

**TIME TABLE OF IN-HALL OPERATIONS  
(INTERPHEX ASIA 2010)**

EVENT	DAY / DATE / TIME
<b><u>BUILD-UP PERIOD</u></b>	
1. Exhibitor Nominated Contractors move-in from	Sunday, 6 June, 1200 hrs
2. Registration of Exhibitors from	Sunday, 6 June, 1400 hrs
3. Delivery of Freight to Stands from	Sunday, 6 June, 1400 hrs
4. Shell Scheme Stands ready for occupancy from	Sunday, 6 June, 1400 hrs
5. Electrical Supply to Stands (subject to venue's approval) from	Sunday, 6 June, 1400 hrs
6. Completion of all Stand Structures by	Sunday, 6 June, 1800 hrs
7. Completion of Stand Dressing and Product Display by	Sunday, 6 June, 2200 hrs
8. All Exhibitors must leave the Hall by	Sunday, 6 June, 2200 hrs
<b><u>EXHIBITION PERIOD</u></b>	
9. Exhibitors' Access	Monday, 7 June, 0900-1830 hrs
	Tuesday, 8 June, 0900-1730 hrs
10. Visitors' Access	Monday, 7 June, 1000-1800 hrs
	Tuesday, 8 June, 1000-1700 hrs
<b><u>TEAR-DOWN PERIOD</u></b>	
11. Packing of items, emptying rented furniture and equipment shut-down from	Tuesday, 8 June, 1700 hrs
12. Disconnection of all utilities at	Tuesday, 8 June, 1730 hrs
13. Distribution of packing materials from	Tuesday, 8 June, 1730 hrs
14. Collection of rented items from	Tuesday, 8 June, 1730 hrs
15. Dismantling of Stands from	Tuesday, 8 June, 1800 hrs
16. All exhibits must be packed and removed from the Ballroom by	Tuesday, 8 June, 2100 hrs
17. All stand materials must be packed and removed from the Ballroom by	Tuesday, 8 June, 2130 hrs
18. Final cleaning and hand-over of hall to Venue Owner from	Tuesday, 8 June, 2200 hrs

- The Ballrooms will open for stand installation from 1400 to 2200 hours during the Build-up day, 6<sup>th</sup> June, and from 1730 to 2200 hours on Tuesday, 8<sup>th</sup> June for Tear-down.
- On Exhibition days, Exhibitors are permitted to enter the Ballrooms one hour before opening (i.e. 0900 hours) and remain for half an hour after closing (i.e. 1830 hours) to service their stands. For security reasons, Exhibitors requiring to start earlier/stay later must obtain prior permission from the Organiser / Show Manager.
- Exhibits may be delivered to the stand earlier than the timing specified if construction (in the case of "Space Only / Raw" stand) has progressed sufficiently to receive the exhibit/s. Please liaise with the Official Freight Forwarder for such arrangements. Exhibitors must be present to receive such exhibits.
- Exhibitors are reminded that *small, portable and attractive items are most at risk* after the Exhibition Show closes each day. Therefore, Exhibitors are advised to keep these safely stored each day before leaving the Ballrooms. Exhibitors should pay particular attention to these items during the Tear-down period.
- Please note that *all exhibits and equipment on display must be removed by the respective timings stated above.*
- Dismantling of certain stands (either Shell Scheme, Design Plus, or Space Only) may have to commence immediately upon Exhibition Show closure to facilitate the freight movement. Exhibitors are advised to remove any displays from the walls which they wish to retain. *All stands and materials must be dismantled and removed by the stated time.*

*This schedule is correct at the time of printing. Should there be any amendments; an updated copy will be available at the Exhibitor Service Counter (ESC) on-site.*