

## I. CHECKLIST

Deadline (2020)		Item	Contact	TEL, FAX & Email	Page/Attachment
Refer to your Invoice		Final Payment Settlement	Mr. Carol Chang Sec.5,Exhibition Dept., TAITRA	TEL: +886-2-2725-5200 ext. 2856 Fax:+886-2-2729-1089 <a href="mailto:energy@taitra.org.tw">energy@taitra.org.tw</a>	The invoice will be sent to you by registered email
Sept	11	Booth Setup & Facilities	Mr. Matt Lee Interplan International Corporation	Tel: +886-2-2758-5450 #611 Fax: +886-2-2729-0720 matt.lee@interplan.com.tw	P5, Form 1
Sep	12	Electricity & Water/Drainage Requirements Application <b>Sep. 13-26, 2020: 20% Overdue Charge After Sep. 27, 2020: 50% Overdue Charge</b>	Ms. Chen Nangang Exhibition Center, TAITRA	TEL: +886-2-2725-5200 ext. 5569 Fax:+886-2-2788-6109 <a href="mailto:Power5563@taitra.org.tw">Power5563@taitra.org.tw</a>	P6, Form 2
Sep	12	Temporary Import	Eurotran Expo Service Co., Ltd	TEL: +886-2-2725-5000 ext.107 Fax: +886-2-2720-6363 <a href="mailto:noel.tao@eurotran.com">noel.tao@eurotran.com</a>	P8, Form 8 & 9
			Triumph Express Service Co., Ltd	TEL: +886-2-2758-7589 Fax: +886-2758-7645 scott@trans-linkcom	
Sep	6	Exhibitor's Press Release (Free-of-charge)	Ms. Genni Hsu Sec.5,Exhibition Dept., TAITRA	Download the "News Release" form from website. After filling out, please send to Ms. Genni Hsu. <a href="mailto:genni@taitra.org.tw">genni@taitra.org.tw</a> TEL: +886.2.2725.5200 ext.2865	
Sep	12	Construction of Second-Story Booth	Mr. Kevin Chou Sec.5,Exhibition Dept., TAITRA	TEL: +886-2-2725-5200 ext. 2858 <a href="mailto:energy@taitra.org.tw">energy@taitra.org.tw</a>	P10, Form 3
Sep	12	Construction of Booth Exceeding 4 Meters			P.11, Form 4
Sep	12	Promotional Balloon Application (deposit required)	Mr. Kevin Chou Sec.5,Exhibition Dept., TAITRA	TEL: +886-2-2725-5200 ext. 2858 <a href="mailto:energy@taitra.org.tw">energy@taitra.org.tw</a>	P9, Form 6
		Wall Television /Sound System Setup (deposit required)			P9, Form 7
Sep	12	Booth Construction Assurance & Safety and Health Terms of Agreement	Mr. Kevin Chou Sec.5,Exhibition Dept., TAITRA	TEL: +886-2-2725-5200 ext. 2858 <a href="mailto:energy@taitra.org.tw">energy@taitra.org.tw</a>	Form 5
Sep	27	Exhibitors' Badges	Mr. Kevin Chou Sec.5,Exhibition Dept., TAITRA	TEL: +886-2-2725-5200 ext. 2858 <a href="mailto:energy@taitra.org.tw">energy@taitra.org.tw</a>	P 6
Oct	5	Telephone Rentals & ADSL	Chunghwa Telecom Corp. Ltd.	TEL: +886-2-2720-0149	
Sept	12	Online Promotion Services for the Official Website of 2020 Energy Taiwan	Sec.8,Exhibition Dept., TAITRA	<a href="mailto:lulutang@taitra.org.tw">lulutang@taitra.org.tw</a>	P15

## 1、Staff-in-charge

### TAITRA

Job Description	TAITRA Department	Name	+886.2.2725.5200 EXT
Show management	Sec.5, Exhibition Dept.	Ms. Carol Chang	Assistant: Ms. Melody Chen #2855 <a href="mailto:energy@taitra.org.tw">energy@taitra.org.tw</a>
Show Publicity, News Release		Mr. Kevin Chou	
Sponsorship Application		Ms. Carol Chang	
Electricity & Water / Drainage Application	NANGANG Int'l Exhibition Center, Technical Support Section	Ms. Chen	#5569

### SEMI

Job Description	Expo Union Corp.	Name	(886-3)560-1777 EXT
Show management	SEMI	Ms. Jocelyn Huang	315

## 2. Venue

Taipei Nangang Exhibition Center, Hall 1  
 (No.1, Jingmao 2<sup>nd</sup> Rd., Nangang District, Taipei City)

### 3. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours

Items	Date	Time
Exhibits Move-in & Booth Setup	Oct. 12	07:00-17:00
	Oct. 13	07:00-18:00
Show Dates <b>*Exhibitor's Entrance Time:</b> Oct. 16 9:00 Oct. 17-18 9:30	Oct. 14-15	10:00-17:00
	Oct. 16	10:00-16:00
Exhibits Move-out	Oct. 16	16:00-18:00
Booth Dismantling	Oct. 17	07:00-16:00

- (1) During move-in, small passenger vehicles are denied entry to showground. Showground entry is restricted to cargo trucks and authorized trucks.
  1. Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. Cargo entrance.
  2. Weight loading for spiral access ramp is 2000 kg/m<sup>2</sup>.
  3. Vehicles are prohibited from parking on 3m lanes within the showground.
  4. Vehicles are permitted to park on 6 m lanes or outside the showground to unload their cargo to have cargo carted into showground.
- (2) The Maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the designated route at designated times.
- (3) Height of Cargo Doors are as follows:
- (4) Ground Level - I Area 5m J Area 4.5m K Area 5m
- (5) Lower entrance of access ramp 8m, upper entrance/exit of access ramp 6.7m
- (6) One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT\$1,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT\$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.
- (7) No excavators are allowed.

#### 4. During Show Days

Dates	Oct. 14-15, 2020	10:00-17:00
	Oct. 16, 2020	10:00-16:00
General Information	Oct. 14-15	Trade and by invitation only
	Oct. 16	Trade and by invitation Also open to public Minors under 12 are not permitted.

- (1) No exhibits can be moved in or out during show hours. If an exhibit has to be carried in, it should be done between 9:00 a.m. to 9:30 a.m.
- (2) Exhibitors should display their company name on their sign at their 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 and to require suitable methods of operation and display of materials.
- (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 just 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 assigned to others or have representatives, equipment, or materials from other firms appear in the exhibition space.
- (8) No exhibits can be moved out during show hours.
- (9) Exhibitors are strictly prohibited from occupying the aisles or public areas, as well as handing out brochures outside their booth stand. The organizer will confiscate all items in violation of the above without recourse for compensation. Violations will be recorded and participation in future show events will be affected.
- (10) The organizer is responsible for daily cleaning of public areas and passageways only.
- (11) Exhibitors have to take care of the cleanliness of their own booths.

#### 5. Booth Setup & Facilities (Form 1, P38)

- (1) A booth is 3m x 3m raw space only, including 500 watts (110V) electricity power supply.
- (2) The official contractors of Taiwan Trade show in 2020 are both **O-Ya Marketing Solution and Interior Design Co., LTD** and **Uniplan Taiwan Corporation**. For details please refer to "official contractor" on the exhibitor's page of the Energy Taiwan official website.

O'YA Marketing Solution and Interior Design Co., LTD.	Interplan International Corp. (Energy Taiwan 2020 official contractor)
Tel: +886-2-2655-2777 #173 Fax: +886-2-2655-2999	TEL : 886-2-2758-5450 FAX : 886-2-2729-3455

- (3) Exhibitors who have signed up for "**Raw Space**" booths (such space has NO equipment, water or power outlets), should contact one of the official contractors or arrange with other decoration contractors for set-up.

- (4) Exhibitors, who have signed up for the Organizer-provided **“Booth with shell scheme”** and who require additional equipment, such as furniture or extra electricity, must rent the equipment from the designated exhibition contractor who sets up the “Booth with shell scheme”. The designated decoration contractor of Energy Taiwan 2020 is Interplan International Corp.
- (5) Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any dispute.

## 6. Electricity and Water/Drainage Installation (Form 2, P49)

- (1) **Each booth is granted 500W of electricity free of charge.** Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online and use Form 2 for reference.
- (2) Discounts and surcharges will be applied in accordance with the stamped receipt date of application as listed:

Days receiving the application	Payment Terms (Discount/Surcharge)
Before Aug. 17, 2020	20% Discount Charge
Aug. 18 – Sep. 10, 2020	Set Price
Sep. 11 – Sep. 24, 2020	20% Overdue Charge
After Sep. 25, 2020	50% Overdue Charge

- (3) Exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
- (4) No application shall be accepted on or after the first day of move-in.
- (5) **Any cancellation must be made in writing 10 days prior to the opening for the show, after which 80% of duly paid charges will be re-funded. No refund will be made if request for cancellation is overdue.**

## 7. Exhibitor Badges

- (1) Exhibitors should apply badges online first. The above on-line registration will be closed on Sep. 25.
- (2) Non pre-registered exhibitors should go to the “Exhibitor’s Registration” counter at the Taipei NANGANG Exhibition Hall 1st floor during move-in hours to collect their badges by showing their business cards together with the completed Booth Construction Assurance.
- (3) Six exhibitor’s badges will be issued with the first booth and six for each additional booth provided.

**- Please follow the steps next page to register exhibitor badges -**

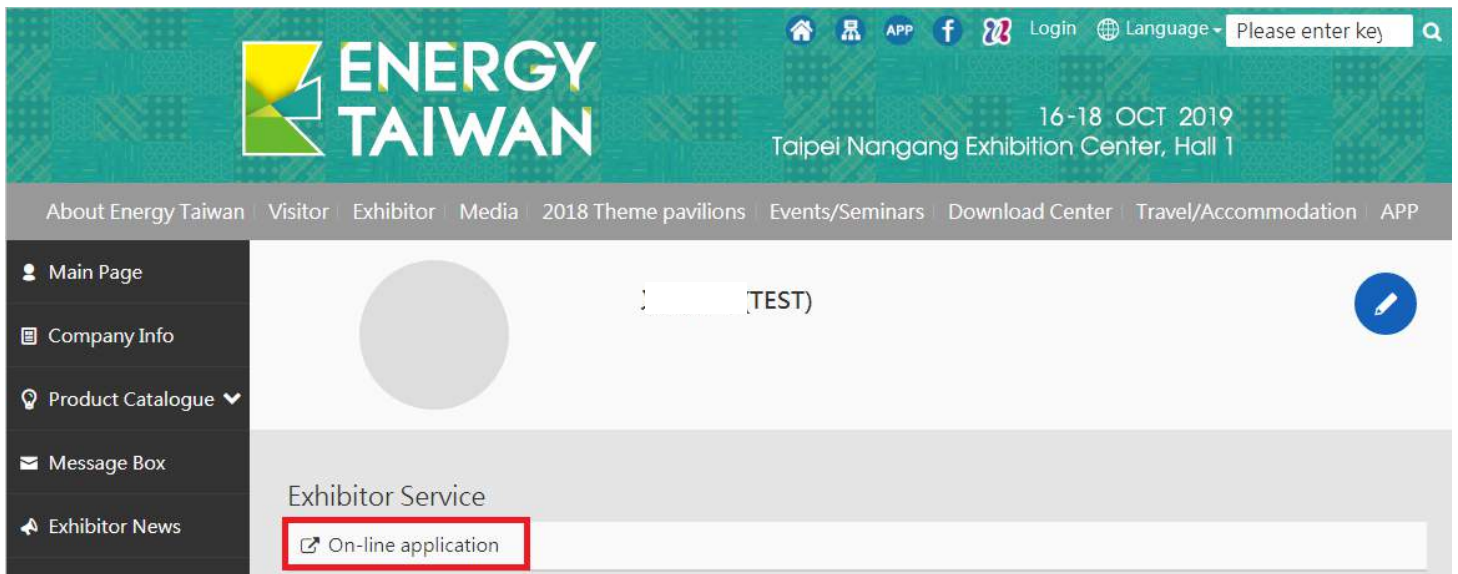




1. Login [My Energy Taiwan](#)



2. Click the on-line application



3. Click the “Apply” button

On-line Application System Energy Taiwan 2019 F10017871 Logout

TAITRA [Home](#)

Required	Apply	Item	Start Date	Deadline	Application No.	Application Status	Application Received	Received Date
*	<a href="#">Apply</a>	Badge Application	2019/06/17 00:00	2019/09/27 23:59				

4. Click the “Add a badge” button to fill in the information, or click the “Edit” button for revise



Company Name : 又欣公司 (TEST)  
 Rented Booth : 1  
 Available Badges : 6  
 Registered Badge(s) : 1  
 Remaining Badge(s) Still Available : 5  
 (Exhibitors will be allowed to apply for up to 6 badges with initial booth, and an additional badges will be allocated 6 for each additional booth.)

Name List :

	Name	Title	Country	Email	Date Created	Last Updated	<input type="checkbox"/>
<input type="button" value="Edit"/>	Kevin Chou		Argentina	energy@* * * *	2019/06/21 13:29		<input type="checkbox"/>

## 8. International Visitor’s Badge

International visitors are encouraged to pick up badges as early as possible at:

- (1) “**Pre-registered Visitor**” counter, if international visitors have pre-registered by [online pre-registration](#).
- (2) “On-site Registration ” counter, if international visitors have not pre-registered yet.
- (3) **Admission is free-of-charge for international visitors.**
- (4) Exhibitors shall not pre-register for International Visitor’s badges. Exhibitors should collect badges upon arrival at the Exhibitor’s Registration counter during exhibits move-in hours at the main entrance, ground floor.

## 9. Application for Temporary Import (Form 8 & 9, P65, P66)

- (1) Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents including the commercial invoice, and a packing list.
- (2) TAITRA will not consider applications, which are not duly signed.
- (3) The exhibitor shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor’s Manual, of which the essential points are set forth below:
  - A. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis including food and beverages).
  - B. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedure.

- C. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months; otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
- D. This applying company will pay in full the amount of, storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.

## 10. Application and Liability for Promotional Balloon (Form 6, P62)

The balloon should be raised in accordance with the following “Regulations Regarding Use of the Promotional Balloon. “ The exhibitor should take sole responsibility for the safety of the balloon. If there is any injury, financial loss or infringement upon the rights of the other participants or a third party, the exhibitor should assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and the exhibitor will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

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) Not exceed a diameter of 1.5 meters.
- (4) The top of the balloon should not be higher than 5 meters from the ground. Exhibitors are required to deposit NT\$50,000 (US\$1,600) and pay an additional non-refundable fee of NT\$10,000 (US\$340).
- (5) To apply for a promotional balloon exceeding 5m and less than 7m in height, exhibitors are required to deposit NT\$50,000 (US\$1,600) and pay an additional non-refundable fee of NT\$10,000 (US\$340).

### ● Small non-flying balloons

- (1) To be used for booth decoration.
- (2) The top of balloons should not ascend higher than 4 meters from the ground.
  - A. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
  - B. Those wanting to use balloon(s) should submit the appropriate application at least one month before show opening along with a deposit of NT\$50,000 (US\$1,600) and an additional non-refundable fee of NT\$10,000 (US\$340).
  - C. For every exhibitor violation of above regulation, a NT\$10,000 (US\$340) penalty will be deducted from the exhibitor’s balloon deposit.
  - D. TAITRA will remove improper balloons raised without permission.

## 11. Application for Wall Television / Sound System Setup (Form 7, P64)

(1) **Televisions or Big Screens.** Regulations for setting televisions on walls :

1. Walls must not exceed 2.5 meters in height.
2. 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.
3. The volume of the films or videos must not exceed 85 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.



(2) **Sound System.** Regulation for setting Sound systems:

5. A deposit of NT\$100,000 (US\$ 3,000) will be requested upon approval of the application. Electricity will be disconnected if the deposit of NT\$100,000 (US\$ 3,000) is not received by the organizer.
6. Anyone found, during the show period, using a sound system without approval will have to make apply and place a deposit of NT\$100,000 (US\$ 3,000), in addition, the applicant has to pay NT\$30,000 (US\$ 1,000) fee for using the sound system. Electricity will be disconnected until the procedure is completed.
7. 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\$100,000 (US\$ 3,000); Third, power will be disconnected.
8. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
9. Enclosed the check of NT\$100,000 (US\$3,000) as a deposit for sound system setup.
10. The organizer will return the check after the show if all regulations are followed. Otherwise, the deposit will be confiscated.

**12. Application for Construction of Second-Story Booth (Form 3, P52)**

- (1) In view of increasing demand for exhibition space, these Guidelines have been established
- (2) for the construction of second-story booths. To set up second-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
- (3) 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.
- (4) With booth units measuring 3m x 3m, **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 second-story booths.
- (5) To apply for the construction of second-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.
  - A. One copy of the application form
  - B. One copy of the booth layout plan
  - C. 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.
  - D. 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 second-story booths.
- (6) 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 full payment, as listed:

Payment date	Rate
Before Aug. 10, 2020	40% of ground floor unit rate
Aug. 10 to Aug. 29, 2020	70% of ground floor unit rate
Aug. 30 to Sep. 11, 2020	100% of ground floor unit rate
After Sep. 12, 2020	No applications will be accepted

- (7) 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.
- (8) 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.
- (9) The floor of the second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the second-story booths should not exceed 4 meters.
- (10) 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.
- (11) 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.**
- (12) 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.
- (13) 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.
- (14) 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>.
- (15) 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.

- (16) 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.
- (17) 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.
- (18) 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.
- (19) Limited to the ceiling height, 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.
- (20) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

### 13. Application for Construction of Booths Exceeding 4 Meters (Form 4, P56)

- (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 and be peninsula shape ( 3 sides of the booths facing aisles ) , 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 Sep. 16, 2020. Construction cannot begin without prior written approval from TAITRA.
  - A. One copy of the application form
  - B. One copy of the booth layout plan
  - C. 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.
  - D. 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 US\$3,000 (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 rent 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 event 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) Height of 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 70cm, 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 exceeds 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 Nangang Exhibition Center, Hall 1.
- (12) The constructor should exercise most caution 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.

#### 14. Forklift Service

- (1) Sun Shen Forklift Co., Ltd.  
Tel: +886-2-2505-4216, 2502-3732  
Fax: +886-2-2503-6091
- (2) Yi Chen Forklift Enterprise Co., Ltd.  
Tel: +886-2-8521-0088  
Fax: +886-2-2994-1223

※ Control and request for entry of vehicles:

- (1) There are three areas in the ground floor exhibition hall (ground level): I, J, and K. There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1st Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters).

Sizes for cargo entrance for each area are listed below:

Area I: Height 5 meters, Width 9.9 meters

Area J: Height 4.5 meters, Width 11.6 meters

Area K: Height 5 meters, Width 10 meters

Area L: Height 4 meters, Width 11 meters

Area M: Height

The maximum clearance height for trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

- (2) The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter. No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any



damages.

## 15. Online Promotions

### (1) Official Website ([www.energytaiwan.com.tw](http://www.energytaiwan.com.tw))

2020 Energy Taiwan provides you with the most complete and effective online promotion platform:

In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development Council (TAITRA) has constructed official website of 2020 Energy Taiwan.

Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products any time before, during or after the show (24 hours a day, 365 days a year). We highly recommend you to get the most out of our online promotion services offered by the official website to maximize the effectiveness of your participation of the show.

### (2) Basic Online Promotion

- **Who qualifies?** Exhibitors of 2020 Energy Taiwan.
- **What is the Basic Online Promotion (Free)?**
  - Product Catalogs → Upload 5 Product catalogs which will be shown in the detailed on your online company profile of the 2020 Energy Taiwan website.
  - Show-related News → Publish your company news which will be shown in the section of “Exhibitors’ News” on the 2020 Energy Taiwan homepage.
  - Exhibitor Service which includes: hotel reservation, message inbox, on-line application etc.

### (3) How to use Basic Online Promotion?

Step 1: Activate your account via mail.

Step 2: Create account ID and password.

Step 3: Log in on the 2020 Energy Taiwan official website. (Click “Exhibitor” → “[MY Energy Taiwan](#) Login”)

Step 4: Upload your product catalogues to gain more exposure.

\*Did not get the email for your account? Please contact [exhibitors@taitra.org.tw](mailto:exhibitors@taitra.org.tw)

## 16. Showground Facilities & Services (Subject to change without notice)

Service	Location
Press Room	4 <sup>th</sup> floor, northwest
	Publicity Manager: Mr. Kevin Chou
Food & Beverage	Café/ Buffet/ Fast Food/ Restaurant : 1 <sup>st</sup> Floor : Mr. Brown Coffee/ MOS Burger/ MICHAEL TU MESSE CAFÉ'/Hi-Life Convenience Store/Real Bakery/Chicken Master/EasyGoing(Vegetarian Food)/CoCo Fresh Tea & Juice
	3 <sup>rd</sup> Floor : Restaurants-
Currency Exchange	Room 145, 1 <sup>st</sup> Floor, Near Visitor Entrance J
ATM	Area K Lobby, 1 <sup>st</sup> Floor
Free Internet Service	Show Ground, on 1 <sup>st</sup> & 4 <sup>th</sup> Floor
Post Office / Electricity Service	Information Counter, 4th Floor, Near M Area Entrance
Express Courier	DHL, 1 <sup>st</sup> Floor, Near J Area Entrance
On-site Booth Setup & Facilities Contractor	Interplan International Corp. Contact: Matt Lee Tel: +886-2-2758-5450 #611 Fax: +886-2-2729-0720 Email: <a href="mailto:matt.lee@interplan.com.tw">matt.lee@interplan.com.tw</a>

### Transportation

Service	Information
Taxi Stand	Drop-off Point: Area J Entrance Pick-up Point: <b>B1</b> <b>*Passengers cannot pick up the taxi at any entrances on 1<sup>st</sup> floor during the show.</b>
By MRT	The Blue Line (Banqiao-Nangang Line) Station: Taipei NANGANG Exhibition Hall The Brown Line (Wenshan-Neihu Line) Station: Taipei NANGANG Exhibition Hall
Parking Lot	*B1, TWTC Nangang Hall *P2 & P3 Outdoor Parking Lots, North side of TWTC Nangang Hall (Charged by hours)
Taipei Nangang Exhibition Hall to Taiwan Tao Yuan Int'l Airport	05:00 – 23:00, Bus leaves every 20-30 minutes (Daily)



## 17. Floor Cleaning

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

## 18. Telephone Rentals and ADSL

Telephone connections to booths may be ordered only by the exhibitor's representative /agent in Taiwan. The representative/agent must apply directly to: Chunghwa Telecom Corp. Ltd.

Northern Taiwan Unit Group, Taipei Eastern Area Service Center.

Address: 130 Sung Jen Rd., Taipei, 11002, Taiwan Tel:

886-2-2720-0149

Charges are as follows:

- (1) Refundable Deposit: NT\$3,000 per telephone set
- (2) Installation Charge: NT\$1,000 per set
- (3) The Center will bill the subscriber for all calls within three months following the show.

## 19. Free WLAN Service

Wireless service name: TWTC Free

Wireless service area: Nangang exhibition 1st and 4th exhibition floor, 3rd, 5th ,6th floor.

The basic equipment of access wireless network:

- (1) Notebook (PDA, Smartphone)
- (2) Certificated Wi-Fi 802.11b/802.11g wireless network card (PCMCIA, USB, or builded-in card)

Attention to the wireless network service:

- (1) only provides the visited customer and the participation vendor receives email and browsing homepage, the Wi-Fi wireless network service will be restricted in the communication bottleneck (multi-user will cause connection interrupt) because, if you need good quality wireless connection service , please apply for ADSL.
- (2) uses when this service please by all means must cautiously protect your company and individual confidential data and the privacy, if has the lose or disclosure problem of commercial issue, you will voluntarily be responsible for this.

## 20. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts
- (2) no Responsibility for any losses or damages which may befall the person or property of the exhibitor regardless of cause.
- (3) Particular care should be taken on the final evening of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended especially during this period of time.
- (4) 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
- (5) Exhibitors are also advised to insure their exhibits for the time in which they are in storage.
- (6) The organizer is not liable for any damage, loss, or distress or harm caused to any person or any person's property on the exhibition ground regardless of cause.



## 21. Travel Arrangements

- (1) Flights  
Book your flights with the official airlines via our web site: [www.energytaiwan.com.tw](http://www.energytaiwan.com.tw)
- (2) Hotel accommodations  
Directly make hotel reservations with special rates negotiated by the organizer.  
(See our website at [www.energytaiwan.com.tw](http://www.energytaiwan.com.tw))
- (3) Tours  
Travel Service Center on Ground floor, by Main Entrance is open during show days.

## 22. Personal Information Protection

The personal information in Energy Taiwan application forms will only be used for personal contact by phone, mail and other means of communication in the years 2020-2022. Those who wish to exercise any of the following rights, please contact Energy Taiwan organizer:

1. Make inquiry and request for a review of personal information;
2. Make request for duplications of personal information;
3. Request to supplement or correct personal information;
4. Request to end collection, processing or use of personal information; and
5. Request deletion of personal information

\* This English-language abridged version of the Energy Taiwan 2020 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.

## 23. TERMS AND REGULATIONS FOR PARTICIPATION

### REGULATIONS ON WORK AT TAITRA VENUES

June. 2019 revised

#### Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition Hall (hereinafter referred to as "TaiNEX 1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, Hall 1 (hereinafter referred to as "NANGANG Exhibition Hall 1"). TAITRA will also manage and operate the Taipei World Trade Center Exhibition Hall 3, as per the agreement signed with the National Property Administration. For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts and guarantee all exhibitors will follow these regulations during the exhibition event, and during the construction of the exhibition site, a safety and health personnel shall be assigned to monitor the construction work done by the exhibitors are according to the specification.
- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:
  - (I.) *Leaseholder*: Exhibition or event organizer.
  - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
  - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.
- VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety"( TAITRA encourages the construction workers to obtain a valid Taipei City Government Employment Security Card.) and receive a TAITRA class certificate before applying for the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for a TAITRA class

certificate and the Exhibition Ground Service Permit, please see the enclosed attachment.

VIII. Leaseholders and their exhibitors or employers are required to comply with the specifications of the "TAITRA Venues Operation Rules", "Exhibition Manual" and "Regulations on Work at TAITRA Venues". If there is a violation, relevant penalties will be conducted.

## Chapter 2: Occupational Safety & Health Matters

I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form. And fill the "TAITRA Letter of Undertaking for Pre-Construction Safety and Health", allows entrance to the exhibition hall for construction, and also for the reference of competent authorities.

II. TAITRA's applicable health and safety regulations can be downloaded from the following website:

<http://www.twtc.org.tw/content/E/E3b.asp>

## Chapter 3: Regulations for Booth Decoration

### I. Design and Structure:

1. The maximum height of each booth is 2.5 meters (display items and space between booths included), and the height of signs can be up to 4 meters (The height limit for 2nd floor exhibition is 2.2 meters and the sign can be increased to 2.3 meters). The length of booth walls must be less than half the length of booth frontage with the length of sealed walls not exceeding 9 meters.
2. Exhibitors who require two-story booths must submit their application forms (Construction plans should include height operations related hazards prevention plans, such as the height of the fence, the way of setting up scaffold, material decoration and demolition manner, or other occupational safety and health laws and regulations related to the requirements of objects falling and flying damage prevention measures and other documents) and pay the corresponding fee in advance according to the rules for two-story booths.
3. Under special conditions, if exhibitors must construct extra-high structures (higher than 4 m and less than 6 m), the leaseholder must submit the affidavit for those exhibitors, a copy of the public liability insurance, third-party liability insurance and the structure design/location design blueprints to the management unit and agree to pay the fee for extra-high structures 15 days before the exhibition. Only exhibitors who rent more than four booth spaces are permitted to construct extra-high structures, and the height of each structure cannot be more than 6 meters; its periphery must decrease by 1 meter from the edge of the walkway. The fee for extra-high structures is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square meters (tax included). If the area exceeds 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square meters, the fee is still NT\$100,000.
4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)

5. The area of booth decoration cannot be more than half of the booth's total sealed area.
6. Special Regulations for NANGANG Exhibition Hall 1: The top opening of each booth (two-story booths included) cannot be covered with curtains or wooden boards. If there are any special decoration needs, leaseholders should submit an application to get the permission for special decorations from the management unit.
7. Special Regulations for TaiNEX 1:  
 If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-story booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
8. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
9. No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
10. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 meters. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.
11. All booth backboards, billboards, etc., that span more than 9 meters long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
12. If the ceiling installed on booths is more than 6 meters in height, the appropriate support (column) shall be provided. Any visible sinking of the ceiling is considered major violation and will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
13. The horizontal structure (rod) that span over two consecutive booths 6 meters in height should be set to a considerable degree of stiffness. The vertical column or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances is a major violation which will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
14. When building a 2-story booth, the lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. If transverse or lateral support is not setup, it will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
15. Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or



external forces, they will sustain the stability of the booth structure.

16. TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.

17. Special regulations for NANGANG Exhibition Hall 1:

There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 meters wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares meters.

18. Special regulations for the Taipei International Convention Center:

(1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 meters, except for those on the side with air conditioning units. The height for other sides may reach 4 meters, and raised parts should be set up 0.5 meters away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.

(2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 meters. Their design and dimensions must first be approved by the management unit, and only then can they be set up.

(3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 meters tall and 5 meters wide. The position of the billboards cannot be more than 70 centimeters from the wall and no objects can be attached to the surface of the wall.

(4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 meters in width and 4.5 meters in length. There are a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.

(5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)

(Chinese)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=zh-tw&Sort=13>

(English)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=13>

(6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 meters above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 meters above the floor and are placed at 1.29 meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29 meter intervals.

(7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag hanging rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95 meter intervals.

(8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of

meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 meters apart have them strengthened with wood strips to prevent the boards from breaking.

- (9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.
- (10) The suspension system and hanging equipment (lamps, advertising light boxes, audio speakers, TV wall, etc.) above the stage shall not exceed the weight limit. If such violation occurs, the stage will be closed for replacing the hanging equipment. Otherwise, the stage will be forbidden for any performance.
- (11) When the suspension system above the stage is in operation, signals should be set to command contact personnel, and provides a unified command signal. Crew is strictly prohibited from entering underneath the hanging objects, hanging chain, or cable while lifting operations are in progress.
- (12) It is strictly forbidden to smoke, drink water, stack debris and rest in electrical room.

## II. Special decorations and facilities:

### 1. TV wall and large screen wall:

If TV walls, large screen walls, or other facilities are required, please follow the regulations listed below:

- (1) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (2) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (3) TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- (4) Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

### 2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder. Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. The maximum height of large advertising balloons shall not exceed 7 meters from the top of the balloon to the ground. Large balloons that are more than 5 meters above the ground require payment of a fee of NT\$10,000 per balloon; balloons that are less than 5 meters from the ground are free of charge. The top of small decorative balloons cannot be higher than 4 meters from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
- (2) Tethered balloons can only be filled with air or non-flammable gas.
- (3) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall, second floor H area of TaiNEX 1 and TWTC Exhibition Hall 3.

### 3. Stage and sound equipment:

Stage and sound equipment set up in a booth shall comply with the following regulations:

- (1) The edge of the stage shall be at least 50 centimeters back from the baseline of the booth, and retreat in



the same proportion if the height of the stage is over 50 centimeters; and the loudspeaker shall face inward towards the booth, with speakers angled downward. Sound volume shall be maintained below 85 decibels, and adjacent booths cannot conduct events on stage or simultaneously use the loudspeakers.

(2) The leaseholder shall require all exhibitors to abide by the aforementioned regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.

(3) Violations will be processed in three stages:

Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for fourth time offenders, and NT\$20,000 for fifth time offenders.

Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.

4. Wireless microphone equipment:

Leaseholder must apply to the management unit for approval for the maximum microphone level and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation pursuant to the three stages listed above.

### **III. Utility Installation Management:**

1. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.

2. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.

3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.

4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completed their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (with the exception of lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility.

5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.

6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths will be cut off if violators do not make improvements upon receiving notification. All lighting equipment shall not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.
7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purpose only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT\$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:
  - (1) First level, self-management:
 

Electrical and plumbing engineers with Level A Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the setup period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the setup period ends. Electricity will be temporarily shut off at booths that do not complete and pass the electrical safety inspection and remain off until the inspection is completed or the deficiency has been corrected.
  - (2) Second level, supervising unit inspections:
 

Before electricity is connected, management's electrical and plumbing maintenance contractor and TAITRA electrical engineers shall complete the electrical safety inspection. Booths that fail to pass inspection will not be supplied with electricity, and an Improvement Notice will be posted. After the booth completes the necessary improvements and is re-inspected and verified by management unit, electricity will only then be supplied to the booth.
  - (3) Third level, third-party inspections:
 

Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation and exhibition hall's electric switch boards on the day electricity is to be connected.
  - (4) The electrical switch boxes in the exhibition hall are strictly forbidden to be opened during non-operating hours, and the electrical switch boxes shall not be used to exhaust gas.
  - (5) The connection of electricity shall be in accordance with the provisions of Article 276 of the Occupational Safety and Health Facilities. The opening and closing of the switch shall be true and the locking device shall be locked after operation.

#### **IV. Fire safety management:**

1. If a single level booth is designed with a ceiling to seal the top, or if a two-story booth (regardless if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers.
2. Special regulations for NANGANG Exhibition Hall 1 and TaiNEX 1:



Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been verified by a specialized agency. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: NANGANG Exhibition Hall Booth Decoration with Flameproof Materials).

### 3. Special Regulations for TaiNEX 1:

Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TaiNEX 1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TaiNEX 1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

- (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
  - (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
  - (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2nd District HQ.
  - (4) A breaker for the gas supply shall be installed.
  - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
  - (6) Complete TAITRA TaiNEX 1 and Exhibition Hall 3 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

### V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

### VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 centimeters from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.



## VII. Other

1. Water, flower, and meal delivery personnel are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
3. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.
5. Nails cannot be used on exhibition ground, walls, columns ceilings and other facilities, or to cause any damage.
6. All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.

## Chapter 4: Site Access Control

### I. Traffic control:

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. But diesel forklifts are prohibited inside the exhibition halls (with the exception of machinery exhibitions).
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). If a vehicle's exit time is delayed due to traffic congestion inside the exhibition hall, after receiving the seal of a security guard hired by TAITRA as proof, a lateness period of 20 minutes will be waived. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.
3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Leaseholders must apply for permission from TAITRA for aerial lift work vehicles to enter the showground in order to be admitted for operation.
5. Special regulations for TaiNEX 1 and Hall 3:
  - (1) The maximum load capacity of Exhibition Hall 1's ground floor is 1,300 kg/m<sup>2</sup>. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2nd floor of TaiNEX 1 is 400 kg /sq. meter ; weight capacity for TWTC Exhibition Hall 3 is 2 tons / sq. meter)
  - (2) No vehicles shall pass through the post office or the front of the glass elevator areas.
  - (3) Relevant load capacity limits are listed below

Regulations regarding the ground floor load capacity of TaiNEX 1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter. The maximum load (weight including machinery, display facilities and staff) per booth (in 9 square meters) is 11.7 tones.

2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 meters.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the two vehicles should maintain a distance of at least 9 meters.
4. Load restrictions for crane trucks	(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closer than 9 meters. (2) Wooden boards or steel plates must be used underneath load supports as padding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) Limit for the number of diesel forklifts: In principle, TaiNEX 1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).
- (6) The entrance of TaiNEX 1 is 4.2 meters high and 7 meters wide; the entrance of TWTC Exhibition Hall 3 is 5 meters high and 6.5 meters wide (however, the exhibition area of Exhibition Hall 3 is 4.47 meters high). Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):
- i. Entry during work hours (6AM to 7PM during business days):  
 Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work. The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.
  - ii. Operation during non-business hours  
 (national holidays, and after 7PM and before 6AM on business days):  
 Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.

iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.

(8) If grapple trucks are required, the leaseholder should apply in advance. The operation of grapple trucks is limited to areas A, B, and C of TaiNEX 1. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 06AM on business days. There are no restrictions on operating times on weekends. However, the organizer should take into consideration the time required for preliminary work such as removal of water and electricity items as well as carpets. Exhibition and event organizers shall submit the TaiNEX 1 Grapple Truck Entry Application Form to the management unit five days prior to the entry of the grapple truck. TAITRA may reject or approve the application based on safety concerns. The World Trade Center Exhibition Hall 1 only allows up to 4 grapple trucks at any given time. Previously stated provisions for exhaust emissions and cost of security personnel shall apply.

(9) Cranes trucks and grapple trucks are not allowed to operate in the TWTC Exhibition Hall 3.

6. Special regulations for NANGANG Exhibition Hall 1:

(1) Exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 meters and height of 6 meters. Vehicle height limit is 4 meters).

(2) The height and width of cargo entrances at each area are:

- Area I: 5 meters high, 9.9 meters wide
- Area J: 4.5 meters high, 11.6 meters wide
- Area K: 5 meters high, 10 meters wide
- Area L: 4 meters high, 11 meters wide
- Area M: 8.5 meters high, 11.9 meters wide
- Area N: 4 meters high, 10.1 meters wide

The vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is 4 meters. If total height of a vehicle or its cargo exceeds 4 meters, an application must be submitted to the management unit (including 4.25 meter extra height container trucks). Only after receiving approval can a vehicle enter the site and only by taking the designated routes.

(3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m<sup>2</sup>, and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m<sup>2</sup>. Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration loads that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(4) Load capacity regulations for vehicles entering/exiting the exhibition hall:

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for those with more than two axles. (2) Minimum safe distance between two vehicles is 6 meters.

<b>2. Load restrictions for forklifts</b>	<p>(1) An individual forklift's total load should not exceed 18 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters.</p> <p>(3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters.</p> <p>(4) Each loading and unloading shall not exceed 50 minutes.</p>
<b>3. Load restrictions for cranes</b>	<p>(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading shall not exceed 50 minutes.</p>

<b>Sky Dome Exhibition Hall (includes ramps and unloading platforms)</b>	
<b>1. Vehicle load restrictions (including the combined weight of vehicle and goods)</b>	<p>(1) Maximum of 15 tons for dual-axle, 35 tons for those with more than two axles.</p> <p>(2) The minimum safety distance between two vehicles is 6 meters.</p>
<b>2. Load restrictions for forklifts</b>	<p>(1) An individual forklift's total load should not exceed 8 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters.</p> <p>(3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters.</p> <p>(4) Each loading and unloading shall not exceed 50 minutes.</p>
<b>3. Load restrictions for cranes</b>	<p>(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading shall not exceed 50 minutes.</p>

- (5) For trucks with total weight exceeding 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must first submit an application to NANGANG Exhibition Hall 1, at least 20 days in advance by filling out the TAITRA Taipei NANGANG Exhibition Center Hall 1 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for NANGANG Exhibition Hall 1's approval before giving access to the exhibition hall during the permitted time period.
- (6) No grapple trucks are allowed outside the exhibition hall and its perimeter (entrances, sidewalks, squares, unloading areas, and parking lots).

7. Special regulations for Taipei International Convention Center:

- (1) Decorative materials should be delivered through the underground parking lot, and only cargo elevators 11, 13, and 14 shall be used for delivery. The dimension and weight of the material shall be within the specifications displayed on each cargo elevator (see graph below). Also, to avoid collisions, proper attention should be paid to the posted different ceiling heights between entrances, exits and corridors.

Elevator number	Length (meters)	Width (meters)	Height (meters)	Load (kilograms)
11	6	2	2.2	4,500
13, 14	2.5	1.5	1.8	1,600

- (2) Those requiring the use of balloons for decoration must inflate the balloons with a safe gas (helium or air) and those using flowers should trim them in the B1 pick-up area. When doing floral arrangements on site, plastic tarps should be placed under the flower baskets to cover the entire working area, which should be cleaned afterwards.
- (3) The load limit for the exhibition floor is 400 kilograms per square meter, and the height of a booth is limited to 2.5 meters. Walkway between booths should be at least two meters wide.
- (4) Carpet should be laid in all exhibition (display) areas, including booths and public passages. All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

**II. Operation procedures for entering the site**

- 1. All work by on-site decoration contractors should be completed by no later than one day before the exhibition opens. If a contractor cannot finish on schedule, they should apply for an extension to use the area and pay all related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.
- 2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
- 3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.



4. If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.
5. For all decoration work, the leaseholders must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
7. Leaseholders must submit copies of their exhibition work permits to the management unit 3 days prior to site entry to permit security guards at the entrance use them for reference.
8. Decoration contractors should take measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.

### III. Operation procedures for leaving the site

1. When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
2. Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed. A fine in the amount of NT\$2,000 to NT\$5,000 will be imposed on offenders according to the penalties.
3. All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
4. Special regulations for NANGANG Exhibition Hall 1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finished operations before 10PM. Leaseholders have to consider the length of time needed for set up and site removal, and allocate reasonable and sufficient amount of time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Leaseholders are held fully accountable for any damages to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.  
(Note: if any exhibition or decoration item exceeds the maximum height and width of an entrance/exit then it must be dismantled before entry or exit. Those that cause damage to the facility due to improper handling shall be liable for compensation).

## Chapter 5: Responsibilities

### I. Risk Sharing

1. During the exhibition or event, exhibitors shall assign personnel in monitoring their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, TAITRA shall not be held responsible.
2. If due to improper installation, operation, maintenance or management during the exhibition or event (including set up before the exhibition and dismantling after the exhibition), a booth's facilities, objects, or

exhibits cause injury, death, or financial loss to the exhibitor's personnel or a third party, the exhibitor and its decoration contractor shall be held fully liable for all compensation and legal responsibility. TAITRA shall not be held accountable. The exhibitor and the decoration contractor are responsible for the strengthening all safety measures and the purchase of suitable insurance policies.

3. In order to maintain the safety of the exhibits, leaseholders shall install security cameras at the exhibition hall, and exhibitors shall take care of their own exhibits and valuable properties. If necessary, exhibitors may install security cameras at their booths. If exhibits or properties are damaged or lost, TAITRA will not be held responsible.
4. If an exhibition hall's facilities are damaged during construction or transportation, the damage shall be repaired or compensation shall be made. If property damage, injury, or death has occurred as a result of a construction accident, the leaseholder shall be held fully responsible for handling the situation and shall bear the relevant legal responsibility.

## II. Procedures for handling violations

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:

- (1) First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked
- (2) Second offence: a warning ticket and 1 penalty point will be issued
- (3) Third offence: a warning ticket with 2 penalty points will be issued

Each subsequent smoking incident will result in additional penalty points. If the violator is an employee of a decoration contractor, once three points have been assigned the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year, and will be prohibited from entering all TAITRA exhibition halls for construction work.

2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers or bringing pets while working on site. But if due to the display needs, must bring pets admission, those who have applied in advance and permitted by TAITRA, do not apply.

3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:

- (1) Cut off water and electricity supply.
- (2) Close the booth and ban the exhibit.
- (3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an exhibition organized by TAITRA for the next 2 years.

(4) One or more of the following punitive actions may be taken, depending on the severity of the violation:

- i. Every violation is subject to a fine of NT\$ 2,000 to \$5,000 for the leaseholder (overdue fines will be double deducted from deposit paid) and / or issuing violation notice to contractor to improve within the time limit. If not improved by the deadline, 1 violation point will be issued for general violation and 2 points for major violation (each booth is calculated separately and then add up). If 5 points are accumulated within a year, work permit will be cancelled and no entry into any exhibition halls or venues affiliated with TAITRA for the next 12 months.

ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT\$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT\$10,000, and an additional NT\$10,000 will be added for each repeat



offense.

- iii. Violators who were fined more than twice within one year will be prohibited from entering TAITRA exhibition halls to perform construction work for the next two years.
- iv. Photos will be taken as proof and all work will be suspended and the violator will also be asked to leave the exhibition hall.
- v. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.

## 24. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

### 1. General Information

- (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). TAITRA is not in a position to be a consignee for exhibits imported on a duty-paid or deposit basis.
- (2) The following items must be imported on a duty-paid or deposit basis:
  - a. Non-commercial samples
  - b. Giveaways or promotional articles
  - c. Posters, photo panels, catalog, 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 endorsement 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 (Download Online)

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 being removed from 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: 2020 Energy Taiwan

Show Dates: Oct. 16-18, 2020

Show Site: Taipei Nangang Exhibition Center, Hall 1

Exhibitor: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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 Taoyuan International Airport no later than TWO weeks, to allow sufficient time for customs clearance. Exhibits arriving at Taichung or Kaohsiung must reach destination ONE week earlier than the above-mentioned schedules. 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 2A20, 5, Hsin-yi Road, Section 5, Taipei, Taiwan Tel:  
 886-2-2785-6000  
 Fax: 886-2-2785-6701  
 E-mail: [noel.tao@eurotran.com](mailto:noel.tao@eurotran.com)
- (2) Triumph Express Service Co., Ltd.  
 Room 2A21, 5, Hsin-yi Road, Section 5, Taipei, 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, and re-export formalities. 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 R.O.C. customs:

- A. 2 copies of Original Ocean Bills of Lading/Airway Bills
- B. 4 copies of Commercial Invoices & Packing Lists
- C. 2 copies of Exhibit Catalogs
- ◆ The Application Form 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.