

## Move-in & Move-out Notice

### (TWTC Exhibition Hall 1)

**Attention Exhibitor:**

Below is the basic move-in and removal information for TAIPEI AMPA , TAIWAN ITS, MOTORCYCLE TAIWAN, and TAIWAN CARTUNING 2018. We would appreciate it if you would review this information and plan your activities to match the listed times on the schedule.

**A. Venue**

Taipei World Trade Center Exhibition Hall 1 (TWTC Exhibition Hall 1)  
5, Xin-Yi Road, sec. 5, Taipei, Taiwan

**B. Move-in**

1. Move-in Dates & Times **(Taipei AMPA & Taiwan ITS)**

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

Move-in Dates & Times **(Motorcycle Taiwan & Taiwan Cartuning)**

April 10	<b>07:00- 17:00</b> * Vehicles should be off showground before <b>16:00.</b>	* No passenger vehicles (sedans) are allowed.
April 11	<b>07:00- 19:00</b> * <i>Shell scheme stands will be ready at 13:00. Exhibitors can deliver their goods and set up their stands between April 10 13:00-19:00.</i> * Vehicles should be off showground before <b>18:00.</b>	

- 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.
- 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).

3. Exhibitors should register at the Information Counter 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.
4. Exhibitors should NEVER leave their booth unattended.
5. The exhibitor(s) and contractor will be responsible for any damages to facilities, financial losses and death or injury caused by improperly performed work.
6. 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 (TWTC Exhibition Hall 1)**

TAIPEI AMPA and TAIWAN ITS		MOTORCYCLE TAIWAN and TAIWAN CARTUNING	
Visitors	Exhibitors	Visitors	Exhibitors
April 11: 09:00 - 17:00	08:00	April 12: 09:00 - 17:00	08:00
April 12 - 13: 09:00 - 17:00	08:30	April 13 - 14: 09:00 - 17:00	08:30
April 14: 09:00 - 15:00	08:30	April 15: 09:00 - 16:00	08:30
*For trade only		*April 12-13, for trade only; April 14-15, for trade and 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. Move-out**

<b>TAIPEI AMPA &amp; TAIWAN ITS</b>	April 14	15:00- 16:00	<ul style="list-style-type: none"> <li>* Hand-carry, light or portable exhibits only.</li> <li>* Vehicles are not permitted to enter showground.</li> </ul>
		16:00- 24:00	<ul style="list-style-type: none"> <li>* Removal of exhibits and construction materials.</li> <li>* Vehicles are permitted to enter showground.</li> </ul>
<b>MOTORCYCLE TAIWAN &amp; TAIWAN CARTUNING</b>	April 15	16:00- 17:00	<ul style="list-style-type: none"> <li>* Hand-carry, light or portable exhibits only.</li> <li>* Vehicles are not permitted to enter showground.</li> </ul>
		17:00- 24:00	<ul style="list-style-type: none"> <li>* Removal of exhibits and construction materials.</li> <li>* Vehicles are permitted to enter showground.</li> </ul>

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 TWTC Exhibition Hall 1.
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.

**E. 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](http://www.TaipeiAMPA.com.tw) [www.MOTORCYCLETAIWAN.com.tw](http://www.MOTORCYCLETAIWAN.com.tw) [www.taiwantuning.tw](http://www.taiwantuning.tw)