



EXHIBITOR MANUAL

Taipei Nangang Exhibition Center,
Hall 1 (TaiNEX 1)

MAY 24-27, 2022

www.ComputexTaipei.com.tw

Index

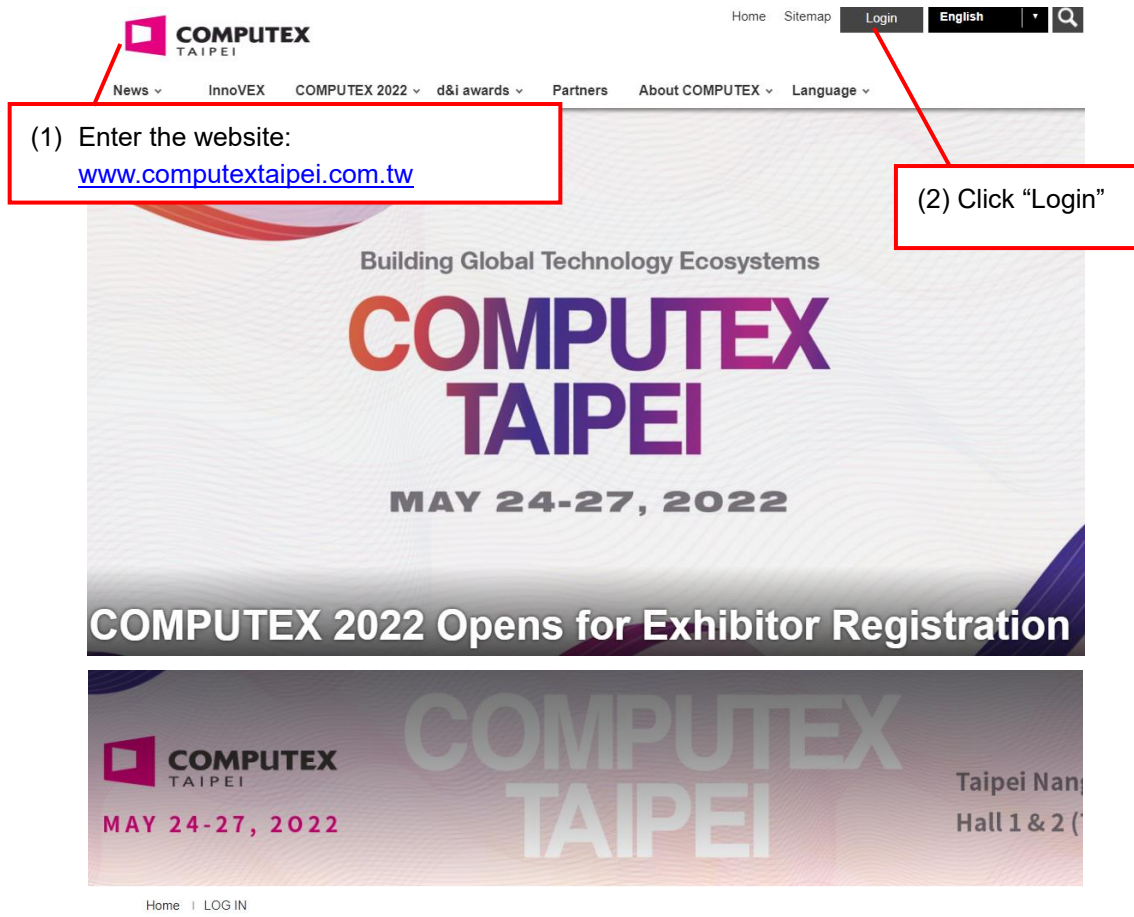
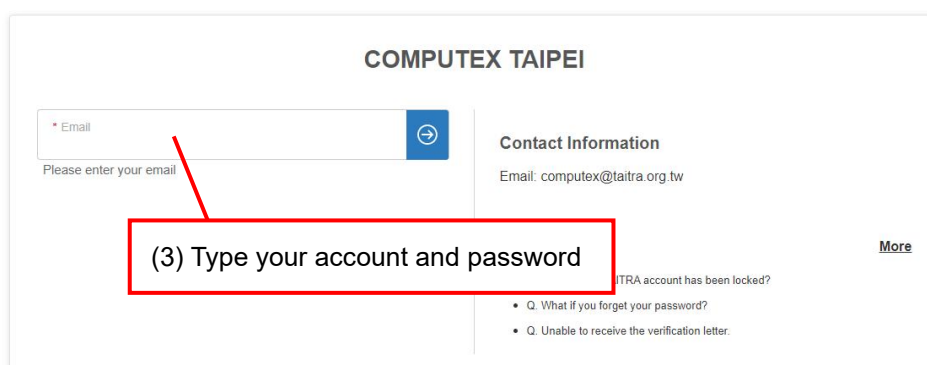
Support & Guidance of Online Fair Services (OAS)	P. 1
CHECKLIST	P. 3
1. Venues	P. 5
2. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours	P. 5
3. During Show Days.....	P. 6
4. Security and Insurance.....	P. 7
5. Booth Setup & Facilities	P. 7
6. Electricity and Water/Drainage Requirements.....	P. 8
7. Exhibitor Badges	P. 8
8. Showground Facilities & Services	P. 9
9. Promote Your Company	P. 9
10. International Visitor's Online Pre-Registration	P. 10
11. Terms & Regulations	P. 10
12. Telephone Rentals, Fiber-optic Internet and Wi-Fi Access Point.....	P. 13
13. Free Wi-Fi Service	P. 14
14. Construction Guidelines for Second-Story Booths	P. 15
15. Construction Guidelines for Booths Exceeding 4 Meters	P. 17
16. Wall Television/Sound System and Stage Equipment Setup	P. 19
17. Regulations Regarding use of the Promotional Balloons	P. 20
18. General Regulations for Taiwan Trade Shows Organized by Taiwan External Trade Development Council.....	P. 21
19. Customs Regulations for Foreign Exhibits	P. 25
20. Epidemic Prevention Measures	P. 28
21. Personal Information Protection.....	P. 30
22. COMPUTEX 2022 Meeting Room Package (TaiNEX 1)	P. 31
23. Tariff for Heavy Duty Electric Power.....	P. 36
24. Estimated Power Consumption for Electrical Appliances.....	P. 37
25. Electricity & Water / Drainage Requirements	P. 38
26. Wi-Fi Frequency Spectrum Management Standards Agreement.....	P. 39
27. Booth Construction Assurance	P. 40
28. Safety and Health Terms of Agreement	P. 41
29. COVID-19 Guideline Terms of Agreement.....	P. 42
Attachments.....	
Official Constructors Manual	
- O'YA Marketing Solution & Interior Design	P. 43
- Interplan International Corporation.	P. 49
Hall Plan of Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)	P. 54
Taipei MRT Map	P. 56

Support & Guidance of Online Fair Services (OAS)

To provide better services, **COMPUTEX 2022** presents this online application system. To help you understand how the system works, here is an overview of the procedure to be followed:

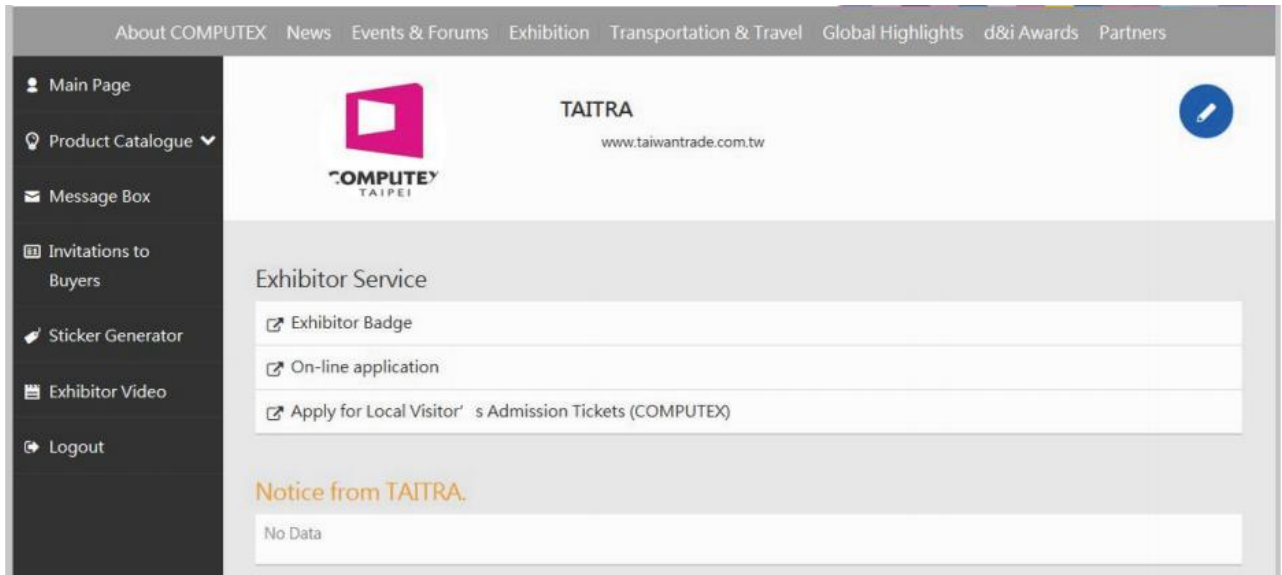
※ How to use the system?

1. Click 「Exhibitor Login」 under EXHIBITOR banner on the up-right corner of the Homepage (www.computextaipei.com.tw) to reach the login page. Start your TAITRA member application. From there, simply enter the access data you received along with your stand confirmation notice. If you have never received our notice of your TAITRA Member Service, please contact :
Tel : 886-2-27255200 Ext.2982
Email : exhibitors@taitra.org.tw

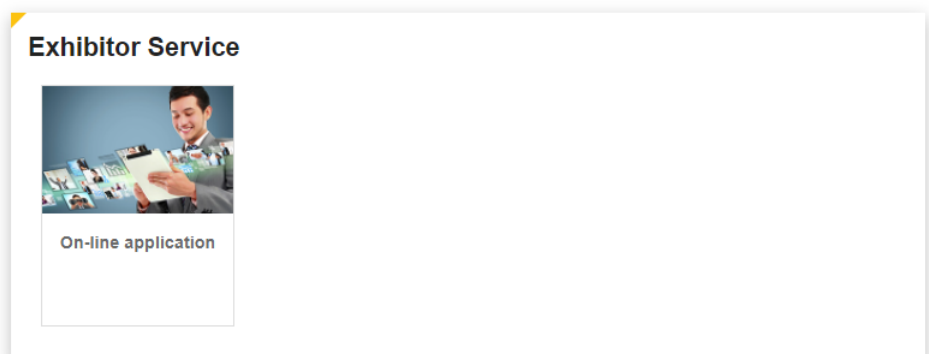
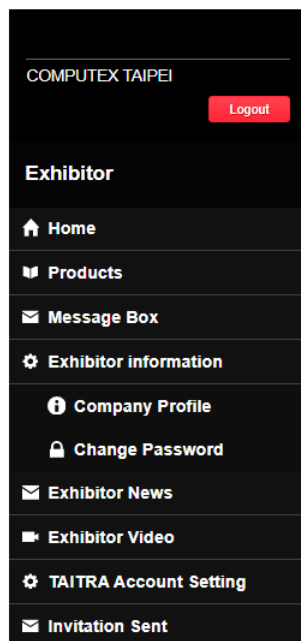
The screenshot shows the login page for COMPUTEX TAIPEI. A red box labeled (3) points to the email input field, which contains the placeholder text 'Please enter your email'. To the right, under 'Contact Information', the email address 'computex@taitra.org.tw' is listed. Below the login fields, there is a link for 'Forgot your password?' and a link for 'Unable to receive the verification letter'.

2. Click 「Exhibitor Service」 → 「On-line application」



Home / Exhibitor

Exhibitor



CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for participating COMPUTEX 2022. If the following services are required, please apply online or return the completed forms to the designated person by the deadline. Services will not be guaranteed if the related forms are returned after the deadline. Online Application guidelines please see manual P.1-2.

Deadline (2022)	Services / Items	Contacts		Remarks
April 22	Booth Rentals	TAITRA, Exhibition Dept.	Ms. Sharon Shen Tel:886-2-2725-5200 ext. 2681 E-mail: CPX-exhibitors@taitra.org.tw	P. 8
Start from March 14	Meeting Room Package Application & Rentals	TAITRA, Exhibition Dept.	Ms. Ina Tai Tel: 886-2-2725-5200 ext. 2635 E-mail: inatai@taitra.org.tw	P. 31
April 25	Application for Additional Exhibitor's Badges & Exhibitors' Profile Upload (Online application form shall be used only for those who require additional badges.)	TAITRA, Exhibition Dept.	Deposit required Ground Level, 1 st floor Ms. Eva Liu Tel: 886-2-2725-5200 ext. 2685 E-mail: evaliu@taitra.org.tw	P. 8
	Application for Construction of Second-Story Booths		Sky Dome, 4 th floor Ms. Sammi Su Tel: 886-2-2725-5200 ext. 2683 E-mail: sammi@taitra.org.tw	P. 15
	Application for Construction of Booths Height Exceeding 4 Meters			P. 17
	<ul style="list-style-type: none"> Booth Construction Assurance Safety and Health Terms of Agreement 	TAITRA, TaiNEX 1	Ms. Fan Tel:886-2-2725-5200 ext.5509 E-mail: h882@taitra.org.tw Ms. Sharon Shen Tel:886-2-2725-5200 ext. 2681 E-mail: CPX-exhibitors@taitra.org.tw	P. 40-41
	Booth Setup & Facilities	O'YA Marketing Solution & Interior Design	Shell Scheme Booth Ms. Emmy Chen Tel: 886-2- 2655-2777 ext. 156 Fax:886-2- 2655-2999 Email: emmy@o-ya-design.com	P. 43
		Interplan International Corp.	Ms. Vicky Huang Tel: 886-2- 2758-5450 ext. 652 Fax:886-2- 2729-0720 Email: twtc@interplan.com.tw	P. 49

Deadline (2022)	Services / Items	Contacts		Remarks
May 4	Electricity & Water/Drainage Requirements (10% off by April 25, 2022)	Additional or heavy-duty power Supply Technical Support Section	Sky Dome, 4 th floor Tel: 886-2-2725-5200, ext. 5568 E-mail: nangangpower2@taitra.org.tw	P. 8 P. 38
May 9	Telephone Rentals/ Fiber-optic Internet/ Wi-Fi Only the exhibitor's representative or agent in Taiwan may apply directly to: Chunghwa Telecom Corp. Ltd.	Chunghwa Telecom Corp. Ltd.	Deposit required Northern Taiwan Unit Group, Taipei Eastern Area Tel: 886-2-2720-0149	P. 13 P. 39
	Wall Television / Sound System / Stage Equipment Setup	TAITRA, Exhibition Dept.	Deposit required Ground Level, 1 st floor Ms. Eva Liu Tel: 886-2-2725-5200 ext. 2685 E-mail: evaliu@taitra.org.tw	P. 19
	Promotional Balloon Application and Liability Form		Sky Dome, 4 th floor Ms. Sammi Su Tel: 886-2-2725-5200 ext. 2683 E-mail: sammi@taitra.org.tw	P. 20
	Forwarders (Shipping Arrangement) • Application Form: Importation of Exhibits on a Bonded Basis • Application Form: Commercial Invoice & Packing List	Triumph Express Service	Mr. Scott Chen Tel: 886-2-2758-7589 E-mail: scott@trans-link.com.tw	P. 25
		Evergreen Logistics Corp.	Mr. Ricky Chung Tel: 886- 2-2512-6973 E-mail: rickychung@tw.evergreen-logistics.com	
May 18	• COVID-19 Guideline Terms of Agreement • Real-name Exhibition Vendor List	TAITRA, Exhibition Dept.	Ms. Eva Liu Tel: 886-2-2725-5200 ext. 2685 E-mail: evaliu@taitra.org.tw	P. 42
May 20 - 23 (move-in hours)	Exhibitor Badges (4 badges per booth)	Exhibitors Registration Counter	Tel: 886-2-2725-5200 ext. 5101(Ground Level, 1 st floor) 5411 (Sky Dome, 4 th floor) Pick up at the Exhibitors Registration Counter at Nangang Exhibition Center during move-in hours by showing the following 5 documents: 1. Business card 2. Booth Construction Assurance 3. Safety and Health Terms of Agreement 4. COVID-19 Guideline Terms of Agreement 5. Real-name Exhibition Vendor List	P. 39-42

* Applications for *promotional activities, pillar decoration, liquid nitrogen using, electric forklifts and heavy vehicles* are in Chinese edition only, please have the local agent or constructor to apply.

1. Venues

COMPUTEX (Including InnoVEX exhibit) :
Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)
 No. 1, Jingmao 2nd Rd., Nangang District, Taipei, Taiwan

2. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours

COMPUTEX (InnoVEX is not applicable):

Date	Time	Items
May 20 – 22	08 : 00 ~ 17 : 00	Booth Set up/move-in
May 23	08 : 00 ~ 17 : 00	Exhibits move-in
May 24 – 27	09 : 30 ~ 17 : 30	Show Dates
May 27	17 : 30 ~ 19 : 00	Exhibits Move-out
May 28	08 : 00 ~ 17 : 00	Booth Dismantling
May 29	08 : 00 ~ 12 : 00	

* Exhibitor's Entrance Time:

May 24 **8 : 00**

May 25 – 27 **8 : 50**

InnoVEX exhibit at COMPUTEX:

Date	Time	Items
May 21 – 22	08 : 00 ~ 17 : 00	Booth Set up/move-in
May 23	08 : 00 ~ 17 : 00	Exhibits move-in
May 24 – 27	09 : 30 ~ 17 : 30	Show Dates
May 27	17 : 30 ~ 19 : 00	Exhibits Move-out
May 28	08 : 00 ~ 17 : 00	Booth Dismantling

* Exhibitor's Entrance Time:

May 24 **8 : 00**

May 25 – 27 **8 : 50**

(1) During move-in, small passenger vehicles are denied entry to showground. Showground entry is restricted to cargo trucks and authorized trucks.

1. Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. cargo entrance.
2. Vehicles can reach exhibits on Sky Dome(4th floor) via spiral access ramp.
3. Weight loading for spiral access ramp is 2000 kg/m². Forty feet trucks under maximum capacity will be able to use the access ramp to reach the Sky Dome(4th floor). The unloading area on the Sky Dome(4th floor) is 36.9 by 26.9 meter.
4. Vehicles are prohibited from parking on 3m lanes within the showground. Vehicles are permitted to park on 6m lanes or outside the showground to unload their cargo to have cargo carted into showground.

- (2) The Maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the designated route at designated times.

Height of Cargo Doors are as follows:

Ground Level	-	I Area 5m	J Area 4.5m	K Area 5m
Sky Dome (4 th floor)	-	L Area 4m	M Area 8.5m	N Area 4m

Lower entrance of access ramp 8m, upper entrance/exit of access ramp 6.7m

- (3) For safety precautions, **Booth Construction Assurance** and **Safety and Health Terms of Agreement** form must be submitted before **April 25** in order to allow trucks with a total weight of 15 tons (based on what is labeled on the vehicle or the driver's license), or large cranes (15 tons and above) or tow trucks to enter.
- (4) **No excavators are allowed.**
- (5) One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT\$1,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT\$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.
- (6) Vehicles are not permitted to enter the showground after 5 p.m. during move-in days.
- (7) Booth decoration and exhibit set up must be completed on time by 17:00 on May 23.

3. During Show Days

Dates	TaiNEX 1 (Including InnoVEX exhibit at COMPUTEX) May 24 – 27, 2022 9 : 30 ~ 17 : 30 (Tuesday to Friday)
General Information	Open to All Visitors (Visitors under age 18 are NOT admitted)

- (1) **No exhibits can be moved in or out during show hours.** If an exhibit has to be carried in or out, it should be done at Exhibitor's Entrance Time (before 9:30 a.m.).
- (2) Exhibitors should keep their booths open and staffed at all times during show hours from May 24, 9:30 to May 27, 17:30. Early packing or dismantling is not allowed.
- (3) Retail sales are strictly prohibited. The organizer reserves the right to restrict noise level to no more than **85dB** and to require suitable methods of operation and display of materials.
- (4) The organizer reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if the displays are not related to the theme of the exhibition.
- (5) **Exhibitors should display their company name on their sign at their booth area.** Participants shall not assign, sublet, or apportion any part of the space assigned to others or have representatives, equipment, or materials from other firms appear in the exhibition space. Any violation will affect exhibitors' participation in the next three years.

- (6) 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.
- (7) 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.
- (8) Should any rented space remain unoccupied on the opening day without just 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.
- (9) Wi-Fi service is provided in Taipei Nangang Exhibition Center showground. For the Regulations, please refer to P.14.
- (10) Exhibitors should make sure to get a license or have the authority of Public Performance and Display Rights for all music displayed during show dates.
- (11) The organizer reserves the right to determine the acceptability and extent of product demonstrations.

4. Security and Insurance

- (1) While every reasonable precaution is taken in regard to ground security, the organizer **accepts no responsibility for any loss or damage** which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final evening of the show when 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:
 - 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 for the time their goods are in storage. The organizer is not liable for any damage, loss, distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

5. Booth Setup & Facilities

The booth is 3m x 3m raw space only, including 500 watts (110 Volts) electricity power supply.

Booth facilities are available on a rental basis from the official contractors, **O'YA Marketing Solution & Interior Design** and **Interplan International Corp.** Please refer to [COMPUTEX TAIPEI official website](#) for details. Fireproof materials are needed to construct booths in Taipei Nangang Exhibition Center.

COMPUTEX Booth Rentals

General booth (raw space) : US\$ 3,800

Booth with shell scheme: US\$ 4,050

- ※ **Raw space only (facilities and decoration not included)**
- ※ **Booth with shell scheme (booths with basic setup & facilities included)**
- ※ Booth size: 3 meters x 3 meters per booth.

Remarks:

1. The booth can be ordered RAW SPACE ONLY, without partition, carpet, or any display facility or with shell scheme, basic booth setup & facilities.
2. Booth facilities are also available for rent from the official contractors. Samples of booth design are enclosed in the Exhibitor's Manual **P. 43-53**.
3. Each booth will be provided with 500W/110V electricity free of charge. Additional power supply and drainage will be at exhibitor's expense.
4. The exterior of the walls should be decorated if the height of the booths exceeding 2.5 meters.

6. Electricity and Water/Drainage Requirements

- (1) Each booth is supplied with 500 watts (110 Volts) of power free of charge during show hours. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online and see **P.36-38** for reference.
- (2) Electricity will be provided from the day before the show from 8 a.m. to 5 p.m.
- (3) Electricity will be provided during show hours from 8:50 a.m. to 5:30 p.m.
- (4) To ensure electrical safety of exhibits, exhibitors should install Active Voltage Regulation/Regulator (AVR) or Uninterruptible Power Supply (UPS).

Power Fee	Payment (Discount/Surcharge)
Before April 25	10% Discount Charge
April 26 – May 4	Set Price
On and After May 5	50% Overdue Charge

7. Exhibitor Badges **(P.39-42)**

- (1) Exhibitor badges are available for pick up during move-in hours starting **May 20 – 23**. All exhibitors should register at the Exhibitor's Registration Counter at the Taipei Nangang Exhibition Center, Ground Level or Sky Dome, 4th floor (depending on the location of your booths) to collect exhibitor's badges by providing **business cards** which indicate exhibitor's company name or by presenting a letter of authorization from the exhibitor, together with the following signed documents:

- **Booth Construction Assurance**
- **Safety and Health Terms of Agreement**
- **COVID-19 Guideline Terms of Agreement**
- **Real-name Exhibition Vendor List**

- (2) **Four** exhibitor's badges are allotted for each booth. These serve as entry passes to the exhibition halls and must be worn for entry into the showground. Each additional badge costs **NT\$1,500**. Exhibitors may apply online before **April 25**. After receiving of the application, we will notify you of the payment due by e-mailing you the Invoice.

*No application will be accepted during the show period.

8. Showground Facilities & Services

Showground Services	Nangang Exhibition Center(TaiNEX 1)	Tel: 886-2-2725-5200
1. Show Information Center	Ground Level, Lobby, Main Entrance	Ext. 5101
2. Convenience Store	Ground Level	886-2-2651-9408
3. Café/Bakery/Fast Food/ Snack Bars/Drinks	Ground Level	
4. The Menu (Family Cuisine)	3 rd Floor	886-2-2651-8090
5. Festival Western Restaurant	3 rd Floor	886-2-2641-6422 Ext. 5210
6. Travel Agency	Ground Level, Main Entrance	Ext. 5102
7. Conference/Meeting Rooms	4 th Floor & 5 th Floor	
8. First Aid	Emergency Response Center to COVID 19	Ext. 5131
	Ground Level, Room 0158	Ext. 5119
	4 th Floor, Room 0452	Ext. 5437
9. Luggage Storage Room	Ground Level, Room 0145	Ext. 5132
10. Electricity/Water Service	Ground Level, Information Center	Ext. 5112
11. Forwarders	● TRIUMPH EXPRESS SERVICE	886-2-2758-7589
	● Evergreen Logistics Corp.	886-2-2512-6973
12. Breastfeeding Room	Ground Level, Room 0115	
13. Parking Area	Basement 1	Ext. 5001
14. Chunghwa Telecom	Ground Level, Area I	886-2-2655-9456

9. Promote Your Company

(1) COMPUTEX TAIPEI Official Website Promotion (**Free Promotion**)

The official website of COMPUTEX TAIPEI www.computextaipei.com.tw is the best platform for exhibitors to announce the latest news, press releases and new products. Right on the homepage, choose **Exhibitors** and simply click on **Exhibitor Login**, select the function of **Product Catalogue** to upload. Exhibitors are also welcome to download and use the COMPUTEX logo available on the official website.

(2) Advertising in the Official Publication

COMPUTEX provides different types of publication including COMPUTEX e-Newsletter, Show Daily, Show Map and Show Guide. For placing an advertisement, please contact:

Eye on Taiwan Media, Ms. Isabella Chen, Tel: 886-928-616719,

E-mail: isabellachen99999@gmail.com

(3) Exhibitor's Sponsorship at the show

To better expose yourself to trade visitors and media, you are welcome to sponsor selected items during the show. For detailed information, please contact :

Ms. Ina Tai, Tel: 886-2-2725-5200 ext. 2635, E-mail: inatai@taitra.org.tw.

(4) Co-marketing for Joint Promotion with COMPUTEX 2022

To actively engage the global ICT industry, government, and academic stakeholders in COMPUTEX 2022 in a diversified manner and make the most of co-marketing resources, TAITRA will utilize the official COMPUTEX website (<http://www.ComputexTaipei.com.tw>) and the online exhibition (COMPUTEX DigitalGo) to promote the 2022 COMPUTEX co-marketing partner' events/activities to increase the visibility.

Ms. Sammi Su Tel: 886-2-2725-5200 ext. 2683; E-mail : sammi@taitra.org.tw

Deadline: **April 20, 2022**

10. International Visitor's Online Pre-registration

International visitors are encouraged to pick up badges as early as possible at:

- (1) "Pre-registered Visitor" counter, if international visitors have pre-registered by online pre-registration at the official website: www.computextaipei.com.tw.
- (2) "On-site Registration" counters, if international visitors have not pre-registered yet.
- (3) **Admission is free-of-charge for international visitors.**

11. Terms & Regulations**TERMS AND REGULATIONS FOR PARTICIPATION****1. Participation Application**

- (1) When registered online for COMPUTEX 2022, participants agree to follow all existing Regulations and further Regulations that might be made to modify them.
- (2) Once submitted by the applicant and confirmed by the Show Management, the contract will be established and come into effect.
- (3) Violations of the Regulations can result, upon decision of the Show Management, in the exclusion of the transgressors whose damage claim, if any, will be rejected.

2. Payment Scheduled

A deposit of US\$1,000 per booth has to be paid before the allocation meeting. An invoice for the remaining balance will be sent to the applicant after the booth allocation meeting. The remaining balance of booth rental should be made before the date stipulated by the Show Management, TAITRA, otherwise your participation in the show will be cancelled. **After booth allocation any payment made will not be refunded under any circumstances.**

3. Adherence to Copyright Patent Laws

- (1) It is strictly forbidden to display logos or products that are licensed or have patents registered by other companies.
- (2) It is strictly forbidden to infringe an intellectual property rights or other rights of any third party.

- (3) Violations will result in immediate removal of the displays, and the exhibitor will not be permitted to participate in this same event for the next two years. Exhibitors bear the responsibility for all penalties without recourse or indemnity.

4. Space Assignment & Unoccupied Space

- (1) The Show Management will determine the number and location of the booths assigned to each exhibitor, in accordance with the nature of the exhibits or in the manner the Show Management deems appropriate.
- (2) The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

5. Sub-letting of Space

- (1) The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space to firms other than his own.
- (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 three years. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

6. Venue & Show Dates Change

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the Exhibition, the 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 should comply with rules and regulation in the Exhibitor's Manual and complete their construction and/or decoration by the date and time stipulated by the Show Management.
- (2) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show Management. They will be held responsible for any loss or damage to 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 out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition (incl. build-up and dismantling period), and during storage in the Show Management's warehouse.
- (2) Exhibitors are advised to hire their own security guards, for their valuable exhibits during the exhibition period (incl. build-up and dismantling period).

9. Exhibit Limitations

- (1) Exhibitors are not permitted to erect booth partitions of over 250 cm in height.

Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400 cm. Any signs or decoration higher than 250 cm in full view must be decorated.

10. Selling From the 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 allocated or in case of exhibitor default in payment by the stipulated date, Show Management 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, rental fees already paid by the Exhibitor shall not be refunded.

12. Security & Organizer's Liability

- (1) The Show Management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.
- (2) During the booth erection and dismantling period and during the show, booths must be staffed by personnel at all times.
- (3) The Show Management shall not be held accountable or liable for, any damage, loss, harm or injury to any person or the property of the Exhibitors or of the exhibitor's officers, and/or employees, agents, and visitors which result from theft, fire, water, accident natural disasters or any other cause.
- (4) All Exhibitors are requested to turn off the power supply before leaving the exhibition booth. Unless otherwise agreed, the Show Management will disconnect the main power supply at the stipulated times.

13. Operation

- (1) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- (2) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume of any display should not exceed 85 dB.
- (3) The Show Management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odors, the emission of gases, volatile organic chemicals or other contaminants.

14. Interruptions and/or Disruptions of Exhibition

Exhibitors shall not cause interruptions and/or disruptions of the exhibition, which result in protest or commotion at their booths, either inside or outside the show grounds, due to private disputes 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 Management, 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 without 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, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
- (2) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitor.
- (3) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.
- (4) When signing the prescribed application forms, participants agree to follow all the existing Regulations and further Regulations that might be made to modify them.
- (5) Once signed and submitted by the Applicant and confirmed by the Show Management, the contract will be established and come into effect.
- (6) Violations of the Regulations can result, by decision of the Show Management, in the exclusion of the transgressors whose damage claim, if any, will be rejected.

12. Telephone Rentals, Fiber-optic Internet and Wi-Fi Access Point

Telephone connections to booths and Wi-Fi internet services may be ordered **only by the exhibitor's representative/agent in Taiwan**. The representative/agent must apply before **May 9** directly to Chunghwa Telecom Corp. Ltd:

Chunghwa Telecom Corp. Ltd. - Northern Taiwan Unit Group, Taipei Eastern Area Service Center.
130 Sung Jen Rd., Taipei, 110, TAIWAN
Tel : 886-2-2720-0149

All rented telephone set(s) and network equipment should be handed back at information Counter, ground level, area J or Sky Dome(4th floor) area M before 5:30 p.m. on May 27, 2022.

13. Free Wi-Fi Service

To offer a stable environment for high-capacity Wi-Fi with seamless connection, Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1) since May, 2015 has used a new Wi-Fi system. The system enables 10,000 end-user devices to access free internet service. It also does away with the need to set up private internet facilities like Wi-Fi access points and Wi-Fi hotspot sharing.

(1) Access locations:

First floor exhibition area of Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1), Sky Dome and all public hallways, B1 Dining Area, and meeting rooms on the first, third, fourth, fifth and sixth floors.

(2) Basic equipment required for using the Wi-Fi internet connection:

- Notebook computer, tablet computer or smart phone.
- Wi-Fi-certified wireless network cards compliant with 802.11a/b/g/n/ac.
- Cards operating at 2.4GHz (wireless card protocols: b/g/n) are more susceptible to channel interference, resulting in poor internet connection quality. Try to use equipment that supports the 5GHz (wireless card protocols: a/n/ac) for accessing the internet.

(3) Taipei Nangang Exhibition Center, Hall 1's Wi-Fi SSID are as follows:

- TWTC Free (For buyers and visitors, no password required)
- TWTC Vendor (Exhibitors can obtain password from event organizer)
- TWTC Press(Domestic & foreign journalists can obtain password from event organizer)

(4) Notes for using the Wi-Fi Service:

- This service is intended solely for the provision of basic E-mail sending/receiving and for webpage browsing by buyers, exhibitors and journalists.
- There are many competing Wi-Fi devices within the 2.4 GHz band, such as Bluetooth devices, wireless speakers, wireless audio electronics, microwave ovens, plus the AP equipment set up by exhibitors that will affect the Center's Wi-Fi service quality; as a result, only the 5 GHz service will be provided on the first floor and Sky Dome, and all other areas will have both 2.4 GHz and 5 GHz services.
- Wi-Fi access speeds will be affected by the network terminal equipment's performance, placement, distance, building (decoration) shielding, electromagnetic radio frequency interference (such as those mentioned in the second item above), the host website' s bandwidth, and numerous other factors; if this causes direct or indirect damage or loss, the Center assumes no liability for damages.
- Use of software/hardware systems which interfere with or sabotage other online users or nodes, such as disseminating computer viruses, attempting to hack into unauthorized systems, is strictly prohibited.
- Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1) shall terminate the rights to use the service in the event of a personal device being infected with a virus or is making malicious attacks on other computers which may compromise internet connection quality.
- Users shall avoid violating copyright laws or engaging in illicit online activities. Any legal liability resulting from such violations shall be borne solely by the user(s).
- Users shall comply with Taipei Nangang Exhibition Center, Hall 1's related internet usage guidelines when using the Wi-Fi service. For violators, the exhibition hall shall terminate the perpetrator's access rights to the service.

(5) In order to maintain quality Wi-Fi frequency spectrum, exhibitors are prohibited from setting up their own wireless access points without an approved application.

(6) Taipei Nangang Exhibition Center reserves the right to change or terminate this service at any time without providing notice.

14. CONSTRUCTION GUIDELINES FOR SECOND-STORY BOOTHS AT TAIPEI NANGANG EXHIBITION CENTER, HALL 1(TaiNEX 1)

[\(Download Online\)](#)

- (1) In view of an increasing demand for exhibit space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, trade show participants must comply with these 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, trade 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 along with the deposit of **NT\$10,000** to the organizer, TAITRA, by registered mail before **April 25, 2022**. Construction cannot begin without prior written approval from TAITRA. The deposit will not be returned for any violation.
- (5) One copy of the **Application Form (please refer to Manual P.1-2 for instruction)**
- (6) One copy of the Declaration Form from exhibitor and the architect
- (7) One copy of the booth layout plan
- (8) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of 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.
- (9) 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.
- (10) Charge for the use of the second-story booths is based on the floor area (including staircases):
- (11) Dimensions of the 2nd Fl. / Dimensions of the 1st Fl. x Booth Rental Rates of 1st Fl. (VAT included)
- (12) The rate for second floor space shall be set in accordance with the date of full payment, as listed :

Full Payment Date	Rate
On or before April 25, 2022	30% Discount Charge
On or after April 26, 2022	Set Price
May 19 – 23, 2022	Set Price + Overdue Charge NT\$ 30,000
On and after May 24, 2022	Set Price + Overdue Charge NT\$ 50,000

- (13) 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.
- (14) 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.
- (15) 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. The exterior of the walls should be decorated.

- (16) 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.
- (17) Guidelines for total floor area (including staircases) of the second-story over 100 square meters:
- (18) Exhibitors should hire their own security guards for public safety, surveillance and recognition of spontaneous fires.
- (19) Fire extinguisher should be placed in every 50 square meters on both floors.
- (20) The architect, civil engineer, or structural engineer should supervise on-site.
- (21) 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. The participating company should take responsibility for monitoring the number of people on the second-story.
- (22) The construction of 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.
- (23) The top opening of the booths(second-story booths included) cannot be covered with curtains or wooden boards.
- (24) Braced column should be provided to resist all lateral forces in that plane when building the second-story booth.
- (25) 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 and Taipei Nangang Exhibition Center by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
- (26) 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.
- (27) Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1).
- (28) Limited to the ceiling height, the constructor should exercise caution to avoid bumping or making contact with the fire sprinklers. For safety reasons, spotlights should not be placed directly below the 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.
- (29) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.
- (30) Exhibitors who have set up second-story booths without applying or received approval are required to dismantle immediately when found unless the organizer agrees to accept the late application. Applicants who submit applications before the show (including the move-in period) shall pay an additional **NT\$10,000** penalty fee in accordance with the relevant application specifications. Exhibitors who submit the application during the exhibition must pay an additional NT\$50,000 penalty fee. Before the application process is completed, the organizer has the right to forcibly dismantle or not supply power to the booth.

15 . CONSTRUCTION GUIDELINES FOR BOOTHS EXCEEDING 4 METERS

(Download Online)

- (1) These Guidelines have been established for the construction of booths exceeding 4 meters. To set up booths exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
- (2) With booth units measuring 3m x 3m, show participants must rent at least **8 units** of corner booths with at least 3 sides open or island booths with all 4 sides open in order to be eligible to apply for the construction of booths exceeding 4 meters.
- (3) To apply for the construction of booths exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data along with the deposit of **NT\$10,000** to TAITRA by registered mail prior to **April 25, 2022**. Construction cannot begin without prior written approval from TAITRA. The deposit will not be returned for any violation.
- (4) One copy of the **Application Form (please refer to Manual P.1-2 for instruction)**
- (5) One copy of the Declaration Form from exhibitor and the structural engineer
- (6) One copy of the booth layout plan
- (7) 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.
- (8) 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 booths exceeding 4 meters.
- (9) TAITRA will charge an "Exceeding fee", which is **NT\$100,000** (tax included) **within 18 square meters**. Those who exceed 18 square meters will be charged in proportion to the addition.
- (10) Charge for building booths exceeding 4 meters shall be set in accordance with the date of full payment, as listed:

Full Payment Date	Rate
On or before April 25, 2022	30% Discount Charge
April 26 – May 19, 2022	Set Price
May 19 – 23, 2022	Set Price + Overdue Charge NT\$ 30,000
On and after May 24, 2022	Set Price + Overdue Charge NT\$ 50,000

- (11) 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. 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 begins.
- (12) 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.
- (13) The height of the booths exceeding 4 meters must not be more than 6 meters. The exterior of the walls should be decorated.

- (14) 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.
- (15) After TAITRA has granted written approval for the construction of booths exceeding 4 meters, 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 and Taipei Nangang Exhibition Center by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
- (16) If the construction and design plan for booths exceeding 4 meters 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.
- (17) Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1).
- (18) The constructor should take most care not to bump or make contact with fire sprinklers. 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.
- (19) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.
- (20) Exhibitors who have set up booths exceeding 4 meters without applying or received approval are required to dismantle immediately when found unless the organizer agrees to accept the late application. Applicants who submit applications before the show (including the move-in period) shall pay an additional **NT\$10,000** penalty fee in accordance with the relevant application specifications. Exhibitors who submit the application during the exhibition must pay an additional **NT\$50,000** penalty fee. Before the application process is completed, the organizer has the right to forcibly dismantle or not supply power to the booth.

16. WALL TELEVISION/SOUND SYSTEM & STAGE EQUIPMENT SETUP

Deadline : **May 9, 2022**

☐ **Televisions or Big Screens over 5m².** Regulations for setting televisions on walls :

1. Walls must not exceed 2.5 meters in height. 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.
2. For walls exceed 2.5 meters under 4 meters in height, the front of the wall must be at least **two meters** from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. The TV wall should be equipped with fall protection equipment (with side brackets, fixed steel cables and nylon ropes, and padded with steel plate wall bases to avoid uneven force that may collapse in the event of an earthquake. It is a violation if preventive equipment is not installed.
4. The volume of the films or videos must not exceed **85 decibels**.
5. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.
6. Violations will result in immediate disconnection of the electricity, and the exhibitor and the other party will not be permitted to participate in this same event for two years. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

☐ **Stage Equipment.** Regulation for setting Stage Equipment

1. A deposit of **NT\$10,000** with the **booth layout** and **construction plan** will be requested upon approval of stage equipment. Electricity will be disconnected if the deposit is not received by the organizer.
2. The edge of the stage shall be recessed **50cm** from the baseline of the booth.

☐ **Sound System.** Regulation for setting Sound Systems

1. Exhibitors renting 4 or more booths may use **two** speakers of the sound system. Exhibitors renting 1-3 booths may apply for **one** speaker only. A deposit of **NT\$30,000** 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.
2. 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\$10,000**; Third, a fine of **NT\$20,000**; Forth, power will be disconnected.

Full Payment Date	Rate
On or before May 9, 2022	Deposit + Set Price
May 10 – 23, 2022	Deposit + Set Price + Overdue Charge NT\$ 10,000
On or after May 24, 2022	Deposit + Set Price + Overdue Charge NT\$ 30,000
NOTE: The organizer will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.	

Please contact:

TAITRA, Exhibition Dept.

Ms. Sammi Su

Tel: 886-2-2725-5200 ext. 2683

E-mail: sammi@taitra.org.tw

17. REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOONS

(Download Online)

Any exhibitor wishing to use BALLOON at their booth should submit the appropriate Application Form before **May 9, 2022** along with a deposit of **NT\$10,000** which will be refundable after the show if no violation occurred. Please note the following conditions:

● Large promotional balloon :

1. Only one balloon per exhibitor can be used at each exhibitor's booth.
2. The balloon should only carry the company's name, logo or product brand name.
3. The top of the balloon should not be higher than 5 meters from the floor and the diameter should be less than **2 meter** in width.
4. For balloons under 5 meters in height, exhibitors are required to deposit **NT\$10,000** and to pay an additional **non-refundable fee of NT\$10,000**.
5. For balloons exceeding 5 meter and less than 7 meter in height, exhibitors are required to deposit **NT\$10,000** and to pay an additional **non-refundable fee of NT\$20,000**.

● Small non-flying balloons

1. To be used for booth decoration.
2. The top of the balloons should not be elevated higher than 4 meters from the ground floor.
3. No fee is required.

Note:

1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
2. A NT\$10,000 penalty will be deducted from the exhibitor's balloon deposit for violation of above regulations
3. **All filled balloons should be measured by the organizer.** TAITRA will remove improper balloons raised without permission.

Full Payment Date	Rate
On or before May 9, 2022	Deposit + Set Price
May 10 – May 23, 2022	Deposit + Set Price + Overdue Charge NT\$ 10,000
On or after May 24, 2022	Deposit + Set Price + Overdue Charge NT\$ 30,000
NOTE: The organizer will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.	

Please contact:

TAITRA, Exhibition Dept.
Ms. Sammi Su (Sky Dome, 4th floor)
Tel: 886-2-2725-5200 ext. 2683
E-mail: sammi@taitra.org.tw

18. General Regulations for Taiwan Trade Shows Organized by Taiwan External Trade Development Council

Revised on June 9, 2020

1. These general regulations (“the Regulations”) are made by Taiwan External Trade Development Council (hereinafter referred to as the “Organizer”).
2. The Regulations shall cover the registration forms, exhibition manuals, and materials made for an exhibition (hereinafter referred to as the “Exhibition Materials”). The Regulations are applicable to exhibitors, joint exhibitors, and their branch companies (hereinafter referred to as the “Exhibitors”) of the exhibition.
3. After an Exhibitor completes the registration procedure, the Exhibitor is deemed to have fully read and understood the Exhibition Materials and the Regulations and agree to comply with the Regulations unconditionally. Furthermore, the Exhibitors authorize the Organizer to include the information provided by the Exhibitors in the printed and/or digital Official Directory.
4. Compliance with or violations of the Regulations regarding the Exhibitors’ behaviors during the exhibition period shall be determined, interpreted, and implemented by the Organizer. The Exhibitors shall have no objection.
5. The organizer prohibits the participation of competitive exhibitions or related exhibition organizers, including subsidiaries or agents of associated enterprises. Exhibitors who register under falsified documents or impersonate others will be ordered to stop displaying and fees confiscated once found. The exhibitor agrees unconditionally to the organizer setting, explaining and executing of the regulation, regardless of whether or not the exhibitor has violated the regulation.
6. The Organizer has the right to plan the exhibition area and the number of booths based on the types of the products exhibited, the actual registration results, and booth demand. The Organizer also has the right to determine whether to accept Exhibitors’ registrations, adjust the exhibition area and the number of booths based on the nature of the products exhibited and the Exhibitors’ past records in the Taiwan Trade Shows, or the domestic or foreign promotional activities organized by the Organizer.
7. Except the startup exhibition area, all booths are raw spaces without carpets and partitions. All Exhibitors must set up basic decorations, including carpets, partitions, and company name boards. Exhibitors may not display without basic decorations.
8. The Organizer shall send the Exhibition Materials and the Regulations to the Exhibitors approximately 90 days before the exhibition and publish them on the exhibition website (www.ComputexTaipei.com.tw) for the Exhibitors to access and print the materials. The Exhibitors will have no grounds to claim ignorance of and/or violate the Exhibition Materials due to not having received the Exhibition Materials or having no access to the Regulations.
9. The Exhibitors shall not take exhibition items into the exhibition hall or remove exhibition items from the exhibition hall during the exhibition period, from 09:30 am to 5:30 pm daily, except for small and light items that can be carried by a person. Additional exhibition items may be brought in from 08:30 am on the first day of the exhibition or from 08:50 am during the exhibition period.
10. Before entering and decorating the booth, the Exhibitors shall fill out and submit the Decoration Affidavit and other related application documents, as well as apply for water and electricity within the prescribed

period. If the Exhibitors' decorations or interests are affected as a result of a failure to complete these tasks, the Exhibitors shall bear sole responsibility.

11. If Exhibitors do not permit exhibition items for photography or video recording by visitors, the Exhibitors shall display "No Photography" or "No Video Recording" signs in both Chinese and English. However, the Exhibitors shall allow journalists and contracted photographers with the PRESS badge issued by the Organizer to take photos or videos for promotional purposes.
12. The Exhibitors shall pick up badges at the area designated by the Organizer when moving in exhibition items, and badges shall be worn (one badge per exhibitor) during the exhibition period.
13. Unless otherwise specified within the Regulations, entry of visitors under the age of 18 is not allowed for safety and quality concerns.
14. Personnel designated by the Organizer shall be responsible for entrance/exit control during the exhibition period (including the move-in and move-out). However, the Exhibitors should take care of their exhibition items, decorations, and facilities, and purchase any necessary insurance and hire security guards for valuable exhibition items. If any items are lost or damaged, the Organizer shall not be held responsible.
15. The Exhibitors must obtain all relevant insurances, such as fire insurance, theft insurance, flood insurance, and public liability insurance (including additional insurance for natural disasters, such as typhoons, earthquakes, floods, heavy rains, or other natural disasters) from the periods when the exhibition items and decorations are transported to the exhibition hall, to the removal of the said items from the exhibition hall. The Organizer shall not be responsible for any losses or damage to the said items during the aforementioned period.
16. The Organizer may cancel the Exhibitors' exhibition qualifications and eligibility or stop supplying water and electricity if the Exhibitors are found to be in any one of the following situations by the Organizer, and make no improvement after a request for improvement has been made by the Organizer. The Exhibitors shall be banned from participating in exhibitions organized by the Organizer for at least two years, and all previous exhibition records of the Exhibitors and their seniority shall be removed. If the Organizer is sued or deemed responsible for any loss or damages, the Exhibitors shall indemnify the Organizer for the expenses (including but not limited to the lawsuit and legal fees). The Exhibitors shall have no objection.
 - (1) Use of false documents, information, or any other person's name to participate in the exhibition.
 - (2) Exhibition items shown on the product catalog provided for registration are different from those indicated on the registration forms or from the physical objects.
 - (3) Failure to make full payment of the exhibition fees 10 days before the start of the exhibition.
 - (4) Refusal or withdrawal of authorization for the Organizer to use the information provided by the Exhibitors to publish the Official Directory.
 - (5) Bringing flammable materials, explosives, or other hazardous or banned substances into the exhibition hall.
 - (6) The leased booth is barely decorated, has few or no exhibition items, or has no Exhibitors or on-site employees during the exhibition period.
 - (7) Sale, display, or advertisement of exhibition items that infringe upon the copyright of others.

- (8) The exhibition items or the means of displaying them are in violation of relevant laws and regulations prescribed in the Civil Code, the Consumer Protection Act, the Fair Trade Act, the Commodity Labeling Act, the Commodity Inspection Act, and the Act Governing Food Safety and Sanitation.
- (9) Exhibition items or the means of display them disrupt public order or violate codes of decency.
- (10) Exhibition items infringe upon the rights of a third party who provides the Organizer with supporting documents such as a settlement agreement, the written judgment for losing the civil suit, or the written judgment for the conviction of criminal charge (whether the judgment is made or not).
- (11) The signs and decorations shown in the Exhibitor's booth are different from the information of the company in Chinese or English as provided in the registration form.
- (12) The booth(s) are subleased, transferred, or used to host exhibitions under the names of companies that are not registered (including the names of sponsors, affiliate companies [parent and subsidiary companies], a branch company of the original registered company in a third region, or subsidiary companies).
- (13) Exhibition items are imported from regions restricted by the government of Taiwan, or are manufactured, produced, or sold in such regions, or are contraband pursuant to the laws of Taiwan.
- (14) Exhibition items do not match the theme of the exhibition.
- (15) Conducting retail sales in the exhibition hall.
- (16) Using raw booths for exhibitions.
- (17) Failure to apply to the Organizer in advance to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height.
- (18) Producing noises inside the exhibition hall at 85 decibels or more during the exhibition period.
- (19) Affecting neighboring booths or the exhibition due to a lack of pollution disposal equipment prepared by the Exhibitors to promptly and appropriately dealt with smoke, waste gases, dust, stench, irritant gases, organic chemical solvent contaminants, or other pollutants resulting from demonstrating or operating an exhibition item.
- (20) The music, images, or related information played by the Exhibitors in public during the exhibition period infringe upon intellectual property rights.
- (21) Displaying, posting, or distributing any promotional items or materials related to the exhibition items in areas other than the booths, including public facilities, aisles, or columns.
- (22) Conducting promotional activities or leaving the company or personal items in public areas.
- (23) Third parties conduct disturbances or protests in the Exhibitors' booth(s) or inside/outside of the exhibition hall due to private disputes, thereby affecting the order or image of the exhibition.
- (24) Causing any injury, death, or financial loss to the Organizer's personnel or a third party during the exhibition period (including the move-in and move-out) due to improper installation, operation, maintenance, or management of the facilities, objects, and exhibition items at the booth.
- (25) Packing or moving out exhibition items from the exhibition hall in advance or similar behaviors.

- (26) Causing fires due to the design and construction of the booth and or improper use of electrical devices.
 - (27) Leaving exhibition items or personal items in the exhibition hall after the move-out.
17. If the Exhibitors need to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height, the Exhibitors shall apply in advance with the Organizer, and the structures or decorations may only be set up with approval from the Organizer. (Please refer to related regulations in the Exhibition Manual). Exhibitors who do not have approval from the Organizer shall immediately remove the structures or decorations once discovered by the Organizer's personnel, or carry out supplementary application procedures. The Organizer shall not be liable for any compensation.
- (1) Exhibitors who carry out the supplemental application procedure shall be required to pay a fine for the use of such structures or decorations.
 - (2) When the application is filed from May 9 to 22 (inclusive) after the application deadline, the Exhibitors shall be required to pay an additional fine of NT\$10,000.
 - (3) When the application is filed during the exhibition (from May 23 to 27), the Exhibitors shall be required to pay an additional fine of NT\$30,000 for the use.
18. After the end of the exhibition, the Exhibitors shall remove all exhibition items and personal items and clear the booth during the move-out. The Organizer shall not be responsible for the custody of the exhibition items. In the event that exhibition items or personal items are found onsite after the move-out, they shall be regarded as waste and removed by the cleaning company without notice to the exhibitor. The derived expenses shall be borne by the Exhibitor.
19. In case of natural disasters, notifiable infectious diseases (such as COVID-19), or other force majeure reasons, the Organizer retains the right to adjust the exhibition date and location, or cancel the exhibition. In such instances, the Organizer will refund fees paid by the Exhibitors (including deposits and other paid fees) after deducting relevant incurred costs (including but not limited to nonrefundable payments that have paid to contractors). The Organizer is not liable for any damages caused due to this adjustment or cancellation.
20. For the purpose of properly organizing the exhibition, the Organizer will implement adequate measures for disease prevention. Exhibitors clearly understand and agree that by participating in the exhibition, they are obliged to cooperate with the disease prevention actions implemented by the Organizer; Exhibitors shall solely bear risk related to infection or isolation due to disease prevention. Therefore, if a dispute arises therefrom, participating Exhibitors may not make any claims, including civil, criminal, and administrative claims, against the Organizer.
21. If any Exhibitors would like to drop out of the exhibition due to reasons not attributable to the Organizer, any payment made, including the paid deposits will not be refunded. All payments will not be refunded if Exhibitors decide to drop out of the exhibition after their booths have been allocated.
22. For matters not stipulated in the Regulations, the Organizer may amend or update the Regulations from time to time.

19. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

1. General

- (1) A selection of imported exhibits are allowed to enter Taiwan on a bonded basis without payment of customs duties and may be kept in the bonded warehouse for rent up to three months following the show. Such exhibits should be consigned to "Taiwan External Trade Development Council" (TAITRA).

TAITRA is not in a position to be a consignee for exhibits imported on a duty-paid or deposit basis.

- (2) The following items must be imported on a duty-paid or deposit basis:

- a. Non-commercial samples
- b. Giveaways or promotional articles
- c. Posters, photo panels, catalogues, brochures and leaflets
- d. Lubrication oils and greases for maintenance of machinery during the exhibition
- e. Materials and equipment for use in the construction, installation, decoration, and maintenance of booths
- f. Foodstuffs and drinks to be consumed during the show
- g. Jewelry, precious stones, and gold coins (hand carried)
- h. Liquors, spirits, wines, and tobaccos

- (3) Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis and in strict observance of "Quarantine Regulations on Importation of Plantation into the Republic of China".

- (4) Note that exhibits such as some telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives need government endorsement and permits for importation.

- (5) The ATA CARNET is not accepted in Taiwan except in the case of countries having similar bilateral agreements with the Republic of China.

2. Exhibits in Bond

According to customs regulations, goods with bonded status may remain in Taiwan for a maximum of six months from the date of importation. During show-days, exhibits are strictly prohibited from being removed from the premises. Such exhibits should be returned to the bonded warehouse right after the show. They shall neither be sold nor re-exported until all procedures are cleared by the exhibitors concerned. The organizer has the right to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

3. Exhibits Imported on a Deposit or Duty-paid Basis

Exhibits brought in on a deposit or duty-paid basis must be handled by the exhibitor's agent or representative in Taiwan who will act as a consignee and who will be responsible for any and all customs duties.

4. Shipping Mark

All packages to be imported on a bonded basis must be marked as follows:

Show Name: COMPUTEX TAIPEI 2022

Show Dates: May 24 - 27, 2022

Show Site: Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)

Exhibitor: _____

Booth Number: Area: _____ Number: _____

Case Number: _____ of _____

Dimensions: _____

Gross & Net Weight: _____

5. Shipment

- (1) Exhibits on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must be scheduled for arrival at Keelung Port no later than THREE weeks prior to the show opening, and air shipments at Taiwan Taoyuan International Airport no later than TWO weeks, to allow sufficient time for customs clearance. Exhibits arriving at Taichung or Kaohsiung must reach destination ONE week earlier than the above-mentioned schedules. Documents and/or exhibits arriving late will be charged an additional 15% in customs clearance fees and service charges for the extra working hours required to complete procedures.
- (2) For exhibits shipped on a deposit or duty-paid basis, exhibitors may ship them by the forwarders of their choice that have branch offices or agents in Taiwan.
- (3) For bonded exhibits, exhibitors are required to clear customs procedures through one of TAITRA's two official forwarders.

6. Official Forwarders

Triumph Express Service

Mr. Scott Chen

Tel: 886-2-27587589

E-mail: scott@trans-link.com.tw

Evergreen Logistics Corp.

Mr. Ricky Chung

Tel: 886-2- 25126973

E-mail: rickychung@tw.evergreen-logistics.com

Only the official forwarders will be responsible for handling all exhibits imported on a bonded basis. Their services include customs clearance, transport of exhibits from port of arrival to the exhibition site and vice versa, local storage, unpacking and re-packing, placement of goods in display area, and re-export formalities. The handling charges for all such services will be borne by the exhibitor concerned and calculated according to the tariff listed.

7. Shipping Documentation

- (1) The organizer requires the following documents to clear exhibitor's shipment through Taiwan R.O.C. customs:

- ◆ 2 Original Ocean Bills of Lading/Airway Bills
- ◆ 4 Commercial Invoices & Packing Lists (See Application Form)
- ◆ 2 Exhibit Catalogs

The Application Form will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.

All above documents along with completed Application Form should reach the organizer and official forwarders **FOUR** weeks before the show opens.

Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei Customs Territory."

- (2) To facilitate the processing of customs clearance procedures, all boxes, crates, etc., should be accompanied by detailed packing lists in duplicate with the identification words of exhibits. Printed materials for the exhibition such as posters, brochures, and leaflets, should not bear any word in Chinese simplified characters.

8. Disposal of Exhibits during & after the Show

- (1) Bonded exhibits:

To provide exhibitors with adequate time to dispose of their exhibits, either by sale locally or by re-export, the organizer is allowed to store exhibitors' goods in a bonded warehouse for a period of up to three months after the show. Any storage charge incurred will be charged to the account of the exhibitor concerned.

Procedures for the sale of bonded exhibits:

Whether through outright sale or by means of distribution agreement, exhibits can be released from the bonded warehouse only after each and every one of the following procedures has been completed:

- a. Securing an import permit:

This is done by the buyer on the basis of the relevant Performa Invoice prepared by the exhibitor.

- b. Remittance of cost of goods:

The buyer is responsible for securing the necessary foreign exchange and remitting it to the exhibitor through an authorized bank.

- c. Transfer of exhibitor's property to the buyer:

This is accomplished by the exhibitor by completing "Authority/Receipt for Transfer of Exhibitor's Property", which must be signed by the exhibitor and countersigned by Taiwan External Trade Development Council.

- d. Payment of import duties:

This is also the responsibility of the buyer.

(2) Duty-paid or deposit basis:

Goods can be released from the showground only after the show closes, regardless when the said goods are sold.

(3) Re-exportation of exhibits:

Exhibitors shall instruct the official forwarders concerned to take the necessary steps as soon as re-exportation of exhibits is decided.

20. Epidemic Prevention Measures

To contain the spread of ongoing pandemic, the COMPUTEX 2022 organizer has been closely monitoring the situation as attendees' safety is always at the very top of the priority list. In addition, the organizer strictly abides by official pandemic prevention measures and remains committed to operating within proper safety protocols under the government's guidelines.

Exhibitors and visitors are requested to follow the pandemic prevention measures at the venues as follows. For details, refer to " Guidelines of Pandemic Prevention Protocols for Conference and Exhibition Venues" stipulated by the Ministry of Economic Affairs (Version: April 22, 2022) and the latest rules on " Three COVID-19 doses to be tightened" by CDC.

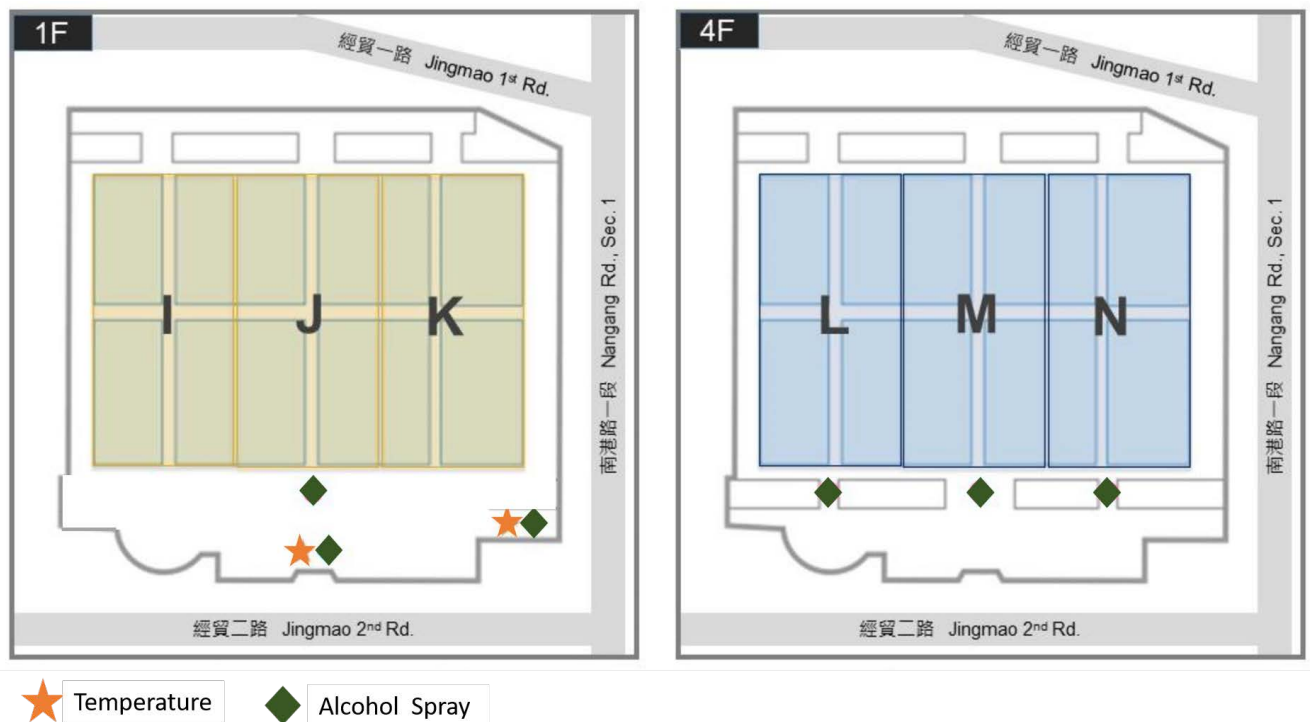
(1) Before the show

- Per the Guidelines, individuals are considered fully vaccinated with three dose of multi-dose vaccines or within 3-day period of a COVID-19 RT-PCR test report at their own expense.
- **COVID-19 Guideline Terms of Agreement** and **Real-name Exhibition Vendor List** should be completed by the exhibitor and **emailed to Ms. Eva Liu (evaliu@taitra.org.tw) by May 18.**
- Self-health Monitoring should be implemented by all the exhibitors and vendors before the show. Individuals under home isolation/ home quarantine/ self-health quarantine or with Covid-19 symptoms such as fever ($\geq 37.5^{\circ}\text{C}$), respiratory symptoms, diarrhea or loss of smell and taste are not allowed in the exhibition.
- Exhibitors are required to prepare their own Self-Health Monitoring Plans and save the related vax card or COVID-19 RT-PCR test report.

(2) Move-in and during the show

- Exhibitor badges are available for pick up during move-in hours starting May 20 – 23. All exhibitors should register at the Exhibitor's Registration Counter at the Taipei Nangang Exhibition Center by presenting a letter of authorization from the exhibitor, together with the following signed documents:
 - ✓ Business Card
 - ✓ Booth Construction Assurance
 - ✓ Safety and Health Terms of Agreement
 - ✓ COVID-19 Guideline Terms of Agreement
 - ✓ Real-name Exhibition Vendor List

- Visitors may enter the exhibition with 'Taiwan Social Distancing App' QR Code.
- Access control and temperature screening will be conducted at the entrances on Nangang Exhibition Center Hall 1 (TaiNEX 1). Anyone with a fever (forehead thermometer reading of 37.5 degrees Celsius or higher) will be denied entry. Wearing face mask and exhibitor badge is required when entering and during the exhibition.
- The 3rd floor of Hall 1 and the B1 lounge area of the Nangang Exhibition Hall can be used by visitors with dining requirements, and visitors should maintain a safe distance from others.
- **Please contact the organizer immediately after attendees are confirmed as a COVID-19 case:**
 Ms. Chao / 02-27255200 #2650 / lichao@taitra.org.tw
 Mr. Liu / 02-27255200 #2616 / paul@taitra.org.tw
- Temperature screening location illustration



(3) Exhibition Venue Epidemic Prevention Measures

- **Epidemic prevention and control:**
 As part of the pavilion's health initiative, food and beverage stores in the Exhibition Venue maintain a clean environment at all times, provide alcohol-based hand sanitizer, increase queueing intervals, and take body temperatures every day.
- **Epidemic prevention equipment and sanitization:**
 In addition to the body temperature test and alcohol sanitizer at the entrance and exit of the exhibition hall, the exhibition hall will perform air conditioner changes, disinfect the washrooms, escalators, elevators and other high frequency contact points every two hours. Also, the the floors of the event area and the public area will be disinfected at the end of each day.
- A separate area for pandemic insulation will be allocated at either Area J or Area K's main entrance.
- In case of confirmed pandemic notification:
 As soon as exhibitors or visitors report confirmed footprints to the organizer (including set-up, exhibition, and dismantling period), the exhibit will be cleaned and disinfected thoroughly for about three hours. The show or all the decoration/dismantling work will continue the following day. The organizers will also deploy a team of epidemic prevention experts immediately to keep track of the confirmed patients' footprints, the dates and times of their stays, and the areas of the exhibition hall affected by the survey, and to enhance health management for all staff to ensure the health of all exhibitors and visitors.

21. Personal Information Protection

The personal information in COMPUTEX application forms will only be used for personal contact by phone, mail and other means of communication in the years 2022-2025. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2022 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 COMPUTEX TAIPEI 2022 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.**

22. COMPUTEX 2022 Meeting Room Package

Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)

Package	Items (Meeting Room Packages with Projector and Audio Equipment)	Price (NT\$) VAT Excluded
Package A	(1) Meeting Room 401 【375.7 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 401 (3) ► Nangang Exhibition Center outdoor 425" LED TV AD ► Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD (4) Nangang Exhibition Center LCD Bulletin Boards(Splicing Wall, Area L, M, N)	1,255,000
Package B	(1) Meeting Room 402 【372.6 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 402 (3) Nangang Exhibition Center outdoor 425" LED TV AD (4) Nangang Exhibition Center LCD Bulletin Boards(Splicing Wall, Area I, J, K)	1,200,000
Package B1	(1) Meeting Room 402a 【121.4 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 402a (3) Nangang Exhibition Center LCD Bulletin Boards (Splicing Wall, Area I Main Entrance)	440,000
Package B2	(1) Meeting Room 402a+b 【244.3 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 402a (3) Nangang Exhibition Center Two Hanging banners(Area J) (4) Nangang Exhibition Center LCD Bulletin Boards(Splicing Wall, Area I & J)	840,000
Package B3	(1) Meeting Room 402c 【128.3 Square Meters】 (2) One Pull Up Banner(90*180cm) can be placed Outside Meeting Room 402c	369,000
Package C	(1) Meeting Room 403 【149.5 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 403 (3) Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD	418,000
Package D	(1) Meeting Room 404 【133.5 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 404 (3) Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD	454,000
Package E	(1) Meeting Room 501 【131.1 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 501 (3) Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD	454,000
Package F	(1) Meeting Room 502 【102.3 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 502 (3) Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD	387,000
Package G	(1) Meeting Room 503 【150.9 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 503 (3) Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD	484,000

Package H	(1) Meeting Room 504 【505.4 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504 (3) Nangang Exhibition Center outdoor 425" LED TV AD (4) Nangang Exhibition Center Sky Dome Area M: 200" LED TV AD (5) Nangang Exhibition Center(TaiNEX 1) 1st floor: Indoor Elevator Ads 2 sets North Elevator*1 & South Elevator*1 (6) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 2 sets North Elevator*1 & South Elevator*1	1,848,000
Package H1	(1) Meeting Room 504a 【184.3 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504a (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set	660,000
Package H2	(1) Meeting Room 504b 【169.1 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504b (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set	605,000
Package H3	(1) Meeting Room 504c 【152 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504c (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set	550,000
Package I	(1) Meeting Room 506 【176.7 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 506 (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set	647,000
Package J	(1) Meeting Room 507 【176.7 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 507 (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set	647,000

Meeting Rooms of Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)

Meeting Room (without facilities)	Table	Chair	Area (sqm)	Dimensions L×W (M)	Price (NT\$) VAT Excluded
429	8	16	66.26	8.16×9.63	297,000
434	4	8	29.93	7.86×4.28	187,000
435	4	8	32.83	7.86×4.33	187,000
449	8	16	79.30	8.83×9.64	297,000
534	6	12	59.84	8.8×6.8	220,000
535	4	8	32.99	7.69×4.4	187,000

Dimensions of Meeting Rooms at Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)

Meeting Room	Capacity					Area (sqm/ping)	Dimensions LxWxH / (M)	Rental (NT\$)
	Theater	Class-room	Standard	U shape	Square			
401	384	144	216	52	72	375.7/113.7	20.2x18.6x3.5	Meeting rooms will be rent with “package program”. For more details, please contact: Ms. Ina Tai , Email: inatai@taitra.org.tw Ms. Claire Wang, Email: clairewang@taitra.org.tw
402	396	168	224	62	80	372.6/112.7	27.0x13.8x3.5	
402a	100	56	72	26	36	121.4/36.7	8.8x13.8x3.5	
402c	110	56	72	26	36	128.3/38.8	9.3x13.8x3.5	
402a+b	234	108	144	42	56	244.3/73.9	17.7x13.8x3.5	
402b+c	234	108	144	42	56	251.2/76.0	18.2x13.8x3.5	
403	125	68	92	34	44	149.5/45.2	8.4x17.8x3.5	
404	90	48	72	26	36	133.5/40.4	9.3x12.9x3.5	
501	105	56	84	30	36	131.1/39.7	9.3x14.1x2.8	
502	95	34	68	26	32	102.3/30.9	7.6x12.0x2.8	
503	110	56	84	30	36	150.9/45.7	9.7x14.2x2.8	
504	504	224	360	68	84	505.4/152.9	26.6x19.0x2.8	
504a	165	80	120	38	44	184.3/55.8	9.7x19.0x2.8	
504b	150	80	120	38	44	169.1/51.2	8.9x19.0x2.8	
504c	150	80	120	38	44	152/46	8.9x19.0x2.8	
506	165	80	120	38	44	176.7/53.5	9.3 x19.0 x2.7	
507	165	80	120	38	44	176.7/53.5	9.3 x19.0 x2.7	

Additional Information

- Application starts at **10:00 am, Mar. 14, 2022**. Exhibitors with more units of booths have higher priority to book the meeting rooms. Applications will be accepted on a first-come, first-served basis when the booth numbers are equal. Meeting Room Packages are from **May 21 – May 27, 8:00 – 18:00**(Set up/move-in: May 21 – May 23, 8:00 – 18:00). Other meeting rooms are from **May 23 – May 27, 8:00 – 18:00**(Set up/move-in: May 23, 8:00 – 18:00).
(No A/C provided during set-up and break-down time)
- Application is for COMPUTEX exhibitors only who shall not assign, sublet, or apportion any part of the assigned meeting room to others. Exhibitors may apply for 3 meeting rooms at most.
- Audio-visual equipment is prohibited within the venue; all exceptions require prior approval. Live broadcasting and streaming service can only be provided by official contactors of Nangang Exhibition Center.

4. Prior approval is needed if Food & Beverage will be served inside conference rooms. The following guidelines must be followed :
 - (1) Meeting refreshments can only be provided by official contactors of Nangang Exhibition Center.
 - (2) A clean-up fee plus management expense will be charged along with the lease fee for dining inside conference rooms.
 - (3) Additional carpets are required if banquets will be held inside conference rooms. A clean-up fee will be charged along with the lease fee for banquet or catering.
5. Exhibitors should comply with [rules and decoration construction regulations](#) and fire safety regulations when using the meeting rooms.
6. Meeting rooms must be restored to their original condition after use. The operators may ask for compensation for damages to equipment caused by the occupants. Those using premises overtime will be charged a full 4-hour rental.

For meeting room booking in Taipei Nangang Exhibition Center, please contact:

Ms. Ina Tai, TAITRA

Tel: 886-2-2725-5200 Ext. 2635

Email: inatai@taitra.org.tw

Ms. Claire Wang, TAITRA

Tel: 886-2-2725-5200 Ext. 5538

Email: clairewang@taitra.org.tw

COMPUTEX TAIPEI 2022 Meeting Room Package Application Form

Company Name : _____

Taiwan Tax ID : _____ Booth No. : _____

Event content : _____

Contact Person : _____ Phone : _____

E-mail : _____ Date : _____

No.	Package	Meeting Room No.	Price(NT\$)
1.			
2.			
3.			
Subtotal			
5% VAT			
Total			

Printed Name : _____

Legally Binding Signature : _____

Remarks :

- All Meeting room packages hire duration: 08:00-18:00, May 21 – May 27, 2022.
Other Meeting rooms hire duration: 08:00-18:00, May 23 – May 27, 2022. (including set-up and break-down time requirements.)
- Maximum of 3 meeting room hire/per exhibitor.
- Applications for the Meeting Room Package will start at **10:00 am, Mar. 14, 2022.**
- For Meeting Room Package booking, please make the phone call confirmation after E-MAIL the completed application form to :
Ms. Ina Tai, TAITRA
Tel: 886-2-2725-5200 Ext. 2635
Email: inatai@taitra.org.tw

23. TARIFF FOR HEAVY DUTY ELECTRIC POWER

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$ (VAT included)
1	AC 110V 60 Cycle single phase 5A (500W)	650
2	AC 110V 60 Cycle single phase 10A (1000W)	1,300
3	AC 110V 60 Cycle single phase 15A (1500W)	1,950
4	AC 110V 60 Cycle 2KW	2,600
5	AC 110V 60 Cycle 4KW	5,200
6	AC 110V 60 Cycle 6KW	7,800
7	AC 110V 60 Cycle 9KW	11,700
8	AC 110V 60 Cycle 12KW	15,600
9	AC 110V 60 Cycle 15KW	19,500
10	AC 110V 60 Cycle 18KW	23,400
11	AC 110V 60 Cycle 22KW	28,600
12	AC 220V 60 Cycle 15A	2,994
13	AC 220V 60 Cycle 20A	5,889
14	AC 220V 60 Cycle 30A	7,834
15	AC 220V 60 Cycle 40A	9,910
16	AC 220V 60 Cycle 50A	12,100
17	AC 220V 60 Cycle 60A	15,953
18	AC 220V 60 Cycle 75A	18,373
19	AC 380V 60 Cycle 15A	7,301
20	AC 380V 60 Cycle 20A	9,400
21	AC 380V 60 Cycle 30A	12,433
22	AC 380V 60 Cycle 40A	14,882
23	AC 380V 60 Cycle 50A	17,711
24	AC 380V 60 Cycle 60A	22,687
25	AC 440V 60 Cycle 15A	7,932
26	AC 440V 60 Cycle 20A	10,242
27	AC 440V 60 Cycle 30A	13,696
28	AC 440V 60 Cycle 40A	16,565
29	24hrs AC 110V 60 Cycle single phase 5A	2,084
30	24hrs AC 110V 60 Cycle single phase 15A	2,711
31	24hrs AC 110V 60 Cycle single phase 20A	3,116
32	24hrs AC 220V 60 Cycle 3 phase 15A	8,922
33	24hrs AC 220V 60 Cycle 3 phase 20A	13,575
34	24hrs AC 220V 60 Cycle 3 phase 30A	17,712
35	Water/Drainage installation	2,500
36	Compressed Air	5,000

Remarks:

1. The 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.
2. No application shall be accepted on or after the first day of move-in.
3. No electrical power sockets provided.
4. Any change or cancellation must be made in writing 15 days prior to the opening for the show, after which 80% of duly paid charges will be re-funded. No refund will be made if a request for cancellation is overdue.
5. Deadline: **May 4, 2022**

24. ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

Item	Power Consumption
Square Spotlight	300W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Personal Computer	100~200W
Notebook	20~50W
Monitor	50~100W
Laser Printer	500~800W
Jet Printer	30~150W
Point Printer	100~200W
Computer Graphic Machine	50~500W
Television	150W
Video Set	50W
Audio Set	100~200W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600W
Photo Copier	1,000~1,500W
Fax Machine	100W
Electric Fan	100W
Overhead Projector	800W
Slide Projector	600W

Remarks:

- The above estimates are for reference only.
- 0.5KW(千瓦) = 500W(瓦) = 5A(安培) ;
1KW(千瓦) = 1,000W(瓦) = 10A(安培)
- Each booth is entitled to the free use of 500 Watts of 110V electricity.
- No electrical power sockets provided.

Power Fee	Payment (Discount/Surcharge)
Before April 25	10% Discount Charge
April 26 – May 4	Set Price
On and After May 5	50% Overdue Charge

25. ELECTRICITY & WATER / DRAINAGE REQUIREMENTS

Deadline: May 4, 2022

Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply for such requirements by completing the following:

DESCRIPTION OF SERVICE	QTY
AC 110V 60 Cycle single phase 5A (0.5 KW)	
AC 110V 60 Cycle single phase 15A(1.5 KW)	
AC 110V 60 Cycle single phase 20A(2 KW)	
AC 110V 60 Cycle 4 KW	
AC 110V 60 Cycle 6 KW	
AC 110V 60 Cycle 9 KW	
AC 110V 60 Cycle 15 KW	
AC 110V 60 Cycle 22 KW	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 15A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 20A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 30A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 440V 60 Cycle 3 phase 40A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 50A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 60A	
AC <input type="checkbox"/> 220V 60 Cycle 3 phase 75A	
24hrs AC 110V 60 Cycle single phase 5A	
24hrs AC 110V 60 Cycle single phase 15A	
24hrs AC 110V 60 Cycle single phase 20A	
24hrs AC 220V 60 Cycle 3 phase 15A	
24hrs AC 220V 60 Cycle 3 phase 20A	
24hrs AC 220V 60 Cycle 3 phase 30A	
Water/Drainage installation	
Compressed Air	

Remarks:

- Electricity will be provided from the day before the show from 8 a.m. to 5 p.m.
- Electricity will be provided during show hours from 8:50 a.m. to 5:30 p.m. (8:00 a.m. to 5:30 p.m. on May 24)
- To ensure electrical safety of exhibits, exhibitors should install Active Voltage Regulation/Regulator (AVR) or Uninterruptible Power Supply (UPS).
- The 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.
- No application shall be accepted on or after the first day of move-in.
- Any change or cancellation must be made in writing 15 days prior to the opening for the show, after which 80% of duly paid charges will be re-funded. No refund will be made if a request for cancellation is overdue.
- No electrical power sockets provided.
- The electrical wiring diagram should be submitted by local representative in Chinese edition.**

Company: _____ Booth No.: _____

Contact person: _____ E-mail: _____

Mobile Phone: _____ Tel: _____

Please contact:

Nangang Power Supply Technical Support Section

Tel: 886-2-2725-5200 Ext. 5568 (4th Floor Sky Dome, Area L.M.N)

E-mail: nangangpower2@taitra.org.tw

26. Taipei Nangang Exhibition Center, TaiNEX 1 and TaiNEX 2

Wi-Fi Frequency Spectrum Management Standards Agreement

Deadline: **May 9, 2022**

As a COMPUTEX 2022 exhibitor located at **booth #** _____, we agree to abide by the Wi-Fi frequency spectrum management standards of Taipei Nangang Exhibition Center. If any deregulation occurs during the show, we will unconditionally accept TAITRA's penalty in accordance with regulations and be responsible for any damage or legal responsibilities.

We, the exhibitor, and our contactor(s), will abide by the following Wi-Fi frequency spectrum management standards below during the show:

1. **In order to maintain quality Wi-Fi frequency spectrum, exhibitors are prohibited from setting up their own wireless access points.**
2. **Free Wi-Fi Service is provided in Taipei Nangang Exhibition Center, Hall 1 and Hall 2. 5GHz is the exclusive frequency band provided free of charge for exhibitors and visitors. In order to prevent mutual interference, TAITRA prohibits exhibitors to set up 5GHz related Wi-Fi access point equipment.**
3. **If there's a need for Wi-Fi access point, exhibitors may only apply through the representative/agent in Taiwan. Usage is prohibited without an approved application.**
4. **Show organizer appoints Chunghwa Telecom to unify the frequency spectrum management during the show, plan all exhibitors' Wi-Fi rentals to use AP, install Wi-Fi access points (not using AP of the internet provided by the exhibition halls) and to provide technical support.**
5. **A technical team will be monitoring Wi-Fi signals during the show. Any self-setup access points or irregularities will result in dismantling of AP equipment and kept under the custody of show organizer. Organizer will not be liable for any damage that may occur while the equipment is under the custody of the organizer.**
6. **Exhibitors agree to cooperate with Chunghwa Telecom for conducting repair work should fiber-optic network problems occur.**
7. **Wi-Fi access points installation may be ordered only by the exhibitor's representative/agent in Taiwan.**
8. **Exhibitor badges will not be issued without the completed, signed and returned of this agreement.**

※ This Taipei Nangang Exhibition Center Wi-Fi frequency spectrum standards agreement shall be signed by the participating exhibitors by **May 9, 2022**. The originals should be emailed to CPX-exhibitors@taitra.org.tw.

Taipei Nangang Exhibition Center free Wi-Fi service instruction

1. Wi-Fi location: 1F and 4F showground, B1 dining area, common hallways of 1F, 3F, 4F, 5F, 6F and conference rooms.
2. Free Wi-Fi (SSID):
 - TWTC Free (password not required)
 - TWTC Vendor (Exhibitors can obtain password from event organizer)
3. Note :
 - Free Wi-Fi only provides exhibitors, visitors and journalists to send and receive e-mails, web browsing and other basic usage.
 - 2.4GHz (wireless LAN specification b/g/n) is subject to same frequency interference and therefore affecting the quality of internet access, please use devices that support 5GHz (wireless LAN specification a/ac).
 - **1F and 4F showground only support 5GHz service while other areas provide 2.4GHz and 5GHz service.** Please verify your networking equipment support 5GHz internet in order to be used in the showground.
 - Exhibitors are responsible for notifying your contractors and to ensure their compliance.

Exhibitor: _____

Booth Number: _____ Email: _____

President of the company: _____ (Sign and Print)

Contact Person: _____ (Sign and Print)

Mobile Phone: _____ Tel: _____

Date: _____

* A scan copy is equivalent to original signed copy.

27. BOOTH CONSTRUCTION ASSURANCE

As a participant in the COMPUTEX 2022 being held at Taipei Nangang Exhibition Center (TaiNEX 1 and TaiNEX 2) from May 24 to May 27, 2022, we ensure:

That the booth(s) is constructed in compliance with Taipei Nangang Exhibition Center Decoration Guidelines, and

That our contractor will clear all materials from our booth space and remove such to the approved place before the end of the move-out date, and

If the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

※ Please email to CPX-exhibitors@taitra.org.tw before **April 25** and present the business card to Exhibitor's Registration counter to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

Exhibitor: _____

Booth Number: Area _____ Number: _____

President of the company: _____ (Sign and Print)

Contact Person: _____ (Sign and Print)

Mobile Phone: _____ Tel: _____

Email: _____

Booth Contractor: _____

Contact person: _____

Mobile Phone: _____ Tel: _____

Email: _____

Address: _____

Date: _____

* A scan copy is equivalent to original signed copy.

The above personal information will only be used for personal contact by phone, mail and other means of communication in the years 2022-2025.

Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2022 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

28. Safety and Health Terms of Agreement

Taiwan External Trade Development Council Safety and Health Terms of Agreement for Exhibitors

After attending COMPUTEX TAIPEI 2022 Show space allocation meeting as well as workers safety meeting, the undersigned parties have fully understood workers safety and health regulations required by the Taiwan External Trade Development Council (TAITRA). The undersigned parties and any other affiliated parties will duly comply with governmental Occupational Safety and Health Act and related regulations and TAITRA guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from TAITRA, and are fully responsible for all compensation or repairs in the event of damage.

The undersigned parties and any other affiliated parties guarantee to comply with the following regulations during the operational period :

1. **The Standard Pre-Construction Procedures of TAITRA**
2. **The Worker Safety and Health Management Procedures of TAITRA**
3. **On-Site Hazards Notification**
4. **The above-mentioned regulations can be found for local constructors on the website of Taipei Nangang Exhibition Center: <https://www.tainex.com.tw/en/venue/app-safety/1>**

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) lack of required entry and work permits, lack of any required uniforms, lack of safety helmets, unfastened safety belts at heights of 2 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules. Please complete this form and email to CPX-exhibitors@taitra.org.tw before **April 25**. Exhibitors will need to present the business card to Exhibitor's Registration counter to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of TAITRA.

Exhibitor: _____

Booth Number: Area _____ Number: _____

President of the company: _____ (Sign and Print)

Contact Person: _____ (Sign and Print)

Mobile Phone: _____ Tel: _____

Email: _____

Date: _____

* A scan copy is equivalent to original signed copy.

The above personal information will only be used for personal contact by phone, mail and other means of communication in the years 2022-2025.

Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2022 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

29. COVID-19 Guideline Terms of Agreement

As an exhibitor in the COMPUTEX TAIPEI 2022, we acknowledge that we have carefully read and understood the terms and conditions of “General Regulations for Taiwan Trade Shows organized by Taiwan External Trade Development Council”, and have also agreed show organizer will take the Special Act for Prevention guidelines and rules to provide a safe space for all participants. The undersigned parties and any other affiliated parties guarantee to comply with the following rules during the move-in, exhibiting and move-out periods::

1. Those with a body temperature above 37.5 °C (=100 °F) will be denied entry.
 2. Exhibitor badge is only for exhibitor only and may not be transferred or used by other people. If the exhibitor lends the badge to others and causes the spread of COVID-19, the exhibitor shall jointly bear all liabilities and fines.
 3. Exhibitor shall inform all booth personnel (including but not limited to company staff, booth temporary staff and contractors) about the COVID-19 guidelines announced by the show organizer. If the booth personnel violate the rules, exhibitor shall jointly bear all liabilities. All personnel are encouraged to provide personal contact information to the show organizer. <Download>
 4. Wear a facemask at all times while at the showground. Those without a facemask will be denied entry.
 5. Wash your hands frequently and sanitize your hands with hand sanitizers located at the entrance of the showground.
 6. Practice social distancing. Stay at least 1.5 meters (5 ft) from others while indoors and 1 meter (3 ft) when you're outdoors. Those can't practice social distancing should wear a facemask at all times.
 7. Please proceed to the dining zone for eating and drinking.
 8. Cover your nose and mouth with a tissue or handkerchief when sneezing, then dispose of the tissue and wash your hands.
 9. Do not enter the showground if you are a confirmed case with COVID-19 or have been in physical contact with someone with COVID-19. Please stay home and avoid contact with others. Practice isolation/home care measures in accordance with the relevant regulations.
 10. If you have mild symptoms like diarrhea, fever (above 37.5 °C), cough or have trouble breathing, contact the show organizer at the information center.
 11. In order to prevent the spread of COVID-19, the show organizer encourages exhibitors to provide hand sanitizer to visitors in the booth.
- The show organizer reserves the right to refuse visitors' or exhibitors' access to the showground, if the person does not comply with the rules listed above.
 - The show organizer will take the Special Act for Prevention guidelines and rule to provide a safe space for all visitors and exhibitors including cleaning and frequently disinfecting public space and equipment such as meeting room tables, lounge chairs, elevators, door handles, restrooms and others to help control the spread of COVID-19.

Please complete this form and email to Ms. Eva Liu (evaliu@taitra.org.tw) before **May 18**.

Exhibitor: _____

Booth Number: Area _____ Number: _____

President of the company: _____ (Sign and Print)

Contact Person: _____ (Sign and Print)

Mobile Phone: _____ Tel: _____

Email: _____ Date: _____

*** A scan copy is equivalent to original signed copy.**

The above personal information will only be used for personal contact by phone, email and other means of communication within 28 days after the trade show. Those who wish to exercise any of the following rights, please contact (trade show) organizer:

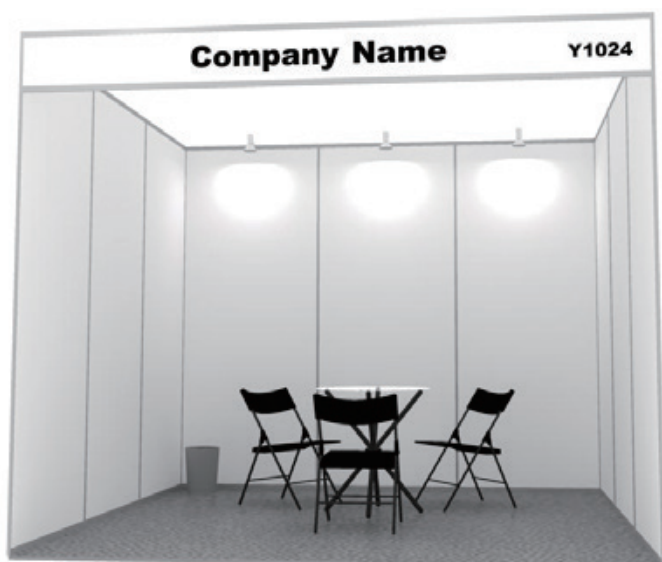
1) Make inquiry and request for a review of personal information; 2) Make request for duplications of personal information; 3) Request to supplement or correct personal information; 4) Request to end collection, processing or use personal information ; and 5) Request deletion of personal information.

NOTE

- **The official contractors of Taiwan Trade show in 2022 are both OLILY Group - O'YA Marketing Solution and Interior Design Co., Ltd and Uniplan Taiwan Corporation.**
- **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.**
- **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". For further details about each show's designated decoration contractor see Exhibition Manual of the relevant exhibition.**
- **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.**
- **For information regarding terms and regulations related to decoration and construction of booths, please refer to the Exhibitor Manual: REGULATIONS GOVERNING BOOTH DECORATION WITHIN THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL.**

Basic Booth

Booth: **A1** (9 SQM Booth) Price : NT\$ 4,200 (excluding 5% VAT)

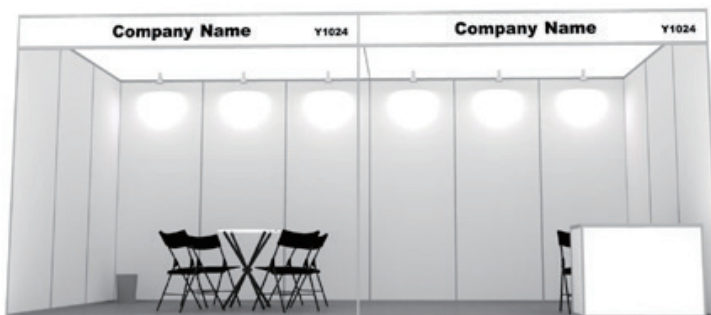


NO.	Item	Qty	Unit
1	System Partition W300xD300xH250CM	1	Set
2	Fascia board W300xH30CM	1	Set
3	Needle punch carpet (Gray)	9	Sqm
4	Glass Round Table Ø75CMxH73CM	1	Pc
5	Black Chair	3	Pcs
6	Socket 110V / 500W	1	Pc
7	10W LED Spotlight (warm light)	3	Pcs
8	Trash can	1	Pc

Additional furniture rental please fill in Form 2 (P.12-P.14)

NOTE : All items are on rental basis, will not be refunded or exchanged.

Booth: **A2** (18 SQM Booth) Price : NT\$ 8,200 (excluding 5% VAT)



NO.	Item	Qty	Unit
1	System Partition W600xD300xH250CM	1	Set
2	Fascia board W300xH30CM	2	Sets
3	Needle punch carpet (Gray)	18	Sqm
4	Information counter W100xD50xH75CM	1	Pc
5	Glass Round Table Ø75CMxH73CM	1	Pc
6	Black Chair	6	Pcs
7	Socket 110V / 500W	1	Pc
8	10W LED Spotlight (warm light)	6	Pcs
9	Trash can	1	Pc

Additional furniture rental please fill in Form 2 (P.12-P.14)

NOTE : All items are on rental basis, will not be refunded or exchanged.

NOTICE:

1. The starting date of the preparation of the exhibition project is 45 days before the exhibition. Orders received between 30 and 15 days before the exhibition must be charged an additional 30% of the late charge; Orders received 14 days before the exhibition must be charged an additional 50% of the late charge.
2. Nothing may be stuck, screwed, or nailed to the stands (partition boards or aluminum material). Nor may it be painted, modified, or damaged. You may mount posters using Powerstrips or similar material, which does not leave any sticky residue upon removal.
3. When dismantling the site, please remove and take away your own decorations, posters, or large output; otherwise, will be charged for removal and cleaning.
4. Please pay the fees before the exhibition.

Should you require a customized design for your booth, O'YA will be pleased to assist.

Basic Booth

Booth: A3 (9 SQM Booth) Price : NT\$ 10,000 (excluding 5% VAT and posters)



NO.	Item	Qty	Unit
1	System Partition W300xD300xH250CM	1	Set
2	Fascia board H100CM (Including PVC cutting company name & logo)	1	Set
3	Needle punch carpet (choose 1 of 3 colors)	9	Sqm
4	Glass Round Table Ø75CMxH73CM	1	Pc
5	Black Chair	3	Pcs
6	Information counter W100xD50xH75CM	1	Pc
7	1/4 Round Display Platform H75CM	1	Pc
8	10W LED Spotlight (warm light)	3	Pcs
9	Socket 110V / 500W	1	Pc
10	Trash can	1	Pcs

Additional furniture rental please fill in Form 2 (P.12-P.14)

NOTE : All items are on rental basis, will not be refunded or exchanged.

Booth: A4 (9 SQM Booth) Price : NT\$ 15,000 (excluding 5% VAT)



NO.	Item	Qty	Unit
1	System Partition W300xD300xH250CM	1	Set
2	Fascia board H100CM (Including poster)	1	Set
3	Needle punch carpet (choose 1 of 3 colors)	9	Sqm
4	Information counter W100xD50xH75CM	1	Pc
5	Glass Round Table Ø75CMxH73CM	1	Pcs
6	Black Chair	3	Pc
7	Socket 110V / 500W	1	Pc
8	10W LED Spotlight (warm light)	7	Pcs
9	Trash can	1	Pc

Additional furniture rental please fill in Form 2 (P.12-P.14)

NOTE : All items are on rental basis, will not be refunded or exchanged.

1. The starting date of the preparation of the exhibition project is 45 days before the exhibition. Orders received between 30 and 15 days before the exhibition must be charged an additional 30% of the late charge; Orders received 14 days before the exhibition must be charged an additional 50% of the late charge.
2. Nothing may be stuck, screwed, or nailed to the stands (partition boards or aluminum material). Nor may it be painted, modified, or damaged. You may mount posters using Powerstrips or similar material, which does not leave any sticky residue upon removal.
3. When dismantling the site, please remove and take away your own decorations, posters, or large output; otherwise, will be charged for removal and cleaning.
4. Please pay the fees before the exhibition.

Should you require a customized design for your booth, O'YA will be pleased to assist.

FORM 2-1 Additional Equipment

※A 30% late charge will occur for orders received after the deadline (30~15 days before fair opening); 50% late charge will occur for orders received after the deadline(14 days before fair opening) and need to pay by cash directly.

※Please complete Form 1-Form 2-3 in full to be a valid order.

Show Name : _____ Booth Number : _____

NO.	ITEM	DIMENSION	PRICE(NT\$)	QTY	PRICE(NT\$)
BOOTH TYPE					
A1	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green		4,200		
A2	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green		8,200		
A3	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		10,000		
A4	About the fascia information please contact O'YA; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		15,000		
A5	About the fascia information please contact O'YA; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		21,000		
B1	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		22,500		
B2	About the fascia information please contact O'YA; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		30,000		
B3	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		45,000		
B4	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		35,000		
B5	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		32,000		
B6	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		25,000		
C1	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		36,000		
C2	Company name color: <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green; Carpet color: <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Blue		50,000		
Should you require a customized design for your booth, please contact us via phone or e-mail.					
SYSTEM FURNITURE					
1.1	Information counter	W100xD50xH75CM	500		
1.2	Information counter	W100xD50xH100CM	600		
1.3	Rectangle Display Platform	W100xD50xH50CM	500		
1.4	Rectangle Display Platform	W100xD50xH75CM	500		
1.5	Rectangle Display Platform	W100xD50xH100CM	600		
1.6	Square Display Platform	W50xD50xH50CM	400		
1.7	Square Display Platform	W50xD50xH75CM	450		
1.8	Square Display Platform	W50xD50xH100CM	500		
1.9	Square Display Platform	W100xD100xH75CM	750		
1.10	Square Display Platform	W100xD100xH100CM	850		
1.11	Display Platform	W100xD50xH50&H75CM	1,000		
1.12	Display Platform	W100xD50xH50&H100CM	1,200		
1.13	Display Platform	W100xD50xH75&H100CM	1,200		
1.14	Display Platform	W100xD100xH75&H100CM	1,600		
1.15	Display Platform (including lock)	W100xD50xH75CM	600		
1.16	Display Platform (including lock)	W100xD50xH100CM	750		
1.17	Flat Wooden Shelf	W100xD30CM	150		
1.18	Slope Wooden Shelf	W100xD30CM	200		
1.19	Glasss Shelf	W100xD30CM	300		
1.20	1/4 Round Display Platform	W50xH75CM	600		
1.21	1/4 Round Display Platform	W50xH100CM	700		
1.22	Coat Hanger	W100xD10CM	500		
1.23	Coat Hanger (beam)(A)	W100CM	450		
1.24	Coat Hanger (beam)(B)	W100xD30 H75/100/125/150/200CM	650		
1.25	Partition board	W100xH250CM	550		
1.26	Folding Door	W100xH200+50CM	800		

FORM 2-2 Additional Equipment

※A 30% late charge will occur for orders received after the deadline (30~15 days before fair opening); 50% late charge will occur for orders received after the deadline(14 days before fair opening) and need to pay by cash directly.

※Please complete Form 1-Form 2-3 in full to be a valid order.

Show Name : _____ Booth Number : _____

NO.	ITEM	DIMENSION	PRICE(NT\$)	QTY	PRICE(NT\$)
1.27	Wooden Door	W100xH200+50CM	2,200		
1.28	Low Glass Showcase (with lock, LED light*2)	W100xD50xH100CM	3,000		
1.29	High Glass Showcase (with lock, glass shelf*1, downlight*1)	W50xD50xH200CM	3,500		
1.30	High Glass Showcase (with lock, glass shelf*1, downlight*2)	W100xD50xH200CM	4,500		
1.31	Pegboard-S (exclude hook)	W90xH120CM	750		
1.32	Pegboard-L (exclude hook)	W90xH190CM	900		
1.33	Grid/Wire mesh-S (exclude hook)	W90xH120CM	750		
1.34	Grid/Wire mesh-L (exclude hook)	W90xH180CM	900		
1.35	Pegboard Hook-S	10CM	20		
1.36	Pegboard Hook-L	15CM	30		
1.37	Grid/Wire mesh Hook-S	10CM	20		
1.38	Grid/Wire mesh Hook-L	15CM	30		
1.39	Wall Mount Wooden Board (for TV)	W100xH50CM, exclude TV mount	1,500		

TABLE & CHAIR

2.1	Black Chair	W50xL50CM, H75CM(Chair cushion H45CM)	100		
2.2	Meeting Chair		500		
2.3	Jess Chair (□Black □White)	W42xL38xH93CM (Chair cushion H47CM)	500		
2.4	Glass Round Table	Ø75xH73CM	500		
2.5	Bar Table (Black)	Ø60xH106CM	850		
2.6	Bar Stool (Black)	Ø40xH97CM	400		
2.7	Bar Table (White)	Ø60xH97CM	1,100		
2.8	Bar Stool (White)	Ø40xH87.5CM	700		
2.9	Frosted Glass Round Table	Ø75xH73.5CM	1,100		
2.10	Frosted Glass Bar Table	Ø60xH106CM	1,100		
2.11	Bar Stool (White)	W36.5xH90CM (Chair cushion H78.5CM)	1,100		
2.12	Sofa (Square)	W45.5xL45.5xH37.5CM	700		
2.13	A4 brochure stand (vertical)	W30xH177CM	800		

ELECTRICITY & LIGHTING (Excluded electric supply)

3.1	10W LED Spot Light	10W (warm light)	250		
3.2	10W LED Spot Light	10W (cool light)	300		
3.3	10W LED Arm Light	10W (warm light)	250		
3.4	10W LED Arm Light	10W (cool light)	300		
3.5	52W LED Spot Light	52W (warm / cool light)	860		
3.6	52W LED Arm Light	52W (warm / cool light)	860		
3.7	9W LED Spot Light	9W (warm light)	550		
3.8	9W LED Arm Light	9W (warm light)	600		
3.9	T5 Fluorescent Tube	21W (cool light)	250		
3.10	Socket	110V / 500W	250		
3.11	Socket	110V / 1000W	350		
3.12	Socket	110V / 1500W	450		
3.13	Socket	220V / 500W	450		
3.14	Socket	220V / 1500W	600		

FORM 2-3 Additional Equipment

※A 30% late charge will occur for orders received after the deadline (30~15 days before fair opening); 50% late charge will occur for orders received after the deadline(14 days before fair opening) and need to pay by cash directly.

※Please complete Form 1-Form 2-3 in full to be a valid order.

Show Name : _____ Booth Number : _____

NO.	ITEM	DIMENSION	PRICE(NT\$)	QTY	PRICE(NT\$)
3.15	24H Socket				
3.16	42" LCD TV	Show period, including socket	8,000		
3.17	Water Dispenser	Show period, including 3 buckets of water and socket	2,500		
3.18	Refrigerator	Show period, including socket, W48D54H86CM	3,500		
Art production, poster output					
4.1	LOGO Print Out	Each side, File format: Psd or Ai	300		
4.2	Styrofoam	Depending on the size quoted separately File format: Psd or Ai			
4.3	PVC Sticker on Partition or Display Counter				
4.4	Poster	W90H120CM	1,440		
4.5	Poster + Foam	W90H120CM	1,620		
Should you need any other poster, please contact us.					
OTHERS					
5.1	Plant (S)	H30-50/60-90CM	150/200		
5.2	Wash Sink	W42xD37CM, excluding water/drainage installation	3,500		
5.3	Foot Operated Sink	W58xD45xH80CM, excluding water/drainage installation	4,500		
SUBTOTAL					NTD
LATE CHARGE(30% / 50%)					
5% VAT					
TOTAL					NTD

※All items are on rental basis.

Company Name : _____

Address : _____

TEL : _____ E-mail : _____

◎ Please kindly note that all payment for orders must reach us at the stipulated date (30 days before show open) or will be deemed as invalid. Methods of payment :

O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.

BANK : HUA NAN COMMERCIAL BANK, LTD CHIEN CHEN BRANCH

USD A/C : 105-97-000986-1

BANK Address : 38, Sec. 1, Chung-King South Road, Taipei, Taiwan, R.O.C.

SWIFT: HNBKTWTP105

O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.

BANK : HUA NAN COMMERCIAL BANK, LTD CHIEN CHEN BRANCH

TWD A/C : 105-10-027600-8

BANK Address : 38, Sec. 1, Chung-King South Road, Taipei, Taiwan, R.O.C.

SWIFT : HNBKTWTP105

**Please signature
by contact person**

◎ Orders received between **30~15** days before the exhibition will be charged an additional 30% of the late charge;
Orders received **14** days before the exhibition will be charged an additional 50% of the late charge.

◎ Cancellation before **21** days from show open. Cancellation fee of 30% of book price will be charged accordingly.
No refund during the show.

◎ Items will be supplied unless payment has been made and sufficient supply of items.

◎ All items are on rental basis, will not be refunded or exchanged.

◎ Please contact us for more services, incl. equipment rental, stand design and digital graphic design and printing.

A. Shell Scheme Booth



Booth Type : 1-1
Square measure : 300x300x250CM/H

- Including :
- 1. Needle punch carpet (light grey) 9SQM
 - 2. Company name fascia board
(white board with blue letters) 1set
 - 3. 10W LED Spotlight (Yellow light) 3pcs
 - 4. Meeting Table Dia 60x75CM/H 1pc
 - 5. Folding Chair 3pcs
 - 6. Trash can 1pc

UNITPRICE : US\$156 (VAT excluded)



Booth Type : 2-1
Square measure : 600x300x250CM/H

- Including :
- 1. Needle punch carpet (light grey) 18SQM
 - 2. Company name fascia board
(white board with blue letters) 2sets
 - 3. 10W LED Spotlight (Yellow light) 6pcs
 - 4. Info Counter 100x50x82.5CM/H 1pc
 - 5. Meeting Table Dia 60x75CM/H 1pc
 - 6. Folding Chair 6pcs
 - 7. Trash can 1pc

UNITPRICE : US\$311 (VAT excluded)

Selecting color for your Company name fascia board 

Notice

- 1. Exhibitors who do not use any of the standard equipment shall consider it waived and furniture replacement will not be accepted.
- 2. Additional furniture rental will require both the application form 1-3 and a booth layout being submitted.
- 3. Nothing may be stuck, screwed, or nailed to the stand. Nor may it be painted, modified or damaged. You may mount posters using Powerstrips® or similar material, which does not leave any sticky residue upon removal.

B. Design Package Booth



Booth Type : 1-2

Square measure : 300x300x250/400CM/H

Including :

1. Needle punch carpet (light grey) 9SQM
2. Special design System Tower (300CM/H)
3. PVC cutting company name 1pc
4. 10W LED spotlight (Yellow light) 3pcs
5. 52W LED arm spotlight (Yellow light) 2pcs
6. Info Counter100x50x82.5CM/H 1pc
7. System Showcase (50X50X400CM/H)1pc
8. Folding Chair 2pcs
9. Trash can 1pc

UNITPRICE : US\$555 (VAT excluded)



Booth Type : 1-3

Square measure : 300x300x350CM/H

Including :

1. Needle punch carpet (light grey) 9SQM
2. PVC cutting company logo and name 2pcs
3. 10W LED spotlight (Yellow light) 3pcs
4. 52W LED arm spotlight (Yellow light) 2pcs
5. Info Counter100x50x82.5CM/H 1pc
6. Meeting Table Dia 60x75CM/H 1pc
7. Folding Chair 4pcs
8. Trash can 1pc

UNITPRICE : US\$410 (VAT excluded)

Note : 1. Additional furniture rental please fill in Additional Order Form (P.17-20). 2. Nothing may be stuck, screwed, or nailed to the stand. Nor may it be painted, modified or damaged. 3. Any other requirements please contact us.

e-mail: twtc@interplan.com.tw

D. Additional Order Form 1

FAIR :

BOOTH NO. :

COMPANY NAME :

CONTACT NAME :

E-MAIL ADDRESS :

PHONE NO. :

BOOTH TYPE 9SQM (3Mx3M)					BOOTH TYPE 18SQM (6Mx3M)				
ITEM	NO.	UNITPRICE (US \$)	QTY	PRICE	ITEM	NO.	UNITPRICE (US \$)	QTY	PRICE
Shell Scheme Booth	1-1	156			Schell Scheme Booth	2-1	311		
Design Package Booth	1-2	555			Design Package Booth	2-2	875		
	1-3	410				2-3	1,197		
	1-4	535				2-3(TV)	1,450		
	1-5	555				2-4	1,160		
	1-6	645				2-5	1,285		
	1-7	610				2-6	1,035		
	1-8	645							

SYSTEM FURNITURE					
NO.	ITEM		UNIT PRICE(US \$)	QTY	PRICE
3.1	Info Counter 100X50X82.5cm/H	Pc	17		
3.2	Info Counter 100X50X100cm/H	Pc	30		
3.3	Curved Info Counter (single seat only) 153X50X82.5cm/H	Pc	50		
3.4	Cupboard (including lock) 100X50X82.5cm/H	Pc	17		
3.5	Cupboard (including lock) 100X50X100cm/H	Pc	27		
3.6	Display Counter 100X50X82.5cm/H	Pc	15		
3.7	Display Counter 100X50X100cm/H	Pc	24		
3.8	Display Counter 50X50X82.5cm/H	Pc	15		
3.9	1/4 Round Display Counter 50X70X82.5cm/H	Pc	17		
3.10	1/4 Round Display Counter 50X70X100cm/H	Pc	20		
3.11	Two-tier Display Counter 100X50X50/100cm/H	Pc	50		
3.12	Table Showcase 100×50×100cm/H, including lock	Pc	67		
3.13	Tall Showcase 100×50×200cm/H including lock,shelf×1 and 2 pieces of Down Light 50W	Pc	134		
3.14	Tall Showcase 50×50×200cm/H including lock,shelf×1 and 2 pieces of Down Light 50W	Pc	100		
3.15	Flat Wooden Shelf 100X30cm	Pc	10		
3.16	Slope Wooden Shelf 100X30cm	Pc	10		
3.17	Flat Glass Shelf 100X30cm	Pc	14		
3.18	Grid/ Wire Mesh (S)(exclude hook) 90X90cm/H	Pc	20		
3.19	Grid/ Wire Mesh (L)(exclude hook) 90X180cm/H	Pc	30		
3.20	Pegboard (S)(exclude hook) 90X90cm/H	Pc	27		

Note : 1. A 30% surcharge will occur for orders received after the deadline (30 days prior to fair opening) and 50% surcharge will apply with onsite orders. 2. Order won't be completed without Form P.17-20. 3. Other Service please contact us.

e-mail: twtc@internplan.com.tw

D. Additional Order Form 2

FAIR : BOOTH NO. : COMPANY NAME : PHONE NO. :

SYSTEM FURNITURE					
NO.	ITEM		UNIT PRICE(US \$)	QTY	PRICE
3.21	Pegboard (L)(exclude hook) 90X180cm/H	Pc	40		
3.22	Grooved board100x100cm/H	Pc	67		
3.23	Grooved board100x250cm/H	Pc	117		
3.24	Hook for <input type="checkbox"/> Grid/ Wire Mesh <input type="checkbox"/> Pegboard 5cm	Pc	1		
3.25	Hook for <input type="checkbox"/> Grid/ Wire Mesh <input type="checkbox"/> Pegboard 10cm	Pc	1		
3.26	Hook for <input type="checkbox"/> Grid/ Wire Mesh <input type="checkbox"/> Pegboard 15cm	Pc	1		
3.27	System Partition 100x250cm/H	Pc	15		
3.28	Wooden Door 100x200cm/H	Pc	117		
3.29	Folding Door 100x200cm/H	Pc	27		
3.30	Coat Rack	Pc	20		
3.31	Wooden tall showcase 100X50X190cm/H (lock down, LEDX8 / including socket x1) <input type="checkbox"/> black <input type="checkbox"/> Ivory <input type="checkbox"/> white <input type="checkbox"/> B <input type="checkbox"/> D	pc	250		
3.32	Wooden table showcase 100X50X105cm/H (lock down, LEDX2,T5x1 / including socket x1) <input type="checkbox"/> black <input type="checkbox"/> Ivory <input type="checkbox"/> white <input type="checkbox"/> B <input type="checkbox"/> D	pc	167		
3.33	Wooden tall showcase 50X50X190cm/H (LEDX8 / including socketx1) <input type="checkbox"/> black <input type="checkbox"/> Ivory <input type="checkbox"/> white <input type="checkbox"/> B <input type="checkbox"/> D	pc	150		

FURNITURE					
NO.	ITEM		UNIT PRICE(US \$)	QTY	PRICE
3.34	Bar Stool <input type="checkbox"/> wine glass shape <input type="checkbox"/> S shape <input type="checkbox"/> Black <input type="checkbox"/> Red	Pc	27		
3.35	Single Cube Sofa 50×50×50cm/H <input type="checkbox"/> White <input type="checkbox"/> Black	Pc	20		
3.36	Bar Stool (Black)	Pc	20		
3.37	Bar Table Dia 60×110cm/H	Pc	27		
3.38	Meeting Table Dia.75X75cm/H	Pc	17		
3.39	Folding Chair 50×40×45cm/H (Black)	Pc	4		
3.40	Labofa Chair <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue	Pc	17		

ELECTRICITY & LIGHTING (power consumption excluded)					
NO.	ITEM		UNIT PRICE(US \$)	QTY	PRICE
4.1	Spotlight 10W LED (warm light / cool light)	Pc	9 / 10		
4.2	Spotlight 15W LED	Pc	17		
4.3	Spotlight 52W LED (warm light / cool light)	Pc	30		
4.4	Fl. Tube 21/28W	Pc	9		

Note : 1. A 30% surcharge will occur for orders received after the deadline (30 days prior to fair opening) and 50% surcharge will apply with onsite orders. 2.Order won't be completed without Form P.17-20. 3. Other Service please contact us.

D. Additional Order Form 3

FAIR :

BOOTH NO. :

PHONE NO. :

ELECTRICITY & LIGHTING (power consumption excluded)					
NO.	ITEM		UNIT PRICE(US\$)	QTY	PRICE
4.5	Halogen Light 5W LED (<input type="checkbox"/> White/ <input type="checkbox"/> Yellow)(pls select)	Pc	20		
4.6	Socket 110V/5A	Pc	11		
4.7	Socket 220V/5A	Pc	15		
4.8	Water Dispenser, Show period, including 3 bottles of water and socket	Pc	84		
4.9	Sink (rental fee includes cost of sink plus installation of sink to pipeline.) (Exhibitors should apply for water / drainage installation to Technical Support Section of TAITRA in advance)	Pc	150		
4.10	42"Plasma Show period, including socket	Pc	267		
4.11	22"LCD Monitor Show period, including socket	Pc	80		
4.12	DVD Player Show period, including socket	Pc	20		
4.13	Refrigerator 50x50x75cm/H, including socket	Pc	117		
GRAPHICS					
NO.	ITEM		UNIT PRICE(US\$)	QTY	PRICE
5.1	LOGO Print Out (5mm Foam) (30×30CM/H,File format: cdr or ai)	Pc	10		
5.2	PVC Sticker on Partition or Display Counter	SQM	11		
5.3	Poster Print Out 90×150CM/H (File format: cdr or ai)	Pc	67		
5.4	Styrofoam (Thick=3cm,H=30cm,including single PVC color selected, File format: cdr or ai)	Per word	14		
OTHERS					
NO.	ITEM		UNIT PRICE(US\$)	QTY	PRICE
6.1	Company Fascia Board High 300*100CM/H	Set	50		
6.2	A4 Brochure Stand <input type="checkbox"/> Acrylic Rack <input type="checkbox"/> Stand	Pc	27		
6.3	Plant (S) (30-50CM/H)	Set	4		
6.4	Plant (M) (60-90CM/H)	Set	5		
SUBTOTAL			US\$		
30% SURCHARGE (if order placed WITHIN 30 DAYS PRIOR to the show)			US\$		
5% VAT			US\$		
TOTAL			US\$		

Please Fill in Below Information :

COMPANY NAME : _____

ADDRESS : _____

◎ Orders are valid only when accompanied with full payment by telegraphic transfer.The invoice must be paid in full immediately upon faxed receipt.Complete payment in advance as a pre-condition of hand-over of the stands.

◎ TERMS of PAYMENT:

BANK NAME : MEGA INTERNATIONAL COMMERCIAL

BANK WORLD TRADE CENTER BRANCH

BENEFICIARY : INTERPLAN INTERNATIONAL CORPORATION

ACCOUNT No. : 21653023111 SWIFT CODE: ICBCTWTP216

ADDRESS: NO.333 KEELUNG ROAD, SEC.1 TAIPEI, TAIWAN, REPUBLIC OF CHINA

◎ A 30% surcharge will occur for orders received after the deadline

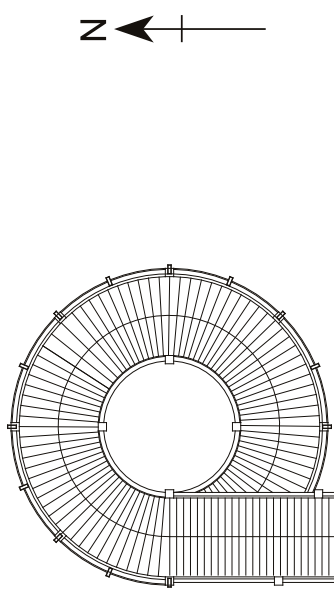
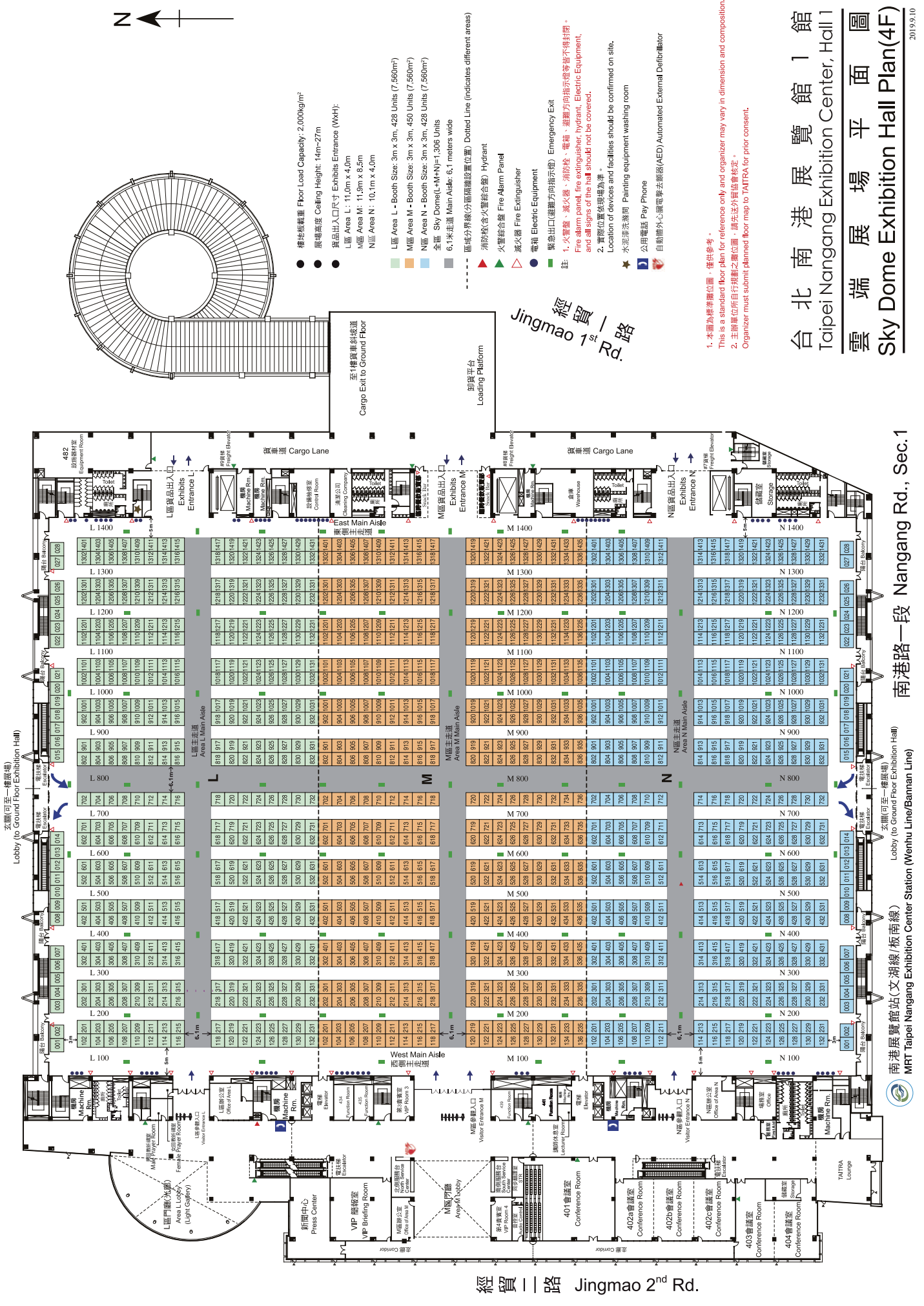
(30 days prior to fair opening) and 50% surcharge will apply with onsite orders.

◎ An administration fee of 30% of total amount will be charged,

if order is cancelled within 14 days before fair opening. No refund will be made for on-site cancellation.

◎ If you require a customized design for your booth, Please contact us via phone : +886 22758 5450 #652 Vicky Huang / email:twtc@interplan.com.tw

**COMPANY STAMP/SIGNATURE/
DATE:**



- 樓地板載重 Floor Load Capacity: 2,000kg/m²
- 展場高度 Ceiling Height: 14m-27m
- 貨品出入口尺寸 Exhibits Entrance (WxH):
 - L區 Area L: 11.0m x 4.0m
 - M區 Area M: 11.0m x 8.5m
 - N區 Area N: 10.1m x 4.0m
- L區 Area L - Booth Size: 3m x 3m, 428 Units (7,560m²)
- M區 Area M - Booth Size: 3m x 3m, 450 Units (7,560m²)
- N區 Area N - Booth Size: 3m x 3m, 428 Units (7,560m²)
- 全區 Sky Dome(L+M+N)=1,306 Units
- 6.1米主通道 Main Aisle: 6.1 meters wide
- 區域分界線(分隔牆設置位置) Dotted Line (indicates different areas)

- ▲ 消防栓(含火警綜合盤) Hydrant
- ▲ 火警綜合盤 Fire Alarm Panel
- ▲ 滅火器 Fire Extinguisher
- 電器 Electric Equipment
- 緊急出口(避難方向指示線) Emergency Exit
- 火警警報、滅火器、消防栓、電器、避難方向指示線等皆不得封閉。 Fire alarm panel, fire extinguisher, hydrant, Electric Equipment, and all signs of the hall should not be covered.
- 實際位置依現場為準。 Location of devices and facilities should be confirmed on site.
- ★ 水泥漆洗滌間 Painting equipment washing room
- ☎ 公用電話 Pay Phone
- 🚑 自動體外心臟電擊去顫器(AED) Automated External Defibrillator

1. 本圖為參考圖，僅供參考。
This is a standard floor plan for reference only and organizer may vary in dimension and composition.
2. 主辦單位所自行規劃之攤位圖，請先送外貿協會核定。
Organizer must submit planned floor map to TATRA for prior consent.

台北南港展覽館1館

Taipei Nangang Exhibition Center, Hall 1

雲端展場平面圖

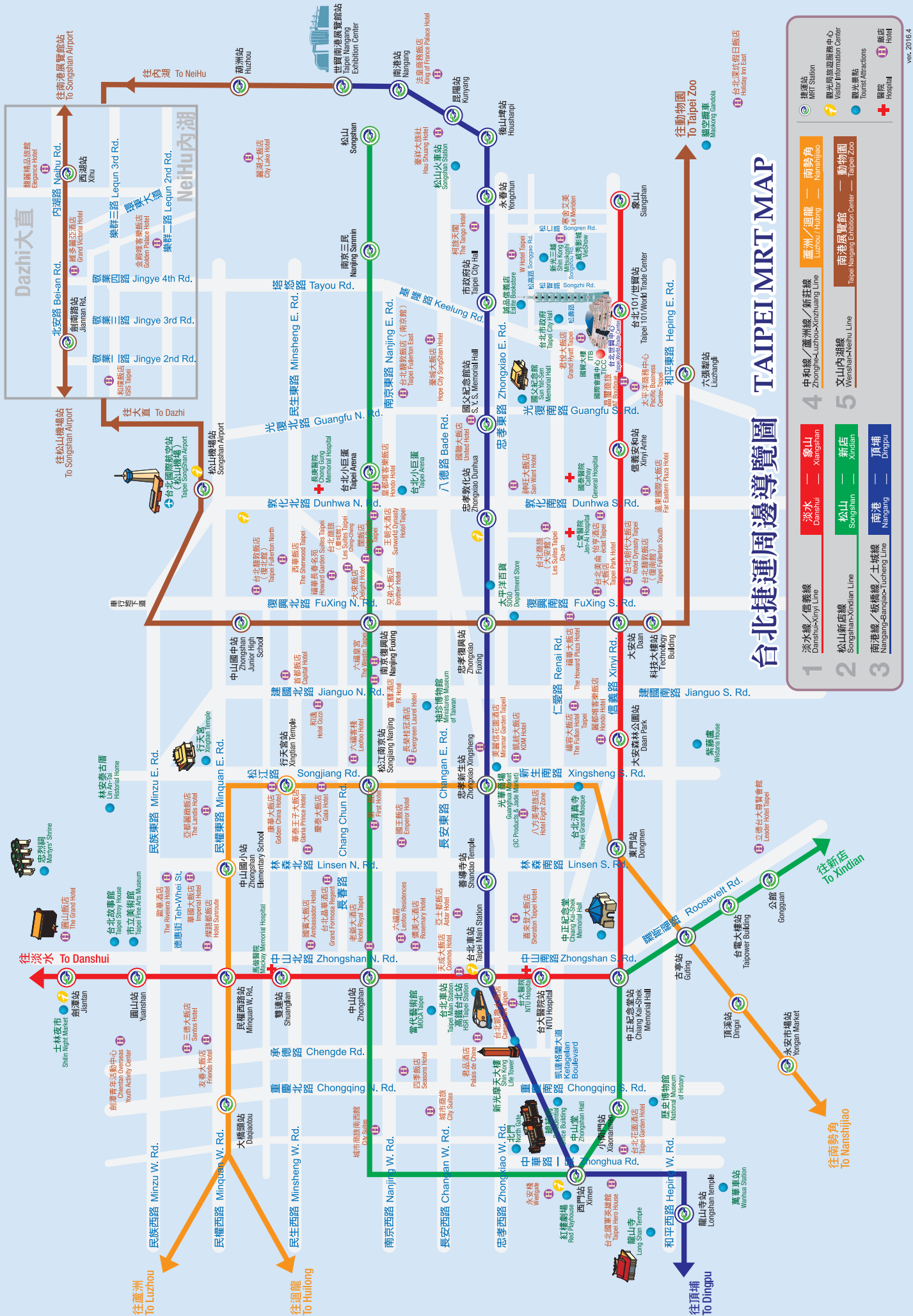
Sky Dome Exhibition Hall Plan(4F)

南港展覽館站(文湖線/板南線)
MRT Taipei Nangang Exhibition Center Station (Wenhu Line/Banman Line)

玄關(可至一樓展場)
Lobby (to Ground Floor Exhibition Hall)

經貿一|路 Jingmao 1st Rd.

經貿二|路 Jingmao 2nd Rd.



台北捷運周邊導覽圖

TAIPEI MRT MAP

1	淡水線 / 信義線 Danzhu-Xinyi Line	2	松山新店線 Songshan-Xindian Line	3	南港線 / 板橋線 / 土城線 Nangang-Banqiao-Tucheng Line
4	中和線 / 蘆洲線 / 新莊線 Zhonghe-Luzhou-Xinzhuan Line	5	文山內湖線 Wenshan-Neihu Line		動物園 Taipei Zoo
	淡水 Danzhu	松山 Songshan	南港 Nangang	板橋 Banqiao	動物園 Taipei Zoo
	象山 Xiangshan	新店 Xindian	頂埔 Dingpu	南勢角 Nanshi	動物園 Taipei Zoo

