

Exhibitor Action Checklist

Form	To be Submitted	Deadline (2018)	Return To	Note
1	Name Fascia	Jan.26	Viewshop	Necessary for All Decorated Space
2	Exhibitor Appointed Contractor Application	Jan.26	Mega Expo	Necessary for All Raw Space
3	Safety Construction Manager Registration Form	Jan.26	SEMI	Necessary for All Raw Space
4	Furniture, Lighting & Socket Rental	Jan.26	Viewshop	Optional
5	Electrical Setting	Feb.7	Mega Expo	Necessary for All Raw Space
6	Water & Compressed Air	Feb.7	Mega Expo	Optional
7	Telephone & Internet	Feb.7	Mega Expo	Optional
8	Location Plan	Jan.26	Viewshop	Optional
9	Upgraded Package Booth	Jan.26	Viewshop	Optional
10	Booth Construction Permit	Jan.26	HAH	Necessary for all Two-story Booths
11	Hotel Reservation	Feb.9	Vision Expo	Optional
12	Lead Retrieval System	Feb.28	ExpoTec	Optional
13	AV Equipment Rental	Jan.26	Lavtech	Optional
14	Meeting Room Reservation	Feb. 7	SEMI	Optional
15	Request Form for an Invitation to PRC (only to Exhibitors)	Jan.26	SEMI	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 2018 after the stipulated deadlines should submit all relevant forms immediately.