

## MED-TECH INNOVATION EXPO – ACCESS TIMETABLE

Please note the access timetable is subject to change. Please ensure you have the most up to date version when planning your stand.

Please note that all dates/times are subject to change at the Organisers discretion.				
<b>BUILD</b>				
Day	Date	Hours	Comments	Safety
Monday	13th May 2019	08:00hrs – 18:00hrs	Organiser contractors + Space only stands	NO ADMISSION to the hall without PPE*
		18:00hrs	Hall closes	
Tuesday	14th May 2019	08:00hrs – 20:00hrs	All stands	NO ADMISSION to the hall without PPE*
		20:00hrs	Hall closes	

**\*PPE - Personal Protective Equipment (Hi-Vis Jackets, appropriate footwear)**

**IMPORTANT: Access to the hall during build and breakdown will not be permitted without Hi-Vis Jackets. If you do not have a Hi-Vis jacket, you may purchase one from the organiser's office (Hall 2, 2.5b) or from the Expo Supplies Store located behind Hall 3 and 3a at the NEC.**

All stands displays and exhibits must be completed by **20:00hrs on Tuesday 14<sup>th</sup> May 2019**; please ensure that stand designs can be built within the available timetable; any extra working must be pre-arranged with the Med-Tech Innovation Expo Operations Team. Additional days are not available and the cost for additional hours will be charged on an hourly basis.

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**OPEN**

Day	Date	Exhibit Maintenance Hours	Exhibition & Conference Opening Hours	Social Events
Wednesday	15 <sup>th</sup> May 2019	08:00hrs – 09:00hrs	09:30hrs – 17:00hrs	<p>Exhibitor Networking            Introducing Stage (C50)            4.15-6pm</p> <p>Medilink Awards            7pm, The National Conference Centre</p>
Thursday	16 <sup>th</sup> May 2019	08:00hrs – 09:00hrs	09:30hrs – 15:00hrs	

**\*\* BREAKDOWN SCHEDULE BELOW \*\***



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## BREAKDOWN

Day	Date	Hours	Comments	Safety
Thursday	16 <sup>th</sup> May 2019	15:00hrs – 15:30hrs	Visitor exit	
		15:00hrs – 16:00hrs	Exhibits pack up	NO ADMISSION to the hall without PPE*
		16:00hrs – 17:00hrs	Further breakdown details continued over page... Aisle carpet removal	NO ADMISSION to the hall without PPE*
		17:00hrs – 20:00hrs	Dismantling begins – all stands	NO ADMISSION to the hall without PPE*
		20:00hrs	Hall closes	

**\*PPE - Personal Protective Equipment (Hi-Vis Jackets, appropriate footwear)**

All shell scheme exhibits must be removed by **17:00hrs on Thursday 16<sup>th</sup> May 2019** 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 the Operations Team who will assist you in making alternative arrangements.

All stand fitting & excess waste must be removed by **20:00hrs on Thursday 16<sup>th</sup> May 2019**. Any items remaining in the hall at this time will be disposed of as rubbish and any costs incurred will be charged to the exhibiting company.

**Please note:** Power to all stands will be switched off **30 minutes after the close** of the show each day. If you need longer than 30 minutes to decommission an exhibit, please remember to request an extension with the Organiser before 14:00hrs on the day required.

**Please also remember to order a 24-hour supply for the open period if required.** For obvious health and safety reasons, there will be no vehicle movement within the exhibition hall until such time as it is safe to do so.