



Forms and Deadlines Checklist

Form	Item	Section	Deadline	Mandatory	Return To
A	Show Directory Entry	8	23 Sep 2009	✓	e21MM
B	Company Profile	8	23 Sep 2009	✓	
C	Exhibitor Badge	8	7 Oct 2009	✓	
D	Show Directory Advertising Contract	8	23 Sep 2009		
E	Sponsorship Opportunities	8	23 Sep 2009		
F	Onsite Forum	8	23 Sep 2009		
G	Unofficial Booth Contractor Information	8	15 Oct 2009	Raw Space Exhibitors	
H	Refuse Deposit and Contractor Badge	8	15 Oct 2009	Raw Space Exhibitors	
I	Vehicle Permit for Entering Shenzhen	8	5 Nov 2009	✓	
J	Heavy and Large Exhibits Details	8	5 Nov 2009		
K	Visitor Invitation Card	8	23 Sep 2009		
L	Laser Reader Rental	8	5 Nov 2009		
M	Custom Approval for Taiwan Exhibitors or Exhibits from Taiwan	8	31 Aug 2009		
N	Application for Visa Invitation Letter	8	23 Sep 2009		
Booth Construction and Shipping					
	Fascia Board Order Form	5	21 Oct 2009	Standard Booth Exhibitors	Syma
	Order Form (A) – Furniture Items	5	21 Oct 2009		
	Order Form (B) – Electrical Items	5	21 Oct 2009	Raw Space Exhibitors	
	Order Form (C) – Other Items	5	21 Oct 2009		
	Booth Furnishings Location Plan	5	21 Oct 2009		
	List of Exhibits	6	18 Nov 2009		APT
	Service Request Form	6	18 Nov 2009		
	Hotel Reservation Form	7	20 Nov 2009		JL Tour

- Remarks: 1. Please submit forms based on the remarks indicated in the column of "Mandatory". Forms can be submitted on your preference for the forms without remarks in this column.
2. For info accuracy, please visit the show website www.hkpcapca-ipc-show.org/2009/en/ExhManual.html to fill out the Organizers' Forms.
3. Please contact the Event Manager should you have any enquiries about the Organizers' Forms.