



Move-in & Move-out Notice

(Nangang Exhibition Center)

Attention Exhibitor:

Below is the basic move-in and removal information for TAIPEI AMPA & AutoTronics Taipei 2018 (Nangang Exhibition Center). We would appreciate it if you would review this information and plan your activities to match the listed times on the schedule.

A. Venue

Nangang Exhibition Center
 (No. 1, Jingmao 2nd Rd, Nangang District, Taipei City, TAIWAN)

B. Move-in

1. Move-in Dates & Times

April 8-9	07:00- 17:00 * Vehicles should be off showground before 16:00 .	* No passenger vehicles (sedans) are allowed.
April 10	07:00- 19:00 * <i>Shell scheme stands will be ready at 13:00. Exhibitors can deliver their goods and set up their stands during 13:00-19:00, April 10.</i> * Vehicles should be off showground before 18:00 .	

2. Except for those exhibitors using shell scheme packages, each booth space offers raw space only and does NOT include walls, carpet and company fascia board.
3. Exhibitors who have signed up for the organizer-provided “Booth with shell scheme” and who required additional equipment must rent the equipment from the official contractor: O'YA MARKETING SOLUTION & INTERIOR DESIGN CO., LTD (Ms. Bella Jao, E-mail: bella@o-ya-design.com, Tel: 886-2-2655-2777 ext.124).
4. Exhibitors should register at the Information Counter on the Upper Floor (4F) in Nangang Exhibition Center and submit their business cards to obtain exhibitor badges.
 - * Be certain that your **booth construction assurance** and **Safety and Health Terms of Agreement** have been submitted to the show organizer.
 - * A total of four exhibitor badges will be offered with the first booth and two more for each additional booth.
5. Exhibitors should NEVER leave their booth unattended.
6. The exhibitor(s) and contractor will be responsible for any damages to facilities, financial losses and death or injury caused by improperly performed work.



7. During set-up and dismantling: All workers must wear helmets (with company name marked on it) to enter the Exhibition Center for related operations.

C. Show Dates & Hours (Nangang Exhibition Center)

April 11	09:00- 17:00	Exhibitors can enter showground at 08:00.
April 12- 13	09:00- 17:00	Exhibitors can enter showground at 08:30.
April 14	09:00- 15:00	Exhibitors can enter showground at 08:30.

- * Nangang Exhibition Center is for trade only and is not open to public.
- * Please arrive on time to guard against any loss of goods.
- * Children under 12 years of age or 150 cm of height are not admitted to the showground.

D. Nangang Exhibition Center Parking Information

From April 11 April 14 parking in Nangang Exhibition Center B1 will cost NT\$60/hr and maximum 250/day. The parking fee of private parking lots outside Nangang Exhibition Center is decided by each operator.

E. Move-out

April 14	15:00- 19:00	<ul style="list-style-type: none"> * Hand-carry, light or portable exhibits only. * Vehicles are not permitted to enter showground.
April 15	07:00- 17:00	<ul style="list-style-type: none"> * Removal of exhibits and construction materials. * Vehicles are permitted to enter showground.

1. No excavators and passenger vehicles (sedans) are allowed.
2. Exhibitors should care for their own products, materials, decorations and facilities during the period of removal and have them insured. TAITRA will not be responsible for any damage or theft.
3. No temporary parking on the roads near Nangang Exhibition Center.
4. The booth construction contractor must remove all decoration material and waste before the end of the move-out period. All adhesives and tape on the floor must also be removed.

F. Recommended Contractors for Forklifts/Cranes

Sun Shen Forklift Co., Ltd.

Tel: 886-2-2505-4216

Yi Chen Forklift Enterprise Co., Ltd.

Tel: 886-2-8521-0088

For the exhibitor’s list, exhibitor search, floor plan and show info up-dates, click: www.taipeiampa.com.tw