

Exhibitor Action Checklist

Form	To be Submitted	Deadline (2024)	Return To	Note
1	Name Fascia	Feb. 8	Viewshop	Necessary for All Decorated Space
2	Exhibitor Appointed Contractor Application	Jan. 19	Mega Expo	Necessary for All Raw Space
3	Safety Construction Manager Registration Form	Feb. 8	SEMI	Necessary for All Raw Space
4	Furniture, Lighting & Socket Rental	Feb. 8	Viewshop	Optional
5	Electrical Setting	Feb. 8	Mega Expo	Necessary for All Raw Space
6	Water & Compressed Air	Feb. 8	Mega Expo	Optional
7	Telephone & Internet	Feb. 8	Mega Expo	Optional
8	Standard Location Plan	Feb. 8	Viewshop	Optional
9	Upgraded Package Booth	Feb. 8	Viewshop	Optional
10	Booth Approval	Feb. 8	HAH	Necessary for all Two-story Booths
11	Hotel Reservation (not yet opened)	Feb. 8	Vision Expo	Optional
12	Lead Retrieval System	Mar. 8	ExpoTec	Optional
13	Meeting Room Reservation	Feb. 8	SEMI	Optional
14	Request Form for an Invitation to PRC (only to Exhibitors)	Feb. 8	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 2024 after the stipulated deadlines should submit all relevant forms immediately.