

Deadlines summary

Please complete related forms and return corresponding parties before stated deadlines.

Forms		Deadlines	Submission
Taking care by organiser			
Compulsory	<p>For ALL exhibitors Form 07 Exhibitor Registration (P.38) Form 08 Exhibitor Catalogue Entry (P.40-42) Form 12 Intellectual Property Rights Acknowledgement (P.48-49)</p> <p>For Raw Space exhibitors Form 02A Raw Space Contractor Registration (P.18) Form 02B Letter of Commitment for Raw Space Contractor (P.19) Form 05 Power, Telephone line, Internet and Equipment Supply (P.32-33)</p> <p>For Standard Booth exhibitors Form 03 Fascia Board (P.22)</p>	21 April 2017	<p>Messe Frankfurt (HK) Ltd 35/F, China Resources Building, 26 Harbour Road, Wanchai, Hong Kong Contact: Mr Derek Lam Tel: (852) 2238 9978 Fax: (852) 2519 6079 Email: derek.lam@hongkong.messefrankfurt.com</p>
	Optional	<p>Form 01 Request for Invitation Letter (P.14)</p>	
<p>Form 09 Co-Exhibitor Catalogue Entry (P.43-45) Form 11 Promotional Material Display at Press Centre (P.47) Form 13 Product Presentation (P.50)</p>		21 April 2017	
	<p>(Only applicable when exhibitors choose to use venue's contractor) Form 04A Additional Booth Equipment (Provided by China Import & Export Fair Complex) (P.24) Form 05 Power, Telephone line, Internet and Equipment Supply (P.32-33)</p>		

Forms		Deadlines	Submission
Taking care by vendors			
Compulsory	<p>Form 06 Appointment of Forwarder & Transport Order (P.37)</p>	10 May 2017	<p>APT SHOWFREIGHT SHANGHAI CO., LTD. GUANGZHOU BRANCH RM1312, VILI International Office, No.167, LinHeXi Rd, TianHe District, GuangZhou, PR China Contact: Mr. Jim Zhou / Mr. Vincent Huang Tel: +86-020-38776833 / +86-020-38776157 Fax: +86-020-38776157 Email: Jim.zhou@aptshowfreight.com / Vincent.Huang@aptshowfreight.com</p>
Optional	<p>(Only applicable when exhibitors choose to use external supplier) Form 04B Additional Booth Equipment (Provided by Diseno Idea Ltd) (P.27-28)</p>	21 April 2017	<p>Diseno Idea Ltd Tel: (852) 3707 1237 Fax: (852) 3708 8713 Contact: Mr Dickson Wong Email: dicksonwong@disenoidea.com</p>
	<p>Form 10 Temporary Staff (P.46)</p>	22 May 2017	<p>Guangzhou Overseas Language Services Co, Ltd Contact: Jenny Zhu (86) 139 2270 6465 Tel: (86-20) 3416 7686 Fax: (86-20) 3416 7585 Email: sales@gzfanyi.com / 774793326@qq.com QQ: 774793326</p>