

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	13 Aug 2pm – 10pm 14 Aug 9am – 11am	N/A
Booth Decoration	14 Aug 11am – 8pm All booths must be fully decorated by 8pm	
Move-In Exhibits	14 Aug (Please refer to schedule as showed on the Vehicle Pass)	
Move-Out Exhibits	17 Aug (Please refer to schedule as showed on the Vehicle Pass)	
Termination of Booth Electricity	15 - 17 Aug 7pm	
Booth Dismantling including Additional Lighting	17 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 17 August 2024. 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.13, 14 and 17 August 2024), 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.