



Event timetable

Build up

BUILD-UP	SCHEDULE	HALL OPEN HOURS
Saturday 16 November 2013	Construction of space only stands	08:00 - 20:00
Sunday 17 November 2013	Continuation of construction of space only stands Full Service stand dressing (hall 3.0 and 3.1)	08:00 - 21:00 12:00 - 21:00
Monday 18 November 2013	Continuation of stand construction and dressing of all stands (hall 3.0 and 3.1)	08:00 - 21:00

Note:

- Stands must be completed and excess products and materials removed from all halls no later than 20:30 on Monday 18 November, please allow time to load and unload vehicles.
- During build up and breakdown contractors and exhibitors are requested to wear build up/breakdown passes at all times and to comply with the Health and Safety regulations of the venue. Please collect as many passes as you need from the security personnel upon your arrival at the venue.

Exhibition open period

OPEN PERIOD	SCHEDULE	HALL OPEN HOURS
Tuesday 19 November 2013	10:00 - 18:00	08:00 - 21:00* Opening reception: 18:00 - 21:00
Wednesday 20 November 2013	09:00 - 19:00	08:00 - 19:30
Thursday 21 November 2013	09:00 - 14:00	08:00 - 22:00

IMPORTANT: For safety reasons, breakdown cannot start before the official end of the show and until all visitors have left the hall.

* The opening reception will take place in hall 3.0 and 3.1. Stands do not need to be manned after 18:00.



Breakdown

BREAKDOWN	SCHEDULE	HALL OPEN HOURS
Thursday 21 November 2013	Power cut in the exhibition halls Removal of Full Service Stand Exhibits Commence dismantling of all space only stands and exhibits	14:30 14:30 - 18:00 15:00 - 22:00
Friday 22 November 2013	Space - only stands Collection of exhibits and stand-fittings only. No access for Full Service stands	08:00 - 20:00

Breakdown instructions:

- Stand constructors will not be allowed in the exhibition halls before 15:00 on Thursday 21 November 2013
- During build up and breakdown contractors and exhibitors are requested to wear build up/breakdown passes at all times and to comply with the Health and Safety regulations of the venue. Please collect as many passes as you need from the security personnel upon your arrival at the venue.

ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 20:00 ON FRIDAY 22 NOVEMBER 2013. ANY REMAINING ITEMS WILL BE REMOVED AS WASTE AT EXHIBITOR'S