

IBTM World Exhibition Timetable 2019

Build Up

Wednesday 13 November	0800hrs - 2100hrs	Space Only
Thursday 14 November	0800hrs - 2100hrs	Space Only
Friday 15 November	0800hrs - 2100hrs	Space Only
Saturday 16 November	0800hrs - 2100hrs	Space Only
Sunday 17 November	0800hrs - 2100hrs 1400hrs - 2100hrs	Space Only & Shell Scheme All crates & pallets removed from hall Aisle Carpet down
Monday 18 November	0800hrs - 2100hrs	Stand Dressing Only

All stand-fitting & construction **must** be completed by 2100hrs on Sunday 17 November 2019.

Open Days

Tuesday 19 November	0845hrs - 1800hrs	Exhibitor access from 0800
Wednesday 20 November	0845hrs - 1900hrs	Exhibitor access from 0800
Thursday 21 November	0845hrs - 1700hrs	Exhibitor access from 0800

Please note: IBTM World will open at 0845 for Visitors and Hosted Buyers for the keynote sessions which will begin at 0900.

Breakdown

Thursday 21 November	1800hrs - 2400hrs	Removal of portable exhibits & displays
Friday 22 November	0800hrs - 2100hrs	Space Only
Saturday 23 November	0800hrs - 1400hrs	Space Only

Halls must be clear of exhibitors, stand contractors and stand fittings including waste material, **by 1400 hrs on Saturday 23 November**. Exhibitors will be charged for any carpet tape or stand construction materials left by their contractors.

STAND BUILD REGULATIONS & PLAN SUBMISSIONS

For Space only stands, submission of detailed drawings, risk assessment & method statement must be by **24 September 2019**.

The submission should include:

1. Full dimensional drawings, with proposed constructional details including rigging.
2. Drawings showing positions and dimensions of machinery, exhibits & rigging.
3. A Method Statement and Risk Assessments for the build and dismantling of the stand and exhibits.

The above documents are checked using the Stand Checking System (SCS), and if they appear acceptable the **Permission To Commence Build** will be issued to allow access on site.

Once the exhibitor/stand contractor uploads the documents, you can check the status of the stand submission as it progresses towards issue of **Permission to Commence Build**. There will also be other important show related information on the SCS website.

In early September 2019, the SCS website will be ready to upload plan submissions and the Contractor Manual will be released.

Contractor Badges

These are required by anyone entering the exhibition halls during build up and/or breakdown e.g. delivery men, stand contractors etc. They will be issued on site from the Organisers Office.

If you have any queries, please contact ibtmworldops@reedexpo.co.uk