

EVENT TIMETABLE

3.1 BUILD UP

BUILD-UP	SCHEDULE	HALL OPENING HOURS
Friday 21 April 2023	Construction of Basic package / space only stands as follows: Hall D Hall E Hall C1- C4	08:00 – 20:00
Saturday 22 April 2023	Continuation of construction of Basic package / space only stands	08:00 - 20:00
Sunday 23 April 2023	Continuation of construction of all Basic package /space only stands	08:00 - 20:00
Monday 24 April 2023	Continuation of stand construction and dressing of all stands Full package stand dressing	08:00 - 18:00 10:00 – 18:00

Note:

- Additional build up day is not available, however it is possible to request **additional working hours**.
 - Extra working hours can be booked from **20:00 to 24:00**, on following days: **Friday 21.04 – Sunday 23.04**.
 - Extra working hours are not available on Monday 24 April.
 - Every extra working hour is at the cost of 250 EUR per hour.
- Stands must be completed, and excess products and materials must be removed from all halls no later than 17:30 on Monday 24 April 2023 – please allow time to load and unload vehicles.
- During build up and breakdown, contractors and exhibitors are required to wear build up/breakdown wristbands and Personal Protective Equipment and to comply with the Health and Safety regulations of the venue at all times.
- For details on the unloading your freight, please refer to [the Freight/Lifting/Storage section of the manual](#), in Exhibitor Services (A-Z) chapter.

3.2 EVENT

EVENT DAYS	OPENING HOURS (FOR EXHIBITION VISITORS)	HALL OPENING HOURS (ACCESS FOR EXHIBITORS)
Tuesday 25 April 2023	09:00 - 18:00	08:00 – 20:00* Official stand parties: 16:00 – 18:00 Opening reception: 18:00 – 20:00 (exhibition halls)
Wednesday 26 April 2023	09:00 - 18:00	08:00 - 19:00** Official stand parties: 16:00 – 18:00
Thursday 27 April 2023	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.

3.3 BREAK DOWN

BREAKDOWN	SCHEDULE	HALL OPENING HOURS
Thursday 27 April 2023	End of the event	16:00
	Removal of Full package stands	18:00 – 22:00
	Commence dismantling of all Basic package stands / space only stands	
Friday 28 April 2023	Commence dismantling of all Basic package stands / space only stands	08:00 - 20:00
	Collection of exhibits and stand-fittings only.	
	No access for Full package stands	
Saturday 29 April 2023	Basic package stands / space only stands	08:00 - 20:00
	Collection of exhibits and stand-fittings only	
	No access for Full package stands	
Sunday 30 April 2023	Basic package stands / space only stands	08:00 - 18:00
	Collection of exhibits and stand-fittings only	
	No access for Full package stands	

Breakdown instructions:

CEVA Storage Instruction Summary:

- Priority Empty Case return service begins at 18:00 and will end at 22:00 on Thursday 27 April
- Next Day Empty Case return service begins at 22:00 and will end at 08:00 on Friday 28 April
- Freight collections and reloading service will commence from 08:00 on Friday 28 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".

- During build-up and breakdown, contractors and exhibitors are required to wear build-up/breakdown wristbands and Personal Protective Equipment and to comply with the Health and Safety regulations of the venue.

Hall E, D, C1-C4: ALL EXHIBITS AND STAND EQUIPMENT MUST BE REMOVED FROM THE HALLS BY 18:00 ON SUNDAY 30 APRIL 2023. ANY REMAINING ITEMS WILL BE REMOVED AS WASTE AT THE EXHIBITOR'S EXPENSE.