

# EXHIBITION TIMETABLE

BUILD-UP	HALL OPEN	ACCESS FOR ...
Friday 25 April	0800hrs – 1400hrs	Floorcovering commences and delivery of machinery as per schedule (to be confirmed through ILS). <i>Construction waste is required to be taken away each day.</i>  All deliveries must be pre-booked and scheduled with <a href="#">ILS</a> in order to gain access.
	1400hrs - 1800hrs	Scheduled delivery of machinery continues <b>plus</b> Scheduled Stand Building commences (to be confirmed through ILS). <i>Construction waste is required to be taken away each day.</i>  All deliveries must be pre-booked and scheduled with <a href="#">ILS</a> in order to gain access.
Saturday 26 April	0800hrs – 2000hrs	Space Only construction plus delivery of machinery exhibits continues.  Contractors should check that all services have been pulled through in the correct position before they start to build the stand.  From 6pm there will be no service support. <i>i.e. no electrician or venue services available.</i>  <i>Construction waste is required to be taken away each day.</i> Any vehicles unloading will be required to pre-book a time slot via the <a href="#">NEC's Event Delivery System</a> powered by Voyage Control.
Sunday 27 April	0800hrs – 2000hrs	Space Only construction plus delivery of machinery exhibits continues.  Contractors should check that all services have been pulled through in the correct position before they start to build the stand.  From 6pm there will be no service support. <i>i.e. no electrician or venue services available.</i>  <i>Construction waste is required to be taken away each day.</i> Any vehicles unloading will be required to pre-book a time slot via the <a href="#">NEC's Event Delivery System</a> powered by Voyage Control.
Monday 28 April	0800hrs – 2000hrs	Shell Scheme ready for exhibitors to begin interior display.  All stands to be complete, litter and stand construction materials to be removed from the halls by 1800hrs. Stand dressing only after this time. <i>Construction waste is required to be taken away each day.</i> Please note: last access to the hall will be 1900hrs  Any vehicles unloading will be required to pre-book a time slot via the <a href="#">NEC's Event Delivery System</a> powered by Voyage Control. On this day the deposit system is also in operation.

OPEN PERIOD	HALL OPEN	SHOW OPEN HOURS
Tuesday 29 April	0800 – 1800hrs	1000 – 1700hrs*
Wednesday 30 April	0800 – 2100hrs	1000 – 2000hrs*
Thursday 1 May	0800 – 2200hrs	1000 – 1600hrs*

\*Open hours are subject to change

BREAKDOWN	HALL OPEN	ACCESS FOR ...
Thursday 1 May	1700hrs – 2200hrs	<p>Cars and small vans should park in the outer car parks on arrival until the show has closed and they will then be given direct access through the nominated Gate. (They will not be able to queue at the Gate).</p> <p>Breakdown begins at approx. 1700hrs once visitors have cleared the halls. Contractors will not be allowed access for breakdown until all it is deemed safe to do so. Once we are in the breakdown phase all exhibits and portable displays should be removed from the hall.</p> <p><b>Waste must be taken away. Should it be left a waste charge and fine will be charged to the exhibitor. Please ensure the appointed stand builder removes the stand waste to avoid these charges.</b></p> <p><b><u>All Shell Scheme stands must be completely cleared of all products, furniture, graphics, portable displays etc.</u></b></p> <p>Dismantling of shell scheme stands will begin at 0800hrs on Friday 2 May. The safety of any items left behind is the responsibility of the exhibitor.</p> <p>It is advisable <b>NOT</b> to leave the stand unattended during the breakdown period.</p>
Friday 2 May	0800hrs – 1600hrs	<p><b>Hall to be completely clear by 1600hrs.</b></p> <p><b>Waste must be taken away. Should it be left a waste charge and fine will be charged to the exhibitor. Please ensure the appointed stand builder removes the stand waste to avoid these charges.</b></p> <p>Please make sure your contractor has clear instructions to remove all stand construction materials (including flooring, carpet and carpet tape).</p> <p>Removal of stand fittings and clearance of Space Only sites only.</p>

If work outside these hours is necessary the Organisers must be informed **ASAP** but **no later than 1400hrs that day**, for arrangements to be made for Security and Health and Safety cover. An hourly charge per stand of £250 will be made to

cover venue and staffing costs. This can be paid by invoice prior to going on-site or by credit card on-site. Please contact [ops.fit@montgomerygroup.com](mailto:ops.fit@montgomerygroup.com) for more information.

Any vehicles unloading **will** be required to pre-book a timeslot via the [NEC's Event Delivery System](#) powered by Voyage Control. This will be open to book from 4<sup>th</sup> April.

If you wish to commence stand build on Friday 19 May from 1400hrs, access to the hall will be scheduled in line with the delivery of machinery. Please contact ILS on [jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk).

**Do not leave valuables unattended at any time. Breakdown in a particularly vulnerable time so please be extra vigilant.**

**FIT Show is a TRADE ONLY event, persons under the age of 16 will not be admitted into the Exhibition Hall AT ANY TIME.**