



IBE - Hong Kong International Bakery Expo

1 - 3 Dec 2016

Hong Kong Convention and Exhibition Centre

SECTION 1: IBE Forms Deadline Checklist

Order forms 5, 6 & 7 are compulsory and must be completed. Form 4 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	Submitted or not?
1	Seminar Room Booking Form	Optional	Vertical Expo	7 October 2016	<input type="checkbox"/>
2	Invitation Letter for Visa	Optional	Vertical Expo	7 October 2016	<input type="checkbox"/>
3	Advertising & Sponsorship Opportunities	Optional	Vertical Expo	7 October 2016	<input type="checkbox"/>
4	Free Invited Guest Service	Important	Vertical Expo	7 October 2016	<input type="checkbox"/>
5	Exhibition Catalogue Listing	Compulsory	Vertical Expo	7 October 2016	<input type="checkbox"/>
6	Product Classified Index	Compulsory	Vertical Expo	7 October 2016	<input type="checkbox"/>
7	Exhibitor Badge	Compulsory	Vertical Expo	7 October 2016	<input type="checkbox"/>
8	Cooking on Booths Request	Optional	Vertical Expo	7 October 2016	<input type="checkbox"/>
9	Food Sampling Request	Optional	Vertical Expo	7 October 2016	<input type="checkbox"/>
10	Ice cubes Request	Optional	Vertical Expo	7 October 2016	<input type="checkbox"/>
11	Hotel Reservation	Optional	Lap Ming	4 November 2016	<input type="checkbox"/>
12	Temporary Personnel	Optional	Adecco	18 November 2016	<input type="checkbox"/>
13	Promotional Activities in Booth	Optional	Vertical Expo	18 November 2016	<input type="checkbox"/>

IMPORTANT Forms to be returned to OFFICIAL CONTRACTOR: (Except Form 22)

Form	Service / Order	Compulsory / Optional	Submission Deadline	Submitted or not?
Raw Space ONLY				
14	Electricity Supply for Rental	Compulsory	31 October 2016	<input type="checkbox"/>
15	Water & Drainage, Tele-communications Facilities for Rental	Optional	31 October 2016	<input type="checkbox"/>
16	Non-Official Contractor Information	Compulsory	31 October 2016	<input type="checkbox"/>
Shell Scheme ONLY				
17	Shell Scheme Fascia Lettering	Compulsory	31 October 2016	<input type="checkbox"/>
18	Additional Furniture & Facilities for Rental	Optional	31 October 2016	<input type="checkbox"/>
19	Additional Electricity Supply & Lighting for Rental	Optional	31 October 2016	<input type="checkbox"/>
20	Water & Drainage, Tele-communications Facilities, Audio Visual Equipment for Rental	Optional	31 October 2016	<input type="checkbox"/>
21A	Shell Scheme Booth Standard Layout	Optional	31 October 2016	<input type="checkbox"/>
21B	Additional Orders Booth Location Plan	Optional	31 October 2016	<input type="checkbox"/>
22	Refrigeration Equipment Services	Optional	31 October 2016	<input type="checkbox"/>

IMPORTANT Forms to be returned to OFFICIAL FORWARDER:

Form	Service / Order	Compulsory /	Document Deadline	Submitted or not?
A	Transport Order	Optional	November 2016	<input type="checkbox"/>
B	List of Exhibits	Optional	November 2016	<input type="checkbox"/>

- Contact information of the above responsible parties can be found on top of each form or from 2.2 of this manual.