

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	19 July 9am – 11pm 20 July 8:30am – 12 noon	N/A
Booth Decoration	20 July 8:30 am – 10 pm All booths must be fully decorated by 10pm	
Move-In Exhibits	20 July (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	25 July (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	21-24 July 9pm 25 July 6pm	
Booth Dismantling including Additional Lighting	25 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 21-24 July 2017. On 25 July 2017, 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 25 July 2017.

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 19, 20 and 25 July 2017, 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.