

## BASIC PACKAGE STAND

Basic package stand is an ideal solution for exhibitors, who want to ensure their presence at the exhibition, but also want to highlight their branding and unique identity.

It offers almost limitless possibilities, but preparations for the event are more complex and require more time, and most likely bigger budget, depending on the actual structure of the stand exhibitor wishes to build.

### When I book basic package stand – what do I book exactly?

When you book a basic package stand, you book only the space in the exhibition hall.

That means that everything you will need to create your unique brand experience in the exhibition will need to be ordered by you, or your stand builder separately.

Below you will see examples of services that you will need to order and pay for separately:

- power,
- carpet or flooring,
- furniture on the stand,
- lights,
- internet connection,
- stand structure,
- stand cleaning,
- transport and storage of stand structure to / from the venue

In most cases you will simply need to appoint a stand contractor, who will work closely with you on your stand project – it will be them putting all these services together for you.

### What else is part of the basic stand package?

1. Passes:
  - 1 free full exhibitor staff pass per 9m<sup>2</sup> booked,
  - 1 free full event conference pass for up to 50m<sup>2</sup> booked, plus 1 free full event conference pass, for each additional 50m<sup>2</sup> booked (e.g. 120m<sup>2</sup> = 2 conference passes),
2. Visibility:
  - Company profile (50-word description) in the exhibition catalogue,
  - Company listing with link to exhibitor's website on the online exhibitor listing,
3. Other services and tools
  - Tools to help exhibitors promote their stand (customizable banners and event logo),
  - Waste removal during the event days (service is not equal to stand cleaning)

### What compulsory forms / documents I need to submit, if I booked basic stand package?

Compulsory forms to be submitted by each basic package stand exhibitor:

1. Health and safety Declaration
2. Exhibitor profile entry
3. Stand plans for approval,
4. Risk assessment and method statement (normally provided by stand contractor, who is in charge of building your stand),
5. Structural calculations for stand over meters and double deckers.