

Specification

I. Project:

Exhibition stand of the Union of Latvian Fish Processing Industry at Seafood Expo North America 2020, Boston, USA. 74.32 sqm, March 15-17, 2020.

II. Requirements:

1. To develop a stand in accordance with visuals and files (R.1- R.7, V.1-V.3)
2. To arrange stand delivery to and from the venue (Boston Convention Center, stand 3305), arrange stand construction and dismantling, stand proper functioning and technical support during the show.
3. To arrange proper and even stand, storage, showcase and workspace illumination.
4. Stenda dalībnieku logotipu izvietojumu atbilstoši tehniskās specifikācijas lapai R.3 un R.4 un Pasūtītāja norādēm. To install companies logo according to the technical specification R.3 and R.4.

Stand contractor is supposed to be aware of local building, fire and safety standards, organiser restrictions on stand transportation and installation.

Stand contractor must approve stand project with the organiser, hand in documents and, if necessary, adjust the project in accordance with organiser rules.

III. Stand description:

1. Overall information.

Stand size is 6,096x12,192m. Configuration can be seen on page R.1.

2. Flooring/walls

Floor base should be made from chipboard panels or its analogue, with laminated slip-resistance print applied to the whole surface (graphics are provided). A ramp for people with reduced mobility should be installed at the front of the stand (page R.1, C). Flooring edges should be covered with aluminium skirting, powder painted in matt black. All the wiring to be placed under the floor surface.

Storage rooms walls to be made from strong hard materials like MDF, chipboard or analogue material (pages R.1 – R.3). Inner carcass to be used for structure stability. Walls to be completely even and seamless, seams that may appear during installation process have to be plastered or hidden otherwise. Additional information and items on the back wall:

- 3D logo **Latvia** (pages .2,V.1-V.3, Logotips), letter thickness – 120mm and letters **“canned fish”** with a thickness of 12mm. Logos are painted, RAL5024.

Storage room walls are branded with graphics (pages R.3, V.1 – V.3). In addition:

- EU and Latvia flags (page R.3), information plate about project funding. Inner part of the storage is white and seamless.
- A display (60") is mounted to the storage wall. Display should read USB cards and play videos in MP4 (coded with H.264, Xvid, DivX, MPEG-4, un Motion JPEG) as well as show separate images and slide shows. Display should work independently from PC or laptop and have a remote control.

In the storage: sink with hot/cold water, 2 shelvings (each 1 meter wide), coat hangers, tall kitchen fridge, table for snack preparation (surface is 600x100mm), 2 wall-mounted cupboards, sockets, 1 laptop table with chair. Storage has to be well-illuminated. Storage size is shown on page R.1. Storage door should be lockable and made from the same material as walls. Door should be made in a way to be less visible, no additional side finishing or covering profiles should be present.

Additional items:

- 2 shelvings (shelf surface 1000x400mm);
- 10 coat hangers;
- 3 sets of keys;
- sink with hot and cold water;
- tall kitchen fridge (volume = 200 L)
- snack preparation table + 2 wall mounted cupboards;
- mirror 50x50cm wide;
- 1 laptop + Internet connection (either wifi or cable), 1 table+chair;
- 1 coffee machine with beans grinding option. Capacity should be enough to serve visitors and exhibitors.
- kettle,
- milk frother
- coffee cups and saucers – 12 pieces
- tea cups and saucers – 6 pieces
- water glass 250ml – 18 pieces
- white wine glass 200ml – 12 pieces
- 20 spoons
- 2 sugar bowls
- black tea, fruit tea, green tea – 25 tea bags each
- coffee beans – 3 kg
- white sugar – 1 kg
- long life milk 4 litres
- white paper disposable plates 20cm in diameter – 50 pieces
- white disposable forks 50 pieces
- white disposable knives 20 pieces
- white disposable teas spoons 50 pieces
- white napkins 100 pieces
- 1 hot/cold water dispenser with 5 water bottles (18 litres each)
- 1 waste bin with 100 l capacity
- 20 waste bags 120 L
- 4 waste bins 25 L capacity each + 100 waste bags
- paper towels 8 rolls
- glass washing and dish washing liquids
- Set of knives

Each counter should bear company logo on the front illuminated panel.

3. Stand elements and furniture

The following items to be provided:

- 3.1. Reception counters with illuminated front panel and acrylic brochure holder with 3 pockets attached to the side (page R.4). Counter is made from painted 16mm MDF or similar material. Counter edges should be even with no gaps or seams visible. Edge covering profiles, skirtings are not allowed. All counters should have one socket each and be lockable. Bottom part is branded with graphics, top part is a light box with company logo on it. 1 x 25l waste bin per counter.

Total: 4 counters.

- 3.2. Glass showcase (V) with white back wall and 3 glass shelves (see page R.5)
Lockable doors should open sideways. Top, bottom and back parts should be made from painted MDF or similar quality material. Edges should be even with no gaps or seams visible. 24W 4500K spot is built into the top part. Front illumination is provided by LED stripes mounted into the aluminium profiles. LED stripe power should be equal to 18W per meters, color temp is 4500K. No light source within the showcase should emit heat. Glass shelves should have minimum thickness of 6mm. Glass shelves should be attached to the back wall.

3.3. Free standing light box (GK, see page R.7). Graphics should be evenly illuminated. Color temperature – 6000K. Light box painted white, no seams, no skirtings. Light box thickness – 100-1400mm. Light box quantity – 2.

3.4. Krēsli, bāra krēsli eksponentiem, pārrunu galdi.

Chairs, bar chair, meeting tables.

Please refer to page R.1

! 5 meeting tables (G) – 80cm in diameter, 25mm thick, chromed floor, height – 75cm.

! 20 chairs

! 4 bar chairs

Chair and bar chair are in white.

3.5. There are two display chillers (AV) and one vertical tower ST (see page R.1). Display chillers should have glass shelf inside and have additional shelf with regulated temperature for storage. Display chiller should be in white, lockable and with no visual defects. Approximate sizes for chillers: W180xH1200xD100cm. Design for vertical chiller can be seen in the attached image – glass on all sides, with rotating shelves.

4. Illumination

Illumination is made from suspended truss, with 150W spots, 4000-4500K.

Total number of spots – 32.

Stand storage should have a sufficient amount of illumination, especially for the cooking zone. 8 sockets to be provided for the cooking zone, 4 sockets for others to use. All chillers/fridges should stay on 24h.

Power supply is ordered by the Exhibitor.

5. Power supply

Ordered power supply should be distributed across the stand, including sockets for chillers, reception counters, light boxes and cooking/storage zone.

6. Water and drainage

Contractor to provide a sink with tap and hot/cold water connection. Water supply and drainage is ordered and paid by the Exhibitor.

7. Additional requirements

Contractor to provide unloading and reloading for Exhibitor's goods. Contractor also needs to take care of Exhibitor's empties storage during the show and provide daily cleaning. Photos of stand production process should also be provided.

Any changes to the current project to be agreed with the Exhibitor.