

Exhibitor Action Checklist

Form	To be Submitted	Deadline	Return To	Note
1	Name Fascia	Jan.20	Viewshop	Necessary for All Decorated Space
2	Exhibitor Appointed Contractor Application (with booth drawing)	Jan.20	Viewshop	Necessary for All Raw Space
3	Furniture Rental	Jan.20	Viewshop	Optional
4	Electrical Setting	Jan.20	Viewshop	Optional
5	Water & Compressed Air	Jan.20	Viewshop	Optional
6-A	Telephone & Internet	Jan.20	Viewshop	Optional
6-B	Internet-USB 3G wireless card	Jan.20	SEMI	Optional
7	Location Plan	Jan.20	Viewshop	Necessary for all Decorated Space / Optional for Raw Space
8-A	Upgraded Package Booth	Jan.20	PICO	Optional
8-B	Upgraded Package Booth	Jan.20	Viewshop	Optional
9	Hanging Points/Banner	Jan.20	Viewshop	Optional
10	Booth Construction Permit	Jan.20	HAH	Necessary for Two-story or Booth Higher than 4.5m
11	Hotel Reservation	Feb.17	Mega Expo	Optional
12	Lead Retrieval System	Feb.24	ExpoTec	Optional
13	Temporary Staff & Interpretation Service	Feb.24		Optional
14	AV Equipment Rental	Jan.20	Lavtech	Optional
15	Request Form for an Invitation to PRC (only to Exhibitors)	Jan. 20	SEMI	Optional
16	Meeting Room Reservation	Feb. 24	SEMI	Optional

- Exhibitors should complete the forms and return to the above relevant companies before the deadline. Any late orders will be surcharged.
- Exhibitors who sign up for SOLARCON China 2012 after the stipulated deadlines should submit all relevant forms immediately.