

Exhibition Timetable

Early Access

Thursday 26 th March	0800 - 2000	On application - €633 charge
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Build Up

Friday 27 th March	0800 - 2000	Space Only stand construction
Saturday 28 th March	0800 - 2000	Space Only stand construction
Sunday 29 th March	0800 - 2000 1200 - 2000	Space Only stand construction Shell Scheme interior display
Monday 30 th March	0800 - 2000 0800 - 2000	Space Only stand construction Shell Scheme interior display

All stands, displays and exhibits must be completed by 2000 on Monday 30th March.

To apply for early access or to work outside of these published hours please contact aix.operations@reedexpo.co.uk immediately. All extra working must be prearranged with the Operations Team. The cost for access on Thursday 26th March (0800-2000) is €633 per stand and additional hours are charged at €118 per hour if confirmed and paid for before Tuesday 3rd March, or €231 per hour after this date including on site.

Stand plans, showing height dimensions, along with a risk assessment and method statement must be submitted for approval no later than Tuesday 21st January 2020.

Open Days

Tuesday 31 st March	0800 - 2000 0900 - 1700 1700 - 1900	Exhibitor access Exhibition Open Exhibitor Hospitality
Wednesday 1 st April	0800 - 2000 0900 - 1700 1700 - 1900	Exhibitor access Exhibition Open Exhibitor Hospitality
Thursday 2 nd April	0800 - 2200 0900 - 1700	Exhibitor access Exhibition Open

Breakdown

Thursday 2 nd April	1800 - 2000 1800 - 2200	Removal of portable exhibits & displays Dismantling of standfitting
Friday 3 rd April	0800 - 2000	Dismantling of standfitting
Saturday 4 th April	0800 - 1600	Dismantling of Standfitting

All shell scheme exhibits must be removed by 2000 on Thursday 2nd April 2020 as the dismantling of shell scheme stands will begin at this time. If you are unable to remove your exhibits by this time, please contact aix.operations@reedexpo.co.uk and someone will assist you in making alternative arrangements.

All standfitting & excess waste must be removed by 1600 on Saturday 4th April 2020.

Any items remaining in the halls at this time will be disposed of as rubbish and any costs incurred will be charged to the exhibiting company.

Stand plans, showing height dimensions, along with a risk assessment and method statement must be submitted for approval no later than Tuesday 21st January 2020.