Exhibition Display at KB Copy Centre

If you require a portable display for your next exhibition, conference or promotional event then you can be assured of a reliable and high quality service from KB Copy Centre. Whether you are attending an exhibition, conference or specialist event, or you simply want to attract attention to your business and services, we can provide a full range of high quality portable exhibition stands and display systems to meet your needs.

What is your normal turnaround time for producing exhibition displays?

Assuming we encounter no problems with your artwork then all exhibition display orders received Monday to Friday will be ready for collection within 5 business days. For exhibition display orders to be delivered within the University, your display will be shipped and delivered within 5 business days. For very urgent exhibition display orders, we can usually offer a faster than normal service. Please contact KB Copy Centre to discuss your requirements.

How do I order my exhibition display and get my artwork to you?

Please email your artwork as a PDF to kbcopy@ed.ac.uk, letting us know what exhibition display you require, what method you wish to use to secure payment, and what date and time you require your exhibition display to be ready. If your display is to be delivered using the University transport system please provide a full postal address.

Can you tell me what Exhibition Display Systems you have available?

**Barracuda Roller Banner Stand**

*Stand w/ Graphic - £245.00
Replacement Graphic - £53.00*

The Barracuda Roller Stand is a very popular, high impact and cost effective portable display solution. It can be used to advertise your product or service, and is ideal for conference and exhibition venues, in-store promotions or to compliment reception areas. These freestanding banners come complete with a printed graphic and are available in anodised silver finish with charcoal grey end caps. The secure slide in graphic system allows for a fast change of graphics and has proven to be a most reliable system for regular use. Price includes full colour graphic and quality foam padded shoulder carry bag for ease of transportation. Visible graphic dimensions: 2000mm (h) x 800mm (w)

**Skyline Roller Banner Stand**

*Stand w/ Graphic - £95.00*

The Skyline Roller Stand is a cost effective, lightweight portable display solution. It is an ideal economic choice to advertise your product or service, particularly rollouts or product launches. These lightweight, quality banners come complete with a printed banner and are available in anodised silver finish. They are very quick to assemble and easy to use, while the twin feet base provides excellent balance and stability. Price includes full colour graphic and a shoulder carry bag for ease of transportation. Visible graphic dimensions: 1900mm (h) x 800mm (w)
Whirlwind A1 Outdoor Swing Sign

Sign w/ Graphic - £168.00
2 x A1 Graphic Inserts - £18.00

The Whirlwind A1 Outdoor Sign is a double sided outdoor spring mounted swing sign of attractive styling and excellent quality, ideal for pavement advertising and retail promotion. These highly durable signs come with a wide water fillable base for extra stability and use a snap open, snap shut frame system for quick and easy graphic change. The frame has a double sided silver anodised finish, while the graphics are protected by an anti-glare PVC poster cover. Price includes 2 x full colour graphics. Visible graphic dimensions: 841mm (h) x 594mm (w)

Foamex Graphic Display Boards

1 x A1 Board - £48.00
1 x A2 Board - £33.00

The Foamex Graphic Display Board is a cost effective, durable and lasting display solution, useful for exhibition panels, event signage, displays and wall mounted signs. A high quality vinyl poster is mounted on hard wearing 5mm Foamex Board, providing a durable and weatherproof display that can be used indoors and outdoors. These boards are available in standard sizes (A1,A2,A3,etc.) and bespoke sizes on request.

What program should I use to create my artwork?

Microsoft PowerPoint, Word users should save their file as a PDF to ensure fonts and images print correctly.

Save your PowerPoint file as PDF

Instructions for Windows

• From PowerPoint, click the ‘Office’ button in the upper left corner
• Click ‘Save As’ from the dropdown menu
• Confirm the file name and folder then select PDF in Save as Type
• The save as box will readjust, then click on the ‘Options...’ button
• Untick ‘ISO 19005-1 complaint (PDF/A)’, the click Okay, then click ‘Save’
• To proof the PDF before submitting, please find the file in the folder you saved the PDF to

Instructions for Mac OSX

• Click on the ‘Office’ menu, then ‘Print’. Tick the box that says ‘Scale to Fit Paper’
• The preview box will readjust, then click on the PDF dropdown menu (bottom left of Print screen)
• Select the first option to ‘Save as PDF’
• Confirm file name and folder, then Click ‘Save’
• Confirm that you would like to change the extension from ‘.ppt’ to ‘.pdf’
• To proof the PDF before submitting, please find the file in the folder you saved the PDF to

What is the best way to set up my PowerPoint file?

Before you start designing your PowerPoint page, go to the File Menu and Select ‘Page Setup’. If you are using Microsoft PowerPoint 2010, click on the Design tab at the top and then click on the ‘Page Setup’ button. Under ‘Slides Sized for;’ choose ‘Custom’ and then set the page size to the same size that you want your poster to be. For example, if you want your artwork to be set for a Barracuda Stand, then set the custom page size in PowerPoint to 800mm (w) x 2200mm (h)
Can you offer any help designing the graphic for my portable display?

At Printing Services we can provide design and pre-press services upon request. We have a dedicated graphics team who can help you with the design and visual representation of your poster. They will be able to assist you with layouts, graphics, colours, and more. Alternatively, we can provide designed PowerPoint poster templates that include the most common elements of the portable display you require. We can also provide you with various University crests on request. For further information and contacts, please send your requirements to kbcopy@ed.ac.uk and we will direct you to the best source.

How should I arrange payment?

There are various ways to arrange payment for the printing of your poster. You can pay on collection with cash or card, alternatively, we can send you the link for our secure University online epay system which allows you to make payment directly to Printing Services (Please note: for your own security, we do not take card payments over the telephone). If you wish to pay through your University department or directly from your grant, you should arrange for an Electronic Internal Transfer (EIT) to be raised through your department secretary or stores.

Further Information

For more technical information or advice on these services, please contact KB Copy Centre. We can help you with your specific requirements and suggest the most appropriate solution for your imaging needs.
Contact

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