



# Asia Adult Expo 2019

27 - 29 August 2019  
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	Vertical Expo	26 July 2019
2	Invitation Letter for Visa Application	Optional	Vertical Expo	26 July 2019
3	Show Catalogue Advertising Opportunities	Optional	Vertical Expo	12 July 2019
4	Other Marketing and Advertising Opportunities	Optional	Vertical Expo	12 July 2019
5	<b>Free Invited Guest</b>	<b>Important</b>	<b>Vertical Expo</b>	<b>12 July 2019</b>
6	<b>Exhibition Catalogue Listing</b>	<b>Compulsory</b>	<b>Vertical Expo</b>	<b>12 July 2019</b>
7	<b>Product Classified Index</b>	<b>Compulsory</b>	<b>Vertical Expo</b>	<b>12 July 2019</b>
8	<b>Exhibitor Badge</b>	<b>Compulsory</b>	<b>Vertical Expo</b>	<b>26 July 2019</b>
9	Hotel Reservation	Optional	Gray Line	23 July 2019
10	Temporary Personnel	Optional	Adecco	16 August 2019
11	Promotional Activities in Booth	Optional	Vertical Expo	12 July 2019

### **IMPORTANT Forms to be returned to OFFICIAL CONTRACTOR.**

Form	Service / Order	Compulsory / Optional	Submission Deadline
<b>Raw Space ONLY</b>			
12	Electricity Supply for Rental	Optional	26 July 2019
13	Water & Drainage, Tele-communications Facilities for Rental	Optional	
14	<b>Non-Official Contractor Information</b>	<b>Important</b>	<b>26 July 2019</b>
<b>Shell Scheme ONLY</b>			
15	<b>Shell Scheme Fascia Lettering</b>	<b>Compulsory</b>	<b>26 July 2019</b>
16	Additional Furniture & Facilities for Rental	Optional	
17	Additional Electricity Supply & Lighting for Rental	Optional	
18	Water & Drainage, Tele-communications Facilities, Audio Visual	Optional	
19	Standard Booth Layout Plan	<b>Compulsory</b>	

### **IMPORTANT Forms to be returned to OFFICIAL FORWARDER:**

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

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