



### **Hands-On Tutorial Rooms: Ordering Process**

The rooms come with some elements included but anything additional will need to be ordered ahead of the event. This can be done following the instructions on this sheet.

Elements included with each room as standard:

- Graphics to front of room
- 4 built in double socket, 500w
- 2 x Aircon units: elec supply
- Ceiling lights with dimmer Switch
- Carpet included (please call Sue Jermy – details below) for colour choice confirmation. COolours of Shanghai Velour carpet are as follows:



90 / SILVER GREY



110 / RED



230 / BEIGE



710 / ROYAL BLUE



722 / BRIGHT GREEN



724 / PINK



752 / PURPLE



780 / MID BLUE



790 / MIDNIGHT BLUE



810 / BLACK



830 / SLATE GREY

### **GRAPHICS TO FRONT OF ROOMS (INCLUDED AS STANDARD)**

Deadline: 22 July 2015

Send artwork to: Emma Himpfen – [ehimpfen@ges.com](mailto:ehimpfen@ges.com)

Information required:

Artwork size: 6200 x 3000mm with 150mm bleed on all sides

We can print from files that have been created using specialist print software packages, including versions of:

- Adobe Illustrator (CC): .eps .pdf .ai
- Adobe InDesign (CC): .eps .pdf .indd
- Adobe Photoshop (CC): .psd .tiff .jpg (high resolution)

When supplying files created in Adobe InDesign (.indd) please ensure all fonts and images are collected and included in the Package file. For artwork created in Adobe Illustrator, please Create Outline of all fonts and embed all images.

•To get the best results before going to print, images used should be set up to the following spec:

• 1/4 size @ 400-600dpi

• 1/2 size @ 200-300dpi

• Full Size @ 52-72dpi

• Please embed all images used and convert all RGB artwork to CMYK.

• Artwork files can be sent via Email, CD, DVD or FTP (if you require FTP site access, please contact us). Problems may arise when using files created by packages such as Microsoft Word, Excel and Powerpoint. Accordingly, the supply of formats such as gif, bmp and low resolution jpg is not advised.

#### **ADDITIONAL GRAPHICS INTERNALLY**

These requirements are bespoke and we can assist with different options and relevant costs in person. For all enquiries please contact:

Steven Grant

Email: [SGrant@ges.com](mailto:SGrant@ges.com)

Tel: +44 (0)2476 380 014

#### **HOW TO ORDER ADDITIONAL ELEMENTS**

Most additional requirements can be booked online via the ESC Webshop at: <http://esc2015.excel-london.co.uk/>

Please log in using the information provided. Please note that this is a distinct login only for the Hands-On Tutorial Room. This is different from your stand login.

This includes:

- Electrics
- Furniture
- AV equipment
- Floral
- Staffing
- Photography

... And more.

### **ADDITIONAL QUESTIONS**

For any queries over what is included, ordering issues or elements not covered in the webshop including additional AV requirements please contact Sue Jermy:

Email: [sjermy@ges.com](mailto:sjermy@ges.com)

Phone: +44 (0)207 069 4236