

Aerospace Test & Development Show – Deadline, Timetable and Contact Details

Exhibition Team

Event Operations

Contact: Ops Squad

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Exhibition and Sponsorship Sales

Contact: Tom Eames – Event Director

Email: tom.eames@markallengroup.com

Tel: +44 7709 180286

Contact: James Howson – Event Manager

Email: james.howson@markallengroup.com

Tel: +44 7921 551343

Event Marketing

Graham Johnson – Head of the MA Innovation Division

Email: graham.johnson@markallengroup.com

Tel: +44 7393 352646

Exhibition Deadlines

Date	Items
21 July 2023	Exhibitor profile – show guide entry – all exhibitors to complete
18 August 2023	Stand Declaration Form – all exhibitors to complete
18 August 2023	Insurance – InEvexco Final date to submit public liability insurance. After this cut-off date, any exhibiting companies who have not provided proof of insurance will need to settle the MA Exhibitions invoice for insurance
21 August 2023	Rigging and signage form – final date to order rigging and any graphics
22 August 2023	Deadline for early bird discount for all booth items. Prices increase by 20% after this date.
25 August 2023	Certificate of Conformity – Booth Construction Form plus stand plans for all non shell-scheme stands.
25 August 2023	Working machinery on stand – for all stands with working machinery on their stands
01 September 2023	Stand packages, technical services, equipment and graphics from the official supplier GL Events – final date to order items for your booth.
15 September 2023	Registering exhibitor attendees - Final date to register exhibitor attendees

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Please note that the dates above may change. We recommend that you come back to this document nearer to the event date to ensure the above criteria and deadlines have been met.

Exhibition Timetable

Build Up

Build up	Sunday 17 September 2023	Monday 18 September 2023
Stand Builders	10:00 – 20:00	08:00 – 20:00
All exhibitors	10:00 – 20:00	08:00 – 20:00
Shell Scheme set up*	n/a	08:00 – 20:00

*Exhibitors who have booked walls, carpet or shell scheme with the official contractor are recommended to arrive on Monday 18 September as stands may not be ready before this.

All stands must be completed by 20:00 on Monday 18 September 2023.

All gangways must be kept clear of all exhibits, packaging and stand fitting materials to assist with movement around the hall by other exhibitors and our service providers. All gangways must be totally clear by 20:00hrs on Monday 18 September to facilitate the aisle carpet lay and pre-clean.

Power to stands will terminate each evening 1 hour after the show has closed.

Please note that due to security and health and safety reasonings, **night work during the build-up and breakdown is not permitted.**

Show Opening

Date	Exhibitor early Access	Show opening
Tuesday 19 September 2023	08:00 – 10:00	10:00 – 17:00
Wednesday 20 September 2023	09:00 – 10:00	10:00 – 17:00

We would appreciate your assistance with making sure the above times are adhered too.

Breakdown

Breakdown	Wednesday 20 September 2023	Thursday 21 September 2023
All exhibitors	17:00 – 22:00	08:00 – 11:00

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It is a contractual requirement that your stand is not dismantled in any way prior to the show closing. Contractors will only be granted access into the hall once it is cleared of all visitors. Any staff who will be breaking down your stand and also working on the stand during the open period are requested to comply with these timings.

Please note that any items left in the hall after 11:00 on Thursday 21 September will be deemed as rubbish and thrown away. All Exhibitors are responsible their own rubbish clearance, any items left will charged accordingly.

Exhibitor parking:

Exhibitor and contractor parking is by pre-payment only. See the order form in the exhibitor manual to pre-order your vehicle parking passes which include build up, show days and break down. All vehicles must have a parking permit and will not be allowed access into the venue until this has been purchased.

Facilities for build-up & dismantle

TOILETS

- Toilets along with hand wash basins are available. Contractors will also have use of these facilities.

CATERING AND WATER

- Food outlets to purchase snacks from are available onsite during build up, open days and breakdown. Contractors can also purchase from these food outlets.
- Drinking water is available to purchase in any of the food outlets.

SMOKING

- Smoking (including e-cigarettes) is only permitted in the designated outside smoking areas. Smoking indoors is strictly forbidden.

Official Contractor List

Service	Company	Contact Details
Accommodation	Some local hotel options are shown on our website.	https://www.aerotestdevelopmentshow.com/plan-your-visit
Audio Visual	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Banners, Signage & Graphics	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Catering	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Carpet & Flooring	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com

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Deliveries, Set-up & Dismantle	European International Fairs Ltd	Name: Jim Callaghan Tel: +44 1732 860330 Email: atdops@european-intl.com
Electrics	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Freight, Handling & Lifting	European International Fairs Ltd	Name: Jim Callaghan Tel: +44 1732 860330 Email: atdops@european-intl.com
Furniture	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Health and Safety (stand paperwork)	GL Events	Name: Cedric Rameau Tel: +33 7 49 29 91 85 Email: crprevention@hotmail.com
Host/Hostesses	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Insurance	InEvexco	Name: Tom Anderson Tel: +44 1732 757616 Email: exhibitor@inevexco.co.uk
Internet	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Rigging	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Shell Scheme	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Stand Cleaning	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Stand Construction	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com
Water & Waste	GL Events	Name: Exhibitor Service Tel: +33 (0)5 32 53 55 55 Email: exhibitors-order-tlse@gl-events.com