

CHECKLIST

Deadline (2020)		Services / Items	Contact (Tel & Email) / Remarks	Page
ASAP		Booth Rental Payment: •Balance Due	Notice will be issued after booth allocation	--
July	31	ADVERTISING IN THE OFFICIAL DIRECTORY'S COMPACT DISC	Ms. Annie Huang Sec.1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2614 annie@taitra.org.tw	
Aug.	12	Shipping Arrangements: •Form 2: Importation of Exhibits on a Bonded Basis •Form 3: Commercial Invoice and Packing List (Form 2 should be submitted along with Form 3)	Mr. Jimmy Kuo Eurotran Expo Service Co., Ltd. +886-2-2785-6000 ext.105 jimmy.kuo@eurotran.com	35~36
		•Form 4 & 4-1: Booth Construction Assurance & Safety and Health Terms of Agreement	Mr. Scott Chen Triumph Express Service Co., Ltd. +886-2-2758-7589 scott@trans-link.com.tw	
		•Form 5~ Form 5-1: Construction of Second-Story Booth		39~40
		•Form 6~ Form 6-1: Construction of Booth Exceeding 4 Meters		41~42
		•Form 7: Promotional Balloon Application (deposit required)	Ms. Lilyan Kao Sec.1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2679 tiww@taitra.org.tw	43
		•Form 8: Television Wall Setup (deposit required)		44
		•Form 9: Stage and Stereo System Setup		45
		•Form 10: Application for Extra Exhibitor's Badges		46
Aug.	12	Telephone Rentals & ADSL	Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to: Chunghwa Telecom Corp. Ltd. (Taipei Eastern Area Service Center, Northern Taiwan Unit Group) +886-2-2720-0149 (Installation) +886-2-2720-0290 (Refund of Deposit)	-
	31	•Form 11: Exhibitor's Press Release (Free-of-charge)	Ms. Annie Huang Sec.1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2614 annie@taitra.org.tw	47
Sep.	3	•Form 12~ Form 12-2: Electricity & Water/Drainage Installation (Apply Before Aug. 26, 2020: 20% Discount)	Ms. Liao Shi Pei Electric Co., Ltd +886-2-2725-5200 ext.2287 power2287@taitra.org.tw	48~50

	22-23	Exhibitors' Badges and Official Directory	<p>Pick up at the Information Counter by showing your name card and completed Form 4 & 4-1 to TAITRA staff during Sep. 22~23.</p> <p>1) 4 badges for each standard booth, 2 for each additional booth.</p> <p>2) 1 free copy of Official Directory for each exhibitor.</p>	-
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GENERAL INFORMATION AND REGULATIONS

1. Show Dates & Hours

Sep. 24-25, 9:30AM - 5:30PM
Sep. 26, 9:30AM – 5:00PM

2. Admission

● Trade Visitor

(1) On-Line

Thru pre-registration at www.taiwanintlwaterweek.com “Visitor Registration”, Trade Visitor may collect your badge with a copy of the confirmation letter and 2 business cards.

(2) On-Site

Fill in the registration form and present 1 of your business cards at the registration counter to collect your badge.

● General public

Fill in the registration form at the registration counter to collect entry pass.

**** Children under 12 are not allowed to enter the side. ****

3. Show Venue

Taipei World Trade Center Exhibition Hall 1
(5, Hsin-yi Road, Sec. 5, Taipei, Taiwan)

4. Contact Persons

Taiwan External Trade Development council (TAITRA)	Tel:+886-2-2725-5200	E-mail	Regarding
Ms. Lilyan Kao	Ext. 2679	tiww@taitra.org.tw	Show Management
Ms. Annie Huang	Ext. 2614	annie@taitra.org.tw	Media / Publicity
Ms. Lin	Ext. 2982	h298@taitra.org.tw	Login Account
Ms. Katy Huang	Ext. 2872	kaiting@taitra.org.tw	Events
Shi Pei Electric Co., Ltd	Tel:+886-2-2725-5200	E-mail	Utility
Ms. Liao	Ext. 2287	power2287@taitra.org.tw	
O'YA Marketing Solution and Interior Design Co., Ltd.	Tel:+886-2-2655-2777	E-mail	Booth Construction
Ms. Bella Rao	Ext.124	bella@o-ya-design.com	

5. Exhibitor Booth Set-Up Time

Sep. 22-23, 2020 8 AM – 5 PM

(All staff must comply with rules including the wearing of safety helmets)

6. Exhibit's Removal Time

Date	Hour	Remarks
Sep. 26, 2020	5PM - 7PM	Hand carry or small exhibits move-out Ⓢ Vehicles are not permitted entry to showground
	7PM - 11PM	All exhibits and booth construction/decoration materials must be removed before move-out period ends.

- (1) Cargo which is consigned directly to the exhibition site should follow the route into the exhibition hall (refer to floor plan at bottom of page). Exhibitors must use Entrances A for moving in/out.
- (2) Exhibitors, their agents, and contractors responsible for installation or dismantling of their booth(s) should finish arranging their booth decoration and exhibit displays within the dates and time scheduled by the organizer.
- (3) Please refer to "Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall" for decoration rules.
- (4) Floor Loading Capacity: 1,300 kg/m². (Hall 1)

7. Show Days

- (1) **No exhibits can be moved in or out during show hours.** Exhibits being carried are permitted from 9AM (or 8:30AM) to 9:30AM during show days.
- (2) Exhibitors should display their company name and booth number on their respective fascia boards above their booths.
- (3) Exhibitors should keep their booths open and staffed at all times during show hours and shall not assign, sublet, or apportion any part of the assigned space to others or have representatives, equipment, or materials from firms other than his/her own appear in the exhibition space.
- (4) 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.
- (5) The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (6) The organizer reserves the right to restrict noise levels to no more than **85dB**. Permission to use a sound system needs to be approved in advance by submitting **Form 9 "Stage and Stereo System Setup"**.
- (7) Counterfeit, retail sales, smoking and distribution of marketing materials other than rented space are not permitted.
- (8) No exhibits can be moved out during show hours.
- (9) Exhibitors are strictly prohibited from occupying the aisles or public areas, as well as handing out brochures outside their booth stand. The organizer will confiscate all items in violation of the above without recourse for compensation. Violations will be recorded and participation in future show events will be affected.
- (10) The organizer is responsible for daily cleaning of public areas and passageways only. Exhibitors have to take care of the cleanliness of their own booths.
- (11) Violation of above regulations will affect participation in exhibition and the organizer reserves the rights to fine, prohibit and to cancel without refund the exhibitor's rented space.

8. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).
- (2) Four 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 upon entry to showground. Application of additional badges cost NT\$200 each. Please submit **Form 10** "Application for Extra Exhibitor Badges".
- (3) For oversea buyers, please pre-register online at www.taiwanintlwaterweek.com or register on-site during show days.
- (4) 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.
- (5) **According to the announcements of the Central Epidemic Command Center (CECC), all exhibitors, staff and attendees are required to wear a mask at all times.**
- (6) **Temperature screenings are required for entry the venue and exhibition. Anyone displaying a temperature of 37.5°C or above will be directed to an additional location for rescreening and assistance. Those with temperatures 37.5°C or above will not be allowed entry.**

9. Security and Insurance

- (1) While every reasonable precaution is taken in regard to show 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 hours) 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 at the exhibition regardless of cause.

10. Electricity and Water/Drainage Installation

- (1) Each booth is supplied with 110 Volts 0.5 kilowatt power free of charge during show hours. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online and use **Form 12** for reference.
- (2) Discounts and surcharges will be applied in accordance with the stamped receipt date of application as listed:

Days receiving the application	Payment Terms (Discount/Surcharge)
Now till Aug. 26, 2020	20% Discount Charge
Aug. 27 –Sep. 3, 2020	Set Price
Sep. 4 –Sep. 11, 2020	20% Overdue Charge
Sep. 12 –Sep. 23, 2020	50% Overdue Charge

After Sep. 24, 2020

Deadline for Application

- (3) 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 his booth.
- (4) No application shall be accepted on or after the first day of move-in.

11. Showground Facilities & Services (Subject to change without notice)

Service	Location
Showground Services	Hall 1 (Tel: +886-2-2725-5200 ext. 2275)
Press Room	2 nd Floor of Hall 1 Tel: +886-2-2725-5200, ext.2606 Fax: +886-2-2725-3501
Café/Buffer/Snack Bar/ Restaurant/Fast Food	1. Restaurant on 2 nd Floor and 5 th Floor of Hall 1 2. Snack Bar on Showground of Hall 1
Legal Consultation Service Center	Information Counter, Near the Main Entrance of Hall 1
Official Directory for Sale	TAITRA Bookstore, Room 2C03, 2 nd Floor of Hall 1
Post Office	Ground Floor of Hall 1, near the Plaza Entrance, Monday to Friday, 8:30 am ~ 5 pm
Currency Exchange	1. International Trade Building (next to Hall 1) Bank of Taiwan (3 rd Floor) Mega Bank (1 st Floor) 2. ATM Machines next to Bank of Taiwan and near the Main Entrance
Coined Lockers	B1, Main Entrance of Hall 1
ATM	Near Main Entrance of Hall 1
First Aid	Near Main Entrance of Hall 1
Fax & Copy	Information Counter, Near the Main Entrance of Hall 1
Forwarders	Eurotran Expo Service Co., Ltd. Mr. Jimmy Kuo, Tel: +886-2-2785-6000 ext.105 jimmy.kuo@eurotran.com
	Triumph Express Service Co., Ltd. Mr. Scott Chen, Tel: +886-2-2758-7589 scott@trans-link.com.tw
Forklift Service	Yi Chen Forklift Enterprise Co., Ltd. Tel: +886-2-8521-0088, +886-2-8521-6666, Fax: +886-2-8521-0089
	Sun Shen Forklift Co., Ltd. Tel: +886-2-2505-4216, +886-2-2502-3732, Fax: +886-2-2503-6091

12. Booth Setup & Facilities

- (1) The official contractors of Taiwan Trade show in 2020 are both O'YA Marketing Solution and Interior Design Co., Ltd. and Uniplan Taiwan Corporation. For details please refer to "official contractor" on

the exhibitor's page of the Exhibition official website. (This information can be downloaded at the link: www.taiwanintlwaterweek.com)

- (2) Exhibitors who have signed up for "Raw space" booths (such space has NO equipment, water or power outlets), should contact one of the official contractors or arrange with other decoration contractors for set-up.
- (3) Exhibitors, who have signed up for the Organizer-provided "Booth with shell scheme" and who require additional equipment, such as furniture or extra electricity, must rent the equipment from the designated exhibition contractor who sets up the "Booth with shell scheme". The designated decoration contractor of Taiwan International Water Week 2020 is O'YA Marketing Solution and Interior Design Co., Ltd., please find details on Decoration Manual.
- (4) Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any dispute.

13. Telephone Rentals and ADSL

Telephone connections to booths may be ordered only by the exhibitor's representative /agent in Taiwan. The representative/agent must apply directly to: Chunghwa Telecom Corp. Ltd. Northern Taiwan Unit Group, Taipei Eastern Area Service Center.

Address: 130 Sung Jen Rd., Taipei, 11002, Taiwan

Tel: +886-2-2720-0149 (Installation)

Tel: +886-2-2720-0290 (Refund of Deposit)

Charges are as follows:

- (1) Refundable Deposit: NT\$3,000 per telephone set
- (2) Installation Charge: NT\$1,000 per set
- (3) The Center will bill the subscriber for all calls within three months following the show.

14. Free WLAN Service

- (1) This free service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions like ADSL.
- (2) Note that this free service, does not provide flow control, is NOT usually recommended for audio or video streaming or large downloads. Repeatedly try if you cannot get on-line.
- (3) We cannot be responsible for loss of business or other difficulties due to delay or poor quality of this free service.
- (4) Use of this service is free, but please takes measures to secure the security and privacy of your data.

15. Application for Temporary Import

- (1) Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents including the commercial invoice, and a packing list.
- (2) TAITRA will not consider applications, which are not duly signed.
- (3) The exhibitor shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:
 - A. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis including food and beverages).
 - B. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take

care of customs clearance for importation or for re-export procedures.

- C. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months, otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
- D. This applying company will pay in full the amount of, storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.

16. Advertising in the Official Directory

- (1) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizers.
- (2) 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.
- (3) 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. Please contact the contact person as below to request advertising in the official Directory.
- (4) Official Publishing Agent: United Daily News Group
Mr. Tommy Ni, Tel: +886-2-8692-5588 ext.2099

17. Advertising in the Official Directory's Compact Disc (*free-of-charge*)

Please apply online for your product catalogue and we will make sure it's added to the official CD-ROM Directory.

18. Online Promotions

(1) Official Website (www.taiwanintlwaterweek.com)

TIWW and CE Taiwan provides you with the most complete and effective online promotion platform: In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development Council (TAITRA) has constructed official website of TIWW and CE Taiwan. Exhibitors can display product catalogs and publish show-related news 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 (24 hours a day, 365 days a year).

We highly recommend you to get the most out of our online promotion services offered by the official website to maximize the effectiveness of your participation of the show.

(2) Basic Online Promotion

- Who qualifies?

Exhibitors of TIWW and CE Taiwan.

- What is the Basic Online Promotion (Free)?

- a. Product Catalogs → Upload 5 Product catalogs which will be shown in the detailed on your online company profile of the TIWW website.
- b. Show-related News → Publish your company news which will be shown in the section of "Exhibitors' News" on the TIWW homepage.
- c. Exhibitor Service which includes: hotel reservation, message inbox, on-line application etc.

(3) How to use Basic Online Promotion?

Step 1: Activate your account via mail.

Step 2: Create account ID and password.

Step 3: Log in on the TIWW official website. (Click "Login")

Step 4: Upload your product catalogues to gain more exposure.

19. Hotel accommodations

Directly make hotel reservations with special rates negotiated by the organizer. (See our website at www.taiwanintlwaterweek.com)

20. Floor Cleaning

The organizer is responsible for daily cleaning of the public areas and passageways only. Exhibitors have to clean their own booths.

21. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no Responsibility for any losses or damages 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 the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended especially 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:
 - E. Exhibits and other items located in the booths
 - F. Public liability
 - G. Third party liability
 - H. Expenses incurred due to cancellation or postponement of the exhibition
- (4) Exhibitors are also advised to ensure their exhibits for the time in which they are 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.

22. Personal Information Protection

The personal information in TIWW and CE Taiwan application forms will only be used for personal contact by phone, mail and other means of communication in the years 2020-2024. Those who wish to exercise any of the following rights, please contact TIWW and CE Taiwan organizer:

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

*This English-language abridged version of the TIWW and CE Taiwan 2020 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.

TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

- (1) When signing the prescribed application forms, participants agree to follow all the existing regulations and any additional or modified regulations made thereafter.
- (2) Once signed and submitted by the applicant and confirmed by the show organizer, the contract will be established and come into effect.
- (3) Violations of the regulations can result, by decision of the show organizer, in the exclusion of transgressors with any claims for damage, if any, 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

- (1) The display of products which infringe others' intellectual property rights is strictly prohibited: To safeguard intellectual property rights, it is strictly forbidden to display products infringing the patent rights, trademarks, copyrights, and business secrets of others.

Any exhibitor found to be displaying products determined by a court of law to be infringing the intellectual property rights of others shall be subject to immediate termination of the display of all its products and confiscation of the paid exhibition fees and shall be barred from participating in the next session of the exhibition.

In the event that an exhibitor is reported during the exhibition to be displaying products infringing the intellectual property rights of others and the reporting party meets one of the following requirements, display of the said products shall be terminated immediately.

- A. A victim of intellectual property rights infringement as determined by the court of first instance.
- B. A victim of intellectual property rights infringement as determined by the copyright deliberation and reconciliation commission.
- C. A holder of an authentication report from a professional institution authenticating the object that may be infringing patent rights with prior or concurrent notice to the manufacturer, importer, or dealer with suspected infringement acts requesting clearance of the infringing object. In the event that the aforementioned clearance notice has not been sent, but prior rights relief procedures have been taken or reasonable and possible attention has been paid or notice is objectively impossible or there is substantial evidence that the prospective notice recipient is aware of the infringement dispute, the clearance notice will be considered to have been sent.

In the event that TAITRA is involved in a lawsuit or suffers other damages as a result of the violation, the exhibitor shall be solely responsible for compensation.

- (2) "It is strictly forbidden to display products in violation of applicable laws such as the Civil Law, Consumer Protection Act, Fair Trade Act, Commodity Labeling Act, Commodity Inspection Act and Food Hygiene Management Law. In the event that TAITRA is involved in a lawsuit or suffers other damages as a result of the violation, the exhibitor shall be solely responsible for compensation.

4. Space Assignment & Unoccupied Space

- (1) Show organizer will determine the number and location of booths assigned to each exhibitor, in accordance with the nature of the exhibits or in the manner the show organizer deems appropriate.
- (2) Show organizer reserves the right, should an 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

- (1) The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space to others or have representatives, equipment, or materials from firms other than his/her own in the exhibit space.
- (2) Violations will result in immediate removal of the displays, and the exhibitor and the other party will not be permitted to participate in this same event for the next two years. The Exhibitors bear the responsibility for all penalties without recourse or indemnity.

6. Venue & Show Dates Change

The show organizer 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

- (1) All exhibitors must comply with all regulations in the Exhibitors' Manual and complete their construction and/or decoration by the date and time stipulated by the show organizer.
- (2) Exhibitors must remove all exhibits from the Exhibition Hall within the removal period stipulated by the show organizer. They will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.

8. Insurance

- (1) In addition to insurance for exhibits in transit between the port of shipment and the fair site, exhibitors are advised to take adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition set-up and removal time.
- (2) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition set-up and removal times.

9. Exhibit Limitations

- (1) Exhibitors at Hall 1(1F) and Hall 3 are not permitted to setup booth partitions of over 250 cm in height; and for those at Hall 1(2F), the height limitation on their booth partition is 230cm.
- (2) Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400cm. (except booths in 2nd floor)
- (3) Any signs or decoration higher than 250cm 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 are strictly forbidden and those doing so can be immediately expelled from the exhibition.

11. Breach of contract and Withdrawal by Exhibitor

- (1) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or in case of the exhibitor default in payment by the stipulated date, the show organizer has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- (2) In case of the Exhibitor withdrawing from participation without the show organizer's approval, rental already paid by the Exhibitor shall not be refunded.

12. Security & Organizer's Liability

- (1) The show organizer will provide personnel for maintaining order during the show. Responsibility for guarding stands during the set-up, removal time and exhibition hours shall rest with the exhibitors concerned.
- (2) During booth set-up and removal time and during the show, booths must be manned by exhibitors at

all times.

- (3) Show organizer 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 disaster or any other cause.
- (4) Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the Show organizer will disconnect the main power supply at 5:30PM each day (5PM on **Sep. 26, 2020**).
- (5) 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 held legally responsible for any loss or damage, and can be expected to pay penalties of up to NT\$100,000 to TAITRA.

13. Operation

- (1) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- (2) The show organizer reserves the right to restrict exhibitors to comply with a minimum noise level. Sound volume of any display should not exceed **85 dB**.
- (3) Show organizer 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 emission issues like dust, smog, unpleasant odors, 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 its booth, either inside or outside the showground, due to its debt or its private dispute at any time during the exhibition or during move-in and move-out. If and when such an interruption and/or disruption influences the order of the exhibition or public image of the show organizer, and the exhibitor involved or concerned is unable to deal effectively with private disputes and/or protests, the exhibitor understands and agrees that the Management can terminate the exhibition agreement. The exhibitor's booth(s) may be shut down immediately resulting with no refund. The exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising of such interruptions and/or disruptions thereof.

15. Supplementary Clauses

- (1) Whenever necessary, show organizer 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.
- (2) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.
- (3) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

Note: Those submitting applications to TIWW and CE Taiwan 2020 will receive further information about TAITRA trade shows in the future.

REGULATIONS ON WORK AT TAITRA VENUES

Revised Nov. 2019

Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition, Hall 1 (hereinafter referred to as "TWTC 1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, Hall 1 (hereinafter referred to as "TaiNEX 1"), and Taipei Nangang Exhibition Center, Hall 2 (hereinafter referred to as "TaiNEX 2"). TAITRA will also manage and operate the Taipei World Trade Center Exhibition, Hall 3 as per the agreement signed with the National Property Administration. For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts and guarantee all exhibitors will follow these regulations during the exhibition event, and during the construction of the exhibition site, a safety and health personnel shall be assigned to monitor the construction work done by the exhibitors according to the specification.
- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:
 - (I.) *Leaseholder*: Exhibition or event organizer.
 - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
 - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.
- VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety" (TAITRA encourages workers to also attain a valid Taipei City Government Occupational Safety And Health Card). By signing the application/affidavit, workers will be issued the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application

procedure for the affidavit/the Exhibition Hall Service Permit, please see the enclosed attachment. Additionally, starting from January 1st, 2021, TAITRA will replace the Hall Service Permit with the Taiwan Occupational Safety and Health Card. The Hall Service Permit will expire on December 31st, 2020.

VIII. Leaseholders and their exhibitors or employers are required to comply with the specifications of the "TAITRA Venues Operation Rules ", "Exhibition Manual" and "Regulations on Work at TAITRA Venues". If there is a violation, relevant penalties will be conducted.

Chapter 2: Occupational Safety & Health Matters

- I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form. And fill the "TAITRA Letter of Undertaking for Pre-Construction Safety and Health", allows entrance to the exhibition hall for construction, and also for the reference of competent authorities.
- II. TAITRA's applicable health and safety regulations can be downloaded from the following website:
<https://www.twtc.com.tw/>

Chapter 3: Regulations for Booth Decoration

- I. Design and Structure:
 1. The maximum height allowed for the booth structure is 4 meters (the structural height of booths in Area H on the second floor of TWTC Hall 1 shall not exceed 2.3 meters). For decorations of booths facing the walkway, the length of their walls must be less than 50 percent of the length of the booth, and the length of sealed walls must not exceed 9 meters. If there are any special needs, the leaseholder shall submit an application to the organizer and obtain its approval before construction.
 2. Where the exhibitor builds a "two (multiple)-story booth" or "extra-high booth", it shall submit an application to the organizer and obtain its approval. It shall also pay the "venue fee" before construction (two (multiple)-story booths are not allowed at exhibition sites on the second floor of TWTC 1, Taipei World Trade Center Exhibition Hall 3 and TICC, and abide by the following regulations:
 - (1) Two (multiple)-story booths:
 - I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-story booths.
 - II. For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100m² or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire extinguishers shall be placed on all floors in a clear position every 50m². Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.
 - III. The floor height of the second floor shall not exceed 2.5m. The total height of the construction shall not exceed 4 meters. The floor height of the third floor shall not exceed 5m. The total height of the construction shall not exceed 6.5m, and so forth. To ensure structural safety, booths taller than three floors shall be constructed with steel structures.
 - IV. The leaseholder shall submit the application form, affidavits of exhibitors that construct two (multiple)-story booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before

the opening of the exhibition.

(2) Extra-high booths:

- I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-story booths.
 - II. The structural height of extra-high booths constructed by exhibitors shall not exceed 6 meters.
 - III. The leaseholder shall submit the application form, affidavits of exhibitors that construct extra-high booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.
 - IV. The fee for extra-high booths is calculated according to the area of the view projection on the blueprint, and is NT\$200,000 per 18 square meters (tax included). If the area is over 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters/unit, and then multiplied by NT\$200,000. If the construction area is less than 18 square meters, the fee is still NT\$200,000.
3. If there are special requirements for booths for which the planned height, number of floors, and the floor area of the two (multiple)-story booth exceeds limits specified in Section II and III of this Article (two (multiple)-story booths and extra-high booths), in addition to providing related affidavits and the certification of the architect (professional structural or civil engineers), the certifying architect (professional structural or civil engineers) shall personally be responsible for onsite supervision and notify the organizer and management unit to conduct safety inspections together. Detailed explanation is provided in "Notices for Building Two (Multiple)-Story Booths" and "Notices for Building Extra-High Structures" in the exhibitors' manual.
 4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
 5. Special Regulations for TaiNEX 1:
If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-story booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
 6. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
 7. No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
 8. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction

permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 meters. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.

9. All booth backboards, billboards, etc., that span more than 9 meters long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
10. In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 meters in height, proper supports (columns) shall be constructed. A visible sagging of the structure is considered a severe violation and the booth shall be closed for immediate improvement; otherwise the booth shall be prohibited from exhibition.
11. The horizontal structure (rod) that span over two consecutive booths 6 meters in height should be set to a considerable degree of stiffness. The vertical column or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances is a major violation which will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
12. When building a 2-story booth, the lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. If transverse or lateral support is not setup, it will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
13. Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
14. TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
15. The decoration construction diagrams shall include diagrams for the prevention of hazards related to working at height. They shall include the height of railings, methods for setting up the construction scaffold, methods for dismantling and supporting materials and decorations, and other documents for precaution for preventing falling or falling objects required by related occupational health and safety regulations.
16. During the construction period of the exhibition, TAITRA shall conduct one inspection with the fire safety manager or personnel from the construction team, safety and health personnel, onsite security, and the organizer based on the inspection time of the architect (professional civil or structural engineer).
17. Special regulations for TaiNEX 1:

There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 meters wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares meters.

18. Special regulations for TaiNEX 2:

There are nine display booth areas separated by 6.1 meters wide walkways on the first and fourth floors of the exhibition hall (walkways must be more than 7.4 meters wide for car exhibitions). The area of each booth section shall not exceed 3,000 squares meters.

II. Special decorations and facilities:

1. TV wall and large screen wall:

If TV walls, large screen walls, or other facilities are required, please follow the regulations listed below:

- (1) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (2) TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- (3) Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder. Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. For large advertisement balloons, the top of the balloon shall not be higher than 7m from the ground. A fee of \$10,000NTD will be charged for each balloon. The top of small decorative balloons cannot be higher than 4 meters from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
- (2) Tethered balloons can only be filled with air or non-inflammable gas.
- (3) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall, second floor H area of TWTC 1 and TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3.

3. Stage and sound equipment:

Stage and sound equipment set up in a booth shall comply with the following regulations:

- (1) Speakers on stage shall be faced the exhibitor's own booth and speakers shall be angled downward. Sound volume shall be maintained below 85 decibels. Adjacent booths may not hold stage activities or play audios at the same time.
- (2) The leaseholder shall require all exhibitors to abide by the aforementioned regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.
- (3) Violations will be processed in three stages:

Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a

warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for fourth time offenders, and NT\$20,000 for fifth time offenders.

Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.

4. Wireless microphone equipment:

Leaseholder must apply to the management unit for approval for the maximum microphone level and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation pursuant to the three stages listed above.

5. Rigging services (Special regulations for TaiNEX):

(1) Please refer to the "TAITRA Nangang Exhibition Center Hall 1 Sky Dome Truss Hanging Equipment Work Guidelines" and "TAITRA Nangang Exhibition Center Hall 2 Hanging Equipment Work Guidelines". For details, refer to Attachment 35 "TAITRA Taipei Nangang Exhibition Center Hall 1 Fourth Floor Sky Dome Truss Hanging Equipment Work Guidelines" in the exhibitors' manual.

(2) Please download the aforementioned work guidelines from the official website of TaiNEX 1 and TaiNEX 2:

*Taipei Nangang Exhibition Hall 1 website (<https://www.tainex1.com.tw/>)

Home → Organizers → Showgrounds → For Events → Truss Hanging → Truss Hanging Equipment Work Guidelines

*Taipei Nangang Exhibition Hall 2 website (<https://www.tainex2.com.tw/>)

Home → Booking info. → Showgrounds → For Events → Truss Hanging

III. Utility Installation Management:

1. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
2. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.
4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completed their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (with the exception of lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility.

5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.
6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths will be cut off if violators do not make improvements upon receiving notification. All lighting equipment shall not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.
7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purpose only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT\$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:
 - (1) First level, self-management:

Electrical and plumbing engineers with Level A Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the setup period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the setup period ends. Electricity will be temporarily shut off at booths that do not complete and pass the electrical safety inspection and remain off until the inspection is completed or the deficiency has been corrected.
 - (2) Second level, supervising unit inspections:

Before electricity is connected, management's electrical and plumbing maintenance contractor and TAITRA electrical engineers shall complete the electrical safety inspection. Booths that fail to pass inspection will not be supplied with electricity, and an Improvement Notice will be posted. After the booth completes the necessary improvements and is re-inspected and verified by management unit, electricity will only then be supplied to the booth.
 - (3) Third level, third-party inspections:

Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation and exhibition hall's electric switch boards on the day electricity is to be connected.
 - (4) The electrical switch boxes in the exhibition hall are strictly forbidden to be opened during non-operating hours, and the electrical switch boxes shall not be used to exhaust gas.
 - (5) The connection of electricity shall be in accordance with the provisions of Article 276 of the Occupational Safety and Health Facilities. The opening and closing of the switch shall be true and the

locking device shall be locked after operation.

(6) Spaces outside of the exhibition area, such as conference rooms and public hallways, will be processed depending on the situation.

IV. Fire safety management:

1. If a single level booth is designed with a ceiling to seal the top, or if a two-story booth (regardless if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers. An additional fire extinguisher is required for every 50 square meters of booth ceiling area.
2. Special regulations for TWTC 1, TaiNEX 1 and TaiNEX 2:
Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been certified by the competent authority. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: TaiNEX Booth Decoration with Flameproof Materials).
3. Special Regulations for TWTC 1:
Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC 1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC 1 must be decorated by one unified, commissioned decoration contractor.
Regulations for leaseholders using gas or fire:
 - (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
 - (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
 - (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2nd District HQ.
 - (4) A breaker for the gas supply shall be installed.
 - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
 - (6) Complete TAITRA TWTC 1 and TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the

floor.

4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 centimeters from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.

VII. Other

1. Water, flower, and meal delivery personnel or promotional materials are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
3. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.
5. Nails cannot be used on exhibition ground, walls, columns ceilings and other facilities, or to cause any damage.
6. All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.

Chapter 4: Site Access Control

I. Traffic control:

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. But diesel forklifts are prohibited inside the exhibition halls (with the exception of machinery exhibitions).
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). If a vehicle's exit time is delayed due to traffic congestion inside the exhibition hall, after receiving the seal of a security guard hired by TAITRA as proof, a lateness period of 20 minutes will be waived. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.
3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Leaseholders must apply for permission from TAITRA for aerial lift work vehicles to enter the showground in order to be admitted for operation.
5. Special regulations for TWTC 1 and Hall 3:

- (1) The maximum load capacity of TWTC 1's ground floor is 1,300 kg/m². Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2nd floor of TWTC 1 is 400 kg /sq. meter; weight capacity for TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 is 2 tons / sq. meter)
- (2) No vehicles shall pass through the post office or the front of the glass elevator areas.
- (3) Relevant load capacity limits are listed below

Regulations regarding the ground floor load capacity of TWTC 1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter. The maximum load (weight including machinery, display facilities and staff) per booth (in 9 square meters) is 11.7 tons.
2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 meters.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the two vehicles should maintain a distance of at least 9 meters.
4. Load restrictions for crane trucks	(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closer than 9 meters. (2) Wooden boards or steel plates must be used underneath load supports as padding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) Limit for the number of diesel forklifts: In principle, TWTC 1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).
- (6) The entrance of TWTC 1 is 4.2 meters high and 7 meters wide; the entrance of TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 is 5 meters high and 6.5 meters wide (however, the exhibition area of TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 is 4.47 meters high). Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (7) Method of payment for air pollution control admission fee for crane operations (including derrick

trucks):

i. Entry during work hours (6AM to 7PM during business days):

Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work. The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.

ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.

iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.

(8) If grapple trucks are required, the leaseholder should apply in advance. The operation of grapple trucks is limited to areas A, B, and C of TWTC 1. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 06AM on business days. There are no restrictions on operating times on weekends. However, the organizer should take into consideration the time required for preliminary work such as removal of water and electricity items as well as carpets. Exhibition and event organizers shall submit the TWTC 1 Grapple Truck Entry Application Form to the management unit five days prior to the entry of the grapple truck. TAITRA may reject or approve the application based on safety concerns. The World Trade Center Exhibition Hall 1 only allows up to 4 grapple trucks at any given time. Previously stated provisions for exhaust emissions and cost of security personnel shall apply.

(9) Cranes trucks and grapple trucks are not allowed to operate in the TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3.

6. Special regulations for NANGANG Exhibition Hall 1:

(1) Exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 meters and height of 6 meters. Vehicle height limit is 4 meters).

(2) The height and width of cargo entrances at each area are:

Area I: 5 meters high, 9.9 meters wide

Area J: 4.5 meters high, 11.6 meters wide

Area K: 5 meters high, 10 meters wide

Area L: 4 meters high, 11 meters wide

Area M: 8.5 meters high, 11.9 meters wide

Area N: 4 meters high, 10.1 meters wide

The vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is 4 meters. If total height of a vehicle or its cargo exceeds 4 meters, an application must be submitted to the management unit (including 4.25 meter extra height container trucks). Only after receiving

approval can a vehicle enter the site and only by taking the designated routes.

- (3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m², and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m². Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration loads that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (4) Load capacity regulations for vehicles entering/exiting the exhibition hall:

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for those with more than two axles. (2) Minimum safe distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 18 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters. (3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 meters. (2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.
Sky Dome Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) Maximum of 15 tons for dual-axle, 35 tons for those with more than two axles. (2) The minimum safety distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 8 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters. (3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters. (4) Each loading and unloading shall not exceed 50 minutes.

3. Load restrictions for cranes

- (1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 meters.
- (2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).
- (3) Each loading and unloading shall not exceed 50 minutes.

(5) For trucks with total weight exceeding 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must first submit an application to TaiNEX 1, at least 20 days in advance by filling out the TAITRA TaiNEX 1 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for TaiNEX 1's approval before giving access to the exhibition hall during the permitted time period.

(6) No grapple trucks are allowed outside the exhibition hall and its perimeter (entrances, sidewalks, squares, unloading areas, and parking lots).

7. Special regulations for TaiNEX 2:

(1) Trucks used for the first floor (Area P and Q) shall enter from the south and north side of the Exhibition Hall (vehicle entrance on Nangang Road Section 1 and Lane 62 of Jingmao 2nd Road). To get to the fourth floor of the Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 5.5 meters and height of 4.2 meters, the vehicle height limit is 4 meters).

(2) The dimension of cargo elevators 14 and 15 in the exhibition hall is 3m (H) x 3m (W) x 7.8m (L).

(3) The height and width of cargo entrances at each area are listed below:

Area P: 4.8 meters tall, 4.6 meters wide (south); 4.8 meters tall, 4.6 meters wide (west)

Area Q: 4.8 meters tall, 4.6 meters wide (north); 4.8 meters tall, 4.6 meters wide (west)

Area R: 4.8 meters tall, 4.6 meters wide (west)

Area S: 4.8 meters tall, 4.6 meters wide (west)

The dimension of the Skylight convention center (room 701-703) on the 7th floor is 2.5m(H) x 2.4m(W)(West district).

The vehicle's height limit for the entire first and fourth floors of the exhibition hall is 4 meters. If the total height of the vehicle or its cargo exceeds 4 meters, an application must be submitted to the management unit (including 4.25-meter extra-high container trucks). Vehicles may enter the site by taking designated routes after receiving approval.

No vehicles are allowed to enter the Skylight convention center on the 7th floor.

(4) If it is necessary to set up partition boards, wood work, or other decorations in the conference room, the height of the decorations may not exceed 4m in room 701, may not exceed 2m in rooms 702 and 703, may not exceed 2.2m on the sixth floor and fourth floor. The decorations must maintain a distance of at least 45 cm from the ceiling and may not be covered on the top in compliance with fire safety regulations.

(5) The maximum load capacity of the exhibition hall's first floor is 5 tons/m², and the maximum load

capacity of the fourth floor is 2 tons/m². The maximum load capacity of the 7th floor is 1.2 tons/m². Vehicles or cargo that exceed the widths of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(6) Hanging or posting advertisements and promotional materials on walls and from ceilings is strictly prohibited on the first and fourth floors of the exhibition hall. The lessee may attach event themed materials on the backboard of the podium using thumbtacks (double-sided tape and staple guns may not be used), and shall remove the themed material after the event is concluded. Posters or signs may not be posted on any other walls and surfaces.

(7) Load capacity regulations for vehicles entering/exiting the exhibition hall (same as TaiNEX 1):

(8) For trucks with a total weight of over 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall on the first and fourth floor, the leaseholder must submit an application to TaiNEX 2 20 days in advance by filling out the TAITRA Taipei Nangang Exhibition Center Hall 2 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for TaiNEX 2's approval before given access to the exhibition hall during the permitted time period.

(9) No grapple trucks are allowed outside the exhibition hall and its surroundings (entrances, sidewalks, squares, unloading areas, and parking lots).

II. Operation procedures for entering the site

1. All work by on-site decoration contractors should be completed by no later than one day before the exhibition opens. If a contractor cannot finish on schedule, they should apply for an extension to use the area and pay all related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.
2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
4. If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.
5. For all decoration work, the leaseholders must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening

of the exhibition.

7. Leaseholders must submit copies of their exhibition work permits to the management unit 3 days prior to site entry to permit security guards at the entrance use them for reference.
8. Decoration contractors should take measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.

III. Operation procedures for leaving the site

1. When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
2. Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed. A fine in the amount of NT\$2,000 to NT\$5,000 will be imposed on offenders according to the penalties.
3. All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
4. Special regulations for TaiNEX 1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finished operations before 10PM. Leaseholders have to consider the length of time needed for set up and site removal, and allocate reasonable and sufficient amount of time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Leaseholders are held fully accountable for any damages to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.

(Note: if any exhibition or decoration item exceeds the maximum height and width of an entrance/exit then it must be dismantled before entry or exit. Those that cause damage to the facility due to improper handling shall be liable for compensation).

Chapter 5: Responsibilities

I. Risk Sharing

1. During the exhibition or event, exhibitors shall assign personnel in monitoring their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, TAITRA shall not be held responsible.
2. If due to improper installation, operation, maintenance or management during the exhibition or event (including set up before the exhibition and dismantling after the exhibition), a booth's facilities, objects, or exhibits cause injury, death, or financial loss to the exhibitor's personnel or a third party, the exhibitor and its decoration contractor shall be held fully liable for all compensation and legal responsibility. TAITRA shall not be held accountable. The exhibitor and the decoration contractor are responsible for the strengthening all safety measures and the purchase of suitable insurance policies.
3. In order to maintain the safety of the exhibits, leaseholders shall install security cameras at the exhibition hall, and exhibitors shall take care of their own exhibits and valuable properties. If necessary, exhibitors may install security cameras at their booths. If exhibits or properties are damaged or lost, TAITRA will not be held responsible.
4. If an exhibition hall's facilities are damaged during construction or transportation, the damage shall be repaired or compensation shall be made. If property damage, injury, or death has occurred as a

result of a construction accident, the leaseholder shall be held fully responsible for handling the situation and shall bear the relevant legal responsibility.

II. Procedures for handling violations

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:

First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked

Second offence: a warning ticket and 1 penalty point will be issued

Third offence: a warning ticket with 2 penalty points will be issued

Each subsequent smoking incident will result in additional penalty points. If the violator is an employee of a decoration contractor, once three points have been assigned the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year, and will be prohibited from entering all TAITRA exhibition halls for construction work.

2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers or bringing pets while working on site. But if due to the display needs, must bring pets admission, those who have applied in advance and permitted by TAITRA, do not apply.

3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:

(1) Cut off water and electricity supply.

(2) Close the booth and ban the exhibit.

(3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an exhibition organized by TAITRA for the next 2 years.

(4) One or more of the following punitive actions may be taken, depending on the severity of the violation:

i. Every violation is subject to a fine of NT\$ 2,000 to \$5,000 for the leaseholder (overdue fines will be double deducted from deposit paid) and / or issuing violation notice to contractor to improve within the time limit. If not improved by the deadline, 1 violation point will be issued for general violation and 2 points for major violation (each booth is calculated separately and then add up). If 5 points are accumulated within a year, work permit will be cancelled and no entry into any exhibition halls or venues affiliated with TAITRA for the next 12 months.

ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT\$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT\$10,000, and an additional NT\$10,000 will be added for each repeat offense.

iii. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.

Chapter 6: This specification is only a principled specification. If there are any unfinished matters, it will be separately issued by the Association.

CONSTRUCTION GUIDELINES FOR SECOND-STORY BOOTH

- (1) In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
- (2) The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
- (3) With booth units measuring 3m x 3m, show participants must rent at least 4 units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of second-story booths.
- (4) To apply for the construction of second-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - D. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
- (5) Charge for the use of the second-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed:

Payment date	Rate
Before Aug. 12, 2020	100% of ground floor unit rate
After Aug. 13, 2020	No applications will be accepted

- (6) After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
- (7) The architect, civil engineer or structural engineer, who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
- (8) The floor of the second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the second-story booths should not exceed 4 meters.
- (9) The second-story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the second-story.
- (10) The exterior of the walls should be decorated.
- (11) For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100m² or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire

extinguishers shall be placed on all floors in a clear position every 50m². Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.

- (12) The load-bearing capacity of the second-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².
- (13) The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
- (14) After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
- (15) If the construction and design plan for second-story booths approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
- (16) Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within Taipei World Trade Center Exhibition Hall.
- (17) Limited to the ceiling height, the constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
- (18) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

The balloon should be raised in accordance with the following “Regulations Regarding Use of the Promotional Balloon. “The exhibitor should take sole responsibility for the safety of the balloon. If there is any injury, financial loss or infringement upon the rights of the other participants or a third party, the exhibitor should 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 the exhibitor will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Any exhibitor wishing to use BALLOON at their booth should note the following conditions:

- **Large advertisement balloon:**

- (1) The balloon should only carry the company’s name, logo or product brand name.
- (2) The top of the balloon shall not be higher than 7m from the ground.
- (3) For balloons exceeding 4 meter and less than 7 meter in height, exhibitors are required to deposit NT\$50,000 security deposit and to pay an additional non-refundable fee of NT\$10,000.

- **Small non-flying balloons:**

- (1) To be used for booth decoration.
- (2) The top of small decorative balloons cannot be higher than 4 meters from the ground.
- (3) Exhibitors are required to deposit NT\$50,000 security deposit which will be refundable after the show if no violation occurred.

Note:

- (1) Tethered balloons can only be filled with air or non-inflammable gas.
- (2) Those wanting to use balloon(s) should submit the appropriate application at least one month before show opening along with a deposit of NT\$50,000. An additional non-refundable fee of NT\$10,000 is required for balloons raised over 4 meters but less than 7 meter in height.
- (3) If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
- (4) All filled balloons should be measured by the organizer. TAITRA will remove improper balloons raised without permission.

APPLICATION FOR WALL TELEVISION / SOUND SYSTEM SETUP

- (1) **Televisions or Big Screens.** Regulations for setting televisions on walls:
 - A. Walls must not exceed 2.5 meters in height.
 - B. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
 - C. The volume of the films or videos must not exceed 85 decibels.
 - D. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

- (2) **Sound System.** Regulation for setting Sound systems:
 - A. A deposit of NT\$100,000 with the booth layout and construction plan will be requested upon approval of sound system. Electricity will be disconnected if the deposit is not received by the organizer.
 - B. Anyone found, during the show period, using a sound system without approval will have to make apply and place a deposit of NT\$100,000, in addition, the applicant has to pay NT\$30,000 fee for using the sound system. Electricity will be disconnected until the procedure is completed.
 - C. Whenever it is found that the volume of the exhibitor's sound system exceeds 85 decibels, the inspection group will determine the penalty. Generally, this will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of NT\$100,000; Third, power will be disconnected.
 - D. The organizer will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.