

TECHNICAL GUIDE FOR THE EXHIBITORS

OMYAGUE



LONDON

PULLMAN ST PANCRAS

21 & 22 MARCH, 2018
PULLMAN ST PANCRAS - LONDON
100-110 Euston Rd, Kings Cross, London NW1 2AJ

EXHIBITOR'S GUIDE

1 STAFF

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2 USEFUL CONTACTS

RENTAL FURNITURE
EUROPA INTERNATIONAL
+44 (0) 845 430 30 15
<https://www.europainternational.com/>

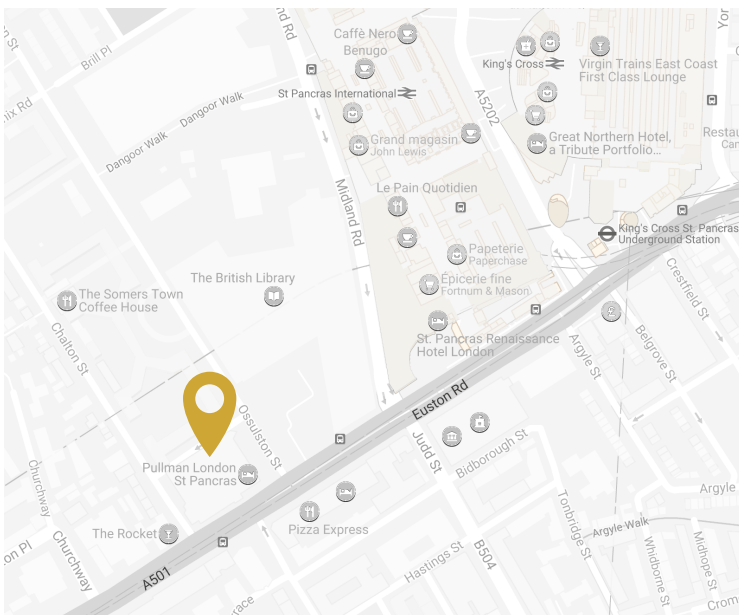
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3 STAND INSTALLATION



UNLOADING / INSTALLATION / DISASSEMBLY

	INSTALLATION	SHOW SCHEDULES	DISASSEMBLY
Wednesday 21 March	8:00am - 11:00am	11:00am - 8:00pm	
Thursday 22 March		10:30am - 4:00pm	4:00pm - 8:00pm



DELIVERIES

Please send your items to **10 Chalton Street, Kings Cross, London NW1 2AL** and make sure you use our delivery labels. Deliveries can be made at the earliest **24 Hours before the start of the event**. Deliveries must be collected on the day of the event. We do reserve the right to refuse large deliveries due to limited storage facilities.

RECEPTION OF PARCELS

Warning ! The Pullman Hotel will only accept parcels if they can be identified. Please download the **PARCEL LABELLING FORM** from your exhibitor space and stick this form on the boxes you wish to dispatch. Parcels that do not comply with this means of identification will not be accepted.

For deliveries, your onsite contact person will be

Maxime Le Quéré. He can be reached on +33 (0) 6 88 22 67 14. We can take delivery of your parcels in your absence on 20 March, but neither OMYAGUE nor the Pullman Hotel will be liable for any damages.

The technical services of the Pullmann hotel are the only ones authorized to carry out the work of electrical, telephone and internet connection : stand designer companies have not the authorization to process or execute the electrical installations of their customers.

SURVEILLANCE / SECURITY

OMYAGUE will provide day and night general security during the event and during the day, surveillance will be provided at the entry / exit level. However, during the opening hours of the Fair, stand security is the sole responsibility of the exhibitor. We recommend that you are particularly vigilant during assembly and disassembly. Outside the hours provided by the insurance, no claim will be taken into account.

CLEANING

The organiser provides the cleaning

INSURANCE

OMYAGUE has taken out a third-party insurance contract on behalf of its exhibitors.

RULES OF SECURITY & DECORATION

The exhibitor must make sure that his stand complies with specifications and in accordance with the legal and regulatory requirements for fire safety in establishments open to the public.

The technical engineers hired by the Pullman Hotel are the only ones authorised to install and/or to fix/alter electrical, telephone and internet appliances.

STAND DISMANTLING

Stand dismantling shall commence when OMYAGUE LONDON officially ends. You are not allowed to start dismantling your stand before the end of the exhibition.

4 YOUR SPACE

Your space includes electrical distribution. Flooring is the carpeting of the Pullman hotel. You are in charge of setting-up and laying out your space.

Only 9sqm and 6sqm spaces have black partitions (The golden lines on the floor plan show you where partitions apply). The setting-up time is short (3hours), so you might opt for a simple layout.

Here is what we would recommend:

- a background visual (portable pop up display)
- Furniture: counter, glass display cabinet, shelf, high table, stool, table and chair.

Stand contractors are to be avoided. But if you do wish to opt for this solution and want to install partitions, the back of these must be clean so as not to disturb your neighbors. We also thank you for letting us know.



black partitions

OPTION IMPRESSION STAND PARAPLUIE

We can organise the printing of your pop up stand and its delivery to the Pullman hotel should you wish us to do so.

You will find available dimensions and prices below :

1 / Recommended for stands L4, L5, L7, L8, L10, L11, L18, L19

150.5 X 224 cm = 528 £

2 / Recommended for stands L1, L2, L3, L6, L9, L12, L13, L14, L15, L16, L17, L20, L21, L22, L23, L24, L25

297.5 X 224 cm = 781 £

3 / Intermediate format for stands with a bottom of 3m

224 X 224 cm = 597 £



TECHNICAL CONSTRAINTS

File format : PDF

Deadline : Friday, February 23

FORMAT 1/ 150,5 X 224 cm

TEMPLATE INSTRUCTIONS FOR FABRIC POP-UP STAND 2/2

220,5 cm

224 cm

Face 2 x 3
150,5 x 224 cm

31 cm

4 cm

150,5 cm

31 cm

4 cm

--- Seam
Visible grip area

150,5 cm

31 cm

Remember to put **2,5 cm bleed** on all sides of your artwork.

FORMAT 2/ 297,5 X 224 cm

TEMPLATE INSTRUCTIONS FOR FABRIC POP-UP STAND **2/2**

367,5 cm

224 cm

Grip area

Face 4 x 3
297,5 x 224 cm

Grip area

297,5 cm

31 cm

Remember to put **2,5 cm bleed** on all sides of your artwork.

4 cm 31 cm 297,5 cm 31 cm 4 cm

--- Seam
Visible grip area

FORMAT 3/ 224 X 224 cm

TEMPLATE INSTRUCTIONS FOR FABRIC POP-UP STAND **2/2**

294 cm

224 cm

Grip area

Face 3 x 3
224 x 224 cm

Grip area

224 cm

31 cm

Remember to put **2,5 cm bleed** on all sides of your artwork.

4 cm 31 cm 224 cm 31 cm 4 cm

--- Seam
Visible grip area