Tech Forms manual

- 1. Fill in «Exhibitor's contact information»
- 2. Fill in "Type of stand, sizes and color" (Fig.1)

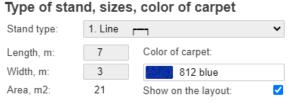


Fig.1

- 3. Carpet color is blue by default. If required pls pick another color (Fig.1)
- 4. Indicate fascia name in appropriate field. For single line inscription use line 1 only, for 2-line inscriptions use both lines. You may pick different color. If fascia name or fascia board are not required pls tick the option. (Fig.2)

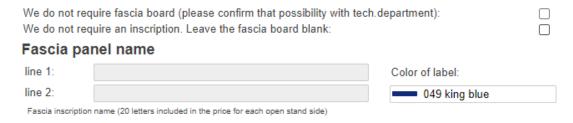


Fig.2

5. **Standard equipment** is listed in the appropriate field and indicated in the layout. If additional equipment is required pls select it in Technical service and equipment list. (Fig.3)

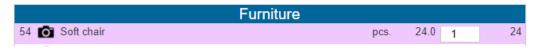
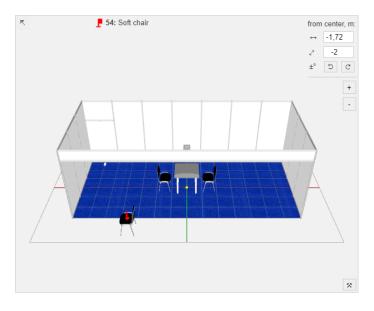


Fig.3

6. After selecting the equipment in the list, it will show up next to the stand boundary. Pls drag & drop it on the stand into the required position. (Fig.4) To do that grab it onto the red pivot flag point and move. To rotate it around the pivot point use corresponding buttons in the upper top corner of the layout. (Fig.5) After changing the size of the equipment the basic standard equipment my require adjusting its position.



7. The equipment can by copied or removed by selecting it and pressing +/- buttons. (Fig.5)



Рис.5

8. 3D navigation

You may use the navigation buttons (Fig.6). After hovering the mouse pointer over the button, you will see the hint about button purpose. With use of the locks, you can lock the camera rotation (useful when arranging the equipment on the stand) or equipment movement (when the equipment is set and you want to check the 3D layout). To rotate the camera, left button mouse click and hold while dragging it. To pan the camera, middle button mouse click and hold while dragging or use CTRL+left mouse button. To zoom the camera, scroll a mouse wheel or right mouse button click and hold while dragging. You can hide the carpet temporary and switch to ortho top view for convenience to move the equipment. It is possible to fit the layout to screen.

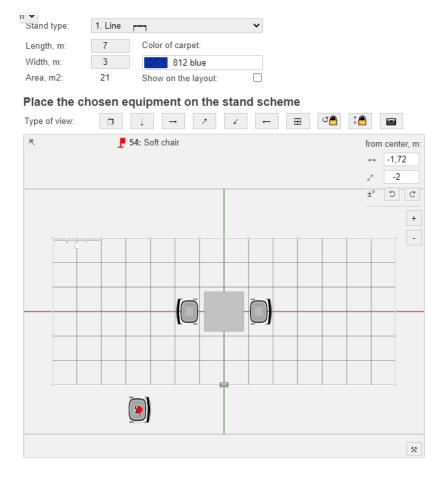


Fig.6

9. Fascia

Внимание! Attention! At the moment the 3D constructor does not consider the limitation of fascia boards and they appear single board at the length of the stand.

Technical department will add supporting and connecting upright extrusion to the fascia board construction if necessary. (Fig.7)

For corner type stands you may configure corner fascia boards. (Fig.8)

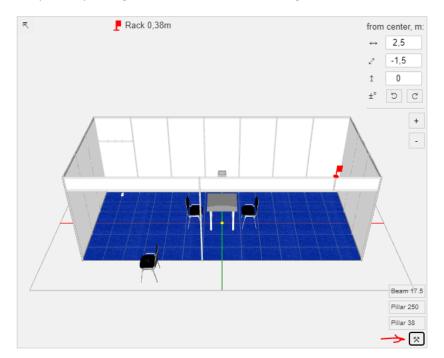


Fig.7

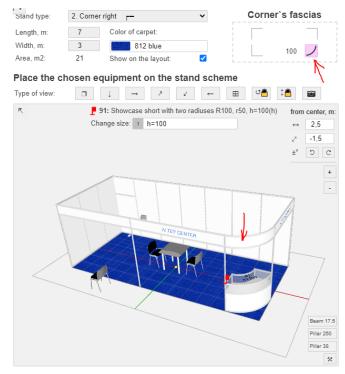


Fig.8

10. When adding upright extrusions (pillars) to support fascia board, a fascia name may require adjusting its position. Select the fascia name and move it with use of the arrows to the correct position. (Fig.9)

Place the chosen equipment on the stand scheme

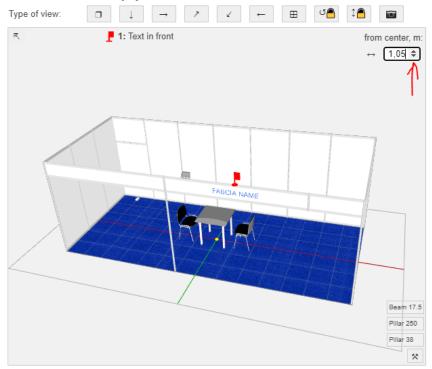


Fig.9

11. Connecting equipment to walls

When putting the equipment (podiums, showcases) with width of 50cm adjacent to walls with width of 100cm it is necessary to add pillar 250cm. (Fig.10)

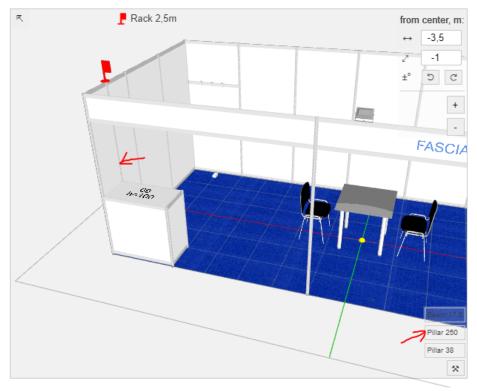


Fig.10

12. Equipment configuration

There is some equipment that can have few configurations, for example a podium can have different height and back wall solid (Fig.11) or open (Fig.12). If such configuration is available for chosen equipment you may select it in the "Change size" menu.

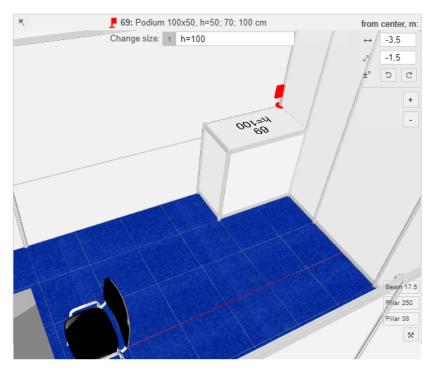


Fig.11

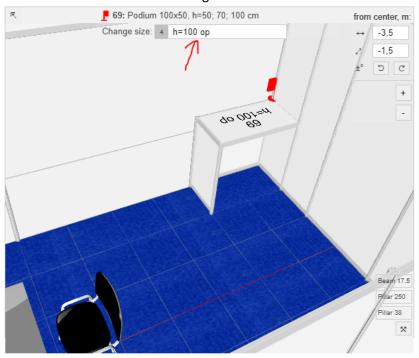
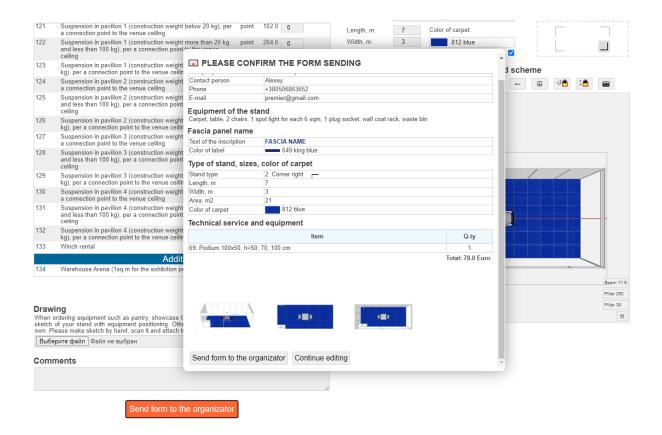


Fig.12

13. After filling in the form scroll to the bottom and press "Send the form to the organizer" (Fig.13). It will create the quotation and the stand drawing and send to Organizer's tech department and a copy to the exhibitor.



14. At the moment the editing of the sent application is not supported. It will be implemented at the next version of the 3D constructor.