

Exhibition Timetable

Build Up

ACCESS PERMITTED FOR	DATE & TIME	DETAILS & DESCRIPTION
Space Only Exhibitors & Stand Contractors	Saturday, 19th September <i>10:00 – 00:00 hrs (24 hrs)</i> <i>Halls 1 & 2 ONLY</i>	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand. All Contractors need to ensure they provide protective covering below the stand platform/carpet. No stand can be build directly on the venue carpet.
Space Only Exhibitors & Stand Contractors	Sunday, 20th September <i>00:01 – 08:00 hrs (24 hrs)</i> <i>Halls 1, 2, 3, 4</i>	All stand construction should be completed by this time. If you need to work through the night, please inform the show operations team onsite as you will require permission to access the halls after the specified allowed access.
Space Only Exhibitors & Stand Contractors Shell Scheme Exhibitors access only from 12:00 hrs.	Monday, 21st September <i>08:00– 20:00 hrs</i> <i>Halls 1, 2, 3, 4</i>	● Shell scheme exhibitors are allowed access to their stands from 12:00 hrs. ● Only the Official Contractor - AES are allowed to install graphics on Shell scheme stands. Graphic installation fee is 5 USD per panel. ● 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 <u>CASH fine of N 200,000</u> per incident/hour. 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 hrs. ● <i>NO late night or overnight work will be permitted,</i> as the remaining time will be used for deep cleaning and sanitization of the halls before show opening. ● Entry to the loading bays will stop from 17:00 hrs for all deliveries and contractors however exit after this time will still be permitted.

IMPORTANT
DURING BUILDUP AND BREAKDOWN



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- All trucks must report to the gate and present a mandatory **dmg events vehicle access pass** to the security for entry.
- All stand contractors must enter the halls through the Loading bay.

DURING SHOW OPEN DAYS

1. 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.
2. 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.
3. 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.
4. Storage is available and can be pre-booked through the official freight contractor. [Click here](#) for freight information.

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 (Exhibitors will have access to the exhibition halls from 08:00 before the show opens)	CONTRACTORS ACCESS
Tuesday, 22nd September	10:00 – 17:00 hrs	There will be no access for contractors to enter the hall prior to the opening ceremony on the first day of the show. Contractors access is only permitted prior to the show opening on Day 2 and Day 3 of the show.
Wednesday, 23rd September	10:00 – 17:00 hrs	
Thursday, 24th September	10:00 – 17:00 hrs	
<u>IMPORTANT</u> <u>DURING SHOW OPEN DAYS</u>		- 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. - There will be strictly NO access to contractors on the opening morning, except for 'stand by' electrical, AV/lights technicians and project managers. No building construction work, graphic replacement, or touch-ups can be done at this time.

Break-Down

Thursday, 24th September	18:00 – 23:59 hrs (Access for Halls 1, 2, 3 & 4 contractors)	- 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 17:00 will incur a <u>non-compliance fee of N400,000.</u> - Exhibits must be cleared from the stands by 00:00 hrs.
Friday, 25th September	00:01 - 12:00 hrs (Access for Halls 1, 2, 3 & 4 contractors)	- The organizer, AES and the venue cannot be held responsible for any items left overnight in the halls. - Exhibitors will receive a detailed breakdown letter, dropped on their stand onsite. - Stand fittings and waste materials must be cleared from the Halls by 12:00. A <u>non-compliance fee of N400,000</u> will be charged if rubbish is left behind and will be deductible from the security deposit.