



EXHIBITION SCHEDULE

MOVE-IN (24 – 27th September 2021)	Date	Time
Space Only exhibitors (larger than 54m ²) move-in	Friday, 24 September 2021	0800 – 2000 hours
All Space Only exhibitors	Saturday, 25 September 2021	0800 – 2000 hours
All Space Only exhibitors Shell Scheme exhibitors with attractions/machines move-In	Sunday, 26 September 2021	0800 – 2000 hours
Shell Scheme exhibitor move-in	Monday, 27 September 2021	0800 – 2200 hours

Please note stand assembly must be completed no later than Monday 27 September at 1800hrs

Stands must be set-up and ready for inspection and the surrounding aisles clear of exhibitor's equipment/debris. Minor decoration work within booth space will be possible until 2200 hours. Early/late working is not generally permitted and for essential work only. All costs will be passed on to the exhibiting company.

For move-in and tear down you are requested to have wristbands for access to the halls. Wristbands for exhibitors and contractors can be obtained from security personnel at the gates.

SHOW DAYS (28 – 30 September 2021)	Date	Time
Trade Show Open	28 & 29 September 2021	1000 – 1800 hours
Trade Show Open	30 September 2021	1000 – 1600 hours

During Exhibition period, exhibitors will have access to the hall from 0800 hours and 1 hour after the closing hours to service their stands or exhibits.

TEAR DOWN (30 September & 1 October 2021)	Date	Time
Exhibition closes	30 September 2021	1600 hours
Move-out hand carry items only	30 September 2021	1600 hours
Move-out all stands	30 September 2021	1700 – 2200 hours
Exhibitor move-out completion	1 October 2021	0800 – 1600 hours

MOVE-IN DEADLINE:

Any exhibit booth not occupied by 1800 hours on 27 September 2021 may be reassigned at IAAPA's discretion with no refund to the exhibitor. All exhibits must be completely set up for Show Management inspection by 1800 hours on 27 September or fine and penalties may be imposed.

TEARDOWN NOTES

Teardown will commence immediately after the show close but dismantling prior to this (1600 hours on Thursday 30th September) is not permitted and will result in a monetary penalty and the forfeiture of accumulated priority points and the suspension of future exhibiting privileges.

The return of empty crates, etc will commence from 1700 hours only and may be in a random order. Please ensure that aisles are kept clear.

Please plan return travel with the above restrictions in mind.

IMPORTANT:

IAAPA has a ZERO waste policy. Any exhibits, booth, materials, fixtures/fittings left in the hall after 1600 hours on 1 October will be deemed as rubbish and exhibitors/contractors will be charged for their disposal. Waste removal can be ordered [online](#) or by visiting the exhibitor service desk.

CHILDREN

No-one under the age of 18 is permitted on the show floor during the move-in or teardown period.

EDUCATION PROGRAMME & SPECIAL EVENTS:

All IAAPA member company exhibitors are welcome to attend the general education programme sessions for free. The Opening Reception is ticketed and requires a registration fee. Tickets can be purchased through the registration site. More information can be found on [Education](#) and [Special Events](#) web pages.