

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	15 Aug 9am – 10 pm	N/A
	16 Aug 9 am – 11am	
Booth Decoration	16 Aug 11 am – 8 pm All booths must be fully decorated by 8:00 pm	
Move-In Exhibits	16 Aug (Please refer to schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	21 Aug (Please refer to schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	21 Aug 7 pm	
Booth Dismantling including Additional Lighting	21 Aug 8 pm - 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 minutes 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 (i.e. at 6pm on 21 August 2023).

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 the move-in / out day (i.e. 15, 16 August for move in, 21 August for move out), 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