



## EXHIBITION SCHEDULE

MOVE-IN (6-8 June 2020)	Date	Time
Move-in Official Contractor / Freight Forwarder (AMC and APT)	Friday, 5 June – Saturday, 6 June	09:00-18:00
Raw Space Exhibitors larger than 36 sqm Move-in	Saturday, 6 June	09:00 – 18:00
All Raw Space Exhibitors Move-in	Sunday, 7 June	09:00 – 20:00
Shell Scheme Exhibitor Move-in	Sunday, 7 June	13:00 – 20:00
Exhibitor Move-in Completed	Monday, 8 June	09:00 – 21:00
Exhibitor Set-up Deadline	Monday, 8 June	17:00

Exhibitors that need additional time to move-in may do so upon request. Please contact Show Management at [Exhibitors@IAAPA.org](mailto:Exhibitors@IAAPA.org) not later than 19 May 2020 to request an earlier move-in date/time. Requests subject to approval and are not guaranteed.

SHOW DAYS (9-11 June 2020)	Date	Time
Trade Show Open	Tuesday 9 June – Wednesday 10 June	10:00-17:00
Trade Show Open	Thursday 11 June	10:00-15:00

During Exhibition period, exhibitors will have access to the hall 2 hours before the opening and 1 hour after the closing hours to service their exhibits on Tuesday and Wednesday. Thursday access time is 1 hour prior.

TEAR-DOWN (11-12 June 2020)	Date	Time
Exhibition Closes	Thursday, 11 June	15:00
Move-out hand carry items	Thursday, 11 June	15:00
Power Supply to be switched off (lights will remain on)	Thursday, 11 June	15:30
Tear-down booths for exhibitors	Thursday, 11 June	15:30 – 22:00
Outside contractors access to hall	Thursday, 11 June	18:00 – 22:00
Exhibitor Move-Out Completed	Friday, 12 June	09:00 – 16:00

### MOVE-IN DEADLINE

Any exhibit booth not occupied by 17:00 on Monday, 8 June, will be reassigned at IAAPA's discretion, with no refund to the exhibitor. All exhibits must be COMPLETELY set-up for show management inspection by 17:00 on Monday, 8 June or they could incur fines and penalties.



### OVERTIME MOVE-IN TIME & FEES

Any exhibitor that needs to work beyond the official working hours, must apply to the Official Contractor – AMC (Exhibits) Ltd. at its on-site office on the day requested before 14:00 and pay the overtime charges. Overtime work charges are as follows:

**Overtime Work Charges 超时工作收费**

- **For booth / stand from 9m<sup>2</sup> – 20m<sup>2</sup>** : MOP \$3,000 per hour per booth / stand  
展位由 9 平方米 – 20 平方米 : 每小时每展位 澳门币 \$3,000
- **For booth / stand from 21m<sup>2</sup> – 50m<sup>2</sup>** : MOP \$4,000 per hour per booth / stand  
展位由 21 平方米 – 50 平方米 : 每小时每展位澳门币 \$4,000
- **For booth / stand from 51m<sup>2</sup> – 100m<sup>2</sup>** : MOP \$5,000 per hour per booth / stand  
展位由 51 平方米 – 100 平方米 : 每小时每展位澳门币 \$5,000
- **For booth / stand from 101m<sup>2</sup> – 500m<sup>2</sup>** : MOP \$6,000 per hour per booth / stand  
展位由 101 平方米 – 500 平方米 : 每小时每展位 澳门币 \$6,000

**A minimum of four (4) hours will be charged for the Overtime Work Charges per booth / stand.**

超时工作收费，每展位至少以四小时计算。

Date 日期	Size of Booth / Stand (m <sup>2</sup> ) 展位尺寸(平方米)	Start Time 开始时间	End Time 结束时间	Total Hours 合共时间	Total (MOP) 总和 (澳门币)
<b>Service Charge 10%:</b>					
<b>10% 服务收费:</b>					
<b>GRAND TOTAL:</b>					
总计:					

### MOVE-OUT NOTES

Move-out will begin immediately after the close of the Trade Show at 15:00, Thursday, 11 June. **Dismantling of any part of your exhibit prior to the 15:00 show closing on Thursday, 11 June will result in a monetary penalty, the forfeiture of accumulated priority points, and potential suspension of future exhibiting privileges.** This policy is strictly enforced!

The return of empty shipping containers will begin beginning at 15:30, in random order. Please keep the aisles clear. **All empty boxes, containers and crates will be returned to the booths on Thursday evening. This process will be completed within 4 hours.** Because of the time that return of empty crates or containers may take, please plan your outbound flights accordingly.

Please visit the APT counter on-site to arrange freight movement and/or outbound shipping.

Any exhibits, booth equipment, materials, fixtures and fittings left in the hall after 16:00 on Friday, 12 June by exhibitors or their contractors will be discarded, and any removal/cleaning costs will be charged to the relevant exhibitors.

### CHILDREN

No one under the age of 18 is permitted on the show floor during move-in or move-out.

### EDUCATION PROGRAM, SPECIAL EVENTS, TOURS

All IAAPA member company exhibitors are welcome to attend the general Education program sessions for free. Institute programs, breakfasts, receptions, tours, and other events are ticketed and require a registration fee. Tickets can be purchased during through the Exhibitor Registration site. A full list of events can be found on the [Education](#) and [Special Events](#) web pages.