

# 1. Move in & Move out Schedule

|   | CUSTOM-BUILT PARTICIPATION  | STANDARD BOOTH |
|---|---|----------------|
| Booth Construction                              | <u>Hall 1, 3, 5</u>   | N/A            |
|   | 4 Jan 9:00 am – 10:00 pm  |                |
|   | 5 Jan 9:00 am – 1:00 pm   |                |
|   | <u>Concourse of each Hall</u>   |                |
|   | 4 Jan 2:00 pm – 10:00 pm  |                |
|   | 5 Jan 9:00 am – 1:00 pm   |                |
| Booth Decoration                                | 5 Jan 10:30 am – 8:00 pm<br>All booths must be fully decorated by 8:00 pm |                |
| Move In Exhibits                                | 5 Jan (Please refer to schedule showed on the e-Vehicle Pass)             |                |
| Move Out Exhibits                               | 9 Jan (Please refer to schedule showed on the e-Vehicle Pass)             |                |
| Termination of Booth Electricity                | 6-8 Jan 7:30 pm<br>9 Jan 6:30 pm  |                |
| Booth Dismantling including Additional Lighting | 9 Jan 8:00 pm – 12:00 midnight  | N/A            |

## 1.1 Exhibitors' Access

To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at 9:00 am (except for the first day of the exhibition which would be opened at 8:30 am). **All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall. No exhibitors under 18 will be admitted.**

## 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 4, 5 and 9 January 2025, 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.