

Exhibitor Action Checklist

Form	To be Submitted	Deadline (2019)	Return To	Note
1	Name Fascia	Feb.15	Viewshop	Necessary for All Decorated Space
2	Exhibitor Appointed Contractor Application	Jan.25	Mega Expo	Necessary for All Raw Space
3	Safety Construction Manager Registration Form	Feb.15	SEMI	Necessary for All Raw Space
4	Furniture, Lighting & Socket Rental	Feb.15	Viewshop	Optional
5	Electrical Setting	Feb.15	Mega Expo	Necessary for All Raw Space
6	Water & Compressed Air	Feb.15	Mega Expo	Optional
7	Telephone & Internet	Feb.15	Mega Expo	Optional
8	Location Plan	Feb.15	Viewshop	Optional
9	Upgraded Package Booth	Feb.15	Viewshop	Optional
10	Booth Construction Permit	Feb.15	HAH	Necessary for all Two-story Booths
11	Hotel Reservation	Feb.15	Vision Expo	Optional
12	Lead Retrieval System	Mar.8	ExpoTec	Optional
13	AV Equipment Rental	Jan.25	Lavtech	Optional
14	Meeting Room Reservation	Feb. 15	SEMI	Optional
15	Request Form for an Invitation to PRC (only to Exhibitors)	Feb.15	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 SEMICON China 2019 after the stipulated deadlines should submit all relevant forms immediately.