

## **NOTICE : MOVE-IN & MOVE-OUT OF EXHIBITS**

### **(TWTC Exhibition Hall 1, 3)**

The TIMTOS 2019 will open on March 4~9, 2019. We kindly request your cooperation to act in accordance with the following instructions during move-in & move-out of exhibits and booth dismantling:

#### **1. Show Dates & Time**

Show date	March 4-9, 2019
Show hours	10 am—6 pm, March 4-9 For trade or by invitation. Also open to public.

#### **2. Move-In (Booth Installation/Decoration)**

Hall 1:

Machinery exhibits	6 am ~ 6 pm, Feb. 28 ~ Mar. 1
Power for testing machinery	8:30 am ~ 8 pm, Mar. 2 ~ 3
<p><b>Ⓢ Vehicles are not permitted to enter the showground during “power for testing machinery” period.</b>                  During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart.</p>	

Hall3:

Machinery exhibits	6 am ~ 6 pm, Feb. 28 ~ Mar. 1
Power for testing machinery	8:30 am ~ 8 pm, Mar. 2 ~ 3
<p><b>Ⓢ Vehicles are not permitted to enter the showground during “power for testing machinery” period.</b>                  During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart.</p>	

#### **3. Move-Out (Booth Dismantling)**

<b>Hall 1 (1F)</b>	
6 pm ~ 7 pm, March 9	Hand carry or small exhibits move-out ⊙ <b>Vehicles are not permitted to enter the showground</b>
7 pm ~ 8 pm, March 9	(Only cutting tools Area) Machinery and other exhibits move-out. <b>Vehicles area under 3.5 tons are permitted to enter the showground</b>
8 pm ~ 11 pm, March 9	Machinery and other exhibits move-out
6 am ~ 6 pm, March 10	(A and B Area) Machinery and other exhibits move-out
6 am ~ 6 pm, March 11	(C and D Area) Machinery and other exhibits move-out
<b>Hall 3</b>	
6 pm ~ 7:30 pm, March 9	Hand carry or small exhibits move-out ⊙ <b>Vehicles are not permitted to enter the showground</b>
7:30 pm ~ 11 pm, March 9	Machinery and other exhibits move-out
6 am ~ 6 pm, March 10	Machinery and other exhibits move-out

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

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition hall (**Please ask your Taiwan Agent or Forwarder to see the Move-in and Move-out schedule [www.timtos.com.tw](http://www.timtos.com.tw) “Chinese Version” only/ Download Center/ TWTC Hall 1/3 Move-in/out plan. If you have any questions please contact Ms. Effie Huang by email [timtos@taitra.org.tw](mailto:timtos@taitra.org.tw) ).**
- (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 for decoration limitations.
- (4) The Loading Capacity:  
 TWTC Hall 1 1<sup>st</sup> Floor is 1,300 kg/m<sup>2</sup>  
 TWTC Hall 3 are 2,000 kg/m<sup>2</sup>

#### 5. Exhibitor Information Packs

##### (1) exhibitor badges

- Pick up at the Each Hall's information Counter by showing company's business card and **completed Form 7 & 7-1 (see Exhibitor's Manual, page 44-45)** to TAITRA staff during move-in.

- Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth. (Applying for extra exhibitor's badges please see Exhibitors' Manual, page 53)

**(2) Official Directory**

- 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 at the Each Hall's information Counter.

## 6. Facilities & Services

Services	Location (Hall 1)
(1) Post Office, Bank, Cashier	Plaza entrance
(2) Restaurant	2nd floor
(3) Conference Rooms	2nd floor
(4) Press Room	2nd floor
(5) First Aid	Near main entrance by Xinyi Rd.
(6) TAITRA Bookstore	2C03, 2nd floor
(7) Customs Bonded Warehouse	Basement 2F
(8) Forwarders	<p><b>Eurotran Expo Service Co., Ltd.</b>                      TEL: +886-2-2785-6000                      ext.105 jimmy.kuo@eurotranexpo.com                      ext.106 jasmine.yang@eurotranexpo.com                      ext.107 noel.tao@eurotranexpo.com</p> <p><b>Triumph Express Service Co., Ltd.</b>                      TEL: +886-2-2758-7589                      scott@trans-link.com.tw                      norman@trans-link.com.tw</p>
<p><b>Free Shuttle Bus</b></p> <p>* Please refer to the detailed schedules at the bus stops.</p>	Inter-Halls Route TWTC Hall 1 ↔ NANGANG Hall 1 (or you can take MRT)

## 7. NOTE:

- (1) The exhibitor shall not sublet the whole or any part of his own exhibition space.
- (2) During the removal period, all exhibitors are requested to have representatives at their booth(s) to guard against loss of exhibits. All exhibitors must wear official exhibitor badges when entering the show ground.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including coverage for fire, theft, flood and accidents.



# TIMTOS

Taipei International Machine Tool Show



2019

March 4 - 9

27<sup>th</sup> Taipei Int'l Machine Tool Show

(4) No exhibitor, under any condition, may remove exhibits from the show ground until after closing on the final day of March 9 at 6:00 pm.

(5) **Down load Exhibitor's Manual: [www.timtos.com.tw](http://www.timtos.com.tw) (Exhibitor/ Exhibitor Manual-TWTC Hall 1&3)**

*Thank you for your cooperation.*