

# MRO EUROPE BREAKDOWN PROCEDURES

29<sup>th</sup> – 30<sup>th</sup> OCTOBER 2026 – ALL EXHIBITORS

Dear Exhibitor,

Please make note of the following breakdown procedures and timings.

|                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Thursday, 29th October</b>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                 |
| <b>4:00 pm</b>                                                                                                                                                                                                                                                                                                                                                                                  | <b>Show Closes for Visitors</b>                                                                 |
| <p>Please keep all aisles/gangways clear of all materials until the carpet is removed. Debris in the aisles will slow down carpet removal.</p> <p>Exhibitors who leave the hall and need to re-enter will be required to do so wearing Personal Protective Equipment (safety footwear, hi vis etc.)</p> <p>NO CRATES WILL BE RETURNED UNTIL THE CARPET IS REMOVED.</p>                          |                                                                                                 |
| <b>4:00 pm – 5:00 pm</b>                                                                                                                                                                                                                                                                                                                                                                        | <b>Hand removal of items ONLY. Keep aisles/gangways clear</b>                                   |
| <b>5:00 pm – 6:00 pm</b>                                                                                                                                                                                                                                                                                                                                                                        | <b>NO CONTRACTORS ON THE SHOW FLOOR BEFORE 6PM. For Carpet &amp; Freight only.</b>              |
| <b>6:00 pm - 10:00 pm</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>Contractors are permitted to enter the hall for breakdown.</b><br><b><u>PPE Required</u></b> |
| <p>Crates will be delivered by DSV/TWI to exhibitors when the carpet has been removed (not before).</p> <p>No forklifts are permitted on the floor before 5pm.</p> <p>Wheeled carts and trolleys only between 4pm-5pm.</p> <p>Doors 1.1 and 1.2 will be open for handheld goods (and trolleys) open.</p> <p>All other doors will be open: 1.1, 1.2, 2.7, 3.8, 5.32, 5.28, 7.1, and 6.4/1.19</p> |                                                                                                 |
| <b>Friday, 30th October</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                 |
| <b>8:00 am – 3:00pm</b>                                                                                                                                                                                                                                                                                                                                                                         | <b>Exhibitors Contractors are allowed to enter for breakdown</b>                                |

**NO ADDITIONAL HOURS ARE AVAILABLE FOR BREAKDOWN**

## Breakdown Notice

**Vehicle access** – all vehicles requiring access to the loading bay during breakdown need to ensure they have booked a slot through the booking portal - [RAI Amsterdam | Voyage Control](#)

*Note: bookings can be made from 9am and time restrictions apply depending on size of vehicles*

Please arrive no earlier than 15 minutes prior to you booked timeslot. This will ensure that you access the loading bays as soon as possible and assist in reducing and undue congestion or delay. Vehicles arriving earlier will be denied access and directed to an alternative waiting area.

All vehicles should be clear of loading bays by tenancy closure time.

**IMPORTANT NOTICE!** Please note you are responsible for the removal of all your waste. Any waste left behind, will be charged. Waste bins can be rented with the RAI services desk.

Thank you for your co-operation and we hope you had a successful show.