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	27 Nov 2017
2A #	Rental of Additional Furniture / Facilities (Not applicable for Custom-built Participation Exhibitors)	Optional	27 Nov 2017
2B #	Rental of Additional Electricity Supply / Lighting Facilities (Not applicable for Custom-built Participation Exhibitors)		27 Nov 2017
2C #	Rental of AV, Plant & Communications Facilities (Not applicable for Custom-built Participation Exhibitors)		27 Nov 2017
2D #	Rental of Electricity Supply & Communication Facilities (For Custom-built Participation Exhibitors only)		27 Nov 2017
3	Non-Official Contractors' Information (For Standard / Premium Booth Exhibitors requesting early move-in for booth decoration only)		11 Dec 2017
4	Value-for-Money Hotel Booking		20 Dec 2017
5	Additional Exhibitor Badges		27 Nov 2017
6	Fair Catalogue Advertising Space Order Form		27 Nov 2017
7	Central Display Application Form		27 Nov 2017
8	Fair Bag Sponsorship		27 Nov 2017
9	Giveaway Sponsorship		27 Nov 2017
10	Free Marketing Opportunities for Green Stationery Exhibitor		27 Nov 2017
11	Exhibitors' Forum / DIY Workshop Application Form		8 Dec 2017

 # 20% surcharge will be applied if forms received after 27 November 2017, and 30% surcharge for forms received after 22 December 2017 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: **27 Nov 2017**