



SHOW TIMETABLE

Access to the Halls will be between the hours given below ONLY. There will be no alteration to these hours without the prior consent of the organisers.

HIGH VISIBILITY CLOTHING – please it is mandatory to wear high visibility vests / jackets during the move in and move out of the show. High vis vests will be on sale at the venue from Level 2 concourse vending machines if you don't already have one.

MOVE IN		
Mon 5 May 2025	0800-2200	Space Only Exhibitors & Contractors
Tue 6 May 2025	0800-2200	Space Only Exhibitors & Contractors
	0800-2000	Shell Scheme Exhibitors
	1200-2000	Architecture Hub Exhibitors
<ul style="list-style-type: none"> • Shell scheme stands will not be ready until 0800 hrs Tue 6 May 2025 therefore exhibitors must not arrive for set up before this time. • Please ensure any electrical items are tested and tagged the official show Testing and tagging company will be onsite and checking compliance. Test will be offered for a price of \$55 for the first five appliances. • Children under the age of 16 are not permitted in the hall during move in • All stands must be dressed and completed by 2000 on Tue 6 May 2025. • All vehicles must be removed from site immediately after unloading. We strongly recommend that you use the official lifting and shipping contractor – GEL Events – for your delivery and shipping needs. • You must bear in mind the move in & move out time available with designing your stand. Please note it may take some time for you to pass through the entry system to gain access to the hall you will therefore not be guaranteed the number of hours build time stated above. If you have a particularly large of difficult exhibits or feel that you may have problems completing your move in or move out within the time available, please contact Keir Duncan as soon as possible and before the end of January 2025 		
SHOW OPEN	HALL OPEN	SHOW OPEN
Wed 7 May 2025	0800 - 2000	0900 – 1700 Networking Drinks 1730 until 8pm
Thu 8 May 2025	0800 - 2200	0900 – 1700



- Exhibitors may restock stands and receive deliveries each morning between 8am and 9am daily
- Exhibitors must not carry out work on their stand during the exhibition opening hours. Any alterations, building, modification, loading or unloading of goods must take place only during the move in, off-loading and move out periods.
- Please note that power to the stands will be turned off 30 minutes after the show close each day, INCLUDING THE LAST DAY (If you require power later than this, you must contact the Organisers office in advance)
- **NO EXHIBITS OR STAND FITTINGS MAY BE REMOVED OR DISMANTLED BEFORE ALL VISITORS ARE CLEAR OF THE VENUE ON THURSDAY 8TH MAY (YOU WILL BE ADVISED OF THIS VIA PA ANNOUNCEMENT)**

MOVE OUT

Thu 8 May 2025	1730 -2000	Architects Hubs must be clear by 8pm
	1730 – 2200	All shell scheme stands must be clear of the halls by 10pm. Only goods left with GEL may be left for collection on Friday 3 May
	1730 – 2200	All space only stands – MOVE OUT of stand constructions / stand fittings
Fri 9 May 2025	0700 -1200	Only Space only exhibitors to finish move out

All hired equipment such as furniture, electrics, AV or telecommunications should be removed after 5.30pm on Thu 8 May 2025.

All Shell Scheme exhibitors must completely remove all stand fittings and exhibits by 10pm on Thu 8 May 2025. All space only stands must be clear of the hall by 12pm midday on Fri 9 May 2025.

The organisers will dispose of any materials left on stands after the times in the timetable and charge costs back to the exhibiting company (the charges are high). This includes all waste material carpet / boxes / unused literature / timber / exhibits etc. The organisers cannot accept any responsibility for any items left onsite. If this is a problem due to logistics, please contact GEL Events who are the official shipping and logistics company and are on site throughout the event.

CHILDREN UNDER THE AGE OF 16 ARE NOT PERMITTED IN THE HALL DURING MOVE OUT UNDER ANY CIRCUMSTANCES.

MOVE OUT IS A PERIOD OF HIGH RISK IN TERMS OF SECURITY, YOU SHOULD THEREFORE HAVE AT LEAST 2 MEMBERS OF STAFF PRESENT, SO YOUR STAND CAN BE MANNED AT ALL TIMES.