

BUILD UP

ACCESS PERMITTED FOR	DATE & TIME	DETAILS & DESCRIPTIONS
Space only exhibitors	Sunday 31st of May Starting 10:00 onwards	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand.
Space only exhibitors	Monday 1st of June 00:01 - 20:00 <i>(Overnight work is available)</i>	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand.
Space only exhibitors & Shell scheme exhibitors	Tuesday 2nd of June 08:00 - 20:00 hrs <i>(Last day of buildup) (Exhibitor Day - No heavy works during this time)</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 AND BREAKDOWN



- 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.
- 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.

SHOW OPEN DAYS

Date	Professionals & Trade Visitors Only <i>(Exhibitors will have access to the exhibition halls from 08:00, 2 hours before the show opens)</i>	Contractor Access
Wednesday 3rd of June	10:00 – 17:00 hrs	Contractor access is only permitted 2 hours before the show starts for the day.
Thursday 4th of June	10:00 – 17:00 hrs	
Friday 5th of June	10:00 – 14:00 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. 	

BREAK-DOWN

Friday 5th of June	14:30 – 20:00 hrs	<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 20:00 hrs will incur a non-compliance fees.◦ Exhibits must be cleared from the stands by 20:00 hrs.◦ The organiser and the venue cannot be held responsible for any items left overnight in the halls.◦ All contractors' trucks should only go to the holding area when their stand is nearing the time of being fully broken down.◦ 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 20:00 hrs. A non-compliance fee 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.
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