

Celebrating Alton Exhibition. Alton Assembly Rooms Saturday 13 November 2010

Information for groups contributing a display to the exhibition

- We will provide black display panels; each one will stand on the floor.
- You will be allocated a specific panel in the main hall.
- The space available on each panel is 1600mm (5ft) high and **1000 mm (39 inches) wide**, after allowing for an Alton Society header sign along the top (which we will provide).
- We ask that you attach your pictures, text, art work etc on to card in advance, so that it is easy to mount on the panels. This is to help us, and you, mount them quickly and reduce the amount of Velcro needed. Here is a possible layout with a figure to give a sense of scale...

i.e. Not '33 ins'
as previously stated !

'A-sized' cards seem to be sold over-size !! but they will still fit in the full 1,000 mm as shown



celebrating
ALTON

Our Alton Club

A2

594 x 420 mm
(21.6 x 16.5 ins)

A1

841 x 594 mm
(33.1 x 21.6 ins)

- Coloured and white sheets of card are available from The Little Green Dragon and Ark Stationers. Feel free to use whatever combination of A sizes suits your display but fewer will be quicker to mount and more economical with our Velcro tabs!
- We will provide Velcro to attach your display to the panel
- The black panels will be erected Fri evening Nov 12th in the main hall.
- You are asked to bring your display to the small hall (Lower Room) on Friday evening between 5.00pm and 8.30pm. There will be tables so that you can lay them flat overnight. We regret that it is not possible to mount the displays on Friday evening as we are constrained by other events in the Assembly Rooms.
- You are invited to come to the main hall between 7.00am and 8.30am on Saturday morning November 13th to place your display on your allocated panel. If you are unable to come on Saturday morning, we will mount them on the panel for you.

- Please note that our header strip will not include the name of your organisation - please include this in your display.
- Please ensure you can collect your display on Saturday between 4.30pm and 6.00pm
- Feel free to be creative, visually stunning and exude fun!
- Exhibitors will not need to man their displays throughout the day, but obviously we would love as many of your members as possible to attend the exhibition and meet and talk to other exhibitors and attendees.

Please do not hesitate to phone James Willis (01420 83416) or myself (01420 544422) if you are unsure about any of these points.

Chris Chappell (Mrs)