



Move-in & Move-out Notice

Dear Exhibitors,

To better prepare for the upcoming exhibition, the organizer requests your cooperation with exhibits move-in and move-out in accordance with the following instructions:

****In the midst of your preparation for your participation at this event, please do go through all the pages and we strongly suggest that you also circulate this to your staff who will be manning the booth on-site for their attention.**

A. Venue

TWTC Exhibition Hall 1

B. Move-in

1. September 24-25: 08:00~18:00
2. Exhibitors should register at the information counter at Hall 1 along with their **business cards** and the copy of **Booth Construction Assurance** and **Safety and Health Terms of Agreement** to collect Exhibitor's badges during the move-in hours. Four exhibitor's badges with the first booth and two for each additional booth provided.

*** Exhibitors should NOT leave the booth unattended.**

3. High voltage electrical supply will be turned on at 12 p.m. on September 25
4. Exhibitors and contractors are responsible for their own exhibits and decorations. The organizer cannot be held liable for any damage or theft.
 - (1) Cargo consigned directly to the exhibition site should follow designated routes into Exhibition Hall.
 - (2) Exhibitors, their agents and contractors are responsible for the installation and dismantling of their exhibits.
 - (3) Exhibitors should finish arranging their booth decoration (for raw space only booths) and exhibit displays before 6 p.m. on September 25.
 - (4) Exhibitors and decoration contractor will be responsible for any damages to facilities, financial losses and death or injury caused by improperly performed work.
 - (5) Please refer to "Terms and Regulations for Participation" (see page 10 of the Exhibitor's Manual for detailed decoration rules.)
 - (6) Please bring your business cards to the information counter to pick up your exhibitor badges during the move-in period.
5. A total of four exhibitor badges will be offered with the first booth and two more for each additional booth.



6. Each additional badge costs NT\$200. Extra badges (blank) can be purchased at information counter during show period.
 - Please make sure that your booth construction assurance (Exhibitor' s Manual Form 4, Exhibitors signed up for TIWW Shell Schemes may skip this) and Safety and Health Terms of Agreement (Exhibitor' s Manual Form 4-1) have been submitted to the show organizer.
7. Exhibitors needing to stay after posted hours to work on their booths, equipment and/or their displays will need to apply before 3:00 p.m. each day of the said move-in & move-out period. Applications can be processed at the Show Management Office. Exhibitors will be charged an overtime fee of NT\$60,000 per hour per company.
8. It is suggested that exhibitors prepare a large canvas to use during non-show hours to cover and protect important exhibits.
9. Please ask your Taiwan Agent or Forwarder to see the Move-in and Move-out schedule at www.taiwanintlwaterweek.com. If you have any questions please contact Ms. Lilyan Kao by email tiww@taitra.org.tw).

IMPORTANT REMINDER:

- (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 September 28 at 5:00 pm. Exhibitors must not remove any of their exhibits on display from their booths until the Exhibition is officially closed, or unless otherwise permitted by the Organizer. Security guards will have the right to check and collect the "Move-out Permit" before exhibitors can remove exhibits or leave the venue
- (5) Except for those exhibitors using shell scheme packages, each booth space offers raw space only and does NOT include walls, carpet and company fascia board.



C. Show Dates & Hours

	Dates	Time	remark
Exhibitors	September 26 September 27-28	08:30 09:00	
Visitors	September 26-27	09:30~17:30	For trade and public, children under 12 years of age are not admitted to the showground.
	September 28	09:30~17:00	

- Exhibitors should arrive on time to guard against any loss of goods.
- Exhibitors should be responsible for their own exhibits and decorations. The organizers cannot be held liable for any damage or theft.
- For safety reasons, it is prohibited to use gas stoves, only electric appliance is allowed to be used in the show venue.
- Exhibiting products which are not related to exhibit profile is prohibited.

D. Move-out

1. September 28: 17:00 ~ 19:00, hand-carry, light or portable exhibits only
 2. September 28: 19:00 ~ 23:00, large-sized exhibits and booth dismantling
- * During move-in, move-out and show period, exhibitors should take care of their own exhibits and the organizer is not responsible for any losses of exhibits.

E. Contact List:

Taiwan External Trade Development council (TAITRA)	Tel : 886-2-2725-5200	E-mail	Regarding
Ms. Lilyan Kao	Ext. 2679	tiww@taitra.org.tw	Show Management
Mr. Kate Chen	Ext. 2614	katechen@taitra.org.tw	Media / Publicity
Ms. Tang	Ext. 2981	lulutang@taitra.org.tw	Login Account
Mr. Cindy Hsu	Ext. 2871	cyndi@taitra.org.tw	Stage events
Shi Pei Electric Co., Ltd	Tel : 886-2-2725-5200	E-mail	Utility
Ms. Liao	Ext. 2287	power5564@taitra.org.tw	
o-ya-design		E-mail	Booth Constructor
Ms. Christine Cheng	Tel : 886-2- -2655-2777 Ext. 197	christine@o-ya-design.com	Booth Constructor

For more information, please check www.taiwanintlwaterweek.com

Wish You Success!

※ This English-language abridged version of Move-in & Move-out Schedule is for reference purposes only, and the Chinese edition will prevail if there is any discrepancy between the two editions. In the event of any unforeseen occurrence not covered in this notice, the decision of the organizer in issuing new regulations or making any changes shall be final.



TAIWAN INT'L WATER WEEK

2019.9.26-28
 Taipei World Trade Center
 Exhibition Hall 1

Move-In & Move-Out Time

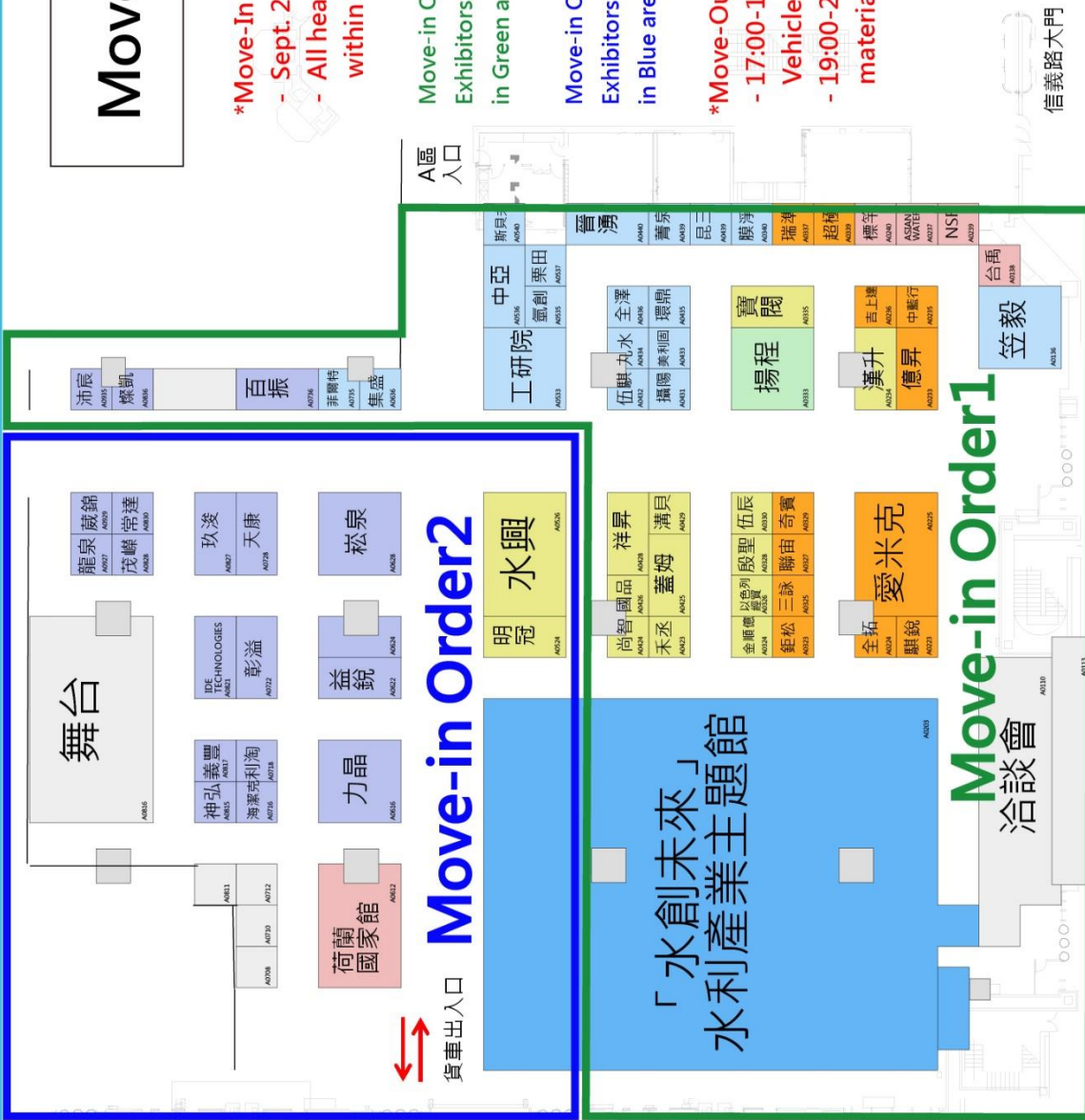
- *Move-In Time:**
- Sept. 24 08:00-18:00, Sept. 25 08:00-18:00
 - All heavy displays (Machine/Molds) has to move-in within the required time.

Move-in Order 1:
 Exhibitors with heavy displays (Machine/Molds) Booth in Green area, please move in heavy displays during 08:00-10:00 on 9/24.

Move-in Order 2:
 Exhibitors with heavy displays (Machine/Molds) Booth in Blue area, please move in heavy displays during 10:30-13:00 on 9/24.

- *Move-Out Time on Sept. 28:**
- 17:00-19:00 Hand carry or small exhibits move-out. Vehicles are not permitted to enter showground.
 - 19:00-23:00 All exhibits and booth construction /decoration materials must be removed before move-out period

Updated on August 30, 2019



信義路大門