



STANDESIGN PROJECT MANAGER



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FURNITURE INCLUDED IN YOUR FEE

- 1 x Table (low or tall)
- 3 x Chairs or bar chairs
- 1 x Brochure stand
- 1 x 220V with approx. 300 W for charging phone, laptop etc



PRINT ON WALL

Take into consideration that:

- The system is visible
- Print is directly onto panels
- Panels cannot be reused



IN FRAME BANNER

Take into consideration that:

- The system is **not** visible
- Print is on fabric mounted in frame
- IN Frame Banners **can** be reused



GRAPHICS FOR YOUR BOOTH

The number of panels or m² depends on the size of the wall. Please see Drawing and Order Form for dimensions or contact the project manager for details.

Specifications for your print files:

- Add 20 mm bleed (crop marks must be visible)
- All text must be outlined
- All images must be minimum 100 dpi
- All logos in EPS or AI file
- All colors will be printed in CMYK
- Print ready pdf's must be sent by www.wetransfer.com to the project manager

Standesign offers to produce the printing file
Please order DTP in the order form



ORDER FORM

- Please fill out the order form and return by email to: torben@standesign.dk
- **Deadline: 24th of March 2023**
- Carpet front will have text. Company name or web address in same size and font. **Remember to indicate the required text** for your carpet in the order form

Exhibitor Information:	
Company name:	
Company adress:	
Company phone:	
Contact person name:	
Contact person e-mail:	
Contact persone phone:	
Invoicing name and reference	
Invoicing e-mail:	

Event Information:	
Name of event:	SPG 2023
Location:	Barcelona
Date:	25. - 27 April 2023
Booth No.:	Hal 3
Deadline for order form:	24. Marts 2023
Deadline for Print files:	24. Marts 2023
Freight from DK: (BWS transport proposal)	12. April 2023

Order Form
Please fill out the order form and return by email to: torben@standesign.dk no later than the above deadline.

HANDLING OF YOUR GOODS

Standesign can help you handling your own equipment (unpacking and packing)

Must be ordered in advance via the order form

Please indicate estimated hours and provide the following information:

- Arrival of the goods
- Amount of crates

Please note: We only empty the crates. We do not assemble your equipment



STAND HANDOVER

- Stand handover:
- 24th of April 2023 between 12.00 - 17.00
(12 pm – 5 pm)

Stands must be completed, and excess products and materials must be removed from all halls no later than 22.00 (10 pm) on Monday 24th of April – please allow time to load and unload vehicles.

During build up and breakdown, contractors and exhibitors are required to wear build up/breakdown passes and Personal Protective Equipment at all times and to comply with the Health and Safety Regulations of the venue



