



Flexitime Event Stand Guidelines

Dear Participant,

Thank you for considering joining our event! Each stand space measures **3m x 3m (10ft x 10ft)** and will be allocated to you. To ensure a smooth setup, please note the following:

What's Provided:

- You are provided with a space of size **3m x 3m (10ft x 10ft) NOT A MARQUEE.**

What You Need to Bring:

- Your own Marquee sized **3m x 3m (10ft x 10ft)**
- Your own table sized **6ft or similar**
- Branded materials (banners, flyers, business cards)
- Your Flexitime store QR code on display to give customers quick access to your Flexitime store's products and services.
- Table covering/cloth
- Extension leads (if using electrical devices)
- Any product samples, displays, or promotional items

Setup & Breakdown:

- **Setup:** April Monday 21st @ 9am
- **Event Time:** 11am - 3pm

Please arrive at 9am to begin setting up your stand.

Kindly ensure your stand is professional, tidy, and represents your brand effectively. For any special requirements, please contact us via info@flexitime.ie

We look forward to seeing you there!

— *Flexitime Team*

