EXHIBITION TIMETABLE

BUILD UP	HALL OPEN	SCHEDULE
Thursday 1st April	0800-1800hrs	Space Only stand construction begins. Contractors should check plumbing and electrical services have been pulled through in the correct position. **Construction waste must be taken away each day. Click here for our waste policy and advice.**
Friday 2nd April	0800-1800hrs	Space Only construction continues. **Construction waste must be taken away each day. Click here for our waste policy and advice.**
Saturday 3rd April	0800–2000hrs	**Shell Scheme ready for exhibitors to begin interior display.** Last minute instructions and orders placed with contractors to ensure delivery before open day. **Construction & Decorative waste must be taken away each day. Click here for our waste policy and advice.**
Sunday 4th April	0800–2000hrs	All stands to be complete, litter and stand construction materials to be removed from the halls by 2000hrs. **Construction & Decorative waste must be taken away each day. Click here for our waste policy and advice.** **There will be no access to the lorry way between 2000hrs – 2200hrs, only work inside the hall is permitted.** **DO NOT LEAVE ANYTHING OF VALUE OVERNIGHT.**

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 1st, Friday 2nd or Saturday 3rd 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 4th April.

OPEN PERIOD	HALL OPEN	OPEN HOURS
Monday 5th April	**0800 – 1730hrs**	**1000 – 1700hrs** *(please remember to not leave anything of value unattended, including overnight)*
Tuesday 6th April	**0800 – 1730hrs**	**1000 – 1700hrs** *(please remember to not leave anything of value unattended, including overnight)*
Wednesday 7th April	**0800 – 2200hrs**	**1000 – 1600hrs** *(please remember to not leave anything of value unattended, including overnight)*

BREAKDOWN	HALL OPEN	SCHEDULE
Wednesday 7th April	Until 2200hrs	Breakdown begins at approx. **1700hrs**, once visitors have cleared the halls. All exhibits and portable displays should be removed from the hall by 2200 hrs. **All Shell Scheme stands must be cleared of exhibits, graphics, furniture and stand fitting by the time the hall closes.** **Please note that ONLY vehicles under 7.5 tonnes will be able to access the hall.** **Waste must be taken away. Click here for our waste policy and advice.**
Thursday 8th April	0800 – 1800hrs	Breakdown continues. **Dismantling of Shell Scheme begins at 0800hrs.** **Waste must be taken away. Click here 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.**
Friday 9th April	0800 – 1600hrs	Hall to be completely clear by 1600hrs. **EXHIBITORS WILL BE CHARGED FOR ANY RUBBISH LEFT BY THEM OR THEIR CONTRACTOR** Please make sure your contractor has clear instructions to remove all stand construction materials (including flooring, carpet, and carpet tape). **Waste must be taken away. Click here 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.**

NB: IFE, IFE Manufacturing, SFFF 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.

6 DAY EXHIBITION TIMETABLE

PLEASE NOTE THIS ONLY APPLIES TO:
Speciality Fine Food Fair, IFE Manufacturing, Food Tech, Ingredients, Certification Clinic, Business Growth Hub

BUILD UP	HALL OPEN	SCHEDULE
Saturday 3rd April	0800–2000hrs	Space Only stand construction begins. Contractors should check plumbing and electrical services have been pulled through in the correct position. **Construction waste must be taken away each day. Click here for our waste policy and advice.**
Sunday 4th April	8000-1000hrs	Space Only construction continues.
	1000-2000hrs	**Shell Scheme ready for exhibitors to begin interior display.** Last minute instructions and orders placed with contractors to ensure delivery before open day.
	0800–2000hrs	All stands to be complete, litter and stand construction materials to be removed from the halls by 2000hrs. **Construction & Decorative waste must be taken away each day. Click here for our waste policy and advice.** **There will be no access to the lorry way between 2000hrs – 2200hrs, only work inside the hall is permitted.** **DO NOT LEAVE ANYTHING OF VALUE OVERNIGHT.**

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 Saturday 3rd 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 4th April.

OPEN PERIOD	HALL OPEN	OPEN HOURS
Monday 5th April	**0800 – 1730hrs**	**1000 – 1700hrs** *(please remember to not leave anything of value unattended, including overnight)*
Tuesday 6th April	**0800 – 1730hrs**	**1000 – 1700hrs** *(please remember to not leave anything of value unattended, including overnight)*
Wednesday 7th April	**0800 – 2200hrs**	**1000 – 1600hrs** *(please remember to not leave anything of value unattended, including overnight)*

BREAKDOWN	HALL OPEN	SCHEDULE
Wednesday 7th April	Until 2200hrs	Breakdown begins at approx. **1700hrs,** once visitors have cleared the halls. All exhibits and portable displays should be removed from the hall by 2200 hrs. **All Shell Scheme stands must be cleared of exhibits, graphics, furniture and stand fitting by the time the hall closes.** **Please note that ONLY vehicles under 7.5 tonnes will be able to access the hall.** **Waste must be taken away. Click here for our waste policy and advice.**
Thursday 8th April	0800 – 1600hrs	Breakdown continues. Hall must be completely clear by 1800hrs. All stand construction materials, including flooring, carpet and carpet tape, must be removed. Exhibitors will be charged for rubbish left by them or their contractors. **Dismantling of Shell Scheme begins at 0800hrs.** **Waste must be taken away. Click here 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.**

NB: IFE, IFE Manufacturing, SFFF 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.