## EVENT TIMETABLE

### 1.1 BUILD UP

<table>
<thead>
<tr>
<th>BUILD-UP</th>
<th>SCHEDULE</th>
<th>HALL開放 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 19 Nov 2021</td>
<td>Construction of Basic package / space only stands as follows:</td>
<td>08:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>Hall D</td>
<td>12:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>Hall E</td>
<td>12:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>Hall C3 &amp; C4</td>
<td>14:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>Hall C1 &amp; C2</td>
<td></td>
</tr>
<tr>
<td>Saturday 20 Nov 2021</td>
<td>Continuation of construction of Basic package / space only stands</td>
<td>08:00 - 21:00</td>
</tr>
<tr>
<td></td>
<td>Hall A</td>
<td>12:00 – 21:00</td>
</tr>
<tr>
<td>Sunday 21 Nov 2021</td>
<td>Continuation of construction of all Basic package /space only stands</td>
<td>08:00 - 21:00</td>
</tr>
<tr>
<td>Monday 22 Nov 2021</td>
<td>Continuation of stand construction and dressing of all stands</td>
<td>08:00 - 18:00</td>
</tr>
<tr>
<td></td>
<td>Full package stand dressing</td>
<td>10:00 – 18:00</td>
</tr>
</tbody>
</table>

**Note:**
- It is possible to request additional build up day for Hall D – **Thursday, 18 November 2021, 8.00 – 20.00.**
- However, as WindEurope does not rent the exhibition halls on that day, the option will involve additional charges, which will be invoiced directly to exhibitors. [The option can be booked with this form](mailto:operations@windeurope.events) by email: operations@windeurope.events
- Please see below the rates overview:
  - Full day of extra work: 2,000 EUR
  - Early unload: 500 EUR
- Please book your extra day before **22 October**.
- Stands must be completed, and excess products and materials must be removed from all halls **no later than 17:30 on Monday 22 November 2021** – please allow time to load and unload vehicles.
- During build up and breakdown, contractors and exhibitors are required to wear build up/breakdown always passes and Personal Protective Equipment and to comply with the Health and Safety regulations of the venue, respecting [COVID – 19 H&S guidelines](https://example.com).
- For details on the unloading your freight, please refer to the Freight/Lifting/Storage section of the [manual](https://example.com), in Exhibitor Services (A-Z) chapter.
## 1.2 EVENT

### EVENT DAYS | OPENING HOURS (FOR EXHIBITION VISITORS) | HALL OPENING HOURS (ACCESS FOR EXHIBITORS)
--- | --- | ---
Tuesday 23 November 2021 | 09:00 - 18:00 | 08:00 – 20:00*
 |  | Official stand parties: 16:00 – 18:00
 |  | Opening reception: 17:30 – 19:30
 |  | (exhibition halls)
Wednesday 24 November 2021 | 09:00 - 18:00 | 08:00 - 19:00**
 |  | Official stand parties: 16:00 – 18:00
Thursday 25 November 2021 | 09:00 – 16:00 | 08:00 – 22:00

**IMPORTANT:** For safety reasons, breakdown cannot start before the official end of the show and until all visitors have left the hall.

*/** The opening reception and official stand parties are pending the approval of the venue and local authorities, which will consider COVID-19 H&S measures at the time of the event. Please check the event website for regular updates.

### 1.3 BREAK DOWN

| BREAKDOWN | SCHEDULE | HALL OPENING HOURS |
--- | --- | ---
Thursday 25 November 2021 | End of the event
 | Removal of Full package stands. | 16:00
 |  | 18:00 – 22:00
Friday 26 November 2021 | Commence dismantling of all Basic package stands / space only stands
 | Collection of exhibits and stand-fittings only.
 | **No access for Full package stands** | 08:00 - 20:00
Saturday 27 November 2021 | Basic package stands / space only stands
 | Collection of exhibits and stand-fittings only.
 | **No access for Full package stands** | 08:00 - 20:00
Sunday 28 November 2021 | Basic package stands / space only stands
 | Collection of exhibits and stand-fittings only.
 | **No access for Full package stands** | 08:00 - 18:00

**Breakdown instructions:**

**CEVA Storage Instruction Summary:**
- Priority Empty Case return service begins at 18:00 and will end at 22:00 on Thursday 25 November
- Next Day Empty Case return service begins at 22:00 and will end at 08:00 on Friday 26 November
- Freight collections and reloading service will commence from 08:00 on Friday 26 November
- Vehicles with a height exceeding 2.7 metres which carry exhibitors’ own empty cases are only permitted to enter the Bella Center from 22:00 at the earliest.
- All vehicles MUST report via P2/P3 marshalling yard.

**Please note:** the storage and return of cases is **not** based on “last out, first in”.
• Stand constructors will not be allowed into the exhibition halls before 08:00 Friday 26 November 2021.
• During build-up and breakdown, contractors and exhibitors are required to wear build-up/breakdown always passes and Personal Protective Equipment and to comply with the Health and Safety regulations of the venue, respecting COVID – 19 H&S guidelines.

**Hall A, E, D, C1-C4:** ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 18:00 ON SUNDAY 28 NOVEMBER 2021. ANY REMAINING ITEMS WILL BE REMOVED AS WASTE AT THE EXHIBITOR’S EXPENSE.