



Asia Adult Expo 2020

7 - 9 December 2020
Hong Kong Convention and Exhibition Centre

SECTION 1: FORMS DEADLINE CHECKLIST

Order forms 6, 7 & 8 are compulsory and must be completed. Form 5 is very important that required your extra attention. All other forms are optional depending on your need.

Form	Service / Order	Compulsory / Optional	Submission To	Submission Deadline
1	Stage Booking Form	Optional	The Organizer	21 Oct 2020
2	Invitation Letter for Visa Application			
3	Show Catalogue Advertising Opportunities			
4	Other Marketing and Advertising Opportunities			
5	Free Invited Guest	Important	The Organizer	21 Oct 2020
6	Exhibition Catalogue Listing	Compulsory		
7	Product Classified Index			
8	Exhibitor Badge			
9	Hotel Reservation	Optional	Gray Line	2 Nov 2020
10	Temporary Personnel		Adecco	21 Oct 2020
11	Promotional Activities in Booth		The Organizer	

Important Forms Submit to OFFICIAL CONTRACTOR:

Form	Service / Order	Compulsory / Optional	Submission Deadline
Raw Space ONLY			
12	Electrical Rental	Compulsory	21 Oct 2020
13	Telecom/Internet/Compressed Air/Water	Optional	21 Oct 2020
14	Non-Official Contractor Information	Compulsory	21 Oct 2020
Shell Scheme ONLY			
15	Terms and Conditions	Compulsory	21 Oct 2020
16	Fascia Lettering Form		
17	Furniture Rental	Optional	21 Oct 2020
18	Electrical and AV Item Rental		
19	Location Plan	Compulsory	21 Oct 2020
20	Artistic Work Service	Optional	13 Nov 2020
21	Payment Method		21 Oct 2020

Important Forms Submit to OFFICIAL FORWARDER:

Service / Order	Compulsory / Optional	Document Deadline
Transport Service	Optional	Refer to Section 10

Contact information of the above responsible parties can be found on the top of each form or from page 25 of this manual.