

# 1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	15 Aug 2pm – 10pm 16 Aug 9am – 11am	N/A
Booth Decoration	16 Aug 11am – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	16 Aug (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	19 Aug (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	17-19 Aug 7pm	
Booth Dismantling including Additional Lighting	19 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 5pm on 19 August 2023. 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.15, 16 and 19 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.