

INDEX

1. Checklist.....	1
2. General Information and Regulations	3
3. Terms and Regulations for Participation.....	11
4. Regulations on Work at TAITRA Venues	14
5. Construction Guidelines for Second-Story Booth.....	29
6. Construction Guidelines for Booths Exceeding 4 Meters	31
7. Regulations Regarding Use of the Promotional Balloon.....	33
8. Application for Wall Television / Sound System Setup	34

Form 1: Exhibitor's Press Release	35
Form 2: Advertising in the Official Directory's Compact Disc.....	36
Form 3: Booking Conference Room & Seminar Facilities	37
Form 4: Importation of Exhibits on a Bonded Basis	44
Form 5: Commercial Invoice and Packing List	45
Form 6: Booth Construction Assurance.....	46
Form 6-1: Safety and Health Terms of Agreement	47
Form 7: Application for Construction of Second-Story Booth.....	48
Form 8: Application for Construction of Booths Exceeding 4 Meters	50
Form 9: Electricity & Water/Drainage Installation	52
Form 10: Promotional Balloon Application	55
Form 11: Television Wall Setup	56
Form 12: Stage and Stereo System Setup Application	57
Form 13: Application for Extra Exhibitor's Badges	58
Form 14: Online Marketing Services	59

Attachment 1: Taipei Nangang Exhibition Center, Hall 1 Sky Dome Exhibition Hall Plan (4F)

Attachment 2: Taipei Nangang Exhibition Center, Hall 1 Transport & Parking Information

Attachment 3: MRT Map

Attachment 4: Driving Directions to Taipei Nangang Exhibition Center, Hall 1

The above personal data will be used by TAITRA only in order to forward the applicant (by phone, mail and other means) information about exhibitions or trade promotion activities in the years 2017-2021.

Those who wish to exercise any of the following rights, please contact Mr. Wolfgang Tang (Ext.2619):

1. Make inquiry and request for a review of personal information;
2. Make request for duplications of personal information;
3. Request supplement or correct personal information;
4. Request stop of collection, processing or use of personal information;
5. Request deletion of personal information.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



CHECKLIST

Deadline (2018)		Services / Items	Contact (Tel & Email) / Remarks	Page
ASAP		Booth Rental Payment: •Balance Due	Notice will be issued after booth allocation	--
Feb.	23	•Form 1: Exhibitor's Press Release (Free-of-charge)	Ms. Grace Yu Sec.1, Exhibition Dept., TAITRA 886-2-2725-5200 ext.2612 graceyu@taitra.org.tw	35
		•Form 2: Advertising in the Official Directory's CD (Free-of-charge)		36
		•Form 3: Booking Conference Room & Seminar Facilities	Ms. Tiffany Huang 886-2-2725-5200 ext.2298 tiffany127@taitra.org.tw	37~43
		Shipping Arrangements: •Form 4: Importation of Exhibits on a Bonded Basis •Form 5: Commercial Invoice and Packing List (Form 4 should be submitted along with Form 5)	Eurotran Expo Service Co., Ltd. 886-2-2785-6000 ext.105 jimmy.kuo@eurotranexpo.com ext.106 jasmine.yang@eurotranexpo.com ext.107 noel.tao@eurotranexpo.com	44~45
		•Form 6 & 6-1: Booth Construction Assurance & Safety and Health Terms of Agreement	Mr. Chiu NANGANG Int'l Exhibition Center Technical Support Section 886-2-2725-5200 ext.5512 nksafe@taitra.org.tw	46~47
		•Form 7~ Form 7-1: Construction of Second-Story Booth (Apply Before Feb. 8, 2018: 30% Discount)	Mr. Wolfgang Tang Sec.1, Exhibition Dept., TAITRA 886-2-2725-5200 ext.2619 wtang@taitra.org.tw	48~49
		•Form 8~ Form 8-1: Construction of Booth Exceeding 4 Meters		50~51
		•Booth Setup & Facilities See Decoration Manual (Official Contractor)	On Site Contractor: O'YA Marketing Solution and Interior Design Co., Ltd. Mr. Ryan Li Tel:886-2-2655-2777 ext.181 ryan@o-ya-design.com	-
Mar.	1	•Form 9~ Form 9-2: Electricity & Water/Drainage Installation (Apply Before Jan. 31, 2018: 20% Discount)	886-2-2725-5200 ext.5568 power5564@taitra.org.tw	52~54
	8	•Form 10: Promotional Balloon Application (deposit required)	Mr. Wolfgang Tang Sec.1, Exhibition Dept., TAITRA 886-2-2725-5200 ext.2619 wtang@taitra.org.tw	55

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN

Taiwan Int'l Woodworking Machinery Show



Deadline (2018)		Services / Items	Contact (Tel & Email) / Remarks	Page
Mar.	8	•Form 11: Television Wall Setup (deposit required)	Mr. Wolfgang Tang Sec.1, Exhibition Dept., TAITRA 886-2-2725-5200 ext.2619 wtang@taitra.org.tw	56
		•Form 12: Stage and Stereo System Setup		57
		•Form 13: Application for Extra Exhibitor's Badges		58
		Telephone Rentals & ADSL	Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to: Chunghwa Telecom Corp. Ltd. (Taipei Eastern Area Service Center, Northern Taiwan Unit Group) 886-2-2720-0149 (Installation) 886-2-2720-0290 (Refund of Deposit)	-
ASAP		•Form 14: Online Marketing Services	exhibitors@taitra.org.tw	59
Mar. 30~ Apr. 1		Exhibitors' Badges and Official Directory	Pick up at the Information Counter by showing your name card and completed Form 6 & 6-1 to TAITRA staff during Mar. 30~Apr. 1. 1) 4 badges for each standard booth, 2 for each additional booth. 2) 1 free copy of Official Directory for each exhibitor.	-



GENERAL INFORMATION AND REGULATIONS

1. Dates & Time

Show date: April 2-5, 2018

Show hours: 10 am- 6 pm

For trade and by invitation, also open to the public by admission ticket (NT\$200 per ticket)

Minors under 12 are not permitted to enter showground.

2. Venue

Taipei Nangang Exhibition Center, Hall 1

No.1, Jingmao 2nd Rd., Nangang District, Taipei City

3. Exhibits move-in (for detail notice, we will inform all exhibitors in the middle of December)

Machinery exhibits	6 am- 5 pm, March 30~April 1
Power for testing machinery	8 am- 5 pm, April 1
Remark	⊙Vehicles are not permitted to enter the Showground all day on April 1. During the above restricted periods, exhibits should be moved to showground by hand carry or by hand cart.

4. Exhibits move-out (for detail notice, we will inform all exhibitors in the middle of December)

6 pm- 7 pm, April 5	Hand carry or small exhibits move-out ⊙Vehicles are not permitted entry to showground
7 pm- 11 pm, April 5	Machinery and other exhibits move-out
7 am- 5 pm, April 6	Machinery and other exhibits move-out

5. During the Exhibition Entry and Exit should Precautions

(1) During move-in, small passenger vehicles are denied entry to showground. Showground entry is restricted to cargo trucks and authorized trucks.

1. Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. cargo entrance.

2. Vehicles can reach exhibits on Sky Dome (4th floor) via spiral access ramp.

3. Weight loading for spiral access ramp is 2000 kg/m². Forty feet trucks under maximum capacity will be able to use the access ramp to reach the Sky Dome (4th floor). The unloading area on the Sky Dome (4th floor) is 36.9 by 26.9 feet.

4. Vehicles are prohibited from parking on 3m lanes within the showground. Vehicles are permitted to park on 6m lanes or outside the showground to unload their cargo to have cargo carted into showground.

(2) The Maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the



designated route at designated times.

Height of Cargo Doors are as follows:

Ground Floor - I Area 5m J Area 4.5m K Area 5m

Sky Dome (4th floor) - L Area 4m M Area 8.5m N Area 4m

Lower entrance of access ramp 8m, upper entrance/exit of access ramp 6.7m

- (3) One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT\$3,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT\$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.
- (4) No excavators are allowed.

6. During Show Days

- (1) No exhibits can be moved in or out during show hours. If an exhibit has to be carried in, it should be done between 9 am to 10 am during show days.
- (2) Exhibitors should display their company name and booth number on their sign boards within the booth area. Participants shall not assign, sublet, or apportion any part of the assigned space assigned to others or have representatives, equipment, or materials from other firms appear in the exhibition space. Any violation will affect exhibitors' participation in the next two years.
- (3) Exhibitors should keep their booths open and staffed at all times during show hours. The organizer reserves the right to restrict noise level to no more than 85dB and to require suitable methods of operation and display of materials.
- (4) Retail sales are strictly prohibited.
- (5) Should any rented space remain unoccupied on the opening day without just cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.
- (6) Wi-Fi services is provided in Taipei Nangang Exhibition Center. Regulations please refer to the Manual(Chinese edition).
- (7) Exhibitors are strictly prohibited from occupying the aisles or public areas, as well as handing out brochures outside their booth stand. The organizer will confiscate all items in violation of the above without recourse for compensation. Violations will be recorded and participation in future show events will be affected.
- (8) The organizer is responsible for daily cleaning of public areas and passageways only. Exhibitors have to take care of the cleanliness of their own booths.
- (9) The organizer reserves the right to determine the acceptability and extent of product demonstrations.

7. Exhibitor Badges

- (1) All exhibitors should register at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).
- (2) 4 exhibitor badges will be offered with the first booth and 2 more for each additional booth. These will serve as entry passes and must be worn to enter the showground. Additional badges cost NT\$200 each. (Please fill in **Form 13**)
- (3) 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.

8. Electricity and Water/Drainage Installation

- (1) Each booth is supplied with 110 Volts 500 watts of power free of charge during show hours. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online and use **Form 9** for reference.
- (2) Discounts and surcharges will be applied in accordance with the stamped receipt date of application as listed:

Days receiving the application	Payment Terms (Discount/Surcharge)
Before Jan. 31, 2018	20% Discount Charge
Feb. 1 – Mar. 1, 2018	Set Price
Mar. 2 –Mar. 16, 2018	20% Overdue Charge
After Mar. 17, 2018	50% Overdue Charge

- (3) 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.
- (4) No application shall be accepted on or after the first day of move-in.

9. Showground Facilities & Services (Subject to change without notice)

Service	Location
Press Center	Publicity Manager: Ms. Grace Yu
	4 th Floor, northwest
TAITRA Lounge	Near Conference Room 404, 4 th floor - Free e-Sourcing Service - Free Internet Access - Free Copy, Fax & Print - Free Coffee, Tea - Top Quality Meeting Space - Taiwan Travel Information
Food & Beverage	Café/ Buffet/ Fast Food/ Restaurant: 1 st Floor: West side- Mos Burger/Chicken Master/Laya Burger/Mr. Brown Coffee/Michael Tu Messe Bistro/Hi-Life Convenience Store/Real Bakery/CoCo Fresh Tea & Juice East side- Snack Bars 3 rd Floor: Restaurants- fast food, western style dishes and Chinese cuisine 4 th Floor: East side- Snack Bars
Legal Consultation Service Center	Information Counter, 4 th Floor, Near M Area Entrance
ATM	South side Entrance , 1 st Floor
Free Internet Service	Show Ground, on 1 st & 4 th Floor
Luggage Storage Service	Room 145, 1 st Floor, near Visitor Entrance J

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



First Aid	Room 158, 1 st Floor, & Room 452, 4 th Floor
Electricity Service	Information Counter, 4 th Floor, Near M Area Entrance
On-site Booth Setup & Facilities Contractor	O'YA Marketing Solution and Interior Design Co., Ltd. Tel: 886-2-2655-2777, Fax: 886-2-2655-2999 Mr. Ryan Li (ext.181) E-mail: ryan@o-ya-design.com
Forwarders	Eurotran Expo Service Co., Ltd. Tel: 886-2-2785-6000, Fax: 886-2-2785-6701 Jimmy Kuo (ext.105) jimmy.kuo@eurotranexpo.com Jasmine Yang (ext.106) jasmine.yang@eurotranexpo.com Noel Tao (ext.107) noel.tao@eurotranexpo.com
Forklift Service	Yi Chen Forklift Enterprise Co., Ltd. Tel: 886-2-8521-0088, 886-2-8521-6666, Fax: 886-2-8521-0089
	Sun Shen Forklift Co., Ltd. Tel: 886-2-2505-4216, 886-2-2502-3732, Fax: 886-2-2503-6091

Transportation

Service	Information
Taxi Stand	Drop-off Point: Area J Entrance/Pick-up Point: B1 *Passengers cannot pick up the taxi at any entrances on 1 st Floor during the show.
By MRT	The Blue Line (Banqiao-Nangang Line) ↔ Taipei Nangang Exhibition Center, Hall 1 The Brown Line (Wenshan-Neihu Line) ↔ Taipei Nangang Exhibition Center, Hall 1
Parking Lot	*B1, Taipei Nangang Exhibition Center, Hall 1 (NTD. 200 per entry) *P2 & P3 Outdoor Parking Lots, North side of Taipei Nangang Exhibition Center, Hall 1 (Charged by hours) *P4 Indoor Parking Lot, facing Jinmao 2nd Rd. (Charged by hours) *P5 World Trade Car Park (Charged by hours) *P6 Xingzhong Parking Tower (Charged by hours) *P7 Nangang Station Underground Parking (Charged by hours)
Taipei Nangang Exhibition Center, Hall 1 → Taiwan Tao Yuan Int'l Airport	05:00 – 22:00, Bus leaves every 50-75 minutes (Daily)

10. Booth Setup & Facilities

- Exhibitors, who have signed up for the Organizer-provided "Booth with shell scheme" and who require additional equipment, such as furniture or extra electricity, must rent the equipment from the designated exhibition contractor who sets up the "Booth with shell scheme". The designated decoration contractor of WOOD TAIWAN 2018 is O'YA Marketing Solution and Interior Design Co., Ltd., please find details on Decoration Manual.
- Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any dispute.

- (3) The official contractors of Taiwan Trade show in 2018 are both O'YA Marketing Solution and Interior Design Co., Ltd. and Uiplan Taiwan Corporation. For details please refer to "official contractor" on the exhibitor's page of the Exhibition official website. (This information can be downloaded at the link: www.woodtaiwan.com)
- (4) According to fire-precaution regulations of Taipei Nangang Exhibition Center, Hall 1, both exhibition areas located on the Ground Floor and the Sky Dome (lower exhibition ground and upper exhibition ground), which are divided into 8 districts each by walking aisles with a net width of 6 meters. Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. All exhibition booths carpets, window blinds and curtains, as well as display items such as advertising billboards used in the exhibition space in Taipei Nangang Exhibition Center, Hall 1 shall be made of flame-retardant materials.

11. Telephone Rentals and ADSL

Telephone connections to booths may be ordered only by the exhibitor's representative /agent in Taiwan. The representative/agent must apply directly to: Chunghwa Telecom Corp. Ltd. Northern Taiwan Unit Group, Taipei Eastern Area Service Center.

Address: 130 Sung Jen Rd., Taipei, 11002, Taiwan

Tel: 886-2-2720-0149 (Installation)

Tel: 886-2-2720-0290 (Refund of Deposit)

Charges are as follows:

- (1) Refundable Deposit: NT\$3,000 per telephone set
- (2) Installation Charge: NT\$1,000 per set
- (3) The Center will bill the subscriber for all calls within three months following the show.

12. Free WLAN Service

- (1) This free service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions like ADSL.
- (2) Note that this free service, does not provide flow control, is NOT usually recommended for audio or video streaming or large downloads. Repeatedly try if you cannot get on-line.
- (3) We cannot be responsible for loss of business or other difficulties due to delay or poor quality of this free service.
- (4) Use of this service is free, but please takes measures to secure the security and privacy of your data.
- (5) Hot spot: Lower Exhibition Hall, Upper Exhibition Hall and public areas on B1, 1F, 3F, 4F, 5F, 6F.

13. Application for Temporary Import (Form 4 or Form 5)

- (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) The exhibitor shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:
 - A. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis

including food and beverages).

- B. 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.
- C. 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.
- D. This applying 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.

14. Promote Your Company

To further promote Wood Taiwan 2018, the show organizer TAITRA is cooperating with Woodworking & Furniture Digest to publish the Wood Taiwan Show Preview and Show Guide. Both publications accept paid ads from Wood Taiwan 2018 show exhibitors. If you are interested in doing promotion through these publications, please contact the person in charge. The contact information is listed as below.

Publication	Agency	Contact Person
Show Preview/ Show Guide	Woodworking & Furniture Digest	Mr. Liao Tel: 886-4-2322-0533 Fax: 886-4-2322-9780 E-mail: woodwork@ms14.hinet.net

15. Advertising in the Official Directory

- (1) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizers.
- (2) Exhibitors are eligible to place advertisements in the Official Directory so as to give their products maximum market exposure. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector.
- (3) The directory will not only be available for sale during the show, but will also be distributed following the show to buyers who could not attend the exhibition. Please contact the contact person as below to request advertising in the official Directory.
- (4) Official Publishing Agent: United Daily News Group
Mr. Tommy Ni, Tel: 886-2-8692-5588 ext.2099

16. Advertising in the Official Directory's Compact Disc (*free-of-charge*)

Please apply online for your product catalogue and we will make sure it's added to the official CD-ROM Directory.

17. Online Promotions

(1) Official Website (www.woodtaiwan.com)

WOOD TAIWAN provides you with the most complete and effective online promotion platform:

In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development



Council (TAITRA) has constructed official website of WOOD TAIWAN. Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products any time before, during or after the show (24 hours a day, 365 days a year).

We highly recommend you to get the most out of our online promotion services offered by the official website to maximize the effectiveness of your participation of the show.

(2) Basic Online Promotion

- Who qualifies?

Exhibitors of WOOD TAIWAN

- What is the Basic Online Promotion (Free)?

- Product Catalogs → Upload 5 Product catalogs which will be shown in the detailed on your online company profile of the WOOD TAIWAN website.
- Show-related News → Publish your company news which will be shown in the section of “Exhibitors’ News” on the WOOD TAIWAN homepage.
- Exhibitor Service which includes: hotel reservation, message inbox, on-line application etc.

(3) How to use Basic Online Promotion?

Step 1: Activate your account via mail.

Step 2: Create account ID and password.

Step 3: Log in on the WOOD TAIWAN official website. (Click “Exhibitor” → “MY WOOD TAIWAN Login”)

Step 4: Upload your product catalogues to gain more exposure.

(4) Premium Online Promotion

Upgrade your account to get superior advertising options, offering high visibility and the opportunity to drive more web visitors to your online company profile – generating pre-show leads, optimizing brand exposure and all to a targeted audience.

- **How much?** US\$200 (Tax included)
- **How to apply?** Email to exhibitors@taitra.org.tw to ask application form.
- **Comparison Basic Account and Premium Account**

	Basic Account FREE	Premium Account US \$200
Maximum Number of Catalogs	5	50
Premium Homepage Promotion		V
Superior Exhibitor Category Position		V
Customized Profile Pages		V

18. Exhibitor’s Sponsorship at the show

To better expose yourself to trade visitors and media, you are welcome to sponsor selected items during the show. Please refer to our web site: www.woodtaiwan.com. Contact person: Mr. Wolfgang Tang, Tel: 886-2-2725-5200 ext.2619 email: wtang@taitra.org.tw



19. Hotel accommodations

Directly make hotel reservations with special rates negotiated by the organizer. (See our website at www.woodtaiwan.com)

20. Floor Cleaning

The organizer is responsible for daily cleaning of the public areas and passageways only. Exhibitors have to clean their own booths.

21. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no Responsibility for any losses or damages which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final evening of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended especially during this period of time.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including fire, theft, flood and accident. Coverage should be for the duration of the exhibition (including move-in and move-out) and should include:
 - A. Exhibits and other items located in the booths
 - B. Public liability
 - C. Third party liability
 - D. Expenses incurred due to cancellation or postponement of the exhibition
- (4) Exhibitors are also advised to insure their exhibits for the time in which they are in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

22. Personal Information Protection

The personal information in WOOD TAIWAN application forms will only be used for personal contact by phone, mail and other means of communication in the years 2017-2021. Those who wish to exercise any of the following rights, please contact WOOD TAIWAN organizer:

1. Make inquiry and request for a review of personal information;
2. Make request for duplications of personal information;
3. Request to supplement or correct personal information;
4. Request to end collection, processing or use of personal information; and
5. Request deletion of personal information

*This English-language abridged version of the WOOD TAIWAN 2018 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.

TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

- (1) When signing the related application forms, participants agree to follow all the existing Regulations and further Regulations that might be made to modify them.
- (2) Once signed and submitted by the applicant and confirmed by the Show Management, the contract will be established and come into effect.
- (3) Violations of the Regulations can result, by decision of the Show Management, in the exclusion of the transgressors whose damage claim, if any, will be rejected.

2. Payment Schedule

The space rental fee is due after space allocation. A debit note will be sent to the applicant. In the event of cancellation, the payment will not be refunded under any circumstances.

3. Adherence to Copyright Patent Laws

- (1) The display of products which infringe others' intellectual property rights is strictly prohibited: To safeguard intellectual property rights, it is strictly forbidden to display products infringing the patent rights, trademarks, copyrights, and business secrets of others.

Any exhibitor found to be displaying products determined by a court of law to be infringing the intellectual property rights of others shall be subject to immediate termination of the display of all its products and confiscation of the paid exhibition fees and shall be barred from participating in the next session of the exhibition.

In the event that an exhibitor is reported during the exhibition to be displaying products infringing the intellectual property rights of others and the reporting party meets one of the following requirements, display of the said products shall be terminated immediately.

- A. A victim of intellectual property rights infringement as determined by the court of first instance.
- B. A victim of intellectual property rights infringement as determined by the copyright deliberation and reconciliation commission.
- C. A holder of an authentication report from a professional institution authenticating the object that may be infringing patent rights with prior or concurrent notice to the manufacturer, importer, or dealer with suspected infringement acts requesting clearance of the infringing object. In the event that the aforementioned clearance notice has not been sent, but prior rights relief procedures have been taken or reasonable and possible attention has been paid or notice is objectively impossible or there is substantial evidence that the prospective notice recipient is aware of the infringement dispute, the clearance notice will be considered to have been sent.

In the event that TAITRA is involved in a lawsuit or suffers other damages as a result of the violation, the exhibitor shall be solely responsible for compensation.

- (2) "It is strictly forbidden to display products in violation of applicable laws such as the Civil Law, Consumer Protection Act, Fair Trade Act, Commodity Labeling Act, Commodity Inspection Act and Food Hygiene Management Law. In the event that TAITRA is involved in a lawsuit or suffers other damages as a result of the violation, the exhibitor shall be solely responsible for compensation.

4. Space Assignment & Unoccupied Space

- (1) The Show Management will determine the number and location of the booths assigned to each Exhibitor, in accordance with the nature of the exhibits or in the manner the Show Management deems appropriate.

- (2) The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

5. Sub-letting of Space

- (1) The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space or have representatives, equipment, or materials from firms other than his own in the exhibit space.
- (2) Violations will result in immediate removal of the displays, and the exhibitor and the other party will not be permitted to participate in this same event for the next two years. The Exhibitors bear the responsibility for all penalties without recourse or indemnity.

6. Venue & Show Dates Change

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of change of venue and/or date, or cancellation of the Exhibition, the Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

7. Construction/Decoration of Stand and Removal of Exhibits from Hall

- (1) All exhibitors should comply with rules and regulation in the Exhibitor's Manual and complete their construction and/or decoration by the date and time stipulated by the Show Management.
- (2) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show Management. They will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.

8. Insurance

- (1) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to also take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition (including build-up and dismantling periods), and during storage in the Show Management's warehouse.
- (2) Exhibitors are advised to hire their own security guards, for their valuable exhibits during the exhibition (including build-up and dismantling periods).

9. Exhibit Limitations

- (1) Exhibitors are not permitted to erect booth partitions of over 250 cm in height.
- (2) Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400cm.
- (3) Any signs or decoration higher than 250cm in full view must be decorated.

10. Selling from Stand

The sale of exhibited goods on the spot and the soliciting of customers outside stands are strictly forbidden and those doing so can be immediately expelled from the exhibition.

11. Breach of contract and Withdrawal by Exhibitor

- (1) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or in case of the exhibitor default in payment by the stipulated date, the Show Management has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- (2) In case of the Exhibitor withdrawing from participation without the Show Management's approval, rental already paid by the Exhibitor shall not be refunded.

12. Security & Organizer's Liability

- (1) The Show Management will provide personnel for maintaining order during the show period.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



Responsibility for guarding stands during the build-up, exhibition hours and dismantling period, shall rest with the exhibitors concerned.

- (2) During the booth erection and dismantling period and during the show, the booths must be manned by exhibitors at all times.
- (3) The Show Management shall not be held accountable or liable for any damage, loss, harm, or injury to any person or the property of the Exhibitor or of the exhibitor's officers, and / or employees, agents, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause.
- (4) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at stipulated time.
- (5) Exhibitors should comply with fire control regulations. If any fire occurs due to the improper installation of decorations, construction or use of electric appliances, the exhibitor will be held legally responsible for any loss or damage, and can be expected to pay penalties of up to NT\$100,000 to TAITRA.

13. Operation

- (1) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- (2) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume from booths should not exceed 85 dB.
- (3) The Show Management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odors, the emission of stimulating gases, volatile organic chemicals, or other pollutants.

14. Interruptions and/or Disruptions of the Exhibition

Exhibitors shall not cause interruptions and/or disruptions of the exhibition, which result in the protest or commotion at its booth, either inside or outside the showground, due to its debt or its private dispute at any time during the exhibition or during move-in and move-out. If and when such an interruption and/or disruption influences the order of the exhibition or public image of the Show Management, and the exhibitor involved or concerned is unable to deal effectively with private disputes and/or protests, the exhibitor understands and agrees that the Management can terminate the exhibition agreement. The exhibitor's booth(s) may be shut down immediately resulting with no refund. The exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising of such interruptions and/or disruptions thereof.

15. Supplementary Clauses

- (1) Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
- (2) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.
- (3) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



REGULATIONS ON WORK AT TAITRA VENUES

Revised on 10/14/2015

Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition Hall (hereinafter referred to as "TWTC Exhibition Hall 1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center Hall 1 (hereinafter referred to as "NANGANG Exhibition Hall 1"). TAITRA will also manage and operate the Taipei World Trade Center Exhibition Hall 3, as per the agreement signed with the National Property Administration. For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts and guarantee all exhibitors will follow these regulations during the exhibition event.
- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:**
 - (I.) *Leaseholder*: Exhibition or event organizer.
 - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
 - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.
- VII.** To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety" and receive a TAITRA class certificate before applying for the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for a TAITRA class certificate and the Exhibition Ground Service Permit, please see the enclosed attachment.



Chapter 2: Occupational Safety & Health Matters

- I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form.
- II. TAITRA's applicable health and safety regulations can be downloaded from the following website:
<http://www.twtc.org.tw/content/E/E3b.asp>

Chapter 3: Regulations for Booth Decoration

I. Design and Structure:

1. The maximum height of each booth is 2.5 meters (display items and space between booths included), and the height of signs can be up to 4 meters. The length of booth walls must be less than half the length of booth frontage with the length of sealed walls not exceeding 9 meters.
2. Exhibitors who require two-story booths must submit their application forms and pay the corresponding fee in advance according to the rules for two-story booths. Two-story booths are not allowed on the 2nd floor of TWTC Exhibition Hall 1 and in TWTC Exhibition Hall 3.
3. Under special conditions, if exhibitors must construct extra-high structures (higher than 4 m and less than 6 m), the leaseholder must submit the affidavit for those exhibitors, a copy of the public liability insurance, third-party liability insurance and the structure design/location design blueprints to the management unit and agree to pay the fee for extra-high structures 10 days before the exhibition. Only exhibitors who rent more than four booth spaces are permitted to construct extra-high structures, and the height of each structure cannot be more than 6 meters; its periphery must decrease by 1 meter from the edge of the walkway. The fee for extra-high structures is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square meters (tax included). If the area exceeds 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square meters, the fee is still NT\$100,000.
4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
5. The area of booth decoration cannot be more than half of the booth's total sealed area.
6. **Special Regulations for NANGANG Exhibition Hall 1:** The top opening of each booth (two-story booths included) cannot be covered with curtains or wooden boards. If there are any special decoration needs, leaseholders should submit an application to get the permission for special decorations from the management unit.
7. **Special Regulations for TWTC Exhibition Hall 1:**
If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-story booths included) can be enclosed with curtains or wooden boards.. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



cannot be used to store objects.

8. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
9. No objects can be hung from the ceiling or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
10. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. **Instructions for decorating columns:** If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 meters. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities.
11. **Special regulations for NANGANG Exhibition Hall 1:**
There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 meters wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares meters.
12. **Special regulations for the Taipei International Convention Center:**
 - (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 meters, except for those on the side with air conditioning units. The height for other sides may reach 4 meters, and raised parts should be set up 0.5 meters away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.
 - (2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 meters. Their design and dimensions must first be approved by the management unit, and only then can they be set up.
 - (3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 meters tall and 5 meters wide. The position of the billboards cannot be more than 70 centimeters from the wall and no objects can be attached to the surface of the wall.
 - (4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 meters in width and 4.5 meters in length. There are a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the



design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.

- (5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)

(Chinese)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=zh-tw&Sort=13>

(English)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=13>

- (6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 meters above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 meters above the floor and are placed at 1.29 meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29 meter intervals.
- (7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag hanging rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95 meter intervals.
- (8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 meters apart have them strengthened with wood strips to prevent the boards from breaking.
- (9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.

II. Special decorations and facilities:

1. TV wall and large screen wall:

If TV walls, large screen walls, or other facilities are required, please follow the regulations listed below:

- (1) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (2) If the installation is higher than 2.5 meters, the total height shall not exceed 4 meters, and the front of the installation shall be recessed by at least 2 meters from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (3) Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder.



Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. The maximum height of large advertising balloons shall not exceed 7 meters from the top of the balloon to the ground. Large balloons that are more than 5 meters above the ground require payment of a fee of NT\$10,000 per balloon; balloons that are less than 5 meters from the ground are free of charge. The top of small decorative balloons cannot be higher than 4 meters from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.

- (2) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall, second floor H area of TWTC Exhibition Hall 1 and TWTC Exhibition Hall 3.

3. Stage and sound equipment:

Stage and sound equipment set up in a booth shall comply with the following regulations:

- (1) The edge of the stage shall be at least 2 meters back from the baseline of the booth, and the loudspeaker shall face inward towards the booth, with speakers angled downward. Sound volume shall be maintained below 85 decibels, and adjacent booths cannot conduct events on stage or simultaneously use the loudspeakers.
- (2) The leaseholder shall require all exhibitors to abide by the aforementioned regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.
- (3) Violations will be processed in three stages:

Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for fourth time offenders, and NT\$20,000 for fifth time offenders.

Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.

4. Wireless microphone equipment:

Leaseholder must apply to the management unit for approval for the maximum microphone level and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation pursuant to the three stages listed above.

III. Utility Installation Management:

1. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



revoked.

2. Compressed air and ceiling lighting will be provided for booth decorations and furnishings to match opening hours during booth set-up (with the day before exhibition is excluded). However, electricity will not be provided for the booth, if decoration contractors have other requirements for electricity, the decoration contractor can request for electricity from the leaseholder at the service counter, and TAITRA will supply electricity based on the time period requested.
3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.
4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completed their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (with the exception of lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility.
5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.
6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths will be cut off if violators do not make improvements upon receiving notification. All lighting equipment shall not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.
7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purpose only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT\$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:

(1) First level, self-management:

Electrical and plumbing engineers with Level A Electrical Appliance Installation Certificates shall



conduct self-managed electrical safety inspections at exhibition booths during the setup period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the setup period ends. Electricity will be temporarily shut off at booths that do not complete and pass the electrical safety inspection and remain off until the inspection is completed or the deficiency has been corrected.

(2) Second level, supervising unit inspections:

Before electricity is connected, management's electrical and plumbing maintenance contractor and TAITRA electrical engineers shall complete the electrical safety inspection. Booths that fail to pass inspection will not be supplied with electricity, and an Improvement Notice will be posted. After the booth completes the necessary improvements and is re-inspected and verified by management unit, electricity will only then be supplied to the booth.

(3) Third level, third-party inspections:

Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation and exhibition hall's electric switch boards on the day electricity is to be connected.

IV. Fire safety management:

1. If a single level booth is designed with a ceiling to seal the top, or if a two-story booth (regardless if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers.

2. Special regulations for NANGANG Exhibition Hall 1:

Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been verified by a specialized agency. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: **NANGANG Exhibition Hall Booth Decoration with Flameproof Materials**).

3. Special Regulations for TWTC Exhibition Hall 1:

Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC Exhibition Hall 1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC Exhibition Hall 1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

- (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
- (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
- (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2nd



District HQ.

- (4) A breaker for the gas supply shall be installed.
 - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
 - (6) Complete TAITRA TWTC Exhibition Hall 1 and Exhibition Hall 3 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 centimeters from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet.

VII. Other

1. Water, flower, and meal delivery personnel are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
3. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.

Chapter 4: Site Access Control

I. Traffic control:

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. But diesel forklifts are prohibited inside the exhibition halls (with the exception of machinery exhibitions).
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when

the vehicle enters the exhibition hall). If a vehicle's exit time is delayed due to traffic congestion inside the exhibition hall, after receiving the seal of a security guard hired by TAITRA as proof, a lateness period of 20 minutes will be waived.

3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.

4. **Special regulations for TWTC Exhibition Hall 1 and Hall 3:**

- (1) The maximum load capacity of Exhibition Hall 1's ground floor is 1,300 kg/m². Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (2) No vehicles shall pass through the post office or the front of the glass elevator areas.
- (3) **Relevant load capacity limits are listed below**

Regulations regarding the ground floor load capacity of TWTC Exhibition Hall 1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter.
2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 meters.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the two vehicles should maintain a distance of at least 9 meters.
4. Load restrictions for crane trucks	(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closer than 9 meters. (2) Wooden boards or steel plates must be used underneath load supports as padding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) **Limit for the number of diesel forklifts:** In principle, TWTC Exhibition Hall 1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



(6) The entrance of TWTC Exhibition Hall 1 is 4.2 meters high and 7 meters wide; the entrance of TWTC Exhibition Hall 3 is 5 meters high and 6.5 meters wide (however, the exhibition area of Exhibition Hall 3 is 4.47 meters high). Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):

i. Entry during work hours (6AM to 7PM during business days):

Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work.

The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.

ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.

iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.

(8) If grapple trucks are required, the leaseholder should apply in advance. The operation of grapple trucks is limited to areas A, B, and C of TWTC Exhibition Hall 1. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 06AM on business days. There are no restrictions on operating times on weekends. However, the organizer should take into consideration the time required for preliminary work such as removal of water and electricity items as well as carpets. Exhibition and event organizers shall submit the TWTC Exhibition Hall 1 Grapple Truck Entry Application Form to the management unit five days prior to the entry of the grapple truck. TAITRA may reject or approve the application based on safety concerns. The World Trade Center Exhibition Hall 1 only allows up to 4 grapple trucks at any given time. Previously stated provisions for exhaust emissions and cost of security personnel shall apply.

(9) Cranes trucks and grapple trucks are not allowed to operate in the TWTC Exhibition Hall 3.

5. Special regulations for NANGANG Exhibition Hall 1:

(1) exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 meters and height of 6 meters. Vehicle height limit is 4 meters).



- (2) The height and width of cargo entrances at each area are:

Area I: 5 meters high, 9.9 meters wide

Area J: 4.5 meters high, 11.6 meters wide

Area K: 5 meters high, 10 meters wide

Area L: 4 meters high, 11 meters wide

Area M: 8.5 meters high, 11.9 meters wide

Area N: 4 meters high, 10.1 meters wide

The vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is 4 meters. If total height of a vehicle or its cargo exceeds 4 meters, an application must be submitted to the management unit (including 4.25 meter extra height container trucks). Only after receiving approval can a vehicle enter the site and only by taking the designated routes.

- (3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m², and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m². Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration loads that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

- (4) **Load capacity regulations for vehicles entering/exiting the exhibition hall:**

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	<p>(1) 20 tons for dual-axle; 43 tons for those with more than two axles.</p> <p>(2) Minimum safe distance between two vehicles is 6 meters.</p>
2. Load restrictions for forklifts	<p>(1) An individual forklift's total load should not exceed 18 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters.</p> <p>(3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters.</p> <p>(4) Each loading and unloading shall not exceed 50 minutes.</p>
3. Load restrictions for cranes	<p>(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm</p>



	(width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.
Sky Dome Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) Maximum of 15 tons for dual-axle, 35 tons for those with more than two axles. (2) The minimum safety distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 8 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters. (3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 meters. (2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.

(5) For trucks with total weight exceeding 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must first submit an application to NANGANG Exhibition Hall 1, at least 20 days in advance by filling out the TAITRA Taipei NANGANG Exhibition Center Hall 1 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for NANGANG Exhibition Hall 1's approval before giving access to the exhibition hall during the permitted time period.

(6) No grapple trucks are allowed outside the exhibition hall and its perimeter (entrances, sidewalks, squares, unloading areas, and parking lots).

6. Special regulations for Taipei International Convention Center:

(1) Decorative materials should be delivered through the underground parking lot, and only cargo elevators 11, 13, and 14 shall be used for delivery. The dimension and weight of the material shall be within the specifications displayed on each cargo elevator (see graph below). Also, to avoid collisions, proper attention should be paid to the posted different ceiling heights between entrances, exits and corridors.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



Elevator number	Length (meters)	Width (meters)	Height (meters)	Load (kilograms)
11	6	2	2.2	4,500
13, 14	2.5	1.5	1.8	1,600

- (2) Those requiring the use of balloons for decoration must inflate the balloons with a safe gas (helium or air) and those using flowers should trim them in the B1 pick-up area. When doing floral arrangements on site, plastic tarps should be placed under the flower baskets to cover the entire working area, which should be cleaned afterwards.
- (3) The load limit for the exhibition floor is 400 kilograms per square meter, and the height of a booth is limited to 2.5 meters. Walkway between booths should be at least two meters wide.
- (4) Carpet should be laid in all exhibition (display) areas, including booths and public passages. All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

II. Operation procedures for entering the site

1. All work by on-site decoration contractors should be completed by no later than one day before the exhibition opens. If a contractor cannot finish on schedule, they should apply for an extension to use the area and pay all related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.
2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
4. If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.
5. For all decoration work, the leaseholders must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
7. Leaseholders must submit copies of their exhibition work permits to the management unit 3 days prior to site entry to permit security guards at the entrance use them for reference.

8. Decoration contractors should take measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.

III. Operation procedures for leaving the site

1. When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
2. Glass products (including booth decorations or display items) must be intact when leaving, and they must be recycled by the decorating contractor. Smashing glass products is not allowed. A fine between NT\$2,000 to NT\$5,000 will be levied on offenders according to the penalties listed below.
3. All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
4. Special regulations for NANGANG Exhibition Hall 1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finished operations before 10PM. Leaseholders have to consider the length of time needed for set up and site removal, and allocate reasonable and sufficient amount of time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Leaseholders are held fully accountable for any damages to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.

(Note: if any exhibition or decoration item exceeds the maximum height and width of an entrance/exit then it must be dismantled before entry or exit. Those that cause damage to the facility due to improper handling shall be liable for compensation).

Chapter 5: Responsibilities

I. Risk Sharing

1. During the exhibition or event, exhibitors shall assign personnel in monitoring their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, TAITRA shall not be held responsible.
2. If due to improper installation, operation, maintenance or management during the exhibition or event (including set up before the exhibition and dismantling after the exhibition), a booth's facilities, objects, or exhibits cause injury, death, or financial loss to the exhibitor's personnel or a third party, the exhibitor and its decoration contractor shall be held fully liable for all compensation and legal responsibility. TAITRA shall not be held accountable. The exhibitor and the decoration contractor are responsible for the strengthening all safety measures and the purchase of suitable insurance policies.
3. In order to maintain the safety of the exhibits, leaseholders shall install security cameras at the exhibition hall, and exhibitors shall take care of their own exhibits and valuable properties. If necessary, exhibitors may install security cameras at their booths. If exhibits or properties are damaged or lost, TAITRA will not be held responsible.
4. If an exhibition hall's facilities are damaged during construction or transportation, the damage shall be repaired or compensation shall be made. If property damage, injury, or death has occurred as a



result of a construction accident, the leaseholder shall be held fully responsible for handling the situation and shall bear the relevant legal responsibility.

II. Procedures for handling violations

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:
First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked
Second offence: a warning ticket and 1 penalty point will be issued
Third offence: a warning ticket with 2 penalty points will be issued
Each subsequent smoking incident will result in additional penalty points. If the violator is an employee of a decoration contractor, once three points have been assigned the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year, and will be prohibited from entering all TAITRA exhibition halls for construction work.
2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers while working on site.
3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:
 - (1) Cut off water and electricity supply.
 - (2) Close the booth and ban the exhibit.
 - (3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an exhibition organized by TAITRA for the next 2 years.
 - (4) One or more of the following punitive actions may be taken, depending on the severity of the violation:
 - i. Each violation can incur a fine between NT\$2,000 to NT\$5,000 (if the payment for the fine is delayed, the fine can be deducted directly from the security deposit, doubling the original amount);
 - ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT\$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT\$10,000, and an additional NT\$10,000 will be added for each repeat offense.
 - iii. Violators who were fined more than twice within one year will be prohibited from entering TAITRA exhibition halls to perform construction work for the next two years.
 - iv. Photos will be taken as proof and all work will be suspended and the violator will also be asked to leave the exhibition hall.
 - v. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.

CONSTRUCTION GUIDELINES FOR SECOND-STORY BOOTH

- (1) In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-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 second-story booths.
- (4) To apply for the construction of second-story booths in any TAITRA Taiwan 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.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. 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.
 - D. 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 second-story booths.
- (5) Charge for the use of the second-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 Feb. 8, 2018	70% of ground floor unit rate
From Feb. 9- 23, 2018	100% of ground floor unit rate
After Feb. 24, 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 second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the second-story booths should not exceed 4 meters.
- (9) The second-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 second-story.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



- (10) The total floor area (including staircases) of the second-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 second-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 second-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 second-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second-story.
- (13) The load-bearing capacity of the second-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 second-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 Nangang Exhibition Center, Hall 1 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 second-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 Taipei Nangang Exhibition Center, 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.

CONSTRUCTION GUIDELINES FOR BOOTHS 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 Taiwan trade show, participants must submit the following data along with the deposit of NT\$10,000 to TAITRA by registered mail prior to **Feb. 23, 2018**. Construction cannot begin without prior written approval from TAITRA.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. 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.
 - D. 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 rent 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 event 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) Height of 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 70cm, 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

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



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 exceeds 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 exercise most caution 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.

REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

The balloon should be raised in accordance with the following “Regulations Regarding Use of the Promotional Balloon.” The exhibitor should take sole responsibility for the safety of the balloon. If there is any injury, financial loss or infringement upon the rights of the other participants or a third party, the exhibitor should 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 the exhibitor will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

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

- **Large promotional balloon:**

- (1) Only one balloon per exhibitor can be used at each exhibitor’s booth.
- (2) The balloon should only carry the company’s name, logo or product brand name.
- (3) The top of the balloon should not be higher than 5 meters from the floor.
- (4) To apply for a promotional balloon (with the balloon’s diameter less than 2 meter in width), exhibitors are required to deposit NT\$50,000 security deposit which will be refundable after the show if no violation occurred. For balloons exceeding 5 meter and less than 7 meter in height, exhibitors are required to deposit NT\$50,000 and to pay an additional non-refundable fee of NT\$10,000.

- **Small non-flying balloons:**

- (1) To be used for booth decoration.
- (2) The top of the balloons should not be elevated higher than 4 meters from the ground floor.
- (3) No fee is required.

Note:

- (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 at least one month before show opening along with a deposit of NT\$50,000. An additional non-refundable fee of NT\$10,000 is required for balloons raised over 5 meters but less than 7 meter in height.
- (3) For every exhibitor violation of above regulation, a NT\$10,000 penalty will be deducted from the exhibitor’s balloon deposit.
- (4) All filled balloons should be measured by the organizer. TAITRA will remove improper balloons raised without permission.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



APPLICATION FOR WALL TELEVISION / SOUND SYSTEM SETUP

(1) Televisions or Big Screens. Regulations for setting televisions on walls:

- A. Walls must not exceed 2.5 meters in height.
- B. 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.
- C. The volume of the films or videos must not exceed 85 decibels.
- D. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

(2) Sound System. Regulation for setting Sound systems:

- A. A deposit of NT\$100,000 with the booth layout and construction plan will be requested upon approval of sound system. Electricity will be disconnected if the deposit is not received by the organizer.
- B. Anyone found, during the show period, using a sound system without approval will have to make apply and place a deposit of NT\$100,000, in addition, the applicant has to pay NT\$30,000 fee for using the sound system. Electricity will be disconnected until the procedure is completed.
- C. 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.
- D. The organizer will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.

EXHIBITOR'S PRESS RELEASE (Free-Of-Charge)

**Form 1
Deadline
Feb. 23, 2018**

For publicity purposes, please fill out the following form together with 3 copies of the latest product photos/catalogues and mail/email/fax them to Organizer **before February 23, 2018**

Ms. Grace Yu, TAITRA
Exhibition Department, Section 1
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel: 886-2-2725-5200 ext.2612
Fax: 886-2-2725-1959
E-mail: graceyu@taitra.org.tw

This document will be displayed in the Press Room during show days.

PRODUCTS	
FEATURES	
MAJOR MARKET	Local Buyers:
	Overseas Markets:
REMARKS	

Company Name: _____

Booth Number: Area _____ Number _____

Address: _____

Tel: _____ Fax: _____

Website: _____ E-mail: _____

Contact Person: Ms. / Mr. _____

ADVERTISING IN THE OFFICIAL DIRECTORY'S COMPACT DISC

Form 2
Deadline
Feb. 23, 2018

Free Promotion

1. Each exhibitor will have one page of product catalogue (A4 size) in the Official Directory's compact disc. Take advantage of this offer by mailing your information to the address listed below.
2. If you want to provide one page of your product catalogue in a digital file, simply save the file on a compact disc or diskette and mail it to the following address. The digital file's dimensions should be:
 - (1) JPG format
 - (2) 608 pixels (W) x 860 pixels (H)
 - (3) Resolution: 150 dpi resolution
 - (4) Use your company name as the file name, for example: Knuth.jpg

Company Name		
Booth Number	Area	Number
Contact Person		
Tel		
Fax		
E-mail		
Signature		
Date		

Return completed form to:
 Ms. Grace Yu, TAITRA
 Exhibition Department, Section 1
 No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
 Tel: 886-2-2725-5200 ext.2612
 Fax: 886-2-2725-1959
 E-mail: graceyu@taitra.org.tw

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



TAIPEI NANGANG EXHIBITION CENTER, HALL 1 CONFERENCE ROOM APPLICATION FORM

Form 3
Deadline
Feb. 23, 2018

Jun 29, 2015

Application for Conference Room No				※ Please fill out the columns on the left for Digital Information Display
Period (Dates/Hours)	Set Up/ Move In	From: Date /Hours To : Date /Hours		
	Event Period	From: Date /Hours To : Date /Hours		
	Dismantling/ Move Out	From: Date /Hours To : Date /Hours		
Title of Event				
Applicant Name				
Mailing Address	<input type="text"/>			
Uniform Invoice Address	<input type="text"/>			
Uniform Invoice Number		Company CEO		
Contact Person		Tel No.		
Cellular Phone		Fax No.		
E-mail				
Expected Number of Participants		Expected VIPs (For reference only)		

Purveyor	Style of Layout	Applicant (stamped seal, company seal & president's seal)
	<p>Select a layout for tables and chairs: (refer to layout charts)</p> <p><input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom</p> <p><input type="checkbox"/> U-shape <input type="checkbox"/> Square</p> <p>If different from above, please sketch a simple layout below: (Layout must be submitted to Nangang at least one week before the date of the event)</p>	

Remarks:

- Related lend-lease regulations please refer to the "Taipei Nangang Exhibition Center, Hall 1 Conference Room Lease Rules". Related information can be accessed on-line at: <http://www.twtcnangang.com.tw>.
- This document is to initiate a leasehold contract for conference rooms. Please complete and sign on the specified locations, or else your application will not be processed.
- Return this application form to Ms. Tiffany Huang, No. 5, Hsin-Yi Rd., Sec. 5, Taipei 11011, Taiwan.
Tel: 886-2-2725-5200 ext.2298 Fax: 886-2-2729-1191 E-mail: tiffany127@taitra.org.tw

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



TAIPEI NANGANG EXHIBITION CENTER, HALL 1 CONFERENCE ROOM RENTAL RATES

Form 3-1
Deadline
Feb. 23, 2018

Effective from Feb. 5, 2016
on a NT\$ basis (tax excluded)

Floor	Conference Rooms	Seating Capacity(person)					Room Size		Dimensions (L x W x H) meter	Rental Rate Per Period	
		Theater	Classroom	Standard	U-Shape	Square	SQM	Ping		Mon.-Fri.	Weekend, Holiday, Evening & Exhibition
										08:00-12:00/13:00-17:00/ 18:00-22:00	
3F	Happiness*	60	32	48	20	28	83.5	25.3	9.6 x8.7 x3.9	12,000	14,400
4F	401	384	144	216	52	72	375.7	113.7	20.2 x18.6 x3.5	34,700	41,800
	402	396	168	224	62	80	372.6	112.7	27.0 x13.8 x3.5	34,200	41,100
	402a	100	56	72	26	36	121.4	36.7	8.8 x13.8 x3.5	11,200	13,500
	402b	110	56	72	26	36	122.8	37.1	8.9 x13.8 x3.5	11,200	13,400
	402c	110	56	72	26	36	128.3	38.8	9.3 x13.8 x3.5	11,800	14,200
	402a+b	234	108	144	42	56	244.3	73.9	17.7x13.8x3.5	22,400	26,900
	402b+c	234	108	144	42	56	251.2	76.0	18.2x13.8x3.5	23,000	27,600
	403	125	68	92	34	44	149.5	45.2	8.4x17.8x3.5	13,600	16,300
404	90	48	72	26	36	133.5	40.4	9.3x12.9x3.5	12,200	14,600	
5F	501	105	56	84	30	36	131.1	39.7	9.3x14.1x2.8	12,000	14,400
	502	95	34	68	26	32	102.3	30.9	7.6x12.0x2.8	9,300	11,100
	503	110	56	84	30	36	150.9	45.7	9.7x14.2x2.8	13,600	16,300
	504	504	224	360	68	84	505.4	152.9	26.6x19.0x2.8	45,800	54,900
	504a	165	80	120	38	44	184.3	55.8	9.7x19.0x2.8	16,800	20,100
	504b	150	80	120	38	44	169.1	51.2	8.9x19.0x2.8	15,300	18,400
	504c	150	80	120	38	44	152.0	46.0	8.0x19.0x2.8	13,700	16,400
	504a+b	336	144	216	48	64	353.4	106.9	18.6x19.0x2.8	32,100	38,500
	504b+c	312	128	216	48	64	321.1	97.1	16.9x19.0x2.8	29,000	34,800
	505	140	72	116	46	52	159.8	48.3	9.7x18.6x2.8	14,500	17,400
6F	609	132	64	56	34	40	128.0	38.7	14.2x9.8x3	11,600	13,900
	614	140	72	80	46	52	149.2	45.1	17.8x7.9x3	13,500	16,200
	616	140	72	80	42	48	166.5	50.4	16.9x9.8x3	15,100	18,100
	631	117	54	108	42	52	159.93	48.38	17.9x9.42x3	14,500	17,400

Remark:

- The above rental rates do not include 5% VAT (value added tax).
- Seats and tables will be provided in accordance with the seating arrangements listed above. Additional seating and other requests will incur extra charge.
 - Basic conferencing equipment that are provided free of charge include: two (2) wireless microphones; one (1) podium; one (1) reception desk with tablecloth and table skirt; one (1) digital display (shared by conference rooms 501 and 502); and two (2) poster stands. Price list for additional conferencing equipment is available upon request.
 - Basic conferencing equipment may not be exchanged for other conferencing equipment. Unused items are non-refundable. No refunds will be given for last minute cancellations of confirmed rental items. Last minute additional rentals will incur 30% surcharge.
 - Basic conferencing equipment will not be provided when the conference room is used for an exhibition. Site plan must be submitted and approved before any construction and/or decoration can be carried out.
 - Audio and video equipments that are not provided by Taipei Nangang Exhibition Center, Hall 1 are not allowed into the rooms without prior permission.
- Use of the conference room during setup or dismantling is billed based on the rates per session listed below:

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



- a) 08:00~12:00/13:00~17:00/18:00~22:00: 40% off standard rates per session for that day.
- b) 22:00~24:00/00:00~04:00/04:00~08:00: 70% off standard rates per session for that day.
4. There is a charge for overtime use of the conference rooms. For overtime less than one (1) hour, there will be an additional charge equivalent to 25% of the standard rates per session for that day. Overtime exceeding one (1) hour will be charged at the full standard rates per session (four (4) hours) for that day.
5. For weekend, public holiday, or evening rentals, the renter must rent at least two conference rooms at the same time.
6. Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission must be obtained and the requirements below must be followed:
 - a) Refreshments may be provided only by the contracted caterer of Taipei Nangang Exhibition Center, Hall 1.
 - b) Renters who plan on serving food and/or beverage in the conference rooms should contact Taipei Nangang Exhibition Center, Hall 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must provide a refreshment order form or invoice to Taipei Nangang Exhibition Center, Hall 1 prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid no later than ten (10) days after the event has been held.
 - c) Serving meals or meal-boxes will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day.
 - d) For banquets organized by the renter's own caterer, additional carpeting must be provided to protect the floor from stain and dirt. Banquets will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day. Open fire usage is strictly prohibited.
7. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor. Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damages done to the existing carpeting, and the venue must be restored to its original state upon return.
8. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 meters in height in the 4th floor conference rooms; and furnishings must not exceed 2 meters in height in the 5th floor conference rooms. Only lightweight materials such as foamcore or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 900kg per square meter.
9. Construction wastes must be removed by the contracted furnishing companies or the renter. If wastes are not properly removed, the renter will be billed by the contracted cleaning service company of Taipei Nangang Exhibition Center, Hall 1 for waste removal.
10. All switches and connectors to facilities within the conference rooms, including circuit boxes, fire-fighting equipment, air conditioning, power outlets, and audio/video equipment, may not be covered or moved. Adequate space must be retained in order for the staff of Taipei Nangang Exhibition Center, Hall 1 to carry out proper operation of the above facilities.
11. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. Taipei Nangang Exhibition Center, Hall 1 will contract licensed electricians to implement the appropriate wiring. The additional contracting, wiring, and electricity fees will be borne by the renter.
12. Payment:
 - a) The renter should settle the rental fee once the schedule is finalized.
 - b) Rental of audio visual equipment and other additional charge should be settled no less than three (3) days prior to the event. Any additional charge from added services and rentals during the event should be settled prior to the end of the event.
 - c) Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 1 is: TAITRA Nangang Exhibition Hall; Business Tax ID: 48971187.
13. Rental rates are subject to change without prior notice.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



RENTAL RATES AND APPLICATION FORM FOR CONGRESS SYSTEM FOR TAIPEI NANGANG EXHIBITION CENTER, HALL 1

Form 3-2
Deadline
Feb. 23, 2018

2015.06.29

No.	Item	Rental per Period/Unit	Qty	On-site order			Remarks
				Qty	Date	Signature	
I. Furniture							
01	Table Cloth (per table)	NTD. 150/table					
02	Table Skirt (per table)	NTD. 250/table					
03	Chair Cloth (per chair)	NTD. 200/chair					
04	Meeting Table (160×90×75 cm)	NTD. 200/PC					
05	Fordable Table (140×60×75 cm)	NTD. 150/PC					
06	Small Round Table (Diameter 80cm)	NTD. 150/PC					
07	Wheeled Chair (63×57.5×88~102 cm)	NTD. 200/PC					
08	Meeting Chair (56.5×50×81 cm)	NTD. 100/PC					
09	Podium (W120cm)	NTD. 500/PC					
	Podium (W60cm)	NTD. 350/PC					
10	Sectional Stage/Riser (W:244cm xD:183cm, step stairs included)	NTD. 900/PC					H: 40~60cm
11	Sign Stand (horizontal:44×13cm)	NTD. 150/PC					
12	Large Poster Stand (horizontal:48 x68.5cm)	NTD. 300/PC					
	Large Poster Stand (vertical:68.5 x48cm)	NTD. 300/PC					
	Small Poster Stan (horizontal:40.4 x57.8cm)	NTD. 200/PC					
	Small Poster Stand (vertical:57.8 x40.4cm)	NTD. 200/PC					
13	Drawing Stand	NTD. 100/PC					
14	White Board (60×90m)	NTD. 250/PC					
15	Telescopic Flagpole (80~240cm)	NTD. 150/PC					
16	Retractable Queue Stand (H: 98.5cm)	NTD. 400/PC					Barricade Tape length:200cm
II. Congress system							
01	Congress Central Control Unit	NTD. 3,500/PC					
02	Concentus Unit	NTD. 500/PC					used with CCU
03	Voting Display Panel	NTD. 2,000/PC					Tripod Stand x 1pc included
III. Video system							
01	Laser Pointer	NTD. 250/PC					30mw
02	PPT Remote Control with pointer	NTD. 250/PC					
03	Video Conference (IP)	NTD. 6,000/PC					used with screen and Projector

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



No.	Item	Rental per Period/Unit	Qty	On-site order			Remarks
				Qty	Date	Signature	
04	Video Conference (IP) ADSL Application	NTD. 10,000/line					Telephone Fee excluded
05	Video Conference (ISDN)	NTD. 15,000/PC					used with Screen and Projector
06	ISDN 128 Kbps Application	NTD. 25,000/line					Telephone Fee excluded
◎ Portable Screen							
01	105" Tripod Screen	NTD. 1,000/PC					163*213cm (4:3)
02	120" Fast Fold Screen	NTD. 1,500/PC					183*244cm (4:3)
03	150" Fast Fold Screen	NTD. 2,000/PC					244*305cm (4:3)
04	180" Fast Fold Screen	NTD. 3,000/PC					274*366cm (4:3)
05	210" Fast Fold Screen	NTD. 6,000/PC					320*427cm (4:3)
◎ Projector							
01	Ceiling Projector (3,500 lumen)	NTD. 3,500/Day					Screen x 1pc included
02	Desktop Projector (3,500 lumen)	NTD. 3,000/PC					
03	Desktop Projector (4,000 lumen)	NTD. 7,500/PC					
04	Hi-lumen Projector (5,000 lumen)	NTD. 10,000/PC					
05	Hi-lumen Projector(7,000 lumen)	NTD. 20,000/PC					TRUSS Stand x 1pc included
06	Hi-lumen Projector(10,000 lumen)	NTD. 26,000/PC					TRUSS Stand x 1pc included
07	Hi-lumen Projector(15,000 lumen)	NTD. 38,000/PC					TRUSS Stand x 1pc included
08	Document Projector	NTD. 5,000/PC					used with screen
09	Overhead Projector	NTD. 1,000/PC					used with transparent sheets,
◎ Video Switcher							
01	AV Distributor	NTD. 800/PC					
02	AV Switcher	NTD. 800/PC					
03	VGA Distributor	NTD. 800/PC					(P/2DA7xi)
04	VGA Switcher	NTD. 1,000/PC					(SW4 VGArS)
05	Media Scaler	NTD. 3,000/PC					(IN1508)
06	Matrix	NTD. 3,500/PC					(VP-727T)
07	Matrix Effect Switcher	NTD. 6,000/PC					(VP-727)
◎ Display 、 Player & Recorder							
01	17" LCD Monitor	NTD. 1,000/PC					
02	19" LCD Monitor	NTD. 1,500/PC					
03	42" LCD TV	NTD. 3,500/PC					
04	Timer Prompter	NTD. 3,500/SET					Timekeeper & Laptop Computer x 1set included
05	DVD Player	NTD. 1,000/PC					

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



No.	Item	Rental per Period/Unit	Qty	On-site order			Remarks
				Qty	Date	Signature	
	◎ Recording Service						
01	Audio Recording (DVD)	NTD. 1,000					
02	Floor Recording (DVD)	NTD. 2,000					
03	Interpretation Recording 1. Recorded in DVD format 2. If more than one language is needed to be recorded, a fee (1,500 NTD) will be charged for each added channel	NTD. 3,000					1.Audio Channel Expander x 1pc & Technical Support included 2. A letter of consent for recording endorsed by interpreters must be submitted to TAITRA along with this application
IV. Simultaneous Interpretation system							
01	Interpretation CCU (Transmitter × 1pc & Radiator × 1pc included)	NTD. 5,000/PC					Receivers excluded
02	Sectional Interpreter Booth	NTD. 6,500/Booth					Interpreter Desk × 2pcs included/each
03	401/403 Interpreter Room	NTD. 6,500/Room					Interpreter Desk × 2pcs included/each
04	Interpretation Receiver (Headphone)	NTD. 250/PC					
05	Radiator	NTD. 2,000/PC					Tripod Stand × 1pc included
06	Interpreter Desk	NTD. 1,500/PC					Headphone × 1pc included
07	ID Exchange Box	NTD. 250/PC					100 Cards/Box
08	Headset Exchange Service	NTD.1,000 /Person					100 Set/Person
V. Audio system							
01	Cable Microphone	NTD. 350/PC					
02	Wireless Microphone (Handheld/Lapel/Headset)	NTD. 1,000/PC					
03	Portable Speaker (wireless microphone x 2pc included)	NTD. 1,500/PC					Cassette recordable
	Portable Speaker (wireless microphone x 2pc included)	NTD. 2,000/PC					CD recordable
04	Small Sound Reinforcement (Technical Support & wireless microphone x 4pc included)	NTD. 5,000/SET					16ch mixer, 2~4 speakers (1600W), equalizer, amplifier, laser disk
	Medium Sound Reinforcement (Technical Support & & wireless microphone x 6pc included)	NTD. 8,000/SET					24ch mixer, 4~6 speakers (6000W), equalizer, amplifier, laser disk
05	Audio Line In/Out	NTD. 800/SET					
06	ADA 16ch Switcher--for Reporters	NTD. 1,500/PC					Audio Line Out included
07	Call-in/out Telephone Interface	NTD. 10,000/SET					Telephone Fee excluded

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



No.	Item	Rental per Period/Unit	Qty	On-site order			Remarks
				Qty	Date	Signature	
VI. Wireless Voting Congress (including Voting Remote Controllers, Radiators, PC, and Technical Support)							
01	Wireless Voting 1~60 persons	NTD. 50,000/Day					per day
02	Wireless Voting 61~100 persons	NTD. 60,000/Day					per day
03	Wireless Voting 101~160 persons	NTD. 75,000/Day					per day
04	Wireless Voting 161~250 persons	NTD. 90,000/Day					per day
05	More than 250 persons	considered separately					per day

※Please submit the above form along with "Taipei Nangang Exhibition Center, Hall 1 Conference Room Application Form" to Nangang Exhibition Center Business Development Section

IMPORTATION OF EXHIBITS ON A BONDED BASIS

Form 4
Deadline
Feb. 23, 2018

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the WOOD TAIWAN 2018 Show held at the Taipei Nangang Exhibition Center, Hall 1 from April 2-5, this company requests 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 Taiwan Taoyuan 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 2)

**Form 5
Deadline
Feb. 23, 2018**

PORT OF DISCHARGE: () KEELUNG () TAIWAN TAOYUAN INT'L AIRPORT
() (OTHERS)

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

(Forwarder detail see page 2)

Date: _____

BOOTH CONSTRUCTION ASSURANCE

Form 6
Deadline
Feb. 23, 2018

As a participant at the WOOD TAIWAN 2018 being held at the Taipei Nangang Exhibition Center, Hall 1 from April 2-5, we assure:

1. That the booth(s) is constructed in compliance with the Taipei Nangang Exhibition Center, Hall 1 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 March 30 to April 1 to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

Date: _____

Company: _____

Booth Number: Area _____ Number _____

President /CEO of the company: _____ (Signature)

Contact Person: _____ (Signature)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Hotel in Taiwan where you stay: _____

Hotel telephone no. : _____

Booth Contractor: _____

Contact person: _____ (Sign and stamp)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Add: _____

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



SAFETY AND HEALTH TERMS OF AGREEMENT

Form 6-1
Deadline
Feb. 23, 2018

As an exhibitor of the WOOD TAIWAN 2018 Show, the undersigned parties and any other affiliated parties herein agree to comply with government worker health and safety regulations and Taiwan External Trade Development Council (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 hereby agree to comply with the following regulations during the operational period:

1. The Standard Built-up Procedures for the show in the Taipei Nangang Exhibition Center, Hall 1
2. The Worker Safety and Health Management Procedures for NANGANG Exhibition Hall Exhibitors
3. Hazards Report for NANGANG Exhibition Hall Exhibitors
4. On-Site Hazards Notification for NANGANG Exhibition Hall
5. The above-mentioned regulations can be found on the website of NANGANG Exhibition Hall at:
<http://www.twtcnangang.com.tw/>

This form should be completed and fax or sent to: Taiwan External Trade Development Council of the address at the bottom of the page.

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) failure to possess required entry and work permits, failure to wear required uniforms, failure to use 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 June 30, 2016 to the following address:

Mr. Chiu, Tel: 886-2-2725-5200 ext.5512, Email: nksafe@taitra.org.tw
NANGANG International Exhibition Center
No. 1, Jingmao 2nd Road, Nangang District, Taipei 11568, Taiwan

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 _____

APPLICATION FOR CONSTRUCTION OF SECOND-STORY BOOTH

(ONLY FOR EXHIBITORS ALLOTTED FOUR BOOTHS OR MORE)

Form 7
Deadline
Feb. 23, 2018

To: Taiwan External Trade Development Council (TAITRA)

We participate in the WOOD TAIWAN 2018 held at the Taipei Nangang Exhibition Center, Hall 1. As more space is needed for the show, we hereby apply for the construction of second-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 Second-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 second-story booths. Please check and grant approval for the construction.

Company: _____

President of the company: _____ (Signature) Date: _____

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ 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: _____ Email: _____

Person in Charge: _____

Please return the copy via Registered **Airmail** or **Express Courier** to:

Mr. Wolfgang Tang, TAITRA

Exhibition Department, Section 1

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

CONFIRMATION OF SECOND-STORY BOOTH DESIGN

Form 7-1
Deadline
Feb. 23, 2018

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)

That is making application for the construction of second-story booths in the WOOD TAIWAN 2018 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 comply 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: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

Please return the copy via Registered **Airmail** or **Express Courier** to:

Mr. Wolfgang Tang, TAITRA

Exhibition Department, Section 1

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

APPLICATION FOR CONSTRUCTION OF BOOTH EXCEEDING 4 METERS (MINIMUM 4 UNITS)

Form 8
Deadline
Feb. 23, 2018

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the WOOD TAIWAN 2018 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 the company: _____ (Signature) Date: _____

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Exceeding 4 Meters: _____ square meters

Contractor for the Booths Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return the copy via Registered **Airmail** or **Express Courier** to:

Mr. Wolfgang Tang, TAITRA

Exhibition Department, Section 1

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

CONFIRMATION OF BOOTH EXCEEDING 4 METERS DESIGN

Form 8-1
Deadline
Feb. 23, 2018

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 WOOD TAIWAN 2018
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 comply 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: _____ Email: _____

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 **Feb. 23, 2018**.

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.

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



ELECTRICITY & WATER / DRAINAGE REQUIREMENTS

Form 9
Deadline
Mar. 1, 2018

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 5A(0.5KW)	
AC 110V 60 Cycle single phase 10A(1KW)	
AC 110V 60 Cycle single phase 15A(1.5KW)	
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. 5568, Fax: 886-2-2788-8353, E-mail: power5564@taitra.org.tw

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



TARIFF FOR HEAVY DUTY ELECTRIC POWER

Form 9-1
Deadline
Mar. 1, 2018

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.

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	8,759
33	24hrs AC 220V 60 Cycle 3 phase 20A	13,575
34	24hrs AC 220V 60 Cycle 3 phase 30A	17,607
35	Water/Drainage installation	2,363
36	Compressed Air	5,000

APRIL 2-5, 2018
Taipei Nangang Exhibition Center, Hall 1



WOOD TAIWAN
Taiwan Int'l Woodworking Machinery Show



ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

Form 9-2
Deadline
Mar. 1, 2018

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.



PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

**Form 10
Deadline
Mar. 8, 2018**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the WOOD TAIWAN 2018 held in the Taipei Nangang Exhibition Center, Hall 1 from April 2-5, 2018. 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 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 Number: Area _____ Number _____

President/CEO: _____

Signature: _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Please submit completed form with NT\$50,000 (check deposit only) to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. Wolfgang Tang, TAITRA
Exhibition Department, Section 1
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel: 886-2-2725-5200 ext.2619
Fax: 886-2-2725-1959
E-mail: wtang@taitra.org.tw

TELEVISION WALL SETUP

Form 11
Deadline
Mar. 8, 2018

To: Taiwan External Trade Development Council (TAITRA)

We will participate in WOOD TAIWAN 2018 held in the Taipei Nangang Exhibition Center, Hall 1. We would like to display televisions or big screens on the booth walls during the show and will abide by the regulations set forth below.

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.

Company: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

Please fax this copy to:

Mr. Wolfgang Tang, TAITRA
Exhibition Department, Section 1
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel: 886-2-2725-5200 ext.2619
Fax: 886-2-2725-1959
E-mail: wtang@taitra.org.tw

STAGE AND STEREO SYSTEM SETUP APPLICATION (LETTER OF ASSURANCE)

Form 12
Deadline
Mar. 8, 2018

To: Taiwan External Trade Development Council (TAITRA)

As an exhibitor at the WOOD TAIWAN 2018 Show held at the Taipei Nangang Exhibition Center, Hall 1 from April 2-5, we would like to apply for the setup of ☐stage ☐stereo system for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and stereo/sound system setup as stipulated in the "Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1" as well as other regulations given by the show organizer (TAITRA) as set forth below:

1. The stage must be recessed at least two meters from the edge of the aisle, no more than 2 amplifiers are allowed.
2. Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by the organizer. There should be at least a one hour interval in between the activities; duration for each activity should not last more than 15-20 minutes.

Enclosed: ☐ Design/Construction plan (please indicate the stage's distance in relation to the aisle as well as the location of the amplifiers)
☐ Estimated time for stage activities (duration should be less than 15-20 minutes per time, with at least a one hour interval in between)

Company: _____

Booth Number: Area _____ Number _____

Person in Charge: _____

Contact Person: _____

Tel: _____ Mobile: _____

Stereo Contractor: _____

Person in Charge: _____

Contact Person: _____

Tel: _____ Mobile: _____

Date: _____

Please submit completed form with **NT\$100,000 (check deposit only)** to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. Wolfgang Tang, TAITRA
 Exhibition Department, Section 1
 No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
 Tel: 886-2-2725-5200 ext.2619
 Fax: 886-2-2725-1959
 E-mail: wtang@taitra.org.tw

APPLICATION FOR EXTRA EXHIBITOR'S BADGES

Form 13
Deadline
Mar. 8, 2018

Date: _____

Booth Number: Area _____ Number _____

Company: _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Number of Badges: _____ Total Amount: NT\$ _____

Remarks:

1. Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth (maxima 40 badges per exhibitor). This form shall be used only for those who require additional badges.
2. For each booth, exhibitors can apply for 2 badges and a maximum of 10 badges.
3. Each additional badge costs NT\$200. Please fax the completed form before **Mar. 8, 2018** to 886-2-2725-1959. After receipt of your application form, we will notify you of the payment due by faxing you the Invoice.
4. No application will be accepted during the show period.
5. If you have any queries, please contact:

Mr. Wolfgang Tang, TAITRA
Exhibition Department, Section 1
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel: 886-2-2725-5200 ext.2619
Fax: 886-2-2725-1959
E-mail: wtang@taitra.org.tw



ONLINE MARKETING SERVICES FOR THE OFFICIAL WEBSITE OF WOOD TAIWAN 2018

Form 14

I. The official website of WOOD TAIWAN (<http://www.woodtaiwan.com>) provides you with the most complete and effective online promotion platform.

In order to enhance the interaction of exhibitors and buyers, Taiwan International Trade Shows has constructed the official website of **WOOD TAIWAN**. Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products any time before, during or after the show. Therefore, we encourage you to get the most out of our online marketing services offered by the official website to maximize the effectiveness of your participation of the show.

II. Online Marketing Services

(I) Who qualifies?

Exhibitors of **WOOD TAIWAN**.

(II) What is the Online Marketing Services?

- Upload up to 5 product catalogs→Product catalogs will be shown in the detailed company page of each company on the official website.
- Publish show-related news→Exhibitor's show-related news will be shown in the section of "Exhibitors' News" on the official website.
- Functions of **Login My WOOD TAIWAN** include hotel reservation, message folders, and other exhibition services.

(III) How to use the Website Service?

- Please go to the official website of **WOOD TAIWAN**.

b. Step 1: Click "Exhibitor" → "Login My WOOD TAIWAN"

Step 2: Activate your account and login. (If you need any assistance to confirm your account ID and password, please contact us at exhibitors@taitra.org.tw)

Step 3: After you login, select the function of "Product Catalogue" to upload your product catalog, or select the function of "Exhibitors News" to publish your show-related news on the website.

TWTC Nangang Exhibition Hall Transport & Parking Information



Parking Lots :

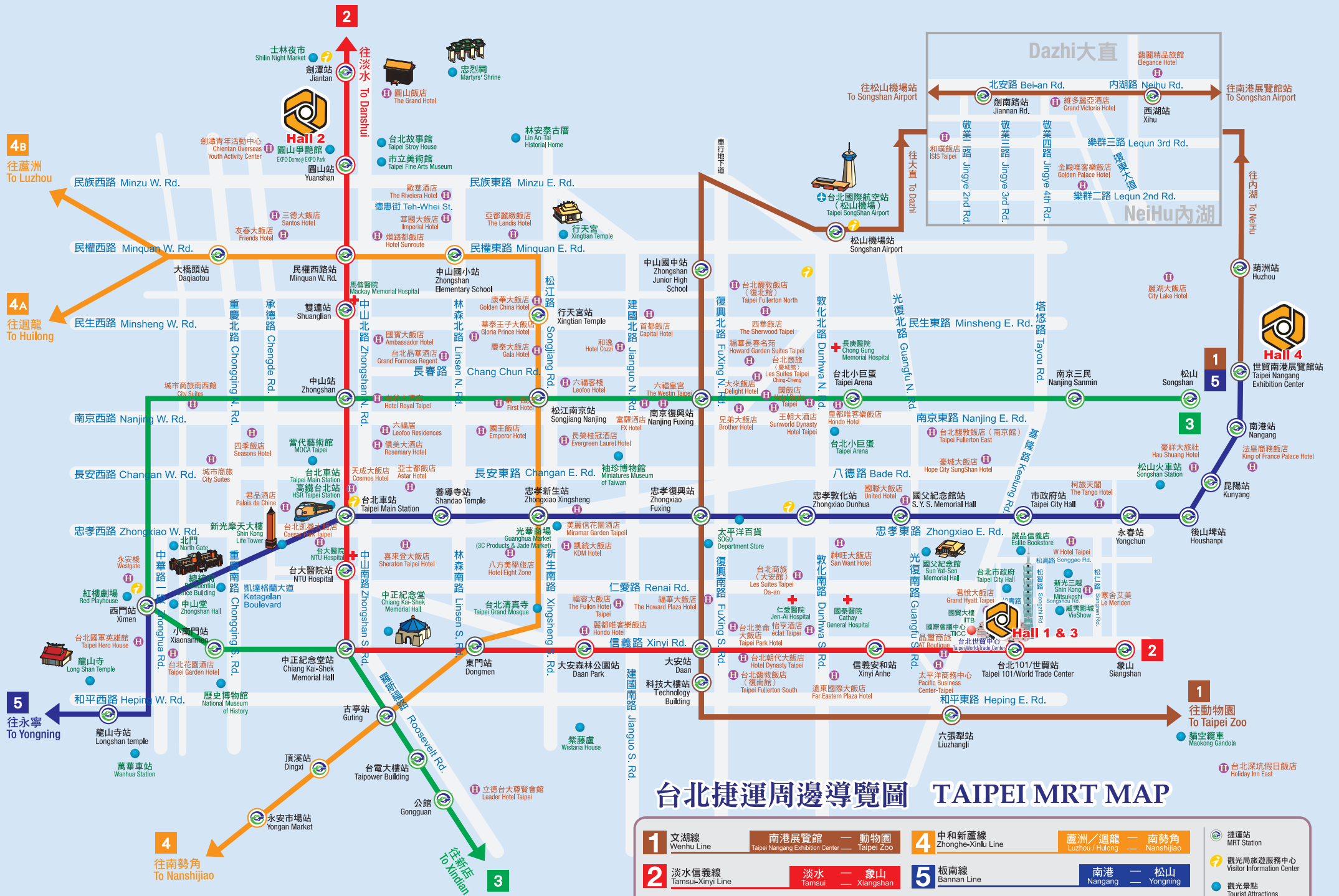
- P1** TWTC Nangang/620 Parking spaces
- P2** Taiwan Fertilizer C2 Parking Lot/352 Parking spaces
- P3** Taiwan Fertilizer C3 Parking Lot/768 Parking spaces
- P4** Taiwan Fertilizer C4 Parking Lot/82 Parking spaces
- P5** MRT Neihu Depot Parking Lot/584 Parking spaces
/During Exhibition Periods
- P6** Xingzhong Parking Tower/647 Parking spaces/
NT\$30(per hour)/24HR

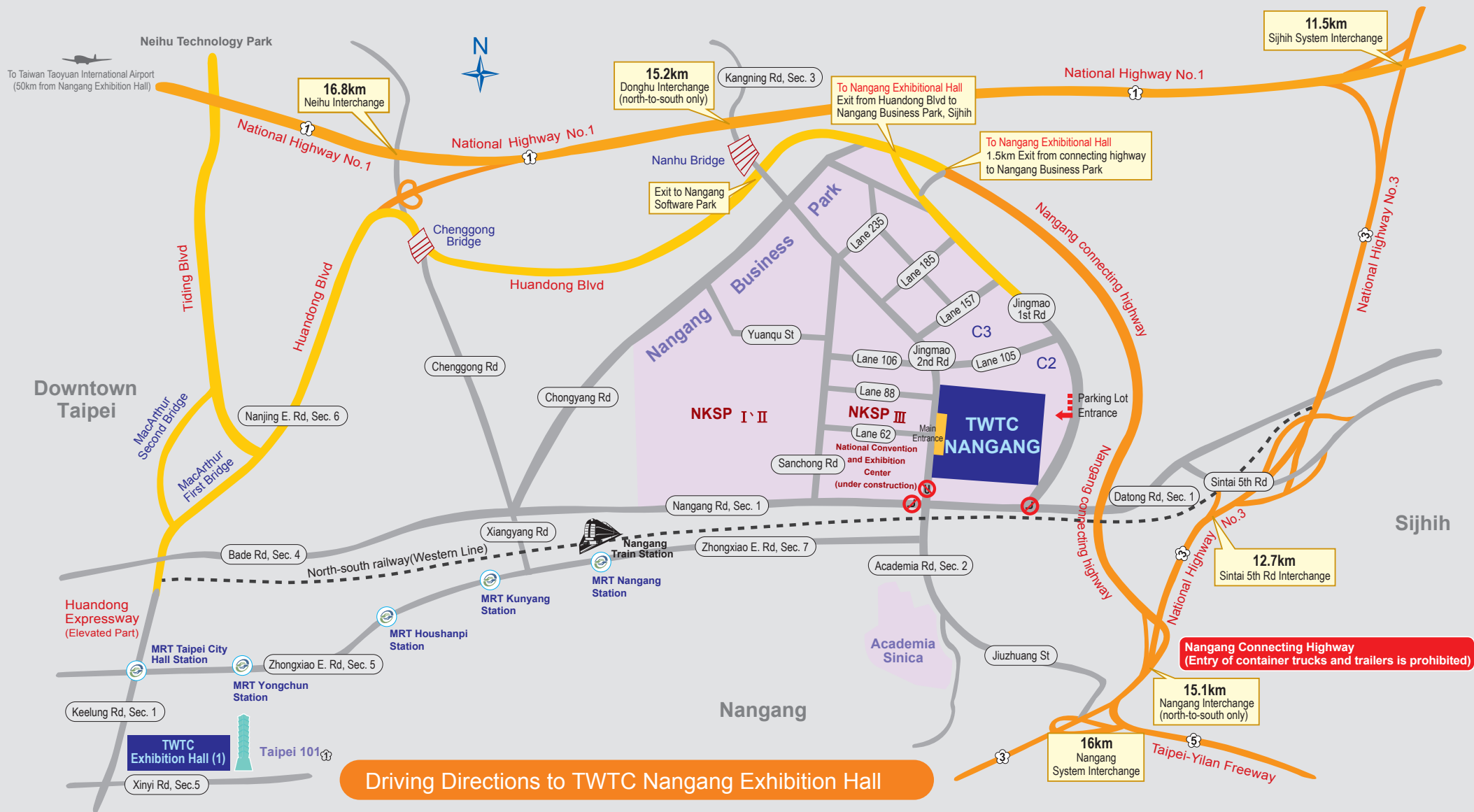
P	Underground Parking
P	Parking Lot
→	Entrance / Exit
↪	Directions to TWTC Nangang

The parking fee above is for reference only

Transport Information :

- 1** Shuttle Bus Stop (Pick-up / Drop-off)
- 2** Bus Stop
- 3** Taxi Drop-off
- 4** Small Vehicle Drop-off
- 5** B1 Taxi Pick-up
- 6** Underground Parking Entrance
- 7** MRT Shuttle Bus Stop (to MRT Nangang Station)





1. From Taipei Suburbs to TWTC Nangang Exhibition Hall

- (A) Vehicles approaching from east: Take Datong Rd and enter Nangang Rd, then turn right onto Jingmao 2nd Rd to reach the Exhibition Hall.
- (B) Vehicles approaching from west:
1. Take Zhongxiao E. Rd and turn left at the intersection with Academia Road. Cross the rail crossing and continue straight to Jingmao 2nd Rd to reach the Exhibition Hall.
 2. Take Huandong Blvd and exit at the "Nangang Business Park, Sijih". Follow Jingmao 1st Rd to reach the Exhibition Hall.
- (C) Vehicles approaching from south: Take Academia Road or Zhongxiao E. Road and turn onto Academia Road. Cross the rail crossing and then proceed to Jingmao 2nd Road to reach the Exhibition Hall.
- (D) Vehicles approaching from north:
1. Take Kangning Rd and cross Nanhu Bridge. Then follow Sanchong Rd and turn left onto Jingmao 2nd Rd to reach Exhibition Hall.
 2. Take Chenggong Rd and cross Chenggong Bridge. Then continue until turning left onto Chongyang Rd. Continue east to reach the Exhibition Hall.

2. National Highway No. 1 ①

- (A) Follow Route ① and exit at the Neihu Interchange. Make a turn to Chenggong Rd and cross Chenggong Bridge, then turn left onto Chongyang Rd to reach the Exhibition Hall.

- (B) Exit Route ① at the Sijih Interchange, and then turn onto the southbound Route of hwy ③. Exit the Sintai 5th Rd Interchange, turn right to Sintai 5th Rd and then turn left to Datong Rd. Go straight to Nangang Rd to reach the Exhibition Hall.

- (C) For vehicles approaching from south, exit Route ① at Donghu Interchange; turn onto Kangning Rd, and cross Nanhu Bridge. Then proceed on Sanchong Rd before turning left onto Jingmao 2nd Rd before reaching Exhibition Hall.

3. National Highway No. 3 ③ and Taipei-Yilan Freeway No. 5 ⑤

- (A) Follow Route ③ and exit at the Sintai 5th Rd Interchange, then take Sintai 5th Rd, and turn left onto Datong Road and proceed to Nangang Rd to reach the Exhibition Hall.

- (B) For vehicles other than container trucks and trailers: Exit the highway at the Nangang Interchange. Follow the inner lanes of the Nangang Connecting Highway until you can exit at the "Nangang Business Park". Turn left to Jingmao 1st Rd to reach Exhibition Hall.

- (C) For cars traveling toward Taipei along Route ⑤: Make a turn onto Route ③ at Nangang Interchange. Follow inner lane and exit at the Nangang Interchange. Take the Nangang Connecting Highway to reach the Exhibition Hall.