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	1 Dec 2025
2A #	Rental of Additional Furniture / Facilities (Not applicable for Custom-built Participation Exhibitors)	Optional	8 Dec 2025
2B #	Rental of Additional Electricity Supply / Lighting Facilities (Not applicable for Custom-built Participation Exhibitors)		8 Dec 2025
2C #	Rental of AV, Plant & Communications Facilities (Not applicable for Custom-built Participation Exhibitors)		8 Dec 2025
2D #	Rental of Electricity Supply & Communication Facilities (For Custom-built Participation Exhibitors only)		8 Dec 2025
3	Contractors' Information (For Standard Booth Exhibitors' requesting early move-in for booth decoration)		15 Dec 2025
4	Additional Exhibitor Badges		1 Dec 2025
5	Fair e-Catalogue Advertising Space Order Form		1 Dec 2025
6	Value for Money Hotel		Based on hotel cut-off date
7	Fair Bag Sponsorship		1 Dec 2025
8	Giveaway Sponsorship		1 Dec 2025
9	Free Marketing Opportunities for Green Stationery		15 Dec 2025
10	Exhibitor Promotion Package		15 Dec 2025

 # 20% surcharge will be applied if forms received after 8 December 2025, and 30% surcharge for forms received after 27 December 2025 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: 1 Dec 2025