

## Section 4 – Build Up and Breakdown

### 4.1 Stand Build up and Breakdown Times

#### Build Up Times

Saturday 4th September	08.00-20.00
Sunday 5th September	08.00-20.00
Monday 6th September	08.00-20.00

#### Breakdown Times

Wednesday 8th September	18.30-21.00
Thursday 9th September	08.00-21.00
Friday 10th September	08.00-15.00

### 4.2 Build up and Breakdown Regulations

The RABDF as Organiser is a tenant of The NEC for a set period of time as detailed in this schedule. **It is imperative that the stand holders remove exhibits by the respective deadlines set out.** If for any reason these timings are not observed, our contractors will be instructed to remove the offending equipment from the Event area. The Organiser will accept no liability for any damage that may occur as a result of these actions. Any costs that are incurred by the Organiser in removing items from the area will be passed on directly to the exhibitor concerned.

The Organiser takes no responsibility for the safety of any equipment left on the site during and after the period of tenancy.

Failure to observe breakdown deadlines will mean:

- Equipment will be towed away and impounded, with no liability to the Event Organiser for any damage caused.
- Equipment will not be returned to the exhibitor until a fine has been paid (fine maximum is £5000 per day) in addition to any labour/towing costs incurred.
- The Organiser reserves the right to clear and dispose of stands/equipment and appropriately invoice the exhibitor for the costs incurred.
- There are no loading facilities provided by the Organiser once the tenancy period is completed, i.e. after 15.00hrs on Friday 10th September
- No children under the age of 16 will be allowed in the Event area during build up and breakdown.

### 4.3 Stand Completion

All stands must be fully set up and completed by 20.00hrs Monday 6th September 2010. Stands that include caravans or mobile units within Exhibition Halls MUST have these in position by 1200hrs on Sunday 5th September at the latest.

### 4.4 Vehicle Passes and Parking

- Failure to display a valid pass or adhere to The NEC site traffic rules will result in vehicles being removed by the NEC traffic department.
- Apart from offloading, car parking within the event area during build up, event days and breakdown is forbidden. Please use nominated exhibitor parking areas.
- Car parking for exhibitors will be available free of charge.
- No vehicle will be allowed into the exhibition halls whilst the event is open to visitors.

#### 4.5 Delivery, Unpacking, Storage and Removal

If you are intending to have any goods delivered to your stand by outside contractors we recommend that a representative of your company is available to receive them. The Organiser cannot accept responsibility for any goods delivered to unmanned stands. Please mark any goods clearly with your company name, stand number and 'Dairy Event and Livestock Show'.

Please note:

- a. No vehicle will be allowed into the exhibition halls whilst the event is open to visitors.
- b. Wheeled vehicles, whether motor driven or hand propelled must not be taken through any of the emergency pedestrian exit doors whilst the event is open to visitors.
- c. Exhibits or any similar materials shall only be delivered and unpacked, or packed and collected at times when visitors are not present in the hall in question.
- d. Empty crates, cartons, boxes, shavings or other packing materials must not be stored on, under or behind any stand, but must be removed when unpacking is completed.

#### 4.6 Late Working and Early Access

The Halls will be open for working as given in the build up and breakdown times above. However if you find it necessary to work later, written permission must be obtained from the Organiser prior to the event.

#### 4.7 Contractors Passes

Exhibitors and contractors will be required to be identified during build up and breakdown. Passes will be provided in your exhibitor pack and sent directly to your nominated contractor. Please let us know who your contractor is by completing the relevant section on the application forms.

