

Exhibitor Action Checklist

| Form | To be Submitted | Deadline (2025) | Return To | Note |
|------|--|-----------------|--------------------|---|
| 1 | Name Fascia | Feb. 14 | Viewshop | Necessary for All Decorated Space |
| 2 | Exhibitor Appointed Contractor Application | Jan. 24 | Mega Expo | Necessary for All Raw Space |
| 3 | Safety Construction Manager Registration Form | Feb. 14 | SEMI | Necessary for All Raw Space |
| 4 | Furniture, Lighting & Socket Rental | Feb. 14 | Viewshop | Optional |
| 5 | Electrical Setting | Feb. 14 | Mega Expo | Necessary for All Raw Space |
| 6 | Water & Compressed Air | Feb. 14 | Mega Expo | Optional |
| 7 | Telephone & Internet | Feb. 14 | Mega Expo | Optional |
| 8 | Standard Location Plan | Feb. 14 | Viewshop | Optional |
| 9 | Upgraded Package Booth | Feb. 14 | Viewshop | Optional |
| 10 | Booth Approval | Feb. 14 | HAH | 10-A Necessary for All Raw Space 10-B Necessary for all Two-story Booths |
| 11 | Hotel Reservation | Feb. 14 | Vision Expo | Optional |
| 12 | Lead Retrieval System | Mar.14 | ExpoTec | Optional |
| 13 | Meeting Room Reservation | Feb. 14 | SEMI | Optional |
| 14 | Request Form for an Invitation to PRC (only to Exhibitors) | Feb. 14 | 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 2025 after the stipulated deadlines should submit all relevant forms immediately.