

The Exhibition Timetable

Build Up

Build-Up	Time	Schedule
Sunday 6 th March	08:00 – 09:00	Delivery of large exhibits and mobile units
	09:00 – 18:00	Space only exhibitors build commences
Monday 7 th March	08:00 – 19:00	Space Only exhibitors build continues
	14:00 – 19:00	Access for Shell Scheme Exhibitors All stands must be completed by 19:00

All gangways must be kept clear of all exhibits, packaging and stand fitting materials to assist movement around the hall by other exhibitors and our service providers and all gangways must be totally clear by 1400hrs on Monday 7th March to facilitate the gangway carpet lay and gangway pre-clean.

Initial power connections to stands are made as soon as possible but will not be available for stand construction by contractors at the start of build-up unless a temporary supply has been ordered via the official electrical contractor.

Power to stands will terminate each evening, from 30mins after the show has closed.

Please note there is no late working permitted unless exceptional circumstances arise.

Open Period

Open Period	Time	
Tuesday 8 th March	09:30 – 17:30	Show Open
Wednesday 9 th March	09:30 – 17:00	Show Open

There will be exhibitor access from 0800hrs each morning.

Power will terminate each night 30 minutes after the show closes unless a 24hr supply has been specifically requested from the official electrical contractor.

If you place late orders for stand fitting extras, electrics or furniture on the morning Tuesday 8th March, our contractors are unable to guarantee fitting / delivering your orders to your stand before the show opens and will fit any outstanding items at the end of the day.

Breakdown

Breakdown	Time	Schedule
Wednesday 9 th March	17:45 – 21:00	Space and Shell Scheme Exhibitors
Thursday 10 th March	08:00 – 14:00	Space Only Exhibitors

It is a contractual requirement that your stand is not dismantled in any way and that your stand is manned and stocked until the show closes. Contractors will only be granted access into the hall once it is cleared of all visitors. Any staff who will be breaking down your stand and also working on the stand during the open period are requested to comply with these timings.

Power will terminate each night 30 minutes after the show closes unless a 24hr supply has been specifically requested from the official electrical contractor.

It is your responsibility to remove ALL stand fitting materials, carpet tape, packaging, excess literature and waste from the hall.

Please note that any items left in the halls after 14.00 on Thursday 10th March will be deemed as rubbish and thrown away. The exhibitor/contractor responsible for the rubbish will be charged accordingly.