



# Asia Adult Expo 2017

29 - 31 August 2017

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	Function Room Booking Form	Optional	Vertical Expo	3 July 2017	<input type="checkbox"/>
2	Invitation Letter for Visa Application	Optional	Vertical Expo	3 July 2017	<input type="checkbox"/>
3	Show Catalogue Advertising Opportunities	Optional	Vertical Expo	3 July 2017	<input type="checkbox"/>
4	Other Marketing and Advertising Opportunities	Optional	Vertical Expo	3 July 2017	<input type="checkbox"/>
5	<b>Free Invited Guest</b>	<b>Important</b>	<b>Vertical Expo</b>	<b>10 July 2017</b>	<input type="checkbox"/>
6	<b>Exhibition Catalogue Listing</b>	<b>Compulsory</b>	<b>Vertical Expo</b>	<b>10 July 2017</b>	<input type="checkbox"/>
7	<b>Product Classified Index</b>	<b>Compulsory</b>	<b>Vertical Expo</b>	<b>10 July 2017</b>	<input type="checkbox"/>
8	<b>Exhibitor Badge</b>	<b>Compulsory</b>	<b>Vertical Expo</b>	<b>10 July 2017</b>	<input type="checkbox"/>
9	Hotel Reservation	Optional	Gray Line	15 July 2017	<input type="checkbox"/>
10	Temporary Personnel	Optional	Adecco	11 August 2017	<input type="checkbox"/>
10a	Promotional Activities in Booth	Optional	Vertical Expo	10 July 2017	<input type="checkbox"/>

### IMPORTANT Forms to be returned to OFFICIAL CONTRACTOR: AD Target Exhibition Services Ltd.

Form	Service / Order	Compulsory / Optional	Submission Deadline	Submitted or not
1	<b>Terms and Conditions</b>	<b>Compulsory</b>	<b>21 July 2017</b>	<input type="checkbox"/>
2	<b>Fascia Lettering Form</b>	<b>Compulsory</b>	<b>21 July 2017</b>	<input type="checkbox"/>
3	Electrical and AV Item Rental	Optional	21 July 2017	<input type="checkbox"/>
4	Furniture Rental	Optional	21 July 2017	<input type="checkbox"/>
5	Location Plan	Optional	21 July 2017	<input type="checkbox"/>
6	<b>Non-official Contractor Information</b>	<b>Compulsory</b>	<b>21 July 2017</b>	<input type="checkbox"/>
7	<b>Raw Space Electrical Rental</b>	<b>Compulsory (Raw Space)</b>	<b>21 July 2017</b>	<input type="checkbox"/>
8	Payment Method	Optional	21 July 2017	<input type="checkbox"/>

### IMPORTANT Forms to be returned to OFFICIAL FORWARDER: JES Logistics Limited.

Form	Service / Order	Compulsory / Optional	Document Deadline	Submitted
A	<b>Transport Order/ Shipment Pre-Advice</b>	Optional	1 August 2017	<input type="checkbox"/>
B	<b>List Of Exhibits</b>	Optional	1 August 2017	<input type="checkbox"/>

Contact information of the above responsible parties can be found on the top of each form or from page 24 & 25 of this manual.