



Fastener Taiwan 2020



Exhibitors' Manual

OCT 14-16, 2020

Kaohsiung Exhibition Center

Organized by



Bureau of Foreign Trade,
MOEA

Co-Organized by



KAOSIUNG CITY
GOVERNMENT

Implemented by



Taiwan External Trade
Development Council (TAITRA)



Taiwan Industrial
Fasteners Institute (TIFI)



INDEX

1. Checklist.....	2
2. General Information.....	3
3. Terms and Regulations for Participation.....	6
4. Customs Regulations for Foreign Exhibits.....	8
Form 1 : Exhibitor's Press Release.....	9
Form 2 : Advertising In The Official Directory's Compact Disc.....	10
Form 3 : Instructions on access and use of utilities.....	11
Form 3-1 : Fees for utilities.....	12
Form 3-2 : Approximate power consumption for various appliances.....	13
Form 3-3 : Applying for various utilities.....	14
Form 3-4 : Utility floor plan.....	15
Form 4 : Booth Construction Assurance.....	16
Form 5 : Application for Extra Exhibitor's Badges.....	17
Form 6 : Promotional Balloon Application and Liability Form.....	18
Form 7 : Online Marketing Services.....	19
Appendix 1 \ Notes for Show Operations at Kaohsiung Exhibition Center.....	20



CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending the **FASTENER TAIWAN 2020**. If the services are required, please return the completed forms to the designated person by the deadline. Services will not be guaranteed if the related forms are returned later than the deadline.

Services / Items	Deadline	Remarks	Page
Booth Rental Payment : Balance Due	ASAP	Notice will be issued after booth allocation	---
Exhibitor' s Press Release (Free Service)	Aug. 28, 2020	Form 1	9
Advertising in the Official Directory' s Compact Disc (Free Service)	Aug. 28, 2020	Form 2	10
Electricity Requirements	Sept. 4, 2020	Form 3 、 3-1 、 3-2 、 3-3 、 3-4	11~15
Booth Construction Assurance	Aug. 28, 2020	Form 4	16
Application for Extra Exhibitor' s Badges	Aug. 28, 2020	Form 5	17
Promotional Balloon Application / Liability	Aug. 28, 2020	Form 6	18
Online Marketing Services	ANY TIME	Form 7	19
Exhibitor Information Packs : 1. Exhibitor' s Badges 2. Official Directory	Oct. 12-13, 2020	Pick up at the Information Counter by showing your name card to the staff during Oct. 12-13 (1) 4 badges for each standard booth, 2 for each additional booth. (2) 1 free copy of Official Directory for each exhibitor.	---



GENERAL INFORMATION

1. Show Dates & Hours

Oct. 14-16 9 a.m. ~ 5 p.m.

*Admission:

- (1) For professional visitors in related industries: Please fill in the registration form and present your business card at the registration counter to collect your admission badge (both overseas and domestic).
- (2) Children under 12 years of age are not allowed to enter.

***Please dress properly and do not wear slippers.**

2. Show Venue

Kaohsiung Exhibition Center
(No.39, Chenggong 2nd Road, Qianzhen Dist., Kaohsiung 806, Taiwan, ROC)

3. Exhibitors' Entrance Hours to Showground

Oct. 14-16 **From 8 a.m.**

4. Exhibits Move-in & Move-out

	Date	Hour	Remarks
Move-in	Oct. 12-13	8 a.m. – 10 p.m.	Please complete all decoration before move-in period ends.
Move-out	Oct. 16	5 p.m. – 10 p.m.	Hand-carry or small exhibits only. Vehicles are not permitted to enter showground.
	Oct. 17	8 a.m. – 5 p.m.	All exhibits and booth construction /decoration materials must be removed before move-out period ends.

5. Contact Persons

Name	Tel : 886-2-2725-5200	Email	Regarding
Jessica Cheng	Ext. 2984	jessicacyc@taitra.org.tw	Show Manager
Brook Lai	Ext. 2990	yuling@taitra.org.tw	Media / Publicity
Rosa Wang	Ext. 2204	rosawang@taitra.org.tw	Event
Ms. Lin	Ext. 2287	power2287@taitra.org.tw	Electricity Application

6. Booth Setup & Facilities

- (1) Booth for shell scheme package includes: raw space (9 sqm), 110V/500W electricity, standard partition, carpet, company name fascia, 4 spotlights (100 W), 3 Socket (100 V/ 500 W), 1 waste bin, 1 table and 3 chairs.
- (2) Each booth is supplied with 110 Volts 500 watts power free of charge.
- (3) Exhibitors must pay the official construction contractor directly for any additional equipment or booth furnishings they request.

-Official Contractor: Interplan Internaitonal Corp.

-Contact: Tim Lee 886- 2-2758-5450 Ext: 656, Email: tim.lee@interplan.com.tw

7. Electricity Installation

Each booth is supplied with 110 Volts 500 watts power free of charge. Exhibitors requiring



additional or heavy-duty power supply in the name of the exhibitor using **Form 3~3-4**.

8. Show Days

- (1) No exhibits can be moved in or out during show hours. If exhibit has to be carried in, it should be done from 08:00 a.m. to 09:00 a.m.
- (2) Exhibitors should display their company name and booth number on their sign boards within the 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.
- (4) Use of microphones and retail sales are permitted.
- (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 justifiable 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 to him or have representatives, equipment, or materials from firms other than his own appear in the exhibition space.

9. Exhibitor Information Packs

- (1) All exhibitors should register (please present your business card) at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).
- (2) 4 exhibitor badges will be offered with the first booth and 2 more for each additional booth. These will serve as entry passes and must be worn to enter the showground. **Additional badges cost NT\$300 each.** (Please fill in **Form 5**)
- (3) Each exhibitor is provided with 30 Chinese/English invitations per booth for inviting potential buyers to visit the show.
- (4) For overseas buyers, please register online at www.fastenertaiwan.com.tw. Or register on-site during Show Days.
- (5) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory.

10. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any loss or damage which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final evening of the show when risk of loss of goods is greatest. Exhibitors should not leave their booths unattended during this period of time.
- (3) 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.



- (4) Exhibitors are also advised to insure their exhibits while in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

11. Advertising in the Official Directory

- (1) Advertising in the Official Directory's Compact Disc (free service). Please email your product catalogue (A4 size) with **Form 2** or apply online for your product catalogue, and we will make sure it's added to the Official CD-ROM Directory
- (2) One Official Directory will be offered to each exhibitor free of charge. The directory will not only be available for sale during the show, but will also be distributed following the show to buyers who could not attend the exhibition.
- (3) Exhibitors are eligible to place advertisements in the Official Directory so as to give their products maximum market exposure. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector.
- (4) To place advertising space, please contact the official publishing agent at :
China Economic News Service
Mr. Lin
Tel : 886-2-8692-5588 Ext. 2080

12. Regulations Regarding Use of the Promotional Balloon

Any exhibitor wishing to use BALLOON 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. The top of the balloon should not be higher than 5 meters from the floor.
 4. Exhibitors are required to deposit NT\$50,000(USD1,700).
1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
 2. Those wanting to use balloon(s) should submit the appropriate application (**Form 6**) before Janiaru 31, 2018 along with a deposit of NT\$50,000.
 3. For every exhibitor violation of above regulation, a NT\$10,000 penalty will be deducted from the exhibitor's balloon deposit.
 4. TAITRA will remove improper balloons raised without permission.

13. Unforeseen Occurrences

In the event of any occurrence not covered in this manual, the decision of the organizer shall be final.



TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

- a) When signing the prescribed application forms, participants agree to follow all the existing Regulations and further Regulations that might be made to modify them.
- b) Once signed and submitted by the Applicant and confirmed by the Show Management, the contract will be established and come into effect.
- c) Violations of the Regulations can result, by decision of the Show Management, in the exclusion of transgressors whose damage claim, if any, will be rejected.

2. Payment Schedule

A down payment is required with the space application. The balance of space rental fee is due after space allocation. A debit note for this balance will be sent to the applicant. In the event of cancellation, the down payment will not be refunded under any circumstances.

3. Adherence to Copyright Patent Laws

- a) It is strictly forbidden to display logos, licenses or patent registered by other companies.
- b) Violations will result in immediate removal of displays, with two years suspension from exhibiting in all shows organized by TAITRA. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

4. Space Assignment & Unoccupied Space

- a) The Show Management will determine the number and location of booths assigned to each Exhibitor, in accordance with the nature of the exhibits or in the manner Show Management deems appropriate.
- b) The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

5. Sub-letting of Space

The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space or have representatives, equipment, or materials from firms other than his own in the exhibit space.

6. Venue & Show Dates Change

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the Exhibition, Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

7. Construction/Decoration of Stand and Removal of Exhibits from Hall

- a) All exhibitors ought to comply with all regulations in the Exhibitors' Manual and complete their construction and/or decoration by the date and time stipulated by the Show Management.
- b) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show Management. They will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.



8. Insurance

- a) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to take out adequate insurance (fire, theft, water, accident, natural disasters and the 3rd party liability, etc.) for their exhibits during the exhibition (including build-up and dismantling period).
- b) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition (including build-up and dismantling period).

9. Exhibit Limitations

Advertising materials such as signs, posters and other advertising decorations can be extended to a total height of 400cm.

10. Security & Organizer's Liability

- a) The Show Management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.
- b) During booth erection and dismantling periods and during the show, booths must be manned by exhibitors at all times.
- c) The Show Management shall not be held accountable or liable for any damage, loss, harm or injury to any person or the property of the exhibitor or of the exhibitor's officers, and / or employees, agents, visitors which result from theft, fire, water, accident natural disasters or any other cause.
- d) All exhibitors are requested to turn off the power supply before leaving the exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6:30 p.m. each day.
- e) Exhibitors should comply with a fire control regulation. If any fire occurs due to the improper installation of decorations, construction or use of electric appliances, the exhibitor will be legally responsible for any loss or damage, and pay penalties of up to NT\$100,000 to TAITRA.

11. Operation

- a) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- b) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume of any display should not exceed 85 dB.
- c) The Show Management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odor, the emission of stimulating gases, volatile organic chemicals or other pollutants.

12. Supplementary Clauses

- a) Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the exhibition.
- b) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.

13. Note : Those submitting applications can expect to receive further information about TAITRA trade shows in the future.



CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

1. General

- (1) Please fill out the form at the bottom attached with products catalogs, invoice and packing list to get the Exhibitor Certification from Mr. Jasber Yeh fastener@taitra.org.tw. After getting the certification, please apply for deposit import through the official customs broker listed at below.
- (2) The following items must be imported on a duty-paid or deposit basis:
 - a. Non-commercial samples
 - b. Give away or promotional articles
 - c. Posters, photo panels, catalogues, 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 endorsements 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 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.

3. Official Forwarders

- (1) Eurotran Expo Service Co., Ltd.
Contact Person: Tricia Chiu
10F No. 455 Chongyang Rd., Nangang Dist., Taipei City 115 Taiwan
Tel: 886-2-2785-6000 Fax: 886-2-2785-6701
E-mail: tricia.chiu@eurotran.com
- (2) Kaohsiung Office
Contact Person: Ricky Chen
Tel: 886-7-537-7000 Fax: 886-7-537-6060
E-mail: ricky.chen@eurotran.com

4. Shipping Mark

Show Name : <u>Taiwan International Fastener Show 2020</u>
Show Dates : <u>October 14 – 16</u>
Show Site : <u>Kaohsiung Exhibition Center</u>
Exhibitor : _____
Booth Number : _____



FORM 1

EXHIBITOR'S PRESS RELEASE (Free-Of-Charge)

For publicity purposes, please fill out the following form and return with your latest product pictures or catalogues. Simply mail to the following address before **August 28, 2020**:

Ms. Brook Lai, TAITRA
Exhibition Department, Section 8
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel : 886-2-2725-5200 Ext. 2990
Fax : 886-2-2720-2027
E-mail : fastener@taitra.org.tw

This document will be displayed in the Press Room during show days.

PRODUCTS	
FEATURES	
MAJOR MARKET	Local Buyers:
	Overseas Markets:
REMARKS	

Company Name : _____

Booth Number : Area _____ Number _____

Address : _____

Tel : _____ Fax : _____

E-mail : _____

Contact Person : Ms. / Mr. _____

Deadline: August 28, 2020





FORM 2

ADVERTISING IN THE OFFICIAL DIRECTORY'S COMPACT DISC (Free-Of-Charge)

1. Each exhibitor will have one page of product catalogue (A4 size) in the Official Directory's compact disc. Take advantage of this offer by mailing your information to the e-mail listed below.
2. The digital file's dimensions should be :
 - (1) JPG 、 GIF format
 - (2) 608 pixels (W) x860 pixels (H)
 - (3) Resolution : 150 dpi resolution
 - (4) Use your company name as the file name, for example: shimano.jpg.

Exhibitor	
Booth Number	
Contact Person	
Tel	
Fax	
E-mail	
Signature	
Date	

※Please fill out the form above and return this copy with your file of your product catalogue via e-mail.

Mr. Jasber Yeh, TAITRA
Exhibition Department, Section 8
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel : 886-2-2725-5200 Ext. 2983
Fax : 886-2-2720-2027
E-mail : fastener@taitra.org.tw

Deadline: August 28, 2020





FORM 3

INSTRUCTIONS ON ACCESS AND USE OF UTILITIES

1. Each booth is supplied with 110 volts (500 watts) power free of charge. Total free electricity for each exhibitor can be tallied by multiplied quota by number of exhibitor booths. No extra utility fees will be charged, if the power consumption of an exhibitor is less than the total free electricity quota or one does not apply for 220V power; water piping & drainage and/or 24-hours power supply. Please consult with your contractor for utility usage before any application.
2. Each exhibitor is still required to submit "Utility Floor plan". For those who did not, we will deploy the power box according to our own judgement and a 30% surcharge will be applied in case of re-installation.
3. An exhibitor is required to submit both "Applying for Various Utilities" and "Utility Floor plan" before **Sep. 04, 2020** and pay for the fees if:
 - (1) The power consumption is more than the quota of the free allowance.
 - (2) The exhibitor requires 220V power and water piping & drainage.
 - (3) The exhibitor requires 24-hour power supply.
4. Please refer to "Fees for Utility" for related fees. Make sure to complete the application before the deadline, **Sep. 04, 2020**.
 - (1) A 20% surcharge will be added to those who apply from **Sep. 05, 2020 – Sep. 11, 2020**.
 - (2) A 30% surcharge will be added to those apply from **Sep. 12, 2020**.
5. Cancellation or modification of the application should be submitted 15 days before the showground is opened for booth set-up. 80% is refundable for cancellation. Cancellation or modification made after 15-day timeframe, there will be no refund.
6. In order to maintain electric safety, each exhibitor is required to specify the location of power supply box when filling in "Utility Floor plan".
7. Please refer to "Approximate Power Consumption for Various Appliances" for the power consumption.
8. Power and water supply will be cut off without prior notification if:
 - (1) Making power or water connection privately without due application.
 - (2) Applied without payment.
 - (3) Overloaded the power equipment.
 - (4) Behaviors considered to unsafe power utilization.In case the power cut-off leads to damages, the exhibitors who fail to abide by the above rules should take the responsibility.
9. Both conventional single phase AC 110V power and electricity of other specifications are supplied to the power box of each booth. Water is supplied through 1/2-inch pipe, and ball valve is provided. No water faucet, however, is provided. Each exhibitor should install its own pipeline, faucet, and water container if necessary. If leaked water causes damages to this organization or other exhibitors, the exhibitor causing the problem should bear the compensation responsibility.
10. This organization should not be held responsible for the power outage of the power plan of Taiwan Power Company, nor the temporary blackout of the power supply equipment installed at this organization.
11. In case the estimated total power consumption of an exhibitor exceeds the capacity of the exhibition hall, the show organizer will turn down the application. When the power consumption of an exhibitor exceeds its applied capacity during the exhibition, cost of the electricity overused will be charged. In case the load of an exhibitor exceeds the applied capacity, the show organizer has the right to cut off the power supply without prior notice. If such power outage causes damage to the exhibitor, the exhibitor agrees to take one's responsibility.





FORM 3-1

FEES FOR UTILITIES

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$
1	AC 110V 60 Cycle single phase 5A	710
2	AC 110V 60 Cycle single phase 10A	1,250
3	AC 110V 60 Cycle single phase 15A	1,875
4	AC 110V 60 Cycle 2KW	2,500
5	AC 110V 60 Cycle 4KW	5,000
6	AC 110V 60 Cycle 6KW	7,500
7	AC 110V 60 Cycle 9KW	11,250
8	AC 110V 60 Cycle 12KW	15,000
9	AC 110V 60 Cycle 15KW	18,750
10	AC 110V 60 Cycle 18KW	22,500
11	AC 110V 60 Cycle 22KW	27,500
12	AC 220V 60 Cycle 15A	2,920
13	AC 220V 60 Cycle 20A	5,521
14	AC 220V 60 Cycle 30A	7,571
15	AC 220V 60 Cycle 40A	9,864
16	AC 220V 60 Cycle 50A	11,890
17	AC 220V 60 Cycle 60A	15,638
18	AC 220V 60 Cycle 75A	17,953
19	AC 380V 60 Cycle 15A	7,227
20	AC 380V 60 Cycle 20A	9,032
21	AC 380V 60 Cycle 30A	12,170
22	AC 380V 60 Cycle 40A	14,836
23	AC 380V 60 Cycle 50A	17,501
24	AC 380V 60 Cycle 60A	22,372
25	24hrs AC 110V 60 Cycle single phase 5A	1,901
26	24hrs AC 110V 60 Cycle single phase 15A	2,711
27	24hrs AC 110V 60 Cycle single phase 20A	3,116
28	24hrs AC 220V 60 Cycle 3 phase 15A	8,759
29	24hrs AC 220V 60 Cycle 3 phase 20A	13,575
30	24hrs AC 220V 60 Cycle 3 phase 30A	17,607
31	Water/Drainage installation	2,363

Remarks

All prices above cover all show days and include sales taxes


FORM 3-2
**APPROXIMATE POWER CONSUMPTION FOR
VARIOUS APPLIANCES**

Item	Power Consumption
Square Spotlight	300W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Personal Computer	100~200W
Notebook	20~50W
Monitor	50~100W
Laser Printer	500~800W
Jet Printer	30~150W
Point Printer	100~200W
Computer Graphic Machine	50~500W
Television	150W
Video Set	50W
Audio Set	100~200W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600W
Photo Copier	1,000~1,500W
Fax Machine	100W
Electric Fan	100W
Overhead Projector	800W
Slide Projector	600W

Remarks

1. The above estimates are for reference only.
2. 1KW = 1,000W
3. Each booth is entitled to the free use of 500 Watts of 110V electricity.



FORM 3-3

APPLYING FOR VARIOUS UTILITIES

Each booth is supplied with 110 volts (500 watts) power free of charge. Exhibitors requiring additional or 220V power, water piping & drainage and/or 24-hours power supply should apply for such requirements by complete the following:

DESCRIPTION OF SERVICE	QTY
AC 110V 60 Cycle single phase 5A(0.5KW)	
AC 110V 60 Cycle single phase 10A(1KW)	
AC 110V 60 Cycle single phase 15A(1.5KW)	
AC 110V60Cycle 2 KW	
AC 110V60Cycle 4 KW	
AC 110V60Cycle 6 KW	
AC 110V60Cycle 9 KW	
AC 110V 60 Cycle 12 KW	
AC 110V 60 Cycle 15 KW	
AC 110V 60 Cycle 18 KW	
AC 110V 60 Cycle 22 KW	
AC □ 220V □ 380V 60 Cycle 3 phase 15A	
AC □ 220V □ 380V 60 Cycle 3 phase 20A	
AC □ 220V □ 380V 60 Cycle 3 phase 30A	
AC □ 220V □ 380V 60 Cycle 3 phase 40A	
AC □ 220V □ 380V 60 Cycle 3 phase 50A	
AC □ 220V □ 380V 60 Cycle 3 phase 60A	
AC □ 220V 60 Cycle 3 phase 75A	
24hrs AC 110V 60 Cycle single phase 5A	
24hrs AC 110V 60 Cycle single phase 15A	
24hrs AC 110V 60 Cycle single phase 20A	
24hrs AC 220V 60 Cycle 3 phase 15A	
24hrs AC 220V 60 Cycle 3 phase 20A	
24hrs AC 220V 60 Cycle 3 phase 30A	
Water/Drainage installation	

Show Name: _____ Booth No. : _____ Tel: _____

Company: _____ Contactperson: _____ Fax: _____

Address: _____ Email: _____

Remarks:

1. 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 their booths.
2. Please refer to "Fees for Utility" for related fees. Be certain to complete and return application by **Sep 04, 2020 deadline**. A 20% surcharge will be added to those who apply from Sep 05, 2020 – Sep 11, 2020. A 30% surcharge will be added to those apply from Sep 12, 2020.
3. Please return completed form by e-mail to: Ms. Lin, Shi Pei Electric Co., Ltd. E-mail: power2287@taitra.org.tw

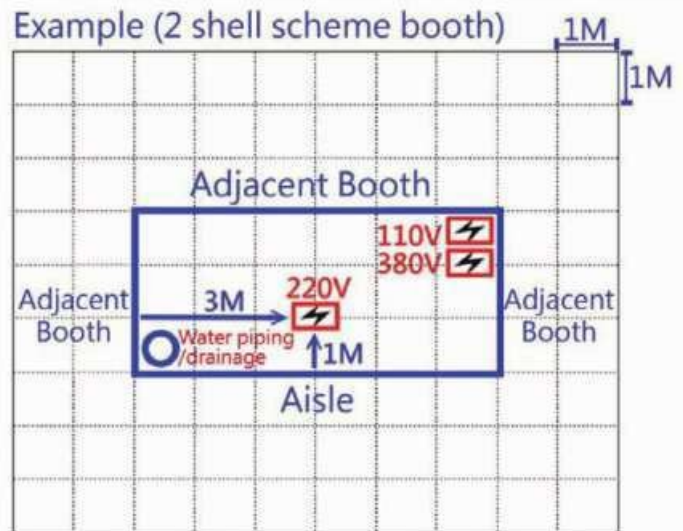


FORM 3-4

UTILITY FLOOR PLAN

We would like to install 110V power box 、 220V power box 、 380V power box 、 24H power box 、
 water piping and drainage at the location we have indicated on right-hand side:

My booth (Sketch in preferred location):



Electric Installation must be made by organized approved contractors and in accordance with professional procedures. In case of damage or/and accident caused by Installation, the show organizer cannot be held responsible.

Exhibitor's Name: _____ Booth No. : _____

Contact person: _____ Tel: _____

E-mail: _____

Contractor's Name: _____

Contact person: _____ Tel: _____

Remarks:

1. Indicate the location of aisle, power box (including voltage), water piping & drainage and adjacent booth number(s). If exhibitor fails to do so, we will deploy the power box according to our own judgement and make a 30% surcharge if re-installation is required.
2. The show organizer only provides power box and water piping & drainage to the designated spot. Exhibitors are required to connect their equipment by themselves. Exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation.
3. Use of exhibitor's own utility floor plan as reference with this form is permitted in case of larger usage of booth area. Please send all along with "Applying for Various Utilities"

**Please return completed form by e-mail to:
Ms. Lin, Shi Pei Electric Co., Ltd. E-mail: power2287@taitra.org.tw**



FORM 4

BOOTH CONSTRUCTION ASSURANCE

As a participant at the FASTENER TAIWAN 2020 being held at the Kaohsiung Exhibition Center from **October 14 to 16**, we ensure :

- a). That the booth(s) is constructed in compliance with page 6 (Terms and Regulations for Participation), and
- b). That our contractor will clear all materials from our booth space and remove such to the approved place before the end of the move-out date, and
- c). That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

Please bring your business card to the Exhibitor's Registration counter from **October 12 to 13 to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.**

Date : _____

• Company : _____

Booth Number : _____

President /CEO of the company : _____(Sign and stamp)

Contact Person : _____(Sign and stamp)

Mobile Phone : _____

Tel : _____ Fax : _____

Hotel in Taiwan where you stay : _____

Hotel telephone no. : _____

• Booth Contractor : _____

President /CEO of the company : _____(Sign and stamp)

Contact person : _____(Sign and stamp)

Tel : _____ Mobile Phone : _____ Fax : _____

Email : _____

Add : _____

Deadline: August 28, 2020





FORM 5

APPLICATION FOR EXTRA EXHIBITOR'S BADGES

Date : _____

Booth Number : _____

Company : _____

Contact Person : _____

Add : _____

Tel : _____ Mobile Phone : _____

Fax : _____ Email : _____

Number of Badges : _____ Total Amount : NT\$ _____

Remarks:

1. Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth. This form shall be used only for those who require additional badges.
2. For each booth, exhibitors can apply for 2 extra badges and a maximum of 10 badges.
3. **Each additional badge costs NT\$300.** Please e-mail the completed form before **Aug. 28, 2020** to fastener@taitra.org.tw . After receipt of your application form, we will notify you of the payment due by email you the Invoice.
4. **No application will be accepted during the show period.**
5. If you have any queries, please contact :

Mr. Jasber Yeh, TAITRA
Exhibition Department, Section 8
No. 5, Hsin-yi Rd., Sec. 5, Taipei City 11011, Taiwan
Tel : 886-2-2725-5200 Ext. 2983
Fax : 886-2-2720-2027
E-mail : fastener@taitra.org.tw

Deadline: August 28, 2020





FORM 6

PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To : Taiwan External Trade Development Council (TAITRA)

We will participate in the FASTENER TAIWAN 2020. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the "Regulations Regarding Use of the Promotional Balloon." We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will 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 we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Enclosed is our check of NT\$50,000 (USD1,700) as a deposit for the application for use of a promotional balloon. The organizer will return the check after the show, should there be no problems occurred; the deposit will be confiscated otherwise.

Company : _____

Booth Number : _____

President/CEO : _____

Signature : _____

Contact Person : _____

Address : _____

Tel : _____ Mobile Phone : _____

Fax : _____ E-mail : _____

Please submit completed form with NT\$50,000 (USD1,700) (check deposit only) to "Taiwan External Trade Development Council" via Registered Mail to : No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan

Mr. Jasber Yeh, TAITRA
Exhibition Department, Section 8
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel : 886-2-2725-5200 Ext. 2983
Fax : 886-2-2720-2027
E-mail : fastener@taitra.org.tw

Deadline: August 28, 2020





FORM 7

Online Marketing Services for the Official Website of FASTENER TAIWAN 2020

I. The official website of FASTENER TAIWAN 2020

(<http://www.fastenertaiwan.com.tw/>) provides you with the most complete and effective online promotion platform.

In order to enhance the interaction of exhibitors and buyers, Taiwan International Trade Shows has constructed the official website of FASTENER TAIWAN 2020. Exhibitors can display product catalogs 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. Therefore, we encourage you to get the most out of our online marketing services offered by the official website to maximize the effectiveness of your participation of the show.

II. Online Marketing Services

(I) Who qualifies?

Exhibitors of FASTENER TAIWAN 2020

(II) What is the Online Marketing Services?

- a. Upload up to 5 product catalogs → Product catalogs will be shown in the detailed company page of each company on the official website.
- b. Functions of Exhibitor Login include hotel reservation, message folders, and other exhibition services.

(III) How to use the Website Service?

- a. Please go to the official website of FASTENER TAIWAN 2020.
- b. Step 1: Click “Exhibitor” → “My FastenerTaiwan Login”
Step 2: Activate your account and login. (If you need any assistance to confirm your account ID and password, please contact us at exhibitors@taitra.org.tw)
Step 3: After you login, select the function of “Product Catalogue” to upload your product catalog,

Deadline: Any Time before Show Days



Appendix 1

Notes for show operations at Kaohsiung Exhibition Center

Organizers of trade shows or other events at Kaohsiung Exhibition Center (KEC) shall abide by the following rules and regulations:

1. Decoration:

- (1) If a booth height is 4 meters or higher then out of safety concerns the official contractor designated by KEC must be used for its construction.
- (2) Applications shall be submitted to the company within the specified deadline for structures exceeding the maximum height, hoisted balloons, or two-story booth designs. Projects which have not been approved may not be carried out.
- (3) Personnel of decoration businesses shall wear uniforms or work vests and hard hats (company names shall be printed on the hats). Only personnel with work passes issued by the organizer shall be granted access to the venue. Smoking, betel nut chewing, and alcohol consumption are strictly forbidden inside the venue (including drinks containing alcohol). Decoration operations shall be limited to rented exhibition areas. Public facilities inside and outside the venue such as doors, lobbies, empty spaces, passageways, elevators, stairways, public walls, safety doors, power control panels, air sensors and vents shall not be obstructed, occupied, or covered with promotional posters nor shall banners be erected in central areas and passageways. It is not allowed to set up booths, stack items, or otherwise obstruct access to fire hydrants or hose boxes, fire alarm panels and fire extinguishers. Upon notification of violation, improvements shall be implemented immediately; otherwise the said decoration shall be removed without notice. Units committing violations shall be held responsible for all expenses incurred.
- (4) Appropriate safety measures shall be adopted during the transport of exhibits or decoration materials to prevent the incidence of accidents. Exhibitors shall be held responsible for injury and damage to facilities incurred in this process.
- (5) The disaster prevention plan of KEC specifies that the venue is divided into six fire prevention zones by 7.4-meter-wide passageways. Decoration materials for trade show booths are not limited to “non-combustible materials”. However, only “non-flammable materials” may be employed for booth decoration. Preference shall be given to eco-friendly composite materials which may be reused or recycled. The use of electric saws, spray paint, or welding tools is strictly forbidden inside the venue to avoid emissions of excessive noise or air pollutants. Booth decorations shall be properly secured. If decorations collapse, exhibitors shall be liable to a fine of NT\$5,000 for each incident (including taxes). Exhibitors shall also be held responsible for injuries and damage to facilities incurred by these violations.
- (6) Exhibitors are responsible for the removal of all exhibits, decoration materials and waste from the venue before expiry of the lease period. If exhibitors fail to comply with this regulation, the organizer is authorized to hire cleaning personnel to transport said items to legal landfills. Exhibitors are held responsible for all incurred expenses and liable for handling all legal disputes incurred by such actions and are liable for compensation.



- (7) It is forbidden to apply non-approved adhesives to the floor surface for the laying of carpets. 10cm-wide adhesive tape which does not leave any residue should be pasted on the inner margin of the floor surface where the carpet will be placed. Double-sided tape with a textured surface should be placed on top of the adhesive tape to secure the carpet. The adhesive tape and all residues must be completely removed before the premises are vacated at the end of the show. If exhibitors fail to comply with this regulation, the organizer is authorized to hire cleaning personnel to remove the tape and all residues. Exhibitors are held responsible for all expenses incurred.
- (8) Booths shall not exceed a maximum height of 2.5 meters (this also applies to exhibit displays and partitions). Signs should not exceed the height of 4 meters. Walls facing passageways shall not exceed 50% of the length of wall surfaces facing the booth. Wall surfaces sealing off areas may not exceed a total length of 9 meters. If exhibitors wish to build booth structures exceeding a certain height due to special circumstances, they should first submit an affidavit, a copy of a public liability insurance policy, and design structure and location charts. Projects may be carried out after applications have been approved by the organizer and the fee for structures exceeding a certain height (NTD100,000 for each structure) has been paid. Only exhibitors who have rented a minimum of four booth spaces may build such structures. The maximum height for these structures shall be 6 meters. The outer edge of these structures shall be at least 1m away from the edge of the passageway. Wall surfaces of said structures adjacent to neighboring booths shall be built 1m away from the booth boundaries. The back of wall surfaces shall be embellished. Prior written permission from adjacent booths must be obtained if the distance between the planned structures and the booth boundary is less than 1 meter. Fees for high structures are calculated based on the top view projection area of the submitted design charts. A fee of NTD100,000 is charged for each unit of 18 sqm. If structures occupy an area exceeding 18 sqm, additional fees are calculated by dividing the area in excess of 18 sqm (according to the top view projection area) by 18 and multiplying the result by NTD100,000. If the structures cover an area less than 18 sqm, the full fee of NTD 100,000 shall be charged.
- (9) Exhibitors who wish to build 2-story structures shall abide by the specifications of the organizer. Written notifications shall be submitted to the organizer within the specified deadline for reference purposes.
- (10) If hoisted balloons are required for display purposes, applications shall be submitted to the organizer within the specified deadline. Hoisted balloons may only be set up within the booth area and shall be properly secured to prevent drifting. The distance between the top of large-scale promotional balloons and small decorative balloons and the floor surface must not exceed 7 meters and 4 meters, respectively. If exhibitors fail to remove balloons which have drifted to the ceiling or the silk threads suspended from ceiling pipes before leaving the premises at the end of the show, exhibitors shall be liable for a fine of NTD10,000 for each balloon or damaged silk thread. If hoisted balloons lead to accidents, exhibitors shall assume full legal responsibility for incurred damages (including compensation).
- (11) If facilities of the KEC are damaged due to construction work or transport of items,



exhibitors shall be held responsible for repairs or compensation. If carelessness during construction work leads to loss of property, injury or death, exhibitors and decoration contractors shall bear full legal responsibility and be liable for compensation.

(12) Safety and insurance:

- a. Exhibitors shall assign personnel to look after exhibits, materials, structures and facilities during trade shows or activities and acquire insurance based on actual need. The organizer assumes no responsibility for compensation in case of loss or damage. If negligence or improper setup, operation, maintenance, or management of booth facilities, objects, and displayed items lead to injuries or loss of property on the part of personnel or third parties during trade shows or other activities (including exhibit setup and removal times), the responsible exhibitors and commissioned contractors shall bear full legal responsibility and be liable for compensation. The organizers shall assume no responsibility whatsoever. The exhibitors and commissioned contractors shall adopt appropriate safety measures and acquire public liability insurance.
- b. To guarantee the safety of exhibits, exhibitors should look after showcased items and their property and may install surveillance systems at their booths if deemed necessary. The organizer assumes no responsibility whatsoever for damages or loss of objects or property.

(13) Exhibitors shall acquire public liability insurance to be covered against accidents during trade shows or other activities (including setup and removal times). Insurance types and required minimum coverage are as follows:

Minimum coverage (in NTD)	Each personal casualty	1,000,000
	Each accidental casualty	10,000,000
	Each loss of property due to an accident	1,000,000
	Maximum compensation amount 12,000,000	
Deductible amount for every accident (in NTD)	1,200 (maximum)	

2. Labor safety and hygiene regulations:

To prevent occupational accidents and guarantee the safety of workers, exhibitors/organizers shall observe the regulations specified in the Labor Safety Laws formulated by government, the “Letter of Commitment regarding Safety and Hygiene before Initiation of Construction projects at KEC”, the “SOP for KEC Contractors before Initiation of Construction Projects, the Guidelines for Safety and Hygiene Management of Construction Businesses at KEC”, the “Report Form for Hazards of Contracting Out at KEC, and the Notification Form for Operational Hazards at Construction Sites at KEC”.

3. Scheduling of operations:

(1) Entry and exit times for exhibitors at the venue are 8 a.m. to 5 p.m. in show days, while show times are 10:30 a.m. to 6 p.m. or 11:00am to 5 p.m. (based on related announcements of the organizer). Applications shall be submitted beforehand in case of extended use of venues and rental fees for extensions shall be paid.



- (2) Exhibitors shall completely clear their booths of litter at the end of every day during trade shows. In case of extended use of partial or complete areas without obtaining prior consent, the organizer shall charge rental fees for extended use of the whole area and is authorized to order the immediate stop of operations.
 - (3) Sufficient time shall be allocated for decoration and setup operations before the show and removal and restoration operations after the show based on the size of the rented area, the difficulty of decoration operations and the display and arrangement of displayed items, to avoid sudden requests for early access or late exit which may cause inconvenience and affect regular operations.
4. Important reminders for setup operations:
- (1) All operations conducted by contractors shall be completed and areas shall be cleared one day prior the start of the show. All employed equipment such as tool boxes and stepladders shall be removed from the venue. If contractors fail to complete construction projects within the specified time, exhibitors shall apply for extended use of the venue area one day before the start of the show and pay the required fees in accordance with relevant regulations. If minor adjustments are required on the first day of the show, contractors are only allowed to enter with light tools and materials to complete their work before the start of the show in the presence of the exhibitors so as to maintain the image of the show and the safety of the venue.
 - (2) Plumbing and electricity contractors shall submit a 2-D chart of the respective booth before the start of construction operations to the Engineering Service Section of KEC for reference purposes and apply for early access to carry out wiring operations during idle periods of the show. Operations may be initiated upon obtaining permission from the organizer. If contractors apply for early access or overtime operations during venue rental times, they shall also obtain prior consent from the organizer.
 - (3) Carpet laying contractors shall submit a 2-D chart of the respective booth before the start of required operations to KEC for reference purposes before they are allowed to access the venue and commence operations. In case of trade shows for large-scale machinery or other heavy items, carpet laying contractors may apply for early access during idle periods. Carpet laying operations may be carried out upon approval by the organizer. Incurred water and electricity fees and security fees shall be paid in full. If contractors apply for early access or overtime operations during venue rental times, they must also obtain prior consent from the organizer.
 - (4) Only water-soluble paints may be employed for paint touching-up operations inside the venue. Painting of large surfaces is not allowed. The shaking of paint brushes at will inside the venue (especially in show areas or toilets) is not permitted since it causes paint splatters. Blocked water drains in mop tubs and the floors of the toilets must be avoided at all costs. Violators are liable for all expenses incurred during restoration operations.
 - (5) Businesses providing water, flowers, or boxed meals are not allowed to access the venue to peddle their products or drive their vehicles into the venue (these restrictions do not apply to potted plants used for embellishment, decoration or booth design purposes).



5. Important reminders for removal operations:

Exhibits, decoration materials, and waste shall be completely removed and transported out of the venue within the specified deadline. These operations shall not affect the following trade shows. In case of idle periods on the day after the specified deadline, exhibitors may be allowed to remove remaining items on that day. Additional rental fees shall be charged.

6. Installation of electricity, water and telecommunication facilities:

(1) A plumbing and electricity contractor designated by KEC is in charge of all water and electricity-related installations and matters related to their management for trade shows and other events. Exhibitors are required to create detailed lists indicating the demands for water and electricity in their respective booths. Detailed data regarding power supply requirements (such as voltage specifications, power consumption, power distribution boxes and switch serial numbers) as well as water consumption (including water pressure requirements for different types of equipment) shall be provided in the lists. These lists shall be submitted to the designated contractor within the specified deadline for review. Upon approval the contractor will carry out operations in accordance with submitted charts. The contractor designated by KEC assumes direct responsibility for said operations. If loss of property or injury to third parties is incurred by inferior quality of employed materials or equipment or improper installation of pipes and wiring, the exhibitor and the contractor shall bear full legal responsibility and be liable for compensation.

(2) Exhibitors who apply for 24-hour uninterrupted power supply are not eligible for compensation or damages caused by sudden malfunctions of electrical equipment due to power cuts by Taiwan Power Company or factors beyond human control (such as disasters).

(3) It is strictly forbidden to dismantle or damage electrical equipment inside the venue or install electrical components which are not compatible with existing facilities to avoid tripped fuses or fires caused by overloads or faulty equipment. If facilities which do not conform to these regulations are detected, they shall be dismantled and removed. The exhibitors/organizers responsible for the installation of such facilities shall be held responsible for all expenses incurred by the removal. Booths found in violation of these regulations shall have their power terminated.

(4) Wiring grooves available inside the venue shall be used solely for wiring. It is strictly forbidden to use these grooves for water drainage to avoid tripped fuses or fires.

(5) Exhibitors shall submit an application for the installation of telecommunication equipment to Chunghwa Telecom and pay the required fees if they need to install telecommunication lines.

(6) In line with government policy of energy conservation and carbon reduction to slow down global warming, exhibitors are requested to use reusable modular systems for decoration purposes as well as power-saving light bulbs and/or lighting devices.

7. Supply of power and air conditioning inside the venue:

(1) Power supply regulations:

a. Ceiling lighting is available inside the venue during exhibit setup times (with full lighting coming on one day before the show) for the decoration of booths and arrangement of displays. No electricity for booth lighting is available during these times. If decoration



businesses have additional demands for power supply, they may submit applications which are subject to approval by the organizer before electricity is supplied during the requested times.

- b. Power supply is activated before the exhibitors enter the venue every day during the show. Ceiling lighting and power supply to the booths is turned off 15 minutes and 30 minutes respectively after the show closes (night lighting continues).

(2) Regulations for the supply of air conditioning:

- a. No air conditioning is available during exhibit setup and removal times.
- b. Air conditioning is available starting 30 minutes before the trade show opens until 30 minutes after it closes.
- c. Exhibitors are not allowed to install air conditioning facilities inside or outside their booths. If these regulations are violated and exhibitors fail to make improvements after repeated admonishments, their power supply may be immediately terminated and the organizer is authorized to dismantle and remove the said facilities. The exhibitor shall be held responsible for all incurred expenses.

8. Regulations for the use of freight elevators:

Two large freight elevators are available in the northern wing of the center. These elevators have a door width of 3 meters and a height of 3 meters (net ceiling height: 3.3 m). They are 7 meters deep and the width of the interior of the elevator is 2.5 meters. The elevators have a maximum load of 6 tons and may be used for the transport of displayed items and decoration materials (they are not designed for the transport of vehicles). If the use of these freight elevators is necessary, the times and number of trips shall be negotiated beforehand.

9. Safety measures:

- (1) During show times, exhibitors are authorized to hire security personnel to maintain a sufficient amount of manpower to ensure alertness at all times and guarantee the safety and order of the venue. In case of damage to booth equipment or illegal actions, the exhibitors shall assume full responsibility. The organizer has no liability whatsoever.
 - a. In case of late entry or overtime operations on the part of Exhibitors/Organizers, applications shall be submitted to the company beforehand. In addition to the originally assigned night security personnel, guards shall be dispatched to entrances and exits and the respective area in accordance with actual requirements.
 - b. If said Organizers assigns an insufficient number of security personnel, they can authorize additional personnel for safety reasons. The incurred expenses shall be deducted from the deposit paid by the unit.
 - c. Capacity restrictions If the total number of people on the ground floor of the venue reaches the upper limit of 18,922, capacity restrictions shall be implemented by allowing one person to enter for every person leaving. The organizer shall assign personnel to all entrances and exits to enforce these restrictions and temporarily suspend ticket sales. The above-mentioned access restrictions shall be implemented at the main entrances and exits of the main gate (visitors shall be ordered to enter and exit the venue below the sensors and line up in an orderly fashion to enter or exit the venue). Assigned personnel



shall explain to every visitor that “the venue has reached its maximum capacity and that each visitor is required to follow the instructions of the assigned personnel regarding entry or exit of the venue. The personnel shall apologize for any inconvenience caused”.

(2) In the event of the potential danger of air pollution inside the venue, Uniplan Taiwan shall assign personnel to open the safety doors in the vicinity of the show rooms if deemed necessary.

(3) Exhibitors shall comply with the restrictions for vehicles entering and exiting the venue:

a. The northern hall of KEC is divided into Area N1 and N2 and includes 22 pillars. The southern hall is divided into Area S1 and S2 and features no pillars. Trucks are only allowed to enter the halls from the western wing of Area S2 (adjoining to the outdoor exhibition area). The height and width of the entrances for freight deliveries are as follows:

Area S2 (gate S3): 12m high, 12m wide

The maximum height for trucks in the northern and southern hall is 4 meters. If the height of vehicles or goods exceeds 4 meters, applications shall be submitted to the organizer (this includes high container trucks with a height of 4.25 meters). Said vehicles may access the venue on the designated routes at specified times after permission has been obtained.

b. The floor load limit of the southern hall is 5 tons/sqm. If vehicles or goods exceed the width or height limits of the freight entrances and elevators, they shall not be granted access. If exhibits or decorations exceed the height or weight limits, they shall be

All areas of the northern hall (including entrance lanes)	
1. Maximum truck loads (total weight of the vehicle and cargo)	(1) 15 tons for vehicles with 2 axes; 21 tons for vehicles with more than two axes. (2) The required safety distance between vehicles is 6 meters. (3) 20 feet for the length of the trailer
2. Maximum forklift loads	(1) Single forklift shall not lift loads exceeding 6 tons. (2) A safety distance of 6 meters shall be kept between two forklifts lifting different goods. (3) Loads weighing more than 6 tons (but less than 12 tons) may be lifted by two forklifts operating at a distance of at least 4 meters.

dismantled and packed separately before access is granted. If improper handling leads to damage to venue facilities, then the responsible unit shall be liable for compensation.

c. Load restrictions for vehicles entering and exiting the venues (including vehicle body and transported goods):

“Kaohsiung Exhibition Center Trade Show Access Application Forms for Heavy Vehicles” have to be completed and submitted to the Center within the specified deadline for trucks with total weights exceeding 15 tons (as indicated on the vehicle body or on the vehicle license) and the same form must also be submitted for hoisting machines/cranes, forklifts, and hoisting trucks of any tonnage. When entering the venue weight on the forms the



"Weighbridge List" certificates must also be displayed. Vehicles may access the venue to carry out operations within the specified times upon obtaining permission from KEC.

d. Floor wiring grooves:

(a) Wiring grooves running from south to north (vertically) are available at intervals of 9 meters in the northern and southern hall (a total of 13 grooves with a width of 50cm and a depth of 60cm).

(b) Floor wiring grooves running from east to west (horizontally): two each in the northern and southern hall. Floor wiring grooves running from south to north (vertically): 18 in the northern and 20 in the southern hall.

(c) Horizontal grooves serve the purpose of connecting vertical grooves. The grooves can accommodate power cords supplying electricity to booths, telecommunication lines, and water supply.

e. Water supply and drainage valve chests are available on both sides of the abovementioned vertical grooves at 9-meter intervals (one on each side) in a total of 165 locations. These chests may be used for water supply and drainage by exhibitors.

f. Exhibitors shall impose controls on the following vehicle types to maintain safety, order and air quality within the venue:

(a) Small passenger vehicles may not access the venue. Vehicles accessing the venue shall proceed at a maximum speed of 10km in accordance with relevant regulations. In case of damage to the equipment and facilities of KEC (no matter whether deliberate or accidental), responsible units are liable for full compensation. After vehicles reach their destination, engines must be turned off.

(b) Trucks loaded with decoration materials shall enter the venue at the times specified by the organizer. If drivers fail to abide by the specified order and times, security guards are authorized to deny them access to the venue in accordance with actual conditions.

(c) A deposit of NTD1,000 will be charged at the entrance before vehicles enter the venue (higher amounts may be charged during trade shows for machinery or other large-scale shows). If vehicles exit the venue within one hour after entry, the deposit shall be fully refunded. A fee of NTD200 per hour shall be charged if vehicles stay in the venue longer than one hour (calculated from the time of entry).

(d) Grapple trucks shall not be granted access to KEC and surrounding public areas (such as entrances, sidewalks, squares, unloading areas and parking lots).

(4) Compliance with KEC regulations regarding personnel entering and exiting the venue:

a. Only personnel wearing hard hats (company names shall be printed on the hats) and carrying work passes shall be granted access to the venue.

b. Personnel holding service passes (with photographs) issued by KEC or work passes issued for decoration businesses may access the venue one day after the start of the show by presenting their passes, to embellish booth decorations.

c. Personnel of KEC contractors (including authorized contractors for plumbing and electricity, air conditioning, surveillance systems and decorations as well as vending machines and



beverages) may access the venue by presenting ID badges issued for contractors or work passes issued for the trade show.

- (5) To guarantee the safety of exhibits, exhibitors are requested to look after their showcased items and property in a proper fashion. Exhibitors may also install surveillance systems at their booths if deemed necessary. The organizer shall assume no responsibility whatsoever for damage or loss to exhibits or property.

10. Other:

- (1) Food and beverage stores are available on the central passageway of KEC. Exhibitors are therefore not allowed to set up booths selling food and drinks inside the venue (this restriction doesn't apply to food product fairs). Violators are liable for a fine of NTD20,000 (incl. taxes).
- (2) If smoke, exhaust gas, dust, offensive odors, irritating gases, organic chemical solvents, and other pollutants are generated during product demonstrations or operations, pollution treatment equipment shall be used by exhibitors to ensure the immediate and proper handling of emissions so as to guarantee neighboring booths remain unaffected. Exhibitors causing pollution as described above shall be ordered to stop demonstrations and operations at their booths or be expelled from the show. They are liable for a fine of NTD10,000 if they fail to comply with these orders. In the event of serious offences, power supplies shall be terminated to the show or performance.
- (3) A sufficient amount of fire extinguishing equipment shall be prepared for show areas. Dangerous items and cooking over open fire are strictly forbidden inside the venue. Flammable items shall not be brought into the venue. If such items are indispensable, they shall be clearly marked and appropriate safety measures shall be adopted. Exhibitors shall also provide a written affidavit and submit applications in advance.
- (4) Exhibits and decorations shall be transported in an appropriate fashion.
To avoid damaging the floor it is strictly forbidden to drag items on the floor and violators are liable for compensation.
- (5) Plumbing and electricity contractors shall dispatch personnel to temporary offices during exhibit setup and removal and show times and leave their cell phone numbers as well as carry wireless communication devices so they can be contacted in case of emergency.

11. Amendments shall be formulated and published for matters not specified in these reminders.



Fastener Taiwan 2020

OCT 14-16, 2020 Kaohsiung Exhibition Center