

# 1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
<b>Booth Construction</b>	4 Dec 11am – 8pm	N/A
<b>Booth Decoration &amp; Move-In Exhibits</b>	4 Dec 4pm – 8pm All booths must be fully decorated by 8pm.	
<b>Move-Out Exhibits</b>	6 Dec 6pm – 7:30pm	
<b>Termination of Booth Electricity</b>	4 Dec – 5 Dec 8pm 6 Dec 7pm	
<b>Booth Dismantling including Additional Lighting</b>	6 Dec 8pm – 12 midnight	N/A

## 1.1 Exhibitors' Access

1. To allow preparation work for exhibitors during fair period, the exhibition halls will be opened for exhibitors at **8 am on 5 Dec** and **8:30 am on 6 Dec**.
2. All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall.
3. Exhibitors must not remove or pack up any of their exhibits from their booth until the exhibition is officially closed at 6pm on 6 December 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 2400hrs on 4 Dec and 6 Dec 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.