



## Event timetable

### Build up

BUILD-UP	SCHEDULE	HALL OPENING HOURS
Saturday 7 March 2015	Construction of <b>space only</b> stands	08:00 - 20:00
Sunday 8 March 2015	Continuation of construction of <b>space only</b> stands	08:00 - 20:00
Monday 9 March 2015	Continuation of stand construction and dressing of all stands Full Service stand dressing	08:00 - 21:00 12:00 - 21:00

#### Note:

- Stands must be completed and excess products and materials must be removed from all halls no later than 20:30 on Monday 9 March – please allow time to load and unload vehicles.
- During build up and breakdown, contractors and exhibitors are required 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 OPENING HOURS
Tuesday 10 March 2015	09:00 - 18:30	08:00 - 21:00* Opening reception: 18:30 - 21:00
Wednesday 11 March 2015	09:00 - 18:30	08:00 - 20:00** Official stand parties: 16:30 - 18:30
Thursday 12 March 2015	09:00 - 14:30	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 the exhibition halls. Stands do not need to be manned after 18:30.

\*\* Official stand parties will take place in the exhibition halls. Stands do not need to be manned after 18:30.



## Breakdown

BREAKDOWN	SCHEDULE	HALL OPENING HOURS
Thursday 12 March 2015	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 13 March 2015	Space - only stands Collection of exhibits and stand-fittings only. No access for Full Service stands	08:00 - 18:00

### Breakdown instructions:

- Stand constructors will not be allowed into the exhibition halls before 15:00 on Thursday 12 March 2015.
- During build-up and breakdown, contractors and exhibitors are required 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 18:00 ON FRIDAY 13 MARCH 2015. ANY REMAINING ITEMS WILL BE REMOVED AS WASTE AT THE EXHIBITOR'S EXPENSE.**