

Breakdown/Dismantling Instructions

To ensure your company's smooth pull-out from the exhibition, we kindly ask that you pass this vital information on to those staff and contractors involved in the removal of your exhibits.

Staff and Contractor Access

The final exhibition day is Thursday 30th May; the show will close at 17:00. Please be advised that exhibitors will not be able to bring trolleys and other wheeled items into the show until we have cleared the hall of visitors, which we estimate will be at 17:30.

No stand dismantling will be permitted until it is clear to do so, we estimate this to be from 18:00 on Thursday 30th May. Contractors will not be permitted in the halls until this time. If contractors arrive prior to this time they will be stopped by security.

Exhibitor and Contractor Passes

Exhibitor badges will remain valid until halls close on Thursday 30th May. After this time contractor wristbands will be needed to access the halls.

Access to the venue during breakdown is subject to persons wearing appropriate PPE and wear a high visibility vest/ jacket and suitable footwear.

Shell Scheme Stands

Stands should be manned and operational until 17:00 on Thursday 30th May. For reasons of security, and in order that no discourtesy is shown to visitors, no items may be removed from stands before this time. All items must be removed from shell scheme stands by 20:00 on Thursday 30th May.

Space Only Stands

All exhibits, standing fitting and excess waste must be removed by 12:00 on Saturday 1st June. **If excess waste or carpet tape is left on the stand area the cost for its removal will be charged back to the exhibitor**, therefore please ensure that the stand area is suitably cleared and the waste removal has been booked with the appointed cleaning contractor:

Tel: +49 40 3569-7575

Email: customerservice@hamburg-messe.de

Web: [Online Shop](#)

Vehicle Access During Breakdown

Access to the exhibition site is via gate A3. DB Schenker will operate a schedule for all commercial goods vehicles loading at the show. Therefore, all vehicles must be booked onto this schedule prior to attending site. Please contact wtceops.uk@dbshenker.com to book a slot or visit their website <https://www.schenkerlift.com>

Access to the exhibition ground will only be possible by leaving a deposit. This deposit will be fully returned as long as the vehicle is removed within the time deadline. Please click [here](#) for further information.

Late Working

You must ensure that all breakdown and reloading can be done within the hours laid out in the [Exhibition Timetable](#). If you require late working, please report to the Organisers Office as soon as possible to discuss this.

Permission to work late is at the discretion of the Organisers and may not be possible.

Additional hours are chargeable and must be requested and paid onsite before 17:00 each day by contactless/card payment, as cash will not be accepted.

Please note the following:

- The electrical supply to stands will be terminated at 17:30 on Thursday 30th May. If temporary power for dismantling is required, this must be ordered with the official contractor
- Contractors and exhibitors leaving exhibit materials or stand fittings unattended in the hall following closure of the show do so at their own risk. Arrangements can be made with DB Schenker for storage.
- If you require forklift assistance, then book this through the official lifting contractor
- If you have rigging on your stand, please ensure that you have communicated with the rigging department to confirm when you will require your rigging points removed/lowered. Ensure you have considered if temporary power is required to drop any motorised suspensions
- Catering equipment, furniture, floral etc., which has been hired, are the responsibility of the exhibitor until collected
- Empty Cases returns start from 18:30 on Thursday 30th May but DB Schenker is unable to confirm a specific time that cases will be returned. If you have any priority items, please discuss these directly with DB Schenker.

May we thank you in anticipation of your co-operation and wish you a safe journey home