**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 form 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.

|  |  |
| --- | --- |
| **Company Name: (this will be used on your stand header boards)** |  |
| **Stand Number:** |  |
| **Please advise if you require a shell scheme or space only stand, by checking the relevant box below**  |
| I require a SPACE ONLY Stand | [ ]  |
| I require a SHELL SCHEME CONTRUCTION | [ ]  |
|  |
| **SPACE ONLY STANDS** |
| Space Only Stands will have access from **10:00 on Sunday 16 March.**Depending on the stand size and build. |
| **Sunday 16 March 10:00 – 11:00**(Platinum stands only) | [ ]  |
| **Sunday 16 March 11:00 – 12:00**(White Gold and Gold 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** Sunday 16 March**, 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** |
|  |
| **Sunday 16 March** 14:00 – 15:00 | [ ]  |
|  15:00 – 16:00 | [ ]  |
|  16:00 – 17:00 | [ ]  |
|  17:00 – 18:00 | [ ]  |
|  18:00 – 19:00 | [ ]  |
|  19:00 – 20:00 | [ ]  |
|  |  |
| **Monday 17 March** 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 Sunday 16 March

**De-rig Information – Tuesday 18 March**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 Tuesday 18 March.

De-rig can commence from 17:00 on Tuesday 18 March and the hall must be cleared by all exhibitors by 19:00.