



## APPLICATION FOR EXHIBIT SPACE

Form 1

■ We hereby apply for exhibit space at TAIPEI PLAS 2020.

■ We require \_\_\_\_\_ booth(s) (3M X 3M each)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Country: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

■ Products to be on display: (Please refer to the Exhibit Profile and fill in codes of your products in the blanks below)

1.     2.     3.     4.   
5.     6.     7.     8.

■ Agent or Representative in Taiwan (if any):

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**We have read and accepted the Terms and Regulations for Participation and any other rules and regulations made by TAITRA in connection with this show.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please send this application form (Form 1) and List of Exhibits (Form 2) with your company's profile or pamphlets to the organizer.**

**Contact Person:** Mr. Wolfgang Tang, Project Manager,  
Exhibition Section 1, TAITRA Exhibition Department  
P.O. Box 109-555, Taipei 11011, Taiwan  
E-mail: plas@taitra.org.tw  
Tel: 886-2-2725-5200 ext. 2619  
Fax: 886-2-2725-1959

The above personal information will only be used for personal contact by phone, mail and other means of communication in the years 2018-2023.

Those who wish to exercise any of the following rights, please contract Mr. Wolfgang Tang (Ext.2619):

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

Those who do not provide personal information may not be able to receive immediate business information from TAITRA.



## TERMS AND REGULATIONS FOR PARTICIPATION

### 1. Application for Participation

- a) By signing related application forms, participant agrees to follow all 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) Violation of Regulations can result, by decision of the Show Management, in the exclusion of Exhibitor whose damage claim, if any, will be rejected.

### 2. Payment Schedule

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

### 3. Adherence to Copyright Patent Laws

- a) It is strictly forbidden to display logos, licenses, or patented items registered by other companies.
- b) Violations will result in immediate removal of displays, with two years' suspension from exhibiting at the next event. Exhibitors bear the responsibility for all penalties without recourse or indemnity.

### 4. Space assignment & Unoccupied Space

- a) Show Management will determine number and location of booths assigned to each Exhibitor in the manner Show Management deems appropriate.
- b) 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 assigned 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 change of venue and / or date, or cancellation of the Exhibition, Exhibitors shall not be entitled to any claim for compensation.

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

- a) All Exhibitors must comply with all regulations in the Exhibitor's 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 Show Management. The Exhibitor 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, Exhibitors are advised to also take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for exhibits during the exhibition (including build-up and dismantling periods).
- b) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition (including build-up and dismantling periods).

### 9. Exhibit Limitations

- a) Exhibitors are not permitted to erect booth partitions of over 250 cm in height.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400 cm. Fixtures or signs that are affixed above the main (250 cm) structure should be recessed at least 50 cm from the side edge of the lower structure between booths.
- c) Any signs or decoration higher than 250 cm in full view must be decorated.

### 10. Selling from Stand

The sale of exhibited goods on the spot and the soliciting of customers outside stands is strictly forbidden.

### 11. Breach of contract and Withdraw by Exhibitor

- a) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or in case of Exhibitor default in payment by the stipulated date, the Show Management has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- b) In case of Exhibitor withdrawing from participation, rental already paid by the Exhibitor shall not be refunded.

### 12. 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 staffed 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, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause.
- d) Exhibitors should comply with fire control regulations. 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.
- e) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 5:00 p.m. each day.

### 13. 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 from booths must not exceed 85 dB.
- c) The Show Management reserves the right to reject exhibits or to stop the exhibition on the Exhibitor's account, if he fails to lower the noise level or to resolve matters regarding contamination such as dust, smog, unpleasant odors, the emission of stimulating gases, volatile organic chemicals, or other pollutants.

### 14. Interruptions and / or Disruptions of the Exhibition

Exhibitors shall not cause interruptions and / or disruptions of the exhibition, which result in the protest or commotion at their booth(s), either inside or outside the showground, during the exhibition or during move-in and move-out. If and when such interruptions and/or disruptions influence the order of the exhibition or public image of the Show, and the Exhibitor involved or those concerned are unable to deal effectively with such issues, the Exhibitor understands and agrees that the Management can terminate the exhibition agreement and immediately shut down the booth(s) without compensation or liability. The Exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising from such interruptions and / or disruptions thereof.

### 15. 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 regulations shall form part of the Terms and Regulations for Participation and shall be binding on Exhibitors.
- c) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

### 16. Those submitting applications can expect to receive further information about TAITRA trade shows in the future.

