

Exhibition Protocol

For exhibitors

- Build Up** **Tuesday 10th Sept 2024 09.00 – 17.00**
All displays and exhibits must be completed by 17.00 hrs on Wednesday.
- Open Days** **Wednesday 11th Sept 2024 – 08:30-09:20, 10:30-11:00, 12:30-14:00, 15:30-16:00**
Approximate times
- Thursday 12th Sept 2024 – 08.30-09:00, 10:30-11:00, 12:30-14:15**
Approximate times
- Breakdown** **Thursday 12th Sept 2024 - 14.15 – 16.30**
Dismantling of stands
- Get out time** All exhibits, stand fittings etc to be **removed by 16.30, Thursday 12th September 2024**. All exhibition stands and materials must be removed from the exhibition venue by the advertised get out time.
- Organisers Office** The conference organisers will be located at the JCT exhibition stand at all times.
- Badges** For Security and catering reasons, exhibitor badges must be worn at all times even if you also use a company name badge.
- Loading/ Unloading** Access to the loading bay is located on South Sherwood Street. This is on ground level. Trolleys are not provided. Please be aware that parking on South Sherwood Street is not permitted.
- If you wish to use the venue's loading bay, you must book a time slot in advance as there is limited space in the loading area and no waiting on the approaching road. After unloading, the set up crew **must** move their vehicles immediately. If you do not book a time slot or arrive at the incorrect time you will be instructed to move to an alternative parking area until access is available. A time limit of up to 30 minutes is in place. Time slots will be available for unloading from 09:00hrs on Tuesday and will last for 30 minutes and after the event from 14:15hrs. **Please can you let me know as soon as possible your expected/preferred time of arrival/departure** and I will try to allocate a suitable time slot for you. Also, if you expect unloading to take longer than 30 minutes or if you are bringing a large vehicle/lorry then please discuss this with us in advance to ensure appropriate parking and extended time slots are allocated to you.
- Tables** Tables may be booked in advance by contacting JCT. Two chairs will be issued with each table ordered. Tablecloths are not available from the venue and exhibitors must bring their own if they wish to use one. Tables measure 1400mm x 700mm.