



Prospect Works • Unit 7 • North Medburn Farm
Watling Street • Elstree • Herts • WD6 3AA
Tel: 020 8207 4957 • Fax: 020 8207 3040
Email: info@ardan.co.uk • Web: www.ardan.co.uk

ELMI 2024 AAC LIVERPOOL 4-7 JUNE

Dear Exhibitor:

Our team at Ardan Exhibitions is pleased to be your Official Standfitting Contractor for ELMI 2024.

We will be supplying your shell-scheme stand and have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early. The basic shell-scheme package supplied with your space comprises white pvc wall panels, fascia, name panel.

We have included details of graphics options to assist with your planning. We also offer a wide range of additional items and furniture hire. Our full range of furniture hire is detailed in a separate document.

On receipt of your order we will check availability and then forward an invoice which we will require payment before the event. Preferred method of payment is by bank transfer (bank details will be supplied on invoice) or alternatively we can accept credit card payment (5% surcharge applies).

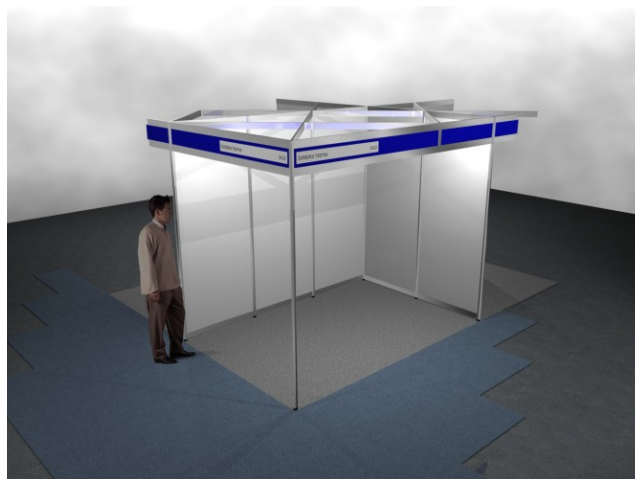
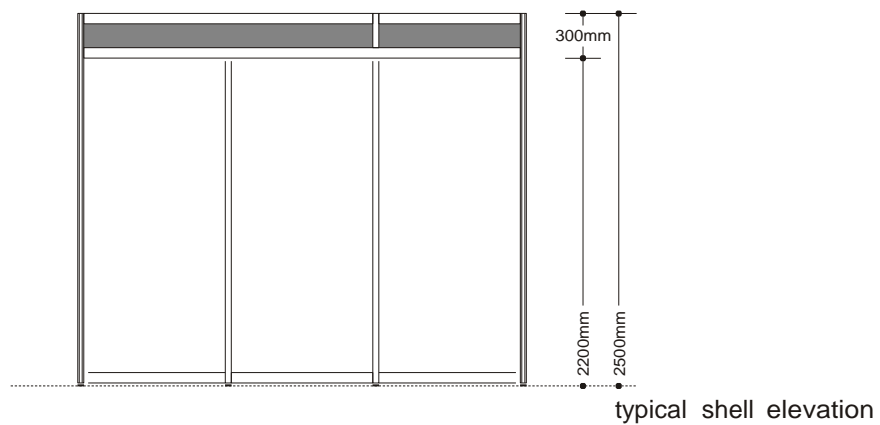
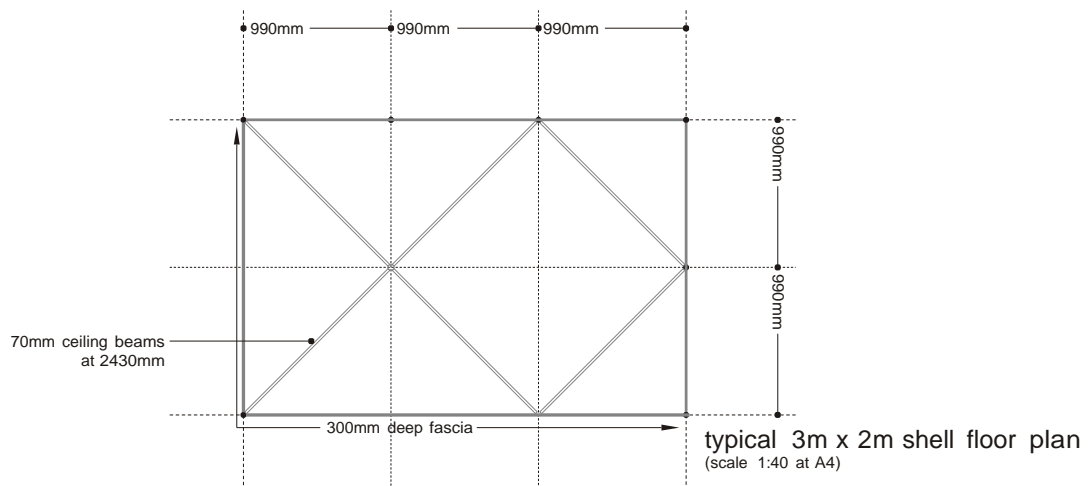
You can reach us by either telephone at 020 8207 4957 or email sales@ardan.co.uk.

We hope you have a successful event and look forward to being of service to you. If you require any further assistance please do not hesitate to contact us.

Regards

Keith Daniels

BASIC SHELL SPECIFICATION



Tel: 020 8207 4957
Email: info@ardan.co.uk



UNIT 7 - NORTH MEDBURN FARM - WATLING STREET - ELSTREE - HERTS - WD6 3AA
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4-7 JUNE 2024**

IMPORTANT
This form must be returned
no later than
10 MAY 2024

ORDER FORM for SHELL SCHEME NAME PANEL

We wish our fascia name panel to read as follows:

(Please type or print in block capitals)

(MAXIMUM OF 30 CHARACTERS ALLOWED)

N.B. If this form is not returned by the date shown above, the name indicated on the exhibitor's list will be that used on your name panel.

Exhibitors are reminded that their registered name only or trade name only will be lettered on the Shell Name panel in standard style capital letters. Please ensure that any abbreviations are correct.

Addresses will not be included neither may any other display material be fixed to the fascia.

Signed _____ Contact _____

Exhibitor _____ Stand No. _____

Address _____

Tel No. _____ Email. _____ Date _____

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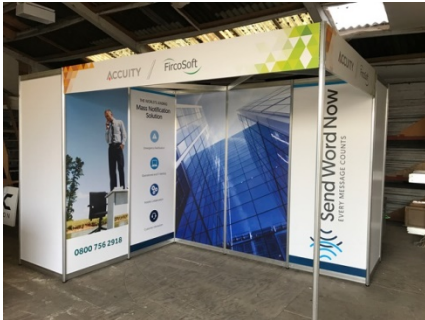


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GRAPHICS

We can offer various graphic options for your stand.

Printed wall infill panels. (from your artwork)

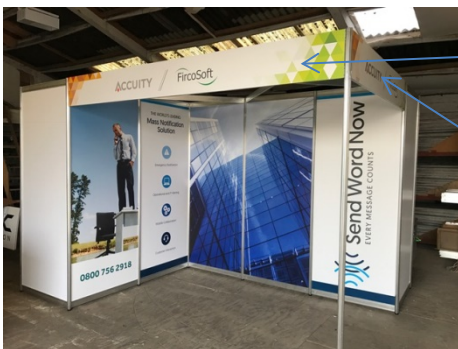


You can choose to print some or all of the wall panels on your stand.
 Please refer to the floorplan to determine how many wall panels you have on your stand.
 This will depend on whether your stand is open on 1,2 or 3 sides.
 There is 1 wall panel per m run of wall on your stand.

You will find the artwork guidelines later in this section.

Please see item G1 on our order form

Printed fascia overlay panels. (from your artwork)



You can choose to print overlays for the fascia of your stand.
 Please refer to the floorplan to determine how many fascias you have on your stand.
 This will depend on whether your stand is open on 1,2 or 3 sides.
 2m fascia – Artwork Size 300mm high x 1940mm wide
 3m fascia – Artwork size 300mm high x 2930mm wide
 4m fascia – Artwork size 300mm high x 3920mm wide

Please see item F2,F3,F4 on our order form.

Printed counter infill panels. (from your artwork)



You can choose to print the front and sides of our lockable or open counters (Items K or L on our additional standfitting form (also the counter in the premium furniture package).

The counter front: Artwork Size 970mm wide x 852mm high

The counter sides: Artwork Size 475mm wide x 852mm high (2 per counter)

Please see item C1 or C2 on our order form

Printed seamless wall coverings. (from your artwork)



If it is imperative to have seamless graphics on your stand we can build a wall inside the shell scheme and cover with a printed wall wrap.

Sizes will depend again on your stand layout.

Please contact us for dimensions for artwork for your stand.

Please see item S1 on our order form.



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ORDER FORM for GRAPHICS

Please supply following graphics at the prices shown below:

Code	Description	Quantity	Price	Total
G1	Graphic print to wall panel from artwork supplied (per 1m panel)		£255.00	
F2	Graphic print to 2m fascia from artwork supplied 300mm high x 1940mm wide		£66.00	
F3	Graphic print to 3m fascia from artwork supplied 300mm high x 2930mm wide		£99.00	
F4	Graphic print to 4m fascia from artwork supplied 300mm high x 3920mm wide		£132.00	
S1	Graphic printed wall wrap from artwork supplied (per 1m run including wall)		£355.00	
C1	Graphic print to Counter Front from artwork supplied 970mm wide x 852mm high		£115.00	
C2	Graphic print to Counter Sides (2) from artwork supplied 475mm wide x 852mm high		£115.00	
Total			£	
Plus VAT			£	
TOTAL COST			£	

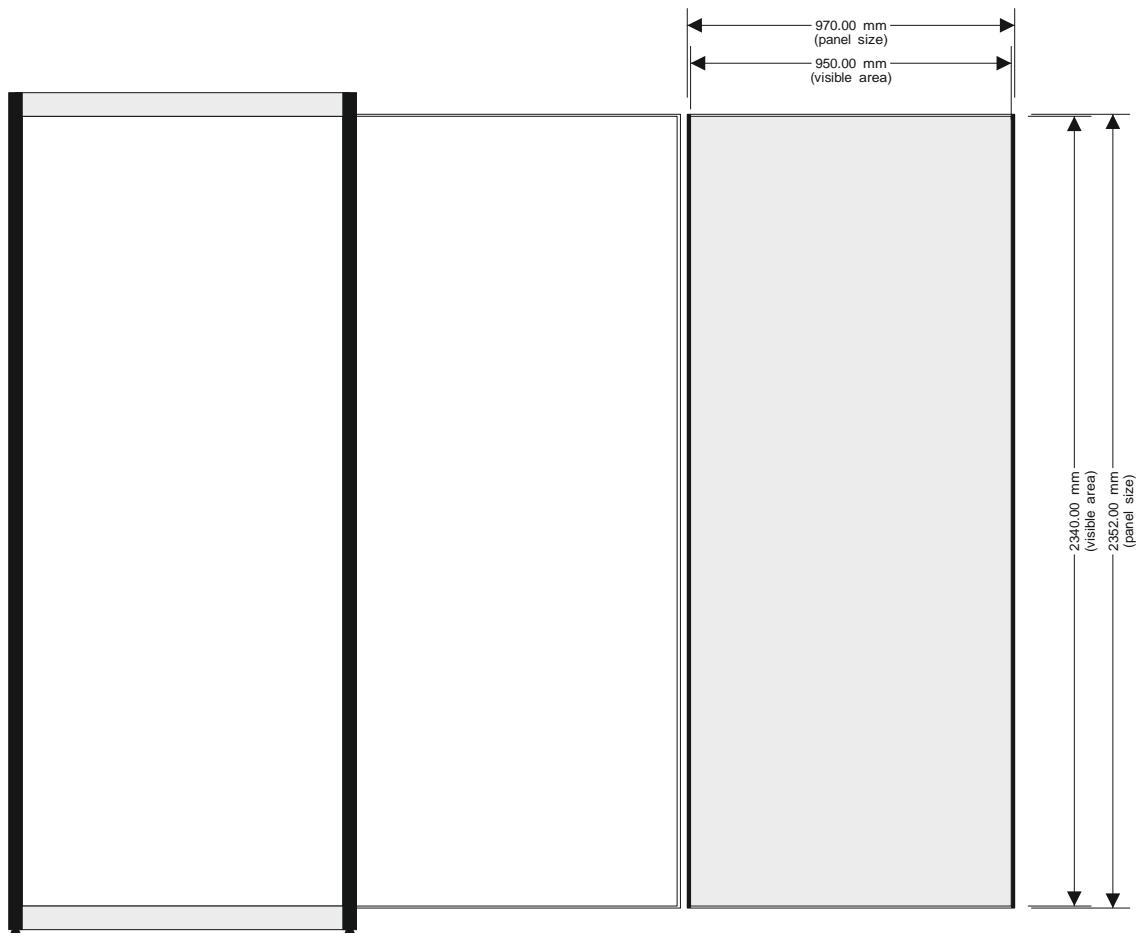
Signed _____ Contact _____

Exhibitor _____ Stand No. _____

Address _____

Tel No. _____ Email. _____ Date _____

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WALL PANEL ARTWORK SPECIFICATION

Panel size is 970mm wide x 2352mm high

Visible area is 950mm wide x 2340mm high

(10mm either side and 6mm top and bottom goes into stand system)

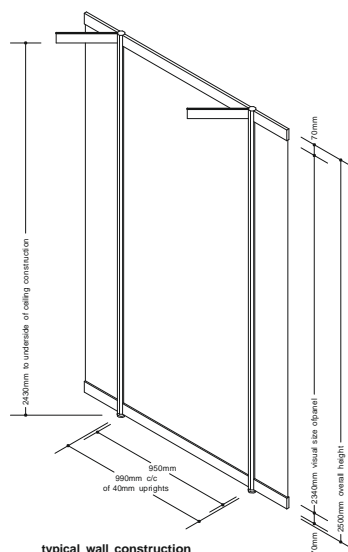
The vertical poles are 40mm wide and 10mm of the panel goes into the system slot.

There is therefore 20mm between panel edges when inserted into the poles.

ARTWORK GUIDELINES

Files are ideally required as Photoshop EPS (a high res-pdf is usually acceptable), but the critical thing is our printers work to file size rather than resolution (dpi).

Therefore as a general guide, files containing pictures should be supplied at 15 megabytes per square metre.



typical wall construction



email: sales@ardan.co.uk

tel: +44 (0)208 207 4957

SHELL SCHEME EXTRAS



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ORDER FORM for ADDITIONAL STANDFITTING

Please supply on hire the following additional rental items at the prices shown below:

Code	Description	Quantity	Price	Total
A	Additional wall panel (2.5m high x 0.99m wide)		£95.00	
B	Lockable door section (2.5m high x 0.99m wide)		£140.00	
C	Curtained entrance (2.5m high x 0.99m wide)		£110.00	
E	Flat shelf, white laminate (0.99m x 0.30m)		£45.00	
F	Sloping shelf, white laminate with lip (0.99m x 0.30m)		£50.00	
G	Literature dispenser, 4 off A4 sections, fits onto 1m panel		£45.00	
H	Hat and coat hooks, row of 4, fits onto 1m panel		£32.00	
K	Open counter unit (1.03m wide x 0.54m deep x 1.02m high)		£95.00	
L	Sliding Doors counter (1.03m wide x 0.54m deep x 1.02m high)		£125.00	
P	18mm Flooring (Cord carpet included) per sq.m.		£40.00	
Q	Change colour of wall panel (per 1m panel) please advise colour required		£130.00	

All items are net on hire and are provided in accordance with the supplier's conditions of business and should be insured during the show period against all risks for 3 times the rental value.

Total £
Plus VAT £
TOTAL COST £

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER

Please attach a drawing showing required positions of items ordered

Signed _____ Contact _____

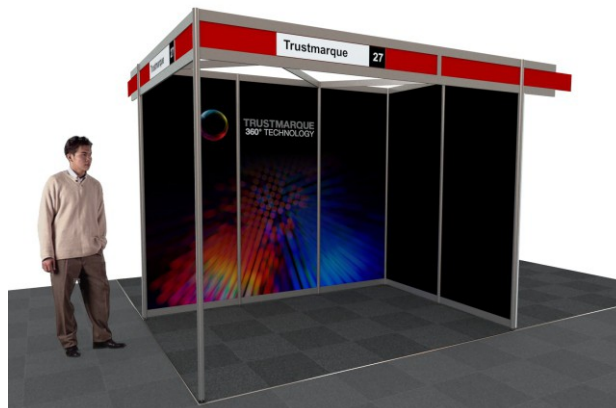
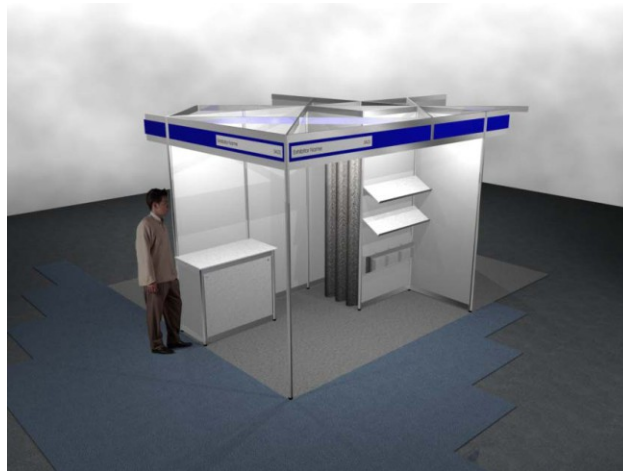
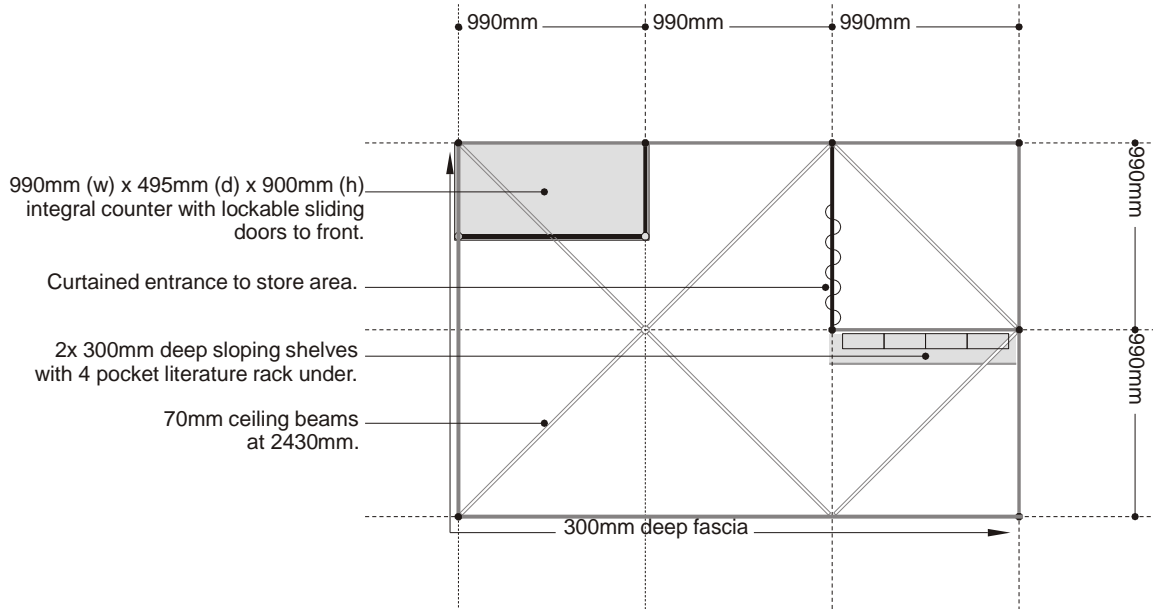
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Address _____

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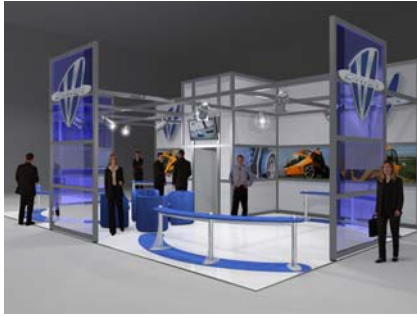
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ADDITIONAL STANDFITTING ITEMS



Printed & Coloured Wall Panels

EXHIBITING?



Ardan provides both custom standfitting and modular standfitting. We are therefore able to provide a unique solution whatever the brief. At Ardan our highly experienced in-house logistical and technical management teams have all the resources needed to take your project from initial concept to final completion.



Whether you choose a modular stand or a custom build stand, an experienced Project Manager will be with you every step of the way. They will be able to advise and supervise to create a perfect product which we can all be proud of.



Modular systems provide a fast, efficient, reliable solution and can be distinctively personalised by the addition of graphics and creative lighting. Modular systems offer an attractive alternative to customised standfitting, particularly for those clients who have several shows or who are on a tight budget.



Our custom build service means we can create a unique answer to any brief whilst respecting size and budget. We can take modular stands and extend them and develop a look that is entirely your own or we can start with a blank sheet and create an innovative and original solution to your requirements.

From concept to completion means just that. We can complete your stand with graphics, furniture, carpet and floral arrangements.



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