

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	22 Jan 2pm – 10pm	N/A
	23 Jan 9am – 1pm	
Booth Decoration	23 Jan 1pm – 7pm All booths must be fully decorated by 7pm	
Move-In Exhibits	23 Jan (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	27 Jan (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	24 – 26 Jan 7:30pm	
	27 Jan 7pm	
Booth Dismantling including Additional Lighting	27 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 6pm on [27 January 2019](#). 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 22-23 January & 27 January 2019](#), 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.