



## STANDESIGN PROJECT MANAGER



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Project Manager  
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## FURNITURE INCLUDED IN YOUR FEE

- 1 x Table (low or tall)
- 3 x Chairs or bar chairs
- 1 x Brochure stand
- 1 x 220V with approx. 300 W for charging phone, laptop etc



## GRAPHICS FOR YOUR BOOTH

The number of panels or m<sup>2</sup> depends on the size of the wall. You will be contacted shortly by the project manager for details about your wall size.

Specifications for your print files:

- Add 20 mm bleed (crop marks must be visible)
- All text must be outlined
- All images must be minimum 100 dpi
- All logos in EPS or AI file
- All colors will be printed in CMYK
  
- Print ready pdf's must be sent by [www.wetransfer.com](http://www.wetransfer.com) to the project manager

Standesign offers to produce the printing file  
Please order DTP in the order form



## ORDER FORM

- Please fill out the order form and return by email to: [jacob@standesign.dk](mailto:jacob@standesign.dk)
- Deadline: 8<sup>th</sup> of August 2024

<b>Exhibitor Information:</b>	
Company name:	
Company adress:	
Company phone:	
Contact person name:	
Contact person e-mail:	
Contact person phone:	
Invoicing name and reference	
Invoicing e-mail:	

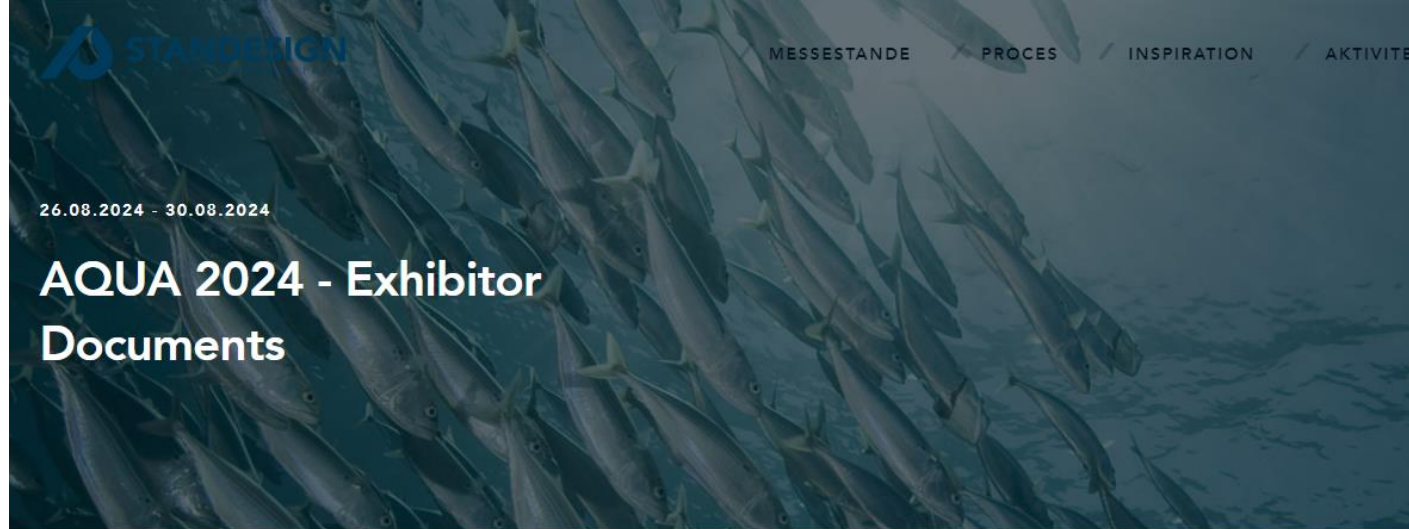
<b>Event Information:</b>	
Name of event:	<b>Aqua 2024</b>
Location:	<b>Copenhagen</b>
Date:	<b>26.-30.08.2024</b>
Booth No.:	<b>114</b>
Deadline for order form:	<b>08.08.2024</b>
Deadline for Print files:	<b>08.08.2024</b>
Freight from DK: (BWS transport proposal)	

<b>Order Form</b>
Please fill out the order form and return by email to: <a href="mailto:jacob@standesign.dk">jacob@standesign.dk</a> no later than the above der

## LANDING PAGE

You will receive a link to a landing page on Standesign's website, where you can download our exhibitor documents:

- Order Form
- Presentation
- Drawings
- Furniture Catalogue



[DOWNLOAD DOCUMENTS BELOW](#)

### AQUA 2024 - Exhibitor Documents

Please send the completed order form by e-mail to: [jacob@standesign.dk](mailto:jacob@standesign.dk)

Printing files must be sent via WeTransfer

Deadline Order form: 08th of August 2024

Deadline Printing files: 08th of August 2024

[/ DOWNLOAD ORDER FORM](#)

[/ DOWNLOAD PRESENTATION](#)

[/ DOWNLOAD DRAWINGS](#)

[/ FURNITURE CATALOGUE](#)

## HANDLING OF YOUR GOODS

Standesign can help you handling your own equipment (unpacking and packing)

Must be ordered in advance via the order form

Please indicate estimated hours and provide the following information:

- Arrival of the goods
- Amount of crates

Please note: We only empty the crates. We do not assemble your equipment



## STAND HANDOVER

- Stand handover:  
**26<sup>th</sup> of August 2024 between 15.00 - 17.00**  
**( 3 pm – 5 pm )**

Stands must be completed, and excess products and materials must be removed from all halls no later than **18.00 on Monday 26<sup>th</sup> of August** – please allow time to load and unload vehicles.

During build up and breakdown, contractors and exhibitors are required to wear build up/breakdown passes and Personal Protective Equipment at all times and to comply with the Health and Safety Regulations of the venue





# **STAND OUT**

Inspiration til dit business event

-  RÅDGIVNING
-  DESIGN
-  HÅNDVÆRK
-  TEKNOLOGI