

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

## BUILD

Day	Date	Hours	Comments	Safety
Monday	3rd June 2024		<b>There will be a strict schedule in place for access into the hall.</b>	
		10:00hrs – 20:00hrs	Space only Contractor Access	NO ADMISSION to the hall without Personal Protective Equipment (PPE)*
		20:00hrs	Hall closes	
Tuesday	4th June 2024	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 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.**



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JUNE 2024

NEC, Birmingham, UK

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## OPEN

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

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## BREAKDOWN

Day	Date	Hours	Comments	Safety
Thursday	6th June 2024	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	

**All shell scheme stands must be cleared of exhibits and fittings by 18:00hrs 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.**