



EXHIBITION TIMETABLE

BUILD UP:

| | | |
|--|---------------|-----------------------------------|
| Saturday 3 rd November 2018 | 14:00 – 20:00 | Space Only construction |
| Sunday 4 th November 2018 | 08:00 – 20:00 | Space Only construction continues |
| Monday 5 th November 2018 | 08:00 – 20:00 | Space Only construction continues |
| Monday 5 th November 2018 | 12:00 – 20:00 | Commence Shell Scheme interiors |

- Stand construction to be completed by 18.00hrs Monday 5th November 2018
- Exhibit placement to be completed by 18.00hrs Monday 5th November 2018
- Stand dressing to be completed by 20.00hrs Monday 5th November 2018

Please note that from 17:00hrs on Monday 5th November 2018 you are only allowed to work within your stand space as gangway cleaning for carpet laying will commence.

All empty boxes, crates and stand materials must be removed from the gangways by this time.

OPENING TIMES:

| | <u>Access for Visitors</u> | <u>Access for Exhibitors</u> |
|---|----------------------------|------------------------------|
| Tuesday 6 th November 2018 | 10:00 – 18:00 | 08:00 – 18:30 |
| Wednesday 7 th November 2018 | 10:00 – 18:00 | 09:00 – 18:30 |
| Thursday 8 th November 2018 | 10:00 – 15:00 | 09:00 – 22:00 |

BREAKDOWN:

| | | |
|--|---------------|---|
| Thursday 8 th November 2018 | 15:30 – 17:00 | Removal of Exhibits/Displays/ Graphics from Shell Scheme Stands |
| Thursday 8 th November 2018 | 15:30 – 22:00 | Space Only dismantling |
| Friday 9 th November 2018 | 08:00 – 14:00 | Space Only dismantling only |

Please do not start removing exhibits or dismantling your stand until the Exhibition has closed at 15.00hrs on Thursday 8th November 2018. For security reasons remove all personal effects from hired furniture, as well as portable and valuable items from your stand, to prevent losses or damage during the Breakdown period. Do not leave your stand unattended at any time during the Breakdown until all your exhibits are removed.

From 17:00hrs onwards on Thursday 8th November 2018 anything remaining on shell scheme stands will be considered as waste and will be removed. If you wish to leave any items after this time, please ensure they are clearly labelled and inform the Organisers and EFI Logistics of their location. **Remember - any items left unattended during the Breakdown are at your own risk.**

FREIGHT COLLECTION DEADLINE:

| | | |
|--------------------------------------|-------|--|
| Friday 9 th November 2018 | 12:00 | Your transport must be on site before this deadline to allow enough time for loading |
|--------------------------------------|-------|--|