



Archant Life France  
 Archant House  
 Oriel Road  
 Cheltenham  
 Gloucestershire  
 GL50 1BB

## SHOW TIMETABLE

***Please note the show opening and closing times each day. ALL exhibition stands must remain manned until after 17.00 on Sunday 26<sup>th</sup> September 2010***

***Please arrange your travel times accordingly***

### Build-up

<b>Space-Only Stands</b>	Thursday 23 <sup>rd</sup> September	1100 – 2000
<b>Shell Scheme Stands</b>	Thursday 23 <sup>rd</sup> September	1400 – 2000

- All stands must be completed by 09.30 on Friday 24<sup>th</sup> September 2010. Please note that after 10.00 on Friday 24<sup>th</sup> September, no electrical work can be carried out. This will commence only after the show closes each day.
- To avoid traffic congestion during the build-up, please move vehicles as soon as you have unloaded.
- Any contractors wishing to work outside of the above times must contact the Organisers Office by 14.00 on the same day to make arrangements. All costs incurred for security, lighting, Health & Safety etc., will be passed on to the contractor. Payment must be made at the time of the request, or permission will not be given.

### Open Period

<b>All Stands</b>	<b>Exhibitor Access</b>	<b>Show Open</b>
Friday 24 <sup>th</sup> September	0800 – 1730	1000 – 1700
Saturday 25 <sup>th</sup> September	0900 – 1730	1000 – 1700
Sunday 26 <sup>th</sup> September	0900 – 2000	1000 – 1700

- Stands must be open for trading at least ten minutes before exhibition opening times each day.

### Break-Down

<b>All Stands</b>	Sunday 26 <sup>th</sup> September	1730 – 2000
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- No exhibits or stand fittings are to be removed or dismantled before 17.30 on Sunday 26<sup>th</sup> September 2010 or until all public are clear of the halls.
- All contractor hired equipment e.g. furniture, electrics, floral, audio visual etc. will be removed from 17.30 onwards on Sunday 26<sup>th</sup> September.
- **Exhibitors** should remove all their exhibits immediately after show close. All exhibitors must have vacated their stands by 20.00hrs on Sunday 26<sup>th</sup> September. Please make sure you remove all display panels and promotional material.



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Exhibitors are also reminded that the build-up and breakdown periods are a “high risk” time in terms of security and they are therefore urged to remove all exhibits as soon as possible from the halls. Whilst every endeavour is made to secure the halls during build up and breakdown, exhibitors are reminded to be extremely vigilant whilst all access doors are open and always ensure that someone is on the stand at all times. **Note: If you are ordering a plasma screen for your stand, you should ensure that you remain on your stand until this has been collected by the company you ordered with to ensure that you are not held liable for any missing items.**

The Organisers would like to make it very clear that all exhibits, hired equipment, stand-fittings, carpet and waste material must be completely removed by 20.00 on Sunday 26<sup>th</sup> September 2010. If any exhibits, stand-fittings and/or carpet are left in the hall after this period, the stand holder will be liable for clearance charges and any other hall rental required.

If you have any queries regarding build-up or breakdown please contact our Operations Team who will be happy to assist you.

## Organiser's Office:

The office will be manned from Thursday 23<sup>rd</sup> September 2010 until the evening of Sunday 26<sup>th</sup> September 2010.

The office is situated just off the foyer area through a corridor next to the lifts and will be open throughout the Show, including Build Up and Breakdown, to assist you and your contractors with any queries.

**Please note that post or packages for exhibitor’s stands must not be sent to the show unless you are present to accept delivery. Please ensure that all post and packages are clearly labelled with your Company Name and Stand Number.**

The delivery address is:

**Addressee**  
**Stand number and Company Name**  
French Property Exhibition  
Level 3, Olympia Two  
Olympia Exhibition Centre  
London W14 8UX