



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 International 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 : _____