEMS ORDER FORM

ClayTech UK 2022 Newark Showground 24 th November 2022



STAND NUMBER

Company Name	
Contact	
Telephone	
Email	
Address	
Postcode	

Please return this form to:

Xhibit Solutions Ltd
Unit 10 Hall Court Farm
Ripe Lewes BN8 6AY

T. +44 (0) 1323 811406
F. +44 (0) 1323 811416
E. info@x-hibit.com

DEADLINE FOR RETURN: FRIDAY 11TH NOVEMBER 2022

Description	Qty	Unit Price	Total
5ft Fluorescent Tube		£38.00	
120w General Purpose Spotlight		£35.00	
500w Socket Outlet		£45.00	
1000w Socket Outlet		£60.00	
2000w Socket Outlet		£85.00	
3000W Socket Outlet		£POA	
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE			
Sub Total			
VAT			
Total			

Please tick your preferred payment from the options below:

- I would like to pay by cheque and have written the exhibition, stand no. & company name on the back
- I would like to pay by Credit / Debit Card
- I would like to pay by a BACS transfer

On submission of your order, we will email you confirmation of your booking with details of how to make payment by your chosen method.

Xhibit Solutions Ltd reserve the right to delay installation of any order for which payment is outstanding, until full payment is received. By completing this order form you are agreeing to our Terms & Conditions. For a copy, please contact our office.

Form 5

ELECTRICAL ITEMS ORDER FORM

ClayTech UK 2022
Newark Showground
24th November 2022



STAND NUMBER

- Instructions**
1. Each square on the grid can denote 1sq.m for example
 2. Draw the plan outline of your stand showing the back and/or side walls
 3. Always indicate the positioning of built in items such as storage areas and partition walling
 4. Indicate the height of sockets if not required at floor level in the box below
 5. Complete all details on this form and return with your Electrical Items Order Form
 6. This diagram will be used as our onsite reference, if any parts of this form are unclear or not filled in the electrician will take this own initiative to carry out the order

Please return this form to:

**Xhibit
Solutions Ltd
Unit 10 Hall
Court Farm
Ripe Lewes BN8**

**T. +44 (0) 1323 811406
F. +44 (0) 1323 811416
E. info@x-hibit.com**

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Item Details

If socket is not to be positioned at floor level please indicate heights below.

Item	Height
mm
mm
.....mm
.....mm

Form 6

NAME BOARD ORDER FORM

ClayTech UK 2022
Newark Showground
24th November 2022

STAND NUMBER



Please return this form to:

Xhibit
Solutions Ltd
Unit 10 Hall
Court Farm Ripe
Lewes BN8 6AY

T. +44 (0) 1323 811406

F. +44 (0) 1323 811416

E. info@x-hibit.com

Company Name		
Contact		
Telephone		
Email		
Address		
Postcode		

If you have booked a shell scheme stand, Xhibit Solutions Ltd will be building your stand. Your company name will be supplied on a standard white panel fixed to the fascia on the front of your stand. Please fill in all sections of this form and return before the deadline date below to ensure your name panel details are correct.

DEADLINE FOR RETURN : FRIDAY 11TH NOVEMBER 2022

NAME THAT YOU WISH TO APPEAR ON YOUR SHELL SCHEME (MAX 25 CHARACTERS)

Please print in BLOCK capitals, as mistakes resulting from illegible handwriting will be charged for.

PLEASE NOTE

1. Receipt of this form cannot be confirmed due to the volume received
2. If this form is not returned by the deadline date, the name shown on your contract will be used for your name board
3. Alterations at the exhibition will be charged at £25.00 + VAT per panel
4. Additional name boards can be ordered prior to the show at £20.00 + VAT per panel. Please contact our office to organise this.
5. No name board is provided for Space Only stands

Form 7

SHELL SCHEME OPTIONAL EXTRAS ORDER FORM

ClayTech UK 2022
Newark Showground
24th November 2022

STAND NUMBER

Company Name Contact Telephone

Email

Address

Postcode



Please return this form to:

Xhibit Solutions Ltd Unit
10 Hall Court Farm Ripe
Lewes BN8 6AY

T. +44 (0) 1323 811406
F. +44 (0) 1323 811416

[E. info@x-hibit.com](mailto:info@x-hibit.com)

DEADLINE FOR RETURN: FRIDAY 11TH NOVEMBER 2022

Description	Qty	Unit Price	Total
Corner Storage Area — using 1x wall panel (2.5m x 1m) & lockable door section		£105.00	
Additional Wall Panel - (2.5m x 1m) to increase size of store or add walls to stand		£40.00	
Lockable Door Section with key — (2.5m x 1m)		£65.00	
Entrance Way Curtain — (2.5m x 1m) Available in blue; black or grey		£25.00	
Light Support Beam		£15.00 per m	
Garment Hanging Rail — 1m section on 500m d brackets		£20.00 per m	
White Melamine FLAT Shelf — 1m x 300mmd Not into corners of stand		£25.00 each	
White Melamine SLOPING Shelf — 1m x 300mmd Not into corners of stand		£25.00 each	
Counter Unit — 1m x 1m x 500mmd (not lockable)		£50.00	
ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE			
		Sub Total	
		VAT	
		Total	

Please DELETE as appropriate your preferred payment from the options below

I would like to pay by cheque and have written the exhibition, stand no. & company name on the back

I would like to pay by Credit / Debit Card.

I would like to pay by a BACS transfer

On submission of your order we will email you confirmation of your booking with details of how to make payment by your chosen method

Xhibit Solutions Ltd reserve the right to delay installation of any order for which payment is outstanding, until full payment is received. By completing this order form you are agreeing to our Terms & Conditions. For a copy please contact our office.

Form 8

SHELL SCHEME OPTIONAL EXTRAS ORDER FORM

ClayTech UK 2022
 Newark Showground
 24th November 2022

STAND NUMBER

- Instructions
1. Each square on the grid can denote 1sq.m for example
 2. Draw the plan outline of your stand showing the back and/or side walls
 3. Always indicate the positioning of built in items such as storage areas and partition walling
 4. Indicate the position and heights of adjustable items (shelves) in the box below.
 5. Complete all details on this form and return with your Shell Scheme Optional Extras Order Form
 6. Failure to complete the form in its entirety will result in any items ordered being positioned at the discretion of our stand fitters.



Please return this form to:

**Xhibit
 Solutions Ltd
 Unit 10 Hall
 Court Farm Ripe
 Lewes BN8 6AY**

**T. +44 (0) 1323 811406
 F. +44 (0) 1323 811416
[E. info@x-hibit.com](mailto:info@x-hibit.com)**

<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <!-- Grid area --> </div>	<p>Item Details</p> <p>Height from floor of shelving or rails etc.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Item</th> <th style="width: 30%;">Height</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px dotted black;"></td> <td style="border-bottom: 1px dotted black; text-align: right;">..... m m</td> </tr> <tr> <td style="border-bottom: 1px dotted black;"></td> <td style="border-bottom: 1px dotted black; text-align: right;">..... m m</td> </tr> <tr> <td style="border-bottom: 1px dotted black;"></td> <td style="border-bottom: 1px dotted black; text-align: right;">..... m m</td> </tr> <tr> <td style="border-bottom: 1px dotted black;"></td> <td style="border-bottom: 1px dotted black; text-align: right;">..... m m</td> </tr> </tbody> </table>	Item	Height	 m m	 m m	 m m	 m m
Item	Height										
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Form 9

STAND UPGRADE ORDER FORM

ClayTech UK 2022
Newark Showground
24th November 2022

STAND NUMBER

Company

Name Contact

Telephone

Email

Address

Postcode



Please return this form to:

Xhibit Solutions Ltd Unit
10 Hall Court Farm Ripe
Lewes BN8 6AY

T. +44 (0) 1323 811406

F. +44 (0) 1323 811416

[E. info@x-hibit.com](mailto:info@x-hibit.com)

DEADLINE FOR RETURN: FRIDAY 28TH OCTOBER 2022

Product Code	Product Description	Unit Cost	Qty	Total
BRONZE	Bronze Stand Upgrade	£2,850.00		
SILVER	Silver Stand Upgrade	£3,250.00		
GOLD	Gold Stand Upgrade	£3,800.00		

ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A SURCHARGE

Please tick your preferred payment from the options below

I would like to pay by cheque and have written the exhibition, stand no. & company name on the back

I would like to pay by Credit / Debit Card.

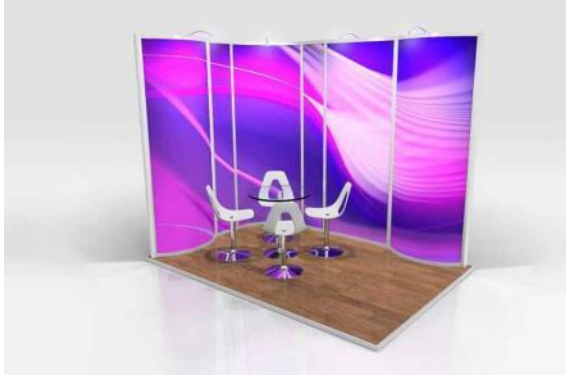
111 I would like to pay by a BACS transfer

On submission of your order we will email you confirmation of your booking with details of how to make payment by your chosen method

Xhibit Solutions Ltd reserve the right to delay installation of any order for which payment is outstanding, until full payment is received. By completing this order form you are agreeing to our Terms & Conditions. For a copy please contact our office.

STAND UPGRADE ORDER FORM

Stand Upgrade — Bronze Option (3m x 2m Stand Space)



Bronze Option Upgrade

- ✓ Hire of all exhibition system shown
- ✓ Flooring with a choice of vinyl or carpet covering
- ✓ All panels fully digitally printed to clients specification — *based on artwork provided*
- ✓ Furniture items as shown
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle

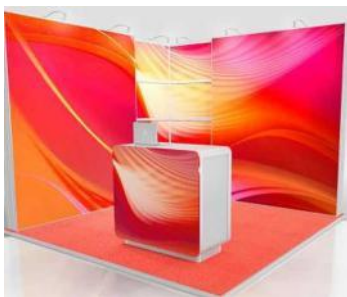
Stand Upgrade — Silver Option (3m x 2m Stand Space — Front Open Only)



Silver Option Upgrade

- ✓ Hire of all exhibition system shown
- ✓ Flooring with a choice of vinyl or carpet covering
- ✓ All panels fully digitally printed to clients specification — *based on artwork provided*
- ✓ Furniture items as shown
- ✓ Counter Unit with digitally printed branding to front
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle

Stand Upgrade — Gold Option (3m x 2m Stand Space)



Gold Option Upgrade

- ✓ Hire of all exhibition system shown
- ✓ Flooring with a choice of vinyl or carpet covering
- ✓ All panels fully digitally printed to clients specification — *based on artwork provided*
- ✓ Furniture items as shown
- ✓ Counter Unit with digitally printed branding to front
- ✓ Production of Full CAD visual showing your exact requirements for approval
- ✓ Lighting as shown
- ✓ Full Installation & Dismantle

Please note the above are suggested upgrade options. Other configurations and designs are available. Please contact us for details and prices.

Form 10

SHELL SCHEME WALL COVERING ORDER FORM

ClayTech UK 2022
Newark Showground
24th November 2022

STAND NUMBER

Company Name

Contact

Telephone

Email

Address

Postcode



Please return this form to:

Xhibit Solutions Ltd
Unit 10 Hall Court Farm
Ripe Lewes BN8 6AY

T. +44 (0) 1323 811406

F. +44 (0) 1323 811416

E. info@x-hibit.com

DEADLINE FOR RETURN: FRIDAY 4TH NOVEMBER 2022

Please see page to 2 for full details of how you complete this form

Product Code	Product Description	Unit Cost	Qty panels/metres	Total
WP/DPIS	Digital Print Full Height Wall Panel (IN SYSTEM) <i>Price per 1m wide x 2.5m high panel</i>	£155.00 per panel		
WP/DPS	Digital Print Full Height Wall Panel (SEAMLESS) <i>Price per 1m wide x 2.5m high seamless section</i>	£230.00 per panel/m		
FS/DP	Digital Print Fascia System	£45.00 per m		
			Sub Total	
			VAT	
			Total	

ORDERS RECEIVED AFTER THE DEADLINE MAY BE SUBJECT TO A 20% SURCHARGE

Please tick your preferred payment from the options below

I would like to pay by cheque and have written the exhibition, stand no. & company name on the back

I would like to pay by Credit / Debit Card.

I would like to pay by a BACS transfer

On submission of your order we will email you confirmation of your booking with details of how to make payment by your chosen method

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SHELL SCHEME WALL COVERING ORDER FORM

Q. What are the standard wall and fascia coverings for my shell scheme stand?

A. A standard shell scheme consists of grey tweed Velcro compatible panels with a royal blue fascia, unless otherwise specified by the organiser.

Q. How do I calculate how many panels I have on my stand?

A. Shell scheme walling is made up of 1metre wide x 2.5 metres high sections. Therefore, if your stand has a back and sidewall (a corner plot as per the visual below) and the stand size is 3 metres x 3 metres you have 6 panels.

Q. How do I calculate how many metres of fascia I have on my stand?

A. Fascia system is provided on any open side of your stand where walling is not provided. Therefore taking the example above, if your stand has a back and sidewall (a corner plot) and the stand size is 3 metres x 3 metres you have 6m of fascia.

Q. What about fitting the panels I order into my shell scheme?

A. All the prices outlined above include the production, transportation of your ordered panels to the event, as well as fitting them into the shell scheme structure. So when you arrive everything is ready for you.

Q. Can I use the panels again at other events I attend?

A. Yes the panels can be taken away, stored and then installed at other events. Please contact the office for details.

In System Digital Print Wall Covering Options



The In system finish is shown in the example picture. Please note this is not a seamless finish as the panels fit into our shell scheme framework. A 40mm post section is visible between panels which need to be considered when designing artwork.

To choose this option, simply fill in the form on page 1 and return to us. We will then contact you with a guide of the exact artwork specifications we require.

Seamless Digital Print Wall Covering Options



The Seamless print finish is shown in the example picture. Digital print panels are mounted onto the shell scheme structure to create a continuous image which means you can totally transform your shell scheme booth into a high impact, eye catching stand.

To choose this option, simply fill in the form on page 1 and return to us. We will then contact you with a guide of the exact artwork specifications we require.

Failure to supply artwork to the requested specifications may result in an additional studio time charges.

Depending on the configuration, location and size of your stand, a fascia or alternative support structure may be required. Details can be discussed prior to order.