

Form 1-1 STANDARD BOOTH APPLICATION FORM

O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.
Contact: Daven
Tel: +886-2-2655 2777 #173
Fax: +886-2-2655 2999
Email: daven@o-ya-design.com

Company Name: _____

Booth Number: _____

※ Please complete the application form by 19th July, 2018. A 30% additional fee will be charged for orders received after the deadline.

※ If you need to rent other equipment, please send back form 1-2, 1-3, and 1-4.

1. Please fill in the name that is used in accordance with the exhibition hosting party, with the appropriate font(s).

English:

2. Please confirm if you would like to rent other equipment or change/ rearrange the configuration?

No. (Please complete **Form 1-1**)

I don't need other equipment but I would like to rearrange the configuration.

(Please complete and return **Form 1-1 & 1-4** and mark the right location on **Form 1-4**)

Yes, I would like to rent other equipments and change/ rearrange the configuration.

(Please complete and return **Form 1-1, 1-2, 1-3 and 1-4**)

(1) Please find the enclosed 1-1, 1-2, 1-3 for additional equipment rental.

(2) Please mark the right location for all equipment on form 1-4.

3M X 3M Standard Booth Items Included

Item	QTY	Item	QTY
Booth partition 3mx3mxH2.5m	1	Folding Chair (Black)	3
Fascia board for Company & Stand No. W300H150CM	1	10W LED Spotlight (Warm light)	3
Carpet 3m x 3m- Gray	1	110V/5A Socket	1
Display Platform (with lock) W100D50H75CM	1	Trash can	1
Glass Round Table Ø75CMxH73CM	1		



Please fill in company information in print.

Company Name: _____

Booth Number: _____ Contact: _____ VAT/ GUI Number: _____

Address: _____

Telephone or Mobile: _____ Fax: _____

E-mail: _____ Date: _____

Form 1-2 EQUIPMENT RENTAL APPLICATION FORM

Please complete the application form by 19th July, 2018.
A 30% additional fee will be charged for orders received after the deadline.

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Contact: Daven
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Company Name _____ Booth Number _____

NO	ITEM	DIMENSION	UNIT(NT\$)	QTY	PRICE(NT\$)
1.1/1.2	Information Counter	W100D50H75CM / 100CM	500/600		
1.4/1.5	Rectangle Display Platform	W100D50H75CM / 100CM	500/600		
1.7	Square Display Platform	W50D50H75CM	450		
1.8	Square Display Platform	W50D50H100CM	500		
1.9	Square Display Platform	W100D100H75CM	750		
1.10	Square Display Platform	W100D100H100CM	850		
1.12	Two-tier Display Platform	W100D50H50&H100CM	1,200		
1.13	Display Platform	W100D50H75&H100CM	1,200		
1.15	Display Platform (with lock)	W100D50H75CM	600		
1.16	Display Platform (with lock)	W100D50H100CM	750		
1.17	Flat Wooden Shelf	W100D30CM	150		
1.18	Slope Wooden Shelf	W100D30CM	200		
1.19	Glass Shelf	W100D30CM	300		
1.20	Quarter Round Display Platform	W50xH75CM	600		
1.28	Low Glass Showcase (with lock & LED Light*2)	W100D50H100CM	2,500		
1.29	High Glass Showcase (with lock, glass shelf*1, downlight*1)	W50D50H200CM	3,000		
1.30	High Glass Showcase (with lock, glass shelf*1, downlight*2)	W100D50H200CM	4,000		
2.1	Folding Chair (Black)	W50X50CM	70		
2.2	Meeting Chair		500		
2.4	Glass Round Table	Ø75CMxH73CM	500		
2.7	Bar Table (White)	Ø60CMxH97CM	1,100		
2.8	Bar Stool (White)	Ø40CMxH87.5CM	700		
2.13	A4 brochure stand (vertical)	W30xH177CM	750		
3.1	21W Spot Light	21W (warm light)	250		
3.2	21W Spot Light	21W (cool light)	300		
3.3	21W Arm Light	21W (warm light)	350		
3.4	21W Arm Light	21W (cool light)	400		

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Form 1-3 FRIDGE/ FREEZER APPLICATION FORM

Please complete the application form by 19th July,2018.
A 30% additional fee will be charged for orders received after the deadline.

NO	ITEM	DIMENSION	UNIT PRICE(NT\$)	QTY	PRICE(NT\$)
3.5	300W Spot Light	300W (warm light)	500		
3.6	300W Arm Light	300W (warm light)	600		
3.10	Socket	110V/500W	200		
3.12	Socket	110V/1500W	450		
3.13	Socket	220V/500W	450		
3.14	Socket	220V/1500W	600		
3.15	42" LCD TV	During the exhibition, including power outlet	8,000		
SUBTOTAL					
5% VAT					
AMOUNT TOTAL					

※Please specify the temperature on the order if needed. All equipment are only for rental.

Company Name: _____ **VAT/GUI Number:** _____

Contact: _____ **Address:** _____

TEL: _____ **FAX:** _____ **E-mail:** _____

⊙ Please kindly note that orders are valid only when full payment has been received (30 Days before the exhibition). Terms of payment:

O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.

BANK: HUA NAN COMMERCIAL BANK, LTD CHIEN CHEN BRANCH

USD A/C: 105-97-000986-1

BANK Address: 38, Sec. 1, Chung-King South Road, Taipei, Taiwan, R.O.C

SWIFT: HNBKTWTP105

Exhibitors: please be sure to cover the transaction fee as well as provide the wire transfer invoice. Invoice will be issued and sent after the payment has been received.

- ⊙ A 30% additional fee will be charged for orders received 15-59 days before the exhibition and a 50% additional fee for orders received within 15 days before or during the exhibition (including preparation). Operation will commence once payment has been received and material availability is determined.
- ⊙ A 30% transaction fee will be charged if the order is cancelled 21 days before the exhibition.
- ⊙ All items are only for rental, exhibitors are liable for any damages or loss.
- ⊙ All basic booth equipment may not be refunded or exchanged.
- ⊙ Please contact us if you need any other specific service, such as booth design, arts & craft, poster printing etc.

Signature and invoice stamp

Reference

※ Please contact us if you need any other equipment.

<p>1.1 / 1.2 Information counter 接待桌 W100D50H75/H100CM</p> 	<p>1.4 / 1.5 Rectangle Display Platform 長方形展示台(四面白色封板) W100D50H50/H75/H100CM</p> 	<p>1.7 / 1.8 Square Display Platform 正方形展示台(四面白色封板) W50D50H50/H75/H100CM</p> 	<p>1.9 / 1.10 Square Display Platform 正方形展示台(四面白色封板) W100D100H75/H100CM</p> 
<p>1.12 Stepped Display Platform 階梯展示台(四面白色封板) W100D50H50&H100CM</p> 	<p>1.13 Stepped Display Platform 階梯展示台(四面白色封板) W100D50H75&H100CM</p> 	<p>1.15 / 1.16 Display Platform (including lock) 儲物櫃附簡易鎖 W100D50H75CM / H100CM</p> 	<p>1.17 / 1.18 Wooden Shelf (Flat or Slope) 木製層板 (平/斜) W100D30CM</p> 
<p>1.19 Glass Shelf 玻璃層板 W100D30CM</p> 	<p>1.20 / 1.21 1/4 Round Display Platform 1/4圓展示台 (三面白色封板) W50H75CM / W50H100CM</p> 	<p>1.28 Low Glass Showcase (with lock & LED Lightx2) 玻璃矮櫃 (附鎖、含櫃內珠寶燈x2) W100D50H100CM</p> 	<p>1.29 High Glass Showcase 玻璃高櫃 W50D50H200CM (附鎖、含玻璃層板x1、黃光嵌燈*1) (with lock、glass shelfx1、downlightx1)</p> 
<p>1.30 High Glass Showcase 玻璃高櫃 W100D50H200CM (附鎖、含玻璃層板x1、黃光嵌燈*1) (with lock、glass shelfx1、downlightx1)</p> 	<p>2.1 Folding Chair (Black) 黑色折椅 W50x50CM</p> 	<p>2.2 Meeting Chair 布質會議椅</p> 	<p>2.7 Bar Table (White) 白色高吧桌 Ø60CMxH97CM</p> 
<p>2.13 A4 brochure stand (vertical) A4目錄架 (直立式)</p> 	<p>3.1 / 3.2 18W Spot Light (warm / cool light) 18W節能投光燈 (黃光 / 白光)</p> 	<p>3.3 / 3.4 18W Long Arm Light (warm / cool light) 18W節能長柄燈 (黃光 / 白光)</p> 	<p>3.5 / 3.6 300W Spot (Arm) Light (warm light) 300W投光(長柄)燈 (黃光)</p> 
<p>3.10-3.14 Socket 插座 110V-5A / 10A / 15A 220V-5A / 15A</p> 	<p>3.10-3.14 Socket 插座 110V-5A / 10A / 15A 220V-5A / 15A</p> 		

Form 1-4 APPLICATION PLAN LAYOUT

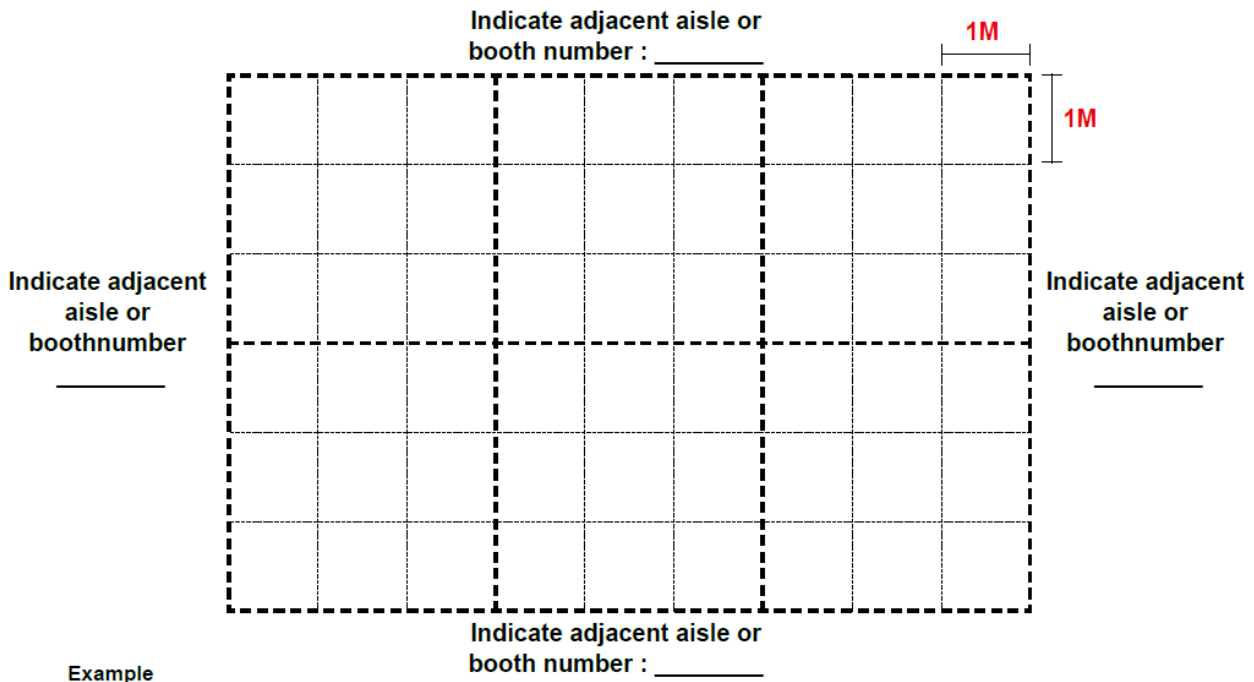
Company Name: _____

Booth Number: _____

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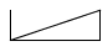


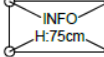
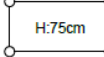
1. Please mark your desired allocation in the following grid.

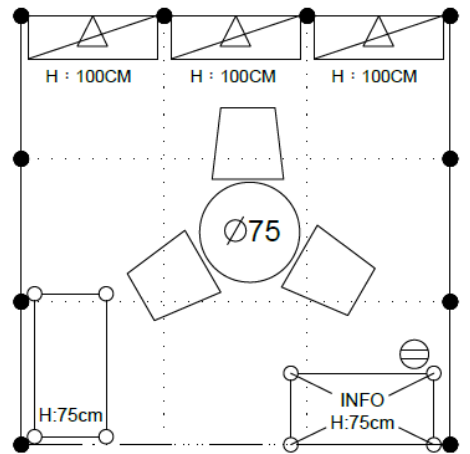
- (1) The plan contains 6 booths, each 3 by 3 grid stands for 3*3M booth. Please mark the size and location of your booth.
- (2) Please mark the height and amount of the shelves to meet your requirement.



Example



-  Spot Light
 -  Flat Wooden Shelf (H : 100CM)
 -  Folding Chair
 -  110V / 5A Socket
 -  Information counter W100D50H75CM
 -  Rectangle Display Platform W100D50H75CM
- ➔ Comparison**



**Form 2
Deadline
Aug. 17, 2018**

Form 2 ELECYTRICITY & WATER / DRAINAGE REQUIREMENTS

Each booth is granted 500w of free electricity. 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 5A (0.5 KW)	
AC 110V 60 Cycle single phase 10A (1 KW)	
AC 110V 60 Cycle single phase 15A(1.5 KW)	
AC 110V 60 Cycle 2 KW	
AC 110V 60 Cycle 4 KW	
AC 110V 60 Cycle 6 KW	
AC 110V 60 Cycle 9 KW	
AC 110V 60 Cycle 12 KW	
AC 110V 60 Cycle 15 KW	
AC 110V 60 Cycle 18 KW	
AC 110V 60 Cycle 22 KW	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 15A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 20A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 30A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 40A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 50A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 60A	
AC <input type="checkbox"/> 220V 60 Cycle 3 phase 75A	
24hrs AC 110V 60 Cycle single phase 5A	
24hrs AC 110V 60 Cycle single phase 15A	
24hrs AC 110V 60 Cycle single phase 20A	
24hrs AC 220V 60 Cycle 3 phase 15A	
24hrs AC 220V 60 Cycle 3 phase 20A	
24hrs AC 220V 60 Cycle 3 phase 30A	
Water/Drainage installation	
Compressed Air	

Remarks:

1. The exhibitors 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.

Show Name: _____

Company: _____

Booth No.: _____

Contact person: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Please contact:

Tel: 886-2-2725-5200 Ext. 5569(1F)

Fax : 886-2-2788-6109

E-mail : power5563@taitra.org.tw

TARIFF FOR HEAVY DUTY ELECTRIC POWER

Remarks:

1. The above rates are calculated on the basis of total electric consumption for the exhibition period.
2. 5% Value Added Tax is already included.
3. US\$1=NT\$31

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$
1	AC 110V 60 Cycle single phase 5A	625
2	AC 110V 60 Cycle single phase 10A	1,250
3	AC 110V 60 Cycle single phase 15A	1,875
4	AC 110V 60 Cycle 2KW	2,500
5	AC 110V 60 Cycle 4KW	5,000
6	AC 110V 60 Cycle 6KW	7,500
7	AC 110V 60 Cycle 9KW	11,250
8	AC 110V 60 Cycle 12KW	15,000
9	AC 110V 60 Cycle 15KW	18,750
10	AC 110V 60 Cycle 18KW	22,500
11	AC 110V 60 Cycle 22KW	27,500
12	AC 220V 60 Cycle 15A	2,920
13	AC 220V 60 Cycle 20A	5,521
14	AC 220V 60 Cycle 30A	7,571
15	AC 220V 60 Cycle 40A	9,864
16	AC 220V 60 Cycle 50A	11,890
17	AC 220V 60 Cycle 60A	15,638
18	AC 220V 60 Cycle 75A	17,953
19	AC 380V 60 Cycle 15A	7,227
20	AC 380V 60 Cycle 20A	9,032
21	AC 380V 60 Cycle 30A	12,170
22	AC 380V 60 Cycle 40A	14,836
23	AC 380V 60 Cycle 50A	17,501
24	AC 380V 60 Cycle 60A	22,372
25	AC 440V 60 Cycle 15A	7,858
26	AC 440V 60 Cycle 20A	9,874
27	AC 440V 60 Cycle 30A	13,433
28	AC 440V 60 Cycle 40A	16,519
29	24hrs AC 110V 60 Cycle single phase 5A	1,901
30	24hrs AC 110V 60 Cycle single phase 15A	2,711
31	24hrs AC 110V 60 Cycle single phase 20A	3,116
32	24hrs AC 220V 60 Cycle 3 phase 15A	9,609
33	24hrs AC 220V 60 Cycle 3 phase 20A	11,765
34	24hrs AC 220V 60 Cycle 3 phase 30A	15,968
35	Water/Drainage installation	2,363
36	Compressed Air	5,000

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 = 1,000

Form 3-1
Deadline: Aug. 17

Form 3-1 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 :

Payment date	Rate
Before July. 19, 2018	40% of ground floor unit rate
From July. 20 to Aug. 7, 2018	70% of ground floor unit rate
After Aug. 22, 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 meter.
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/m², and that of the staircase no less than 300 kg/m².
 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 Taipei Nangang Exhibition Center, Hall 1s.
 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 3-2
Deadline
Aug. 17, 2018**

Form 3-2 APPLICATION FOR CONSTRUCTION OF 2-STORY BOOTH
(Minimum 4 units of booths)

To: Taiwan External Trade Development Council (TAITRA)

We participate in the Energy Taiwan held at the Taipei Nangang Exhibition Center, 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 Taipei Nangang Exhibition Center, Hall 1, and the Construction Guidelines for 2-story Booths in the Taipei Nangang Exhibition Center, 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 Second-story Booth: _____ square meters

• Contractor for the Second-story Booths: _____

President of the Construction Company: _____

Tel: _____ Fax: _____

E-mail: _____ Person in Charge: _____

Please return the copy via **E-mail** to Ms. Lisa Chang energy@taitra.org.tw

Tel: 886-2-2725-5200 ext. 2852

Fax: 886-2-2729-1089

**Form 3-3
Deadline
Aug. 17, 2018**

Form 3-3 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 Energy Taiwan at booth number:

Area _____ Number _____

In the Taipei Nangang Exhibition Center, 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 4-1
 Deadline
 Aug. 17, 2018**

Form 4-1 APPLICATION FOR CONSTRUCTION OF BOOTH EXCEEDING 4 METERS

(Minimum 8 units with 3 sides open)
 To : Taiwan External Trade Development Council (TAITRA)

We will participate in the Energy Taiwan held in the Taipei Nangang Exhibition Center, Hall 1. To enhance our show presence, we hereby apply for the construction of booths 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 Taipei Nangang Exhibition Center, 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 Exceeding 4 Meters: square meters

• Contractor for the Booths Exceeding 4 Meters: _____
 President of the Construction Company: _____
 Tel: _____ Fax: _____ E-mail: _____
 Person in Charge: _____

Ms. Lisa Chang
energy@taitra.org.tw
 Tel: 886-2-2725-5200 ext. 2852
 Fax: 886-2-2729-1089

**Form 4-2
Deadline
Aug. 17, 2018**

Form 4-2 CONFIRMATION OF BOOTH EXCEEDING 4 METERS DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)

That is making application for the construction of booths exceeding 4 meters in the Energy Taiwan at booth number: Area Number in the Taipei Nangang Exhibition Center, 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 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 September 1.

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 70 cm from the side edge of the lower structure between booths.



Form 4-3 CONSTRUCTION GUIDELINES FOR BOOTH EXCEEDING 4 METERS

1. These Guidelines have been established for the construction of booths exceeding 4 meters. To set up booths 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 8 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 exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail prior to August 17, 2018.
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 70 cm 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 Taipei Nangang Exhibition Center, 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 5-1
Deadline
Aug. 24, 2018**

Form 5-1 BOOTH CONSTRUCTION ASSURANCE

As a participant in the Energy Taiwan be held in the Taipei Nangang Exhibition Center, Hall 1, Sept. 19-21, We assure:

- a) That the booth(s) is constructed in compliance with Taipei Nangang Exhibition Center, Hall 1 Decoration Guidelines, and
- b) 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
- c) 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 “Exhibitor Registration” counter to collect the Exhibitor’s Badges upon arrival at the exhibition hall during move-in hours. (Sep. 17-18, 8:00-18:00)

. Company: _____
 Booth Number: _____
 President of the company: _____(Signature)
 Contact Person: _____(Signature)
 Mobile Phone: _____
 Tel: _____ Fax: _____ E-mail: _____
 Date: _____

. Booth Contractor: _____
 Contact person: _____
 Tel: _____ Fax: _____ E-mail: _____
 Mobile Phone: _____
 Address: _____

**Form 5-2
 Deadline
 Aug. 24, 2019**

Form 5-2 SAFETY AND HEALTH TERMS AGREEMENT
 Taiwan External Trade Development Council Safety and Health Terms of Agreement for Exhibitors

After attending Energy Taiwan 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 Taipei NANGANG Exhibition Hall Exhibitors
2. The Worker Safety and Health Management Procedures for Taipei NANGANG Exhibition Hall Exhibitors
3. Hazards Report for Taipei NANGANG Exhibition Hall Exhibitors
4. On-Site Hazards Notification for Taipei NANGANG Exhibition Hall
5. The above-mentioned regulations can be found on the website of Taipei NANGANG Exhibition Hall at : <http://www.twtcnangang.com.tw/>

This form is addressed to : Taiwan External Trade Development Council

Name of Exhibitor : _____
 Name of Exhibitor’s General Manager : _____
 Address : _____
 Telephone : _____
 Booth No : _____

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 mail this form by registered post before Aug. 24, 2018 to the following address:

Mr. Chiu, Tel: 886-2-2725-5200 Ext. 5512
 Nangang Exhibition Center, TAITRA
 Email:nksafe@taitra.org.tw

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of Taipei Nangang Exhibition Center, Hall 1.

Signature of Exhibitor’s General Manager : _____ date _____

**Form 6-1
Deadline
Aug. 31, 2018**

Form 6-1 PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM
To: Taiwan External Trade Development Council (TAITRA)

We will participate in the Energy Taiwan, held in the Taipei Nangang Exhibition Center, 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 US\$1,600 (or NT\$50,000) 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. Lisa Chang

energy@taitra.org.tw

Tel: 886-2-2725-5200 ext. 2852

Fax: 886-2-2729-1089

**Form 6-2
Deadline
Aug. 31, 2018**

Form 6-2 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\$1,600) 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.

NOTES:

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 7) at least one month before the show opening along with a deposit of NT\$50,000 (US\$1,600)
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 7
Deadline
Aug. 17, 2018**

**Form 7 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\$50,000** will be requested upon approval of the application. Electricity will be disconnected if the deposit of **NT\$50,000** is not received by the organizer.
 2. Anyone found, during the show period, using a sound system without approval will have to make application and place a deposit of **NT\$50,000**, besides the applicant has to pay **NT\$30,000** for using the sound system. Electricity will be disconnected until the procedure is completed.
 3. 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\$50,000**; Third, power will be disconnected.
 4. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
 5. Enclosed is our check of US\$1,500(or NT\$50,000) 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 return the copy via E-mail to:
Ms. Lisa Chang_
energy@taitra.org.tw
Tel: 886-2-2725-5200 ext. 2852
Fax: 886-2-2729-1089

Show Name: Energy Taiwan
 Booth No.: Area _____ Number _____
 Company: _____
 Tel: _____
 Fax: _____
 Contact Person: _____
 Mobile Phone: _____
 E-mail: _____
 Signature: _____
 Date: _____

**Form 8
Deadline Aug. 3 2018**

Form 8 IMPORTATION OF EXHIBITS ON A BONDED BASIS

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in Energy Taiwan to be held at the Taipei Nangang Exhibition Center, 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 three weeks prior to the show opening, and air shipments at Tao Yuan International Airport two weeks to give sufficient time for customs clearance.

Applicant: _____ Company: _____

Area/Booth 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.
2. TAITRA will not consider applications, which are not duly signed.
3. Please return this form via Registered mail to:

Ms. Lisa Chang

energy@taitra.org.tw

Tel: 886-2-2725-5200 ext. 2852

Fax: 886-2-2729-1089



**From 9
Deadline Aug. 3 2018**

Form 9 COMMERCIAL INVOICE & PACKING LIST

Show Name: Energy Taiwan

Show Dates: September 19-21, 2018

Area: _____ Booth No.: _____ Shipper: _____

Company: _____ Address: _____

Vessel/Flight Number: _____ Port of Loading: _____

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

CASE NO.	DIMENSIONS L×W×H(IN CM.)	WEIGHT (IN KG.)		DESCRUOTION 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.

Signature _____

Date: _____