EXHIBITION STAND BUILD-UP & BREAKDOWN

ALL stands, where possible, MUST be COMPLETED and ready for Exhibiting by 14h00 on Tuesday, 24th October 2017, as delegates will start moving through to the Exhibition Hall (Centre Court) after they have registered.

If Shell Scheme is built by GL Events

ALL shell schemes built by GL Events will be completed on Monday 23rd October 2017 at 12h00 noon.

Exhibitors using Private Stand Builders other than GL Events

Companies who are not using GL Events and need to get their shell Schemes built by their selected Private Stand Builder, will have access as follows:

- Sunday, 22nd October 2017 from 12h00 - 21h00
- Monday, 23rd October 2017 from 07h00 - 21h00
- Tuesday, 24th October 2017 from 07h00 - 14h00

NOTIFY your stand building company of these time if using a private company other than the GL Events. Private companies to SUPPLY an electrical certificate to GL Events (Hendrik), at the build-up days.

DO's and DON'Ts when using a Shell Scheme

- No painting allowed; use of nails or screws is prohibited
- Double-sided tape or Prestik may be used to affix lightweight items
- Velcro may be used as well (male & female)
- Contractors will provide fishing line (nylon) to hang pictures etc.
  * Damaged panels will be charged to the exhibitor causing such damage

SET-UP (dress the stands once the shell schemes have been built)

Exhibitors will have access to the venue (Centre Court) to dress their stands from:

- Monday, 23rd October 2017 Between 12h00 - 21h00
- Tuesday, 24th October 2017 between 07h00 - 14h00

All stands must be fully dressed by 14h00 on Tuesday, 24 October 2017. NO exhibitors will be allowed to dress their stands after this time unless arranged with the IMESA Conference Co-ordinator, Debbie Anderson: 083 326 3050.

BREAKDOWN TIMES

Breakdown times are strictly:

- Friday, 27 October 2017 between 14h30 - 21h00 (Please advise your private stand builders)

Everything must be completely removed by Friday, 27 October 2017. No shell schemes may be left standing due to other events being held at Emperors Palace.

ONSITE REGISTRATION FOR EXHIBITORS

Registration will be at the main Registration office outside the Exhibition venue. Times for registration are as follows: Tuesday, 24th October 2017 from 12h00.

ALL Exhibition questions prior to Conference: Debbie Anderson 031 266 3263 / 083 326 3050 conference@imesa.org.za

ALL Exhibition questions at Conference: Narisha Sogan 072 437 3766

Registration will be at the main Registration office outside the Exhibition venue. Times for registration are as follows: Tuesday, 24th October 2017 from 12h00.