



ADDITIONAL EQUIPMENT AND SERVICES CATALOGUE

Please find enclosed details of equipment and services that are available to customise your stand at WOMEX 24. To place orders please contact the supplier using the details given and follow the applicable ordering procedure.

Please note that to secure the best price for additional services you are advised to book before the *early bird discount deadlines* given, after which rates might increase by up to 30% on the list price and can only be processed subject to availability of materials and transport.

PLEASE NOTE: Invoices for the orders will be issued and payments must be made directly to the supplier according to their terms and conditions.

For advice and assistance please contact: operations@easelprojects.com

CONTENTS

FURNITURE _____	3
ELECTRIC SUPPLY, LIGHTING, FLOORING OPTIONS, SHELL SCHEME EXTRAS _	3
GRAPHICS – SHELL SCHEME STANDS _____	4
INTERNET ACCESS _____	4
AUDIO VISUAL _____	5
LIFTING, TRANSPORT AND CUSTOMS CLEARANCE _____	5

FURNITURE		
Each stand is provided as standard with 1 x table [1100mm x 700mm] and 4 x chairs. Additional items of furniture [including fridges, literature racks, lockable cabinets and plants] are available to order.		
SUPPLIER:	Ability Hire	
CONTACT:	Telephone	+44 (0) 208 311 2800
	Email	sales@abilityfurniturehire.co.uk
LINK:	ONLINE ORDERING LINK	
		Early bird Deadline Date: 6th September 2024 15% Discount Code: EARLYBIRD10

ELECTRIC SUPPLY, LIGHTING, FLOORING OPTIONS, SHELL SCHEME EXTRAS		
SUPPLIER:	GES	
CONTACT:	Telephone	+44 (0) 2476 380 180
	Email	womex@ges.com
LINK to WEBSHOP:	GES WEBSHOP	
	Please note that to order via the GES WEBSHOP, you will need to first create an Espresso Account [email and password]: <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> Please Log In/Create Account to start ordering for your stand. </div>	
		Early bird Deadline Date: 23 rd September 2024 Final Online Order Deadline: 18.10.24
ELECTRIC SUPPLY and LIGHTING	Each 3 x 2m stand is provided with 2 x LED spotlights plus 1 x 500w power socket as standard. Additional lighting and power sockets are available to order via the GES WEBSHOP link above.	
FLOORING OPTIONS	Each stand space is provided with cord carpet in 'pebble' as standard. If you wish to change the colour/style of floorcovering, this is available to order via the GES WEBSHOP link above. CARPET COLOUR SWATCH CARD	
SHELL SCHEME STAND EXTRAS	See Section 1.1 of Exhibitor Manual for standard package. Additional items such as shelving, store cupboards, coat hooks, reinforced panels for screens etc. are available to order via the GES WEBSHOP link above.	

GRAPHICS – SHELL SCHEME STANDS		
SUPPLIER:	GES	
CONTACT:	Telephone	+44 (0) 2476 380 180
	Email	graphicsholding@ges.com
LINKS:	TECHNICAL INFORMATION and PRICE LIST	
	GES WEBSHOP	
<p>Please note that to order via the GES WEBSHOP, you will need to first create an Espresso Account [email and password]:</p> <p>Please Log In/Create Account to start ordering for your stand.</p>		
<p>Early bird Deadline Date: 6th September 2024</p> <p>Final Orders by: 27th September 2024</p>		

INTERNET ACCESS		
<p>Manchester Central Convention Complex is wi-fi enabled and this service is provided free of charge and is considered by the venue to be sufficient for checking emails or low-level browsing. Access is granted once Wi-Fi registration is completed. However, Wi-Fi availability is subject to capacity and heavy usage during the open period of the event may affect its stability.</p> <p>Therefore, it is recommended that exhibitors requiring an internet connection on their stand for showing videos, demonstrating product etc are advised to purchase a more advanced connection, which would give a more dedicated bandwidth with increased download speeds. This type of connection is charged per event and can be pre-ordered.</p>		
SUPPLIER:	Manchester Central Convention Centre	
CONTACT:	Telephone:	+44 (0) 161 827 7676
	Email:	EventsIT@manchestercentral.co.uk
LINK:	ONLINE ORDERING PORTAL	
	<p>Please note that to order Manchester Central online ordering portal, you will need to set up an account [email address and password], know your Stand No. and choose 'WOMEX 24' from the drop-down menu, when prompted.</p>	
<p>Deadline for Orders: 18th October 2024</p>		

AUDIO VISUAL		
SUPPLIER:	Sterling Event Group	
CONTACT:	Telephone	+44 (0) 161 436 4444
	Email	exhibitions@sterlingeventgroup.co.uk
LINK:	Price List and Online Booking Form	
Early bird Deadline Date: 23 rd September 2024		

LIFTING, TRANSPORT AND CUSTOMS CLEARANCE		
Please see section 2.4 of Exhibitor Manual for information on Transport of Exhibits [including Importing Regulations]		
SUPPLIER:	CLS Expo	
CONTACT:	Name:	Paul Attwood
	Telephone:	+44 (0) 07908 559228
	Email:	paul.attwood@clsexpo.com
LINK:	Overview of SERVICES AVAILABLE	