

# 1. Exhibitors' Checklist

## Order forms to be returned to the Organisers:

Form	Subject	Condition	Deadline
1	Custom-built Participation Contractors' Information (For Custom-built Participation Exhibitors only)	Compulsory for Custom-built Participation Exhibitors	16 Nov 2015
2A #	Rental of Additional Furniture / Facilities (Not applicable for Custom-built Participation Exhibitors)	Optional	27 Nov 2015
2B #	Rental of Additional Electricity Supply / Lighting Facilities (Not applicable for Custom-built Participation Exhibitors)		27 Nov 2015
2C #	Rental of AV, Plant & Communications Facilities (Not applicable for Custom-built Participation Exhibitors)		27 Nov 2015
2D #	Rental of Electricity Supply & Communication Facilities (For Custom-built Participation Exhibitors only)		27 Nov 2015
3	Non-Official Contractors' Information (For Standard / Premium Booth Exhibitors requesting early move-in for booth decoration only)		27 Nov 2015
4	Value-for-Money Hotel Booking		21 Dec 2015
5	Additional Exhibitor Badges		27 Nov 2015
6	Fair Catalogue Advertising Space Order Form		27 Nov 2015
7	Central Display Application Form		27 Nov 2015
8	Fair Bag Sponsorship		27 Nov 2015
9	Giveaway Sponsorship		27 Nov 2015
10	Free Marketing Opportunities for Green Stationery Exhibitor		27 Nov 2015
11	Exhibitors' Forum / DIY Workshop Application Form		11 Dec 2015

# 20% surcharge will be applied if forms received after 27 November 2015, and  
30% surcharge for forms received after 28 December 2015 and on-site order.

Exhibitors are requested to complete and return relevant Order Forms to the respective contact persons before the specified deadlines. Any Order Forms received after deadlines or without appropriate payment will not be processed.

### Other Deadline

Submission of designs of Custom-built stands for approval: **16 Nov 2015**