

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

## BUILD

| Day     | Date          | Hours               | Comments  | Safety  |
|---------|---------------|---------------------|---|---|
| Monday  | 5th June 2023 |                     | <b>There will be a strict schedule in place for access into the hall.</b> |   |
|         |               | 08:00hrs – 20:00hrs | Space only stands and Organiser Contractors                               | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|         |               | 20:00hrs            | Hall closes   |   |
| Tuesday | 6th June 2023 | 08:00hrs – 20:00hrs | Space only stands, Organiser Contractors and Hybrid Stand access          | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|         |               | 12:00hrs – 20:00hrs | Shell Scheme Access for stand dressing                                    | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|         |               | 20:00hrs            | Hall closes   |   |

**All stands, displays and exhibits must be completed by 20:00hrs on Tuesday 6th June 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 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.**

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## OPEN

| Day       | Date          | Exhibition Maintenance Hours | Exhibition & Conference Opening Hours | Social Events                              |
|-----------|---------------|------------------------------|---------------------------------------|--|
| Wednesday | 7th June 2023 | 08:00hrs – 09:30hrs          | 09:30hrs – 17:00hrs                   | Exhibitor Drinks – TBC<br>TCT Awards – TBC |
| Thursday  | 8th June 2023 | 08:00hrs – 09:30hrs          | 09:30hrs – 16:00hrs                   |  |

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## BREAKDOWN

| Day      | Date          | Hours               | Comments   | Safety  |
|----------|---------------|---------------------|--|---|
| Thursday | 8th June 2023 | 16:00hrs – 16:30hrs | Visitor exit   |   |
|          |               | 16:00hrs – 17:00hrs | Exhibits pack up. Shell Scheme Exhibitors must be clear of halls by 18:00hrs | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|          |               | 16:30hrs – 17:00hrs | Aisle carpet removal   | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|          |               | 17:00hrs – 22:00hrs | Dismantling begins – All stands  | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|          |               | 22:00hrs            | Hall closes  |   |
| Friday   | 9th June 2023 | 08:00hrs – 14:00hrs | Breakdown continues  | NO ADMISSION to the hall without Personal Protective Equipment (PPE)* |
|          |               | 14:00hrs            | Hall closes  |   |

**All shell scheme stands must be cleared of exhibits and fittings by 18:00hrs on Thursday 8th June 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 14:00 on Friday 9th June 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 halls until such time as it is safe to do so.**