

EVENT TIMETABLE

1.1 BUILD UP

BUILD-UP	SCHEDULE	HALL OPENING HOURS
Friday 23 April 2021	Construction of Basic package / space only stands	08:00 - 21:00
Saturday 24 April 2021	Construction of Basic package / space only stands	08:00 - 21:00
Sunday 25 April 2021	Continuation of construction of Basic package /space only stands	08:00 - 21:00
Monday 26 April 2021	Continuation of stand construction and dressing of all stands Full package / full service stand dressing	08:00 - 18:00 10:00 – 18:00

Note:

- It is possible to request additional build up day – **Thursday, 22 April 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 by Bella Center directly to exhibitors. The option can be booked in the Bella Center web shop or requested by email: windeuropeEXPO@bellacenter.dk

Please see below the rates overview:

- Full day of extra work: 3,000 EUR
- Early unload: 500 EUR
- Stands must be completed, and excess products and materials must be removed from all halls no later than 17:30 on Monday 26 April 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](#)
- For details on the unloading your freight, please refer to [the Freight/Lifting/Storage section of the manual](#), in Exhibitor Services (A-Z) chapter.

1.2 EVENT

EVENT DAYS	OPENING HOURS (FOR EXHIBITION VISITORS)	HALL OPENING HOURS (ACCESS FOR EXHIBITORS)
Tuesday 27 April 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 28 April 2021	09:00 - 18:00	08:00 - 19:00** Official stand parties: 16:00 – 18:00
Thursday 29 April 2021	09:00 – 17:00	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 29 April 2021	End of the event Removal of Full package stands.	17:00 18:00 – 22:00
Friday 30 April 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 1 May 2021	Basic package stands / space only stands Collection of exhibits and stand-fittings only. No access for Full package stands Final Breakdown Day for all stands in HALL E	08:00 - 20:00
Sunday 2 May 2021	Basic package stands / space only stands Collection of exhibits and stand-fittings only. No access for Full package stands No access to the HALL E	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 29 April
- Next Day Empty Case return service begins at 22:00 and will end at 08:00 on Friday 30 April.
- Freight collections and reloading service will commence from 08:00 on Friday 30 April.
- 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 30 April 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 E: ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 18:00 ON SATURDAY 1 MAY 2021.

Hall A, D, C1-C4: ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 18:00 ON SUNDAY 2 MAY 2021. ANY REMAINING ITEMS WILL BE REMOVED AS WASTE AT THE EXHIBITOR'S EXPENSE.