

# EXHIBITION TIMETABLE

BUILD-UP	HALL OPEN	ACCESS FOR ...
Wednesday 15 May	0800hrs – 1800hrs	<p>Floorcovering installation commences and delivery of machinery and equipment as per schedule to be confirmed with ILS.</p> <p><i>All deliveries must be pre-booked and scheduled with <a href="#">ILS</a> in order to gain access.</i></p>
Thursday 16 May	0800hrs – 1800hrs	<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. All lifting services must be pre-booked and scheduled with <a href="#">ILS</a> in order to gain access.</i></p>
Friday 17 May	0800hrs – 1800hrs	<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>
	1200hrs- 1800hrs	<p>Space Only construction plus delivery of machinery exhibits continues.</p> <p>Shell Scheme ready for exhibitors to begin interior display (1200hrs).</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> <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>
Saturday 18 May	0800hrs – 2000hrs	<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 1900hrs.</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>

OPEN PERIOD	HALL OPEN	SHOW OPEN HOURS
Sunday 19 May	0800 - 1800hrs	1000 – 1700hrs
Monday 20 May	0900 - 1800hrs	1000 – 1700hrs
Tuesday 21 May	0900 - 2100hrs	1000 – 2000hrs
Wednesday 22 May	0900 - 2200hrs	1000 – 1600hrs

BREAKDOWN	HALL OPEN	ACCESS FOR ...
Wednesday 22 May	1630hrs – 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. by 2000hrs</u></b></p> <p>Dismantling of shell scheme stands will begin at 2000hrs on Wednesday 22 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>
Thursday 23 May	0800hrs – 1800hrs	<p>Hall to be completely clear by 1800hrs. Removal of stand fittings and clearance of Space Only sites only.</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>

**Work outside these hours will not be allowed.** Only in emergency situations, e.g. unavoidable delays due to circumstances outside the contractor's control, will late work be permitted subject to the availability of required resources. Contractors must inform the Organiser **ASAP** but **no later than 1400hrs that day** to arrange and pay for late working. An hourly charge per stand of £250 + VAT per hour until midnight will need to be made on-site **at the organisers office** to cover staffing and administration costs. **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.**

Wednesday 15 May is reserved for flooring installation and the specialist listing and installation of machinery and equipment only, no stand build is permitted on this day. All deliveries are required to pre-book a timeslot with ILS which you can book by emailing [jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk). If you require a crane or forklift to unload your machinery exhibits this must also be booked by ILS who are the only authorised lifting contractor for the event.

Any vehicles unloading from Thursday 16<sup>th</sup> 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 one month prior to the start of build.

**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 Friday 17 and Saturday 18 May)
- Hire Transport & Contractors
- Overnight Parking
- Contact details for delivery enquiries

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

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

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