

EVENT TIMETABLE

Build-up

Day	Schedule	Hall opening hours
04.04.2025 Friday	Basic package stands of more than 50 sqm construction starts	08.00 – 20.00
05.04.2025 Saturday	Basic package stands of 50 sqm or less construction starts	08.00 – 20.00
06.04.2025 Sunday	Basic package stand construction	08.00 – 20.00
07.04.2025 Monday	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
08.04.2025 Tuesday	09.00 – 18.00	08.00 – 20.00
	Lunch	12.00 – 14.00
	Stand parties	16.00 – 18.00
	Opening reception	18.00 – 20.00
09.04.2025	09.00 – 18.00	08.00 – 19.00
	Lunch	12.00 – 14.00
	Stand parties	16.00 – 18.00
10.04.2025 Thursday	09.00 – 16.00	08.00 – 22.00
	Lunch	12.00 – 14.00

Break down

Day	Schedule	Hall opening hours
10.04.2025 Thursday	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
11.04.2025 Friday	Basic package stands	08.00 – 20.00
	Collection of exhibits and stand-fittings only	
	No access for Full package stands	
12.04.2025 Saturday	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

- Access to the halls during the build-up will vary depending on the stand size:
 - **Stands bigger than 50 sqm** can access the hall on **Friday 04.04.2025**
 - **Stands of 50 sqm or smaller** can access as from **Saturday 05.04.2025**
- For any exceptions from this access rule exhibitors should apply to operations team, providing the following information: stand design details and reason why more time is required, stand contractor name and estimated size of the working crew. Requests need to be evaluated before any permission is granted.
- Stand builders constructing several stands should plan their transport in a way that considers the access restrictions.
- Stands must be completed, and excess products and materials must be removed from all halls **no later than 17:30 on Monday 7 April 2025** – 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 always comply with the Health and Safety regulations of the venue.
- Any shipment sent to the venue needs to be delivered within the tenancy days stated above, not before. **Shipment arriving before 04.04.2025 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 20:00 on Thursday 10th April
- Next Day Empty Case return service begins at **20:00 and will end at 08:00 on Friday 11th April**
- Freight collections and reloading service will commence from 08:00 on Friday 11th April
- Vehicles with a height exceeding 2.7 metres which carry exhibitor's own empty cases are only permitted to enter Bella Center **from Friday 11th April.**
- All vehicles MUST report via P2/P3 marshalling yard. Please note: the storage and return of cases is not based on "first in., last out"
- 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 Saturday 12.04.2025. Any remaining items will be removed as waste at the exhibitor's expense.**