

EVENT TIMETABLE

Build up

Day	Schedule	Hall opening hours
16.03.2024 Saturday	Basic package stand construction	08.00 – 20.00
17.03.2024 Sunday	Basic package stand construction	08.00 – 20.00
18.03.2024 Monday	Basic package stand construction	08.00 – 20.00
19.03.2024 Tuesday	Basic package stand - dressing	08.00 – 18.00
	Full package exhibitors	10.00 – 18.00

Event days

Day	Hall opening hours for visitors	Hall opening hours for exhibitors
20.03.2024 Wednesday	09.00 – 18.00	08.00 – 20.00
	Stand parties	16.00 – 18.00
	Opening reception	18.00 – 20.00
21.03.2024 Thursday	09.00 – 18.00	08.00 – 19.00
	Stand parties	16.00 – 18.00
22.03.2024 Friday	09.00 – 16.00	08.00 – 22.00

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

Break down

Day	Schedule	Hall opening hours
22.03.2024 Friday	End of the event	16.00
	Removal of Full package stands	18.00 – 22.00
	Commence dismantling of all Basic package stands	18.00 – 22.00
23.03.2024 Saturday	Basic package stands	08.00 – 20.00
	Collection of exhibits and stand-fittings only	
	No access for Full package stands	
24.03.2024 Sunday	Basic package stands	08.00 – 18.00
	Collection of exhibits and stand-fittings only	
	No access for Full package stands	

EVENT TIMETABLE – relevant notes

Build up

- It is possible to request additional working hours.
 - Extra working hours can be booked from 20:00 to 24:00, on following days: Saturday 16.03 – Monday 19.03
 - Extra working hours are not available on Tuesday 19 March.
 - 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 Tuesday 19 March 2024** – 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.
- Any shipment sent to the venue needs to be delivered within the tenancy days stated above, not before. Too early deliveries will not be accepted by the venue.
- For details on the unloading your freight, please refer to the CEVA shipping instructions.

Break down

- For safety reasons, breakdown cannot start before the official end of the show and until all visitors have left the hall
- **CEVA Storage Instruction Summary:**
- Priority Empty Case return service begins at 18:00 and will end at 22:00 on Friday 22 March
- Next Day Empty Case return service begins at 22:00 and will end at 08:00 on Saturday 23 March
- Freight collections and reloading service will commence from 08:00 on Saturday 23 March
- Vehicles with a height exceeding 2.7 metres which carry exhibitors' own empty cases are only permitted to enter the BEC area from 22:00 at the earliest.
- 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.
- **All exhibits and stand equipment must be removed from the halls by 16.00 on Sunday 24.03.2024. Any remaining items will be removed as waste at the exhibitor's expense.**