



Archant Life France
 Archant House
 Oriel Road
 Cheltenham
 Gloucestershire
 GL50 1BB

SHOW TIMETABLE

Please note the show opening and closing times each day. ALL exhibition stands must remain manned until after 17.00 on Sunday 16th May 2010

Please arrange your travel times accordingly

Build-up

Space-Only Stands	Thursday 5 th May	0800 – 2000
Shell Scheme Stands	Thursday 5 th May	1400 – 2000

- All stands must be completed by 09.30 on Friday 6th May 2011. Please note that after 10.00 on Friday 6th May, no electrical work can be carried out. This will commence only after the show closes each day.
- To avoid traffic congestion during the build-up, please move vehicles as soon as you have unloaded.
- Any contractors wishing to work outside of the above times must contact the Organisers Office by 14.00 on the same day to make arrangements. All costs incurred for security, lighting, Health & Safety etc., will be passed on to the contractor. Payment must be made at the time of the request, or permission will not be given.

Open Period

All Stands	Exhibitor Access	Show Open
Friday 6 th May	0800 – 1730	1000 – 1700
Saturday 7 th May	0900 – 1730	1000 – 1700
Sunday 8 th May	0900 – 2000	1000 – 1700

- Stands must be open for trading at least ten minutes before exhibition opening times each day.

Break-Down

All Stands	Sunday 8 th May	1730 – 2000
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- No exhibits or stand fittings are to be removed or dismantled before 17.30 on Sunday 8th May 2011 or until all public are clear of the halls.
- All contractor hired equipment e.g. furniture, electrics, floral, audio visual etc. will be removed from 17.30 onwards on Sunday 8th May.
- **Exhibitors** should remove all their exhibits immediately after show close. All exhibitors must have vacated their stands by 20.00hrs on Sunday 8th May. Please make sure you remove all display panels and promotional material.



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Exhibitors are also reminded that the build-up and breakdown periods are a “high risk” time in terms of security and they are therefore urged to remove all exhibits as soon as possible from the halls. Whilst every endeavour is made to secure the halls during build up and breakdown, exhibitors are reminded to be extremely vigilant whilst all access doors are open and always ensure that someone is on the stand at all times. **Note: If you are ordering a plasma screen for your stand, you should ensure that you remain on your stand until this has been collected by the company you ordered with to ensure that you are not held liable for any missing items.**

The Organisers would like to make it very clear that all exhibits, hired equipment, stand-fittings, carpet and waste material must be completely removed by 20.00 on Sunday 8th May 2011. If any exhibits, stand-fittings and/or carpet are left in the hall after this period, the stand holder will be liable for clearance charges and any other hall rental required.

If you have any queries regarding build-up or breakdown please contact our Operations Team who will be happy to assist you.

Organiser's Office:

The office will be manned from Thursday 5th May 2011 until the evening of Sunday 8th May 2011.

The office is situated near the entrance of the French Property Exhibition (shown on the floor plan) and will be open throughout the Show, including Build Up and Breakdown, to assist you and your contractors with any queries.

Please note that post or packages for exhibitors stands must not be sent to the show unless you are present to accept delivery. Please ensure that all post and packages are clearly labelled with your Company Name and Stand Number.

The delivery address is:

French Property Exhibition
Stand Number and Company Name
Hall 2
Yorkshire Event Centre,
Great Yorkshire Showground,
Harrogate,
North Yorkshire,
HG2 8PW