



NOTICE : MOVE-IN & MOVE-OUT OF EXHIBITS

(Venu: TWTC Nangang Exhibition Hall)

The **TAIPEIPLAS 2018** will open on **August 15~19, 2018**. We kindly request your cooperation to act in accordance with the following instructions during move-in & move-out of exhibits and booth dismantling:

1. Show Dates & Time

Show date	September 15-19, 2018
Show hours	10 am—6 pm For trade or by invitation. Also open to public.

2. Move-In (Booth Installation/Decoration)

Machinery exhibits	6 am ~ 6 pm, Aug. 9 ~ 12
Power for testing machinery	8 am ~ 8 pm, Aug. 13 ~ 14 * Power supply starts at 9 am on Aug. 13 at 8 am on Aug. 14
<p>Ⓢ Vehicles are not permitted to enter the showground during “power for testing machinery” period.</p> <p>Ⓢ During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart.</p>	

3. Move-Out (Booth Dismantling)

6 pm ~ 8 pm, Aug. 19	Hand carry or small exhibits move-out Ⓢ Vehicles are not permitted to enter the showground
8 pm ~ 11 pm, Aug. 19	Machinery and other exhibits move-out
7 am ~ 5 pm, Aug. 20 - 22	Machinery and other exhibits move-out

4. Exhibits Move-in and Move-out

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition hall (**Please ask your Taiwan Agent or Forwarder to see the Move-in and**



Move-out schedule www.taipeiplas.com.tw “Chinese Version” only/ Download Center/ TWTC Nangang Hall Move-in/out plan. If you have any questions please contact Mr. Wolfgang Tang by e-mail plas@taitra.org.tw).

- (2) Exhibitors, their agents, and contractors are responsible for the installation or dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and times scheduled by the organizer.
- (3) Please refer to “Regulations Governing Booth Decoration within the Exhibitor’s Manual for decoration limitations.
- (4) The Loading Capacity:
 TWTC Nangang Hall 1st Floor is 5,000 kg/m² ; 4th Floor is 2,000 kg/m²

5. Exhibitor Information Packs

(1) exhibitor badges

- Pick up at 1st and 4th floor information Counter by showing company’s business card and **completed Form 7 & 8 (see Exhibitor’s Manual, page 56, 57)** to TAITRA staff during move-in.
- Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth.

(2) Official Directory

- All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory at the Each Hall’s information Counter.

6. Facilities & Services

Service	Location
Press Center	4 th Floor
TAITRA Lounge	Near Conference Room 404, 4 th Floor
Food & Beverage	1 st Floor: Snack bars and convenience store Exhibition Ground Floor: Snack Bar 3 rd Floor: Restaurants Exhibition Sky Dome: Snack Bar B1: Dining area
Legal Consultation Service Center	Information Counter, 4 th Floor, Near M Area Entrance
Free Internet Service	Show Ground, on 1 st & 4 th Floor
Luggage storage	Room 145, 1 st Floor
First Aid	Room 158, 1 st Floor and Room 452, 4 th Floor
Electricity Service	6 th Floor, Organizer’s Office
On-site Booth Setup & Facilities Contractor	O’YA Marketing Solution and Interior Design Co., Tel: +886-2-2655-2777, Fax: +886-2-2655-2999
Forwarders	Eurotran Expo Service Co., Ltd. Tel: +886-2-2785-6000, Fax: +886-2-2782-6701, E-mail: jimmy.kuo@eurotranexpo.com



	Triumph Express Service Co., Ltd. Tel: +886-2-2758-7589, Fax: +886-2-2758-7645, E-mail: scott@trans-link.com.tw
Muslim Prayer Rooms	Room 426 (for male), 428 (for female), 4th Floor
Taxi Stand	Drop-off Point: Area J Entrance / Pick-up Point: B1 * Passengers cannot pick up the taxi at any entrances on 1st floor during the show.
Free Shuttle Bus (Bus Stops are at Main Entrance)	NANGANG Hall→Hotels (or you can take MRT) * Please refer to the detailed schedules at official website or at the bus stops.
Parking Lots	B1, TWTC Nangang Hall (Charged by hours)
ATM	Area K Lobby, 1st Floor

※For more information, please visit Nangang Exhibition Hall website:

<http://www.twtcnangang.com.tw/?Lang=en-US>

7. NOTE:

- (1) The exhibitor shall not sublet the whole or any part of his own exhibition space.
- (2) During the removal period, all exhibitors are requested to have representatives at their booth(s) to guard against loss of exhibits. All exhibitors must wear official exhibitor badges when entering the show ground.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including coverage for fire, theft, flood and accidents.
- (4) No exhibitor, under any condition, may remove exhibits from the show ground until after closing on the final day of Sept. 30 at 6 pm.
- (5) Down load Exhibitor's Manual: www.taipeiplas.com.tw (Exhibitor/ Exhibitor Manual)**

Thank you for your cooperation.