

Please note that all dates/times are subject to change at the Organisers discretion.

BUILD

Please note that children under the age of 16 will not be admitted to the Halls during build, show open and break-down.

Day	Date	Hours	Comments	Safety
HALL 3A & HALL 4 Saturday	23 September 2023	06:00hrs – 12:00hrs	Strictly Machine Lifts/carpet only	NO ADMISSION to the hall without PPE *
		12:00hrs – 20:00hrs	Organiser contractors + Space only stands	
		20:00hrs	Hall Closes	
HALL 3A & HALL 4 Sunday	24 September 2023	08:00hrs – 20:00hrs	Organiser Contractors + Space only stands	NO ADMISSION to the hall without PPE *
		10:00hrs – 20:00hrs	Hybrid stands commence build	
		20:00hrs	Hall closes	
HALL 3A & HALL 4 Monday	25 September 2023	08:00hrs – 16:00hrs	Build continues for all stands Shell Scheme Exhibitors allowed to access to dress stands	NO ADMISSION to the hall without PPE *
		16:00hrs – 20:00hrs	No services available – Stand dressing only - No Forklifts (any additional lifting requirements at this time will face a 100% surcharge)	
		20:00hrs	Hall closes	

All stand displays and exhibits must be completed by 20:00hrs on Monday 25 September 2023. Please ensure that stand designs can be built within the available timetable.

Any extra working must be pre-arranged with the Event Operations Team. Additional days are not available and the cost for additional hours will be charged at £250 per hour.

*Please refer to the Stand Regulations for more information.

Please note that all dates/times are subject to change at the Organisers discretion.

OPEN - Interplas

Day	Date	Exhibit Maintenance Hours	Exhibition & Conference Opening Hours	Social Events
Tuesday	26 September 2023	08:00hrs – 09:30hrs	09:30hrs – 17:00hrs	17:00hrs – 21:00hrs Rapid News Group Party, Location TBC
Wednesday	27 September 2023	08:30hrs – 09:30hrs	09:30hrs – 17:00hrs	17:00hrs – 21:00hrs Exhibitor Party, Location TBC
Thursday	28 September 2023	08:30hrs – 09:30hrs	09:30hrs – 16:00hrs	

Please note that all dates/times are subject to change at the Organisers discretion.

BREAKDOWN - Interplas

Day	Date	Hours	Comments	Safety
HALL 3A & HALL 4 Thursday	28 September 2023	16:00hrs – 16:30hrs	Visitors exit Exhibitors pack up	NO ADMISSION to the hall without PPE *
		16:30hrs – 18:00hrs	Shell machine Lifts Only	
		16:30hrs – 22:00hrs	Dismantling begins – Shell Scheme	
		From 18:00hrs	Dismantling begins- Space Only Contractors - No Space Only heavy lifting until all shell is cleared + must be under 8 tonne vehicle	
		21:00hrs	All Shell must be cleared (No access to the Hall on Friday for Shell exhibitors)	
		23:59hrs	Hall closes	
HALL 3A & HALL 4 Friday	29 September 2023	08:00hrs – 14:00hrs	Dismantling continues - Space Only heavy lifting for machines over 8 tonnes to begin	NO ADMISSION to the hall without PPE *
		14:00hrs	Hall closes	

All shell scheme exhibits must be removed by 17:00hrs on Thursday 28 September 2023 as the dismantling of shell scheme stands will begin at this time. If you are unable to remove your exhibits by this time, please contact the Operations Team who will assist you in making alternative arrangements.

All stand fitting & excess waste must be removed by 14:00hrs on 29 September 2023. Any items remaining in the hall at this time will be disposed of as rubbish and any costs incurred will be charged to the exhibiting company.

PLEASE NOTE: Power to all stands will be switched off 30 minutes after the close of the show each day. If you need longer than 30 minutes to decommission an exhibit, please remember to request an extension with the Organiser before 14:00hrs on the day required. Please also remember to order a 24-hour supply for the open period if required. For obvious health and safety reasons, there will be no vehicle movement within the exhibition hall(s) until such time as it is safe to do so.