

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	16 July 9am – 11pm	N/A
	17 July 8:30am – 12 noon	
Booth Decoration	17 July 8:30 am – 10 pm All booths must be fully decorated by 10pm	
Move-In Exhibits	17 July (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	24 Jul (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	18-19 July 11pm	
	20 July	(Level 1) 1am on 21 July / (Level 3) 12 midnight
	21 July	(Level 1) 1am on 22 July / (Level 3) 12 midnight
	22-23 July	11pm
	24 July	6pm
Booth Dismantling including Additional Lighting	24 July 7pm – 12 midnight	N/A

1.1 Exhibitors' Access

1. To allow preparation work for exhibitors during fair period, the fairground will be opened for exhibitors 90 minutes before the exhibition open on 18-24 July 2018. On 24 July 2018, the fairground will be opened 60 minutes before the exhibition open. Exhibitors are reminded to **wear the exhibitor badges** when entering the exhibition hall. No exhibitors under 15 will be admitted.
2. All exhibitors are requested to complete a questionnaire on the last day of exhibition.
3. Exhibitors must not remove or pack up their exhibits from their booth until the exhibition is officially closed at 5pm on 24 July 2018.

1.2. Over-time Penalty claimed by HKCEC

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 16, 17 and 24 July 2018, they shall pay the over-time penalty claimed by HKCEC. The rate of the over-time penalty for individual hall is listed on section 4.2.4.