

# EXHIBITION TIMETABLE

BUILD-UP	HALL OPEN	ACCESS FOR ...
Friday 19 May	0800hrs – 1400hrs	<p>Floorcovering commences and delivery of machinery as per schedule (to be confirmed through ILS)</p> <p><i>Construction waste is required to be taken away each day. <a href="#">Click here for our waste policy and advice.</a></i></p> <p><i>All deliveries must be pre-booked and scheduled with <a href="#">ILS</a> in order to gain access.</i></p>
	1400hrs - 1800hrs	<p>Scheduled delivery of machinery continues <b>plus</b></p> <p>Scheduled Stand Building commences (to be confirmed through ILS)</p> <p><i>Construction waste is required to be taken away each day. <a href="#">Click here for our waste policy and advice.</a></i></p> <p><i>All deliveries must be pre-booked and scheduled with <a href="#">ILS</a> in order to gain access.</i></p>
Saturday 20 May	0800hrs – 2000hrs	<p>Space Only construction plus delivery of machinery exhibits continues.</p> <p>Contractors should check that all services have been pulled through in the correct position before they start to build the stand.</p> <p>From 6pm there will be no service support. <i>i.e. no electrician or venue services available.</i></p> <p><i>Construction waste is required to be taken away each day. <a href="#">Click here for our waste policy and advice.</a></i></p> <p><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.</i></p>
Sunday 21 May	0800hrs – 2000hrs	<p>Space Only construction plus delivery of machinery exhibits continues.</p> <p>Contractors should check that all services have been pulled through in the correct position before they start to build the stand.</p> <p>From 6pm there will be no service support. <i>i.e. no electrician or venue services available.</i></p> <p><i>Construction waste is required to be taken away each day. <a href="#">Click here for our waste policy and advice.</a></i></p> <p><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.</i></p>
Monday 22 May	0800hrs – 2200hrs	<p>Shell Scheme ready for exhibitors to begin interior display.</p> <p>All stands to be complete, litter and stand construction materials to be removed from the halls by 1800hrs. Stand dressing only after this time.</p> <p><i>Construction waste is required to be taken away each day. <a href="#">Click here for our waste policy and advice.</a></i></p> <p>Please note: last access to the hall will be 2000hrs</p> <p><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. On this day the deposit system is also in operation.</i></p>

**Work outside these hours will not be allowed.** In emergency situations e.g., unavoidable delays due to circumstance outside the contractor's control, an hourly charge per stand of £62 + vat per hour until 2200 hours and £102 + vat per hour between 2200 hours and midnight will need to be made on-site **to the organisers only** to cover staffing and administration costs. The Organisers will have to pass this cost to the exhibitor / contractor concerned. **Please note depending on timing we cannot guarantee that sufficient amount of required support, from the venue, Health & Safety Officer etc can be provided. We therefore require all exhibitors and contractors to ensure that space only stands are designed to be completed in the time available.**

OPEN PERIOD	HALL OPEN	SHOW OPEN HOURS
Tuesday 23 May	0800 – 1800hrs	1000 – 1700hrs
Wednesday 24 May	0800 – 2100hrs	1000 – 2000hrs
Thursday 25 May	0800 – 2200hrs	1000 – 1600hrs

BREAKDOWN	HALL OPEN	ACCESS FOR ...
Thursday 25 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. <a href="#">Click here</a> for our waste policy and advice. 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 26 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 26 May	0800hrs – 1600hrs	<p><b>Hall to be completely clear by 1600hrs.</b></p> <p><b>Waste must be taken away. <a href="#">Click here</a> for our waste policy and advice. 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 £90 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 [livy.ellis@montgomerygroup.com](mailto:livy.ellis@montgomerygroup.com) for more information.

The **scheduled** off-loading of exhibits only from the vehicle to the stand is **included** as part of your stand package. However, if you do not schedule this with ILS by **Friday 11 March then this will become a chargeable service. Please note that re-lifting is not included in the stand package** and therefore this does need to be paid for, this cost is £50 per hour. Please contact ILS on [jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk) asap if you will require the use of a crane or forklift to unload your machinery exhibits to ensure they can provide the service required.

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.

**Any lifting required for stand fitting is NOT part of the stand package – this is for exhibits only. Contractors are required to book and pay for any lifting required for stand fitting.**

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).

**DELIVERY PROCESS** – [Click here](#) for a summary of the delivery process. This includes information on:

- The online pre-booking Event Delivery System
- The Deposit System (which is in place on Monday 22<sup>nd</sup> May)
- Hire Transport & Contractors
- Overnight Parking
- Contact details for delivery enquiries

**For further details on delivery of goods, delivery of scheduled machinery, vehicle access and freight forwarding can be found in the [A-Z Regulations & General Information](#) section.**

**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.**