



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.