

Form 1  
Deadline  
March 9, 2018

## BOOTH CONSTRUCTION ASSURANCE

As a participant in the  TAIPEI AMPA 2018  TAIWAN ITS 2018  MOTORCYCLE TAIWAN 2018  TAIWAN CARTUNING 2018 to be held in the Taipei World Trade Center Exhibition Hall, April 11-15, we assure:

1. That the booth(s) is constructed in compliance with Taipei World Trade Center Exhibition Hall Decoration Guidelines, and
2. That our contractor will clear all materials from our booth space and remove such to the approved place before the end of the move-out date, and
3. That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

Please bring this form to the "Exhibitor's Registration" counter from April 9 to 10 (TAIPEI AMPA/TAIWAN ITS) or from April 10 to 11 (MOTORCYCLE TAIWAN & TAIWAN CARTUNING) to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

· **Company:** \_\_\_\_\_

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

President/CEO of the company: \_\_\_\_\_ (Signature)

Contact Person: \_\_\_\_\_ (Signature)

Tel: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Hotel in Taiwan where you stay: \_\_\_\_\_

Hotel Telephone no: \_\_\_\_\_

· **Booth Contractor:** \_\_\_\_\_

Contact person: \_\_\_\_\_ (Sign and stamp)

Tel: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Please complete and send this form by e-mail (the full-color-scanned file) or registered post to the following address before **March 9, 2018**:

Mr. David Chang, [davidchang@taitra.org.tw](mailto:davidchang@taitra.org.tw)

TWTC International Exhibition Center

No. 5, Hsin-yi Road, Sec. 5, Taipei 11011, Taiwan

Telephone: 886-2-2725-5200 Ext. 2247

**The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of TWTC International Exhibition Center.**

**Signature of Exhibitor's General Manager :** \_\_\_\_\_ **date** \_\_\_\_\_

Form 1-1  
Deadline  
March 9, 2018

## SAFETY AND HEALTH TERMS OF AGREEMENT

### Taiwan External Trade Development Council Safety and Health Terms of Agreement for Exhibitors

After attending  TAIPEI AMPA 2018  TAIWAN ITS 2018  MOTORCYCLE TAIWAN 2018  TAIWAN CARTUNING 2018 Show space allocation meeting as well as workers safety meeting, the undersigned parties have fully understood workers safety and health regulations required by the Taiwan External Trade Development Council (TAITRA). The undersigned parties and any other affiliated parties will duly comply with governmental worker health and safety regulations and TAITRA guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from TAITRA, and are fully responsible for all compensation or repairs in the event of damage.

**The undersigned parties and any other affiliated parties guarantee to comply with the following regulations during the operational period :**

1. The Standard Pre-Construction Procedures for TWTC Exhibition Hall 1
2. The Worker Safety and Health Management Procedures for TWTC Exhibition Hall 1 Exhibitors
3. Hazards Report for TWTC Exhibition Hall 1
4. On-Site Hazards Notification for TWTC Exhibition Hall 1
5. The above-mentioned regulations can be found on the website of TWTC Exhibition Hall 1 at : <http://www.twtc.com.tw/>

This form is addressed to : Taiwan External Trade Development Council

Name of Exhibitor : \_\_\_\_\_

Name of Exhibitor's General Manager : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Booth Number : Area \_\_\_\_\_ Number \_\_\_\_\_

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) lack of required entry and work permits, lack of any required uniforms, lack of safety helmets, unfastened safety belts at heights of 1.5 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules. Please complete and send this form by e-mail (the full-color-scanned file) or registered post to the following address before **March 9, 2018**:

Mr. David Chang, [davidchang@taitra.org.tw](mailto:davidchang@taitra.org.tw)  
TWTC International Exhibition Center  
No. 5, Hsin-yi Road, Sec. 5, Taipei 11011, Taiwan  
Telephone: 886-2-2725-5200 Ext. 2247

**The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of TWTC International Exhibition Center.**

**Signature of Exhibitor's General Manager** : \_\_\_\_\_ **date** \_\_\_\_\_

**Form 2**  
**Deadline**  
**March 12, 2018**

## **ELECTRICITY & WATER / DRAINAGE INSTALLATION**

Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply for such requirements by completing the following:

DESCRIPTION OF SERVICE	QTY
AC 110V 60 Cycle single phase KW	
AC 220V 60 Cycle single phase HP	
AC 220V 60 Cycle single phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
Water/Drainage installation	
24hrs AC 110V 60 Cycle single phase 500W	
24hrs AC 110V 60 Cycle single phase 1,000W	
24hrs AC 110V 60 Cycle single phase 1,500W	
24hrs AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle phase HP	
24hrs AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle phase HP	

**Remarks:**

1. The exhibitor shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
2. No application shall be accepted on or after the first day of move-in.
3. Any cancellation must be made in writing 10 days prior to the opening for the show, after which 80% of duly paid charges will be re-funded. No refund will be made if a request for cancellation is overdue.
4. The charge for 24-hour non-stop power supply will be 3 times as much as the normal price.

Show Name:  **TAIPEI AMPA 2018**  **TAIWAN ITS 2018**  **MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018**

Company: \_\_\_\_\_ Booth No.: Area \_\_\_\_\_ Number \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please -email the form to :**

**Mr. Alpha Wu**

**Technical Support Section, Taipei International Exhibition Center**

**5, Hsin-Yi Road, Sec. 5, Taipei 11011, Taiwan, R.O.C**

**Tel: 886-2-2725-5200 Ext. 2278, E-mail: alfa@taitra.org.tw**

**Form 2-1**  
**Deadline**  
**March 12, 2018**

## TARIFF FOR HEAVY DUTY ELECTRIC POWER

1. Electricity Power Supply: AC110, 60 cycle The fee for electricity usage is NT\$625 per 0.5 KW. Usage quantities are billed in minimum increments of 0.5 KW. Users registered prior to March 3, 2016 are eligible for a special discount rate of NT\$500 per 0.5 KW.
2. Heavy-Duty Electric Power:

Horse Power	Set Price	Discount Price
1	959	767
2	1,090	872
3	1,418	1,134
4	1,536	1,229
5	1,667	1,334
6	2,245	1,796
7	2,441	1,953
8	2,691	2,153
9	2,822	2,258
10	4,594	3,675
11	4,804	3,843
12	5,093	4,074
13	5,762	4,610
14	6,064	4,851
15	6,379	5,103
16	7,061	5,649
17	7,350	5,880
18	7,652	6,122
19	7,954	6,363
20	8,230	6,584
21	8,978	7,182
22	10,264	8,211
23	11,550	9,240
24	12,824	10,259
25	14,110	11,288
26	15,396	12,317
27	16,709	13,367
28	17,955	14,364
29	19,241	15,393
30	20,528	16,422
31	21,801	17,441
32	23,100	18,480
33	24,374	19,499

Horse Power	Set Price	Discount Price
34	25,660	20,528
35	26,933	21,546
36	28,219	22,575
37	29,505	23,604
38	30,779	24,623
39	32,065	25,652
40	33,351	26,681
41	34,637	27,710
42	35,910	28,728
43	37,026	29,621
44	38,483	30,786
45	39,769	31,815
46	41,042	32,834
47	42,302	33,842
48	43,615	34,892
49	44,888	35,910
50	46,174	36,939
51	48,746	38,997
52	51,306	41,045
53	53,879	43,103
54	56,438	45,150
55	58,997	47,198
56	61,570	49,256
57	64,129	51,303
58	66,701	53,361
59	69,261	55,409
60	71,834	57,467
61	76,965	61,572
62	79,997	63,998
63	82,097	65,678
64	84,656	67,725
65	87,216	69,773
66	89,789	71,831

Horse Power	Horse Power	Discount Price
67	92,348	73,878
68	94,920	75,936
69	97,480	77,984
70	100,052	80,042
71	102,611	82,089
72	105,184	84,147
73	107,744	86,195
74	110,303	88,242
75	112,875	90,300
76	115,435	92,348
77	118,007	94,406
78	120,566	96,453
79	123,139	98,511
80	125,699	100,559
81	80HP+1HP=126,658	

### Remarks:

1. The above rates are calculated on the basis of total electric consumption for the exhibition period.
2. 1 Horse Power = 0.75 K.W.
3. 5% Value Added Tax is already included.

Form 2-2  
Deadline  
March 12, 2018

## ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

Item	Power Consumption
Square Spotlight	300W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Personal Computer	100~200W
Notebook	20~50W
Monitor	50~100W
Laser Printer	500~800W
Jet Printer	30~150W
Point Printer	100~200W
Computer Graphic Machine	50~500W
Television	150W
Video Set	50W
Audio Set	100~200W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600W
Photo Copier	1,000~1,500W
Fax Machine	100W
Electric Fan	100W
Overhead Projector	800W
Slide Projector	600W

### Remarks:

1. The above estimates are for reference only.
2. 1KW = 1,000W
3. Each booth is entitled to the free use of 500 Watts of 110V electricity.

**Form 3**  
**Deadline**  
**March 9, 2018**

## ADVERTISING IN THE OFFICIAL DIRECTORY

Printed copies: 5,000 (Paper), 2,500(CD-ROM)

Distribution: Free to exhibitors and pre-registered overseas visitors

Also for sale during and after the show

Size: Length: 210 mm× Width 149 mm

Material required: 300dpi resolution with tif, eps or pdf format

We wish to reserve the following space (please tick):

Ad Category	Rate
Full page (full color)	NT\$ 32,000
Front cover gatefold	NT\$ 61,000
Inside front cover gatefold	NT\$ 54,000
Back cover gatefold	NT\$ 54,000
Inside back cover gatefold	NT\$ 54,000
Inside back cover	NT\$ 54,000

### Remarks:

1. Ad rate does not include photography and final artwork.
2. A 20% additional charge is required for all prearranged ad placements (other than those specified above).

Return completed form to:

Mr. Ni

Economic Daily News

Tel: 886-2-8643-3930

E-mail: ni@cens.com

Company: \_\_\_\_\_

Area : \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Form 4  
Deadline  
March 9, 2018

## IMPORTATION OF EXHIBITS ON A BONDED BASIS

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in  **TAIPEI AMPA 2018**  **TAIWAN ITS 2018**  **MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018** to be held at TWTC Exhibition Hall 1. We request your approval that customs clearance of our exhibits be effected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:

1. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis for such items as foods and beverages).
2. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
3. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months; otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
4. This company will pay in full the amount of, storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.
5. Exhibits entering on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must arrive at Keelung port **3 weeks** prior to the show opening, and air shipments at Tao Yuan International Airport **2 weeks** to give sufficient time for customs clearance.

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

Booth Number: Area: \_\_\_\_\_ Number: \_\_\_\_\_

Name of show representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Remarks:

1. Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents including the commercial invoice and a packing list (see **Form 5**).
2. TAITRA will not consider applications, which are not duly signed.  
(Forwarder detail see **page 8 or page 31**)
3. Please complete the form and email to:  
Ms. Cora Wu  
TAITRA Exhibition Department Section 3  
E-mail: [sec3@taitra.org.tw](mailto:sec3@taitra.org.tw)  
Tel: 886-2-2725-5200 ext.2651 Fax: 886-2-2723-4374

**Form 5**  
**Deadline**  
**March 9, 2018**

## COMMERCIAL INVOICE & PACKING LIST

Show Name:  TAIPEI AMPA 2018  TAIWAN ITS 2018  MOTORCYCLE TAIWAN 2018  
 TAIWAN CARTUNING 2018

Show Dates:  April 11-14, 2018  April 12-15, 2018

Show Venue: TWTC Exhibition Hall 1

Booth No.: Area Number

Shipper: \_\_\_\_\_

Name of Exhibitor: \_\_\_\_\_

Address: \_\_\_\_\_

Vessel/Flight Number: \_\_\_\_\_

Port of Loading: \_\_\_\_\_

Port of Discharge: ( ) KEELUNG ( ) TAO-YUAN CKS INT'L AIRPORT

( ) \_\_\_\_\_ (OTHERS)

CASE NO.	DIMENSIONS LxWxH (IN CM.)	WEIGHT (IN KG.)		DESCRIPTION OF GOODS (IN ENGLISH)	QTY.	CIF TAIPEI VAULE (US\$)	
		GROSS	NET			UNIT VALUE	TOTAL VALUE

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We certify that the information given above is true and correct.

(Forwarder detail see **page 8** or **page 31**)

Signature \_\_\_\_\_

Date: \_\_\_\_\_



## **CONSTRUCTION GUIDELINES FOR 2-STORY BOOTH**

1. In view of increasing demand for exhibition space, these Guidelines have been established for the construction of 2-story booths. To set up 2-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
3. With booth units measuring 3m x 3m, show participants must rent at least four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of 2-story booths.
4. To apply for the construction of 2-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
  - (1) One copy of the application form
  - (2) One copy of the booth layout plan
  - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
  - (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on 2-story booths.
5. Charge for the use of the 2-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed :

<b>Payment date</b>	<b>Rate</b>
Before March 7, 2018	40% of ground floor unit rate
From March 8 to March 16, 2018	70% of ground floor unit rate
After March 17, 2018	No applications will be accepted

6. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
7. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
8. The floor of the 2-story booth should not exceed 2.5 meters in height from the ground, and the total height of the 2-story booths should not exceed 4 meters.

9. The 2-story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the 2-story.
10. The total floor area (including staircases) of the 2-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
11. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and 2-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.
12. If the usable floor area of the 2-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the 2-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the 2-story.
13. The load-bearing capacity of the 2-story should be no less than 200 kg/m<sup>2</sup>, and that of the staircase no less than 300 kg/m<sup>2</sup>.
14. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
15. After TAITRA has granted written approval for the construction of 2-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
16. If the construction and design plan for 2-story booths approved and signed by an architect, civil engineer, or structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the TWTC Exhibition Hall 1.
18. Limited to the ceiling height, the constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
19. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

Form 6-1  
Deadline  
March 16, 2018

## APPLICATION FOR CONSTRUCTION OF 2-STORY BOOTH (Minimum 4 units of booths)

To: Taiwan External Trade Development Council (TAITRA)

We participate in the

**TAIPEI AMPA 2018**  **TAIWAN ITS 2018**  **MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018**

held at the TWTC Exhibition Hall 1. As more space is needed for the show, we hereby apply for the construction of 2-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the TWTC Exhibition Hall 1, and the Construction Guidelines for 2-story Booths in TWTC Exhibition Hall 1. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages is made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for 2-story booths. Please check and grant approval for the construction.

▪Company: \_\_\_\_\_

President of company: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Venue : \_\_\_\_\_ Area: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Area of Ground Booth: \_\_\_\_\_ square meters

Area of 2-story Booth: \_\_\_\_\_ square meters

▪Contractor for the 2-story Booths: \_\_\_\_\_

President of the Construction Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Please return the copy via e-mail to:

Ms. Cora Wu

TAITRA Exhibition Department Section 3

[sec3@taitra.org.tw](mailto:sec3@taitra.org.tw)

Tel:886-2-2725-5200 ext.2651 Fax:886-2-2723-4374

**Form 6-2**  
**Deadline**  
**March 16, 2018**

## CONFIRMATION OF 2-STORY BOOTH DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the \_\_\_\_\_ (name of the exhibitor)

That is making application for the construction of 2-story booths in the

**TAIPEI AMPA 2018**  **TAIWAN ITS 2018**  **MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018**

at booth number: Area Number

In TWTC Exhibition Hall 1, we have checked the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: \_\_\_\_\_

Structural Engineer Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Architect: \_\_\_\_\_ (Signature)

Structural Engineer: \_\_\_\_\_ (Signature)

Inspector: \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_

Form 7  
Deadline  
March 16, 2018

## APPLICATION FOR CONSTRUCTION OF BOOTH HEIGHT EXCEEDING 4 METERS ( Minimum 4 units with 3 sides open )

To : Taiwan External Trade Development Council ( TAITRA )

We will participate in the

**TAIPEI AMPA 2018**  **TAIWAN ITS 2018**  **MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018**

held in TWTC Exhibition Hall 1. To enhance our show presence, we hereby apply for the construction of booths height exceeding 4 meters. We ensure that the booths will be constructed in accordance with the specifications of the construction plan ( as enclosed ) by a licensed architect, also the Regulation Governing Booth Decoration within the TWTC Exhibition Hall 1. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages is made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation of losses the costs of which are appraised by an impartial third party.

Enclosed are related data and documents for the application for booths exceeding 4 meters. Please check and grant approval for the construction.

▪Company: \_\_\_\_\_

President of company: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Venue : Area: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Area of Ground Booth: \_\_\_\_\_ square meters

Area of Booth Height Exceeding 4 Meters: \_\_\_\_\_ square meters

▪Contractor for the Booths Height Exceeding 4 Meters: \_\_\_\_\_

President of the Construction Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Please return the copy via e-mail to:

Ms. Cora Wu

TAITRA Exhibition Department Section 3

[sec3@taitra.org.tw](mailto:sec3@taitra.org.tw)

Tel: 886-2-2725-5200 ext.2651 Fax: 886-2-2723-4374

Form 7-1  
Deadline  
March 16, 2018

# CONFIRMATION OF BOOTH HEIGHT EXCEEDING 4 METERS DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the

TAIPEI AMPA 2018  TAIWAN ITS 2018  MOTORCYCLE TAIWAN 2018  TAIWAN CARTUNING 2018

That is making application for the construction of booths height exceeding 4 meters in the show at booth number: Area \_\_\_\_\_ Number \_\_\_\_\_

In TWTC Exhibition Hall 1, we have checked the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: \_\_\_\_\_

Structural Engineer Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Architect: \_\_\_\_\_ (Signature)

Structural Engineer: \_\_\_\_\_ (Signature)

Inspector: \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_

P.S. If exhibitors need to build structures height exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary before March 18. TAITRA will charge an "Exceeding fee", which is NT\$100,000 (tax included) within 18 square meters. For those who exceed 18 square meters will be charged in proportion to the addition. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 1 meter from the side edge of the lower structure between booths.

Please return the copy via e-mail to:  
Ms. Cora Wu  
TAITRA Exhibition Department Section 3  
[sec3@taitra.org.tw](mailto:sec3@taitra.org.tw)  
Tel:886-2-2725-5200 ext.2651 Fax:886-2-2723-4374

## CONSTRUCTION GUIDELINES FOR BOOTH HEIGHT EXCEEDING 4 METERS

1. These Guidelines have been established for the construction of booths height exceeding 4 meters. To set up booths height exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. With booth units measuring 3m x 3m, show participants must rent at least 4 units and be a peninsula shape ( 3 sides of the booths facing aisles ) , in order to be eligible to apply for the construction of booths exceeding 4 meters.
3. To apply for the construction of booths height exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail prior to March 18, 2016. Construction cannot begin without prior written approval from TAITRA.
  - (1) One copy of the application form
  - (2) One copy of the booth layout plan
  - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
  - (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.
4. TAITRA will charge an "Exceeding fee", which is NT\$100,000 (tax included) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 1 meter from the side edge of the lower structure between booths.
5. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
6. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
7. The height of the booths exceeding 4 meters must not be more than 6 meters. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the booths exceeding 4 meters should be maintained at 1 meter, and the exterior of the walls should be decorated.

8. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
9. After TAITRA has granted written approval for the construction of booths exceeding 4 meters, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
10. If the construction and design plan for booths exceeding 4 meters approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
11. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the TWTC Exhibition Hall 1.
12. The constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
13. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.



Form 8  
Deadline  
March 16, 2018

## PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the

**TAIPEI AMPA 2018**  **TAIWAN ITS 2018**  **MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018**

held in TWTC Exhibition Hall 1. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the "Regulations Regarding Use of the Promotional Balloon." We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Enclosed is our check of NT\$50,000 (US\$1,670) as a deposit for the application for use of a promotional balloon. The organizer will return the check after the show, should there be no problems occurred. The deposit will be confiscated otherwise.

Company: \_\_\_\_\_

Booth Location: Area \_\_\_\_\_ Number \_\_\_\_\_

The Height of the Top of the Balloon: \_\_\_\_\_ M

(If the top of the balloon is higher than 5M, each balloon will be charged extra US\$340 or NT\$10,000)

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the copy via e-mail to:

Ms. Cora Wu

TAITRA Exhibition Department Section 3

[sec3@taitra.org.tw](mailto:sec3@taitra.org.tw)

Tel: 886-2-2725-5200 ext.2651 Fax: 886-2-2723-4374

Form 8-1  
Deadline  
March 16, 2018

## REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

Any exhibitor wishing to use BALLOON(s) at their booth should note the following conditions:

- **A promotional balloon :**

1. Only one balloon per booth can be used in each exhibitor's booth.
2. Can only carry the company's name, logo or product brand name.
3. Not exceed diameter of 1.5 meters.
4. The top of the balloon should not be higher than 5 meters from the floor.
5. To apply for a promotional balloon exceeding 5 m and less than 7 m in height, exhibitors are required to deposit NT\$50,000(US\$1,670) and pay an additional non-refundable fee of NT\$10,000(US\$340).

- **Small non-flying balloons**

1. To be used for booth decoration.
  2. The top of the balloons should not be higher than 4 meters from the floor.
- 
1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
  2. Those wanting to use balloon(s) should submit the appropriate application (Form 10) at least one month before the show opening along with a deposit of NT\$50,000 (US\$1,670)
  3. For every exhibitor violation of above regulation, a NT\$10,000 (US\$340) penalty will be deducted from the exhibitor's balloon deposit.
  4. TAITRA will remove improper balloons raised without permission.

Form 9  
Deadline  
March 16, 2018

## WALL TELEVISION/SOUND SYSTEM SETUP (LETTER OF ASSURANCE)

We would like to display Televisions or Big Screens Sound System on the booth walls during the show and will abide by the regulations set forth below.

**Televisions or Big Screens.** Regulations for setting televisions on walls :

1. Walls must not exceed 2.5 meters in height.
2. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. The volume of the films or videos must not exceed 85 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

**Sound System.** Regulation for setting Sound system :

1. A deposit of **NT\$100,000** will be requested upon approval of the application. Electricity will be disconnected if the deposit of **NT\$100,000** is not received by the organizer.
2. Whenever it is found that the volume of the exhibitor's sound system exceeds **85** decibels, the inspection group will determine the penalty. Generally this will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of **NT\$100,000**; Third, power will be disconnected.
3. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
4. Enclosed is our check of NT\$100,000 (US\$3,340) as a deposit for sound system setup. The organizer will return the check after the show. If all regulations are followed, otherwise the deposit will be confiscated.

Please fax this copy to:

Show Name:  **TAIPEI AMPA 2018**  **TAIWAN ITS 2018**

**MOTORCYCLE TAIWAN 2018**  **TAIWAN CARTUNING 2018**

Booth No.: TWTC Hall 1, \_\_\_\_\_ Area Number \_\_\_\_\_

Company: \_\_\_\_\_

Ms. Cora Wu

Tel: \_\_\_\_\_

Tel: 886-2-2725-5200 ext. 2651

Fax: \_\_\_\_\_

Fax: 886-2-2723-4374

Contact Person: \_\_\_\_\_

E-mail : sec3@taitra.org.tw

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_