

# **IMPORTANT NOTICE**

## **OCTANORM SHELL**

Please read this notice before setting up your stand. If you have any questions please visit the Service Desk, which is located opposite the Organisers Office on Mezzanine Floor.

### **Fixing Methods**

We ask that all exhibitors DO NOT use double sided tape, sticky buds, staples, pins or any other fixings that will damage the infil foamex panels. Please note, if panels are damaged a charge will be applied. The recommended fixings method is double sided velcro, but please DO NOT apply to the metal work. If you need to purchase some or unsure on your fixing method, please visit the Service Desk.

### **Removal**

Please ensure all Velcro, graphics and stand decorations are removed and taken off site. Please note that a charge will be applied for anything not removed or damaged.

### **Flooring**

Any Carpet or Flooring cannot be fitted directly to the venue carpet; flooring ply, MDF or wooden floor flats must be installed first. For more information, please visit the Service Desk.

### **Shell Scheme Structure**

It is strictly prohibited to tamper with the Shell Scheme Structure. If you need assistance with the Shell Scheme, please come to the Service Desk to speak to the Venue Contractor. If you have ordered an electrical socket, please do not paint the conduit tube or shell scheme panels from white to another colour.

Be mindful of neighbouring stands, be aware of what is behind your stand or walls that are close to venue railings / iron work.

### **Services**

Please ensure that all services ordered through the Venue have been provided. If any items have not been provided, please bring this to the attention of the Venue Services Co-ordinator at the Service Desk and/or the Venue Services Manager when you are on site. Refunds cannot be provided if we are notified after the event or if the services have been installed. This also applies to any damages, which may occur during the event.

Any questions please ask the Service Desk. Thank you for your co-operation.

**BUSINESS DESIGN CENTRE.**

