

Forms and Deadlines Checklist

Form	Item	Deadline	Mandatory	Return To
Exhibitor Service Forms				
A	Show Directory Entry	30 Sep 2024	✓	Please login Exhibitor Service Centre to submit the forms: https://www.hkpcashow.org/login
B	Free Publicity	30 Sep 2024	✓	
C	Exhibitor Badge	25 Oct 2024	✓	
D	Show Directory Advertising Contract	25 Oct 2024		Please download the form through Exhibitor Service Centre and email the filled form to below email address
E	Sponsorship Opportunities	25 Oct 2024		
F	International Technical Conference	04 Nov 2024		
G	Unofficial Booth Contractor Information	15 Oct 2024	Custom-built Booth Exhibitors	Please download the form through Exhibitor Service Centre and email the filled form to below email address: ops@hkpcashow.org
H	Refuse Deposit	15 Oct 2024	Custom-built Booth Exhibitors	
I	Application for Vehicle Permit for Entering Shenzhen Bao'an District Convention and Exhibition Center	To be launched in early November 2024	✓	Please login Exhibitor Service Centre to submit the forms: https://www.hkpcashow.org/login
J	Heavy and Large Exhibits Details	15 Oct 2024		
K	Visitor Invitation Card	To be launched in early October 2024		
L	China Invoice	20 Oct 2024	Applicable to Exhibitors who paid	
M	Application for Visa Invitation Letter	15 Nov 2024		
Official Contractor Service Form				
	Fascia Board Order Form	15 Oct 2024	Standard Booth Exhibitors	https://gzsyma.corpit.com.cn/Search.aspx?Sid=46
	Order Form (A) – Furniture Items			
	Order Form (B) – Electrical Items		Custom-built Booth Exhibitors	
	Order Form (C) – Other Items			
	Booth Furnishings Location Plan			
Official Forwarder Service Form				
	China Hong Kong, Macao, Taiwan and Overseas Service Request Form	1 Nov 2024	Overseas Cargo	Please download the form through Exhibitor Service Centre and email the filled form to below email address: jacky.xue@aptshowfreight.com
	Domestic Service Request Form	18 Nov 2024	Domestic Cargo	

***Surcharge will be occurred for late submission forms.**