

## IMPORTANT SCHEDULE

### Sheikh Maktoum Hall (1 Day Build-up Only)

#### Build-up Day for Official & Private Contractors

Saturday	31 October 2020	00:00 – 23:00	Access to Space Only Contractors
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**Note:**

All Contractors are requested to finalize their work on **31 October 2020** at **23:00** otherwise fine will be charged.

#### Collection of Exhibitors Package (Sheikh Maktoum Hall)

Saturday	31 October 2020	10:00 – 18:00
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**Note:**

Kindly ensure to collect the exhibition package and badges in order to get access to the exhibition halls.

The exhibitor's staff should be registered online before **15 October 2020** otherwise any additional badges need to be registered onsite.

#### Exhibitors Stand Preparation & Display of Exhibits for Shell Scheme and Space Only Exhibitors

Saturday	31 October 2020	10:00 – 23:00
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#### Exhibition Official Opening Hours

SUNDAY	1 November 2020	10:00 – 17:30
MONDAY	2 November 2020	10:00 – 17:30
TUESDAY	3 November 2020	10:00 – 17:00

### Removal of Exhibits and Final Dismantling of Stands

TUESDAY	3 November 2020	18:00 – 23:59	<p>Exhibits cannot be removed or dismantled before 18:00 or once the halls are clear of visitors.</p> <p>The Organizer and Venue cannot be held responsible for any items left on your stand, in the aisle or in the loading bays after this time.</p> <p>ALL stand fittings and waste materials must be cleared from the halls by 23:59.</p>
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#### Important note:

- Exhibitors who have booked shell scheme stand are not allowed to access into the halls during the build-up hours for the Official and Private Contractors (**00:00 – 10:00 hrs – Saturday**). Unloading of goods and display of exhibit must be done after the build-up period, **31 October 2020**. To ensure smooth operations on-site the exhibitors are requested to follow the above-mentioned schedule.
- For “Raw Space” Exhibitors who will have their stands built by Private Contractors are requested to coordinate with our Official Stand Contractors (Top Exhibition) for the exact time of their build-up and tear-down.
- The stand must be occupied by **31 October 2020**, otherwise the Organizer will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.
- Exhibitors are allowed to access into the halls from 8:00 am on Day 1 (1 November 2020), before the official opening hours for any work completion.
- Security Warning: Please ensure that your stands are attended to at all times, do not leave small items or valuables such as mobiles, laptops or similar unattended. The Organizer will not be held liable for any lost items.
- Only authorized representative of the exhibiting company is allowed to collect the Exhibitor kit by providing any company ID or business card. Contractors are not permitted to collect the Exhibitor kit.
- The exhibition halls will close at the exact given time.