

IMPORTANT - ALL SITE INDUCTION INFORMATION BELOW **MUST BE READ BY ANYONE ENTERING THE HALLS** DURING BUILD UP OR BREAKDOWN. Access to the Halls may be refused to any person who is unable to confirm that they have seen and understood this information.

Health and safety is everyone's responsibility and everyone should ensure safe working

Knowing and sharing - you must ensure that everyone coming onsite to work on your project and their teams fully understand this induction information, as well as the Stand Build, Risk Assessment, Method Statement and Construction Phase Plan.

Consider those working around you - it is vital that you plan and are prepared to work in a way that considers other work going on in the halls so that your actions do not endanger others.



Strictly no admission to children under the age of 16 during build-up and breakdown



HI-VIS MUST BE WORN IN THE OUTSIDE AREA



Report all accidents immediately

A tidy area is a safer area

Build Up	Hall Access Times	Contractor and Exhibitor Access Information
Friday 30 May 2025	08:00 - 18:00	Space Only stands commence construction
Saturday 31 May 2025	08:00 - 18:00	Space Only stands continue construction
Sunday 1 June 2025	08:00 - 22:00	Space Only stands continue construction
Monday 2 June 2025	08:00 - 22:00	Space Only stands continue construction
		Shell Scheme stands commence construction
		<i>All pallets and packing materials must be clear of the gangways by 18:00 so cleaning can commence</i>
Registration	Registration Open Times	
Monday 2 June 2025	12:00 - 18:00	
Tuesday 3 June 2025	08:00 - 17:30	
Wednesday 4 June 2025	08:00 - 17:30	
Thursday 5 June 2025	08:00 - 15:30	
Exhibition Open Days	Exhibitor Access Times	Show Open and Visitor Access Times
Tuesday 3 June 2025	08:30 - 18:30	09:30 - 17:30
Wednesday 4 June 2025	08:30 - 18:30	09:30 - 17:30
Thursday 5 June 2025	08:30 - 22:00	09:30 - 16:00
Breakdown	Hall Access Times	Contractor and Exhibitor Access Information
Thursday 5 June 2025	17:00 - 22:00	Contractors/Exhibitors with Shell Scheme and Space Only stands to remove all exhibits from halls. There will be no contractor access or empties delivered until 17:00
Friday 6 June 2025	08:00 - 16:00	Contractors/Exhibitors with Space Only stands. All contractors and exhibits to be clear of halls by 16:00

VEHICLES AND UNLOADING

- **VEHICLE ACCESS** into the halls is not permitted without approval from the Organisers. Please be aware that forklift trucks will be operating inside the halls.
- **SPEED LIMIT** in the halls is 5mph.
- **FOLLOW INSTRUCTIONS** from traffic staff and park in designated or instructed areas only. All VE doors must be kept clear during the open period of the event or when directed by the Traffic team.
- **VEHICLE MOVEMENT** involves forklifts and all other vehicles, be aware of these items at all times. Vehicles have priority in loading areas, and anyone entering these areas should be aware of this. Pedestrians have priority within the halls, and any drivers, with permission to enter the halls, must drive with this in the forefront of their minds.

EMERGENCY INFORMATION

- Always listen to tannoy messages and follow these instructions
- Please use the following numbers to alert the emergency services:

Emergency Services: +49 30 3038-**4444**

Paramedics: +49 30 3038-**2222**

Venue Security: +49 30 3038-**4100**

General Security: +49 30 3038-**5866**

Police: +49 30 4664-222 **700**

Police Emergency Call: **110**

WELFARE LOCATIONS



Contractor service desks are located in each hall foyer.



Food & bottled water is available from outlets on the Concourse, during build up and breakdown.



Organiser Office and Exhibitor Services.



The medical centre is located at the back of Hall 3.2.

