

EXHIBITORS TIMETABLE

	To be actioned by	Actioned
Exhibitors Booking Form	31 March	<input type="checkbox"/>
Additional Requirements	31 March	<input type="checkbox"/>
Representative Badges	31 August	<input type="checkbox"/>
Event Risk Assessment	31 August	<input type="checkbox"/>
Dinner Dance Booking Form	ASAP to ensure availability	<input type="checkbox"/>
Delegate Bag Insert	31 August	<input type="checkbox"/>

INSTALLATION

Friday 10 October	07.00	Exhibitors may commence installation
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OPENING TIMES

Friday 10 October	13.00	Exhibition Opens
	16.00	Happy Hour Commences
	17.00	Exhibition Closes
Saturday 11 October	08.30	Exhibition Opens
	17.00	Exhibition Closes
Sunday 12 October	09.00	Exhibition Opens (amended time)
	14.15	Exhibition Closes *

BREAKDOWN

Sunday 12 October	14.30	Exhibitors may begin dismantling their stands
	17.00	All stands must be clear from hall

*** Any company dismantling their stand prior to this time will be breaking Health & Safety Regulations and placing delegates in danger. They will be noted and considered for exclusion at future events.**