

**2018 PREPARATION SCHEDULE  
TO-DO LIST**

- |                          |                   |                                                                                                                                                                                                                                                                                                  |
|--------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | March 2, 2017     | Receive deposit (20%) invoice                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | April 5, 2017     | Deposit (20%) payment due                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | June 14, 2017     | Receive balance (80%) invoice                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | July 28, 2017     | Balance (80%) payment due                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | October 2017      | Receive Exhibitors Update #1 by email<br>Exhibitor list and floor plan available online<br>Review Exhibitor Service Manual<br>Online Service Registration available<br>Online Event Directory available<br>Co-exhibitor submission begins<br>Advertising and sponsorship opportunities available |
| <input type="checkbox"/> | November 2017     | Receive invitations by air mail                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | November 8, 2017  | Visitor online pre-registration open                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | December 2017     | Receive Industry Leadership Dinner invitation by email<br>(Online RSVP required)                                                                                                                                                                                                                 |
| <input type="checkbox"/> | December 15, 2017 | Co-exhibitor submission deadline                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | December 22, 2017 | Advertising and sponsorship opportunities closed                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | January 2018      | Receive 2019 On-site Space Selection invitation by email<br>Receive Exhibitors Update #2 by email                                                                                                                                                                                                |
| <input type="checkbox"/> | January 10, 2018  | Online Service Registration closed<br>Online Event Directory closed                                                                                                                                                                                                                              |
| <input type="checkbox"/> | January 12, 2018  | Booth drawing submission to COEX deadline<br>Column wrap design submission to SEMI deadline                                                                                                                                                                                                      |
| <input type="checkbox"/> | January 15, 2018  | Online Service Registration payment due                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | January 17, 2018  | Industry Leadership Dinner online RSVP deadline                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | January 24, 2018  | Visitor online pre-registration closed                                                                                                                                                                                                                                                           |

\*The above dates are subject to change

## 2018 ON-SITE SCHEDULE TIMETABLE OF OPERATIONS

	SET-UP				EXHIBITION			DISMANTLE	
	Sat Jan 27	Sun Jan 28	Mon Jan 29	Tue Jan 30	Wed Jan 31	Thu Feb 1	Fri Feb 2	Sat Feb 3	
08:00	08:00~20:00 <b>Over 8 booths</b>	08:00~20:00 All booths	08:00~20:00 All booths Furniture supplied	08:00~22:00 All booths	Halls Closed	Halls Closed	Halls Closed	Booth dismantle 08:00 ~24:00	
09:00			09:00~18:00 Exhibitor Badge Pick- Up	09:00~20:00 Exhibitor Badge Pick- Up	Exhibitor Entry	Exhibitor Entry	Exhibitor Entry		
10:00					10:00 Visitor Entry	10:00 Visitor Entry	10:00 Visitor Entry		
11:00									
12:00					* Vehicle entry in venue prohibited				
13:00						<b>SEMICON Korea 2018 Day 1</b>	<b>SEMICON Korea 2018 Day 2</b>		<b>SEMICON Korea 2018 Day 3</b>
14:00									
15:00									
16:00	16:00~20:00 <b>Over 6 booths</b>		16:00~ Electricity, compressed air, water drainage, internet supplied			16:30 Exhibition closed			
17:00					17:30 Exhibition closed	17:30 Exhibition closed	~17:30 Hand carry move-out		
18:00						17:30 ~20:00 <b>Industry Leadership Dinner</b>			
19:00									
20:00	Overtime work (additional fees apply)	Overtime work (additional fees apply)	Overtime work (additional fees apply)			Halls Closed	Move out and booth dismantle		
21:00									
22:00	Halls Closed	Halls Closed	Halls Closed	Overtime work (additional fees apply)	Halls Closed				
23:00							Halls Closed		

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