

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	Hall 3D 9 Aug 2pm – 10pm 10 Aug 9am – 11am	N/A
Booth Decoration	10 Aug 11am – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	10 Aug (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	13 Aug (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	11-13 Aug 7pm	
Booth Dismantling including Additional Lighting	13 Aug 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 1 hour 45 mins before the exhibition opens. 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 13 August 2022. 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 1200 midnight on the move-in / out day (i.e.9, 10 and 13 August), they shall pay to the Organiser the over-time penalty claimed by HKCEC against the Organiser. The rate of the over-time penalty for individual hall is listed on section 4.2.4.