Grid plan:

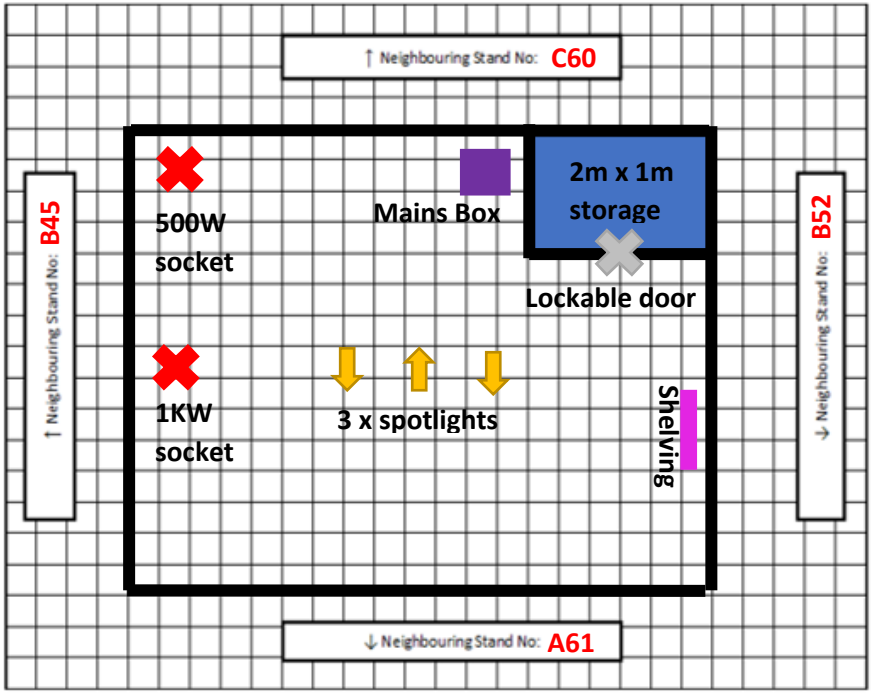
Company Name :_____ Stand Number & Hall: _____

Do you have a raised floor? **YES / NO** **Platform height is _____cm**

Dimensions of stand: ____**m x** ____**m**

Exhibition:

Use the grid plan below (birds-eye view) to specify the layout of your stand so we can position your items according to your requirements. Please draw your shell scheme stand onto the grid plan and add your **ordered** items to it. •Spotlights •power sockets •Storage areas • Shelves



Why is my grid plan important?

Your grid plan is essential to ensure our stand builders know where exactly you would like your ordered items installed.

What happens if I do not complete a grid plan?

Failure to complete the grid plan will result in our suppliers placing your electrics, spotlights and mains to electrics where they see fit. Any changes onsite and past the deadline date may not be possible and will incur a surcharge to the exhibitor.

Contractors may also not install your ordered stand fittings if they have not been told the location, or the heights of shelves. Confirming or moving any stand fittings onsite may not be possible and may be delay the installation.

How do I complete my grid plan?

Use different symbols and clearly label these symbols for any ordered items, and any items included in your stand package.

Mains Boxes

Please include a mains box placement on your grid plan. This cannot be changed onsite. Please note due to locations of the mains ducts on the show floor the contractors will do their best to pull these close to your position marked but it may not always be possible to pull this exactly where required.

Ordered & Package Sockets (Specify power ordered)

Mains Duct / Box (Ideal Placement)

Ordered Storage

Ordered Lockable Door Placement

Spotlights (Pointing in direction of light)

Shelving (Please specify height from the ground)