

# 1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	26 Jan 2pm – 10pm	N/A
	27 Jan 9am – 1pm	
Booth Decoration	27 Jan 1pm – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	27 Jan (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	31 Jan (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	28 – 30 Jan 7:30 pm	
	31 Jan 7pm	
Booth Dismantling including Additional Lighting	31 Jan 8pm – 12 midnight	N/A

## 1.1 Exhibitors' Access

1. To allow preparation work for exhibitors during fair period, the fairground will be opened for exhibitors one hour before the exhibition open. Exhibitors are reminded to **wear the exhibitor badges** when entering the exhibition hall.
2. All exhibitors are requested to complete a questionnaire on the last day of exhibition.
3. Exhibitors must not remove or pack up any of their exhibits from their booth until the exhibition is officially closed at 6:00 p.m. on 31 January 2016. No exhibitor will be allowed to remove any of their exhibits from the exhibition hall before closing time.

## 1.2. Over-time Penalty claimed by HKCEC

Exhibitors and/or their appointed contractors shall follow the move-in/out schedule. If the exhibitors or their appointed contractors work after 2400hrs on 26-27 & 31 January 2016, they shall pay the over-time penalty claimed by HKCEC. The rate of the over-time penalty for individual hall is listed on section 4.2.4.