

1. Move-in & Move-out Schedule

	CUSTOM-BUILT PARTICIPATION	STANDARD BOOTH
Booth Construction	17 Apr 9:00 am – 10:00 pm	N/A
	18 Apr 9:00 am – 10:00 am	
Booth Decoration	18 Apr 10:00 am – 8:00 pm All booths must be fully decorated by 8:00 pm	
Move-In Exhibits	18 Apr (Please refer to the move-in arrangement and schedule as printed on the Vehicle Pass)	
Move-Out Exhibits	22 Apr ((Please refer to the move-in arrangement and schedule as printed on the Vehicle Pass)	
Termination of Booth Electricity	19-20 Apr 7:00 pm	
	22 Apr 6:00 pm	
Booth Dismantling including Additional Lighting	22 Apr 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 am (except for the first day of the exhibition which would be opened at 8:30am). **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 April 17, 18 and 22, 2023, they shall pay the over-time penalty claimed by HKCEC. The rate of the over-time penalty for individual hall is listed on section 4.2.4.

1. 進場及離場時間表

	展覽空地用戶	標準攤位用戶
攤位建築	4月17日 上午9時至晚上10時	不適用
	4月18日 上午9時至上午10時	
攤位佈置	4月18日 上午10時至晚上8時 所有攤位佈置必須於晚上8時前完成	
展品進場	4月18日 (請依照大會之進館安排及時間)	
展品離場	4月22日 (請依照大會之進館安排及時間)	
終止攤位電源	4月19至21日 晚上7時 4月22日 晚上6時	
攤位拆卸 包括照明裝置	4月22日 晚上8時至午夜12時	不適用

1.1. 進場守則

為方便參展商在展覽開放前作好一切準備，展覽場館將在展覽期間上午9時開放。(除展覽會首天將於上午8時半正開放外)。參展商於進入展覽場館時必須佩戴工作證，參展商如未滿十八歲均不准進場。

1.2. 香港會議展覽中心徵收超時罰款

參展商及/或其委託之承建商必須遵守進場及離場時間表。假若參展商或其委託之承建商於2023年4月17、18及22日午夜12時後進行工作，必須向香港會議展覽中心繳交超時罰款。各展覽廳的超時罰款額列載於第4.2.4條。