

Exhibitor Action Checklist

Form	To be Submitted	Deadline (2025)	Return To	Note
1	Name Fascia	Feb. 14	Viewshop	Necessary for All Decorated Space
2	Exhibitor Appointed Contractor Application	Jan. 24	Mega Expo	Necessary for All Raw Space
3	Safety Construction Manager Registration Form	Feb. 14	SEMI	Necessary for All Raw Space
4	Furniture, Lighting & Socket Rental	Feb. 14	Viewshop	Optional
5	Electrical Setting	Feb. 14	Mega Expo	Necessary for All Raw Space
6	Water & Compressed Air	Feb. 14	Mega Expo	Optional
7	Telephone & Internet	Feb. 14	Mega Expo	Optional
8	Standard Location Plan	Feb. 14	Viewshop	Optional
9	Upgraded Package Booth	Feb. 14	Viewshop	Optional
10	Booth Approval	Feb. 14	HAH	10-A Necessary for All Raw Space 10-B Necessary for all Two-story Booths
11	Hotel Reservation	Feb. 14	Vision Expo	Optional
12	Lead Retrieval System	Mar. 14	ExpoTec	Optional
13	Meeting Room Reservation	Feb. 14	SEMI	Optional
14	Request Form for an Invitation to PRC (only to Exhibitors)	Feb. 14	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 2025 after the stipulated deadlines should submit all relevant forms immediately.**