

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	21 Feb 2pm – 10pm	N/A
	22 Feb 9am – 1pm	
Booth Decoration	22 Feb 1pm – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	22 Feb (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	26 Feb (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	23 – 25 Feb 7:30 pm	
	26 Feb 7pm	
Booth Dismantling including Additional Lighting	26 Feb 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 6pm on 26 February 2017. 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 21-22 & 26 February 2017, 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.