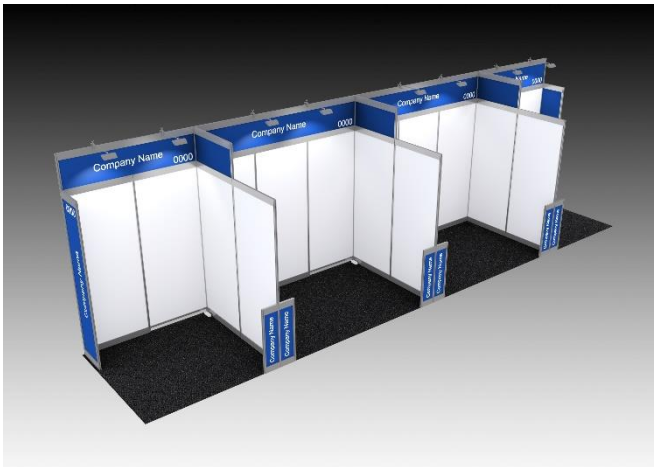
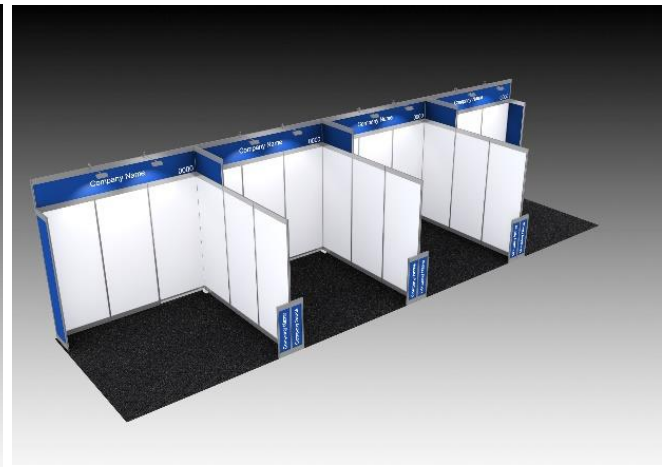


## First Time Exhibitor (FTE) Village Specification Sheet



(1)



(2)

\* Images above are an example of a run of FTE Village stands. (1) 2x2m and 2x3m; (2) 3x3m. We are unable to provide each exhibitor with an individual image of their exact stand dimensions and number of corners sold.

### Shell Build

- Standard white Kanya system shell scheme walling, 2.5m high, to rear of stand and dividing walls
- Blue raised fascia panel, 0.5m high, attached to the top of the rear and first partition walls
- Blue side end panel, 2.5m high x 0.5m wide
- Blue front end panels, 1m high x 0.25m wide
  - See end of this document for layout.
  - All stand dressing items/graphics/exhibits must be no higher than 3m
- Fascia and front end panels displaying company name and stand number
  - The company name printed onto the name board is the name recorded in your Exhibitor Portal. If you have registered sharers on your stand, their company name will not be included.
  - Any name change request after Tuesday 30 April and any alteration made onsite will be subject to a fee.
  - We do not allow exhibitors to personalise their fascia boards with graphics.
- Dark grey carpet
  - The carpet colour cannot be changed.

### Electrics & Lighting

- 20W LED long-arm spotlights attached to raised fascia; 1 light per 3m<sup>2</sup>
- 1 x 3kW mains supply including consumption
- 1 x European power socket

If you wish to order additional lighting or electrics, please contact [HMC Customer Services](#) directly to place your order.

**During build-up stand power will only be switched on if there is no danger from the electrical stand installation (open cables, incorrect lighting installations or other visible electrical defects).**

The power to all stands will not be switched off over night during the event. Only in case of maintenance work there may be a cut for the duration of the work. If you require permanent 24-hour power for the show open period please remember to order an UPS (uninterruptable power supply) directly with [HMC Customer Services](#).

For safety reasons, the power supply is usually switched off on the last day of the fair one hour after the event closes. HMC must be notified of any additional requirements in this respect before the end of the event. You are advised to order it online for dismantling the motorized traverse of lighting.

Basic leading guidelines for socket outlets (AC feed up to 3kW):

500 watt socket	PC Computers, TV's, videos, spotlights to 500w & refrigerators
1000 watt socket	Domestic filter coffee machines & lighting up to 1000w
2000 watt socket	Kettles* & machinery up to 2000w
3000 watt socket	Hired coffee machines, machinery 2000w - 3000w

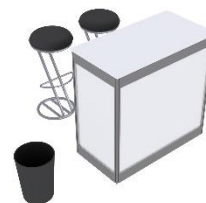
Please note that you may have an electrical fuse box on your stand which will be positioned in the top right corner of your back wall. Charges may apply onsite to move these boxes.

## Furniture

A furniture package is included for FTE Village exhibitors based on the stand size booked;

### FTE Furniture Package 1: 4sqm – 8sqm

- 2 x black bar stools
- 1 x white information counter  
100cm wide x 50cm deep x 100cm high
- 1 x black waste paper basket



### FTE Furniture Package 2: 9sqm+

- 3 x white chairs
- 1 x white table 70cm wide x 70cm deep x 73cm high
- 1 x white information counter  
100cm wide x 50cm deep x 100cm high
- 1 x black waste paper basket



The furniture style and colour cannot be changed, items can only be removed if not required. If you would like to remove any furniture please contact the [WTCE Operations Team](#). Alternatively, if you wish to order additional furniture for your stand, please contact [HMC Customer Services](#)

## Cleaning

- Daily cleaning service (carpet, tables, counters and chairs)
- 1 x 60l waste bag per open day including disposal

If you wish to order enhanced cleaning, please contact [HMC Customer Services](#).

## Graphics & Artwork

Graphics are not included with this package. If you wish to order graphics you can contact the [Official Graphics Supplier](#) for sizing, pricing and deadlines.

### **Shell Scheme Accessories & Extras:**

Additional shell scheme accessories such as shelving, and storage areas can be added at your own expense. Please view the order form in the Exhibitor & Contractor manual for further information and order directly with [HMC Customer Services](#).

**The deadline for HMC orders is 30<sup>th</sup> April 2024. After this date prices will increase by 20%.**

### **Shell FAQ's:**

#### **How do I attach posters?**

Graphics can be affixed to your walls using double sided sticky tape, Velcro, or blue tac. You are not permitted to screw or nail into the walls. Unless ordered through the [Official Graphics Supplier](#) you are responsible for removing and disposing of your stand graphics. You will be charged for any damage to the stand panels or resulting cleaning costs for residues and the disposal of any graphics left on site.

#### **Can I customise my fascia and/or finger board?**

You are not permitted to apply your own graphics or provide your own fascia board.

#### **How much weight can each panel hold?**

This depends on a number of factors so please contact [HMC Customer Services](#) to discuss this in more detail.

#### **Can I mount a TV onto the wall?**

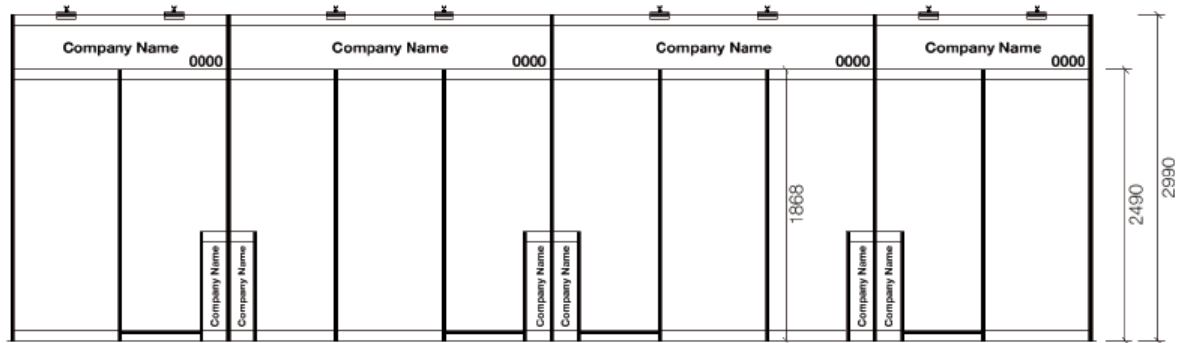
Yes, but you will need to contact [HMC Customer Services](#) to discuss this as special reinforced panels will need to be ordered to support the TV. You will need to know the size and approximate weight of the TV before contacting the HMC.

#### **Can I drill into the walls?**

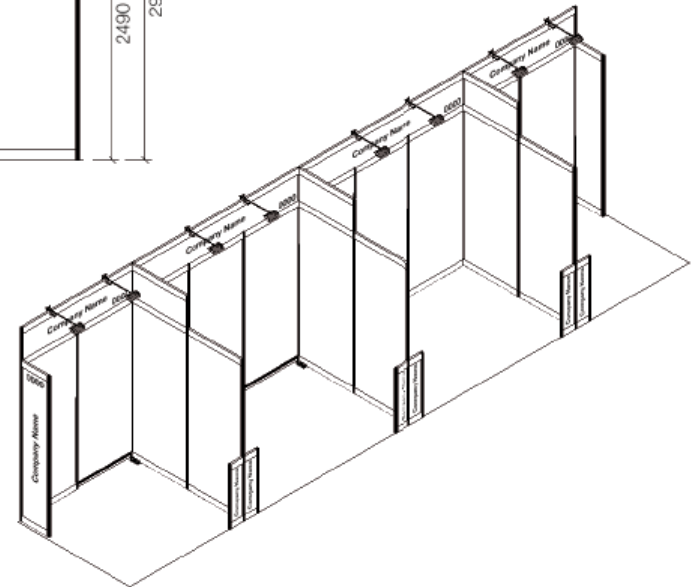
No, you are not allowed to drill or nail into the walls. You will be charged for any damage caused.

# Layout

Ansicht  
M 1:40



Isometrie  
תורה Maßstab



Draufsicht  
M 1:40

