

BUILD UP

ACCESS PERMITTED FOR	DATE & TIME	DETAILS & DESCRIPTIONS
Space only exhibitors	Wednesday 14 th of January Starting 10:00 onwards (24Hours)	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand.
Space only exhibitors	Thursday 15 th of January 08:00 - 08:00 (24Hours)	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand.
Space only exhibitors	Friday 16 th of January 08:00 - 20:00	All stand construction should be completed by this time. Please contact the operations team if you need an overnight work permission.
Space only exhibitors & Shell scheme exhibitors	Saturday 17 th of January 08:00 - 20:00 hrs <i>(Last day of buildup)</i>	<ul style="list-style-type: none"> ◦ Shell scheme exhibitors are allowed access to their stands. ◦ Space only exhibitors - only stand dressing, decoration, final touches and cleaning will be allowed on this day. ◦ Contractors/exhibitors found painting, cutting, sawing, sanding or constructing stands in any way within this timeframe will incur a non-compliance fee that will be deducted from the security deposit. Please refer to the Warning Regulations & Non-Compliance Fees for information. ◦ All contractors/exhibitors must exit the exhibition halls by 20:00 ◦ <u>Strictly NO late night or overnight work will be permitted.</u> as the remaining time will be used for cleaning the halls before show opening. ◦ Entry to the loading bays will stop from 19:30 for all deliveries and contractors however exit after this time will still be permitted. ◦ Venue security will conduct a security sweep throughout the venue.

IMPORTANT
DURING
BUILDUP

- All trucks must report and present a mandatory **dmg events vehicle access pass** to the security for queuing. Vehicle access pass are only issued upon receipt of the security deposit.

**AND
BREAKDOWN**

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- There is a 30minute limit on all deliveries.
- Indicate on the vehicle windscreen the name of the exhibition and the exhibiting company name and stand number.
- **PPE Equipment including hard hats if working at a height & where overhead work is being carried out, high visibility vests and protective footwear must be worn by all persons including stand contractors and exhibitors accessing the venue halls during build up and breakdown period. All contractors/exhibitors are advised to wear face masks at all times.**

SHOW OPEN DAYS

Date	Professionals & Trade Visitors Only <i>(Exhibitors will have access to the exhibition halls from 14:00, 2 hours before the show opens)</i>	Contractor Access
Sunday 18 th of January	16:00 – 22:00 hrs	Contractor access is only permitted 2 hours before the show starts for the day.
Monday 19 th of January	16:00 – 22:00 hrs	
Tuesday 20 th of January	16:00 – 22:00 hrs	
Wednesday 21 st of January	16:00 – 22:00 hrs	
<u>IMPORTANT DURING SHOW OPEN DAYS</u>	<ul style="list-style-type: none">◦ It is strictly prohibited to store any items behind exhibition stands or in any area of the venue that is not a designated storage area managed by the official freight agent.◦ Exhibitors are responsible for arranging the removal of empty crates and boxes and/or storage until they are required for re-shipment at the end of the exhibition.◦ If items are found behind exhibition stands or in any area of the venue that is not a designated storage area, it will be considered as rubbish and will be disposed of.◦ Storage is available and can be pre-booked through the official freight contractor.	

BREAKDOWN

<p>Wednesday 21st of January</p>	<p>22:30 – 00:00 hrs</p>	<ul style="list-style-type: none"> ◦ Removal of exhibits & dismantling of stands / All shell scheme exhibitors must clear their products and belongings as shell scheme stands will be dismantled during the night after the show closes. ◦ Contractors found dismantling or packing their stands before show close at 22:00 hrs will incur a non-compliance fees. ◦ Exhibits must be cleared from the stands by 01:00 hrs. ◦ The organiser and the venue cannot be held responsible for any items left overnight in the halls.
<p>Thursday 22nd of January</p>	<p>00:01 – 15:00 hrs</p>	<ul style="list-style-type: none"> ◦ All contractors' trucks should only go to the holding area when their stand is nearing the time of being fully broken down. <u>This is a change to existing procedure.</u> ◦ The organiser and the venue are not responsible for items left in the hall during breakdown. ◦ Stand fittings and waste materials must be cleared from the halls by 15:00 hrs. A non-compliance fee of SAR 10,000/- will be charged if rubbish is left behind and will be deductible from the security deposit. ◦ Exhibitors will receive a detailed breakdown letter via email and it will be announced on the WhatsApp community during the show.