



## Full Timetable

### Build-Up:

STAND TYPE	BUILD DAY	DATE	HALL OPEN HOURS
SPACE ONLY	Friday	4th September	08:00 – 20:00
	Saturday	5th September	08:00 – 20:00
	Sunday	6th September	08:00 – 20:00
	Monday	7th September	08:00 – 20:00
SHELL SCHEME	Sunday	6th September	08:00 – 20:00
	Monday	7th September	08:00 – 20:00

### Show Open:

SHOW DAYS	SHOW OPEN HOURS	DATES	EXHIBITOR HALL OPEN HOURS
Tuesday	09:00 – 18:00	8 <sup>th</sup> September	08:00 – 18:00
Wednesday	09:00 – 19:00	9 <sup>th</sup> September	08:00 – 19:00 (Drinks Receptions are permitted between 17:00 – 19:00)
Thursday	09:00 – 18:00	10 <sup>th</sup> September	08:00 – 18:00

### Breakdown:

STAND TYPE	DAY	DATE	HALL OPEN HOURS
SPACE ONLY	Thursday	10 <sup>th</sup> September	19:00 – 22:00
	Friday	11 <sup>th</sup> September	08:00 – 20:00
	Saturday	12 <sup>th</sup> September	08:00 – 18:00
SHELL SCHEME	Thursday	10 <sup>th</sup> September	18:30 – 20:00

### **Additional Information:**

- Due to Gastech Health & Safety Regulations no person under the age of 16 years will be permitted onsite during build-up, break-down or show open times.
- Day power will be turned on 30 minutes before the show opens every day.
- Power will be terminated each night of the opening days, 30 minutes after the exhibition has closed. Unless you have paid for 24 hour supply.
- On the last day power will be turned off immediately after the show closes.
- **Breakdown will not commence for up to 60 minutes after the show closes in order for carpet in some areas to be lifted and shell scheme to be removed in front of loading doors.**
- All exhibitors will need an exhibitor badge to gain access to the halls during build-up, open days and breakdown.
- For health & safety reasons, breakdown cannot commence until all visitors have left the hall.
- All Exhibitors must have completed their stands by 20:00 on **Monday 7<sup>th</sup> September**.
- All shell scheme stands must complete breakdown and should remove all items from their stand by 20:00 on **Thursday 10<sup>th</sup> September**. Please note however, some shell schemes will be dismantled from 18:30.
- All space only stands must complete breakdown by 18:00 on **Saturday 12<sup>th</sup> September**.
- Under no circumstances must any stand fitters, machinery or equipment etc. be left in the hall after 18:00 on **Saturday 12<sup>th</sup> September**. Any items left in the hall after this time will be disposed of and you may incur a cost.
- Exhibitors are reminded that they must not dismantle their stands or remove exhibits before the official close of show. Security staff will be under strict instruction to stop exhibitors taking exhibits out of the halls before this time.
- Please note that the exhibition hall will be open until 19.00 on **Wednesday 9<sup>th</sup> September** if exhibitors wish to hold a drinks reception on their stand. Please let the Operations Team know if you would.

**Please can all exhibitors remember that if you wish to leave items on your stand for collection during breakdown, please ensure they are properly packaged and labelled. If possible please notify the organisers of the items, stand number, company collecting and date.** Neither the venue nor the organisers will be held responsible for any unattended items.