

EXHIBITION TIMETABLE

	Day	Date	Time (24 hr)
BUILD UP			
Suspended lighting rigs only – Form 6	Wednesday	13 October	06:00 – 08:00
Space only stands	Wednesday	13 October	08:00 – 20:00
Space only stands	Thursday	14 October	08:00 – 20:00
Shell scheme and space only stands	Friday	15 October	08:00 – 22:00
All stands must be complete by	Friday	15 October	22:00

If you are using a lighting rig suspended from the hall roof, special access to the hall will be allowed from 06.00 on Wednesday 13th October only. Access will be by personalised pass only. The objective is to allow uninterrupted time for lighting rigs to be assembled before general stand fitting begins. To apply for this early access you must complete **Form 6** and submit to the organisers by 3rd September.

OPEN DAYS			
Show open	Saturday	16 October	09:30 – 17:00
Show open	Sunday	17 October	09:30 – 18:30
Show open	Monday	18 October	09:30 – 17:00

During the open days of the exhibition, the halls will open to exhibitors from 08:00 to 20.00.

BREAKDOWN			
Shell Scheme and Space Only	Monday	18 October	17:30 – 22:00*
Space Only	Tuesday	19 October	08:00 – 18:00

Any items left overnight should be clearly marked so that stand contractors do not dispose of them when taking down the stands. The organisers, their staff and contractors are not responsible for items left for collection the following morning. Any items left on stands during breakdown are the sole responsibility of the exhibitor or exhibitor's contractor. Any items lost or stolen are the exhibitor's responsibility and should be claimed for as such on the exhibitor's own insurance policy.

All stands must be removed by **Tuesday 19 October 18:00**

***All shell scheme stands will be dismantled from 2200 hrs on Monday 18th October therefore all shell scheme stands must be cleared by this time. Any exhibits, stand equipment, fixtures and fittings left on shell scheme stands after this time will be deemed as rubbish and discarded. Any costs incurred by the organiser for disposal will be passed onto the exhibitor. Any exhibitor who anticipates a problem clearing their stand by 2200hrs on Monday 18th October should contact the organisers.**

NO WORK IS ALLOWED IN THE HALLS OUTSIDE OF THESE HOURS