



By Informa Markets

## MOVE-OUT INSTRUCTIONS TO EXHIBITORS

Dear Exhibitors,

The exhibition will close at **5pm on 21 November 2024 (Thursday)**. Move-out begins from **5pm to 10pm** on 21 November 2024. For the safety of visitors at the show, exhibitors may not dismantle their exhibits before **5pm**.

Kindly see below move out schedule for your perusal:

### TEAR-DOWN

**\*Please adhere to the move-out timing as advised.**

	DATE	TIME
Exhibitors removal of light/hand-carried exhibits and personal property	21 November 2024	5.30 PM – 6.30 PM
Termination of Power Supply, Compressed Air, Water Supply, Telephone and Internet Services	21 November 2024	6.30 PM
Contractors removal of heavy exhibits (requiring mechanical handling equipment)	21 November 2024	7.00 PM – 9.00 PM
Contractor dismantling of stand fittings and electrical installations*	21 November 2024	9.00 PM – 1.00 AM
	22 November 2024	8.00 AM – 3.00 PM
All Stands To Be Dismantled And All Debris to be Removed	22 November 2024	3.00 PM onwards

During the move-out, exhibitors are advised to take note of the following:

- Please remove all hand-carried or easily movable goods and valuables once the show closes at 5pm. Please do not leave your stand unattended nor leave exhibits/souvenir items for collection on the next day, nor leave them in locked cupboards as furniture suppliers will collect their furniture and dismantling of stand will commence on the same evening of closing.
- Please note that your suppliers and/or contractors will **NOT** be allowed into the hall until at least one hour after the show closes at 5pm on 21 November 2024, unless prior approval has been granted by the Organiser. Removal of loaded crates and dismantling of stands should commence after 5pm, till 10pm on 21 November 2024. All materials/exhibits must be removed by then.

### Power Supply, Compressed Air, Water Supply, Telephone and Internet Services

If you require extension of any of the above utilities on 21 November 2024, please inform the Organiser's office at least one day in advance.

## IMPORTANT

As it is impossible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk from 5pm on the move-out day. Do not take chances with your valuables – once they are lost, it will be very difficult to recover them. The Organiser will accept no responsibility for losses or damages of any kind.