

NOTICE : MOVE-IN & MOVE-OUT OF EXHIBITS

(Taipei Nangang Exhibition Center, Hall 1)

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

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

2. Move-In (Booth Installation/Decoration)

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|---|-------------------------------|
| Machinery exhibits | 6 am ~ 6 pm, Feb. 26 ~ Mar. 1 |
| Power for testing machinery | 8:30 am ~ 6 pm, Mar. 2 ~ 3 |
| <p>⊙ Vehicles are not permitted to enter the showground during “power for testing machinery” period.</p> <p>⊙ During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart.</p> | |

3. Move-Out (Booth Dismantling)

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|-----------------------------|--|
| 6 pm ~ 7:30 pm, Mar. 9 | Hand carry or small exhibits move-out ⊙ Vehicles are not permitted to enter the showground |
| 7:30 pm ~ 11 pm, Mar. 9 | Some Constructors move-out |
| 6 am ~ 6 pm, March 10~12 | 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 “Chinese Version” only/ Download Center/ TWTC Taipei Nangang Exhibition Center, Hall 1 Move-in/out plan. If you have any**

questions please contact Mr. Alex Pen by email timentos@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 Exhibitor's Manual for decoration limitations.
- (4) The Loading Capacity:
TWTC Nangang Hall 1st Floor is 5,000 kg/m² ; 4th Floor is 2,000 kg/m²

5. Exhibitor Information Packs

(1) exhibitor badges

- Pick up at 1st and 4th floor information Counter by showing company's business card and **completed Form 7 & 7-1 (see Exhibitor's Manual, page 50-51)** 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 59)

(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

| Service | Location |
|--|--|
| Press Center | Room 403, 4th Floor |
| TAITRA Lounge | Near Conference Room 404, 4th Floor .Free e-Sourcing Service .Free Internet Access .Copy, Fax & Print .Free Coffee, Tea .Top Quality Meeting Space .Taiwan Travel Information |
| Food & Beverage | Café / Buffet / Fast Food / Restaurant: 1st Floor, 3rd Floor and 4th Floor(East Side) |
| Legal Consultation Service Center | Information Counter, 4 th Floor, Near M Area Entrance |
| Free Internet Service | Show Ground, on 1 st & 4 th Floor |
| Luggage storage | Room 145, 1 st Floor |
| First Aid | Room 158, 1 st Floor, & Room 452, 4 th Floor |
| Electricity Service | Information Counter,, 1 st & 4 th Floor 6 th Floor, Organizer's Office |

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| On-site Booth Setup & Facilities Contractor | O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD. Contact: Christine Cheng Tel: +886-2-2655 2777 #197 Fax: +886-2-2655 2999 Email: christine@o-ya-design.com |
| Forwarders | Eurotran Expo Service Co., Ltd. TEL: +886-2-2785-6000 ext.105 jimmy.kuo@eurotranexpo.com Triumph Express Service Co., Ltd. TEL: +886-2-2758-7589 scott@trans-link.com.tw |
| Muslim Prayer Rooms | Please refer to the detailed location at show ground. |
| Taxi Stand | Drop-off Point: Area J Entrance / Pick-up Point: B1 * Passengers cannot pick up the taxi at any entrances on 1st floor during the show. |
| Free Shuttle Bus (Bus Stops are at Main Entrance) * Please refer to the detailed schedules at the bus stops. | Inter-Halls Route NANGANG Hall ↔ TWTC Hall 1 NANGANG Hall ↔ NANGANG Station (or you can take MRT) |
| Parking Lots | *B1, Taipei Nangang Exhibition Center, Hall 1 *B1 & B2, Taipei Nangang Exhibition Center, Hall 2 |
| ATM | Ground Floor, by South Entrance |

※For more information, please visit Nangang Exhibition Hall website:

<http://www.twtcnangang.com.tw/en/>

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.
- (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 (Exhibitor/ Exhibitor Manual-Taipei Nangang Exhibition Center, Hall 1)**

Thank you for your cooperation.