

NOTICE : MOVE-IN & MOVE-OUT OF EXHIBITS

(Taipei Nangang Exhibition Center, Hall 2)

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 For trade or by invitation. Also open to public.

2. Move-In (Booth Installation/Decoration)

Machinery exhibits	10 am ~ 20 pm, Feb. 27 ~ 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)

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 10~11	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 2, 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 49-50)** 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 58)

(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 401, 4th Floor
Food & Beverage	Café / Buffet / Fast Food / Restaurant: B1, 3rd Floor and 4th Floor(West Side)
Legal Consultation Service Center	Information Counter, 4 th Floor, Near M Area Entrance in Nangang Exhibition Hall 1
Free Internet Service	Show Ground, on 1 st & 4 th Floor
Luggage storage	B1, East-South side
First Aid	Room 135, 1 st Floor, & Room 438, 4 th Floor
Electricity Service	Information Counter,, 1 st & 4 th Floor 6 th Floor, Organizer's Office

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 <i>* Passengers cannot pick up the taxi at any entrances on 1st floor during the show.</i>
Free Shuttle Bus (Bus Stops are at Main Entrance) * Please refer to the detailed schedules at the bus stops.	Inter-Halls Route NANGANG Hall 1 ↔ TWTC Hall 1 NANGANG Hall 1 ↔ NANGANG Station (or you can take MRT)
Parking Lots	*B1, Taipei Nangang Exhibition Center, Hall 1 *B1 & B2, Taipei Nangang Exhibition Center, Hall 2

※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 2)**

Thank you for your cooperation.