

# 1. Move-in & Move-out Schedule 進場及離場時間表

	展覽空地用戶		標準攤位用戶
攤位建築	11月30日 12月1日	下午2時至午夜12時 上午8時至下午1時	不適用
攤位佈置 及 展品進場	12月1日	下午1時至晚上8時 所有攤位佈置必須於晚上8時前完成	
展品離場	12月4日	晚上6時30分至8時	
終止攤位電源	12月2至3日 12月4日	晚上8時 晚上7時30分	
攤位拆卸 包括照明裝置	12月4日	晚上8時至午夜12時	不適用

## 1.1. 進場守則

1. 在展覽舉行期間，會場將於每日開放時間前一小時讓參展商入內準備。參展商於進入會場時必須佩戴參展商工作證。參展商如未滿十八歲均不准進場。
2. 在展覽最後一天，參展商請將問卷填妥交回。
3. 在2010年12月4日晚上6時30分展覽正式閉幕後，參展商方可收拾或搬走攤位內的展品。在展覽閉幕前，不得將展品搬離會場。

## 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2010年11月30日、12月1及4日午夜12時後進行工作，必須向主辦機構繳交由香港會議展覽中心向主辦機構徵收的超時罰款。各展覽廳的超時罰款額列載於第八十六至八十九頁第4.2.4條。

# 1. Move-in & Move-out Schedule

	RAW SPACE		STANDARD BOOTH
Booth Construction	30 Nov 1 Dec	2:00 pm – 12:00 Midnight 8:00 am – 1:00 pm	N/A
Booth Decoration & Move-In Exhibits	1 Dec	1:00 pm – 8:00 pm All booths must be fully decorated by 8:00 pm	
Move-Out Exhibits	4 Dec	6:30 pm – 8:00 pm	
Termination of Booth Electricity	2 - 3 Dec 4 Dec	8:00 pm 7:30 pm	
Booth Dismantling including Additional Lighting	4 Dec	8:00 pm - 12:00 Midnight	N/A

## 1.1 Exhibitors' Access

1. To allow preparation work for exhibitors during fair period, the fairground will be opened for exhibitors one hour before the exhibition open. Exhibitors are reminded to **wear the exhibitor badges** when entering the exhibition hall. **No exhibitors under 18 will be admitted.**
2. All exhibitors are requested to complete a questionnaire on the last day of exhibition.
3. Exhibitors must not remove or pack up any of their exhibits from their booth until the exhibition is officially closed at 6:30 p.m. on 4 December 2010. 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 30 November, 1 & 4 December 2010, 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 P.86-89 section 4.2.4.