

Timeline Version 1 November 2022

What are the key dates?

London Design Biennale has a number of different deadlines in the lead up to installing at Somerset House and launching the live exhibition. In this section, you will find a detailed outline of the key deadlines and what information is required at each stage, including information on compulsory form submissions in the Forms section of your Dashboard.

Please find below the install, live & de-rig schedule to assist with your planning.

Contacting Contractors and Obtaining Quotes: November – January 2023

LDB's Project Team will introduce you to Somerset House's Approved Contractors, who will review the information you provide via the Forms and return with quotations and schedules for fabrication, delivery and installation. They will work collaboratively with you to further refine and detail the design to meet your budget and vision. LDB's Project Team will work closely with you and the Approved

Contractors to prepare all of the information required for the design freeze on 31 January.

Final Design Freeze: 31 January 2023

Participants are due to submit their final design pack and budget by 31 January 2023, ready to begin production. The Health & Safety (H&S) Consultant will then review your design to assess what supporting H&S documents you will need to provide by March 2023, whether a Structural Engineer's sign off is required and to obtain any relevant permission from Somerset House. No further changes will be permitted to the design plan after the final submission.

DOCUMENTS TO BE SUBMITTED AS PART OF YOUR FINAL DESIGN PACK:

- Technical drawings
- Plans and elevations in scale
- Renders
- Information on materials and specifications
- Confirmed production budget
- A summary of your project concept and how the theme will be communicated through your display, along with a detailed explanation outlining the intended visitor experience

By this deadline, you should have also started considering your staffing requirements and have completed the necessary forms your online Dashboard (see deadlines below). By this deadline 50% deposit payments should be made with Approved contractors to confirm their services.

Form Deadlines: January – March 2023

Forms can be accessed via your online Dashboard and must be completed by the following deadlines unless otherwise agreed with the LDB Projects Team:

- Shipping & Returns: 13 January 2023
- Audio Visual (AV): 13 January 2023
- Production: 13 January 2023
- Lighting: 13 January 2023
- Health & Safety: 24 March 2023
- Exhibit Maintenance: 24 March 2023
- Installation Schedule: 24 March 2023
- Site Personnel: 21 April 2023
- Opening / Closing Procedures: 21 April 2023

Approved Contractor Only Install: 26 – 31 May 2023

Site access for Somerset House Approved Contractors starts from 26 May 2023.

Design Team & Approved Contractors Install: 28 – 31 May 2023

Your full Installation Schedule will be confirmed in advance once all exhibiting Design Teams and Approved Contractors have submitted plans, schedule preferences, access times and other supporting documents.

Subject to your installation requirements, we will advise when your Design Teams can gain access to your exhibition space during the installation period, 28 – 31 May.

All installations must be complete by 20:00 on Wednesday 31 May.

Press Preview, Medal Ceremony and Photography Day: 1 June 2023

On 1 June, the LDB's International Advisory Committee and Jury will visit all pavilions to judge for the Biennale medal awards.

LDB's official photographers will also photograph all pavilions. There will be the opportunity to bring your own photographer for 'empty' shots on this day should you wish. More information can be found in the [FAQ](#) section of your online Dashboard.

The exact timetable for the day will be announced soon.

Biennale is Open to the Public: 1 – 25 June 2023

LDB will be open to the public each day from 11:00-19:00. Please refer to the [Live Exhibition](#) section of the Manual for more information on this.

Exhibitor De-Install: 25 – 28 June 2023

LDB will close to the public at 6pm on Sunday 25 June. No de-installation can commence before the site has been cleared from visitors.

Dismantling pavilions will begin on Sunday 25 June at around 18:30 and will finish at 21:00. LDB's official shipper will begin returning crates and packing materials to the site on the evening of Sunday 25 June. The de-rig will resume on the morning of Monday 26 June until the afternoon of Wednesday 28 June. Exhibitor teams should be clear of site by the end of the day on the 28th so that contractor-led making

good and clearing of spaces can be completed. The length of your de-install period will depend on the requirements of your pavilion.

We require a full de-install schedule from you by 24 March 2023. If you are working with LDB's approved fabricators and installers, they will complete this for you. A template for this can be found in the [Project Resources](#) section of your online Dashboard. Please provide all required collection times.

The site must be clear of all materials and waste by 18:00 Wednesday 28 June 2023, unless otherwise agreed with the LDB Project Team.