

# Stand Guidelines



Each panel is 1000mm wide x 2135mm high with a separator of 45mm.

## SPONSOR PACKAGES

You will be provided with a meeting stand (picture A) consisting of **4 grey material panels**. Two back, and two side panels. Your stand will include a company name board, lighting, power, and furniture. You will be supplied with 1 table within your stand measuring 870mm square & 750mm high, dressed in a white tablecloth, along with 3 chairs.

Should you have an additional sales representative an additional breakout table (picture B), adjacent to your stand where you can facilitate a second meeting.

**This includes Project Partner, Strategy Partner, Exchange Partner and Visionary Partner.**

## HEADLINE PARTNER

As the events Headline Partner, you will be provided with a bigger meeting stand consisting of **7 grey material panels**. Five back, and two side panels. Your stand will include a company name board, light, power, and furniture.

You will be supplied with 3 tables within your stand area, measuring 870mm square & 750mm high, dressed in a white tablecloth, along with 3 chairs per table.

### BRANDING YOUR STAND

You can only affix posters or preferred marketing material to the stand panels with Velcro (male - not supplied).

NB. Please be aware not to print heavy marketing material, as the Velcro may not be strong enough to the weight of the material used.

All marketing material must fit within your stand area.

If you prefer not to affix marketing to the stand boards, you can bring your own marketing roller banners instead.

### COMPANY NAME BOARD

The name of your company will be displayed at the top of the middle panel on an A3 white form board.

The company name will be displayed on the board in black ink font 'Arial'. If you would like to supply your own name board, please make a member of the team aware.

### ELECTRICS

You will be supplied with one 13-amp socket; recommend for charging laptops, mobile phones and small devices. If you need power for equipment requiring more than the 13-amp provided, please make a member of the team aware.

### WI-FI ACCESS

During registration you will be supplied with the hotels WIFI code. We cannot guarantee the strength of the connection, nor can we take any responsibility for its reliability.

### ACCESS TIME

You can gain entry to decorate your stand from 07:30am on the day of the event. Should you need access the evening before, please speak to a member of the team.