

## **FIA Northwich display boards**

There are 20 display board slots for the Northwich office. These are open to all members.

Each presentation unit (display board) consists of a back box frame that is fitted permanently to the wall and a fascia board that slots on top. The back box will surround a twin 13 Amp power socket, one socket of which is available for the member to use for their fascia board. There is also a twin ethernet port (one socket of which is available for the member to use for their fascia board).

To regulate the look, style and effect, the Association will review and approve the design and fittings on the fascia boards before they are fitted. This document lays out what is expected of the member and what the member can expect from the Association.

### **Process**

The fascia boards will be issued (see costs in Annex 1) to members to layout and affix their products, logo and words. Once approved (see below for the process) they should be delivered to the FIA Northwich office. The fascia board will always remain the property and responsibility of the member. All shipping costs to and from the Northwich office shall be the responsibility of the member.

Please note that the back box frame of the display panel is supplied and fitted by the Association (at the Association's cost) and will remain fitted as the property of the Association.

Fascia boards must meet the FIA design guide below. A full and clear picture and or video of the board layout must be sent to the FIA for approval (to [Northwich@fia.uk.com](mailto:Northwich@fia.uk.com)) before installation. We strongly recommend that you layout the images, words and products on the board without affixing any items until approval is received.

Please allow 10 working days for the proposed design to be reviewed which may include suggested alterations to comply to the guide (see display board design below) below. The Association has sole discretion in approving or rejecting the proposed design.

The term of the board on display is not permanent, it is for a 6-month term. This may be extended based on the conditions shown in Annex 2, all of which are written to ensure all members get an equal opportunity to promote their company.

If a member wishes to change a board during their allotted term, this will be acceptable on one occasion only. The member will be required to purchase a new board, comply with the FIA design guide, and arrange for simultaneous switch over of the boards (at a time agreed by the Association). The original term will not be extended. At no other time during the term is the fascia board to be removed without the written permission of the Association.

## **End of Term**

On expiry of the term, the fascia board may be removed from the display wall by the Association. The member has 10 working days to collect the board and remove it from site or, if agreed by the association, leave it on site incurring a storage fee – details of which can be found in Annex 4. If the board is not collected and no storage fee is arranged in advance, the board will become the property of the Association and may be disposed of.

## **Terms and Conditions**

1. The Association will take steps to ensure the members' boards remain undamaged (be that on display or in temporary storage), however the Association will not be liable for any damage to the board or equipment at any time.
2. The members' fascia boards must comply to the restriction laid out in Annex 3. These are designed to ensure that it is a pleasant working environment and also not affect other members' product demonstrations.
3. For any screens/monitors used on the fascia panels, no reference shall be made to other companies or their products (unless it is with the agreement of the named company). The content is to be purely to aid the promotion of the product itself. Should the Association deem the content to be controversial, not in line with standards and or best practice, then the member will be asked to change the content with immediate effect. The screen/monitor will be switched off until the agreed changes have been installed. The Association's decision is final on this matter.

## Display board design

The display board layout is shown in Figure 1. Power connection will be by a single 13amp plug top (if required). The boards will be white in colour and the QR code is for members to lead visitors to whatever the member wishes e.g., member website.

The top 150 mm is for the members name and their logo (centralized), no equipment is to encroach into this area and no other logos should be placed elsewhere on the board.

The board can contain a mixture of equipment and explanatory text e.g., short description, model name or number etc. Any text used shall be black, the font and point size being the choice of the member. Text should be below the product (if one is used).

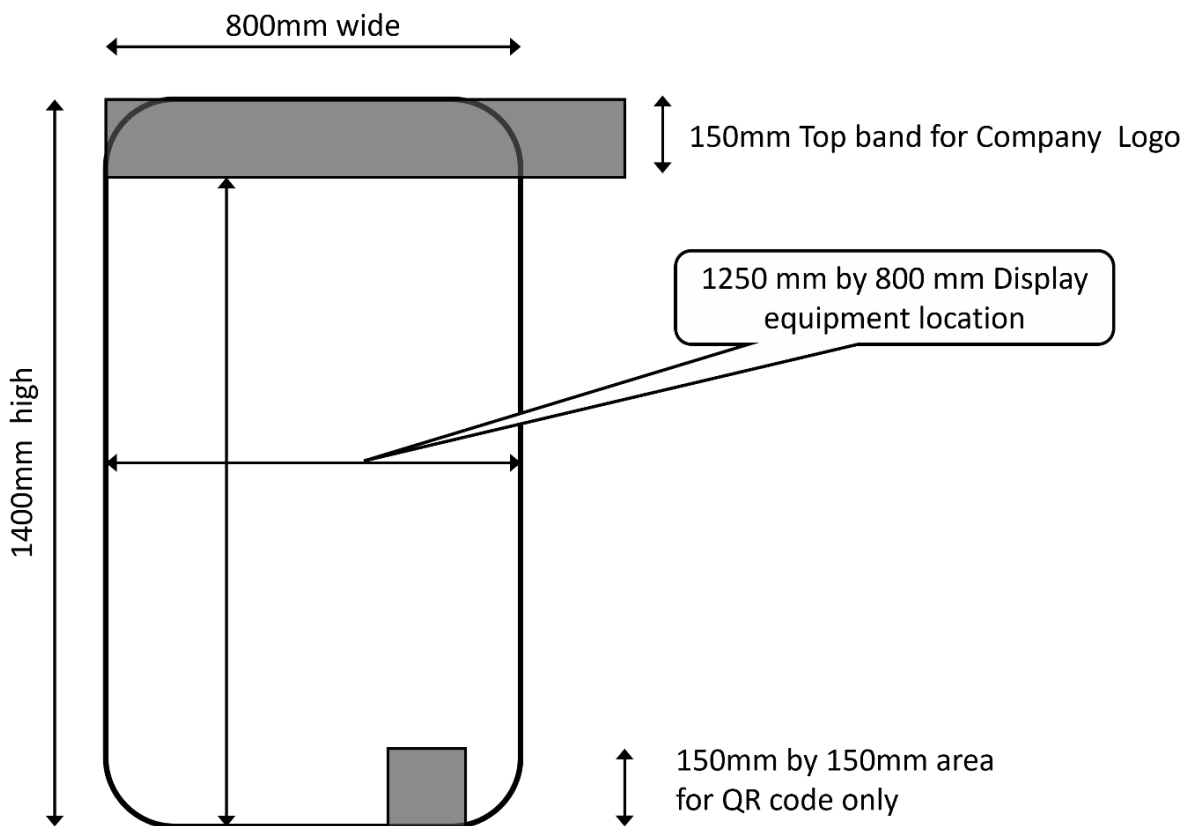


Figure 1 display board layout

## **Annex 1: Costs**

### **Facia Board**

The boards will be issued at cost price (currently £150 plus VAT) to members for members to populate. The member is responsible for all shipping costs.

### **Space Rental**

The monthly rental cost is £50 +vat per calendar month and will be invoiced every 3 months while on display. This will cover fitting, moving and removing; and ongoing power and cleaning costs.

## Annex 2: Applications and renewals

1. There are 20 slots on the display wall available that are organized on a first come first serve basis. FIA members are allowed one application at any one time. Application forms can be found on the FIA website (please contact [northwich@fia.uk.com](mailto:northwich@fia.uk.com) if it cannot be found).
2. If more than 20 applications are received, additional applications will be placed on a waiting list - the position of the waiting list is ordered on a first come first served basis.
3. The first 20 applicants will be randomly generated with a number that indicates the position they will have on the display wall (this will be the only time random selection is used). 1 being at the window end and 20 being near the spiral staircase.
4. One month before the end of the term, the Association will close the waiting list that will be eligible for the next term.
5. After the waiting list is closed for the next term, the number of applicants on the waiting list will automatically take the number of available spots on the display wall. For example, if there are 10 applicants on the waiting list then for the next term 10 slots will be automatically taken on the display wall.
6. The waiting list applicants that are in first come first serve order will take the slots starting with 1. In the above example, the waiting list applicants would take positions 1-10. The first term members who were positioned from 1-10 will for the second term move to position 11-20. The first term members who were positioned from 11-20 will be removed from the display wall.
7. Those that are removed from the display wall will receive an email from [northwich@fia.uk.com](mailto:northwich@fia.uk.com) asking them if they would like to be placed on the waiting list, the members that do want to go onto the waiting list will confirm their decision to completing the application form as per item 1. Members will then be placed as the next number on the waiting list.
8. This process will continue in the same format for each term.
9. We will use an online spreadsheet to manage this which is transparent meaning that the Members can see how this process is being run.

- a. All members should have their facia board checked, completed and delivered to site 10 working days before the commencement of the term. Should the board not be delivered on time, the FIA may invite a member on standby to take that position.

### **Annex 3: Control of display board content.**

1. All products shown shall be fire related.
2. No audible sound of any sort should be produced automatically by the display board unless it is manually operated.
3. No flashing lights or imagery of any sort should be produced automatically by the display board unless it is manually operated.
4. A member will not mention any other members in their literature in any ways that could be construed as negative.

## **Annex 4: Storage Fees**

The monthly storage cost of member's facia panels is £10 +vat per calendar month (or any part of) and will be invoiced every 3 months (or sooner if removed) while in storage.