

# EXHIBITION TIMETABLE



BUILD UP	HALL OPEN	SCHEDULE
<b>Thursday 13 March</b>	0800-1800hrs	Space Only stand construction begins. Contractors should check plumbing and electrical services have been pulled through in the correct position. <b>Construction waste must be taken away each day. <a href="#">Click here for our waste policy and advice.</a></b>
<b>Friday 14 March</b>	0800-1800hrs	Space Only construction continues. <b>Construction waste must be taken away each day. <a href="#">Click here for our waste policy and advice.</a></b>
<b>Saturday 15 March</b>	0800-1800hrs	<b>Shell Scheme ready for exhibitors to begin interior display.</b> Last minute instructions and orders placed with contractors to ensure delivery before open day. <b>Construction &amp; Decorative waste must be taken away each day. <a href="#">Click here for our waste policy and advice.</a></b>
<b>Sunday 16 March</b>	0800-2000hrs	All stands to be complete, litter and stand construction materials to be removed from the halls by 2000hrs. <b>Construction &amp; Decorative waste must be taken away each day. <a href="#">Click here for our waste policy and advice.</a></b> <b>There will be no access to the lorry way between 2000hrs – 2200hrs, only work inside the hall is permitted.</b> <b>DO NOT LEAVE ANYTHING OF VALUE OVERNIGHT.</b>

Work outside of these set hours is discouraged and we urge contractors to make sure that the stand can be built within these set times, with the correct number of staff. However, if working late is unavoidable on Thursday 13, Friday 14 or Saturday 15 March, the Organisers must be informed no later than 1300hrs that day.

**Please note: An hourly charge PER STAND, PER MODULE will be required to be paid onsite to cover extra costs incurred from the venue, security and for Health & Safety cover. These charges are:**

From 1800 – 2000 will be **£250 + VAT PER HOUR, PER STAND, PER MODULE**  
 From 2000 – 2200 will be **£350 + VAT PER HOUR, PER STAND, PER MODULE**

**Under no circumstances will work be permitted after 2200hrs on Sunday 16 March.**

OPEN PERIOD	HALL OPEN	OPEN HOURS
<b>Monday 17 March</b>	0800 – 1730hrs	1000 – 1700hrs <i>(please remember to not leave anything of value unattended, including overnight)</i>
<b>Tuesday 18 March</b>	0800 – 1730hrs	1000 – 1700hrs <i>(please remember to not leave anything of value unattended, including overnight)</i>
<b>Wednesday 19 March</b>	0800 – 2200hrs	1000 – 1600hrs <i>(please remember to not leave anything of value unattended, including overnight)</i>

BREAKDOWN	HALL OPEN	SCHEDULE
<b>Wednesday 19 March</b>	Until 2200hrs	Breakdown begins at approx. 1630hrs, once visitors have cleared the halls. All exhibits and portable displays should be removed from the hall by 2200 hrs. <b>All Shell Scheme stands must be cleared of exhibits, graphics, furniture and stand fitting by the time the hall closes.</b> <b>Please note that ONLY vehicles under 7.5 tonnes will be able to access the hall. Waste must be taken away. <a href="#">Click here for our waste policy and advice.</a></b>
<b>Thursday 20 March</b>	0800 – 1800hrs	Breakdown continues. <b>Dismantling of Shell Scheme begins at 0800hrs.</b> <b>Waste must be taken away. <a href="#">Click here for our waste policy and advice.</a> 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>
<b>Friday 21 March</b>	0800 – 1600hrs	Hall to be completely clear by 1600hrs. <b><u>EXHIBITORS WILL BE CHARGED FOR ANY RUBBISH LEFT BY THEM OR THEIR CONTRACTOR</u></b> Please make sure your contractor has clear instructions to remove all stand construction materials (including flooring, carpet, and carpet tape). <b>Waste must be taken away. <a href="#">Click here for our waste policy and advice.</a> 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>

**NB: HRC and PUB are TRADE ONLY events and persons under the age of 18 will not be admitted into the Exhibition Hall throughout the tenancy, this includes build up, breakdown and the open period. Please note this is a strict rule for both exhibitors and visitors.**