

## **Checklist of Important Dates**

| <b>Action Items</b>   | <b>Due Date</b>     |
|---|---------------------|
| Deadline for Loyalty Discount (10%)   | 27 October 2017     |
| Deadline for Early bird Discount (5%)   | 1 December 2017     |
| Booth Application Deadline  | 8 December 2017     |
| Payment Deadline  | 8 December 2017     |
| Upload of Exhibitors' Manual and Order Forms  | Early December 2017 |
| Booth Selection<br><i>(for Hong Kong exhibitors only)</i>   | Early December 2017 |
| Special events open for application   | Mid December 2017   |
| Screening open for application  | Early January 2018  |
| Additional Facilities and Services Order Deadline   | End of January 2018 |
| Checklist of Company Information Deadline<br><i>(for Fair Directory)</i>  | Early February 2018 |
| Exhibitor Badge Registration <i>(via intranet)</i> Deadline<br><i>*any late submission would cost US\$100 per badge</i> | 23 February 2018    |
| Receipt of Exhibitor Badges, Vehicle Pass(es) and Other Important Circulars<br><i>(for Hong Kong Exhibitors only)</i>   | Early March 2018    |
| Custom-built Booth Construction starts  | 17 March 2018       |
| Exhibitor Registration<br><i>(for non-Hong Kong Exhibitors only)</i>  | 18 March 2018 pm    |
| Booth Decoration & Move-In Exhibits   | 18 March 2018 pm    |

**Note:** The above schedule may be subject to change without advance notice.