

## CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending the 2019 Taipei Aerospace & Defense Technology Exhibition(TADTE 2019)& Taiwan International Drone Show 2019(Drone Taiwan 2019). If the services are required, please return the completed forms to the designated person by the deadline. Services will not be guaranteed if the related forms are returned later than the deadline.

Services / Items	Deadline (2019)	Remarks	Page
Booth Rental Payment : Balance Due	ASAP	Notice will be issued after booth allocation	---
Shipping Arrangements: Form 1: Importation of Exhibits on a Bonded Basis Form 2 Commercial Invoice / Packing List  (Form 1 should be submitted along with Form 2)	July 15	<b>(1)Eurotran Expo Service Co., Ltd.</b> Room 2C10, 5, Hsin-Yi Rd., Sec. 5, Taipei 110-11, Taiwan Tel: 886-2-2785-6000 Fax: 886-2-2785-6701 E-mail: <a href="mailto:jimmy.kuo@eurotran.com.tw">jimmy.kuo@eurotran.com.tw</a> / <a href="mailto:jasmine.yang@eurotran.com.tw">jasmine.yang@eurotran.com.tw</a> <b>(2)Triumph Express Service</b> Room 2A21, 5, Hsin-Yi Rd., Sec. 5, Taipei 110-11, Taiwan Tel: 886-2-2758-7589 Fax: 886-2-2758-7645 E-mail: <a href="mailto:scott@trans-link.com.tw">scott@trans-link.com.tw</a>	23~24
Exhibitor's Press Release (Free Service)	July 15	Form 3	25
Advertising in the Official Directory's Compact Disc (Free Service)	July 15	Form 4	26
Advertising in the Official Directory	July 15	Form 5	27
Online Promotion Services	ASAP	Form 6	28
Conference Room Application Form	July 8	Form 7	29
Electricity &Water / Drainage Requirements	July 26 <b>(20% discount if applied before July 12)</b>	Form 8	31
Booth Construction Assurance	July 15	Form 9	34

Services / Items	Deadline (2015)	Remarks	Page
Safety and Health Terms of Agreement	July 15	Form 10	35
Application for Extra Exhibitor's Badges	July 29	Form 11	36
Construction of Second-Story Booth and Booth Exceeding 4 Meter	July 22 (Discounts available if applied before July 15)	Form 12	37
Television Wall Setup	July 22	Form 13	41
Promotional Balloon Application / Liability	July 22	Form 14	42
Stage and Stereo System Setup	July 22	Form 15	43
Booth Setup & Facilities	July 26	See Decoration Manual (Official Contractor) <a href="http://goo.gl/4vYoZ3">http://goo.gl/4vYoZ3</a>	---
Telephone & ADSL Rental	July 15	Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to: Chunghwa Telecom (Taipei Eastern Area Service Center, Northern Taiwan Unit Group) Tel: 886-2-2720-0149 (Installation) Tel: 886-2-2720-0290 (Refund of Deposit)	---
Exhibitors' Badges and Official Directory	Aug. 12~14	Pick up at the Information Counter by showing your name card and completed Form 10 & 11 to TAITRA staff during Aug. 14~17. 1) 4 badges for each standard booth, 2 for each additional booth. 2) 1 free copy of Official Directory for each exhibitor.	---

## GENERAL INFORMATION AND REGULATIONS

### 1. Dates & Time

Show date : August 15-17, 2019

Show hours : 9 am- 5 pm

\* For trade or by invitation on August 15, 2019

\* **Also open to public (including children) on August 16-17, 2019.**

### 2. Venue

Taipei World Trade Center (TWTC) Exhibition Hall 1, Area A ,D&C  
5, Hsin-yi Road, Sec. 5, Taipei, Taiwan

### 3. Exhibitors' Entrance Hours to Showground

August 15, 2019 From 8 am

August 16-17, 2019 From 8:30 am

### 4. Exhibits Move-in & Move-out

Move-in	7 am- 8 pm, August 12-14
Move-out	5 pm- 7 pm, August 17, Hand carry or small exhibits move-out
	8 am- 5:00pm, August 18, All exhibits move-out

(1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition halls.

Exhibitors must use Entrances A for moving in/out.

(2) Exhibitors, their agents, and contractors are responsible for the installation or dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and times scheduled by the organizer.

(3) Please refer to "Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall" (see [page 15](#)) for decoration limitations.

(4) Floor Loading Capacity : 1300 kg/m<sup>2</sup>.

### 5. Facilities and Services

Services	Location
(1) Post Office, Bank, Cashier	Plaza entrance
(2) Restaurant	2nd floor
(3) Conference Rooms	2nd floor
(4) Press Room	2A19, 2nd floor
(5) First Aid	Near main entrance by Hsin-yi Rd.
(6) TAITRA Bookstore	2C03, 2nd floor
(7) Customs Bonded Warehouse	Basement 2
(8) Forwarders	Eurotran Expo Service, Rm. 2C10, 2nd floor Triumph Express Service, Rm. 2A21, 2nd floor
(9) On-site Booth Setup & Facilities Contractor	O'YA Marketing Solution & Interior Design / Tel: 886-2-2655-2777 Uniplan Taiwan Corporation / Tel: 886-2-2722-7777

## 6. Booth Setup & Facilities

- (1) Unless applied for the shell scheme booth, the booth is 3m x 3m **raw space only**, including 500 watts (110V) electricity power supply.
- (2) If exhibitors did not apply for the shell scheme booth, they may appoint their own booth contractor and should provide the appointed contractor's company contact details to the organizer.
- (3) O'YA Marketing Solution & Interior Design / Uniplan Taiwan Corporation, the on-site contractor, provides exhibitors, on a consulting basis, with booth shell equipment, as well as with various exhibition accessories such as spotlights, carpeting, fascia boards, tables and chairs, etc. For application, please refer to Decoration Manual.

## 7. Electricity and Water / Drainage Installation

- (1) Each booth is supplied with 110 Volts 500 watts power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor using **Form 8-1**.
- (2) Discounts and surcharges will be charged in accordance with the stamped receipt date of application as listed :

Application Received Date	Payment Term (Discount /
Before July 12, 2019	20% Discount
July 13 – 26, 2019	Set price (see <b>Form 8-2</b> )
July 27 – August 5, 2019	20% Overdue Charge
After August 5, 2019 or during the exhibition	50% Overdue Charge

## 8. Show days

- (1) No exhibits can be moved in or out during show hours. If exhibit has to be hand-carried into the venue, it should be done from 8:30 am (or 8 am) to 9:00 am during show days.
- (2) Exhibitors should display their company name and booth number on their sign boards within the 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.
- (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 justifiable 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 to him or have representatives, equipment, or materials from firms other than his own appear in the exhibition space.
- (8) Exhibits should be kept and displayed only on exhibitors' own booths. (for instance: a remote controlled aircraft model can only be flying above its own booth)
- (9) While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any loss or damage which may befall the person or property of the exhibitor regardless of cause.
- (10) Particular care should be taken during the last 2 days of the show when we are open to the public.
- (11) In no event will the event organizers be liable for any losses or damages.

## 9. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).



- (2) 4 exhibitor badges will be offered with the first booth and 2 more for each additional booth. These will serve as entry passes and must be worn to enter the showground. **Additional badges cost NT\$300 each.** (Please fill in **Form 11**)
- (3) For overseas buyers, please register online at [www.tadte.com.tw](http://www.tadte.com.tw) or register on-site during Show Days.
- (4) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory.

## 10. Telephones Rentals

Telephone connections to booths may be ordered only by the exhibitor's representative or agent in Taiwan. The representative or agent must apply directly to :

**Chunghwa Telecom Corp. Ltd.**

(Taipei Eastern Area Service Center, Northern Taiwan Unit Group)

130 Sung Jen Rd., Taipei 110, Taiwan

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

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

## 11. Hall Cleaning

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

## 12. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any loss or damage 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 risk of loss of goods is greatest. Exhibitors should not leave their booths unattended 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 while 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.

## 13. Accommodations

The organizer will assist exhibitors, buyers and visitors in arranging hotel accommodations with a selection of hotels in Taipei. For hotel list or reservations, please visit: [www.tadte.com.tw](http://www.tadte.com.tw)

#### 14. Advertising in the Official Directory

- (1) Advertising in the Official Directory's Compact Disc (free service). Please mail your product catalogue with **Form 4** and we will make sure it's added to the Official CD-ROM Directory.
- (2) Exhibitors are eligible to place advertisements in the Official Directory so as to give their products maximum market exposure. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector.
- (3) One Official Directory will be offered to each exhibitor free of charge. 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. To request advertising in the Official Directory, please use **Form 5**.
- (4) Those wishing to reserve advertising space should contact Mr. Hardaway Chan ·  
Tel: 886-2-27255200 #2654 / Fax: 886-2-2723-4374 / E-mail: [tadte@taitra.org.tw](mailto:tadte@taitra.org.tw)

#### 15. Unforeseen Occurrences

In the event of any occurrence not covered in this manual, the decision of the organizer shall be final.



## TERMS AND REGULATIONS FOR PARTICIPATION

### 1. Participation Application

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

### 2. Payment Schedule

A down payment is required with the space application. The balance of space rental fee is due after space allocation. A debit note for this balance will be sent to the applicant. In the event of cancellation, the down 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**

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

- a) 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.
- b) 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 a change of venue and/or date, or cancellation of the Exhibition, 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**

- a) 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.
- b) 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**

- a) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to 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 period), and during storage in the Show Management's warehouse.
- b) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition (including build-up and dismantling period).



## 9. Exhibit Limitations

- a) Exhibitors at Hall 1(1F) are not permitted to setup booth partitions of over 250 cm in height.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a total height of 400cm. (except booths in 2nd floor)**
- c) Any signs or decoration higher than 250cm in full view must be decorated.

## 10. Selling from the Stand

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

## 11. Breach of contract and Withdrawal by Exhibitor

- a) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or In case 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.
- b) 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

- a) The organizer will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours and dismantling period, shall rest with the exhibitors concerned.
- b) During the booth erection and dismantling period and during the show, the booths must be manned by exhibitors at all times.
- c) The organizer shall not be held accountable or liable for any damage, loss, harm, or injury to any person or the property of the Exhibitor or of the exhibitor's officers, and/or employees, agents, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause.
- d) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the organizer will disconnect the main power supply at stipulated time.
- e) 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

- a) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- b) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume of any display should not exceed 85 dB.
- c) 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 odor, 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**

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

## CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

### 1. General

- (1) A selection of imported exhibits is allowed to enter Taiwan on a bonded basis without payment of customs duties and may be kept in the bonded warehouse for rent up to three months following the show. Such exhibits should be consigned to "Taiwan External Trade Development Council" (TAITRA).
- (2) The following items must be imported on a duty-paid or deposit basis:
  - a. Non-commercial samples
  - b. Give away or promotional articles
  - c. Posters, photo panels, catalogues, brochures and leaflets
  - d. Lubrication oils and greases for maintenance of machinery during the exhibition
  - e. Materials and equipment for use in the construction, installation, decoration and maintenance of booths
  - f. Foodstuff and drinks to be consumed during the show
  - g. Jewelry, precious stones and gold coins (hand carried)
  - h. Liquors, spirits, wines and tobaccos
- (3) Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis and in strict observance of "Quarantine Regulations on Importation of Plantation into the Republic of China".
- (4) Note that exhibits such as some of the telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives need government endorsements and permits for importation.
- (5) The ATA CARNET is not accepted in Taiwan except in the case of countries having similar bilateral agreements with the Republic of China.

### 2. Exhibits in Bond

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

### 3. Exhibits Imported on a Deposit or Duty-paid Basis

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

### 4. Shipping Mark

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

Show Name:	<u>TADTE 2019</u>
Show Dates:	<u>August 15-17</u>
Show Site:	<u>Taipei World Trade Center Exhibition Hall</u>
Exhibitor:	_____
Booth Number:	<u>Area</u> _____ <u>Number</u> _____
Case Number:	_____ of _____
Dimensions:	_____
Gross & Net Weight:	_____

## 5. Shipment

- (1) Exhibits on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must be scheduled for arrival at Keelung Port no later than THREE weeks prior to the show opening and air shipments at Taiwan Taoyuan International Airport no later than TWO weeks, to allow sufficient time for customs clearance. Documents and/or exhibits arriving late will be charged an additional 15% in customs clearance fees and service charges for the extra working hours required to complete procedures.
- (2) For exhibits shipped on a deposit or duty-paid basis, exhibitors may ship them by the forwarders of their choice that have branch offices or agents in Taiwan.
- (3) For bonded exhibits, exhibitors are required to clear customs procedures through one of TAITRA's two official forwarders.

## 6. Official Forwarders

- (1) Eurotran Expo Service Co., Ltd.  
Room 2C10, 5, Hsin-Yi Rd., Sec. 5, Taipei 110-11, Taiwan  
Tel: 886-2-2785-6000  
Fax: 886-2-2785-6701  
E-mail: [jimmy.kuo@eurotran.com.tw](mailto:jimmy.kuo@eurotran.com.tw) / [jasmine.yang@eurotran.com.tw](mailto:jasmine.yang@eurotran.com.tw)
- (2) Triumph Express Service  
Room 2A21, 5, Hsin-Yi Rd., Sec. 5, Taipei 110-11, Taiwan  
Tel: 886-2-2758-7589  
Fax: 886-2-2758-7645  
E-mail: [scott@trans-link.com.tw](mailto:scott@trans-link.com.tw)

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

## 7. Shipping Documentation

- (1) The organizer requires the following documents to clear exhibitor's shipment through TAIWAN customs:
  - 2 Original Ocean Bills of Lading/Airway Bills
  - 4 Commercial Invoices & Packing Lists (See **Form 2**)
  - 2 Exhibit Catalogues
  - ▲ **Form 1** will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.
  - ▲ All above documents along with completed **Form 2** should reach the organizer and official forwarder(s) **4 weeks before** the show opens but **for goods related to "ARMS" have to apply before June 22, 2019.**
  - ▲ Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei customs territory, Taiwan".
- (2) To facilitate the processing of customs clearance procedures, all boxes, crates, etc., should be accompanied by detailed packing lists in duplicate with the identification words of exhibits.

## 8. Disposal of Exhibits During & After the Show

- (1) Bonded exhibits :  
To provide exhibitors with adequate time to dispose of their exhibits, either by sale locally or by re-export, the exhibitors are allowed to store their exhibited goods in a bonded warehouse

for a period of up to three months after the show. Any storage charge incurred will be charged to the account of the exhibitor concerned.

Procedures for the sale of bonded exhibits :

Whether through outright sale or by means of distribution agreement, exhibits can be released from the bonded warehouse only after each and every one of the following procedures has been completed :

a. Securing an import permit :

This is done by the buyer on the basis of the relevant Performa Invoice prepared by the exhibitor.

b. Remittance of cost of goods :

The buyer is responsible for securing the necessary foreign exchange and remitting it to the exhibitor through an authorized bank.

c. Transfer of exhibitor's property to the buyer :

This is accomplished by the exhibitor by completing "Authority/Receipt for Transfer of Exhibitor's Property", which must be signed by the exhibitor and countersigned by Taiwan External Trade Development Council.

d. Payment of import duties :

This is also the responsibility of the buyer.

(2) Duty-paid or deposit basis :

Goods can be released from the showground only after the show closes, regardless when the said goods are sold.

(3) Re-exportation of exhibits :

Exhibitors shall instruct the official forwarders concerned to take the necessary steps as soon as re-exportation of exhibits is decided.



## REGULATIONS GOVERNING BOOTH DECORATION WITHIN THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL

### 1. Construction guidelines for exhibition booths:

- (1) It is essential that exhibition booths must be properly erected and decorated. The exhibition company's name and booth number should be displayed at a prominent place in the booth.
- (2) No booth may exceed the height of 2.5 meters. Company signs or product signs can be erected to a height not exceeding 4 meters from the floor. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 50 cm from the side edge of the lower structure between booths.
- (3) 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, electricity will be denied.
- (4) If a booth located in the atrium (Area D) in Hall 1 has a ceiling, it will be required to fit into the overall approved design. The top of the ceiling must be painted and it should not be loaded with any objects.
- (5) The construction of a closed part should not cover more than one-half of the rented space.
- (6) Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or be extended beyond one's own booth(s).  
Any exhibitor refusing to make changes as directed will have their electricity cut off.
- (7) No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or pillars. These materials may be posted only on the partition walls within the individual booths.  
Any exhibitor refusing to make changes as directed will have their decorations dismantled by TAITRA at the exhibitor's expense.
- (8) Electricity boxes, fireplugs and all signs of the hall should never be covered.  
If there are any violations of these regulations, TAITRA retains the right to immediately remove the entire structure at the exhibitor's expense.
- (9) The installation of twinkling or revolving neon-lights or strings of lights is prohibited.
- (10) Television walls or screen walls should not be built facing the aisle. They should instead be built at a 30 or 45 degree angle to the aisle so that visitors viewing the screens or televisions will not block aisle access to neighboring booths.  
The construction of a wall holding televisions must comply with these regulations:
  - a. Walls 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.
  - b. 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.
  - c. Contents of films or videos must be related to the theme of the exhibition.  
Any exhibitor in breach of these regulations will have electricity disconnected after receiving the show organizer's written notice.
- (11) Exhibitors wishing to raise balloons within one's own booths are required to apply for approval 30 days before the show opens. And any exhibitor who raises a balloon there without prior approval will have booth decorations dismantled by the show organizer at the exhibitor's expense.
- (12) Regulations for sound systems:
  - a. Exhibitors who want to use sound systems of more than 20 watts should apply for approval before the show opens (for application form, contact the show manager).
  - b. A deposit of NT\$50,000 will be requested upon approval of the application. Electricity will be disconnected if the deposit of NT\$50,000 is not received by the organizer.
  - c. Anyone found using a sound system without approval will have to make application and



place a deposit of NT\$100,000. Electricity will be disconnected until the procedure is completed.

- d. Speakers, amplifiers and other sound devices should be positioned to assure that direct sound is targeted into the booth rather than toward the aisle.
  - e. TAITRA might organize an inspection group to enforce these rules.
  - f. Whenever it is found that the volume of the exhibitor's sound system exceeds 85 decibels, the inspection group will determine the penalty. Generally this will be in accordance with the following steps: First, they will issue an official verbal or written warning; second, a fine of NT\$50,000; Third, power will be disconnected.
  - g. The distance for measurement of volume is at a height of 1.2 ~ 1.5 meters from ground level and 3 meters away from the sound equipment.
  - h. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
- (13) Each booth is supplied with 110 volts 0.5 kilowatt power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in advance. Any exhibitor who violates these guidelines could have his electricity stopped and booths closed.
- (14) Applications should be submitted in advance for the approval of construction of second-story exhibition booths in the TWTC Exhibition Hall (For application form and further information, contact the show manager).

## **2. Matters of attention during set-up and move-in:**

The exhibitor must purchase accident insurance that includes third-party liability accident coverage for staff, workers and visitors. The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition (including move-in and move-out).

## **3. Matters for attention during construction:**

- (1) Sedans are not allowed entry into the Exhibition Hall.
- (2) Procedures for entering the Exhibition Hall:
  - a. Any truck entering the hall must pay a deposit of NT\$1,000. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT\$200 will be deducted for the first two hours.
  - b. Application for vehicle entry permit should be made to the Exhibition Department of TAITRA two weeks prior to set-up if a vehicle's weight is 6.5 tons or more.
  - c. The entrance of TWTC Exhibition Hall is 4.2 meters high and 7.5 meters wide. To facilitate access trucks, show goods, or decorations should be disassembled into components. The exhibitor has the responsibility to pay for any damage which caused during construction.
- (3) Interior design work should be done within the space of one's own booth(s) and should not extend to the aisle nor hinder passing traffic.
- (4) If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.
- (5) Contractors may not use steel nails, electric saws or spray paint on floor work inside the exhibition hall. In such cases, electricity will be cut off.
- (6) Painting should begin only after the floor is properly covered with plastic cloth or boards.
- (7) 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.
- (8) Handling of construction materials
  - a. Package and construction materials, which are to be disposed of, should be removed each day by exhibitor and should not be placed in the aisle.
  - b. Unused paint should never be disposed of in sinks or toilets. Brushes may be washed only in sinks designed for this purpose. Any exhibitor violating this regulation will be fined, and also be forced to pay the expense of clean up.



c. For the above violations, TAITRA will have the right to hire workers or trucks to dispose of the unused materials at the expense of the exhibitors.

- (9) The exhibitors or contractors will either compensate TAITRA for damaged facilities during construction or transportation, or repair the said facilities by themselves. Exhibitors will also compensate TAITRA for any other damage or injuries caused by improper construction work.

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

- (1) Booth decoration removal and breakdown should not start until after the show closes.
- (2) Exhibitors must remove all tapes from the floor as well as all decoration material.
- (3) All packaging and construction material should be cleaned up during move-out.

**5. Penalties for violations:**

- (1) Electricity and water cut off.
- (2) Any exhibitor refusing to rework improperly installed decorations as directed will have the decorations dismantled by TAITRA prior to the show at the exhibitor's own expense, and/or will face the closure of the booth.
- (3) Exhibitors violating these regulations or failing to monitor the contractors' work will be prohibited from participating in the show next time.
- (4) Contractors violating these rules will be prohibited from contracting any future construction work at the TWTC Exhibition Hall for two years.

## CONSTRUCTION GUIDELINES FOR SECOND-STORY EXHIBITION BOOTHS IN THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL

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

Application date	Rate
Before July 15, 2019	40% of ground floor unit rate
From July 16-22, 2019	70% of ground floor unit rate

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 two-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.
11. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.
12. If the usable floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second-story.
13. The load-bearing capacity of the second-story should be no less than 200 kg/m<sup>2</sup>, and that of the staircase no less than 300 kg/m<sup>2</sup>.
14. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
15. After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
16. If the construction and design plan for second-story booths approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Halls.
18. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

## CONSTRUCTION GUIDELINES FOR BOOTH EXCEEDING 4 METERS

1. These Guidelines have been established for the construction of booths exceeding 4 meters. To set up booths exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. With booth units measuring 3m x 3m, show participants must rent at least 4 units, in order to be eligible to apply for the construction of booths exceeding 4 meters.
3. To apply for the construction of booths exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail prior to **July 22, 2019**. Construction cannot begin without prior written approval from TAITRA.
  - (1) One copy of the application form
  - (2) One copy of the booth layout plan
  - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
  - (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.
4. TAITRA will charge an "Exceeding fee", which is NT\$100,000 (tax included) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 1 meter from the side edge of the lower structure between booths.
5. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
6. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
7. The height of the booths exceeding 4 meters must not be more than 6 meters. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the booths exceeding 4 meters should be maintained at 1 meter, and the exterior of the walls should be decorated.
8. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
9. After TAITRA has granted written approval for the construction of booths exceeding 4 meters, any alterations in booth design without prior approval or violation of these Guidelines will result in a



suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.

10. If the construction and design plan for booths exceeding 4 meters approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
11. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall.
12. The constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
13. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.



## REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

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

- **A promotional balloon:**

1. Only one balloon per booth can be used in each exhibitor's booth.
2. Can only carry the company's name, logo or product brand name.
3. The top of the balloon should not be higher than 5 meters from the floor.

- **Small non-flying balloons**

1. To be used for booth decoration.
  2. The top of the balloons should not be higher than 4 meters from the floor.
1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
  2. Those wanting to use balloon(s) should submit the appropriate application (**Form 16**) at least one month before the show opening along with a deposit of NT\$50,000.
  3. For every exhibitor violation of above regulation, a NT\$10,000 penalty will be deducted from the exhibitor's balloon deposit.
  4. TAITRA will remove improper balloons raised without permission.

This English-language abridged version of TADTE 2015 Exhibitor's Manual is for reference purpose only and the Chinese edition will prevail if there is any discrepancy between this English edition.