

**Exhibitor Action Checklist**

<b>Form</b>	<b>To be Submitted</b>	<b>Deadline (2019)</b>	<b>Return To</b>	<b>Note</b>
1	Name Fascia	Feb.15	<b>Viewshop</b>	Necessary for All Decorated Space
2	Exhibitor Appointed Contractor Application	Jan.25	<b>Mega Expo</b>	Necessary for All Raw Space
3	Safety Construction Manager Registration Form	Feb.15	<b>SEMI</b>	Necessary for All Raw Space
4	Furniture, Lighting & Socket Rental	Feb.15	<b>Viewshop</b>	Optional
5	Electrical Setting	Feb.15	<b>Mega Expo</b>	Necessary for All Raw Space
6	Water & Compressed Air	Feb.15	<b>Mega Expo</b>	Optional
7	Telephone & Internet	Feb.15	<b>Mega Expo</b>	Optional
8	Location Plan	Feb.15	<b>Viewshop</b>	Optional
9	Upgraded Package Booth	Feb.15	<b>Viewshop</b>	Optional
10	Booth Construction Permit	Feb.15	<b>HAH</b>	Necessary for all Two-story Booths
11	Hotel Reservation	Feb.15	<b>Vision Expo</b>	Optional
12	Lead Retrieval System	Mar.8	<b>ExpoTec</b>	Optional
13	AV Equipment Rental	Jan.25	<b>Lavtech</b>	Optional
14	Meeting Room Reservation	Feb. 15	<b>SEMI</b>	Optional
15	Request Form for an Invitation to PRC (only to Exhibitors)	Feb.15	<b>SEMI</b>	Optional

- **Exhibitors should complete the forms and return to the above relevant companies before the deadline. Any late orders will be surcharged.**
- **Exhibitors who sign up for FPD China 2019 after the stipulated deadlines should submit all relevant forms immediately.**