The Services Forum has been discussing and developing a GUIDELINE to benchmark Build-up times against.

The background to the development of such a Guideline is to provide guidance to both venues and organisers as to the ideal time that should be set-aside for the build-up of an exhibition. It is recognised that there are many factors that impact upon the build-up period, including but not limited to venue availability, as well as financial constraints. Thus this document is very purposely described as a guideline.

In many cases it is recognised that exhibition organisers plan sufficient time for the build-up, but with the growth of the ‘Confex’ type of event in particular, build-up times associated with Conferences have raised concerns. These concerns focus upon the potential negative health and safety impacts that may arise due to restricted build-up times. In some cases we are seeing shows of fifty stands, with a design component percentage of over 50%, being only six hours. Other concerns are that restrictive build-times negatively impacting upon the design and overall look-and feel of the exhibition. Sufficient build-time is required in order to maintain the high standard and quality of the design and custom stands. These significantly contribute to the ‘ambience’ and standard of the whole event.

In developing the Guideline, the following have been taken into consideration:

* A day is defined as a minimum of ten (10) hour build-time available to contractors;
* The time excludes the time allowed for exhibitors to ‘dress’ their stands;
* If access to the venue is not at ground level, then at least an additional ½day should be added to the guideline;
* The impact of other events ‘loading-out’, at the same time as the build-up, should also be taken into consideration.

Taking into account the above, the Services Forum proposes the following Guideline for consideration in respect of build-up periods:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **% of Design Stands** | **1 - 20%** | **21 - 40%** | **41 - 60%** | **61 - 80%** | **81 - 100%** |
| **Number of Stands** |  |  |  |  |  |
| **1 - 25** | 1 day | 1 day | 1½ days | 2 days | 2 days |
| **26 - 50** | 1 day | 1½ days | 2 days | 2½ days | 3 days |
| **51 - 75** | 1½ days | 2 days | 2½ days | 3 days | 3 days |
| **75 - 100** | 2 days | 2½ days | 3 days | 3 days | 3 days |

The other equally important aspect is that of the period allowed for break-down. Strike/break-down is equally important, especially from a health and safety perspective. Particularly for the Confex type events, organisers and venues are urged to provide for dedicated and sufficient time for the strike.

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