

# 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	26 Nov 2018
2A #	Rental of Additional Furniture / Facilities (Not applicable for Custom-built Participation Exhibitors)	Optional	26 Nov 2018
2B #	Rental of Additional Electricity Supply / Lighting Facilities (Not applicable for Custom-built Participation Exhibitors)		26 Nov 2018
2C #	Rental of AV, Plant & Communications Facilities (Not applicable for Custom-built Participation Exhibitors)		26 Nov 2018
2D #	Rental of Electricity Supply & Communication Facilities (For Custom-built Participation Exhibitors only)		26 Nov 2018
3	Non-Official Contractors' Information (For Standard / Premium Booth Exhibitors requesting early move-in for booth decoration only)		10 Dec 2018
4	Value-for-Money Hotel Booking		17 Dec 2018
5	Additional Exhibitor Badges		26 Nov 2018
6	Fair Catalogue Advertising Space Order Form		26 Nov 2018
7	Central Display & Theme Display Application Form		26 Nov 2018
8	Fair Bag Sponsorship		26 Nov 2018
9	Giveaway Sponsorship		26 Nov 2018
10	Free Marketing Opportunities for Green Stationery Exhibitor		26 Nov 2018
11	Exhibitors' Forum / DIY Workshop Application Form		7 Dec 2018

#20% surcharge will be applied if forms received after 26 November 2018, and  
30% surcharge for forms received after 21 December 2018 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: **26 Nov 2018**