



ILTM 2024 Breakdown Instructions

To ensure a smooth breakdown of the exhibition, we ask that the following information be passed to members of your staff who will be involved in the removal of your exhibits. A copy of this information has been emailed to all registered stand build contractors.

1. The Exhibition closes at 1700hrs on Thursday 5 December 2024. No exhibits or displays may be dismantled or removed before this time.

2. All contractor & exhibitor vehicles must approach the venue via Parking Pierre de Coubertin (for vehicles over 3.5T) or Parking de La Plage (for all vehicles under 3.5T). Please see map on reverse which also states the opening times. Vehicles will be registered in order of arrival. Priority will be given to smaller vehicles and we estimate larger vehicle access from 1900hrs.

3. Anyone accessing the venue during dismantling without a valid pass will need to collect a contractor's pass from the portacabin, in the same location as build up. Please ensure that you bring valid ID to receive your pass.

4. DURING DISMANTLING, DO NOT LEAVE VALUABLE GOODS UNATTENDED ON YOUR STAND, personal possessions are particularly vulnerable to theft or damage during this time.

THE ORGANISERS CANNOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE.

5. Exhibitors who are unable to arrange for collection of their goods on Thursday evening should notify the Organisers Office. If you have arranged for a courier to collect, please ensure that you are on your stand to facilitate this.

6. All portable and valuable items must be removed as soon as possible after the exhibition closes, in any case by 1800hrs on Thursday 5 December. All hired furniture will be removed after this time so please empty your cupboards when the show closes.

7. Stand fitting and electrical contractors will be permitted to enter the halls from approximately 1800hrs on Thursday 5 December. The electrical supply to stands will be terminated at 1730hrs. Catering equipment, furniture, flowers etc. which have been hired remain the responsibility of the Exhibitor until such time as they are collected or returned.

8. The hall must be clear of all exhibits and stand fitting including waste materials by 1400hrs Friday 6 December. Exhibitors will be charged for any damage and/or stand construction left by space only contractors.

9. Waste Removal – if you require waste to be removed from your stand please contact the Organisers Office. You will be charged for the removal of any excessive waste left onsite. This includes literature, carpet, laminate flooring, wood etc.

10. Venue cleaning staff will collect any remaining non excessive paper and magazines from stands between 1700 and 1900hrs on Thursday 5 December. There is no charge for this.

If you have any queries regarding the information above or need any assistance with the dismantling process, please contact the Organisers Office.

Thank you for exhibiting at ILTM 2024. We hope that you have a successful show and look forward to seeing you again next year.