



**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](mailto: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.

|                       |  |
|-----------------------|--|
| <b>Exhibitor</b>      |  |
| <b>Booth Number</b>   |  |
| <b>Contact Person</b> |  |
| <b>Tel</b>            |  |
| <b>Fax</b>            |  |
| <b>E-mail</b>         |  |
| <b>Signature</b>      |  |
| <b>Date</b>           |  |

※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](mailto: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 110V 60 Cycle 2 KW   |     |
| AC 110V 60 Cycle 4 KW   |     |
| AC 110V 60 Cycle 6 KW   |     |
| AC 110V 60 Cycle 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 <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 15A |     |
| AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 20A |     |
| AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 30A |     |
| AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 40A |     |
| AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 50A |     |
| AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 60A |     |
| AC <input type="checkbox"/> 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: \_\_\_\_\_ Contact person: \_\_\_\_\_ 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](mailto:power2287@taitra.org.tw)





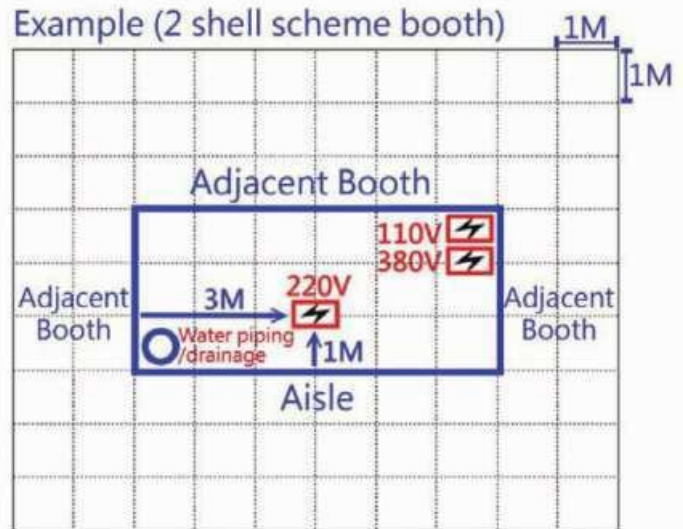
FORM 3-4

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):

Grid for sketching booth 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](mailto: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  
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E-mail : [fastener@taitra.org.tw](mailto: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  
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E-mail : [fastener@taitra.org.tw](mailto: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](mailto: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**