

# 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	25 Nov 2024
1A	Contractors' Information (For Standard Booth Exhibitors requesting early move-in)		9 Dec 2024
2 #	Rental of Electricity Supply & Communication Facilities (For Custom-built Participation Exhibitors only)	Optional	25 Nov 2024
3A #	Rental of Additional Furniture Facilities / Modification of Standard Facilities (Not Applicable for Custom-built Participation Exhibitors)		25 Nov 2024
3B #	Rental of Additional Furniture Facilities / Modification of Standard Facilities (Not Applicable for Custom-built Participation Exhibitors)		25 Nov 2024
4 #	Rental of Additional Electricity Supply / Lighting Facilities (Not Applicable for Custom-built Participation Exhibitors)		25 Nov 2024
4A	Value-for-Money Hotel Booking		20 Dec 2024
5	Additional Exhibitor Badges		9 Dec 2024
5A #	Rental of AV & Communication Facilities (Not Applicable for Custom-built Participation Exhibitors)		25 Nov 2024
5B #	Rental of Broadband Internet Service (Applicable for all Exhibitors)		25 Nov 2024
6 #	Rental of Combo Packages (Not Applicable for Custom-built Participation Exhibitors)		25 Nov 2024
7	Exhibitor Promotion Package		29 Nov 2024
8	Fair Bag Sponsorship		16 Dec 2024
9	Giveaway Sponsorship		16 Dec 2024
10	Free Marketing Opportunities for Green Stationery		13 Dec 2024
11	Fair e-Catalogue Advertising Space Order Form		9 Dec 2024
S1 #	Special Furniture Rental Form (Not Applicable for Custom-built Participation Exhibitors)	25 Nov 2024	
S2 #	Artwork Package (For Standard Booth Exhibitors Only)	25 Nov 2024	

**# 20% surcharge will be applied if forms received after 25 November 2024, and 30% surcharge for forms received after 23 December 2024 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: 25 Nov 2024