

## The Rail Interiors Show – Timetable and Contact Details

### Exhibition Team

#### Event Operations

Caroline Pepper – Operations Manager

Email: [caroline.pepper@markallengroup.com](mailto:caroline.pepper@markallengroup.com)

Tel: +44 7961 116625

#### Exhibition and Sponsorship Sales

Damien de Roche – Business Development Manager

Email: [Damien.DeRoche@markallengroup.com](mailto:Damien.DeRoche@markallengroup.com)

Tel: +44 7967 169155

#### Event Marketing

Graham Johnson – Head of the MA Innovation Division

Email: [graham.johnson@markallengroup.com](mailto:graham.johnson@markallengroup.com)

Tel: +44 7393 352646

### Exhibition Deadlines

Date	Items
31 August 2023	Exhibitor profile – show guide entry – all exhibitors to complete
15 September 2023	Stand Declaration Form – all exhibitors to complete
15 September 2023	<b>Insurance – InEvexco</b> 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
29 September 2023	Stand packages, technical services, equipment and graphics from the official supplier ABF
20 October 2023	<b>Registering exhibitor attendees</b> - Final date to register exhibitor attendees

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	Monday 23 October 2023	Tuesday 24 October 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

## The Rail Interiors Show – Timetable and Contact Details

---

\*Exhibitors who have booked walls, carpet or shell scheme with the official contractor are recommended to arrive on Tuesday 24 October as stands may not be ready before this.

### All stands must be completed by 20:00 on Tuesday 24 October 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 Tuesday 24 October 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 working during the build-up and breakdown is not permitted.

### Show Opening

Date	Exhibitor early Access	Show opening
Wednesday 25 October 2023	08:00 – 10:00	10:00 – 16:30
Thursday 26 October 2023	09:00 – 10:00	10:00 – 16:30

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

### Breakdown

Breakdown	Thursday 26 October	Friday 27 October
All exhibitors	16:30 – 22:00	08:00 – 11:00

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 Friday 27 October 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 on a daily pay and display basis at PVA Expo. Machines in the car park accept cash or credit cards.

### Facilities for build-up & dismantle

#### TOILETS

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

## The Rail Interiors Show – Timetable and Contact Details

### 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.	<a href="https://www.rail-interiorsshow.com/venue-and-hotels">https://www.rail-interiorsshow.com/venue-and-hotels</a>
Audio Visual	ABF	Name: Tomas Kabele Tel: +420 739 003162 Email: <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
Banners, Signage & Graphics	ABF	Name: Tomas Kabele Tel: +420 739 003162 Email: <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
Catering	Stones Catering	Name: Karolina Reichman Tel: +420 773 635856 Email: <a href="mailto:karolina.reichman@stonescatering.cz">karolina.reichman@stonescatering.cz</a>
Carpet & Flooring	ABF	Name: Tomas Kabele Tel: +420 739 003162 Email: <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
Deliveries, Set-up & Dismantle	European International Fairs Ltd	Name: Jim Callaghan Tel: +44 1732 860330 Email: <a href="mailto:risops@european-intl.com">risops@european-intl.com</a>
Electrics	ABF	Name: Tomas Kabele Tel: +420 739 003162 Email: <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
Freight, Handling & Lifting	European International Fairs Ltd	Name: Jim Callaghan Tel: +44 1732 860330 Email: <a href="mailto:risops@european-intl.com">risops@european-intl.com</a>
Furniture	ABF	Name: Tomas Kabele Tel: +420 739 003162 Email: <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
Host/Hostesses	ABF	Name: Roman Nemeč Tel: +420 739 003162 Email: <a href="mailto:nemec@abf.cz">nemec@abf.cz</a>
Insurance	InEvexco	Name: Tom Anderson Tel: +44 1732 757616 Email: <a href="mailto:exhibitor@inevexco.co.uk">exhibitor@inevexco.co.uk</a>

## The Rail Interiors Show – Timetable and Contact Details

---

<b>Internet</b>	<b>ABF</b>	<b>Name:</b> Tomas Kabele <b>Tel:</b> +420 739 003162 <b>Email:</b> <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
<b>Rigging</b>	<b>ABF</b>	<b>Name:</b> Tomas Kabele <b>Tel:</b> +420 739 003162 <b>Email:</b> <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
<b>Shell Scheme</b>	<b>ABF</b>	<b>Name:</b> Tomas Kabele <b>Tel:</b> +420 739 003162 <b>Email:</b> <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
<b>Stand Cleaning</b>	<b>ABF</b>	<b>Name:</b> Tomas Kabele <b>Tel:</b> +420 739 003162 <b>Email:</b> <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
<b>Stand Construction</b>	<b>ABF</b>	<b>Name:</b> Tomas Kabele <b>Tel:</b> +420 739 003162 <b>Email:</b> <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>
<b>Water &amp; Waste</b>	<b>ABF</b>	<b>Name:</b> Tomas Kabele <b>Tel:</b> +420 739 003162 <b>Email:</b> <a href="mailto:kabele@abf.cz">kabele@abf.cz</a>