



AFE 2017
16 - 18 May 2017
 Hong Kong



SECTION 1: AFE Forms Deadline Checklist

AFE FORMS DEADLINE CHECKLIST

Order forms 5, 6 & 7 are **compulsory** and must be completed. Form 4 & 8 are very important that required your extra attention. All other forms are optional depending on your need.

Form	Service / Order	Compulsory /	Submission To	Submission	Submitted
1	Seminar Room Booking Form	Optional	Vertical Expo	2 April 2017	<input type="checkbox"/>
2	Invitation Letter for Visa	Optional	Vertical Expo	28 March 2017	<input type="checkbox"/>
3	Advertising & Sponsorship Opportunities	Optional	Vertical Expo	19 March 2017	<input type="checkbox"/>
4	Free Invited Guest Service	Important	Vertical Expo	28 March 2017	<input type="checkbox"/>
5	Exhibition Catalogue Listing	Compulsory	Vertical Expo	22 March 2017	<input type="checkbox"/>
6	Product Classified Index	Compulsory	Vertical Expo	22 March 2017	<input type="checkbox"/>
7	Exhibitor Badge	Compulsory	Vertical Expo	2 April 2017	<input type="checkbox"/>
8	International Night	Important	Vertical Expo	28 March 2017	<input type="checkbox"/>
9	Hotel Reservation	Optional	Lap Ming	17 April 2017	<input type="checkbox"/>
10	Temporary Personnel	Optional	Adecco	30 April 2017	<input type="checkbox"/>

OFFICIAL FORWARDER information:-

Form	Document Deadline	Submitted or not?
Seafreight / Airfreight from Hong Kong port / International Airport to Exhibition Stand		
Air freight	6 May 2017	<input type="checkbox"/>
Sea freight	29 April 2017 – LCL Shipment 6 May 2017 – FCL shipment	<input type="checkbox"/>

● Please refer the Section 10 "Official Forwarder Section" to have more detail information.

IMPORTANT Forms to be returned to OFFICIAL CONTRACTOR:

D.Form	Service / Order	Compulsory /	Submission	Submitted or
Shell Scheme ONLY				
D3	Terms and Conditions	Compulsory	13 April 2017	<input type="checkbox"/>
D4	Fascia Lettering Form	Compulsory	13 April 2017	<input type="checkbox"/>
D6	Rental of Furniture	Optional	13 April 2017	<input type="checkbox"/>
D7	Rental of Electrical Items	Optional	13 April 2017	<input type="checkbox"/>
D5	Upgraded Package	Optional	13 April 2017	<input type="checkbox"/>
Raw Space ONLY				
D1	Non- Official Contractor Information	Compulsory	13 April 2017	<input type="checkbox"/>
D2	Rental of Electrical Power Main	Compulsory	13 April 2017	<input type="checkbox"/>
Shell Scheme & Raw Space				
D9	Telecom Service Rental	Optional	13 April 2017	<input type="checkbox"/>
D10	Payment Method	Optional		<input type="checkbox"/>

● Please refer the Section 9 "Official Contractor Section" to have more detail information.