



Exhibitor Handbook

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General Information

Venue	The Business Travel Conference 2011 (TBTC 11) will be held at The Novotel London West, Hammersmith, with the Exhibition being hosted in the Champagne Suite of the hotel.
Exhibition build up	Access to the exhibition areas for stand dressing will be: Sunday 16th October 1300 – 1600 hrs
Exhibition opening times	Monday 17th October 0815 – 1700 hrs Tuesday 18th October 0830 – 1630 hrs
Exhibition breakdown	Access to the exhibition areas for stand removal will be: Tuesday 18th October 1645 – 2200 hrs <i>NB: These times must be strictly adhered to. Early breakdown will not be allowed under any circumstances. There will be no access to these areas on Wednesday 19th October.</i>
Vehicle entry doors	Vehicles cannot be driven into the exhibition areas.
Access for vehicles during build-up and breakdown	Lorries / cars should report to the loading bay which is in the underground car park which can be accessed via Shortlands. All personnel should report to a duty manager upon arrival for security and to ensure that access is made available to them.
Delivery, unpacking, storage and removal.	All exhibits, standfitting and other materials brought into the premises for the exhibition (including materials scrapped at the end of the event) must be removed from the hotel by 2300 hrs on Tuesday 18th October. Exhibitors will be responsible for any charges The Novotel London West, Hammersmith may make for extending the hire period and for any additional services provided if the premises are not vacated by that time. Deliveries must be labelled as per the instructions on page 11. Deliveries that are not labelled correctly will be refused by The Novotel London West, Hammersmith.
Champagne Suite (1st Floor Convention Centre) Access	Access is via Hotel Service Road Other than in the act of unloading and reloading event equipment, under no circumstances are event vehicles to be left stationary and unmanned in the Hotel back road. Service vehicles must not obstruct access along the back road during the event, used as a parking area or flight case storage The Hotel reserves the right to clamp vehicles left in this vicinity without notice. A fee for removal will be incurred. All fire hydrant and no parking areas to be left clear of vehicles. No sawing of wood within the Suite. Where a Coach Bay is made available to Events the Client is to inform the Hotel who will have access to Coach Bay facility.

General Information

Champagne Suite Technical Specifications

2 x 63 amp three-phase power supplies available within the suite utilising European standard CEE form connectors, or 2 x 100 amp three-phase supply, a maximum of 200amps per phase is available.

Recessed within the ceiling are numerous lighting bars. These bars have a 500Kg per 2 metres. The lighting bars are ideal for hanging monitors, speakers and lighting equipment. Concealed within facility panels around the suite are various 'tie lines', which can be utilised to avoid the need for audio, video, lighting and data cable runs

All lighting within the suite can be controlled with the use of lighting wall panels

Resident/Visitor Parking

Take a ticket on arrival. TBTC has resident rates available for all attendees which are at £1 per hour. Tickets to be validated by TBTC staff before departure otherwise full visitor rate will apply at the ticket machines. Parking is subject to availability, for cost exhibitors may just want to drop off their equipment and use other cheaper local car parks.

Badges and passes

Exhibitors must register at the Conference registration desk, between 0800 and 0830 on Monday 17th October, which is situated at the entrance to The Champagne Suite. Those attending the Early Arrivals Reception in the evening on Sunday 16th October can register during the day when they arrive.

Damage to exhibition hall/shell scheme

Exhibitors will be held responsible for any damage to the exhibition premises or shell scheme caused by themselves or their contractors.

Fixings must not be made to the building structure. Marks caused by paint, oil or grease to the fabric of the building, the shell scheme or to the floor covering must be avoided.

Publicity material

Charges will be made to the exhibitor concerned to cover the cost of repairs or replacements made necessary by non-observance of these conditions.

Exhibitors are reminded that publicity materials may only be distributed from their stands.

First aid

First aid officers will be in attendance throughout the conference. Please go to the Registration desk or contact a member of the hotel staff.

Lost property

All property found at the venue will be surrendered to the Park Inn Hotel, and any queries regarding lost property should be addressed to them. Unclaimed property will be disposed of in line with hotel policy.

Stand cleaning

Prior to 1700 on Sunday 16th October all spare materials and other items used in connection with the construction and erection of stands at the exhibition shall be removed from the exhibition areas in order for staff to clean the area prior to the Sunday Evening Early Arrivals Reception. At the same time all exhibits and materials required for the exhibition shall be removed from the gangways and all refuse cleared from the area so as not to impede general circulation. The hotel's cleaning staff will also clean the exhibition areas each evening as appropriate.

Security

The Novotel London West, Hammersmith Hotel provides general daily security. It is recommended that exhibitors do not leave valuables unattended during the event.

Organisers' office

If you need any assistance please go to the Registration desk, where you will find a member of staff in attendance each day from 0800 until 1700

General Information

Insurance	The Novotel London West, Hammersmith Hotel and Business Magazines International Ltd accept no liability for property introduced into the premises by exhibitors or their contractors, sub-contractors or agents who must make their own insurance arrangements.
Public address system	The public address system is reserved for organisers' announcements only. The organisers regret it cannot be used for any other purpose.
Telephones and business facilities	There are public telephones available in the Foyer and pay as you go internet, photocopying and fax facilities available in the Business Centre, adjacent to the entrance to the Champagne Suite.
Refreshments	Refreshments and meals will be available to properly authorised exhibition personnel at the times specified in the conference programme.
Clients and contractors personnel	<p>All staff must be adequately trained, experienced and/or supervised for the tasks they are to perform. Hazardous tasks should only be carried out by experienced personnel. An assessment must be made as to what tasks should only be carried out by experienced personnel. An assessment must be made as to what tasks an operative is capable of performing and they must be instructed to limit themselves to those tasks.</p> <p>Possession, use or being under the influence of non-prescribed drugs is prohibited throughout the venue.</p> <p>Any exhibitor's staff or sub-contractors who, in the opinion of the organisers, are unable to perform their tasks in a safe manner due to the influence of excessive alcohol will be asked to leave the venue.</p>
Exhibitor's responsibilities	<p>All exhibiting organisations are responsible for their staff, their contractors, sub-contractors and visitors on and around their stand from the first day of build up through to the last day of breakdown. They must ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the Conference, and that their actions, or inactions, do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.</p> <p>All exhibitors must appoint a safety representative, with specific responsibility for health and safety, from their company to oversee all the activities that their organisation are undertaking in the venue. This person will be responsible for undertaking a risk assessment and method statement for your activities on site and for obtaining similar documentation from your contractors prior to starting work in the venue. This person will also be responsible for the proper information, instruction, training and supervision of all parties throughout the time at the venue. Please note that if this person is to be present only during build up and break down a senior person must be appointed to control health and safety matters during the open period</p> <p>Any injuries and dangerous occurrences need to be reported to the Events manager. Alternatively, the delegates can contact a hotel member of staff, who can be recognised by the hotel uniform and name badge.</p>
Reporting of injuries and dangerous occurrences	<p>Any injuries and dangerous occurrences need to be reported to the Events Manager. Alternatively, the delegates can contact a hotel member of staff, who can be recognised by the hotel uniform and name badge.</p>

Health & Safety

Children

Children under the age of 16 years of age are not permitted in either the internal or external areas where work is taking place on build up or breakdown of any exhibition.

Conduct

BMI and Novotel London West reserve the right to stop any work being carried out by any person or persons where the work is in the reasonable opinion of the Duty Manager or any health and safety adviser employed by the venue, being carried out in breach of any requirements stated in this document, any statutory requirements or in an unsafe manner. Any offending person or persons may be required to stop work immediately and may be required to leave the site. Such action will also apply to any person or persons behaving in an irresponsible manner so as to threaten the safety of, or cause injury to others, or cause unnecessary damage. The decision of any manager employed by or for Novotel London West to deal with these matters is final and irrevocable.

COSHH

All substances of a hazardous nature must be stored, controlled and used as required under the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

Hazardous Operations

If a particularly hazardous task is being undertaken on site the area is normally to be adequately and securely protected from access by personnel not immediately required to undertake the task. The risk and any list of personal protective equipment required should be displayed at access points. The hazardous operation must be thoroughly reviewed in a method statement and risk assessment which should be forwarded to the venue at least 14 days before the event.

Ladders and platforms

Ladders and step ladders are to be used in accordance with HSE guidance notes GS31. Painted wooden ladders and ladders which are defective must not be used. All ladders must be visually inspected prior to use. Safe working platforms are to be provided wherever possible.

Ladders are not suitable as a working platform for long periods of work (in excess of 15 minutes). Where there is a risk of falling 2 metres or more from any platform, access route or stairway, guard rails or other suitable barriers are to be provided, this includes part erected or dismantled structures. Scaffolds and working platforms shall be in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and HSE guidance notes.

The suspension of stand fittings or light fittings for exhibition stands from the structure of the venue roof will not be permitted.

For all stands, maximum ceiling height is 4.9 metres.

Lifting operations

It is a requirement to comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Health & Safety

Personal protection equipment (PPE)

Employers are legally required under the Personal Protective Equipment Regulations 1992 to provide appropriate personal equipment for their employees and likewise the employee has legal obligations in respect of the PPE provided.

The Construction (Head Protection) Regulations 1989 require that employees wear suitable head protection, unless there is no foreseeable risk of injury. Safety helmets must be worn during all construction and erection work at a raised level as well as during craneage and moving materials.

Plant

All types of plant, including cranes, forklifts, mobile elevating platforms etc to be used on site must be inspected and tested as required by the Health and Safety at Work Act 1974, the Construction (Health and Safety and Welfare) Regulations 1996, the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998 prior to use.

Operators of all plant must be competent, experienced, in possession of and able to make available for inspection on site the appropriate qualification, licence or certificate.

Vehicles

Reversing operations must be avoided unless absolutely necessary. If reversing has to take place a second person must be used to direct the operation and ensure safe working. All high sided vehicles and vehicles with restricted views, forklifts and cranes must be fitted with an audible alarm for reversing purposes.

Health & Safety Policy

NOVOTEL LONDON WEST HOTEL & CONVENTION CENTRE

1 Shortlands, London W6 8DR

Tel: 00 44 (0)20 8741 1555 – Fax: 00 44 (0)20 8741 2120

Email: H0737@accor-hotels.com

www.novotel.com

The Customer will at all times clear and remove all the rubbish, refuse and other materials not belonging to the Hotel from the premises and the Hotel so that the premises are completely clean and tidy at the end of the event. The Customer is responsible at all times for the safety and security of any items belonging to them and brought to the Hotel and the Hotel will not in any circumstances be liable to the client for any loss or damage to any such item howsoever arising.

The Customer is advised to consider arranging insurance for the Event, covering Public Liability and Loss or Damage to its property and that of any person attending the event. The Customer will not store or place on the premises or in the Hotel any flammable, combustible or objectionable substance or liquid.

The Hotel will be liable to the Customer and persons attending the event for injury to persons or loss or damage where and to the extent that the Hotel has been negligent but otherwise will be under no liability to the Customer whatsoever, however arising. The Customer undertakes to comply with all statutory, local authority, and standards institutions regulations, standards provisions, requirements, codes of practice, recommendations and laws for the time being in force that are applicable to the use of the Hotel facilities as contracted by the Customer.

The Hotel has the right to remove and dispose of any goods or articles remaining on the premises upon the expiry of the period without any liability whatsoever.

The Customer will undertake to ensure that all fire doors are kept closed and unobstructed at all times.

The Customer will undertake to ensure that all fire exits are kept clear and unobstructed at all times. No food or drink is to be brought into the hotel or prepared on the hotel premises without prior consent. The Customer and persons acting on their behalf and attending the event shall:-

Not act in a disorderly manner, arrive and leave promptly at the appropriate times as detailed in the Event Contract and obey any reasonable requests from employees of the Hotel.

Not bring live animals into the Hotel without prior written consent. Adhere to all noise abatement requirements when entering and leaving the Hotel.

Use access doors and lifts as indicated by employees of the Hotel. Not carry out any electrical or other works at the Hotel, including the installation of audio visual equipment without the Hotel's prior consent.

Comply with all licensing laws and other regulations relating to the Hotel. Not affix any materials of any kind to walls, doors or the fabric of the Hotel.

Not use any public areas of the Hotel for the display of promotional literature or signage without the Hotel's prior approval.

Be aware that any damage to the fabric of the Hotel, including carpets and walls will be charged at the full replacement value where such damage is caused by the Customers guests, its' agents and servants.

Ensure that all people entering the Hotel in relation to the event are suitably attired.

Comply with all Hotel requests to exclude any persons from the event whom it deems to be unacceptable to enter the Hotel, including any entertainers and contractors.

Not arrange for the delivery of, or deliver any goods or materials to the Hotel unless servants or agents of the clients are available and ready to accept delivery thereof.

Not to make any alterations to the premises or to remove any of the Hotels furniture or fixtures. It is the Customers responsibility to ensure that all contractors and persons attending their events adhere to all of the above conditions when using the hotel.

Should you have any queries or you require more information, do not hesitate to contact a member of the Staff.

Fire & Safety Regulations

Stand construction

When submitting plans, clear information as to the materials being used must be provided. No painting of stands or displays shall be permitted within the hotel. All materials used in construction, dressing, props, scenery, signs, fascias etc must be selected so as to be difficult to ignite.

Plans which must indicate the full construction details of the stand are to be drawn or reproduced in a clear and intelligible manner, to a scale of not less than 1:20 and include the following information where appropriate:

- A plan of the stand.
- Structural details of the stand.
- A specification of all materials to be used.
- The provision to be made in the structure of the stand for protection against fire and flamespread.
- Where appropriate, a certificate, or other details of the result of any relevant test, carried out on any material or other substance which is to be used in connection with the stand.

Timber

The following materials are approved for use:

- Any timber, impregnated to BS476-part 7-CLASS1 and branded.
- Timber framing of natural unproofed timber in excess of 25mm thick.
- Plywood, hardboard, pulpboard or fibreboard rendered fire resistant by an approved method of impregnation to BS476-part 7-CLASS1 and branded.
- Untreated natural timber may be used for floors provided it is not less than 18mm thick and is close jointed.

Plastics

Plastics must conform to BS476- part 7 – CLASS1 Fire regulations. Lexan and Macrolan are acceptable. PERSPEX MUST NOT BE USED.

Fabrics

Textile fabrics used for dressing purposes must be flameproofed or purchased treated by the use of approved chemicals in accordance with BS5438/BS5852.

Floor coverings

Floor coverings and/or underlay when tested appropriately in accordance with BS4790 should either not ignite or have the effects of ignition limited to a radius of 35mm on both upper and lower surfaces.

Adhesive tape to secure carpets or other materials to the floor of the premises must be removed after use, without damage to the floors.

All nails, adhesive tape, emulsion or paint marks etc left in or on the floor of the Suite at the end of the hire period will be removed by the venue and the exhibitor will be charged for the cost of such removal. Damage to the floor of the premises caused by such fixings or their removal will be repaired by the venue at the exhibitor's expense.

Artificial plants and flowers

Artificial plants and flowers are combustible and give off toxic fumes. Silk type flowers and plants are acceptable provided they have been flameproofed to BS476- part 7.

Fire & Safety Regulations

Fire exits, walkways, access routes

Under no circumstances must fire exits or gangways be either partially or fully blocked such that access or exit in emergency is impeded. Venue staff will remove any item blocking these routes without warning.

Emergency and security instructions

Emergency instructions are exhibited throughout the building. Basic instructions are given below for your information; please ensure that the information is passed on to your staff, contractors, sub-contractors and any other person who may need to know.

Fire procedures

Novotel London West Fire evacuation procedure

In the event of a fire, the evacuation siren -which is a continuous trilling sound will be activated immediately. You should proceed to the nearest fire exit and go to the Novotel London West "Green Area Assembly Point" which is located on Talgarth Road.

If you exit the building on the 1st Floor Podium Deck, you will meet a staff member clearly identified in a high visibility jacket. Follow his/her directions on to Hammersmith Road. Other members of staff, similarly dressed, will be available to direct you along Shortlands until you reach a point where you will see green directional signage clearly marked "Green Area Assembly Point." Please follow these signs to the Hotel Assembly Point.

If you exit the hotel by the Ground Floor, you will again see staff dressed as above. Follow their directions and the green signage as described above and proceed to the Assembly Point.

Medical emergencies

Please contact the Event Manager or a member of the hotel staff.

Electrical Installations

Conditions

Electricity at Work Regulations must be complied with in respect of relevant equipment. All electrical installations on stands, features, displays or exhibits shall comply with:

- The "Regulations for the Electrical Installations" issued by the Institution of Electrical Engineers (16th Edition) and with any amendments thereto
- Any special requirements of the Authorities
- The Health and Safety at Work Act 1974
- The Electricity at Work Act 1989
- The Exhibition Venues Association (EVA) "Regulations for Stand Electrical Installations"

Portable Appliance Testing (PAT) Certificates

All portable appliances brought on to site must have a current PAT certificate. Exhibitors will be required to produce certificates. Failure to comply will result in the equipment being unplugged.

Electricity supply

The venue, at its sole discretion, will limit the power rating of a supply or supplies where, in the venue's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other users.

24 hour electrical supplies

All stand electrical circuits other than 24 hour supplies shall be switched off as soon as possible after the close of each day of an event.

Where a 24 hour supply of electricity is required for battery chargers, refrigerators or other equipment, the applicant shall advise Ardan Exhibitions of this at the time of placing an order for the stand electrical supply. Ardan Exhibitions will notify the applicant of the means by which the 24 hour supply will be provided. If this should necessitate a separate electrical supply, the applicant will be required to bear the cost. If a clean and continuous supply is required for computers or other data processing equipment, this can be arranged by prior application to Ardan Exhibitions.

Deliveries

The Novotel London West, Hammersmith will not permit deliveries to the premises of exhibits, stand fitting or any other materials required for staging of an event prior to the first day of the hire period (ie Sunday 16th October). The exhibitor will also be responsible for any charges The Novotel London West, Hammersmith may make for extending the hire period and for any additional services provided.

Novotel London West
One Shortlands
Hammersmith
London
W6 8DR

Event Name: TBTC'11

Exhibitor: xxxx

Event Date: 17-18 October 11

Meeting Room: Champagne Suite

Stand No. xxxx

Goodie Bags Yes / No* delete as appropriate.

Number of boxes: xxxx

Sender contact name and phone number: xxxx

Event Manager: Andrea Kovacova

Event Manager Tel: 020 8237 7115

Event Manager Email: h0737-sB9@accor.com

Delegate goodie bags: If you are supplying items for the delegate goodie bags please arrange for delivery by 14th October.

All goodie bag items must be confirmed to Clare Hunter prior to delivery to the hotel, contact details below:-

CLARE HUNTER

BMI Publishing

Suffolk House

George Street

Croydon

Surrey CR9 1SR

020 8649 7233

Clare.Hunter@bmipublishing.co.uk

Location & Accommodation

Novotel London West location

In a prime city spot, Novotel London West is easily accessed by UK and international visitors alike. Just a few miles from Heathrow Airport in West London and the M4 motorway, the hotel itself is situated in Hammersmith.

By tube

The Novotel London West is closest to Hammersmith tube station which is served by the District, Piccadilly and Hammersmith and City Lines. Exit the station then turn right walking down the Hammersmith Road for two minutes. There are steps up to the reception off this road or just pass these and turn right onto Shortlands for an alternative entrance.

Parking

For those exhibitors who need to drive to the event there is a small secure underground car park at the hotel with 240 spaces. Entrance to car park is off Shortlands road and costs £1 per hour for residents and £3 per hour for non-residents. Exhibitors who are just unloading stand equipment can do this through the Goods Inward entrance immediately on your left as you turn off Shortlands Road giving the opportunity to bring heavy equipment directly into the suite via the lift in this area. If you use the hotel car park then you will need to come to the TBTC event team to have their passes validated for resident rates before leaving. Also available within easy walking distance from the hotel are three large public car parks, making a total of 1,700 spaces which exhibitors may find more cost effective for a longer stay.

Accommodation

We recommend you visit www.theaa.com to check the best route for your journey to the hotel.

TBTC exhibitors can take advantage of rates agreed directly with the Novotel for this year's event. Rooms cost £136.90 including VAT for Sunday night and Monday night. Twin accommodation is available for an extra £20 on either night and all rates include a double room with breakfast included. To book please call The Novotel direct on 020 8741 1555 quoting TBTC.



Hotel Security Information

The Novotel London West, Hammersmith Hotel Heathrow provides 24 hour security to protect its property, guests and associates.

The team consists of 3 Security Officers and 1 Security Manager all of whom have been trained to SIA standards and are government regulated SIA certificated.

Additional security can be arranged at additional cost to the client. Our security team runs a self regulated CCTV system, consisting of 82 cameras located in various parts of the hotel, inside and out.

Our car park is supported by CCTV with additional manned patrols taking place, both day and night.

Periodic patrols of our car park performed by the local metropolitan police stationed at Heathrow.

Fire training is carried out twice yearly, with all staff attending weekly practice drills.

We also have a full staff evacuation test run that takes place twice during the year.

The hotel employs 10 fully trained first aiders that can provide assistance for any accidents that may occur with a minimum of two on duty at any one time.

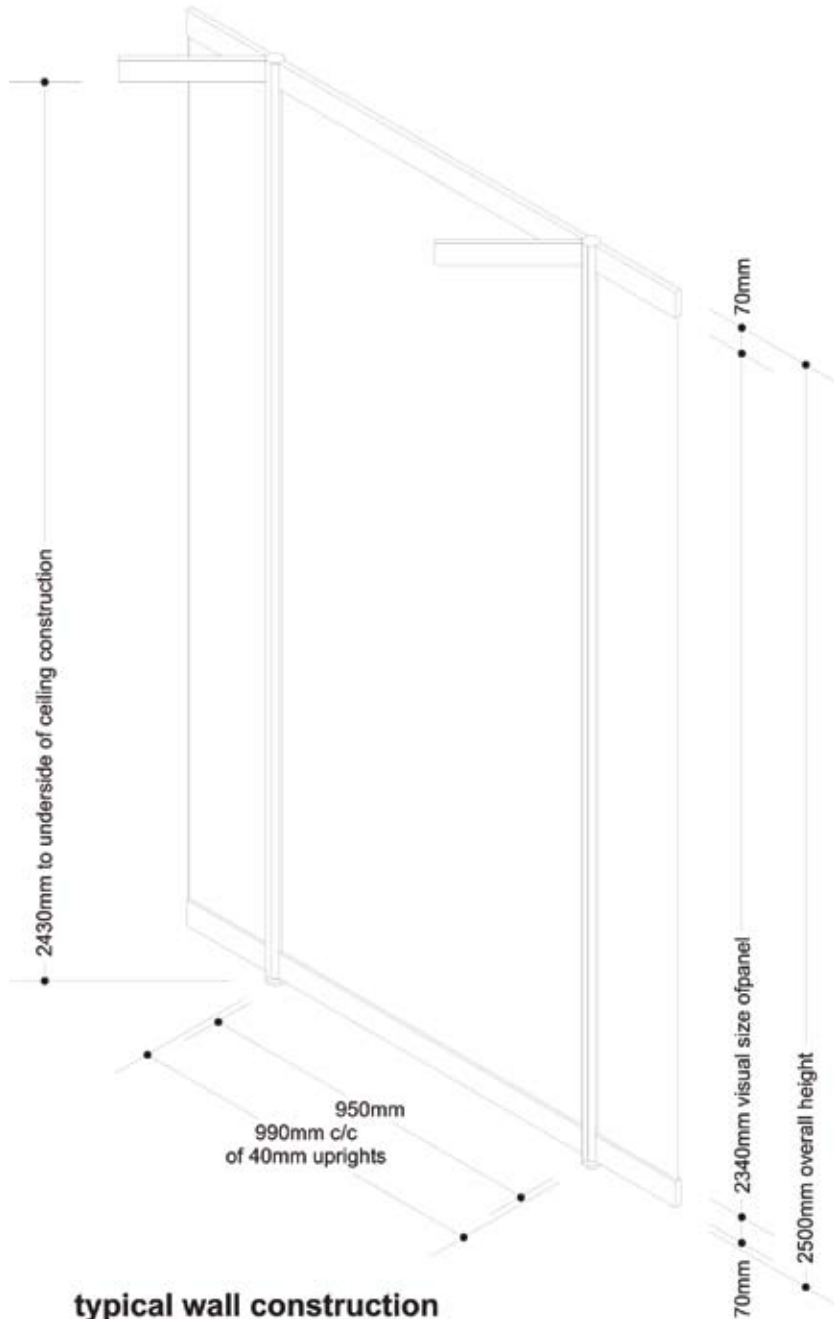
Under the Hotel Proprietors Act 1956 a hotel proprietor may in certain circumstances be liable to make good any loss or damage to a guests

property even though it was not due to any fault of the proprietor or staff of the hotel this liability however:

extends only to the property of guests who have engaged in sleeping accommodation at the hotel is limited to GBP50,00 for any 1 article and total of GBP100,00 in the case of any one guest except in the case of property which has been deposited or offered for deposit for safe custody. Does not cover motor cars or other vehicles of any kind or property left in them or horses or live animals.

This notice does not constitute admission either that the Act applies to this hotel or that liability there under attaches to the proprietor of this hotel in any particular case.





typical wall construction
(scale 1:20 at A4)



UNIT 7 - NORTH MEDBURN FARM - WATLING STREET - ELSTREE - HERTS - WD6 3AA
 TELEPHONE 020 8207 4957 FAX 020 8207 3040

TBTC 2011 17-18 OCTOBER 2011 NOVOTEL - HAMMERSMITH	IMPORTANT This form must be returned no later than 30 SEPTEMBER 2011
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ORDER FORM for SHELL SCHEME NAME PANEL

We wish our fascia name panel to read as follows:

(Please type or print in block capitals)

(MAXIMUM OF 30 CHARACTERS ALLOWED)

N.B. If this form is not returned by the date shown above, the name indicated on the exhibitor's list will be that used on your name panel.

Exhibitors are reminded that their registered name only or trade name only will be lettered on the Shell Name panel in standard style capital letters. Please ensure that any abbreviations are correct.

Addresses will not be included neither may any other display material be fixed to the fascia.

Signed _____ Contact _____

Exhibitor _____ Stand No. _____

Address _____

Tel No. _____ Fax No. _____ Date _____



UNIT 7 - NORTH MEDBURN FARM - WATLING STREET - ELSTREE - HERTS - WD6 3AA
 TELEPHONE 020 8207 4957 EMAIL:sales@ardan.co.uk FAX 020 8207 3040

TBTC 2011 17-18 OCTOBER 2011 NOVOTEL - HAMMERSMITH	IMPORTANT This form must be returned no later than 30 SEPTEMBER 2011
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ORDER FORM for ADDITIONAL STANDFITTING

Please supply on hire the following additional rental items at the prices shown below:

Code	Description	Quantity	Price	Total
A	Additional wall panel (2.5m high x 0.99m wide)		£56.00	
B	Lockable door section (2.5m high x 0.99m wide)		£75.00	
C	Curtained entrance (2.5m high x 0.99m wide)		£58.00	
D	Display panel (0.99m x 0.99m)		£47.00	
E	Flat shelf, white laminate (0.99m x 0.30m)		£24.50	
F	Sloping shelf, white laminate with lip (0.99m x 0.30m)		£29.00	
G	Literature dispenser, 4 off A4 sections, fits onto 1m panel		£32.00	
H	Hat and coat hooks, row of 4, fits onto 1m panel		£19.00	
I	Muslin ceiling (white) per sq.m.		£13.50	
J	Fixing of exhibitors own panels, displays etc.		£18.00	
K	Open counter unit (1.03m wide x 0.54m deep x 1.02m high)		£65.00	
L	Lockable counter (1.03m wide x 0.54m deep x 1.02m high)		£80.00	
M	Velcro 25mm wide per 5m roll (please state hook or loop)		£10.00	
N	Sticky pads (25mm x 25mm) per 100 pads		£7.50	
P	18mm Flooring (Carpet not included) per sq.m.		£12.50	
Q	100mm Platform incl. black skirting (excl. carpet) per sq.m.		£18.50	

All items are net on hire and are provided in accordance with the supplier's conditions of business and should be insured during the show period against all risks for 3 times the rental value.

Total	£	
Plus VAT	£	
TOTAL COST	£	

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER

Please attach a drawing showing required positions of items ordered

Signed _____ Contact _____

Exhibitor _____ Stand No. _____

Address _____

Tel No. _____ Email. _____ Date _____

UNIT 7 - NORTH MEDBURN FARM - WATLING STREET - ELSTREE - HERTS - WD6 3AA
 TEL: 020 8207 4957 EMAIL: sales@ardan.co.uk FAX: 020 8207 3040



UNIT 7 - NORTH MEDBURN FARM - WATLING STREET - ELSTREE - HERTS - WD6 3AA
 TELEPHONE: 020 8207 4957 EMAIL:sales@ardan.co.uk FAX: 020 8207 3040

TBTC 2011 17-18 OCTOBER 2011 NOVOTEL - HAMMERSMITH	IMPORTANT This form must be returned no later than 30 SEPTEMBER 2011
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ORDER FORM for ELECTRICAL FITTINGS

Please supply on hire the following electrical fittings at the prices shown below:

Code	Description	Quantity	Price	Total
SP120	Spotlight (120 watt)		£42.00	
FF150	Fluorescent fitting 1500mm long		£34.70	
FF180	Fluorescent fitting 1800 mm long		£37.00	
FF250	Fluorescent fitting 2500 mm long		£44.00	
SO0500	Socket Outlet (max load 500 watt)		£58.00	
SO1000	Socket Outlet (max load 1000 watt)		£66.50	
SO2000	Socket Outlet (max load 2000 watt)		£88.00	
SO3000	Socket Outlet (max load 3000 watt)		£101.00	
SO050024hr	Socket Outlet with 24 hour supply for Fridge		n/a	
CONN0120	Connection to clients own fitting (max load 120 watt)		£37.00	
LT4	4 x Spotlights (120 watt) c/w 2000mm track		£147.00	
LT8	8 x Spotlights (120 watt) c/w 2000mm track		£285.00	
OTHER FITTINGS (INCLUDING LOW VOLTAGE LIGHTING) ARE AVAILABLE FROM OUR EXTENSIVE RANGE. PLEASE CALL FOR A QUOTATION OR ADVICE ON ANY SPECIAL REQUIREMENTS THAT YOU MAY HAVE.				
All items are net on hire and are provided in accordance with the supplier's conditions of business and should be insured during the show period against all risks for 3 times the rental value.			Total	£
			Plus VAT	£
			TOTAL COST	£

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER

Please attach a drawing showing required positions of items ordered

Signed _____ Contact _____

Exhibitor _____ Stand No. _____

Address _____

Tel No. _____ Email. _____ Date _____

UNIT 7 - NORTH MEDBURN FARM - WATLING STREET - ELSTREE - HERTS - WD6 3AA
 TEL: 020 8207 4957 EMAIL: sales@ardan.co.uk FAX: 020 8207 3040



In association with Indisplay we are supplying furniture for this event
 All orders should be forwarded to Ardan Exhibitions for processing
 7 North Medburn Farm - Watling Street - Elstree - Herts - WD6 3AA
 Tel: 020 8207 4957 Fax: 020 8207 3040 Email: sales@ardan.co.uk
 All these items are illustrated in the Indisplay catalogue or online at www.indisplay.co.uk.

Prices shown are in Pounds Sterling and are subject to VAT at the standard rate.

The prices cover the hire cost for the duration of the exhibition and include delivery and collection to/from your stand.

From the time of delivery until the time of collection, the goods are the responsibility of the customer and should be insured accordingly. Any missing or damaged items will be charged for.

Code	Price	Description	Finish	Upholstery										Dimensions (mm)						
				Grey	Red	Blue	Charcoal	Green	Walnut	Black	Midnight	Burgundy	Antique	Seat	Back	Height	Width	Depth	Seat Ht	
Lounge																				
LC01	£66.00	Verona Unit Seat	Black/Maple Legs	•	•	•					•			•			795	630	680	450
LC07	£46.80	Vienna Unit Seat		•	•	•											740	650	740	390
LC08	£37.20	Vienna Coffee Table	Black Ash Top	•	•	•											335	660	720	
LC11	£27.60	Vienna 45" 'Wedge' C/ Table	Black Ash Top	•	•	•											375	545	640	
LC12	£49.20	Venice Unit Seat		•	•	•		•	•	•	•						700	600	600	380
LC13	£51.60	Venice Corner Seat		•	•	•		•	•	•	•						700	600	600	380
LC14	£42.00	Venice Coffee Table	Black Ash/Lt Oak/Grey Ash Tops	•	•	•		•	•	•	•						390	600	600	
LC15	£28.80	Venice 45" 'Wedge' C/ Table	Black Ash/Lt Oak/Grey Ash Tops	•	•	•		•	•	•	•						375	545	640	
LC16	£50.40	Vegas Armchair	Chrome	•	•			•	•	•	•	•					760	605	660	380
LC17	£80.40	Vegas 2-Seater Sofa	Chrome	•	•			•	•	•	•	•					760	1200	660	380
LC18	£66.00	Vicenza Tub Chair		•	•			•	•	•	•						785	695	585	490

Code	Price	Description	Finish		Dimensions (mm)		
			Legs/Base	Top	Height	Width	Depth
Coffee Tables							
CT01	£40.80	Verona Square Coffee Table	Black Ash/Maple	Black Ash/Maple	360	550	550
CT02	£48.00	Verona Rectangular Coffee Table	Black Ash/Maple	Black Ash/Maple	360	895	550
CT03	£34.80	Round Coffee Table	Black	Black Ash	440	600 dia	
CT04	£37.20	Verona Triangular Coffee Table	Black Ash/Maple	Black Ash/Maple	360	510	450
CT05	£31.20	Round Coffee Table	Chrome	White/Black Ash/Maple	470	600 dia	
CT09	£43.20	Vegas Square Coffee Table	Chrome	White/Black Ash/Maple	375	600	600
CT10	£50.40	Vegas Rectangular Coffee Table	Chrome	White/Black Ash/Maple	375	900	600
CT11	£45.60	Vegas Round Coffee Table	Chrome	White/Black Ash/Maple	375	810 dia	
CT12	£54.00	Vegas Oval Coffee Table	Chrome	White/Black Ash/Maple	375	1140	845
CT13-GL	£63.60	Glass Top Coffee Table	Polished Aluminium	Clear Glass	500	550 dia	
CT13-SS	£49.20	S/Steel Top Coffee Table	Polished Aluminium	Stainless Steel	500	600 dia	
CT14-GL	£75.60	Large Glass Top Coffee Table	Polished Aluminium	Clear Glass	500	800 dia	
CT14-SS	£52.80	Large S/Steel Top Coffee Table	Polished Aluminium	Stainless Steel	500	800 dia	
CT15	£103.20	Firenze Rect. Glass Top Coffee Table	Chrome	Etched Glass	400	800	1200
CT16	£87.60	Firenze Square Glass Top Coffee Table	Chrome	Etched Glass	400	800	800

Code	Price	Description	Finish	Upholstery										Dimensions (mm)						
				Grey	Red	Blue	Charcoal	Green	Birchwood	Black	Midnight	Burgundy	Aqua	Sand	Ocean	Height	Width	Depth	Seat Ht	
Chairs																				
SC01	£25.20	Monaco Chair	Chrome														790	510	520	460
SC02	£22.80	Monza Chair	Chrome														790	530	595	440
SC03	£19.20	Malaga Chair	Chrome														770	540	510	470
SC04	£16.80	Manila Chair	Chrome	Natural Beech & Cane										850	500	500	480			
SC05	£26.40	Munich Chair	Chrome	Black Leather										800	590	570	470			
SC08	£28.80	Melbourne Chair	Chrome														820	565	530	470
SC09	£36.00	Marrakech Chair	Chrome	Natural Beech/Black										800	500	480	440			
SC09	£36.00	Marrakech Chair (upholstered)	Chrome/Natural Beech														800	500	480	440
SC10	£25.20	Memphis Chair	Chrome & Black														810	480	520	500
SC10X	£3.60	Pair of linking blocks (Memphis chair only)		one pair per chair required																
SC11	£42.00	Marbella Chair	Chrome	Black/White/Tan/Blue Leather										770	460	490	480			
SC12	£33.60	Le Mans Chair	Chrome & Beech														920	410	520	475
SC13	£28.80	Monterrey Chair	Chrome	Perforated Chrome										675	430	480	450			
SC14	£30.00	Marseilles Chair	Chrome	Natural Beech										850	380	465	470			
SC15	£26.00	Mito Folding Chair	Chrome	Natural Beech										810	480	480	455			
SC16	£33.60	Modena Chair	Chrome	Red/Blue/Green/Black/Light Tan/White Leathercloth										810	560	540	460			
SC17	£44.40	Malmö Chair	Chrome	Birchwood/Birchwood with Black upholstered seat										790	490	490	460			
SC18	£36.00	Mombasa Button Seat	Chrome	Red/Blue/Black/White Polymer										460	380 dia	460				
SC18-AL	£39.60	Mombasa Button Seat	Chrome	Aluminium Polymer										460	380 dia	460				
SC19	£32.40	Messina Chair	Chrome	White/Blue/Orange Satin Methacrylate										790	400	400	460			
SC20	£36.00	Matera Chair	Chrome	Red/Blue/Green/Black/Light Tan/Aqua/Yellow Leathercloth										830	450	530	470			
SC21	£33.60	Malibu Chair	Chrome	Red/Blue/Clear/Smoke Grey Transparent Plastic										790	550	500	450			
SC22	£52.80	Malibu Swivel Chair	Chrome	Red/Blue/Clear/Smoke Grey Transparent Plastic										750	590	540	450			
SC23	£43.20	Mustique Chair	Chrome	Black/White										820	600	620				
SC24	£36.00	Macau Chair	Chrome	White-Black/Black-White/Pink-Pink Laminate Wood										830	480	490				
SC25	£22.80	Madison Chair	Technopolymer	White Technopolymer										830	460	520				
SC26	£32.40	Maldives Chair	Chrome	Red Transparent Plastic										790	400	400				
SC27	£30.00	Manila Chair	Chrome	White/Black/Burgundy Polypropylene										790	550	510				
SC28	£36.00	Catifa Chair	Chrome	White-Red/White-Green/White-Black Polypropylene										790	550	510				

Code	Price	Description	Finish	Upholstery										Dimensions (mm)						
				Grey	Red	Blue	Charcoal	Green	Birchwood	Black	Midnight	Burgundy	Aqua	Sand	Ocean	Height	Width	Depth	Seat Ht	
Stools																				
BS01	£22.80	Manila Bar Stool	Chrome	Natural Beech & Cane										1000	430	470	680			
BS02	£32.40	Munich Bar Stool	Chrome	Black Leather										1070	500	630	725			
BS03	£26.40	Miami Low Stool	Chrome														465	450	410	465
BS04	£34.80	Miami Bar Stool	Chrome														950	450	510	740
BS06	£31.20	Modena Bar Stool	Chrome	Red/Blue/Green/Black/Light Tan/White Leathercloth										825	340 dia					
BS07	£43.20	Marrakech Bar Stool	Chrome	Natural Beech/Black										1070	380	400	760			
BS07	£43.20	Marrakech Bar Stool (upholstered)	Chrome/Natural Beech														1070	380	400	760
BS08	£50.40	Marbella Bar Stool	Chrome	Black/White/Tan/Blue Leather										900	370	390	780			
BS09	£37.20	Marbella Low Stool	Chrome	Black/White/Tan/Blue Leather										470	340 dia					
BS10	£42.00	Madrid Swivelling Stool	Chrome	Red/Black Leather										800	350 dia					
BS11	£34.80	Madrid Swivelling Low Stool	Chrome	Red/Black Leather										525	350 dia					
BS12	£43.20	Le Mans Bar Stool	Chrome & Beech														1040	410	460	770
BS13	£37.20	Monterrey Bar Stool	Chrome	Perforated Chrome										950	430	460	775			
BS14	£42.00	Marseilles Bar Stool	Chrome	Natural Beech										940	400	400	800			
BS15	£69.60	Milano Bar Stool	Chrome	Blanched Beech/Black/ White										740-870	370	420	660-790			
BS16	£57.60	Mostar Bar Stool	Chrome	Red/Charcoal/Orange/White Polyurethane										610-865	400	400	610-865			
BS17	£61.20	Malmö Bar Stool	Chrome	Birchwood/Birchwood with Black upholstered seat										1030	530	520	730			
BS18	£52.80	Mombasa Bar Stool	Chrome	Red/Blue/Black/White Polymer										500-750	380 dia	500-750				
BS18-AL	£55.20	Mombasa Bar Stool	Chrome	Aluminium Polymer										500-750	380 dia	500-750				
BS19	£52.80	Metz Bar Stool	Chrome	Red/Blue/Black/White Plastic										780-970	400	450	590-780			
BS20	£44.40	Matera High Bar Stool	Chrome	Red/Blue/Green/Black/Light Tan/Aqua/Yellow Leathercloth										930	410	450	735			
BS21	£48.00	Malibu Bar Stool	Chrome	Red/Blue/Clear/Smoke Grey Transparent Plastic										690-940	420 dia	610-860				
BS26	£45.60	Maldives Bar Stool	Chrome	Red Transparent Plastic										780-980	410	410				

Code	Price	Description	Finish	Dimensions (mm)			
				Height	Width	Depth	Seat Ht
Outdoor & Bistro							
GF04	£27.60	Beauvais Square Bistro Table	Black, Black & White Marble Effect Top	720	700	700	
GF06	£15.60	Beauvais Bistro Chair	Black &Cane	880	460	460	455
GF09	£27.60	Beauvais Square Bistro Table	Black, Onyx Marble Effect Top	720	700	700	
GF14	£42.00	Brindisi Round Bistro Table	Black, Black/Maple Top	765	600 dia		
GF15	£21.60	Bari Bistro Chair	Black	810	400	480	465
GF17	£28.80	Bordeaux Bistro Chair	Black & Beech	850	380	465	470
GF18	£21.60	Barcelona Chair	Chrome, Black/Ivory/Pastel Green/Blue/Red/White	760	450	430	445
GF19	£42.00	Bologna Round Table	Chrome, Black & White Marble Effect Top	745	700 dia		
GF19A	£44.40	Bologna Round Table	Chrome, Black & White Marble Effect Top	745	800 dia		
GF20	£73.20	Bilbao Glass Top Table	Chrome, Clear & Green Opaque Glass Top	730	600 dia		
GF21	£73.20	Burgos Glass Top Table	Chrome, Clear & Blue Opaque Glass Top	730	600 dia		
GF22	£44.40	Bergamo Round Table	Polished Aluminium, Black/Blue/Red/Ivory/White Top	735	800 dia		
GF23	£44.40	Brescia Square Table	Polished Aluminium, Black/Blue/Red/Ivory/White Top	735	700	700	
GF24	£25.20	Boston Chair	Matt Aluminium, Acacia Wood	800	460	560	465
GF25	£50.40	Boston Round Table	Stainless Steel, Acacia Wood Top	745	800 dia		
GF26	£22.80	Bali Chair	Alloy, Natural Brown Fiberfl	890	470	560	
GF27	£38.40	Bali Table	Alloy, Natural Brown Fiberfl	720	800	800	

Code	Price	Description	Finish	Upholstery	Dimensions (mm)			
					Height	Width	Depth	Seat Ht
Benches								
BE01	£112.80	Rimini 3 Seater Bench (upholstered)	Chrome	Available in several colours. Please contact us for details.	450	2000	450	450

Code	Price	Description	Legs	Finish	Top	Dimensions (mm)		
						Height	Width	Depth
Tables								
NT03	£43.20	800 Round Table	Chrome		White	750	800 dia	
NT07	£66.00	1200 Large Round Table	Chrome		White	735	1200 dia	
NT09	£73.20	Rectangular Conference Table	Chrome		White/Black Ash/Maple	712	1520	760
NT10	£57.60	Square Conference Table	Chrome		White/Black Ash/Maple	712	760	760
NT11	£52.80	1000 Medium Round Table	Chrome		White	750	1000 dia	
NT12	£40.80	600 Small Round Table	Chrome		White	720	600 dia	
NT13	£69.60	'Meeting' Table	Chrome		White/Black Ash/Maple	750	900 dia	
NT14	£64.80	'Conversation' Table	Chrome		White/Black Ash/Maple	750	750 dia	
NT15	£55.20	'Chat' Table	Chrome		White/Black Ash/Maple	750	600 dia	
NT16	£66.00	Round Conference Table	Chrome		White/Black Ash/Maple	712	915 dia	
NT17	£57.60	750 Square Table	Chrome		White/Black Ash	750	750	750
NT18	£66.00	Mombasa Square Table	Chrome		Red/Blue/White/Grey	750	630	630
NT20	£66.00	Rectangular 'Discussion' Table	Chrome		White/Black Ash/Maple	750	1000	700
NT21	£63.60	Small Centre Column Round Table	Chrome		White/Black Ash/Maple	760	600 dia	
NT22	£68.40	Centre Column Round Table	Chrome		White/Black Ash/Maple	760	750 dia	
NT23 -GL	£73.20	Glass Top Round Table	Polished Aluminium		Clear Glass	700	550 dia	
NT23 -SS	£57.60	S/Steel Top Round Table	Polished Aluminium		Stainless Steel	700	600 dia	
NT24	£57.60	S/Steel Top Square Table	Polished Aluminium		Stainless Steel	700	600	600
NT25 -GL	£87.60	Large Glass Top Table	Polished Aluminium		Clear Glass	700	800 dia	
NT25 -SS	£61.20	Large S/Steel Top Table	Polished Aluminium		Stainless Steel	700	800 dia	
NT26	£121.20	Firenze Rect. Glass Top Table	Chrome		Etched Glass	700	800	1500
NT27	£100.80	Firenze Square Glass Top Table	Chrome		Etched Glass	700	800	800

Code	Price	Description	Legs	Finish	Top	Dimensions (mm)		
						Height	Width	Depth
Bar Tables								
BT01	£73.20	600 dia Bar Table	Chrome		White	1100	600 dia	
BT02	£85.20	800/600 dia Posseur Table	Chrome		White	1280	800/600 dia	
BT03	£73.20	600 dia Bar Table	Chrome		White/Black Ash/Maple	1100	600 dia	
BT04	£75.60	600 dia Tall 'Drinks' Table	Chrome		White/Black Ash/Maple	1090	600 dia	
BT07 -GL	£94.80	Glass Top Round Bar Table	Polished Aluminium		Clear Glass	1050	550 dia	
BT07 -SS	£80.40	S/Steel Top Round Bar Table	Polished Aluminium		Stainless Steel	1050	600 dia	
BT08	£80.40	S/Steel Top Square Bar Table	Polished Aluminium		Stainless Steel	1050	600	600
BT18	£85.20	Mombasa Square Table	Chrome		Red/Blue/White/Grey	1050	630	630

Code	Price	Description	Finish	Dimensions (mm)			
				Height	Width	Depth	Seat Ht
Boardroom & Executive Suite							
EF01	£180.00	Toledo Leather Armchair	Black Leather	750	850	760	450
EF02	£258.00	Toledo Leather Sofa	Black Leather	750	1380	760	450
EF03	£189.60	Large Oval Boardroom Table	Black Ash/Maple	720	2000	1000	
EF04	£163.20	Boardroom Table	Black Ash/Maple	720	2000	1000	
EF05	£144.00	Oval Boardroom Table	Black Ash/Maple	720	1500	1000	
EF07-B	£204.00	Torino 2-Seater Sofa	Chrome/Black Simulated Leather	750	1280	660	440
EF07-W	£234.00	Torino 2-Seater Sofa	Chrome/White Simulated Leather	750	1280	660	440
EF08-B	£154.80	Torino Armchair	Chrome/Black Simulated Leather	750	700	660	440
EF08-W	£180.00	Torino Armchair	Chrome/White Simulated Leather	750	700	660	440
EF09	£100.80	1200 dia 4-Leg Boardroom Table	Chrome, Black Ash/Maple	745	1200 dia		

Code	Price	Description	Finish	Upholstery										Dimensions (mm)						
				Grey	Red	Blue	Charcoal	Green	Walnut	Black	Mahogany	Burgundy	Aqua	Sand	Ocean	Height	Width	Depth	Seat Ht	
Executive & Ofce Chairs																				
OC01	£34.80	Geneva Typists Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	790-910	470	525	440-560
OC02	£42.00	Geneva Operators Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	885-995	530	600	470-580
OC03	£57.60	Genoa Executive Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	885-995	620	600	490-600
OC05	£40.80	Genoa Visitors Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	860	630	640	470
OC06	£43.20	Geneva Counter Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	920-1170	470	525	600-850
OC07	£100.80	Gerona Leather Executive Chair	Black Leather													1080-1210	580	600	420-550	
OC08	£44.40	Granada Visitors Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	920	580	610	490
OC09	£68.40	Gerona Leather Visitors Chair	Black Leather													920	580	610	490	
OC10	£66.00	Granada Executive Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	1080-1210	580	600	420-550
OC11	£45.60	Memphis Swivel Chair		•	•	•	•	•	•	•	•	•	•	•	•	•	760-860	600	490	400-500
OC12	£34.80	Solara Typist Chair (without arms)	Chrome/Anthracite upholstery													780-930	570	450		
OC13	£34.80	Solara Typist Chair (with arms)	Chrome/Anthracite upholstery													780-930	570	450		
OC14	£42.00	Solara Counter Chair	Chrome/Anthracite upholstery													1010-1260	570	450		

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Ofce Desks & Pedestals						
DT01	£68.40	London 1200 Desk Table	Grey/Chrome	700	1200	800
DT02	£78.00	London 1600 Desk Table	Grey/Chrome	700	1600	800
DT03	£62.40	London Extension Table	Grey/Chrome	700	1000	600
DT04	£60.00	London 800 Computer Desk	Grey/Chrome	700	800	800
DT05	£141.60	London Banking Unit	Grey/Chrome	1050	1600	800
DT14	£73.20	Leicester 1200 Desk Table	White/Chrome	700	1200	800
DT15	£85.20	Leicester 1600 Desk Table	White/Chrome	700	1600	800
DT16	£68.40	Leicester Extension Table	White/Chrome	700	1000	600
DT17	£66.00	Leicester 800 Computer Desk	White/Chrome	700	800	800
DT18	£151.20	Leicester Banking Unit	White/Chrome	1050	1600	800
DT19	£87.60	Lincoln 1200 Desk Table	Black Ash/Chrome	700	1200	800
DT20	£103.20	Lincoln 1600 Desk Table	Black Ash/Chrome	700	1600	800
DT21	£81.60	Lincoln Extension Table	Black Ash/Chrome	700	1000	600
DT22	£79.20	Lincoln 800 Computer Desk	Black Ash/Chrome	700	800	800
DT23	£168.00	Lincoln Banking Unit	Black Ash/Chrome	1050	1600	800
DT24	£87.60	Lancaster 1200 Desk Table	Maple/Chrome	700	1200	800
DT25	£103.20	Lancaster 1600 Desk Table	Maple/Chrome	700	1600	800
DT26	£81.60	Lancaster Extension Table	Maple/Chrome	700	1000	600
DT27	£79.20	Lancaster 800 Computer Desk	Maple/Chrome	700	800	800
DT28	£168.00	Lancaster Banking Unit	Maple/Chrome	1050	1600	800
DD02	£60.00	London 3-drawer Mobile Pedestal (lockable)	Grey	600	420	600
DD07	£63.60	Leicester 3-drawer Mobile Pedestal (lockable)	White	600	420	600
DD08	£69.60	Lincoln 3-drawer Mobile Pedestal (lockable)	Black Ash	600	420	600
DD09	£69.60	Lancaster 3-drawer Mobile Pedestal (lockable)	Maple	600	420	600

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Ofce Storage						
CB01	£78.00	London Low Cupboard (lockable)	Grey	720	1000	500
CB06	£105.60	London Wardrobe (lockable)	Grey	1500	800	500
CB07	£99.60	London Medium Cupboard (lockable)	Grey	1000	1000	500
CB08	£178.80	London Drinks Cupboard c/w Fridge (lockable)	Grey	720	1060	600
CB11	£94.80	London 3-drawer Filing Cabinet (lockable)	Grey	1000	420	600
CB12	£84.00	Leicester Low Cupboard (lockable)	White	720	1000	500
CB13	£91.20	Lincoln Low Cupboard (lockable)	Black Ash	720	1000	500
CB14	£91.20	Lancaster Low Cupboard (lockable)	Maple	720	1000	500
CB15	£110.40	Leicester Wardrobe (lockable)	White	1500	800	500
CB16	£121.20	Lincoln Wardrobe (lockable)	Black Ash	1500	800	500
CB17	£121.20	Lancaster Wardrobe (lockable)	Maple	1500	800	500
CB18	£105.60	Leicester Medium Cupboard (lockable)	White	1000	1000	500
CB19	£112.80	Lincoln Medium Cupboard (lockable)	Black Ash	1000	1000	500
CB20	£111.60	Lancaster Medium Cupboard (lockable)	Maple	1000	1000	500
CB21	£184.40	Leicester Drinks Cupboard c/w Fridge (lockable)	White	720	1060	600
CB22	£195.60	Lincoln Drinks Cupboard c/w Fridge (lockable)	Black Ash	720	1060	600
CB23	£195.60	Lancaster Drinks Cupboard c/w Fridge (lockable)	Maple	720	1060	600
CB24	£99.60	Leicester 3-drawer Filing Cabinet (lockable)	White	1000	420	600
CB25	£106.80	Lincoln 3-drawer Filing Cabinet (lockable)	Black Ash	1000	420	600
CB26	£106.80	Lancaster 3-drawer Filing Cabinet (lockable)	Maple	1000	420	600
CB27	£117.60	London Computer Cupboard (lockable)	Grey	1000	550/640	550/790
CB28	£124.80	Leicester Computer Cupboard (lockable)	White	1000	550/640	550/790
CB29	£133.20	Lincoln Computer Cupboard (lockable)	Black Ash	1000	550/640	550/790
CB30	£133.20	Lancaster Computer Cupboard (lockable)	Maple	1000	550/640	550/790

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Bar & Reception Counters						
BC01	£312.00	Bar Counter Unit	White/Grey/Black Ash/Maple	975/1200	1000/1230/25/750	
		* For details of Optional Refrigerator Unit MS02/R or MS02/L	see ACCESSORIES section.			
RC01	£339.60	Reception Counter Unit	White/Black Ash/Maple, Glass Counter Shelf	730/1040	1000/1230	410/750
DC11	£116.40	Reception/Bar Counter	Grey/Maple	745/1115	1000	300/600
DC12	£189.60	3-Sided Reception Unit	Grey/Maple	760/1130	1620 max	740

Code	Price	Description	Finish	Specification		Dimensions (mm)		
				Lock	Shelves	Height	Width	Depth
Counter Units								
DC06	£91.20	Counter Unit	Grey/Maple		1	900	1200	600
DC09	£106.80	Counter Cupboard	Grey/Maple	●	1	1015	1000	500
DC10	£154.80	Corner Counter Cupboard	Grey/Maple	●	1	1015	1425 max	1040 max
DC13	£73.20	Square Counter Cupboard	Grey/Maple	●	1	1015	500	500
DC14	£82.80	135° Corner Counter	Grey/Maple		1	1015	925 max	550 max

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Stands & Shelving Units						
SU01	£93.60	Shelving Display Unit – 5 Shelves	White/Anodised Aluminium	1500	800	300
SU02	£75.60	Shelving Display Unit – 4 Shelves	White/Anodised Aluminium	1155	800	300
SU03	£57.60	Shelving Display Unit – 3 Shelves	White/Anodised Aluminium	810	800	300
SU04	£97.20	Square Shelving Display Unit – 5 Shelves	White/Anodised Aluminium	1500	500	500
SU10	£80.40	Computer Tall Stand	Chrome, White/Black Ash/Maple	1090	800 dia	max
SU20	£81.60	1400 Monitor Stand c/w Cableway	Grey Base/Black Top or Maple Base/Maple Top	1400	600	600
SU21	£74.40	1050 Monitor Stand c/w Cableway	Grey Base/Black Top or Maple Base/Maple Top	1050	600	600

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Plinths						
PL10	£68.40	750 High Square Plinth c/w Cableway	Grey	750	600	600
PL11	£58.80	375 Low Square Plinth c/w Cableway	Grey	375	600	600
PL12	£64.80	750 High Triangular Plinth c/w Cableway	Grey	750	810	445
PL13	£55.20	375 Low Triangular Plinth c/w Cableway	Grey	375	810	455
PL14	£72.00	750 High Quadrant Plinth c/w Cableway	Grey	750	810	620
PL15	£62.40	375 Low Quadrant Plinth c/w Cableway	Grey	375	810	620
PL17	£100.80	High Square Storage Plinth	White/Black Ash/Maple, Black Fabric Top	900	700	700
PL18	£84.00	Low Square Storage Plinth	White/Black Ash/Maple, Black Fabric Top	500	700	700

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Literature Units						
LD02	£70.80	Double Sided Leaflet Dispenser	Grey	1555	16 'A4' Pockets	
LD03	£81.60	4-Sided Revolving Leaflet Dispenser	Grey	1665	12 'A4' Pockets	
LD04	£109.20	4-Shelf Literature Rack	White/Anodised Aluminium	1800	800	300
LD05	£129.60	3-Shelf Literature Rack c/w Cupboard (lockable)	White/Anodised Aluminium	1800	800	500
LD06	£88.80	'Show Of' Literature Stand	Grey White, Black Ash or Maple	1580	335	685
LD07	£82.80	3-Shelf Literature Rack on Castors	Grey/Beech	1860	1000	530
LD08	£76.80	Spectro Leaflet Dispenser	Anodised Silver/Black	1700	300	290

Code	Price	Description	Power Feed	Finish	Specification			Dimensions (mm)		
					Lock	Lights	Shelves	Height	Width	Depth
Showcases										
DC01	£160.80	Counter Showcase	Base	n/a	●	●	1	900	1200	600
DC01S	£152.40	1m Wide Counter Showcase	Base	n/a	●	●	1	900	1000	600
DC02	£116.40	Square Counter Showcase	Base	n/a	●	●	1	900	600	600
DC03	£271.20	Tallboy 'Walkround' Showcase	Base or Top	Grey/Maple	●	●	2	2000	1200	500
DC04	£105.60	Rectangular Jewel Case	n/a	n/a	●			900	1200	600
DC05	£112.80	Square Jewel Case	Base	Grey/Maple	●	● (L.V)		900	800	800
DC07	£168.00	Jewel Case c/w Cupboard	Base	Grey/Maple	●			900	1200	600
DC07L	£178.80	Jewel Case c/w Cupboard & Light	Base	Grey/Maple	●	●		900	1200	600
DC08	£226.80	Tower Showcase	Base or Top	Grey/Maple	●	●	2	2000	600	600
DC15	£308.40	Sienna Classic Tall Showcase	Base or Top	n/a	●	● (L.V)	3	1900	950	375
DC16	£204.00	Seville Classic Counter Showcase	Base	n/a	●	● (L.V)	3	915	1150	375
DC17	£220.80	Fully Glazed Tower Showcase	Base	n/a	●	● (L.V)	4	2000	600	600
DC18	£138.00	Display Cabinet	Base	White/Black/Red		●	2	1830	510	510

Code	Price	Description	Legs	Finish	Top	Dimensions (mm)		
						Height	Width	Depth
Catering/Utility & Drape Covered Tables								
UT01	£30.00	4' dia Catering Table	Black (Folding)		Plywood	770	1215 dia	
UT02	£37.20	5' dia Catering Table	Black (Folding)		Plywood	770	1500 dia	
UT04	£26.40	Square Utility Table	Black		Grey	735	600	600
UT05*	£34.80	Rectangular Utility Table	Black		Grey	735	1200	600
UT06*	£45.60	Large Rectangular Utility Table	Black		Grey	735	1520	760
UT07*	£36.00	6' Trestle Table	(Folding)		Grey	760	1825	760
UT08*	£30.00	4' Trestle Table	(Folding)		Grey	760	1215	760

* These tables are available with blue drapes at an inclusive price of: UT05D £65.40 UT06D £78.00 UT07D £68.40 UT08D £60.00

Code	Price	Description	Finish	Dimensions (mm)		
				Height	Width	Depth
Accessories						
MS01	£25.20	Hat & Coat Stand	Chrome	1755		
MS02/R	£88.80	140 Litre Refrigerator (R.H. Hinging)	White	845	545	570
MS02/L	£88.80	140 Litre Refrigerator (L.H. Hinging)	White	845	545	570
MS03	£28.80	Cylindrical Ashstand & Litter Bin	Black/White	605		
MS04	£7.20	Waste Paper Basket	Grey/White/Black	330	300 dia	
MS06	£105.60	Hot & Cold Water Dispenser	White	1360	310 dia	
MS07	£20.40	19 Litres of Natural Spring Water	Containers not returned will be charged at £15.00 each			
MS08	£6.00	Pack of 100 Plastic Cups				
MS09	£24.00	Freestanding Post	Chrome	1000	Base dia 335	
MS11	£18.00	Rope with Hooks	Red/Blue/Black	1.5	Metre Long	
MS12	£57.60	A1' Landscape Info Panel	Grey Loop Nylon (Velcro® compatible)	1650	Panel Size 841 x 594	
MS13	£57.60	A1' Portrait Info Panel	Grey Loop Nylon (Velcro® compatible)	1650	Panel Size 594 x 841	
MS14	£85.20	A0' Landscape Info Panel	Grey Loop Nylon (Velcro® compatible)	2000	Panel Size 1189 x 841	
MS16	£15.60	'Display Strip' Hook Type Pack of 5 metres (22mm wide Self Adhesive Backed Strip)				
MS16A	£15.60	'Display Strip' Loop Type Pack of 5 metres (22mm wide Self Adhesive Backed Strip)				
MS18	£40.80	Gown Rail – 6ft Long	Chrome	1675	1835	
MS19	£50.40	Cheval Mirror	Chrome	1490	490	
MS20	£20.40	Flip Top Bin	Grey	620		
MS21	£32.40	Tensator Post c/w 1.8 metres Webbing	White & Black	920	Base dia 330	
MS22	£94.80	80 Litre Mini Refrigerator	White	645	500	500
MS23	£6.00	Pack of 10 Coat Hangers				
MS26	£32.40	Gown Rail – 4ft Long	Chrome	1675	1245	
MS27	£112.80	Lectern	Grey	1035	600	450
MS28	£213.60	Security Safe	Ivory	610	450	400
MS29	£40.80	Carrier Bag Stand	Polished Aluminium	1250		
MS30	£33.60	Riga Hat & Coat Stand	White & Natural/Black	1700	360 dia	
MS31	£45.60	Deluxe Tensator Post	Chrome & Black	960	Base dia 360	
MS32	£45.60	Flip Chart Stand	Grey, Aluminium	1620-1700	810	700
MS33	£21.60	Flip Chart Pad			A1 size	
MS34	£31.20	Reno Coat & Umbrella Stand	Aluminium	1660	Base dia 400	
MS35	£62.40	Catalogue/Magazine Dispensing Bin	White	1205	325	450
MS36	£16.80	45 Litre Waste Bin	Black	490	390 dia	
MS37	£106.80	Glass Fronted Cooler Unit	White	870	510	540
MS38	£100.80	4 Compartment Locker with Combination Locks	Grey	1780	380	380
MS42/R	£144.00	332 Litre Refrigerator (R.H. Hinging)	White	1750	600	600
MS42/L	£144.00	332 Litre Refrigerator (L.H. Hinging)	White	1750	600	600

Code	Price	Description	Specification
Display Panels			
DP01	£28.80	1m x 1m Panel	Double-sided Silver weave fabric (Velcro compatible)
DP02	£15.60	1m x 0.25m Header Panel	Double-sided Silver weave fabric (Velcro compatible)
DP03	£38.40	1.5m x 1m Landscape Panel	Double-sided Silver weave fabric (Velcro compatible)
DP04	£18.00	1.5m x 0.25m Header Panel	Double-sided Silver weave fabric (Velcro compatible)
DP05	£9.60	1m Pole	Silver Anodised
DP06	£9.60	1m Extension Pole	Silver Anodised
DP07	£4.80	Stabilising Foot	
DP08	£4.80	0.25m Header Extension Pole	Silver Anodised
DP09	£40.80	System Spotlight (60 watt)	Grey

EXHIBITING?



Ardan provides both custom standfitting and modular standfitting. We are therefore able to provide a unique solution whatever the brief. At Ardan our highly experienced in-house logistical and technical management teams have all the resources needed to take your project from initial concept to final completion.



Whether you choose a modular stand or a custom build stand, an experienced Project Manager will be with you every step of the way. They will be able to advise and supervise to create a perfect product which we can all be proud of.



Modular systems provide a fast, efficient, reliable solution and can be distinctively personalised by the addition of graphics and creative lighting. Modular systems offer an attractive alternative to customised standfitting, particularly for those clients who have several shows or who are on a tight budget.



Our custom build service means we can create a unique answer to any brief whilst respecting size and budget. We can take modular stands and extend them and develop a look that is entirely your own or we can start with a blank sheet and create an innovative and original solution to your requirements.

From concept to completion means just that. We can complete your stand with graphics, furniture, carpet and floral arrangements.

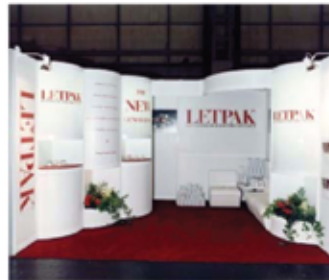


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CREATIVE SHELL-SCHEME INTERIORS

Many shell-scheme exhibitors do not realise the vast range of special components that are compatible with the 'Octanorm' shell-scheme system and can be used to create cost effective and eye catching interiors. By combining our extensive knowledge of the system and our stock of special components we have created many special interiors a small sample of which are shown below.



If you would like more information on our creative shell-scheme interiors please contact us and we will be pleased to discuss your requirements and offer our advice on how you can maximise your presence at any exhibition

ARDAN EXHIBITIONS

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Terms & Conditions

1. All contracts of hire shall be deemed to incorporate these terms and conditions. No variation or addition to these conditions is effective unless it is agreed, in writing, by a Director of the Company.
 2. The hire prices quoted are for the duration of the exhibition or event for which they are hired up to a maximum of 2 weeks, and exclude VAT, which will be added at the rate ruling at the date of invoice.
 3. The liabilities of the hirer commence at the time the hired articles are delivered to the site of the event or exhibition for which they are hired, or are collected from our premises, and continue until they are collected from the site by the Company or returned to our premises. During this time, the hirer will:-
 - i) Keep, at the hirer's own expense, the said hired articles in good and substantial repair and condition, and in the event of any article being damaged beyond repair or lost by fire, theft or any other cause whatsoever, will pay the Company the full replacement value of the hired articles plus the original hire charge. In the event of any article being damaged and requiring repair, the hirer will pay the full cost of such repair.
 - ii) Keep the hired articles fully insured to their full replacement value against all risks. Hirers are reminded that the period of the insurance shall include at least two days prior to the opening of the event or exhibition for which they are hired and at least two days after its conclusion.

Goods are only hired on this condition.
 4. It is the duty of the hirer to provide at such event or exhibition, a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this, he will not be permitted to dispute subsequently the facts of the delivery and be deemed to have accepted the delivery and these conditions.
 5. Hirers are reminded that all equipment should be emptied of personal belongings, at the conclusion of the event or exhibition as no responsibility can be accepted for their safe custody.
 6. At the discretion of the Company, a charge of not less than 25% of the quoted hire charge may be made in respect of cancelled orders. If such cancellation is made after the goods have been delivered to the site, the Company reserves the right to invoice the full hire charge.
 7. Orders received and executed at an event or exhibition may be subject to an extra handling charge.
 8. No liability shall attach to the Company for:-
 - a) Any delay or failure to deliver due to circumstances which are outside its control.
 - b) Loss or damage howsoever caused to customer's own goods.
 - c) Any dilapidation charges for fixing of floor coverings to exhibition hall floors. Hirers are reminded that 'laid only' sale prices do not include taking up at the end of the event or exhibition and that venues make a charge for the removal of double sided tape.
 - d) Any damage or injury caused by the misuse of the Company's property.
 9. The Company expressly reserves the right at its absolute discretion to suspend or cancel any services (whether in whole or in part) under its contract with the hirer in any case where the hirer is in breach of that contract or in breach of any credit arrangements, whether the same be under that contract or any other contract or arrangement between the hirer and the Company.
 10. The Company reserves the right to make substitutes without prior warning for furniture that may be unavailable.
 11. a) We do not exclude our liability in respect of death or personal injury to any party resulting from negligence of ourselves, our servants or agents (but not of our sub-contractors, if any).
 - b) We do not exclude our liability for loss of, or damage to, the exhibits or property of the customer where this has directly been caused by our negligence, providing that any claim in this respect is made in writing within 14 days of the problem having been brought to our notice.
 - c) Any claim from (b) shall be limited to the amount of any loss or diminution in value of the goods, and not in respect of any consequential costs incurred.
12. Complaints should be submitted in writing during the open period Of the event or exhibition. This will ensure that they are fully investigated on site.