

Mechanex 2018 – Build-up/Breakdown

Following are guidelines for build-up and breakdown:

1)

Build-up

Monday 5th November

Space Only Exhibitors 10.00am – 7.00pm

Shell Scheme Exhibitors 12.00pm – 7.00pm

Gangways must be cleared by 7.00pm

Tuesday 6th November

All Exhibitors 8.00am – 9.30am

Gangways must be cleared by 9.30am

**PLEASE NOTE EXHIBITORS ARRIVING BEFORE THESE TIMES
CANNOT BE GUARANTEED ACCESS TO THEIR STAND.**

Breakdown

Wednesday 7th November 4.00pm – 7.00pm

BREAKDOWN MUST BE COMPLETED AND HALL CLEARED BY 7.00PM

Please ensure that any contractors working on your stand are also aware of all regulations and restrictions.

2) ***FOR IMMEDIATE ATTENTION***

Due to the width of the show's gangways, any exhibitor displaying a large item on their exhibition stand ie an item that should be in your allocated stand area before the exhibition shell scheme is erected (eg a vehicle) must notify me *immediately*. I will need to allocate a specific time for your build-up. If I am not notified of your special requirements before Friday 26th October, I cannot guarantee we will be able to accommodate you on the day.

3) I have enclosed various maps showing venue location and unloading facilities at the exhibition hall. The exit doors shown on the plan will give direct access into the hall. Parking is free at Sandown for all exhibitors and contractors at Mechanex.

4) Car Parking at Sandown is free of charge for exhibitors and contractors.

Exhibitors are able to park on the Grandstand Apron area for the exhibition. Please ensure a completed vehicle pass is displayed in your vehicle at all times.

The exhibition vehicle gate will be accessible for exhibitors use for open and build up days. On event open days the gate will be closed approximately 10 minutes prior to the event opening time (10am) and will be opened approximately 10 minutes after the event closing time depending on the amount of visitors still in the halls. Exhibitors/contractors will not be given access to this area during the

event open times for health and safety reasons and are also not encouraged to leave this area. Should exhibitors/contractors wish to leave during event hours they should park within the main car park area. Vehicle movement during open hours of events is strictly prohibited..

- 5) Stand personnel **must** wear Exhibitor/Contractor badges at all times. These can be pre-ordered from the show website (www.mechanex.info).
- 6) There will be members of staff from Hamerville on site during build up, who can assist your staff during the day and there will also be staff from our contractors on hand to help with your shell scheme or electrical requirements. A service desk will be set up in the exhibition hall.

Please provide the staff who will be building up your stand with the necessary copies of forms that needed to be completed for the shows contractors, for reference on the day, as these should have been returned directly to the contractors. Hamerville do not have copies of these forms so resolving any problems on the day would be made much easier if these were available.

The Organiser's Office is situated in the Surrey Hall behind stand F1. The contact number in the office, from Monday 5th November, is 01372 461300.

- 7) Show open times are: Tuesday 6th November 10.00am – 4.00pm
Wednesday 7th November 10.00am – 4.00pm

However by 9.30am on each morning, we would expect all the 'finishing touches' to your stand to be completed and all stand personnel ready to receive any 'early' visitors.

- 8) There has been a change in the law within the Events Industry in regards to CDM (Construction Design and Management). Sandown Park is enforcing this new legislation. It is very important that you read the *CDM Site Induction*. Please make sure that you brief all staff working on your stand. If you have any contractors on your stand, they will also need to be given a copy of the CDM Site Information.




SANDOWN PARK

Sandown Park, Portsmouth Road,
Esher, Surrey, KT10 9AJ

Tel: 01372 464348 Fax: 01372 461334
email: sandown.events@jockeyclubracecourse.com
www.sandown.co.uk

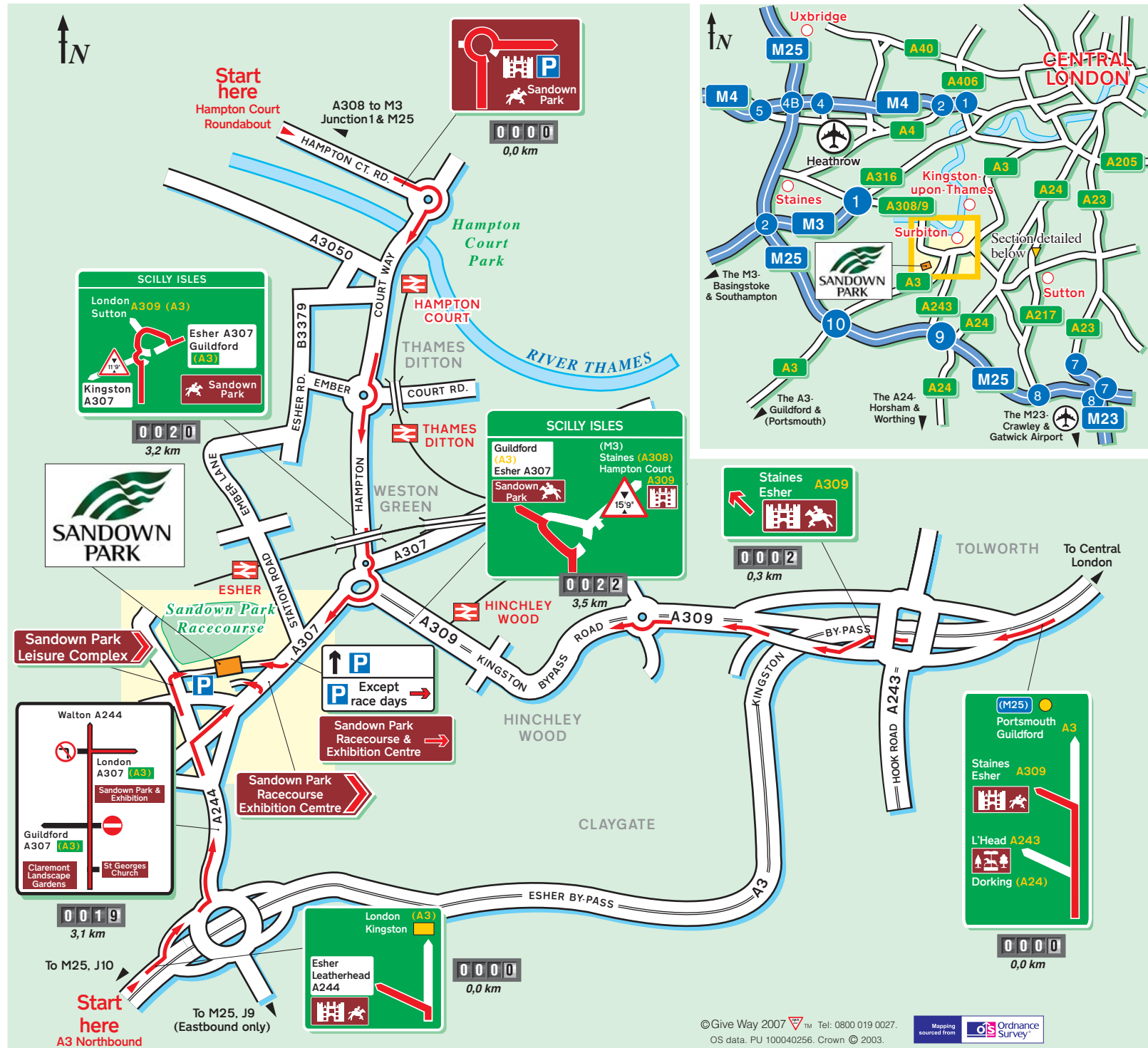
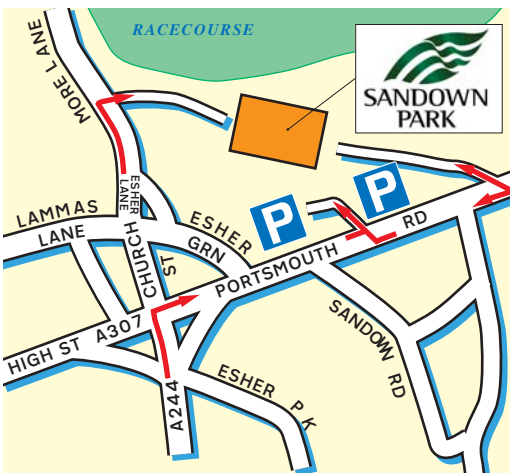
Public Transport

 **By Rail, Esher Station.**
Connections from London Waterloo on the Woking Line. 10 minutes walk to entrance.

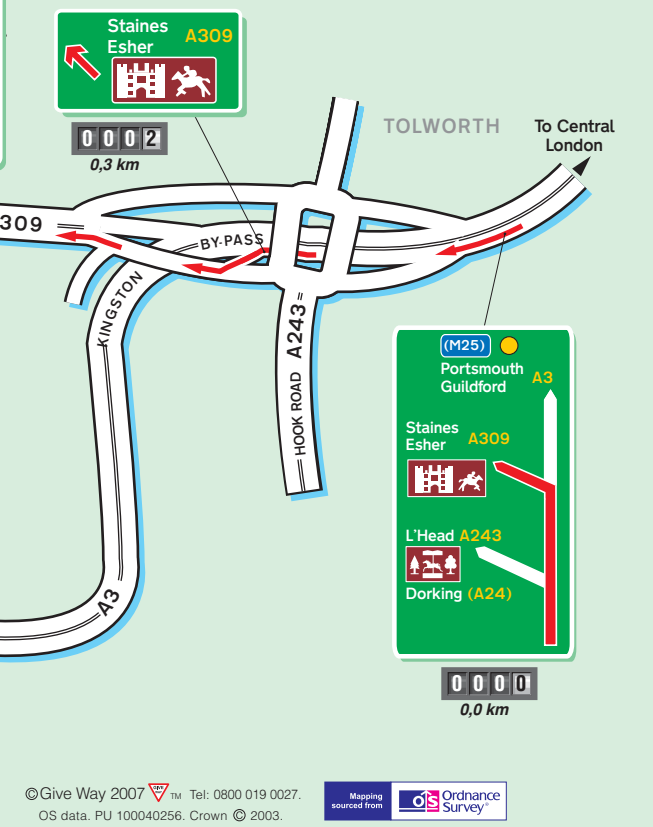
 **Heathrow Airport.**
Approximately 13 miles from racecourse - 30 minutes drive.

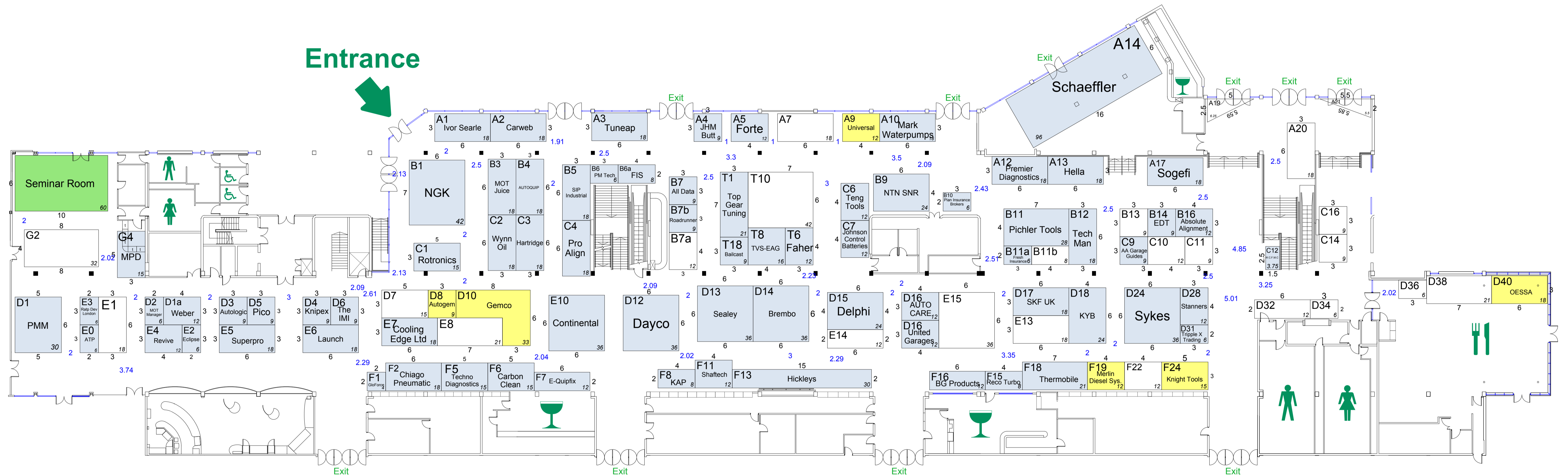
Gatwick Airport.
Approximately 27 miles from racecourse - 45 minutes drive.

Section Detail



Locator Map





Surrey Hall

MECHANEX VEHICLE PASS

EXHIBITOR:

STAND NUMBER:

DRIVER'S CONTACT NUMBER:

Valid for duration of exhibition

from Monday 5th November

to Wednesday 7th November

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VEHICLE MOVEMENT DURING OPEN HOURS OF THE EVENT IS STRICTLY PROHIBITED

* PLEASE COMPLETE AND DISPLAY IN VEHICLE WINDSCREEN