

## **Checklist of Important Dates**

<b>Action Items</b>	<b>Due Date</b>
Deadline for Loyalty Discount (10%)	26 October 2018
Deadline for Early bird Discount (5%)	30 November 2018
Booth Application Deadline	7 December 2018
Payment Deadline	7 December 2018
Upload of Exhibitors' Manual and Order Forms	Early December 2018
Booth Selection <i>(Hong Kong exhibitors only)</i>	Early December 2018
Special events open for application	Mid December 2018
Screening open for application	Early January 2019
Additional Facilities and Services Order Deadline <i>*Surcharge for late application: 20%-30% of original price</i>	End of January 2019
Exhibitor Badge Registration <i>(via intranet)</i> Deadline <i>*any late submission would cost US\$100 per badge</i>	22 February 2019
Receipt of Exhibitor Badges, Vehicle Pass(es) and Other Important Circulars <i>(Hong Kong Exhibitors only)</i> <ul style="list-style-type: none"> <li>• <b>Non-Hong Kong exhibitors: on-site pick up</b></li> </ul>	Early March 2019
Custom-built Booth Construction starts	16 March 2019
Exhibitor Registration <i>(for non-Hong Kong Exhibitors)</i>	17 March 2019 pm
Booth Decoration & Move-In Exhibits	17 March 2019 pm

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