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Attachment 1 : Transportation Guide of Taipei Nangang Exhibition Center
Attachment 2 : Taipei MRT Map

The personal data will be used by TAITRA only in order to forward the applicant (by phone, mail and other means) information on exhibitions or trade promotion activities in the years 2017-2022. Those who wish to exercise any of the following rights, please contact:

TAIPEI AMPA 6-in-1 show Team
E-mail: ampa@taitra.org.tw

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; or
5. Request deletion of personal information.
## I. CHECKLIST

The following checklist will help you plan your work schedule for attending **TAIPEI AMPA 2019 / AutoTronics Taipei 2019 / Taiwan EVS 2019 / Taiwan ITS 2019 / Taiwan Motorcycle 2019 / Taiwan Car Tuning 2019**. If the services are required, please return the completed forms. Services cannot be guaranteed if the related forms are returned after the deadline.

<table>
<thead>
<tr>
<th>Item</th>
<th>Form</th>
<th>Deadline</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Obligatory</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Booth Construction Assurance*</td>
<td>Form 1</td>
<td>Mar. 22, 2019</td>
<td>33</td>
</tr>
<tr>
<td>☐ Safety and Health Terms of Agreement</td>
<td>Form 1-1</td>
<td>Mar. 22, 2019</td>
<td>34</td>
</tr>
<tr>
<td><strong>Shipment (optional)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>☐ Importation of Exhibits on a Bonded Basis</td>
<td>Form 4</td>
<td>Mar. 22, 2019</td>
<td>39</td>
</tr>
<tr>
<td>☐ Commercial Invoice and Packing List</td>
<td>Form 5</td>
<td>Mar. 22, 2019</td>
<td>40</td>
</tr>
<tr>
<td>☐ Forklift Service</td>
<td></td>
<td>Mar. 29, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>Booth Setup and Decoration (optional)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Internet, Telephone</td>
<td></td>
<td>Mar. 22, 2019</td>
<td></td>
</tr>
<tr>
<td>☐ Extra Electricity, Water, Drainage</td>
<td>Form 2</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>(20% off discount before Feb. 25)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Construction of 2-Story Booth</td>
<td>Form 6</td>
<td>Mar. 29, 2019</td>
<td>41</td>
</tr>
<tr>
<td>☐ Construction of Booth Height Exceeding 4 Meters</td>
<td>Form 7</td>
<td>Mar. 29, 2019</td>
<td>45</td>
</tr>
<tr>
<td>☐ Application for Promotional Balloon</td>
<td>Form 8.</td>
<td>Mar. 29, 2019</td>
<td>49</td>
</tr>
<tr>
<td>☐ Television Wall, Sound System</td>
<td>Form 9</td>
<td>Mar. 29, 2019</td>
<td>51</td>
</tr>
<tr>
<td><strong>Promote Your Company (optional)</strong></td>
<td>Contact organizer</td>
<td>Feb. 25, 2019</td>
<td></td>
</tr>
<tr>
<td>☐ Advertising in the Digital OD (free)</td>
<td></td>
<td>Feb. 25, 2019</td>
<td></td>
</tr>
<tr>
<td>☐ Advertising in the OD (Official Directory)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Online Promotion Services</td>
<td></td>
<td>April.12, 2019</td>
<td>-</td>
</tr>
</tbody>
</table>
## II. Contact Information of official contractors

<table>
<thead>
<tr>
<th>Relevant Service</th>
<th>Contractor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Interior Decoration</td>
<td>O’YA Marketing Solution &amp; Interior Design Co., Ltd.</td>
<td>Contacts: Arthur Fu</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: +886-2-26552777</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ext. 199</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: +886-2-26552999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eMail: <a href="mailto:arthur@o-ya-design.com">arthur@o-ya-design.com</a></td>
</tr>
<tr>
<td>Electricity &amp; Water Drainage</td>
<td>1F: Hong Kuan Enterprise Ltd. 4F: Hong Kuan Enterprise Ltd.</td>
<td>Nangang Exhibition Hall 1 &amp; 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 886-2-2725-5200 Ext. 5569(1F) / 5568(4F)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:power5563@taitra.org.tw">power5563@taitra.org.tw</a> (1F)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:power5564@taitra.org.tw">power5564@taitra.org.tw</a> (4F)</td>
</tr>
<tr>
<td>International Shipping</td>
<td>Eurotran EXPO Service Co., Ltd.</td>
<td>Eurotran Expo Service Co., Ltd.</td>
</tr>
<tr>
<td></td>
<td>Triumph Express Service Co., Ltd.</td>
<td>Fax:+886-2-2785-6701</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact person:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jimmy Kuo (Ext.105) <a href="mailto:jimm.kuo@eurotran.com">jimm.kuo@eurotran.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jasmine Yang(Ext.106) <a href="mailto:jasmine.yang@eurotran.com">jasmine.yang@eurotran.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eurotran Expo Service Co., Ltd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: +886-2-2785-6000.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax:+886-2-2785-6701</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact person:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scott Chen <a href="mailto:scott@trans-link.com.tw">scott@trans-link.com.tw</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Norman Lin <a href="mailto:norman@trans-link.com.tw">norman@trans-link.com.tw</a></td>
</tr>
<tr>
<td>Temporary staff</td>
<td>HWH Executive Consultant Limited</td>
<td>Tel: +886-2-2720-1610</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax:+886-2-2720-5397</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact person:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rayzon Tsai (Ext.208) <a href="mailto:rayzon.tsai@gmail.com">rayzon.tsai@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: 886-2-8692-5588 ext. 2708</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:ni@cens.com">ni@cens.com</a></td>
</tr>
<tr>
<td>Forklift Service</td>
<td>Yi Chen Forklift Enterprise Co., Ltd.</td>
<td>Tel: +886-2-8521-0088</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sun Shen Forklift Co., Ltd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tel: +886-2-2505-4216</td>
</tr>
</tbody>
</table>
### III. Exhibition Overview

<table>
<thead>
<tr>
<th>Organizer</th>
<th>Co-organizers</th>
<th>Show Dates and Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taipei AMPA</strong></td>
<td>■ Taiwan Transportation Vehicle Manufacturers Association (TTVMA)</td>
<td>Apr. 24-26 09:00 - 17:00. Apr. 27 09:00 - 15:00.</td>
<td>Nangang Exhibition Hall 1 1F &amp; 4F</td>
</tr>
<tr>
<td></td>
<td>■ Taiwan Rubber &amp; Elastomer Industries Association (TREIA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AutoTronics Taipei</td>
<td>■ Taiwan External Trade Development Council (TAITRA)</td>
<td></td>
<td>Nangang Exhibition Hall 2 1F</td>
</tr>
<tr>
<td></td>
<td>■ Taiwan Automotive Research Consortium (TARC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Taiwan Transportation Vehicle Manufacturers Association (TTVMA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taiwan ITS</td>
<td>■ Intelligent Transportation Society Council (ITS Taiwan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Taiwan Telematics Industry Association (TTIA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Chung-Hwa Railway Industry Development Association (CRIDA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taiwan EVS</td>
<td>■ Taiwan Electrical Electronics Manufacturers’Association (TEEMA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taiwan Motorcycle</td>
<td>■ Taiwan Transportation Vehicle Manufacturers Association (TTVMA)</td>
<td>Apr. 25-27 09:00 - 17:00. Apr. 28 09:00 - 16:00.</td>
<td>Nangang Exhibition Hall 2 4F</td>
</tr>
<tr>
<td>Taiwan Car Tuning</td>
<td>■ Taiwan Transportation Vehicle Manufacturers Association (TTVMA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## IV. Basic Information

1. Venue services

<table>
<thead>
<tr>
<th>Service &amp; Facilities</th>
<th>Nangang Exhibition Hall 1</th>
<th>Nangang Exhibition Hall 2</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors move-in overtime application</td>
<td>Organizer Office 6F, Room 616</td>
<td></td>
<td>• Please apply before 16:00 daily during move-in period</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Overtime fee: NT$50,000/hour/booth</td>
</tr>
<tr>
<td>Electricity &amp; Water Drainage service counter</td>
<td>Information Counter 1F</td>
<td>Information Counter 1F</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Counter 4F, Area M entrance</td>
<td>Information Counter 4F</td>
<td></td>
</tr>
<tr>
<td>Electricity &amp; Water Drainage Contractor office</td>
<td>5F, Room 529</td>
<td>6F</td>
<td>Additional electricity application and payment service</td>
</tr>
<tr>
<td></td>
<td>No office, please contact DHL for reservation</td>
<td>No office, please contact DHL for reservation</td>
<td>Tel: 0800-769-888</td>
</tr>
<tr>
<td>Express Courier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Exhibitor Badges Purchasing</td>
<td>Information Counter, 1F</td>
<td>Information Counter 1F</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information Counter 4F, Area M entrance</td>
<td>Information Counter 4F</td>
<td></td>
</tr>
<tr>
<td>Press Room</td>
<td>Room 403, 4th Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td>Room 158, 1st Floor and Room 452, 4th Floor</td>
<td>Room 136, 1F Room 436, 4F</td>
<td></td>
</tr>
<tr>
<td>TAITRA Lounge</td>
<td>4F</td>
<td>1F &amp; 4F Show Ground</td>
<td></td>
</tr>
<tr>
<td>Free Internet Service</td>
<td>Accessible in 1st and 4th Floor of showground</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATM</td>
<td>1F, Area K Lobby</td>
<td>1F, Area Q Lobby</td>
<td></td>
</tr>
<tr>
<td>Luggage</td>
<td>1F, Room 145</td>
<td>B1</td>
<td></td>
</tr>
<tr>
<td>Muslim Prayer Rooms</td>
<td>4F, Room 426/428</td>
<td>4F</td>
<td></td>
</tr>
</tbody>
</table>

*All information subject to change without further notice*
2. Exhibition Move-in & Dismantling Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 21-22, 2019</td>
<td>07:00 – 17:00</td>
<td>Exhibits Move-in and Booth Setup</td>
<td>1. Collect exhibitor badges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Exhibitors should not leave the booth unattended</td>
</tr>
<tr>
<td>April 23, 2019</td>
<td>07:00 – 19:00</td>
<td>Exhibits Move-out (Hand-carried exhibits only)</td>
<td>Vehcles are PROHIBITED from entering showground</td>
</tr>
<tr>
<td>April 27, 2019</td>
<td>15:00-19:00</td>
<td>Exhibits Move-out (all exhibits, stand fitting materials)</td>
<td>Vehcles are PERMITTED to enter showground</td>
</tr>
<tr>
<td>April 28, 2019</td>
<td>07:00-17:00</td>
<td>Exhibits Move-out (all exhibits, stand fitting materials)</td>
<td>Vehcles are PERMITTED to enter showground</td>
</tr>
</tbody>
</table>

3. Electricity & Water Drainage Installation

(1) Each booth is supplied with 0.5 kW, 110 Volt power free of charge daily during the show. Exhibitors requiring additional or heavy-duty power supply or water drainage, the company name on the application should be compliant with the exhibitor company name. (→ Use Form 2 to apply.)

(2) Discounts or surcharges will be applied in accordance with the stamped receiving date of application as listed:

<table>
<thead>
<tr>
<th>Receiving Date of Application</th>
<th>Payment Terms (Discount/Surcharge)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Feb. 25, 2019</td>
<td>20% Discount Charge</td>
</tr>
<tr>
<td>Feb. 26-March 20, 2019</td>
<td>Set Price</td>
</tr>
<tr>
<td>March 21- April 8, 2019</td>
<td>20% Overdue Charge</td>
</tr>
<tr>
<td>After April 8, 2019</td>
<td>50% Overdue Charge</td>
</tr>
</tbody>
</table>

Applications after April 8, 2019 will be accepted only if there is still enough time for installation.
4. Free Wi-Fi 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 without flow control is not usually recommended for audio or video streaming or massive downloads. Please retry if you cannot get online.
   (3) We cannot be held responsible for loss of business or other difficulties due to delay or poor quality of this free service.

5. Exhibitor Badge Pick-up & Application
   (1) Exhibitors should collect their badges and a complimentary copy of the official directory during move-in hours at the information counter on the Upper Floor (4F) in Nangang Exhibition Center Hall 1 and 1F / 4F in Nangang Exhibition Center Hall 2 after presenting their business cards. Exhibitors who have not yet submitted their “Booth Construction Assurance” and “Safety and Health Terms of Agreement(Form 1 & 2)” are required to submit it on-site in order to receive the exhibitor badges.
   (2) Four exhibitor badges will be issued for the first booth, with two more for each additional booth used. For instance, 2-booths exhibitor will receive 6 badges in total (4+2).

6. Booth Decoration Regulation and Additional Equipment Rental
   (1) **Exhibitors signed up for “Raw Space” booths** (i.e. space without equipment, water or power outlets) should contact one of the official contractors or arrange setup with other decoration contractors.
   (2) **Exhibitors signed up for “Shell Scheme” booths** (i.e. standard booth including regular facilities) but requiring additional equipment such as furniture or extra electricity must rent them from the contractor. Please refer to P. 2 for the contact of official contractor.

### One Shell Scheme Booth (3m X 3m)

<table>
<thead>
<tr>
<th>Booth A1</th>
<th>Item</th>
<th>Qty</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Standard partition 3000x2000x250cm/H</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Needle punch carpet (light gray)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Company name fascia board (white background with blue letters, PVC finished), 300x30cm/H</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Information counter 1000x50x75cm/H</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Wooden shelf (flat) 100x30cm/D</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Folding chair (black)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Glass round table, Dia. 75x75cm/H</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Spotlight 18W (yellow)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>110V/5A socket</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Waste paper basket</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: All items are on rental basis, will not be refunded or exchanged.
Two Shell Scheme Booths (6m X 3m)

<table>
<thead>
<tr>
<th>Booth No.</th>
<th>Item Description</th>
<th>Qty</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Standard partition 600X300X250cm/H</td>
<td>1</td>
<td>set</td>
</tr>
<tr>
<td>2</td>
<td>Needle punch carpet (light gray)</td>
<td>18</td>
<td>sq/m</td>
</tr>
<tr>
<td>3</td>
<td>Company name fascia board (white background with blue letters, PVC finished), 300X30cm/H</td>
<td>2</td>
<td>pcs</td>
</tr>
<tr>
<td>4</td>
<td>Information counter 100X50X75cm/H</td>
<td>2</td>
<td>pcs</td>
</tr>
<tr>
<td>5</td>
<td>Wooden Shelf (flat) 100X30cm/D</td>
<td>6</td>
<td>pcs</td>
</tr>
<tr>
<td>6</td>
<td>Folding chair (black)</td>
<td>6</td>
<td>pcs</td>
</tr>
<tr>
<td>7</td>
<td>Glass round table, Dia. 75X75cm/H</td>
<td>1</td>
<td>pc</td>
</tr>
<tr>
<td>8</td>
<td>Spotlight 18W (yellow)</td>
<td>6</td>
<td>pcs</td>
</tr>
<tr>
<td>9</td>
<td>110V/5A socket</td>
<td>2</td>
<td>pcs</td>
</tr>
<tr>
<td>10</td>
<td>Waste paper basket</td>
<td>1</td>
<td>pc</td>
</tr>
</tbody>
</table>

Note: All items are on a rental basis, will not be refunded or exchanged.

(3) Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any dispute.

7. Promotional Booth or Showground Decoration

(1) Promotional Balloon (deposit required)

Erecting a balloon above your booth creates better focus at the showground. Make your pitch attractive, neat, and simple for maximum appeal.

(→Use Form 8 to apply.)

(2) Television Wall

Prior approvals are required for promotional videos played at the showground.

(→Use Form 9 to apply.)

8. Exhibits Delivery and Shipping

(1) A selection of imported exhibits is allowed to enter Taiwan on a bonded basis without payment of customs duties and may be kept in the bonded warehouse for rent up to three months following the show. Such exhibits should be consigned to “Taiwan External Trade Development Council” (TAITRA). TAITRA is not in a position to be a consignee for exhibits imported on a duty-paid or deposit basis.

(2) The following items must be imported on a duty-paid or deposit basis:

a. Non-commercial samples
b. Giveaways or promotional articles
c. Posters, photo panels, catalog, brochures and leaflets
d. Lubrication oils and greases for maintenance of machinery during the exhibition
e. Materials and equipment for use in the construction, installation, decoration, and maintenance of booths
f. Foodstuff and drinks to be consumed during the show
g. Jewelry, precious stones, and gold coins (hand carried)
h. Liquors, spirits, wines, and tobaccos

(3) Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis and in strict observance of “Quarantine Regulations on Importation of Plantation into the Republic of China”

(4) Note that exhibits such as some of the telecommunication and military equipment,
chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives need government endorsement and permits for importation.

(5) The ATA CARNET is not accepted in Taiwan except in the case of countries having similar bilateral agreements with the Republic of China.

(6) **Exhibits in Bond**

According to customs regulations, goods with bonded status may remain in Taiwan for a maximum of six months from the date of importation. During the show-days, exhibits are strictly prohibited from being removed from the premises. Such exhibits should be returned to the bonded warehouse right after the show. They shall neither be sold nor re-exported until all procedures are cleared by the exhibitors concerned. The organizer has the right to return all overdue bonded exhibits on the exhibitor’s account without necessarily obtaining the exhibitor’s permission.

(7) **Exhibits Imported on a Deposit or Duty-paid Basis**

Exhibits brought in on a deposit or duty-paid basis must be handled by the exhibitor’s agent or representative in Taiwan who will act as a consignee and who will be responsible for any and all customs duties.

(8) **Shipping Mark**

All packages to be imported on a bonded basis must be marked as follows:

| Show Name: ____________________________ |
| Show Dates: ____________________________ |
| Show Site: Taipei Nangang Exhibition Center |
| Exhibitor: ____________________________ |
| Booth Number: Area: Number: ____________ |
| Case Number: ____________ of ____________ |
| Dimensions: ____________________________ |
| Gross & Net Weight: ____________________ |

(9) **Shipment**

a. Exhibits on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must be scheduled for arrival at Keelung Port no later than THREE weeks prior to the show opening, and air shipments at Taoyuan International Airport no later than TWO weeks, to allow sufficient time for customs clearance. Exhibits arriving at Taichung or Kaohsiung must reach destination ONE week earlier than the above-mentioned schedules. Documents and/or exhibits arriving late will be charged an additional 15% in customs clearance fees and service charges for the extra working hours required to complete procedures.

b. For exhibits shipped on a deposit or duty-paid basis, exhibitors may ship them by the forwarders of their choice that have branch offices or agents in Taiwan.

c. For bonded exhibits, exhibitors are required to clear customs procedures through one of TAITRA’s two official forwarders. Only the official forwarders will be responsible for
handling all exhibits imported on a bonded basis. Their services include customs clearance, transport of exhibits from port of arrival to the exhibition site and vice versa, local storage, unpacking and re-packing, placement of goods in display area, and re-export formalities. The handling charges for all such services will be borne by the exhibitor concerned and calculated according to the tariff listed.

(10) Shipping Documentation
a. The organizer requires the following documents to clear exhibitor’s shipment through R.O.C. customs:
   ■ 2 copies of Original Ocean Bills of Lading/Airway Bills
   ■ 4 copies of Commercial Invoices & Packing Lists
   ■ 2 copies of Exhibit Catalogs
*Form 5 will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.
*All above documents along with completed Form 5 and 6 should reach the organizer and official forwarders FOUR weeks before the show opens.
*Bills of Lading/Airway Bills should be clearly defined with the additional clause “Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei customs territory.”

b. To facilitate the processing of customs clearance procedures, all boxes, crates, etc, should be accompanied by detailed packing lists in duplicate with the identification words of exhibits.

(11) Disposal of Exhibits During and After the Show
a. Bonded exhibits:
   To provide exhibitors with adequate time to dispose of their exhibits, either by sale locally or by re-export, the organizer is allowed to store exhibitors' goods in a bonded warehouse for a period of up to three months after the show. Any storage charge incurred will be charged to the account of the exhibitor concerned.

   Procedures for the sale of bonded exhibits:
   Whether through outright sale or by means of distribution agreement, exhibits can be released from the bonded warehouse only after each and every one of the following procedures has been completed:
   ■ Securing an import permit:
      This is done by the buyer on the basis of the relevant Performa Invoice prepared by the exhibitor.
   ■ Remittance of cost of goods:
      The buyer is responsible for securing the necessary foreign exchange and remitting it to the exhibitor through an authorized bank.
   ■ Transfer of exhibitor's property to the buyer:
      This is accomplished by the exhibitor by completing “Authority/Receipt for Transfer of Exhibitor's Property”, which must be signed by the exhibitor and countersigned by Taiwan External Trade Development Council.
Payment of import duties:
This is also the responsibility of the buyer.

b. Duty-paid or deposit basis:
Goods can be released from the showground only after the show closes, regardless when the said goods are sold.
e-exportation of exhibits:
Exhibitors shall instruct the official forwarders concerned to take the necessary steps as soon as re-exportation of exhibits is decided.

* About Material Handling
In the TWTC show venue, any truck can carry the exhibit material to enter the hall directly. Therefore, the so-called material handling (or drayage) includes unloading of the exhibit material at the warehouse or at show site, delivery of cargo to your designated exhibit location, storage and return of the empty containers (including crates and skids) and loading of the exhibit material onto your designated outbound carrier(s) after the event which is usually taken care by your forwarder. In normal circumstances there will be no additional material handling fees charged, except by your own forwarder.

9. Transportation

<table>
<thead>
<tr>
<th>Service</th>
<th>Route/Location</th>
<th>Schedule/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi</td>
<td>■ Drop-off: Entrance J of Nangang Exhibition Center Hall 1</td>
<td>Passengers should not pick up taxi at the 1st floor during the show.</td>
</tr>
<tr>
<td></td>
<td>■ Pick-up: B1 (Nangang Exhibition Center Hall 1 &amp; 2)</td>
<td></td>
</tr>
<tr>
<td>Airport</td>
<td>Taoyuan Int’l Airport &lt;-&gt; Nangang Exhibition Center Hall 1</td>
<td>Bus Leaving Hours <em>(Bus leaves every 20-30 mins)</em>:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ From Taipei Nangang Exhibition Center Hall 1: 05:00 a.m. - 23:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ From Taoyuan International Airport: 06:20 a.m. - 00:30 a.m</td>
</tr>
<tr>
<td>Parking</td>
<td>■ B1 of Nangang Exhibition Center Hall 1 &amp; 2</td>
<td>■ B1 of Nangang Exhibition Center Hall 1: Charged by hour, paid before leaving.</td>
</tr>
<tr>
<td>Lots</td>
<td></td>
<td>Car: Charged by hour, NT$30/entry. Paid before leaving.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■ B1 of Nangang Exhibition Center Hall 2: Charged by hour, NT$60/hour during show dates. No maximum limitation per day. Paid before leaving.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Motorcycle: NT$30/entry. Paid before leaving.</td>
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<tr>
<td>Taipei MRT</td>
<td>MRT Line BL or Line BR : Taipei Nangang Exhibition Center station</td>
<td></td>
</tr>
</tbody>
</table>
10. Floor Cleansing
   The organizer is responsible for daily cleaning of the public areas and passageways only. Exhibitors have to clean their own booths.

11. Internet Application and Telephone Rental
   Telephone connections to booths may be ordered by the exhibitor’s representative/agent in Taiwan only. The representative/agent must apply before March 22, 2019, directly to: Chunghwa Telecom Corp. Ltd.
   Taipei Eastern Area Service Center
   Address: 130 Sung Jen Rd., Taipei, 110, Taiwan
   Tel: +886-2-2720-0149

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

12. 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 at its 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, and
       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, distress or harm caused to any person or to any person’s property on the exhibition ground regardless of cause.

13. Conference Rooms
   (1) For related lend-lease regulations, please refer to the “Taipei Nangang Exhibition Center Conference Room Lease Rules” at www.twtcnangang.com.
   (2) As conference rooms are always fully booked during the show, please inquire the person in charge in advance: Ms. Sinny Chang: sinny@taitra.org.tw

V. Promotional Marketing and ADs
   1. Official Directory Ads
      (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.
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 and to all TAITRA overseas branch offices for more promotion. To request advertising in the official directory, please refer to Form 3.

2. Official on-line Marketing Service (free-of-charge)
   (1) Please login your account to our official website. If you don’t receive the account activating notification, please contact Ms. Sui, crm44@taitra.org.tw
   (2) Please upload 5 products to Product Catalogue.

   In order to assist exhibitors to broaden the international market, the organizer TAITRA provides exhibitors 1 free page product advertisement in Official directory CD-ROM. Besides distributing to international buyers, we would also distribute to our foreign offices after the show to increase the publicity of exhibitors’ products. Please e-mail your material to ampa@taitra.org.tw (all concurrent 6 shows) before Feb. 25, 2019. Please use the e-mail subject: 2019 OD Disc_(company name)_(booth number). We will send you a confirmation letter when your material is received.
   The advertisement format is as below.
   ● JPG file
   ● A4 size
   ● Over 150 dpi
   ● Below 1MB

VI. 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 organizer, the contract will be established and come into effect.
   (3) Violations of the Regulations can result, by decision of the organizer, 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 and Unoccupied Space

(1) The organizer 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 organizer deems appropriate.

(2) The organizer 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 three years. The Exhibitors bear the responsibility for all penalties without recourse or indemnity.

6. Venue and Show Dates Change

The organizer 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 ought to comply with all regulations in the Exhibitors’ Manual and
complete their construction and/or decoration by the date and time stipulated by the organizer.

(2) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the organizer. 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 organizer'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 250cm 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 organizer 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 organizer's approval, rental already paid by the Exhibitor shall not be refunded.

12. Security and Organizer's Liability

(1) The organizer will provide personnel for maintaining order during the show period. 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 organizer 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 organizer 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 organizer reserves the right to restrict exhibits to a minimum noise level. Sound volume from booths should not exceed 85 dB.
(3) The organizer 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 organizer, 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 organizer 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.

VII. Regulations on Work at TAITRA Venues

Chapter 1: General Provisions

1. 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").
2. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.

3. 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.

4. 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.

5. 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.

6. Definitions of the regulations:
   (1) Leaseholder: Exhibition or event organizer.
   (2) 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.
   (3) Management unit: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.

7. 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: Occupational Safety & Health Matters

I. Design and Structure:

1. The maximum height of each booth is 4 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 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 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)
(English)

(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 handing 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 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.
(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 forth 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 revoked.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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
   (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).

(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 grapnel 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:

<table>
<thead>
<tr>
<th>Ground floor (including entrance driveway)</th>
</tr>
</thead>
</table>
| 1. Vehicle load restrictions (include the combined weight of vehicle and goods) | (1) 20 tons for dual-axle; 43 tons for those with more than two axles;  
(2) Minimum safe distance between two vehicles is 6 meters. |
| 2. Load restrictions on of forklifts | (1) An individual forklift's total load should not exceed 18 tons.  
(2) Where Two adjacent forklifts are handling different objects, they should maintain a safe distance of at... |
### Sky Dome Exhibition Hall (includes ramps and unloading platforms)

<table>
<thead>
<tr>
<th>Section</th>
<th>Restrictions</th>
</tr>
</thead>
</table>
| **1. Vehicle load restrictions**<br>(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 1.5 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 (width) x 15 cm (height).  
(3) Each loading and unloading shall not exceed 50 minutes. |

*least 6 meters;  
(3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a distance of at least 4 meters.  
(4) Each loading and unloading shall not exceed 50 minutes.*
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.

<table>
<thead>
<tr>
<th>Elevator number</th>
<th>Length (meters)</th>
<th>Width (meters)</th>
<th>Height (meters)</th>
<th>Load (kilograms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>6</td>
<td>2</td>
<td>2.2</td>
<td>4,500</td>
</tr>
<tr>
<td>13,14</td>
<td>2.5</td>
<td>1.5</td>
<td>1.8</td>
<td>1,600</td>
</tr>
</tbody>
</table>

(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 work 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.
Forms

1 : Booth Construction Assurance
2 : Safety and Health Terms of Agreement
3 : Electricity & Water/Drainage Installation
4 : Advertising in the Official Directory
5 : Importation of Exhibits on a Bonded Basis
6 : Commercial Invoice & Packing List
7 : Construction Guidelines For 2-Story Booth
8 : Application For Construction of Booth Height Exceeding 4 meters
9 : Promotional Balloon Application
10 : Wall Television/Sound System Set Up Application
BOOTH CONSTRUCTION ASSURANCE

As a participant in the □TAIPEI AMPA 2019  □AutoTronics Taipei 2019  □TAIWIAN EVS 2019
□TAIWAN ITS 2019  □TAIWAN MOTORCYCLE 2019  □TAIWAN CAR TUNING 2019 to be held in
Taipei Nangang Exhibition Center, April 24-27 and 25-28, we assure:

1. That the booth(s) is constructed in compliance with Taipei Nangang Exhibition Center
   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 Information counter from April 21-23 (Taipei AMPA, AutoTronics,
Taiwan EVS, Taiwan ITS) and April 23-24 (Taiwan Motorcycle, Taiwan Car Tuning) to collect the
exhibitor’s badges upon arrival at the exhibition hall during exhibitor’s move-in hours.

· Company: __________________________________________________________

  Booth Number: Area ____________________ Number ____________________
  President/CEO of the company ____________________ (Signature)
  Contact Person: ____________________ (Signature)
  Tel: ____________________ Mobile Phone: ____________________ Fax: ____________________

  E-mail: ____________________________________________________________________________

  Hotel in Taiwan where you stay: _______________________________________________________

  Hotel Telephone no: __________________________________________________________________

· Booth Contractor: __________________________________________________________

  Contact person: ____________________ (Sign and stamp)
  Tel: ____________________ Mobile Phone: ____________________ Fax: ____________________

  E-mail: ____________________________________________________________________________

  Address: ____________________________________________________________________________

Please complete and send this form by e-mail (the full-color-scanned file) or registered post to the following
address before March 22, 2019:
Mr. Tsai, E-mail: ksafe@taitra.org.tw (Nangang Exhibition Center Hall 1)
Mr. Lee, E-mail: kai396@taitra.org.tw (Nangang Exhibition Center Hall 2)
Taipei Nangang Exhibition Center
No. 1, Jingmao 2nd Road, Nangang District, Taipei 11568, Taiwan
Telephone: 886-2-2725-5200 Ext. 5512 / 5543

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

Signature : ____________________ date ____________________
SAFETY AND HEALTH TERMS OF AGREEMENT
Taiwan External Trade Development Council Safety and Health Terms
of Agreement for Exhibitors

After attending □ TAIPEI AMPA 2019 □ AutoTronics Taipei 2019 □ TAIWIAN EVS 2019 □ TAIWAN ITS 2019 □ TAIWAN MOTORCYCLE 2019 □ TAIWAN CAR TUNING 2019 Show space allocation meeting as well as workers safety meeting, the undersigned parties have fully understood workers safety and health regulations required by the Taiwan External Trade Development Council (TAITRA). The undersigned parties and any other affiliated parties will duly comply with governmental worker health and safety regulations and TAITRA guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from TAITRA, and are fully responsible for all compensation or repairs in the event of damage.

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

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

This form is addressed to: Taiwan External Trade Development Council

Name of Exhibitor: __________________________________________________________

Name of Exhibitor’s General Manager: __________________________________________

Address: ____________________________________________________________________

Telephone: __________________________________________________________________

Booth Number: Area                  Number

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) lack of required entry and work permits, lack of any required uniforms, lack of safety helmets, unfastened safety belts at heights of 1.5 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules. Please complete and send this form by e-mail (the full-color-scanned file) or registered post to the following address before March 22, 2019:

Mr. Tsai, E-mail: ksafe@taitra.org.tw  (Nangang Exhibition Center Hall 1)
Mr. Lee, E-mail: kai396@taitra.org.tw  (Nangang Exhibition Center Hall 2)

Taipei Nangang Exhibition Center
No. 1, Jingmao 2nd Road, Nangang District, Taipei 11568, Taiwan
Telephone: 886-2-2725-5200 Ext. 5512 / 5543

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of

Taipei Nangang Exhibition Center.

Signature: _________________________________________________________________ date ________________
ELECTRICITY & WATER / DRAINAGE INSTALLATION

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

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 110V 60 Cycle single phase 5A (0.5 KW)</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle single phase 10A (1 KW)</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle single phase 15A (1.5 KW)</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 2 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 4 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 6 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 9 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 12 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 15 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 18 KW</td>
<td></td>
</tr>
<tr>
<td>AC 110V 60 Cycle 22 KW</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 15A</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 20A</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 30A</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 40A</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 50A</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 60A</td>
<td></td>
</tr>
<tr>
<td>AC□220V□380V□440V 60 Cycle 3 phase 75A</td>
<td></td>
</tr>
<tr>
<td>24hrs AC 110V 60 Cycle single phase 5A</td>
<td></td>
</tr>
<tr>
<td>24hrs AC 110V 60 Cycle single phase 15A</td>
<td></td>
</tr>
<tr>
<td>24hrs AC 110V 60 Cycle single phase 20A</td>
<td></td>
</tr>
<tr>
<td>24hrs AC 110V 60 Cycle 3 phase 15A</td>
<td></td>
</tr>
<tr>
<td>24hrs AC 110V 60 Cycle 3 phase 20A</td>
<td></td>
</tr>
<tr>
<td>24hrs AC 110V 60 Cycle 3 phase 30A</td>
<td></td>
</tr>
<tr>
<td>Water/Drainage installation</td>
<td></td>
</tr>
<tr>
<td>Compressed Air</td>
<td></td>
</tr>
</tbody>
</table>

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

Show Name: □TAIPEI AMPA 2019 □AutoTronics Taipei 2019 □TAIWAN EVS 2019 □TAIWAN ITS 2019 □TAIWAN MOTORCYCLE 2019 □TAIWAN CAR TUNING 2019

Company: __________________________ Booth No.: Area Number
Contact person: __________________________
Address: __________________________
Tel: __________________________ Fax: __________________________
E-mail: __________________________

Please contact: (Nangang Exhibition Center Hall 1 & Hall 2)
Tel: 886-2-2725-5200 Ext. 5569(1F) / 5568(4F)
E-mail: power5563@taitra.org.tw (1F) power5564@taitra.org.tw (4F)
## TARIFF FOR HEAVY DUTY ELECTRIC POWER

**Remarks:**
1. The above rates are calculated on the basis of total electric consumption for the exhibition period.
2. 5% Value Added Tax is already included.
3. US$1=NT$30

<table>
<thead>
<tr>
<th>Item</th>
<th>DESCRIPTION OF SERVICE</th>
<th>UNIT COST NT$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AC 110V 60 Cycle single phase 5A</td>
<td>625</td>
</tr>
<tr>
<td>2</td>
<td>AC 110V 60 Cycle single phase 10A</td>
<td>1,250</td>
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<tr>
<td>3</td>
<td>AC 110V 60 Cycle single phase 15A</td>
<td>1,875</td>
</tr>
<tr>
<td>4</td>
<td>AC 110V 60 Cycle 2KW</td>
<td>2,500</td>
</tr>
<tr>
<td>5</td>
<td>AC 110V 60 Cycle 4KW</td>
<td>5,000</td>
</tr>
<tr>
<td>6</td>
<td>AC 110V 60 Cycle 6KW</td>
<td>7,500</td>
</tr>
<tr>
<td>7</td>
<td>AC 110V 60 Cycle 9KW</td>
<td>11,250</td>
</tr>
<tr>
<td>8</td>
<td>AC 110V 60 Cycle 12KW</td>
<td>15,000</td>
</tr>
<tr>
<td>9</td>
<td>AC 110V 60 Cycle 15KW</td>
<td>18,750</td>
</tr>
<tr>
<td>10</td>
<td>AC 110V 60 Cycle 18KW</td>
<td>22,500</td>
</tr>
<tr>
<td>11</td>
<td>AC 110V 60 Cycle 22KW</td>
<td>27,500</td>
</tr>
<tr>
<td>12</td>
<td>AC 220V 60 Cycle 15A</td>
<td>2,920</td>
</tr>
<tr>
<td>13</td>
<td>AC 220V 60 Cycle 20A</td>
<td>5,521</td>
</tr>
<tr>
<td>14</td>
<td>AC 220V 60 Cycle 30A</td>
<td>7,571</td>
</tr>
<tr>
<td>15</td>
<td>AC 220V 60 Cycle 40A</td>
<td>9,864</td>
</tr>
<tr>
<td>16</td>
<td>AC 220V 60 Cycle 50A</td>
<td>11,890</td>
</tr>
<tr>
<td>17</td>
<td>AC 220V 60 Cycle 60A</td>
<td>15,638</td>
</tr>
<tr>
<td>18</td>
<td>AC 220V 60 Cycle 75A</td>
<td>17,953</td>
</tr>
<tr>
<td>19</td>
<td>AC 380V 60 Cycle 15A</td>
<td>7,227</td>
</tr>
<tr>
<td>20</td>
<td>AC 380V 60 Cycle 20A</td>
<td>9,032</td>
</tr>
<tr>
<td>21</td>
<td>AC 380V 60 Cycle 30A</td>
<td>12,170</td>
</tr>
<tr>
<td>22</td>
<td>AC 380V 60 Cycle 40A</td>
<td>14,836</td>
</tr>
<tr>
<td>23</td>
<td>AC 380V 60 Cycle 50A</td>
<td>17,501</td>
</tr>
<tr>
<td>24</td>
<td>AC 380V 60 Cycle 60A</td>
<td>22,372</td>
</tr>
<tr>
<td>25</td>
<td>AC 440V 60 Cycle 15A</td>
<td>7,858</td>
</tr>
<tr>
<td>26</td>
<td>AC 440V 60 Cycle 20A</td>
<td>9,874</td>
</tr>
<tr>
<td>27</td>
<td>AC 440V 60 Cycle 30A</td>
<td>13,433</td>
</tr>
<tr>
<td>28</td>
<td>AC 440V 60 Cycle 40A</td>
<td>16,519</td>
</tr>
<tr>
<td>29</td>
<td>24hrs AC 110V 60 Cycle single phase 5A</td>
<td>1,901</td>
</tr>
<tr>
<td>30</td>
<td>24hrs AC 110V 60 Cycle single phase 15A</td>
<td>2,711</td>
</tr>
<tr>
<td>31</td>
<td>24hrs AC 110V 60 Cycle single phase 20A</td>
<td>3,116</td>
</tr>
<tr>
<td>32</td>
<td>24hrs AC 220V 60 Cycle 3 phase 15A</td>
<td>8,759</td>
</tr>
<tr>
<td>33</td>
<td>24hrs AC 220V 60 Cycle 3 phase 20A</td>
<td>13,575</td>
</tr>
<tr>
<td>34</td>
<td>24hrs AC 220V 60 Cycle 3 phase 30A</td>
<td>17,607</td>
</tr>
<tr>
<td>35</td>
<td>Water/Drainage installation</td>
<td>2,363</td>
</tr>
<tr>
<td>36</td>
<td>Compressed Air</td>
<td>5,000</td>
</tr>
</tbody>
</table>
### ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

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

**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.
ADVERTISING IN THE OFFICIAL DIRECTORY

Printed copies: 5,000 (Paper), 2,500(CD-ROM)
Distribution: Free to exhibitors and pre-registered overseas visitors also for sale during and after the show
Size: Length 210 mm× Width 149 mm
Material required: 300dpi resolution with tif., eps. or pdf. format

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

<table>
<thead>
<tr>
<th>Ad Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page (full color)</td>
<td>NT$ 32,000</td>
</tr>
<tr>
<td>Front cover gatefold</td>
<td>NT$ 61,000</td>
</tr>
<tr>
<td>Inside front cover gatefold</td>
<td>NT$ 54,000</td>
</tr>
<tr>
<td>Back cover gatefold</td>
<td>NT$ 54,000</td>
</tr>
<tr>
<td>Inside back cover gatefold</td>
<td>NT$ 54,000</td>
</tr>
<tr>
<td>Inside back cover</td>
<td>NT$ 54,000</td>
</tr>
</tbody>
</table>

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

Return completed form to:
Ms. Hsieh
Economic Daily News
Tel: 886-2-8692-5588 ext. 2708
E-mail: ni@cens.com

Company:______________________________
Area :______________________________
Booth Number: ______________________
Contact Person:______________________
Signature:__________________________
Address:____________________________
______________________________
Tel:____________________ Fax:________
E-mail:__________________________
IMPORTATION OF EXHIBITS ON A BONDED BASIS

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in □ TAIPEI AMPA 2019 □ AutoTronics Taipei 2019 □ TAIWIAN EVS 2019 □ TAIWAN ITS 2019 □ TAIWAN MOTORCYCLE 2019 □ TAIWAN CAR TUNING 2019 to be held at Taipei Nangang Exhibition Center Hall 1 & Hall 2. We request your approval that customs clearance of our exhibits be effected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor’s Manual, of which the essential points are set forth below:

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

Applicant: ___________________________ Company: ___________________________
Booth Number: Area: _________ Number: ___________
Name of show representative: _____________________________________________
Signature: ___________________________ Date: ___________________________

Remarks:
1. Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents including the commercial invoice and a packing list (see Form 5).
2. TAITRA will not consider applications, which are not duly signed.
   (Forwarder detail see page 2 or page 6)
**COMMERCIAL INVOICE & PACKING LIST**


Show Dates: April □24-27 □25-28 2019

Show Venue: Taipei Nangang Exhibition Center □Hall 1 □Hall 2

Booth No.: Area Number

Shipper: __________________________

Name of Exhibitor: __________________________

Address: __________________________

Vessel/Flight Number: __________________________

Port of Loading: __________________________

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

( □)_______________________________________(OTHERS)

<table>
<thead>
<tr>
<th>CASE NO.</th>
<th>DIMENSIONS LxWxH (IN CM.)</th>
<th>WEIGHT (IN KG.)</th>
<th>DESCRIPTION OF GOODS (IN ENGLISH)</th>
<th>QTY.</th>
<th>CIF TAIPEI VAULE (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

(Forwarder detail see page 2 or page 7)

Signature __________________________

Date: __________________________
CONSTRUCTION GUIDELINES FOR 2-STORY BOOTH

1. In view of increasing demand for exhibition space, these Guidelines have been established for the construction of 2-story booths. To set up 2-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.

2. The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.

3. With booth units measuring 3m x 3m, show participants must rent at least four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of 2-story booths.

4. To apply for the construction of 2-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
   (1) One copy of the application form
   (2) One copy of the booth layout plan
   (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
   (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on 2-story booths.

5. Charge for the use of the 2-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed:

<table>
<thead>
<tr>
<th>Payment date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before March 20, 2019</td>
<td>40% of ground floor unit rate</td>
</tr>
<tr>
<td>From March 21 to March 29, 2019</td>
<td>70% of ground floor unit rate</td>
</tr>
<tr>
<td>After March 30, 2019</td>
<td>No applications will be accepted</td>
</tr>
</tbody>
</table>

6. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.

7. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans,
and that safety is guaranteed.

8. The floor of the 2-story booth should not exceed 2.5 meters in height from the ground, and the total height of the 2-story booths should not exceed 4 meters.

9. The 2-story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the 2-story.

10. The total floor area (including staircases) of the 2-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.

11. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and 2-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.

12. If the usable floor area of the 2-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the 2-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the 2-story.

13. The load-bearing capacity of the 2-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².

14. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.

15. After TAITRA has granted written approval for the construction of 2-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.

16. If the construction and design plan for 2-story booths approved and signed by an architect, civil engineer, or structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.

17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center.

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

To: Taiwan External Trade Development Council (TAITRA)

We participate in the □ TAIPEI AMPA 2019 □ AutoTronics Taipei 2019 □ TAIWIAN EVS 2019 □ TAIWAN ITS 2019 □ TAIWAN MOTORCYCLE 2019 □ TAIWAN CAR TUNING 2019 held at the Taipei Nangang Exhibition Center Hall 1 & Hall 1. As more space is needed for the show, we hereby apply for the construction of 2-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the Taipei Nangang Exhibition Center Hall 1 & Hall 2, and the Construction Guidelines for 2-story Booths in Taipei Nangang Exhibition Center Hall 1 & Hall 2. We will take sole responsibility for the safety of the booths.

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

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

Company: ____________________________
President of company: ____________________________ (signature) Date: ____________________________
Tel: ____________________________ Fax: ____________________________ E-mail: ____________________________
Venue: ____________________________ Area: ____________ Booth Number: ____________
Area of Ground Booth: ____________ square meters
Area of 2-story Booth: ____________ square meters

Contractor for the 2-story Booths: ____________________________
Stamp of the Construction Company: ____________________________
Tel: ____________________________ Fax: ____________________________ E-mail: ____________________________
Contact Person: ____________________________

Please return the copy via e-mail to:
Ms. Sinny Chang
TAITRA Exhibition Department Section 3
ampa@taitra.org.tw
Tel:886-2-2725-5200 ext.2626  Fax:886-2-2723-4374
CONFIRMATION OF 2-STORY BOOTH DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the __________________________ (name of the exhibitor)
That is making application for the construction of 2-story booths in the
☐ TAIPEI AMPA 2019  ☐ AutoTronics Taipei 2019  ☐ TAIWAN EVS 2019  ☐ TAIWAN ITS 2019
☐ TAIWAN MOTORCYCLE 2019  ☐ TAIWAN CAR TUNING 2019 at booth number:
Area _______ Number _______

In Taipei Nangang Exhibition Center Hall 1 & Hall 2, we have checked the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: ____________________________________________________________

Structural Engineer Company: ____________________________________________________

Address: ________________________________________________________________

Tel: (   ) __________________ Fax: (   ) __________________ E-mail: _________________________

Architect: _______________________________________________________________(Signature)

Structural Engineer: ___________________________________________________________(Signature)

Inspector: _______________________________________________________________(Signature)

Date: ____________________________

Deadline March 29, 2019

Form 6-2
APPLICATION FOR CONSTRUCTION OF BOOTH
HEIGHT EXCEEDING 4 METERS
(Minimum 4 units with 3 sides open)

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the □ TAIPEI AMPA 2019 □ AutoTronics Taipei 2019 □ TAWIAN EVS 2019
□ TAIWAN ITS 2019 □ TAIWAN MOTORCYCLE 2019 □ TAIWAN CAR TUNING 2019 held in Taipei Nangang
Exhibition Center Hall 1 & Hall 2. To enhance our show presence, we hereby apply for the construction of
booths height exceeding 4 meters. We ensure that the booths will be constructed in accordance with the
specifications of the construction plan (as enclosed) by a licensed architect, also the Regulation Governing
Booth Decoration within the Taipei Nangang Exhibition Center. 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: ________________________________ (signature) Date: _____________________
Tel: __________________ Fax: __________________ E-mail: __________________________
Venue: □ Hall 1 □ Hall 2 Area: ________________ Booth Number: ________________
Area of Ground Booth: ________________ square meters
Area of Booth Height Exceeding 4 Meters: ________________ square meters

• Contractor for the Booths Height Exceeding 4 Meters: ________________________________
Stamp of the Construction Company: ________________________________
Tel: __________________ Fax: __________________ E-mail: __________________________
Contact Person: ________________________________

Please return the copy via e-mail to:
Ms. Sinny Chang
TAITRA Exhibition Department Section 3
ampa@taitra.org.tw
Tel: 886-2-2725-5200 ext. 2626   Fax: 886-2-2723-4374
CONFIRMATION OF BOOTH HEIGHT EXCEEDING 4 METERS DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the □ TAIPEI AMPA 2019  □ AutoTronics Taipei 2019  □ TAIWIAN EVS 2019  □ TAIWAN ITS 2019  □ TAIWAN MOTORCYCLE 2019  □ TAIWAN CAR TUNING 2019

That is making application for the construction of booths height exceeding 4 meters in the show at booth number: □ Hall 1 □ Hall 2  Area _______ Number _______

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

Architect Company: ______________________________________

Structural Engineer Company: ______________________________________

Address: ______________________________________________________

Tel: (   ) __________________ Fax: (   ) __________________ E-mail: __________________

Architect: ___________________________(Signature)

Structural Engineer: ___________________________(Signature)

Inspector: ___________________________(Signature)

Date: ___________________________(Signature)

P.S. If exhibitors need to build structures height exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary before March 16. 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.
CONSTRUCTION GUIDELINES FOR BOOTH HEIGHT EXCEEDING 4 METERS

1. These Guidelines have been established for the construction of booths height exceeding 4 meters. To set up booth height exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.

2. With booth units measuring 3m x 3m, show participants must rent at least 4 units and be a peninsula shape (3 sides of the booths facing aisles), in order to be eligible to apply for the construction of booths exceeding 4 meters.

3. To apply for the construction of booths height exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail prior to March 29, 2019. Construction cannot begin without prior written approval from TAITRA.
   (1) One copy of the application form
   (2) One copy of the booth layout plan
   (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
   (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.

4. TAITRA will charge an “Exceeding fee”, which is NT$100,000 (tax included) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 1 meter from the side edge of the lower structure between booths.

5. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.

6. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
7. The height of the booths exceeding 4 meters must not be more than 6 meters. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the booths exceeding 4 meters should be maintained at 1 meter, and the exterior of the walls should be decorated.

8. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.

9. After TAITRA has granted written approval for the construction of booths exceeding 4 meters, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.

10. If the construction and design plan for booths exceeding 4 meters approved and signed by an architect, civil engineer, or structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.

11. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center Hall 1 & Hall 2.

12. The constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor’s expense.

13. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.
PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the □ TAIPEI AMPA 2019 □ AutoTronics Taipei 2019 □ TAIWAN EVS 2019 □ TAIWAN ITS 2019 □ TAIWAN MOTORCYCLE 2019 □ TAIWAN CAR TUNING 2019 held in Taipei Nangang Exhibition Center Hall 1 & Hall 2. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the “Regulations Regarding Use of the Promotional Balloon.” We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

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

Company: ____________________________________________

Booth Location: Area ___________ Number ________________

The Height of the Top of the Balloon: __________ M

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

Contact Person: ____________________________________________

Tel: __________________________ Fax: __________________________

E-mail:_________________________ Mobile Phone: __________________________

Signature: __________________________ Date: __________________________

Please return the copy via e-mail to:
Ms. Sinny Chang
TAITRA Exhibition Department Section 3
ampa@taitra.org.tw
Tel: 886-2-2725-5200 ext.2626
Fax: 886-2-2723-437
REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

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

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

- **Small non-flying balloons**
  1. To be used for booth decoration.
  2. The top of the balloons should not be higher than 4 meters from the floor.

1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
2. Those wanting to use balloon(s) should submit the appropriate application (Form 10) at least one month before the show opening along with a deposit of NT$50,000 (approx. US$1,670)
3. For every exhibitor violation of above regulation, a NT$10,000 (approx. US$340) penalty will be deducted from the exhibitor’s balloon deposit.
4. TAITRA will remove improper balloons raised without permission.
WALL TELEVISION/SOUND SYSTEM SETUP
(LETTER OF ASSURANCE)

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

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

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

Please fax this copy to:

☐ TAIPEIampa 2019  ☐AutoTronics Taipei 2019
☐ TAWIAN EVS 2019  ☐TAIWAN ITS 2019
☐ TAIWAN MOTORCYCLE 2019  ☐TAIWAN CAR TUNING 2019

Booth No.: Area_______Number__________

Company: __________________________________________

Ms. Sinny Chang
Tel: ___________________ Fax: ______________
Tel: 886-2-2725-5200 ext. 2626 Contact Person: __________________________
Fax: 886-2-2723-4374 Mobile Phone: __________________________
E-mail: ampa@taitra.org.tw E-mail: __________________________
Signature: __________________________________________

Date: __________________________

Form 9
Deadline
March 29, 2019

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Transportation Guide of Taipei Nangang Exhibition Center

1. From Taipei Suburbs to Taipei Nangang Exhibition Hall 1
   (A) Vehicles approaching from west: Take Datong Rd and enter Nangang Rd, then turn right onto Jingmao 2nd Rd to reach the Exhibition Hall.
   (B) Vehicles approaching from east: Take Datong Rd and enter Nangang Rd, then turn left onto Nangang 2nd Rd to reach the Exhibition Hall.
   (C) Vehicles approaching from south: Take Academy Rd or Zhongziao E. Rd. and turn left onto Academia Rd. Cross the railway and then proceed to Jingmao 2nd Road to reach the Exhibition Hall.
   (D) Vehicles approaching from north: Take Jingmao Rd and enter Nangang Rd, then turn left onto Nangang 2nd Rd to reach the Exhibition Hall.

2. National Highway No. 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 Chenggong Rd to reach the Exhibition Hall.
   (B) Exit Route ① at the Sijih Interchange, and then turn onto the southbound Route of two ⑫. Exit to the Sinta 5th Rd Interchange, turn right to Sinta 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 Donghong Interchange, turn onto Nangang Rd, and cross Nangang Bridge. Then proceed on Sichih Rd before turning left onto Jingmao 2nd Rd to reach the Exhibition Hall.

3. National Highway No. 3 and Taipei-Yilan Freeway No. 5
   (A) Follow Route ③ and exit at the Sinta 5th Rd Interchange, then take Sinta 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 ③. 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.