**STAND SET UP SCHEDULE**

In order to ensure that exhibitors will be able to access the exhibition hall we have set up time slots where you will be able to have access to unload your equipment.

Time slots are available on a **first come first served** basis, and once we have this returned, we will come back to you to confirm the availability of your preferred time slot.

The available time slots are below, please highlight your preferred option.

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Stand Number:** |  |
| **SPACE ONLY STANDS** |
| Space Only Stands will have access from **10:00 on Monday 14th October.**Depending on the stand size and build. |
| **Monday 14th October 10:00 – 11:00**(Platinum stands only) | [ ]  |
| **Monday 14th October 11:00 – 12:00**(Gold and silver stands) | [ ]  |
| **Important note for Space Only Stands:****The ICC require all space only built stands to be signed off by a structural engineer prior to the exhibition hall being deemed fit to open. A structural Engineer will be onsite for a limited period of time during the afternoon on Monday 14th October, please ensure that you advise us of the time your stand contractor estimates that they will be ready for inspection.** |
| **Please advise the time your stand contractor is expecting to be finished:** |  |
| **PLEASE NOTE: THAT THERE MAY BE CERTAIN AREAS WITHIN THE EXHIBITION HALL MARKED AS BUILD ZONES AND YOU WILL NOT HAVE ACCESS TO THOSE AREAS** |
| **SHELL SCHEME STANDS** |
|  |
| **Monday 14th October** 14:00 – 15:00 | [ ]  |
|  15:00 – 16:00 | [ ]  |
|  16:00 – 17:00 | [ ]  |
|  17:00 – 18:00 | [ ]  |
|  18:00 – 19:00 | [ ]  |
|  19:00 – 20:00 | [ ]  |
|  |  |
| **Tuesday 15th October** 06:30 – 08:00 | [ ]  |
|  |  |
| Do you require a clothed 6ft trestle table and 2 chairs on your stand (if you do not advise us on this, they will not be provided) | Yes [ ]  | No [ ]  |

**Please note:** The Exhibition Hall will be locked up and secured at 21:00, on Monday 14th October

**De-rig Information - Wednesday 16th October**Please note that you must not pack your stand away when the exhibition hall is still in operation. The exhibition is open for sessions until 16:30 on Wednesday 16th October.

De-rig can commence from 17:00 on Wednesday 16th October and the hall must be cleared by all exhibitors by 19:00.