

GENERAL INFORMATION



Location

George R. Brown Convention Center
1001 Avenida de las Americas
Houston, Texas 77010
U.S.A.
Phone: +1 800 427 4697
Fax: +1 713 853 8090
E-mail: ccinfo@cityofhouston.net

11 - 13 OCTOBER
2010

Organisers' office

The organisers' office is situated on the first floor of the GRB Houston and will be clearly signposted. Once work commences on site the organisers' office will be open for the assistance of both exhibitors and contractors. It would be appreciated if all exhibitors and contractors report to the office on arrival at the show so that any messages and information can be passed on, and we know who is on site.

Opening times exhibition

<i>Monday 11 October</i>	<i>11.30 - 18.00 hrs.</i>
<i>Tuesday 12 October</i>	<i>09.00 - 18.00 hrs.</i>
<i>Wednesday 13 October</i>	<i>09.00 - 16.00 hrs.</i>

Exhibitors will have access to the exhibition hall from 8.00 a.m. - 7 p.m.

Build-up instructions

When exhibitors and exhibitors' contractors arrive on site they should report to the security officer who will allow them to unload at a point most convenient for their stand. Vehicles must be removed from the site once unloaded. Please make sure that the person delivering your exhibit material (if not a member of your own company) has details of the exhibiting company's name and stand number.

<i>Friday 08 October</i>	<i>11.00 - 21.00 hrs.</i>
<i>for machinery and space only stands</i>	

<i>Saturday 09 October</i>	<i>08.00 - 21.00 hrs.</i>
<i>for all exhibitors</i>	

<i>Sunday 10 October</i>	<i>08.00 - 18.00 hrs.</i>
<i>for all exhibitors</i>	

Whilst we appreciate that you may not wish to arrive on site until the day before the show opens, particularly in the case of shell scheme stands, it is imperative that you order all services etc. in advance with precise instructions so that no last minute onsite orders are necessary as this causes inconvenience and delays to other exhibitors, particularly with electrical supplies where late orders may mean that the electrical current to a complete area has to be switched off to allow a new connection.

All stand fitting, plumbing, electrical work must be completed by 16.00 hrs. on Sunday 10 October and we shall restrict the use of vehicles and fork lift trucks on this day inside the building in order to commence final dressing and cleaning.
No goods may be brought in whilst the exhibition is open to visitors.



No goods may be brought in and taken out whilst the exhibition is open to visitors.

Dismantling instructions

All stands must be maintained in a fully operational state until the close of the show at 16.00 hrs. on Wednesday 13 October. After this time all personal effects, valuables or portable items, small exhibit material may be removed from the stand. It is particularly important that great care is taken with the security of your stand at this time.

Exhibitors may not remove exhibits from the stand during the course of the exhibition without special permission from the organisers. However, it may in practice prove necessary to remove a small item (for repair for instance). For this purpose you can obtain a goods release form which is available from the organisers and must be signed by the organisers before it is used to remove goods.

***Wednesday 14 October
except heavy machinery***

16.00 - 21.00 hrs.

Thursday 14 October

08.00 - 17.00 hrs.

