

welcome to your stand



Event &
Exhibition
Solutions
Your trusted partner

Head Office
1 LOMAX STREET
RADCLIFFE
MANCHESTER
M26 1PX
Tel: 0161 723 6105
ig.events

Please take a few moments to read the following important information which will help us to provide you with an efficient and successful service

additional shell scheme standfitting orders

If you have already pre-ordered any extras with the Index Group or Hirex Ltd and the goods are not on your stand - please go to our Service desk for assistance.
Failure to collect goods will not warrant a credit being given after the event

fixings

If you have a problem with large graphics or fixings please contact our service desk, which is usually located near the organisers office or registration/entrance area.

if your panels are white with a smooth finish

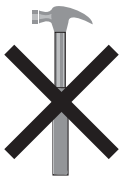
Sellotape® Sticky Fixer foam pads or combined self adhesive hook & loop Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

if your panels are coloured with a material texture

Hook Velcro® 'type' fixings **ONLY** are permitted to be used on the panels and can be purchased from our service desk

do not use

Any of the following fixings on any part of the metal framework or either type of panel finish



NO NAILS



NO SCREWS



NO PAINT



NO STAPLES

No self adhesive tape of any kind can be used on the metal work of your stand

A minimum cleaning charge of £50.00 will be levied and payment will be required prior to the opening of this exhibition if the above is not observed

ALL DAMAGE WILL BE CHARGED

at the close of show

At the designated closing time we will commence dismantling stands immediately.

In your own interests, please remove all graphic panels etc and entrust their safety to a member of your own staff.

We **WILL NOT** accept any responsibility for anything left on your stand at the close of this exhibition

and finally... we hope you have a successful event and thank you for your co-operation