

EXHIBITION TIMETABLE

BUILD UP

ACCESS PERMITTED FOR	DATE & TIME	DETAILS & DESCRIPTION
Space Only Exhibitors & Stand Contractors	Sunday, 18th October 12:00pm – 00:00	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	Monday, 19th October 00:01 – 20:00 hrs	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. Overnight work is available at an additional cost. Please contact the Show Team for further details.
Space Only Exhibitors & Stand Contractors Shell Scheme Exhibitors access only from 08:00.	Tuesday, 20th October 08:00– 20:00 hrs	● Shell scheme exhibitors are allowed access to their stands from 08:00 hrs. ● Only the Official Contractor - Pro-Expo 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 KES 32,000</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. ● <u>NO late night or overnight work will be permitted.</u> 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 18:00 hrs for all deliveries and contractors however exit after this time will still be permitted.

IMPORTANT
DURING BUILDUP AND BREAKDOWN



DURING BUILDUP AND BREAKDOWN

- 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 DSV 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
Wednesday, 21st October	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.
Thursday, 22nd October	10:00 – 17:00 hrs	
Friday, 23rd October	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

Friday, 23rd October	18:00 – 00:00 hrs (Access for 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 KES 38,000.</u> - Exhibits must be cleared from the stands by 00:00 hrs.
Saturday, 24th October	00:00 - 12:00 hrs (Access for contractors)	- The Organizer, Professional Exhibition Services Ltd, DSV Solutions, and the venue, Sarit Expo Centre, cannot be held responsible for any items left overnight in the exhibition halls. - Exhibitors will receive a detailed breakdown letter via email. - Stand fittings and waste materials must be cleared from the Halls by 12:00. A <u>non-compliance fee of KES 38,000</u> will be charged if rubbish is left behind and will be deductible from the security deposit.