

Dear Exhibitor,

RE: Toolfair & Elex 2018 – Build-up/Breakdown

Following are guidelines for build-up and breakdown:

1) Build-up

Wednesday 18th April

Space Only Exhibitors 10.00am – 7.00pm

Shell Scheme Exhibitors 12.00pm – 7.00pm

Gangways must be cleared by 7.00pm

Thursday 19th April

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

Friday 20th April 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 6th April, 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 loading doors will give direct access into the hall. Once you have unloaded your vehicle, please move it from the unloading area to the car park. Parking is free at Westpoint for anyone attending Toolfair & Elex.

4) Attached is a vehicle pass. Please fill in the details and display the pass for the duration of the show.

- 5) Stand personnel **must** wear Exhibitor/Contractor badges at all times. These can be pre-ordered from the show website (www.elexshow.info or www.toolfair.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.

I have marked on the enclosed map where the Organisers Office is in the Exhibition Hall. The contact number in the office, from Wednesday 26th April is 01392 353 751.

- 7) Show open times are: Thursday 19th April 10.00am – 4.00pm
Friday 20th April 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.

Directions to Westpoint, Exeter

Travelling by road:

Westpoint is just one mile from junction 30 of the M5, providing direct access from London, Birmingham, Bristol and Plymouth.

For Westpoint, exit the M5 at junction 30 and follow the A3052 Sidmouth road for one mile. Westpoint is on your left hand side.

For satellite navigation please use EX5 1DJ or Oil Mill Lane (this road is opposite the main entrance).

Travelling by rail:

Exeter St. David's provides direct rail links to all major cities in the UK. The station is 6 miles from Westpoint.

To book tickets or find out more information please visit

www.firstgreatwestern.co.uk

www.southwesttrains.co.uk

www.thetrainline.com

Travelling by coach or bus

National coach and bus services call at Exeter Bus Station in the centre of Exeter. The bus station is 6 miles from Westpoint.

To book tickets or find out more information please visit

www.nationalexpress.com

The number 52 bus from the Exeter Bus Station on Paris Street runs approx every 30 minutes during the day (except Sundays). The journey time is around 20 minutes.

Westpoint is a request stop.

For more information please visit

www.stagecoachbus.com

www.devon.gov.uk/devonbus

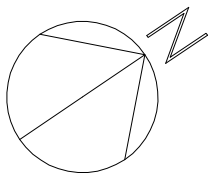
Travelling by taxi

If you require a taxi during your visit to Westpoint please contact the following Exeter based firms:

1st Call 01392 661122 (quoting Westpoint)

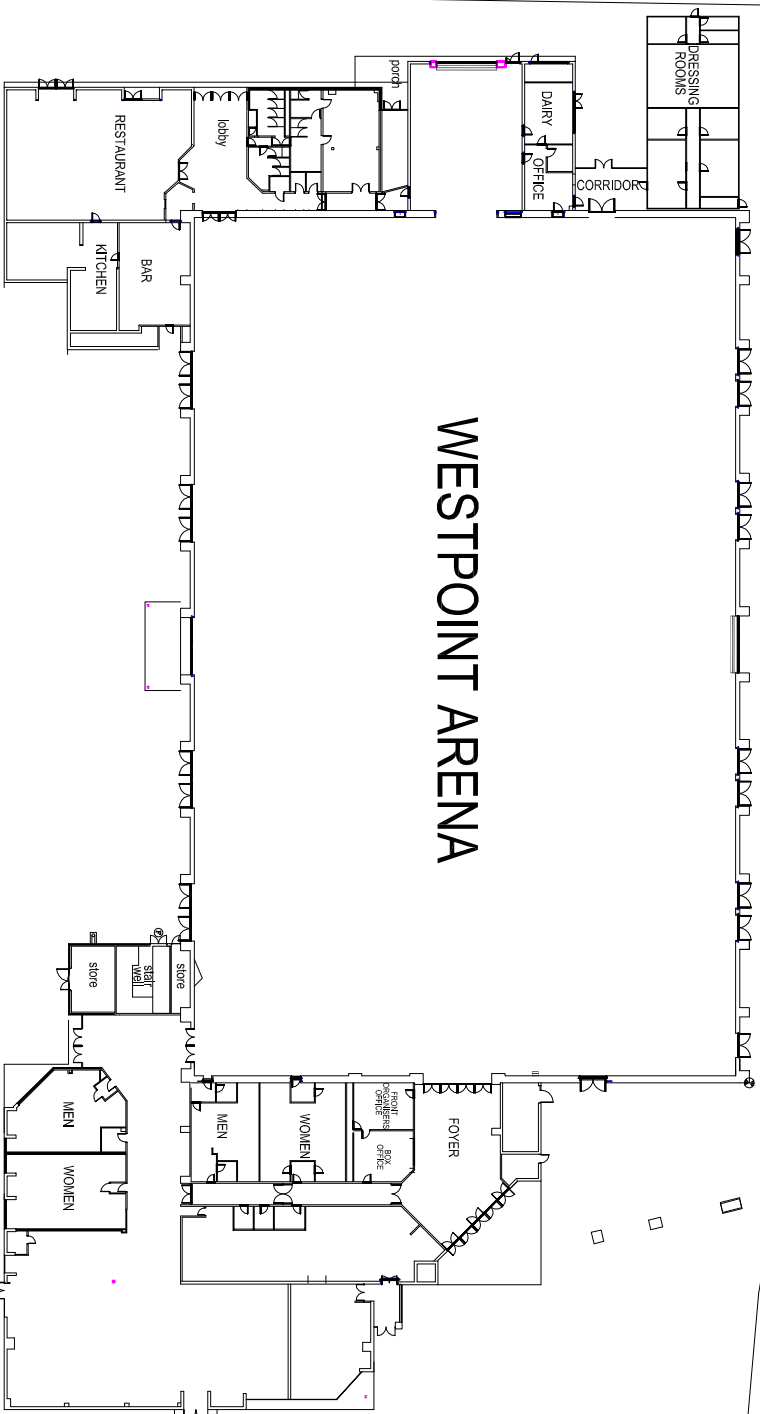
Capital 01392 433433

Jay Cars 01392 217000



OUTSIDE ARENA

WESTPOINT ARENA



WESTPOINT



CLYST ST. MARY, EXETER, DEVONSHIRE, EX5 1DJ.
TEL: 01392 446000. FAX: 01392 445843.

TITLE:

MAIN ARENAS

Scale: 1:750

DRN: bdc DATE: 26/09/07

NO. AR/11/A3 REV. 0

TOOLFAIR & ELEX VEHICLE UNLOADING PASS

EXHIBITOR:

STAND NUMBER:

DRIVER'S CONTACT NUMBER:

Valid for duration of exhibition

from Wednesday 18th April

to Friday 20th April

* PLEASE COMPLETE AND AFFIX TO LOWER WINDSCREEN DRIVERS' SIDE

This is not a parking permit