Moyne

SHELL SCHEME
NAMEBOARD FORM

VEGFEST UK

DEADLINE DATE FOR
RETURN: 14th October 2019

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*****FORM TO BE COMPLETED BY ALL SHELL SCHEME EXHIBITORS*****
THIS ORDER MUST BE SENT TO INFO@MOYNE.CO.UK

COMPANY NAME:		STAND NUMBER:
EMAIL:		CONTACT NAME:

If you have booked a shell scheme through the exhibition organisers, Moyne will be building your stand and providing the name board. Your company name and stand number will be supplied on a standard panel fixed to the front of your stand.
LOGOS OR PERSONAL SIGNS MUST NOT BE FIXED TO THE STAND FASCIA OR NAMEBOARD.

NAMEBOARD DETAILS

1. Please fill the space provided with the company name you require to be displayed on the Nameboard. Please ensure you print the details clearly. Moyne cannot be held responsible for errors which occur due to illegible handwriting.
2. Use upper and lowercase when completing the form and include any characters you wish to appear case sensitive – please note that the Organisers reserve the right to convert all names to upper case if they feel it is appropriate.
3. Due to the amount of space available on the boards we restrict the Name Board to 34 characters including spaces
4. Abbreviation may be used if the company name exceeds the number of characters permitted i.e LIMITED = LTD. COMPANY = CO. BROTHERS = BROS. CORPORATION = CORP
5. We normally provide one name board per open side, on stands that have an open side of 10 metres or more this is often increased to two name boards dependent on the style of the shell scheme.
6. If a form is not returned by the deadline date we will take the name supplied by the organiser for the stand occupant. If it is necessary to change this after the deadline a charge of £27.00 + VAT will be applied per name board – this charge also applies to any orders or changes to name boards made at the exhibition
7. Exhibitors should ensure that the details submitted on this form correspond with those submitted for the Exhibition Catalogue and other visitor promotions

STAND NUMBER TO APPEAR ON NAME BOARD:

STAND NAME TO APPEAR ON NAME BOARD (MAX 34 CHARACTERS INCLUDING SPACES)
The name will appear in one line across the fascia board PLEASE WRITE CLEARLY