

DEADLINE DATE FOR RETURN:  
**31st October 2022**

**EDITABLE PDF**

Unit 27, Silicon Business Centre, 28 Wadsworth Road, Perivale, London UB6 7JZ  
tel +44 (0)20 8997 8596 fax +44 (0)20 8998 1675 email info@moyne.co.uk www.moyne.co.uk

**\*\*\* 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 nameboard. Your company name and stand number will be supplied on a standard panel on the fascia surround to the open sides of your stand. \* A visual of the nameboard fascia can be found in the Moyne Express Order Form

**LOGOS OR PERSONAL SIGNS MUST NOT BE FIXED TO THE STAND FASCIA OR NAMEBOARD.**

**NAMEBOARD DETAILS**

- 1. Please provide in the boxes below the company name you require to be displayed on your Nameboard. If the form is downloaded and hand written please ensure you print the details clearly.
- 2. Use of Upper & Lower Case is allowed
- As standard names will appear in vinyl lettering on white fascia boards.
- 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. Stands with an open side of less than 2m will have a blank fascia.
- 6. After the deadline date names which have not been provided by the exhibitor for board print will be taken from the Organisers exhibitor list.

**PLEASE NOTE:**

Should changes be required to nameboards after the print deadline or onsite a charge of £27.00 + vat will be applied per nameboard

\* Your company logo and design can be included on your nameboard(s) via an upgrade to *Fascia Overlay*. Please refer to the Moyne Express Order Form for specifications and price.

**STAND NUMBER TO APPEAR ON NAME BOARD:**

**STAND NAME TO APPEAR ON NAME BOARD (MAX 34 CHARACTERS INCLUDING SPACES)** Your name will appear in one line across the fascia board. Input name in the boxes below:


Please provide only one source of instruction- if a nameboard print instruction has been provided via the Moyne Express Order Form we do not require this form and vice versa