

# EVENT TIMETABLE

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## BUILD-UP

Mon 11 October 2010	Construction of Space Only Stands (the Organiser retains the right to delay entry should unforeseen circumstances make this necessary)	09.00 - 22.00
Tues 12 October 2010	Continuation of construction of Space Only Stands  Access for Exhibitors' Shell Scheme Interior Contractors  Access for Exhibitors' Stand Dressing – allocated times will be sent to exhibitors approximately two weeks before the exhibition	08.00 - 22.00  14.00 - 22.00
Wed 13 October 2010	Continuation of construction of all stands  Access for Exhibitors' Shell Scheme Interior Contractors  Access for Exhibitors' Stand Dressing – as above	08.00 - 22.00  08.00 - 22.00
Thurs 14 October 2010	Access for Exhibitors' Stand Dressing	08.00 - 10.00

## OPEN DAYS

Thurs 14 October 2010	Hall Open Period  <b>Hall Open to visitors</b>  Trade Only (the Organiser will be hosting a function in the Exhibitors' Lounge during this period and individual stands may, if required, remain open to receive invited trade guests – see Appendix 20 to reserve tickets for the BDTA Reception)  Exhibitor Lounge (provisional opening times)	08.00 - 20.00  <b>11.00 - 18.00</b>  18.00 - 20.00  10.00 - 17.00
Fri 15 October 2010	Hall Open Period  <b>Hall Open to visitors</b>  Exhibitor Lounge (provisional opening times)	08.00 - 18.00  <b>10.00 - 18.00</b>  09.00 - 17.00
Sat 16 October 2010	Hall Open Period  <b>Hall Open to visitors</b> <u>(the Lecture Theatre will be in use until 18.00)</u>  Exhibitor Lounge (provisional opening times)	08.00 - 22.00  <b>10.00 - 17.00</b>  09.00 – 16.00

## BREAKDOWN

Sat 16 October 2010	Removal of exhibits and free-standing display material (exhibitors are permitted to commence this work once their stands are clear of visitors but contractors will not be allowed into the Hall until the Lecture Theatre has closed at 18.00.  <b><u>(items left on stands after 17.00 are at exhibitors' risk; the Organiser will dispose of any items left on shell scheme stands or in storage areas after 20.00).</u></b>	18.00 - 22.00
Sun 17 October 2010	Breakdown of Space Only Stand Structures	08.00 - 17.00

Working outside the above hours, behind closed doors, may be arranged at an additional cost. Requests should be submitted to Plancourt Limited well in advance. EXHIBITORS SHOULD NOTE THAT THE LOCAL AUTHORITY IMPOSES RESTRICTIONS ON VEHICLE MOVEMENTS AROUND THE HALL OUTSIDE THE ABOVE HOURS.

In the interests of safety the breakdown of space only stands will NOT BE PERMITTED before 08.00 on Sunday under any circumstances. WILL SPACE ONLY EXHIBITORS PLEASE ENSURE THEIR STAND CONTRACTORS ARE AWARE OF THIS REGULATION AS CONTRACTORS ATTEMPTING TO BREAKDOWN EARLIER WILL BE REQUIRED TO LEAVE THE HALL.