

## IMPORTANT SCHEDULE

### Hall 8 (2 Days Build-up)

#### Build – up Schedule for Space Only / Customized Stands

03 – 04 November 2019

SUNDAY	03 November 2019	00:00 – 22:00	Access to Space Only and Shell Scheme Contractors
MONDAY	04 November 2019	08:00 – 19:00	Access to Space Only and Shell Scheme Contractors

**Note:**

1. All Contractors must complete the construction on **04 November 2019** at **20:00** otherwise a **fine of 500 AED will be charged for each exceeding hours.**
2. Contractors installing graphic designs for shell scheme stands must complete their work on **04 November 2019** at **19:00** otherwise a **fine of 200 AED will be charged for each exceeding hours.**

#### Collection of Exhibitors Package (Hall 8)

MONDAY	04 November 2019	09:00 – 19:00
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**Note:**

Kindly ensure to collect the exhibition package and badges to get access to the exhibition halls.

The exhibitor badges should be submitted to the Organisers before **27 October 2019** otherwise any additional badges need to be registered onsite.

#### Exhibitors Stand Preparation & Display of Exhibits for Shell Scheme and Space Only Exhibitors

MONDAY	04 November 2019	10:00 – 21:00
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### Exhibition Official Opening Hours

TUESDAY	05 November 2019	10:00 – 18:00
WEDNESDAY	06 November 2019	10:00 – 18:00

### Removal of Exhibits and Dismantling of Stands

WEDNESDAY	06 November 2019	19:00 – 23:59	<p>Exhibits cannot be removed or dismantled before 18:00 or once the halls are clear of visitors.</p> <p>Exhibits &amp; portable items must be cleared from the stand by 21:00.</p> <p>The Organisers and Venue cannot be held responsible for any items left on your stand, in the aisle or in the loading bays after this time.</p>
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### Final Dismantling of Stands

THURSDAY	07 November 2019	00:00 – 15:00	<p>Dismantling of stands and clearing of halls.</p> <p>ALL stand fittings and waste materials must be cleared from the halls by 15:00.</p>
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**Important note:**

- Exhibitors who have booked shell scheme stand are not allowed to access into the halls during the build-up days for the Official and Private Contractors. Unloading of goods and display of exhibit must be done after the build-up period, **04 November 2019**. To ensure smooth operations on-site the exhibitors are requested to follow the above-mentioned schedule.
- For “Raw Space” Exhibitors who will have their stands built by Private Contractors are requested to coordinate with our Official Stand Contractors (Top Exhibition) for the exact time of their build-up and tear-down.
- The stand must be occupied by **04 November 2019** otherwise, the Organiser will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.
- Exhibitors are allowed to access into the halls one hour before the official opening hours for any work that requires completion.
- Security Warning: Please ensure that your stands are attended to at all times, do not leave small items or valuables such as mobiles, laptops or similar unattended. The Organisers will not be held liable for any lost items.
- Contractors won't be allowed to enter the holding area without securing the vehicle pass issued by the organizer upon submission of the Performance Bond.
- Only the authorized representative of the exhibiting company is allowed to collect the Exhibitor kit by providing any company ID or business card. Contractors are not permitted to collect the Exhibitor kit.
- The exhibition halls will close at the exact given time.