

# GENERAL INFORMATION

## WrapFest 2024 TIMETABLE

### **BUILD-UP**

Halls 1 and 2			
Tuesday	01 October 2024	08.00 – 20:00 hours	Work on shell scheme stands may begin. All work to be completed by 20.00 hours.
Wednesday	02 October 2024	09.00 – 17.00 hours	Exhibitors are welcome to work on interiors and decoration. All work to be completed by 17.00 hours.
<b>Any working in the halls outside of these hours (incl. overnight) is not allowed. Everyone must leave the venue within 30 mins of closing time.</b>			
Garage blocks 3 & 4			
Tuesday	01 October 2024	09.00 – 17:00 hours	Work on pit garages set up can begin. All work to be completed by 17.00 hours.
Wednesday	02 October 2024	09.00 – 17.00 hours	Exhibitors are welcome to work on interiors and decoration. Cars can enter the garage blocks. All work to be completed by 17.00 hours.

### **OPEN DAYS**

Halls 1 and 2			
Thursday	03 October 2024	10.00 – 17.00 hours	Exhibitors are urged to arrive between 9 – 9.30 hours to ease the congestion caused by increased security at the Registration area.
Friday	04 October 2024	10.00 – 17.00 hours	
<b>Exhibitors may enter the Halls from 09.00 hours but must leave within 30 minutes of closing time (excluding breakdown day).</b>			
Garage blocks 3 & 4			
Thursday	03 October 2024	10.00 – 17:00 hours	Exhibitors are urged to arrive between 9 – 9.30 hours to ease the congestion caused by increased security at the Registration area.
Friday	04 October 2024	10.00 – 17.00 hours	

### **BREAKDOWN**

Halls 1 and 2 & Garage blocks 3 & 4			
Friday	04 October 2024	17.00 – 19.00 hours	Removal of valuable and portable exhibits. Removal of cars.
Friday	04 October 2024	17.00 – 24.00 hours	Stands broken down. <b>All Shell Scheme interiors to be removed by 23.00 hours.</b> All remaining exhibits and equipment to be clear by 24.00 hours.
<b>N.B. On no account may exhibits or stands be broken down before 17.00 hours on 04 October allowing time for visitors to leave the event safely.</b>			

**Under no circumstances must any stand fittings, machinery or equipment etc be left in the halls after 24.00 hours on 04 October. 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 Space will be available from 08.00 hours on 01 October for the duration of the event and during build-up and breakdown.

- 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 equipment requiring the assistance of the sole lifting contractor must be pre-arranged through the official onsite handler, DSV.