Support & Guidance of “My CYCLE” Exhibitor Services

To provide better services, Taipei Cycle 2019 presents this online application system. To help you understand how the system works, here is an overview of the procedure to be followed:

※ How to use the system?

1. Click 「Login」 on the right corner of the Homepage ( www.TaipeiCycle.com.tw ) to reach the login page. Start your application.

   From there, simply enter the access data you received along with your stand confirmation notice. If you have never received our notice of activating your account, please contact Ms. Tang.

   Tel: (02)2725-5200 Ext.2981
   E-mail: exhibitors@taitra.org.tw


   1. Click EXHIBITORS LOGIN

   ![Login Button](image1)

   2. Click ExhibitorLogin

   ![Exhibitor Login](image2)
3. Click the item you want to apply. If you have questions regarding application rules, please contact our staff in charge by referring to CHECKLIST on page 3.
# I. CHECKLIST

<table>
<thead>
<tr>
<th>Deadline (2019)</th>
<th>Apply By</th>
<th>Item</th>
<th>Contact</th>
<th>Tel: (886-2) &amp; Email</th>
<th>Page/Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to your Invoice</td>
<td></td>
<td>Final Payment Settlement</td>
<td>Ms. Ruby Tsao&lt;br&gt;Sec. 5, Exhibition&lt;br&gt;Dept., TAITRA</td>
<td>2725-5200 ext 2221&lt;br&gt;<a href="mailto:rubytsao85@taitra.org.tw">rubytsao85@taitra.org.tw</a></td>
<td>The invoice will be sent to you by registered email</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Email</td>
<td>Advertising in the Official Directory (hard copy)</td>
<td>Mr. Tommy Ni&lt;br&gt;China Economic News Service</td>
<td>8643-3930&lt;br&gt;<a href="mailto:ni@cens.com">ni@cens.com</a></td>
<td>Please contact China Economic News Service</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Email</td>
<td>Advertising in show Preview &amp; show daily</td>
<td>Mr. Tom Kavanagh</td>
<td><a href="mailto:sales@bikeshowdaily.com">sales@bikeshowdaily.com</a></td>
<td>P.20</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Email</td>
<td>Advertising in the Official Directory’s CD <em>(Free-of-charge)</em></td>
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<tr>
<td>Jan 31</td>
<td>Email</td>
<td>Exhibitor’s Press Release <em>(Free-of-charge)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar. 1</td>
<td></td>
<td>Promotional Balloon Application <em>(deposit required)</em></td>
<td>Ms. Andrea Wu&lt;br&gt;Sec. 5, Exhibition&lt;br&gt;Dept., TAITRA</td>
<td>2725-5200 ext.2863&lt;br&gt;<a href="mailto:cycle@taitra.org.tw">cycle@taitra.org.tw</a></td>
<td>P.8 FORM 1&amp;1-1</td>
</tr>
<tr>
<td>Mar. 1</td>
<td></td>
<td>Wall Television / Sound System Setup <em>(deposit required)</em></td>
<td>Interplan Int’l Corp.&lt;br&gt;O’YA Marketing</td>
<td>2722-7777 ext.16&lt;br&gt;<a href="mailto:Tracy.yang@interplan.com.tw">Tracy.yang@interplan.com.tw</a>&lt;br&gt;2655-2777 ext. 173&lt;br&gt;<a href="mailto:Daven@o-ya-design.com">Daven@o-ya-design.com</a></td>
<td>P.9 FORM 2</td>
</tr>
<tr>
<td>Mar. 8</td>
<td></td>
<td>Booth Setup &amp; Facilities</td>
<td>Interplan Int’l Corp.&lt;br&gt;O’YA Marketing</td>
<td></td>
<td>P.7</td>
</tr>
<tr>
<td>Mar. 8</td>
<td></td>
<td>Telephone Rentals &amp; ADSL</td>
<td>Chunghwa Telecom Corp. Ltd.</td>
<td>2720-0149</td>
<td>P.23</td>
</tr>
<tr>
<td>Mar. 8</td>
<td></td>
<td>Exhibitor Badge Customization</td>
<td></td>
<td>Please login “My Cycle” to apply</td>
<td></td>
</tr>
<tr>
<td>Mar. 15</td>
<td></td>
<td>Show Sponsorship Program</td>
<td>Eve Fan&lt;br&gt;Sec. 5, Exhibition&lt;br&gt;Dept., TAITRA</td>
<td>2725-5200 ext. 2857&lt;br&gt;<a href="mailto:evefan@taitra.org.tw">evefan@taitra.org.tw</a></td>
<td>P.10 FORM 3, 3-1&amp;3-2</td>
</tr>
<tr>
<td>Mar. 15</td>
<td></td>
<td>Construction of Second-Story Booth <em>(Apply before Jan. 31: 40% off discount)</em></td>
<td>Ms. Andrea Wu&lt;br&gt;Sec. 5, Exhibition&lt;br&gt;Dept., TAITRA</td>
<td>2725-5200 ext.2863&lt;br&gt;<a href="mailto:cycle@taitra.org.tw">cycle@taitra.org.tw</a></td>
<td>P.12 FORM 4, 4-1&amp;4-2</td>
</tr>
<tr>
<td>Mar. 15</td>
<td></td>
<td>Construction of Booth Exceeding 4 Meters</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ Our office is closed from Feb. 2 to Feb. 10, 2019 due to the Chinese New Year Holiday.
| Mar. 15 | **Booth Construction Assurance & Safety and Health Terms of Agreement** | Ms. Andrea Wu  
Sec. 5, Exhibition Dept., TAITRA | 2725-5200 ext.2863  
cycle@taitra.org.tw | FORM 5&5-1 |
| --- | --- | --- | --- | --- |
| | **Electricity & Water/Drainage Requirements**  
(Apply Before Jan. 17, 2019, 20% Discount; OVERDUE CHARGE:  
Feb 15 to Mar. 7, 2019: 20% overcharge. From Mar. 8, 2019: 50% overcharge) | 1st Floor  
2725-5200 ext.5569  
power5563@taitra.org.tw  
4th Floor  
2725-5200 ext. 5568  
power5564@taitra.org.tw  
Fax:2788-6109 | P.7 | FORM 6 |
| | **Temporary Import** | Eurotran Expo Service Co., Ltd  
Fax: 2785-6701  
Jimmy.kuo@eurotranexpo.com | 2785-6000 ext.105  
Fax: 2785-6701  
Triumph Express Service Co., Ltd  
Fax: 2785-6701  
scott@trans-link.com.tw | P.8 | FORM 7&7-1 |
| | **Online Promotion Services for the Official Website of 2019 Taipei CYCLE** | Ms. Tang  
Sec. 8, Exhibition Dept., TAITRA | 2725-5200 ext2981  
exhibitors@taitra.org.tw | P.20 |
| Mar. 23 to 26 | **Exhibitors’ Badges and Official Directory Pick-up** | Exhibitors Registration Counter at NANGANG Exhibition Hall | 2725-5200  
ext.5101~5103 (1st FL)  
ext.5411~5412 (4th FL) | P.8 |
1. **Staff-in-charge of TAITRA**

<table>
<thead>
<tr>
<th>Job Description</th>
<th>Department</th>
<th>Name</th>
<th>+886-2-27255200 EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show management</td>
<td></td>
<td>Ms. Andrea Wu</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mr. Ethan Liu</td>
<td>Assistant:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ms. Lucy Shih,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ms. Ruby Tsao</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2282/2221</td>
</tr>
<tr>
<td>Show Publicity, News Release</td>
<td>Sec.5, Exhibition Dept.</td>
<td>Ms. Jasmine Wu</td>
<td></td>
</tr>
<tr>
<td>Sponsorship Application</td>
<td></td>
<td>Eve Fan</td>
<td>2857</td>
</tr>
<tr>
<td>Buyer Service</td>
<td></td>
<td>Ms. Sonia Sung</td>
<td>2778</td>
</tr>
<tr>
<td>Online Application FAQ</td>
<td></td>
<td>Ms. Tang</td>
<td>2981</td>
</tr>
<tr>
<td>Consultation of booth design &amp; decoration</td>
<td>Design Sec., Exhibition Dept.</td>
<td>Ms. Jamie Lin</td>
<td>2295</td>
</tr>
<tr>
<td>Electricity &amp; Water / Drainage Application</td>
<td>NANGANG Int'l Exhibition Center,</td>
<td></td>
<td>5568, 5569</td>
</tr>
<tr>
<td></td>
<td>Technical Support Section</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Venues**

Taipei NANGANG Exhibition Center, Hall 1, 4 Floor
(No.1, Jingmao 2nd Rd., Nangang District, Taipei City)

Taipei NANGANG Exhibition Center, Hall 2
(No.2, Jingmao 2nd Rd., Nangang District, Taipei City)

3. **Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23-26</td>
<td>07:00-17:00</td>
<td>Exhibits Move-in &amp; Booth Setup</td>
</tr>
<tr>
<td>March 27-29</td>
<td>09:00-18:00</td>
<td>Show Dates</td>
</tr>
<tr>
<td>March 30</td>
<td>09:00-15:00</td>
<td></td>
</tr>
<tr>
<td>March 30</td>
<td>15:00-20:00</td>
<td>Exhibits Move-out</td>
</tr>
<tr>
<td>March 31-April 1</td>
<td>07:00-17:00</td>
<td>Booth Dismantling</td>
</tr>
</tbody>
</table>

※ Exhibitor’s time of entry:  March 27  8:00
                                March 28 -30  8:30

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

1. Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. Cargo entrance. (Hall 1)
2. Vehicles can reach exhibits on Sky Dome(4th floor) via spiral access ramp. (Hall 1)
3. Weight loading for spiral access ramp is 2000 kg/㎡. Forty feet trucks under maximum capacity will be able to use the access ramp to reach the Sky Dome(4th floor). The unloading area on the Sky Dome(4th floor) is 36.9 by 26.9 feet.
4. Vehicles are prohibited from parking on 3m lanes within the showground.
5. Vehicles are permitted to park on 6 m lanes or outside the showground to unload their cargo to have cargo carted into showground.

(2) The maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the designated route at designated times. Height of Cargo Doors are as follows:

- Ground Level: Area I 5m, Area J 4.5m, Area K 5m
- Sky Dome (4th floor): Area L 4m, Area M 8.5m, Area N 4m
- Lower entrance of access ramp: 8m, upper entrance/exit of access ramp: 6.7m

(3) One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT$1,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.

(4) No excavators are allowed.

4. **During Show Days**

<table>
<thead>
<tr>
<th>Dates</th>
<th>March 27-29, 2019</th>
<th>09:00-18:00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 30, 2019</td>
<td>09:00-15:00</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>March 27-28</td>
<td>Trade and by invitation only</td>
</tr>
<tr>
<td></td>
<td>March 29-30</td>
<td>Trade and by invitation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Also open to public by admission ticket</td>
</tr>
</tbody>
</table>

(1) No exhibits can be moved in or out during show hours. If an exhibit has to be carried in, it should be done between 8:30 a.m. to 9:00 a.m.

(2) Exhibitors should display their company name on their sign at their booth area.

(3) Exhibitors should keep their booths open and staffed at all times during show hours. The organizer reserves the right to restrict noise level to no more than 85dB and to require suitable methods of operation and display of materials.

(4) Retail sales are strictly prohibited.

(5) The organizer reserves the right to determine the acceptability and extent of product demonstrations.

(6) Should any rented space remain unoccupied on the opening day without just cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.

(7) The exhibitor shall not assign, sublet, or apportion any part of the assigned space assigned to others or have representatives, equipment, or materials from other firms appear in the exhibition space.

(8) No exhibits can be moved out during show hours.

(9) Exhibitors are strictly prohibited from occupying the aisles or public areas, as well as handing out brochures outside their booth stand. The organizer will confiscate all items in violation of the above without recourse for compensation. Violations will be recorded and participation in future show events will be affected.

(10) The organizer is responsible for daily cleaning of public areas and passageways only. Exhibitors have to take care of the cleanliness of their own booths.
5. Booth Setup & Facilities

(1) A booth is 3m x 3m raw space only, including 500 watts (110V) electricity power supply.

(2) The official contractors of Taipei Trade show in 2019 are both Oya Design and Interplan Int’l Corporation. For details please refer to “official contractor” on the exhibitor’s page of the Taipei Cycle official website.

<table>
<thead>
<tr>
<th>Oya Design</th>
<th>Interplan Int’l Corp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL : 886-2-2655-2777</td>
<td>TEL : 886-2-2722-7777</td>
</tr>
<tr>
<td>FAX : 886-2-2655-2999</td>
<td>FAX : 886-2-2729-0720</td>
</tr>
<tr>
<td>Daven (ext.172)</td>
<td>Tracy Yang (ext.17)</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:daven@o-ya-design.com">daven@o-ya-design.com</a></td>
<td>E-mail: <a href="mailto:tracy.yang@interplan.com.tw">tracy.yang@interplan.com.tw</a></td>
</tr>
</tbody>
</table>

(3) Exhibitors who have signed up for “Raw Space” booths (such space has NO equipment, water or power outlets), should contact one of the official contractors or arrange with other decoration contractors for set-up.

(4) Exhibitors, who have signed up for the Organizer-provided “Booth with shell scheme” and who require additional equipment, such as furniture or extra electricity, must rent the equipment from the designated exhibition contractor who sets up the “Booth with shell scheme”. The designated decoration contractor of Taipei Cycle 2019 is Interplan Int’l Corp.

(5) 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.

6. Electricity and Water/Drainage Installation (Form 6)

(1) Each booth is supplied with 110 Volts 0.5 kilowatt power free of charge during show hours. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online and use Form 3 for reference.

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

<table>
<thead>
<tr>
<th>Days receiving the application</th>
<th>Payment Terms (Discount/Surcharge)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now till Jan. 17, 2019</td>
<td>20% Discount Charge</td>
</tr>
<tr>
<td>Jan.18-Feb. 14, 2019</td>
<td>Set Price</td>
</tr>
<tr>
<td>Feb 15-Mar.7, 2019</td>
<td>20% Overdue Charge</td>
</tr>
<tr>
<td>From Mar. 8, 2019</td>
<td>50% Overdue Charge</td>
</tr>
</tbody>
</table>

(3) Exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.

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

(5) 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.

7. Exhibitor Badges

(1) On-line application is required (please refer to Page 1-2) only when customization is needed. The above on-line registration will be closed on Mar. 8, 2019.

(2) Non pre-registered exhibitors should go to the “Exhibitor’s Registration” counter at the NANGANG Exhibition Center, Hall, 4th floor during move-in hours to collect
their badges and a complimentary copy of the Official Directory by showing their business cards together with the completed Booth Construction Assurance.

(3) Four exhibitor’s badges will be issued with the first booth and two for each additional booth provided.

8. International Visitor’s Badge

International visitors are encouraged to pick up badges as early as possible at:
(1) “Pre-registered Visitor” counter, if international visitors have pre-registered by online pre-registration at the official website: www.TaipeiCycle.com.tw
(2) “On-site Registration” counter, if international visitors have not pre-registered yet.
(3) Admission is free-of-charge for international visitors.
(4) Exhibitors shall not pre-register for International Visitor’s badges. Exhibitors should collect badges upon arrival at the Exhibitor’s Registration counter during exhibits move-in hours at the main entrance, ground floor.

9. Application for Temporary Import (Form 8)

(1) Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents including the commercial invoice, and a packing list.
(2) TAITRA will not consider applications, which are not duly signed.
(3) The exhibitor shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor’s Manual, of which the essential points are set forth below:
   A. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis including food and beverages).
   B. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
   C. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months, otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
   D. This applying company will pay in full the amount of, storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.

10. Application and Liability for Promotional Balloon (Form 1)

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

Any exhibitor wishing to use BALLOON(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 a diameter of 1.5 meters.
(4) The top of the balloon should not be higher than 5 meters from the ground.
(5) To apply for a promotional balloon exceeding 5 m and less than 7 m in height, exhibitors are required to deposit NT$50,000 (US$1,600) and pay an additional non-refundable fee of NT$10,000 (US$340).

**Small non-flying balloons**
(1) To be used for booth decoration.
(2) The top of balloons should not ascend higher than 4 meters from the ground.
   A. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
   B. Those wanting to use balloon(s) should submit the appropriate application at least one month before show opening along with a deposit of NT$50,000 (US$1,600)
   C. For every exhibitor violation of above regulation, a NT$10,000 (US$340) penalty will be deducted from the exhibitor’s balloon deposit.
   D. TAITRA will remove improper balloons raised without permission.

11. **Application for Wall Television / Sound System Setup (Form 2)**
   (1) **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.
   (2) **Sound System.** Regulation for setting Sound systems :
      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. Anyone found, during the show period, using a sound system without approval will have to make apply and place a deposit of NT$100,000, in addition, the applicant has to pay NT$30,000 fee for using the sound system. Electricity will be disconnected until the procedure is completed.
      3. Whenever it is found that the volume of the exhibitor’s sound system exceeds 85 decibels, the inspection group will determine the penalty. Generally this will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of NT$100,000; Third, power will be disconnected.
      4. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
      5. Enclosed is our check of US$3,000(or NT$100,000) as a deposit for sound system setup. The organizer will return the check after the show if all regulations are followed. Otherwise, the deposit will be confiscated.

12. **Application for Construction of Second-Story Booth (Form 3)**
   (1) In view of increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall
tidiness of the exhibition site.

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

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

(4) To apply for the construction of second-story booths in any TAITRA 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.
   A. One copy of the application form
   B. One copy of the booth layout plan
   C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
   D. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.

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

<table>
<thead>
<tr>
<th>Payment date</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now till Jan. 31</td>
<td>40% of ground floor unit rate</td>
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<tr>
<td>Feb. 1-Feb. 28, 2019</td>
<td>70% of ground floor unit rate</td>
</tr>
<tr>
<td>After March 1., 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 second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the second-story booths should not exceed 4 meters.

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

(10) The total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.

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

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

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.

After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei 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.

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

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

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.

TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

13. Application for Construction of Booths Exceeding 4 Meters (From 4)

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

With booth units measuring 3m x 3m, show participants must rent at least 8 units and be a peninsula shape (3 sides of the booths facing aisles), in order to be eligible to apply for the construction of booths exceeding 4 meters.

To apply for the construction of booths exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail prior to
March 1, 2019. Construction cannot begin without prior written approval from TAITRA.

A. One copy of the application form

B. One copy of the booth layout plan

C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.

D. A copy of the architect, civil engineer, or structural engineer’s license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.

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

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

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

(7) Height of booths exceeding 4 meters must not be more than 6 meters. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the booths exceeding 4 meters should be maintained at 70cm, and the exterior of the walls should be decorated.

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

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

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

(11) Areas not covered in these Guidelines should be dealt with according to the Regulations.
Governing Booth Decoration within the Taipei World Trade Center NANGANG Exhibition Hall.

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

(13) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

14. Forklift Service

(1) Sun Shen Forklift Co., Ltd.
Tel: 886-2-2505-4216

(2) Yi Chen Forklift Enterprise Co., Ltd.
Tel: 886-2-8521-0088

※ Control and request for entry of vehicles:

(1) There are three areas in the ground floor exhibition hall (ground level): I, J, and K. There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1st Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters). Sizes for cargo entrance for each area are listed below:

- Area I: Height 5 meters, Width 9.9 meters
- Area J: Height 4.5 meters, Width 11.6 meters
- Area K: Height 5 meters, Width 10 meters
- Area L: Height 4 meters, Width 11 meters
- Area M: Height 8.5 meters, Width 11.9 meters
- Area N: Height 4 meters, Width 10.1 meters

The maximum clearance height for trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

(2) The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter. No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any damages.

(3) Regulations on loading of vehicles entering and leaving exhibition hall
<table>
<thead>
<tr>
<th>Ground floor Exhibition Hall (including entrance driveway)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Vehicle load (include total weight of vehicle and goods)</strong></td>
</tr>
<tr>
<td>(1) 20 tons for dual-axle; 43 tons for those with more than two axles;</td>
</tr>
<tr>
<td>(2) Safety distance between any two vehicles is more than 6 meters.</td>
</tr>
<tr>
<td><strong>2. Restrictions on load of forklift</strong></td>
</tr>
<tr>
<td>(1) An individual forklift's total load should not exceed 18 tons;</td>
</tr>
<tr>
<td>(2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters;</td>
</tr>
<tr>
<td>(3) For goods which exceed 18 tons (but in any case not exceeding 36 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters.</td>
</tr>
<tr>
<td>(4) Each lifting and unloading shall not last longer than 50 minutes.</td>
</tr>
<tr>
<td><strong>3. Restrictions on load of cranes</strong></td>
</tr>
<tr>
<td>(1) For cranes which are less than 2.5 tons must be used the electrical and gas cranes, diesel cranes are not allowed to enter in the show ground.</td>
</tr>
<tr>
<td>(2) An individual crane’s total load should not exceed 27 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters;</td>
</tr>
<tr>
<td>(3) For cranes with a maximum load of less than 18 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 18 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height).</td>
</tr>
<tr>
<td>(4) Each lifting and unloading shall not last longer than 50 minutes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sky Dome (4F) (including ramp and unloading platform)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Vehicle load (include total weight of vehicle and goods)</strong></td>
</tr>
<tr>
<td>(1) 15 tons for dual-axle; 35 tons for those with more than two axles;</td>
</tr>
<tr>
<td>(2) Safety distance between any two vehicles is more than 6 meters.</td>
</tr>
</tbody>
</table>
2. Restrictions on load of forklift

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>An individual forklift's total load should not exceed 8 tons;</td>
</tr>
<tr>
<td>(2)</td>
<td>Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters;</td>
</tr>
<tr>
<td>(3)</td>
<td>For goods which exceed 8 tons (but in any case not exceeding 16 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. Each lifting and unloading shall not last longer than 50 minutes.</td>
</tr>
</tbody>
</table>

3. Restrictions on load of cranes

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>For cranes which are less than 2.5 tons must be used the electrical and gas cranes, diesel cranes are not allowed to enter in the show ground.</td>
</tr>
<tr>
<td>(2)</td>
<td>An individual crane’s total load should not exceed 12 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters;</td>
</tr>
<tr>
<td>(3)</td>
<td>For cranes with a maximum load of less than 8 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 8 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height).</td>
</tr>
<tr>
<td>(4)</td>
<td>Each lifting and unloading shall not last longer than 50 minutes</td>
</tr>
</tbody>
</table>

The use of vehicles with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) or cranes (hoist); forklift and hoist-truck of any tonnage in the exhibition hall shall require an application to the Center by the organizer 20 days in advance by way of submission of “Application Form of Taipei NANGANG Exhibition Hall for Access by Heavy Vehicles” (Appendix 9). When entering the exhibition hall, the “ground weigh form” shall be submitted for NANGANG Center’s approval before being allowed access during the permitted time period.

(4) Trench on the floor:

A. There is a trench every 9 meters from south to north (total of 13 trenches) with each trench being 30cm wide and 35cm deep on the 1st and 4th floors.

B. There are 8 trenches from east to west on the 1st floor of the exhibition hall, and 10 trenches from east to west on the 4th floor of the exhibition hall.

C. The east-west trenches are connected with the south-north trenches and are reserved for laying power lines and telecommunication cables.

(5) Drainage boxes are provided: There is one drainage box on either side of each (S - N) trench every 6 meters. Exhibitors may apply to use drainage boxes for water drainage.

(6) Three large freight elevators are on the East side of the hall. The height of the door for each is 3 meters and the width for each is 3 meters (the net height of the lift is 3.3 meters), and the depth is 7.8 meters. The maximum load for each elevator is 6 tons (no vehicles shall be driven into any cargo elevator).

(7) The organizer should implement the procedures outlined below for vehicle control in
order to maintain order, safety and air quality inside the exhibition halls:
A. Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding area must not exceed the speed limit (10 kilometers per hour.) Compensation must be paid for any intentional or accidental damage. Engines must be turned off inside the hall.
B. Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entrance.
C. For a truck entering the exhibition halls, a temporary fee of NT$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required). 100% of the fee will be returned upon move-out within one hour. For every hour overstayed, NT$200 will be deducted (the time count begins upon entering).
D. No excavators are allowed.

15. Promote Your Company
(1) Advertising in the Official Directory’s Compact Disc (free-of-charge)
Please apply online for your product catalogue and we will make sure it’s added to the official CD-ROM Directory.
(2) Advertising in the Official Directory
A. All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizers.
B. 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.
C. The directory will not only be available for sale during the show, but will also be distributed following the show to buyers who could not attend the exhibition. Please contact the contact person as below to request advertising in the official Directory.
D. Official Publishing Agent: China Economic News Service
   Mr. Tommy Ni
   Tel: 886-2-8643-3930
   Email: ni@cens.com
(3) Exhibitor’s Press Release (free-of-charge)
Apply online and upload your publicity materials (choose two products which are new or special, with introductions, catalogues and pictures) before Feb 15, 2019 in order to be displayed in the Press Room as part of the show’s press collection. Also feel free to click New Product Announcement under Press Center in our website to expose your new product. We reserve the rights for product selection and arrangement.
(4) Exhibitor’s Sponsorship at the show
To better expose yourself to trade visitors and media, you are welcome to sponsor selected items during the show. Please refer to our web site: www.TaipeiCycle.com.tw. Contact person: Ms. Eve Fan, Tel: 886-2-2725-5200 ext. 2857 email: evefan@taitra.org.tw
(6) To further promote Taipei Cycle 2019, the show organizer TAITRA is cooperating with KB Media (Ireland - the publisher of the English-language Eurobike Show Daily) to publish the Taipei Cycle Show Preview and Show Daily. All three publications accept paid ads from 2019 Taipei Cycle Show exhibitors. If you are interested in doing promotion through these
channels, please contact the person in charge individually. Contact information is listed as below.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Agency</th>
<th>Language(s)</th>
<th>Target readers</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Preview</td>
<td>KB Media</td>
<td>English only</td>
<td>Overseas visitors</td>
<td>Mr. Tom Kavanagh E-mail: <a href="mailto:sales@bikeshowdaily.com">sales@bikeshowdaily.com</a></td>
</tr>
<tr>
<td>Show Daily E-Newsletter</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

18. Online Promotions

(1) **Official Website (www.taipeicycle.com.tw)**

2019 TAIPEI CYCLE provides you with the most complete and effective online promotion platform:

In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development Council (TAITRA) has constructed official website of 2019 TAIPEI CYCLE. Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products any time before, during or after the show (24 hours a day, 365 days a year).

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

(2) **Basic Online Promotion**

- **Who qualifies?** Exhibitors of 2019 TAIPEI CYCLE.

- **What is the Basic Online Promotion (Free)?**
  - Product Catalogs → Upload 5 Product catalogs which will be shown in the detailed on your online company profile of the 2019 TAIPEI CYCLE website.
  - Show-related News → Publish your company news which will be shown in the section of “Exhibitors’ News” on the 2019 TAIPEI CYCLE homepage.
  - Exhibitor Service which includes: hotel reservation, message inbox, on-line application etc.

(3) **How to use Basic Online Promotion?**

Step 1: Activate your account via mail.

Step 2: Create account ID and password.

Step 3: Log in on the 2019 TAIPEI CYCLE official website. (Click “Exhibitor” → “MY TAIPEI CYCLE Login”)

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

(4) **Premium Online Promotion**
Upgrade your account to get superior advertising options, offering high visibility and the opportunity to drive more web visitors to your online company profile – generating pre-show leads, optimizing brand exposure and all to a targeted audience.
- **How much?** US$200 (Tax included)
- **How to apply?** Email to exhibitors@taitra.org.tw to ask application form.
- **Comparison Basic Account and Premium Account**

<table>
<thead>
<tr>
<th></th>
<th>Basic Account</th>
<th>Premium Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum Number of Catalogs</strong></td>
<td>FREE</td>
<td>50</td>
</tr>
<tr>
<td><strong>Premium Homepage Promotion</strong></td>
<td></td>
<td>V</td>
</tr>
<tr>
<td><strong>Superior Exhibitor Category</strong></td>
<td></td>
<td>V</td>
</tr>
<tr>
<td><strong>Position</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Customized Profile Pages</strong></td>
<td></td>
<td>V</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Press Room</strong></td>
<td>Publicity Manager: Ms. Jasmine Wu&lt;br&gt;4th floor, northwest</td>
</tr>
<tr>
<td><strong>TAITRA Lounge</strong></td>
<td>Near Conference Room 404, 4th floor&lt;br&gt;- Free e-Sourcing Service&lt;br&gt;- Free Internet Access&lt;br&gt;- Free Copy, Fax &amp; Print&lt;br&gt;- Free Coffee, Tea&lt;br&gt;- Top Quality Meeting Space&lt;br&gt;- Taiwan Travel Information</td>
</tr>
<tr>
<td><strong>Food &amp; Beverage</strong></td>
<td>Cafe’/ Buffet/ Fast Food/ Restaurant:&lt;br&gt;1st Floor: West side -&lt;br&gt;Mr. Brown Coffee/ MOS Burger/ MICHAEL TU&lt;br&gt;MESSE CAFE'/Hi-Life Convenience Store/Real Bakery/Chicken Master/CoCo Fresh Tea &amp; Juice Convenience Store&lt;br&gt;Snack Bars&lt;br&gt;3rd Floor: Restaurants - fast food, western style dishes and Chinese cuisine&lt;br&gt;4th Floor: East side – Snack Bars</td>
</tr>
<tr>
<td><strong>Legal Consultation Service Center</strong></td>
<td>Information Counter, 4th Floor, Near M Area Entrance</td>
</tr>
<tr>
<td><strong>On-site Booth Setup &amp; Facilities Contractor</strong></td>
<td>Interplan Int’l Corp.&lt;br&gt;TEL: 886-2-2722-7777&lt;br&gt;Tracy Yang (ext.17) E-mail: <a href="mailto:tracy.yang@interplan.com.tw">tracy.yang@interplan.com.tw</a></td>
</tr>
</tbody>
</table>
**Forwarders**

| Eurotran Expo Service Co., Ltd.               | Tel: 886-2-2785-6000 ext105, Fax: 886-2-2785-6701 |
| E-mail: jimmy.kuo@eurotran.com               |                                                  |
| Triumph Express Service Co., Ltd.            | Tel: 886-2-2758-7589 , Fax: 886-2-2758-7645    |
| E-mail: scott@trans-link.com.tw              |                                                  |

**Transportation**

<table>
<thead>
<tr>
<th>Service</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi Stand</td>
<td>Drop-off Point: Area J Entrance Pick-up Point: <strong>B1</strong> <em>Passengers cannot pick up the taxi at any entrances on 1st floor during the show.</em></td>
</tr>
</tbody>
</table>
| Free Shuttle Bus (Bus Stops are at Area J Entrance) | **Hotels Routes (Non-Return Bus)**  
**NANGANG Exhibition Hall ➔**  
**Hotels in Taipei**  
*Please refer to the detailed schedules at the official website for Taipei Cycle www.TaipeiCycle.com.tw* |
| By MRT                        | The Blue Line (Banqiao-Nangang Line) ➔ NANGANG Exhibition Hall  
The Blue Line (Wenshan-Neihu Line) ➔ NANGANG Exhibition Hall |
| Parking Lot                   | *B1, TWTC Nangang Hall  
*P2 & P3 Outdoor Parking Lots, North side of TWTC Nangang Hall (Charged by hours)* |
| NANGANG Exhibition Hall ➔ Taiwan Tao Yuan Int’l Airport | 05:00 – 23:00, Bus leaves every 20-30 minutes (Daily) |

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

**21. Telephone Rentals and ADSL**
Telephone connections to booths may be ordered only by the exhibitor’s representative /agent in Taiwan. The representative/agent must apply directly to: Chunghwa Telecom Corp. Ltd. Northern Taiwan Unit Group, Taipei Eastern Area Service Center.  
Address: 130 Sung Jen Rd., Taipei, 11002, Taiwan  
Tel: 886-2-2720-0149  
Charges are as follows:
(1) Refundable Deposit: NT$3,000 per telephone set  
(2) Installation Charge: NT$1,000 per set  
(3) The Center will bill the subscriber for all calls within three months following the show.

22. Security and Insurance
(1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no Responsibility for any losses or damages which may befall the person or property of the exhibitor regardless of cause.

(2) Particular care should be taken on the final evening of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended especially during this period of time.

(3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including fire, theft, flood and accident. Coverage should be for the duration of the exhibition (including move-in and move-out) and should include:
   a. Exhibits and other items located in the booths
   b. Public liability
   c. Third party liability
   d. Expenses incurred due to cancellation or postponement of the exhibition

(4) Exhibitors are also advised to insure their exhibits for the time in which they are in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

23. Travel Arrangements
(1) Flights
   Book your flights with the official airlines via our web site: www.TaipeiCycle.com.tw

(2) Hotel accommodations
   Directly make hotel reservations with special rates negotiated by the organizer. (See our website at www.TaipeiCycle.com.tw)

(3) Tours
   Travel Service Center on Ground floor, by Main Entrance is open during show days.

24. Personal Information Protection

The personal information in Taipei Cycle application forms will only be used for personal contact by phone, mail and other means of communication in the years 2019-2022. Those who wish to exercise any of the following rights, please contact Taipei Cycle organizer:
1. Make inquiry and request for a review of personal information;
2. Make request for duplications of personal information;
3. Request to supplement or correct personal information;
4. Request to end collection, processing or use of personal information; and
5. Request deletion of personal information

* This English-language abridged version of the Taipei Cycle 2019 Exhibitor’s Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.
25. TERMS AND REGULATIONS FOR PARTICIPATION

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

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

3. Adherence to Copyright Patent Laws
a) 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.
(1) A victim of intellectual property rights infringement as determined by the court of first instance.
(2) A victim of intellectual property rights infringement as determined by the copyright deliberation and reconciliation commission.
(3) 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.

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

4. Space assignment & Unoccupied Space
(1) The Show Management will determine the number and location of the booths assigned to each Exhibitor, in accordance with the nature of the exhibits or in the manner the Show Management deems appropriate.
(2) The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

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

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

7. Construction/Decoration of Stand and Removal of Exhibits from Hall
(1) All exhibitors 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 Show Management.
(2) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show Management. They will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.

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

9. Exhibit Limitations
(1) Exhibitors are not permitted to erect booth partitions of over 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 Show Management has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
(2) In case of the Exhibitor withdrawing from participation without the Show Management's approval, rental already paid by the Exhibitor shall not be refunded.

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

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

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

15. Supplementary Clauses
   (1) Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
   (2) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.
   (3) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.
26. REGULATIONS GOVERNING BOOTH DECORATIONS in TAIPEI NANGANG EXHIBITION CENTER, Hall 1

June 25, 2015

※ Organizer must require that exhibiting companies and booth contractors follow these regulations:

1. According to TAITRA’s Regulations for Decoration Contractors, the contractor must fill out the registration form with related documents attached and register with the management committee of TAITRA and leave a deposit, before being permitted to work on the exhibition grounds. Taipei Nangang Exhibition Center, Hall 1 is managed by TAITRA Nangang Exhibition Center (herein after referred to as “the Center.”) TAITRA reserves the right to deny entry into Taipei Nangang Exhibition Center, Hall 1 if the contractor does not complete the registration process.

2. Registration, entry/exit controls, payment /refund of deposit:

a) Booth Contractors must register at the Management Department of TAITRA (the Venue Management Section) and leave a deposit. Addresses of department branches:

Further details available at:
Exhibition Hall 1, Taipei World Trade Center (Venue Management Section).
Tel: 2725-5200 ext. 2276 or 2213.

All staff must display the exhibition service badge or wear the official uniform approved by TAITRA, or display the working badge issued by the organizer before being allowed inside the exhibition grounds.

b) To request production and issuance of exhibition service badge, the contractor must prepare the following documents:

1) Registration form and agreement (completed with the company stamp and the stamp of the person in charge)
2) Photocopy of Business License or Certificate of Profit-Seeking Enterprise
3) Sight check for the deposit (NT$20,000 only payable to : Taiwan External Trade Development Council)
4) Exhibition Service Badge Application Form (forms described in 1 and 4 may be downloaded at http://www.twtc.com.tw/ under the column for exhibition site facilities and decoration services - exhibition contractor services)
5) Rules of “TAITRA's Pre-construction Safety & Health Declaration for Taipei Nangang Exhibition Center, Hall 1”

The company must issue non-transferable sight check for the deposit and then pay to the designated bank account based on the amount stated in the invoice issued by TAITRA. After the bank stamps the invoice, the company can then apply for the service badge. If the company wishes to stop providing service for later exhibitions, it must apply for registration canceling to the section where it registered. The deposit will be returned in full if no fines
are issued and no damages are found.

d) Each contractor involved in the decoration process - staffing firms, assemblers, carpenters, craftsmen, painters, carpeting companies, utility companies, stereo installation specialists, lighting specialists, transporters, metal workers, forklift operators, importers/exporters and other companies must register separately from the main designing firm/decoration company. All staff are required to wear uniforms or work vest, and wear a helmet with work permit. Smoking, chewing betel nut or drink (alcoholic beverages) are strictly prohibited in the hall.

3. Labor safety and health items for compliance:

To prevent occupational hazards and maintain labor safety, the organizer shall comply with government labor safety laws as well as “TAITRA’s Pre-construction Safety & Health Declaration for Taipei Nangang Exhibition Center, Hall 1”; “Rules of TAITRA for Contractor’s Standard Pre-construction Work on Taipei Nangang Exhibition Center, Hall 1”; “Guidelines of TAITRA on Contractor’s Safety & Health Management”; “Submission of Notification Reports on Damages to Nangang Exhibition Under Contract”, and “Notification of Hazardous Factors for Construction Site”, and other related regulations. The abovementioned labor safety and health regulations may be downloaded from the following website:


4. Construction guidelines for exhibition booths:

a) According to fire-precaution regulations of Taipei Nangang Exhibition Center, Hall 1 (Volume 4 as revised), both exhibition areas located on the ground and the fourth floors (lower exhibition ground and upper exhibition ground), which are divided into 8 districts each by walking aisles with a net width of 6.1 meters (for automobile exhibitions, the said width shall be 7.4 meters or greater.) Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. Pursuant to Article 11 of the Firefighting Act, the renovation for the exhibition area and all exhibition booths should be in compliance with the requirements for the use of materials with flame-retardant marks. These include carpets, window blinds, curtains, advertising billboards and other designated flame-retardant items. Fire prevention materials should be clearly marked with inspection labels. For the duration the contractor is on the premises it must have available documents attesting to the non-combustible or fire-preventing qualities of the materials for the reference of fire control and building control units. Any violation of these laws and regulations that results in the Center being issued a fine, or if an accident occurs for which the contractor is responsible, the organizer and contractor(s) shall be fully liable. (For details on rules governing non-combustible and fire-prevention materials, see Appendices 27, "Specifications on Use of Non-Combustible and Fire-Prevention Materials Required for Booths and Decorations at Taipei Nangang Exhibition Center, Hall 1")

b) Exhibition booths must be properly erected and decorated. The exhibition company's name and booth number should be clearly displayed in the booth.

c) The maximum height of a booth is 2.5 meters (including exhibits and partition walls). Depending on the situation, company or product signage can be erected to a height not
exceeding 4 meters from the floor. In the case of booths along the aisle, the length of their walls shall not be longer than 50% of their length along the aisle. In addition, the length of any continuous sealed wall shall not exceed 9 meters. Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the organizer must provide the Center's Business Development Section 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 prior to 10 days before the show. They shall furthermore be required to pay an “Excess Fee” (NT$100,000 per booth). An exhibitor is required to have rented four or more booths before being permitted to build structures that exceed the maximum allowed height of 6 meters each, where booth exteriors must be set back at least 1 meter from walking aisles. Furthermore, the rear part of the wall must be decorated. If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. The “Excess fee”, which is NT$100,000 (tax included) based on 18 square meters as one unit shall be calculated based on the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT$100,000. Where the booth area is less than 18 square meters, the exhibitors shall still be charged NT$100,000.

d) Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, the Center will not supply electricity. Exhibitor(s) and contractors are liable for damage to facilities and injury or death of any staff member.

e) The construction of an enclosed area should not cover more than one-half of the rented space.

f) Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or be extended beyond one's own booth(s). Additional air conditioners may not be installed. Any exhibitor that fails to make changes as directed will have their electricity cut off by the Center.

g) No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or columns. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the organizer or the exhibitor(s) and the decoration contractor.

h) Exhibitors are strictly prohibited from cordonning off electrical boxes, firefighting equipment, emergency exits and signage thereof. Decorations or exhibits may not conceal firefighting equipment, air-quality monitors or emergency exits. Blocking passenger or freight elevators is strictly prohibited. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the organizer or the exhibitor(s) and the decoration contractor.

i) No neon, flashing, spinning, jumping and string lights (except if these are exhibition items within the booth) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.

j) Television walls or screen walls must adhere to the following regulations so that visitors do not block aisle access to neighboring booths.

1) Wall must not exceed 2.5 meters in height. 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.

2) If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.

3) The films/videos shown must fit the theme of the exhibition/event and cannot be sexually explicit or against accepted social customs and norms.

4) If the organizer or the exhibitor(s) violates any of the items listed above and refuses to make improvements, TAITRA will shut off power to the booths.

k) Exhibitors wishing to raise balloons within one’s own booths are required to apply for approval prior to 10 days before the show opens. Balloons hung without the approval of the Center will be removed, and the fee will be the responsibility of the organizer or the exhibitor(s). Please obtain information about the request process and the form from the organizer. Balloons are allowed inside the booths only. Each large advertising balloon will be charged NT$10,000 and cannot be over 7 meters from the ground (no charge if it’s under 5 meters) and smaller decorative balloons cannot be over 4 meters from the ground. Violators will be penalized for the following violations: balloons floating up to the ceiling, balloon strings hanging on the ceiling or on the pipelines in the ceiling, or balloons left behind after move-out. Violators will be penalized NT$10,000 for each balloon and NT$10,000 for strings on the ceiling. The organizers will be solely liable for damages that occur because of balloons. Please log onto the website for the Rules on Application; application form and declaration which are contained in the Exhibitor Manual (Appendix 19).

l) Guideline for setting up stages and stereo equipment:

1) To install a stage or stereo equipment with output greater than 20 watts, the exhibitor must provide a design illustration (the location of the stage and speakers, and the activities and/or times that the equipment will be turned on must be clearly stated) and leave a deposit (the amount charged will depend on the guidelines for each exhibition, but on average at least NT$50,000). The exhibitor must submit a request prior to 20 days before the exhibition to the organizer. The exhibitor must submit a request in writing signed with a signature promising that all of the abovementioned guidelines will be followed. Please refer to the Exhibition Work Handbook (see Appendix 7 and Appendix 7-1) for the Application Rules and application form. Stages and/or stereo equipment installed without permission will be dismantled and no power will be provided to the booth.

2) The organizer must fill out and send the "Stage and Stereo Equipment Request Form with Recognizance", directory of the exhibiting companies, and booth layouts to the Venue Management Section prior to 10 days before the exhibition (a stereo play time chart must also be submitted before the exhibition.)

3) The edge of the stage must be at least 2 meters away from the edge of the aisle. At most two speakers are allowed except where the Center has given approval. Speakers must face inward and be placed at a downward angle. The volume cannot exceed 85 decibels (calibration must be performed with the organizer before the exhibition begins). No two neighboring booths can run stage activities or play stereos at the same time.
4) The organizer must ensure that exhibitors follow the abovementioned guidelines and the Center may organize an inspection team to enforce these rules. The Center will perform checks regardless of whether the organizer cooperates. Organizers that do not cooperate and are in violation will be issued fines (to be deducted from the deposit). The organizer is responsible for keeping track of violating parties, fining them and making sure improvements are made.

5) There are three degrees of penalties for violations:

First Degree: If test results show that sound is louder than the limit and the violator does not correct the situation after receiving an oral warning, a ticket will be issued and the violator will be notified that the next offense will result in a fine.

Second Degree: If no improvements are made upon subsequent checks, fines will be issued: NT$1,000 for the second check, NT$4,000 for the third check, NT$10,000 for the fourth check, NT$15,000 for the fifth check, and NT$20,000 for the sixth check (the organizer is allowed to increase or decrease the amount levied on exhibitors based on its prior exhibition experience.)

Third Degree: If the violating party still refuses to cooperate after five fines, no power will be provided to the booth. Other violations committed by the decoration contractor or stereo specialists will be dealt with according to Article 8 of these Regulations Governing Booth Decorations.

6) Volume testing: A decibel meter will be used at a height of 1.2 to 1.5 meters, close to the average height of human ears, and placed 3 meters parallel from the sound source.

7) An exhibitor who uses its own wireless microphone shall be required to file its microphone frequency with the Center's Client Service Section for approval before being allowed to set up the same for use. Where the use of wireless microphone is without the Center’s approval such that it interferes with or affects other meetings in the Hall, the Center can, in addition to demanding cessation of the use of the relevant equipment, levy a fine based on Third Degree in Point 5 herein.

8) If the exhibitor(s) follows the above guidelines, the deposit will be returned in full after the exhibition.

m) Utilities:

1) Each booth is to submit an application to the organizer for the amount of electricity and water needed. Privately accessing power without permission is prohibited, and violators will have electricity cut and their booth closed. Contractors involved in such violations will lose their registration as contractors, and in order for TAITRA to maintain public safety in each Exhibition Hall, all lighting and illumination equipment in each booth must be installed by a commissioned electrical equipment business holding a Class A or above license, and this business must complete registration with the relevant unit of TAITRA to provide and set up water and electrical facilities. Exhibitors are strictly prohibited from bringing their own equipment and installing it (with the exception of display lighting), and violators will have their electricity cut and
booth closed. In the event of a threat to public safety, damage to property, or injury and loss of life, the exhibitor is fully liable.

2) In order to avoid an overload, damage to equipment, spikes in electrical power, fire or other accidents, it is forbidden to dismantle or damage exhibition facilities or to access electricity on the premises and connect it with incompatible electrical facilities. Any facilities found in violation will be automatically dismantled at the cost of the violating company or contractor and the violating booth will have its supply of electricity cut.

3) No neon, flashing, spinning, jumping and string lights (except if these are exhibition items) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.

4) Cable trenches are for cable only. To prevent short circuits, fire and other accidents, pouring water into cable trenches is strictly prohibited.

5) Any contractor found in violation of the above-mentioned provisions may be fined NT$100,000 for each violation; any contractor found in violation twice during one month or three times during one year (inclusive) or more, will be prohibited from working on the premises for six months.

6) During move-in (except on the day prior to the exhibition): Compressed air and ceiling lighting will be provided during normal operating hours, for use during decoration and layout of exhibition booths. No electricity is provided. Where the renovation contractor has other power requirements they can apply to the service counter for the organizer to apply for power supply during the relevant period of time.

7) Exhibitors who request utilities (including those who require 24-hour uninterrupted utilities) should have contingency devices (such as an uninterruptable power supply) ready. TAITRA is not liable for any damages and power/water interruption caused by the Taiwan Power Company or by malfunctions of facilities in the hall.

n) Exhibitors who desire to build a second-story booth must submit a request and pay in advance (refer to the Exhibition Work Handbook to obtain information on procedures and the form, or contact the Nangang Exhibition Center Business Development Section).

o) Occupying public areas (the front gate, lobby, sidewalks around the premises, plaza, rest area, underground parking lot, loading dock, freight elevator and other areas) is strictly prohibited. Setting up stages, moving billboards, flags, or hanging advertisements, posters, flower baskets and other hanging items in these areas is strictly prohibited as well, except in cases where the organizer has applied for and obtained permission from the Center.

p) The Taipei Nangang Exhibition Center, Hall 1’s Ground Floor has 60 columns. Regardless of an exhibitor’s intent to decorate all or part of a column within the booth area, an "Application to Reserve a Column for Beautification and Decoration" (Appendix 28) including an attached booth design (with floor space, and three-dimensional design of facilities) is to be submitted 25 days in advance of the event to exhibition organizers. Once exhibition organizers give permission, the contractor can apply to the Center 15 days prior to the event at the Taipei Nangang Exhibition Center, Hall 1 to obtain permits before the column may be reserved and decorated.

Guidelines for Column Beautification and Decoration:
1) Column must be in juxtaposition to the wall of existing modular facilities for exhibition (wall width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls).

2) Additional walls on the north side of the Hall must have a hidden door (doors must exceed 70cm in width and 200cm in height or the opening may be exposed in the compartment wall): a space at least 110cm high and 60cm wide should remain to accommodate direct access to sprinkler switches, compressed air pipes control valve box: no wall or object may conceal them.

3) Additional walls on the eastern side of the Hall (facing Jingmao Road) must leave a space at least 140cm high and 110cm wide to accommodate direct access to the fire control panel, sprinkler switches, and ground fire extinguishers; no wall or object may conceal them.

4) The height of the wall around the column may not exceed 4 meters.

5) In the event the above mentioned provisions are violated, the facilities will be taken down, costs for which shall be born by the exhibitor. In the event of guideline violations that are not corrected in a timely manner, resulting in fire prevention authorities issuing a penalty, the fines and related liabilities shall be the sole responsibility of the exhibition organizers and exhibitors. Violating contractors will be fined according to Hall decoration regulations.

5. Matters for attention during set-up and move-in:
   a) Exhibitors who request utilities (including those who require 24-hour uninterrupted utilities) should have contingency devices (such as an uninterruptable power supply) ready. TAITRA is not liable for any damages and power/water interruption caused by the Taiwan Power Company or by malfunctions of facilities in the hall.
   b) Unregistered contractors should register according to the process outlined in article 2 and have exhibition hall service badges (or uniforms), or request the working badge for the exhibition from the organizer prior to 15 days before the exhibition begins. Otherwise the contractor will not be allowed to enter the grounds to carry out work. The organizer has the right to ask anyone without proper ID or uniforms to leave the premises.
   c) The organizer must supply to exhibitors working badges for contractors and staff so they will be allowed to enter the grounds.
   d) The organizer must submit 16 sample copies of the exhibition working badge to the Venue Management Section of the Center prior to three days before move-in for reference of Center security personnel.
   e) In order to ascertain the booth’s exact point and the corresponding location, exhibitors are required to instruct their designers to measure the site before undertaking booth design and planning.

6. Procedures during move-in and other matters:
   a) Control and request for entry of vehicles:
      1) There are three areas in the ground level exhibition hall (Ground Floor): I, J, and K.
There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (Sky Dome): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1st Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters). Sizes for cargo entrance for each area are listed below:

Area I: Height 5 meters, Width 9.9 meters
Area J: Height 4.5 meters, Width 11.6 meters
Area K: Height 5 meters, Width 10 meters
Area L: Height 4 meters, Width 11 meters
Area M: Height 8.5 meters, Width 11.9 meters
Area N: Height 4 meters, Width 10.1 meters

The maximum height of trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

2) The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter. No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any damages.

3) Regulations on loading of vehicles entering and leaving exhibition hall:

<table>
<thead>
<tr>
<th>Ground floor (including entrance driveway)</th>
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| 1. Vehicle load (include total weight of vehicle and goods) | (1) 20 tons for dual-axle; 43 tons for those with more than two axles;  
(2) Safety distance between any two vehicles is more than 6 meters. |
| 2. Restrictions on load of forklift | (1) An individual forklift's total load should not exceed 18 tons;  
(2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters;  
(3) For goods which exceed 18 tons (but in any case not exceeding 36 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. |
| 3. Restrictions on load of cranes | (4) Each lifting and unloading shall not last longer than 50 minutes. | (1) An individual crane’s total load should not exceed 27 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters;  
(2) For cranes with a maximum load of less than 18 tons, wooden or steel board (thickness of at least 1.5cm) must be used to pad the load support. For cranes with a maximum load of more than 18 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height).  
(3) Each lifting and unloading shall not last longer than 50 minutes. |

Sky Dome (including ramp and unloading platform)  

| 1. Vehicle load (include total weight of vehicle and goods) | (1) 5 tons for dual-axle; 35 tons for those with more than two axles;  
(2) Safety distance between any two vehicles is more than 6 meters. | (1) An individual forklift's total load should not exceed 8 tons;  
(2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters;  
(3) For goods which exceed 8 tons (but in any case not exceeding 16 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters.  
(4) Each lifting and unloading shall not last longer than 50 minutes. |

| 2. Restrictions on load of forklift | (1) An individual crane’s total load should not exceed 12 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters;  
(2) For cranes with a maximum load of less than 8 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 8 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height).  
(3) Each lifting and unloading shall not last longer than 50 minutes. |

The use of vehicles with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) or cranes (hoist) or forklift and hoist-truck of any tonnage in the exhibition hall shall require an application to the Center by the organizer 20 days in
advance by way of submission of “Application Form of Taipei Nangang Exhibition Center, Hall 1 for Access by Heavy Vehicles” (Appendix 9). When entering the exhibition hall, the “ground weigh form” shall be submitted for Nangang Center’s approval before being allowed access during the permitted time period.

4) Trench on the floor:

- There is a trench every 9 meters from south to north (total of 13 trenches, each trench being 30cm wide and 35cm deep) on the 1st and 4th floors.
- There are 8 trenches from east to west on the 1st floor of the exhibition hall, and 10 trenches from east to west on the 4th floor of the exhibition hall.
- The east-west trenches are connected with the south-north trenches and are reserved for laying power lines and telecommunication cables.

5) Drainage boxes are provided: There is one drainage box on either side of each (S - N) trench every 6 meters. Exhibitors may apply to use drainage boxes for water drainage.

6) Three large freight elevators are on the East side of the hall. The height of the door for each is 3 meters and the width for each is 3 meters (the net height of the lift is 3.3 meters), and the depth is 7.8 meters. The maximum load for each elevator is 6 tons (no vehicles shall be driven into any cargo elevator).

7) The organizer should implement the procedures outlined below for vehicle control in order to maintain order, safety and air quality inside the exhibition halls:

- Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding area must not exceed the speed limit (10 kilometers per hour.) Compensation must be paid for any intentional or accidental damage. Engines must be turned off inside the hall.

- Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entrance.

- For a truck entering the exhibition halls, a temporary fee of NT$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required). 100% of the fee will be returned upon move-out within one hour. For every hour overstayed, NT$200 will be deducted (the time count begins upon entering).

- No excavators are allowed outside the exhibition hall and surroundings (entrances, squares, and parking lot)

b) Procedures during move-in and other matters:

1) All work by on-site contractors should be completed on the day prior to the exhibition with all construction kits, ladders and other equipment removed from the exhibition hall. If a contractor cannot finish by the agreed time then he must file an application to extend use of all or part of the area(s) for that day and pay related costs. In order to
maintain the image of the exhibition and the security of the exhibition hall, the contractor is asked to only carry lightweight tools and materials and the work must be completed before the show opening during exhibitor move-in.

2) The utility contractor must submit a copy of the installation plan to the Nangang Exhibition Center’s Technical Support Section for reference; otherwise the contractor will not be allowed to perform work on the grounds. The contractor must apply to the Center’s Technical Support Section and Venue Management Section after it has received permission from the exhibition organizer, and then come in during the time between exhibitions to lay cable and perform work. If work must be performed during grounds lease periods or overtime work is needed, the contractor must also obtain permission from the organizer.

3) Carpeting specialists must submit a copy of the installation plan to the Venue Management Section for reference; otherwise the specialists will not be allowed to work on the grounds. For exhibitions of large machinery or heavy objects, the specialists must submit a request to facility department and Technical Support Section to enter the grounds early during the time between exhibitions. The contractor can begin working after obtaining permission. If work must be performed during grounds lease periods or overtime work is needed, the contractor must get permission from the organizer.

4) The time for painters and craftsmen to enter depends on the progress of woodwork and system assemblage. For washing instruments used with water soluble paints, they shall go only to the washroom in each exhibition area (Those on the 1st floor are numbered: 0177-2, 0194-1, 01103; those on the 4th floor are numbered 0498 and 04106). No washing instruments can be used with oil-based paints in the Hall and paint mixing is not allowed to be conducted in the bathrooms. The contractors are responsible for disposing sticky waste such as wallpaper.

5) Water deliveries, flower deliveries, and lunchbox vendors are not allowed inside the exhibition grounds and their vehicles are not allowed inside (those sending potted plants are allowed inside for decoration purposes).

c) For safety reasons, aisles may not be occupied for decoration/display purposes. These things should be done inside each booth.

d) If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.

e) No steel nails, spray paint, soldering and electrical saws are allowed. Any violations will result in power being cut off.

f) Please place PVC cloth or board on the ground before painting and take care not to stain the ground.

g) Carpeting: Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet. Make sure all the tapes are cleaned and disposed during move-out. Those who do not clean after the exhibition will be banned from working inside the booth for six months.

h) Disposing of the construction materials:

1) Package and construction materials, which are to be disposed of, should be removed each day and should not be placed in the aisle.
2) It is strictly prohibited to pour leftover paints into sinks and toilets. Brushes used with water soluble paints must be washed inside mop wash basins in designated bathrooms. The organizer, exhibitors and contractors will have to pay for the cleaning fee if violations occur.

3) Wastes not disposed of in time are the responsibility of the organizer, with the exhibitor(s) and contractor solely responsible for the costs. If work for the next and/or later exhibition(s) is interrupted, the organizer, exhibitor(s) and contractors will be responsible for the losses.

i) The organizer, exhibitor(s) and decoration contractor will be responsible for any damages to the facilities, financial losses and deaths caused by improperly performed work.

j) No alcoholic beverages, betel nut or chewing gum is allowed inside the premises. For the sake of everyone’s public image, all workers must wear proper clothing and sandals are not allowed.

k) No decoration materials can be placed inside the space outlined by the yellow net areas inside and outside the exhibition grounds. Any violation will result in a six month ban from working inside.

l) The use of all oil-gas fueled power generators is prohibited in the hall during setup, dismantling and in the exhibition.

m) Safety insurance:

1) During the exhibition/event period the exhibitor(s) should look after the items, materials, decorations, and other facilities during construction/installation and have them insured. The Center will not be responsible for any damages.

2) During the exhibition/event period (including decorations before the actual exhibition and post-dismantling), any deaths or financial loss of staff or third parties caused by improper installation, operation, maintenance or management of the facilities, items for exhibition, and others will be the responsibility of the exhibitor(s) and the contractor(s) and not of the Center. The exhibitor(s) and the contractor(s) are responsible to implement safety measures and are required to have public liability insurance beforehand.

3) In order to ensure the safety of the exhibition, the renter should install additional surveillance cameras at the venue, and exercise appropriate care and caution regarding the items on exhibit and valuables. If necessary, exhibitors may install additional surveillance cameras at their individual stalls. TAITRA shall not be held liable for any damage or loss of items on exhibit or valuables.

7. Matters for attention before booth dismantling and during move-out:

a) Control and request for entry of vehicles: All items for exhibition, materials for decoration, and waste must be completely cleaned up and transported away from the exhibition grounds before the end of the move-out period and must not affect the proceeding of next and/or later exhibitions. Where there is an eventless day following the move-out period, all the items, materials and wastes may be transported off the ground during that time, with an additional lease fee charged. No excavators are allowed by the Hall inside the exhibition grounds. In order to comply with the regulations of “Taipei ban hamper peace area and period,” grabbling operations outside of exhibition hall must be finished
before 10 P.M. The organizer must consider the length of time needed for performing move-in/out work and request reasonable length of time for work.

b) The maximum load for the floor of the exhibition ground on the 4th floor exhibition hall is 2 tons / square meter, and 5 tons / square meter on the 1st floor exhibition hall. The organizer is responsible to install bases and bearings (steel beams, boards, and ties) that reduce the concentrated contact of the weight of the vehicles and cargo with the floor to prevent damaging the floor. The organizer will be solely responsible for damages and/or injuries to the facilities and/or staff because of the operation of vehicles or the cargo they carry, or any other equipments, instruments, and others (note: items for exhibition or decoration must be dismantled before transporting inside and outside if their sizes exceed the maximum height and width of the entrances / exits. The organizer will be responsible for any damage on the facilities caused by improper handling).

8. Penalties for other violations:
Where there are violations of the regulations in this document, in addition to the above penalties and depending on the circumstances, the Center has to right to:

a) Cut off water supply and power.

b) Close down booths and stop the exhibition at the cost of the organizer or the exhibitor.

c) Prohibit the organizer or the exhibitor(s) from holding or participating in the exhibition for two years.

d) If the booth contractors violate any of the above mentioned regulations, depending on the circumstance, the Center has the right to:

1) In the case of workers smoking/chewing betel nut:
   First-time offender for smoking/chewing betel nut: Issuance of warning letter with no fine imposed; the renovation contractor (or main contractor) shall be required to demand rectification by the offender.
   Second-time offender: Issuance of warning letter and fine of NT$500; Third-time offender: Issuance of warning letter and fine of NT$1,000.
   For each subsequent offense an additional amount of NT$500 shall be levied, with the said fine to be levied on the contractor which employs the offender. Where there is no direct employer, the fine shall be levied on the main contractor for the booth (where no direct fine is imposed on the offender).
   The above cumulative fine is with respect to a repeat offender. In the case of the same offense committed by different offenders, each offender shall be treated separately with respect to the cumulative fine.

2) Other infringements depending on their severity and the number of infringements: Issuance of a NT$2,000 to NT$5,000 fine depending on the seriousness of the violation and the number of times for the violation (fines will be deducted doubly from the deposit if the payment is post due). For each serious accident such as fire and others caused by the violation of article 3 or 5, the violator will be fined NT$20,000 per incident.

3) The Nangang Exhibition Center managing staff has the right to take photos for reference and force the work to stop and evicted off the exhibition grounds.

4) Any exhibitor refusing to rework improperly installed decorations as directed will have
the decorations dismantled by the Center prior to the show at the exhibitor’s own expense, and double the cost will be deducted from the deposit.

5) Depending on the seriousness of the violation, the contractor may be banned from one to two years from entering any of TAITRA’s exhibition grounds.

9. The above regulations shall also apply to all other space in the Hall (including outdoor exhibition grounds).

10. All matters not covered herein shall be pursuant to any amendments announced by TAITRA.