

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	11 Dec 2023
2A #	Rental of Additional Furniture / Facilities (Not applicable for Custom-built Participation Exhibitors)	Optional	11 Dec 2023
2B #	Rental of Additional Electricity Supply / Lighting Facilities (Not applicable for Custom-built Participation Exhibitors)		11 Dec 2023
2C #	Rental of AV, Plant & Communications Facilities (Not applicable for Custom-built Participation Exhibitors)		11 Dec 2023
2D #	Rental of Electricity Supply & Communication Facilities (For Custom-built Participation Exhibitors only)		11 Dec 2023
3	Non-Official Contractors' Information (For Standard / Premium Booth Exhibitors requesting early move-in for booth decoration only)		11 Dec 2023
4	Value-for-Money Hotel Booking		22 Dec 2023
5	Additional Exhibitor Badges		11 Dec 2023
6	Fair e-Catalogue Advertising Space Order Form		11 Dec 2023
7	Exhibitors' Forum Application Form		15 Dec 2023
8	Fair Bag Sponsorship		18 Dec 2023
9	Giveaway Sponsorship		18 Dec 2023
10	Free Marketing Opportunities for Green Stationery Exhibitor	15 Dec 2023	
11	Central Display, Theme Display & Exhibitor Forum Application Form	11 Dec 2023	

#20% surcharge will be applied if forms received after 11 December 2023, and
30% surcharge for forms received after 25 December 2023 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: 11 December 2023