

# GENERAL INFORMATION

## FESPA GLOBAL PRINT EXPO & EUROPEAN SIGN EXPO 2023 TIMETABLE

Trucks over 7.5 tons gross vehicle weight or any vehicle with trailers are prohibited from driving on all German roads on Sundays and Public Holidays from midnight to 22:00 hours. 18 May and 29 May are Public Holidays.

### **BUILD-UP**

Halls A1, A2, A3, B1, B2			
Friday	19 May 2023	08.00 – 12.00 hours	Heavy exhibits to be scheduled in.
Friday	19 May 2023	12.00 – 20.00 hours	Space only stand sites to commence stand construction.
Saturday	20 May 2023	08.00 – 20.00 hours	
Sunday	21 May 2023	08.00 – 20.00 hours	
Monday	22 May 2023	08.00 – 18.00 hours	Work on interiors of shell scheme stands may begin. <b>All work to be completed by 18.00 hours.</b> Please note gangway carpet will be laid from 16.00 hours.
<b>Any working in the halls outside of these hours (incl. overnight) may be subject to an overtime charge and additional security guard charges.</b>			

### **OPEN DAYS**

Tuesday to Thursday	23 - 25 May 2023	10.00 – 18.00 hours	Exhibitors are urged to arrive between 9 – 9.30 hours to ease the congestion caused by increased security at the Registration area.
Friday	26 May 2023	10.00 – 15.00 hours	
<b>Exhibitors may enter the Halls from 08.00 hours but must leave within 30 minutes of closing time (excluding breakdown day).</b>			

### **BREAKDOWN**

Halls A1, A2, A3, B1, B2			
Friday	26 May 2023	16.00 – 22.00 hours	Removal of valuable and portable exhibits.
Friday	26 May 2023	17.00 – 22.00 hours	Lifting of certain items. Stands broken down. <b>All Shell Scheme interiors to be removed by 20.00 hours.</b>
Saturday	27 May 2023	08.00 – 20.00 hours	Breakdown continues
Sunday	28 May 2023	08.00 – 16.00 hours	All remaining exhibits and equipment to be clear by 16.00 hours.
<b>N.B. On no account may exhibits or stands be broken down before 16.00 hours on 26 May allowing time for visitors to leave the exhibition safely and the gangway carpet to be removed. Exhibitors with small hand-held exhibits may leave the halls from 15.00 hours.</b>			

**Under no circumstances must any stand fittings, machinery or equipment etc be left in the halls after 16.00 hrs on 28 May. Any items left in the halls after this time will be disposed of and the costs incurred will be charged to the exhibitor.**

The Organisers Office will be open from 08.00 hours on 19 May for the duration of the exhibition. During build-up/breakdown the office will close at 20.00 hours.

- It is your responsibility as an exhibitor to secure the items on your stand. FESPA arrange the necessary security for general hall cover only.
- Delivery of machinery requiring the assistance of the sole lifting contractor must be pre-arranged through the official onsite handler, DSV.