

1. Move-in and Move-out Schedule

	CUSTOM-BUILT PARTICIPATION		STANDARD BOOTH
Booth Construction	7 Nov	9am - 10pm	N/A
	8 Nov	9am – 11am	
Booth Decoration	8 Nov	11am – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	8 Nov	(Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	11 Nov	(Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	9 – 10 Nov	8:30pm	
	11 Nov	7pm	
Booth Dismantling including Additional Lighting	11 Nov	8pm - 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 1 hour 45 minutes before the exhibition opens. Exhibitors are reminded to **wear the Exhibitor badges** when entering the exhibition hall.
2. All Exhibitors are requested to submit completed questionnaires on the last day of exhibition.
3. Exhibitors must not remove or pack up any of their exhibits from their booth until the exhibition is officially closed at 6pm on 11 Nov 2017. No Exhibitor will be allowed to remove any of their exhibits from the exhibition hall before closing time.

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 1200 midnight on 7, 8 and 11 Nov 2017, they shall pay to the Organiser the over-time penalty claimed by HKCEC against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4.