

2. Move-in & Move-out Schedule

		Custom-built Participation	Standard Booth & Premium Booth
Booth construction	6 Jan 2018 7 Jan 2018	1pm – 10pm 9am – 1pm	N/A
Booth decoration	7 Jan 2018	11am – 8pm All booths must be fully decorated by 8pm	
Move-in exhibits	7 Jan 2018	Please refer to schedule as printed on the Vehicle Pass	
Move-out exhibits	11 Jan 2018	Please refer to schedule as printed on the Vehicle Pass	
Termination of booth electricity	8 – 10 Jan 2018 11 Jan 2018	7pm 6pm	
Booth dismantling including additional lighting	11 Jan 2018	8pm – 12midnight	N/A

2.1 Exhibitors' Access

To allow preparation work for Exhibitors during fair period, the exhibition hall will be opened for Exhibitors at 8:30am on 8 January 2018, and 9am on 9 – 11 January 2018.

All Exhibitors are reminded to wear Exhibitor Badge when entering the exhibition hall. Exhibitors under 18 years old will not be admitted.

2.2 Over-time Penalty claimed by Hong Kong Convention and Exhibition Centre (HKCEC)

Exhibitors and or their appointed contractors shall follow the move-in & move-out schedule. If Exhibitors or their appointed contractors work after 12 midnight on 6, 7 and 11 January 2018, they shall pay the Organisers the over-time penalty claimed by HKCEC against the Organisers. The rate of the over-time penalty for individual hall is listed in Section 5.2.4.