



5-6 JUNE 2024
NEC | BIRMINGHAM | UK

Please note the access timetable is subject to change. Please ensure you have the most up to date version when planning your stand.

BUILD

Day	Date	Hours	Comments	Safety
Monday	3rd June 2024	08:00hrs – 10:00hrs	Organiser contractors Only	NO ADMISSION to the hall without PPE*
		10:00hrs – 20:00hrs	Organiser contractors + Space only exhibitors enter	NO ADMISSION to the hall without PPE*
		20:00hrs	Hall closes	
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Tuesday	4th June 2024	08:00hrs – 20:00hrs	Build Continues for all stands	NO ADMISSION to the hall without PPE*
		12:00hrs – 20:00hrs	Shell Scheme exhibitors allowed access to dress stands	NO ADMISSION to the hall without PPE*
		20:00hrs	Hall closes	

All stands, displays and exhibits must be completed by 20:00hrs on Tuesday 4th June 2024.

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 Stand Regulations for more information

Please Note – Persons under the age of 16 are not permitted in the hall during build-up and break down.

***PPE - Personal Protective Equipment (Hi-Vis Jackets, appropriate footwear)**

IMPORTANT: Access to the hall during build and breakdown will not be permitted without Hi-Vis Jackets. If you do not have a Hi-Vis jacket, you may purchase one from the organiser's office, or from the Expo Supplies Store located behind Hall 3 and 3a at the NEC.



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SHOW OPEN

Day	Date	Exhibit Maintenance Hours	Exhibition & Conference Opening Hours	Social Events
Wednesday	5th June 2024	08:00hrs – 09:30hrs	09:30hrs – 17:00hrs	Exhibitor Networking Drinks Time- TBC Location- TBC
Thursday	6th June 2024	08:00hrs – 09:30hrs	09:30hrs – 16:00hrs	

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** BREAKDOWN SCHEDULE BELOW **

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

BREAKDOWN

Day	Date	Hours	Comments	Safety
Thursday	6th June 2024	16:00hrs – 16:30hrs	Visitors exit	
		16:00hrs – 17:00hrs	Exhibits pack up. Shell Scheme Exhibitors should remove all items from the walls and box all their stand exhibits by 1800hrs	
		16:30hrs – 17:00hrs	Aisle carpet removal	NO ADMISSION to the hall without PPE*
		17:00hrs – 22:00hrs	Dismantling begins – all stands	NO ADMISSION to the hall without PPE*
		22:00hrs	All stands and equipment to be removed - Hall closes	

All shell scheme exhibitors should remove all items from the walls and box all their stand exhibits by 1800hrs on Thursday 6th June 2024 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 22:00 on Thursday 6th June 2024. 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 halls until such time as it is safe to do so.

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