

## Toolfair & Elex 2018 – Build-up/Breakdown

Following are guidelines for build-up and breakdown:

1)

### Build-up Times

Wednesday 31<sup>st</sup> October

Space only Exhibitors 9.00am – 7.00pm

Shell scheme Exhibitors 10.00am – 7.00pm

*Gangways must be cleared by 7.00pm*

Thursday 1<sup>st</sup> 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

Friday 2<sup>nd</sup> 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 19th 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 for the exhibition halls. The exit doors shown on the plan will give direct access into the halls.

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.elexshow.info](http://www.elexshow.info) or [www.toolfair.info](http://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.

The Organiser's Office is situated in the Surrey Hall behind stand D1. The contact number in the office, from Wednesday 31<sup>st</sup> October, is 01372 461300.

- 7) Show open times are: Thursday 1<sup>st</sup> November      10.00am – 4.00pm  
Friday 2<sup>nd</sup> 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 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

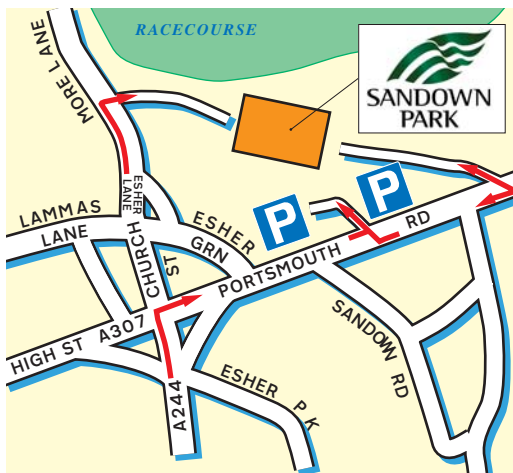
## Public Transport

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

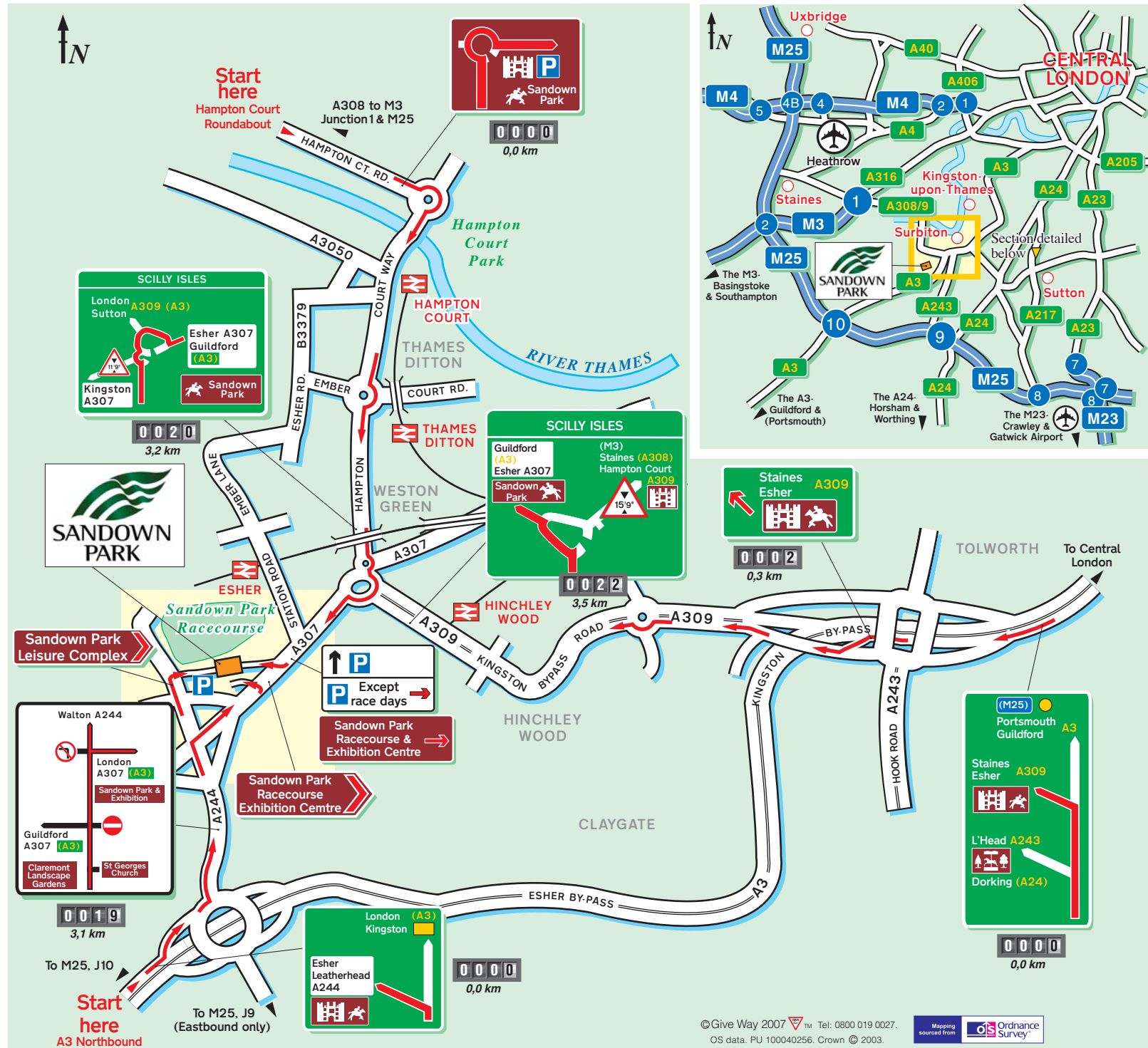
 **Heathrow Airport.**  
Approximately 13 miles from racecourse - 30 minutes drive.

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

## Section Detail



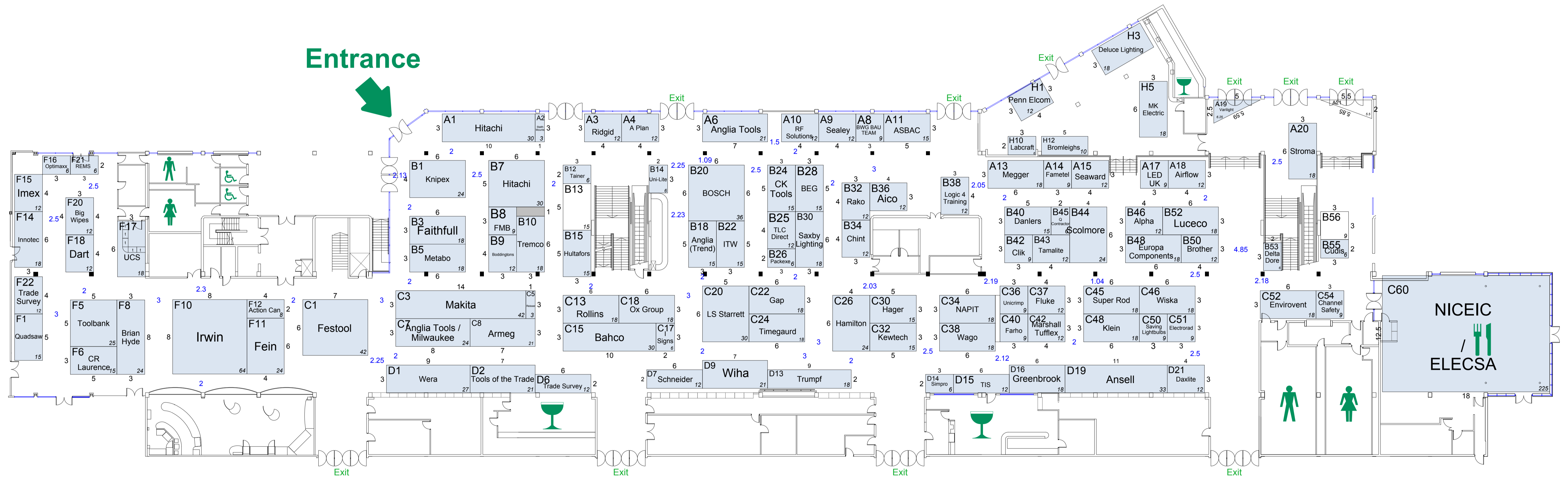
## Locator Map



# Toolfair & Elex

## Sandown Park - Surrey Hall

### 1st & 2nd November 2018



**Surrey Hall**

Issue Number : 181  
 Issue Date : 05 Jul 2018  
 Updated By : cshannon  
 Scale : N.T.S.



# TOOLFAIR & ELEX VEHICLE PASS

**EXHIBITOR:**

**STAND NUMBER:**

**DRIVER'S CONTACT NUMBER:**

Valid for duration of exhibition

**from Wednesday 31st October**

**to Friday 2nd November**

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**VEHICLE MOVEMENT DURING OPEN HOURS OF THE EVENT IS STRICTLY PROHIBITED**

\* PLEASE COMPLETE AND DISPLAY IN VEHICLE WINDSCREEN