



# EXHIBITOR MANUAL

Taipei Nangang Exhibition Center,  
Hall 2 (TaiNEX 2)

**MAY 30 - JUNE 2, 2023**

[www.ComputexTaipei.com.tw](http://www.ComputexTaipei.com.tw)

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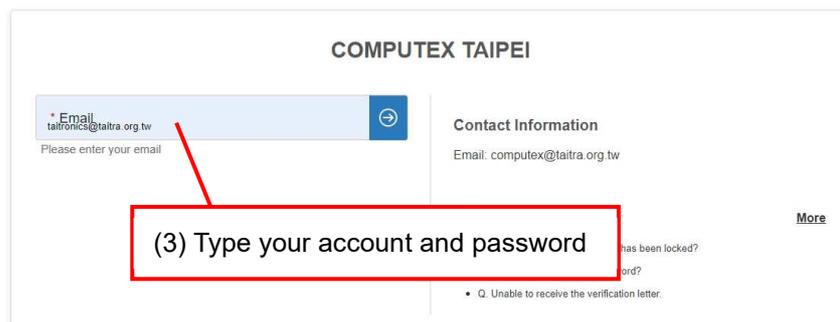
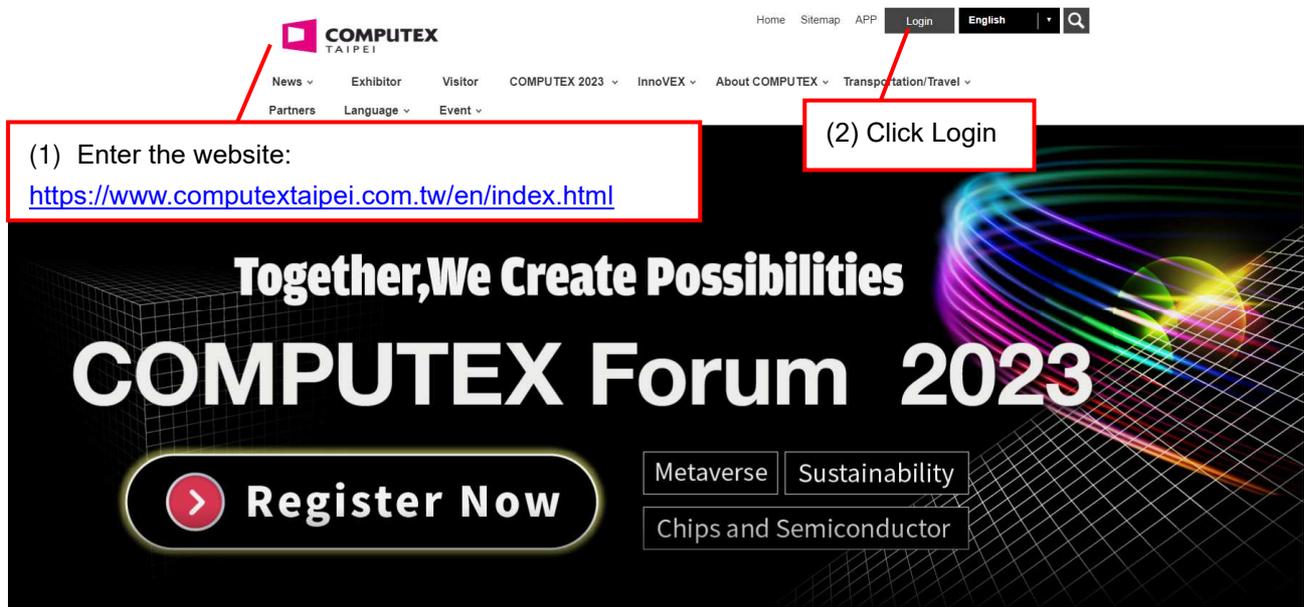
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## Support & Guidance of Online Fair Services (OAS)

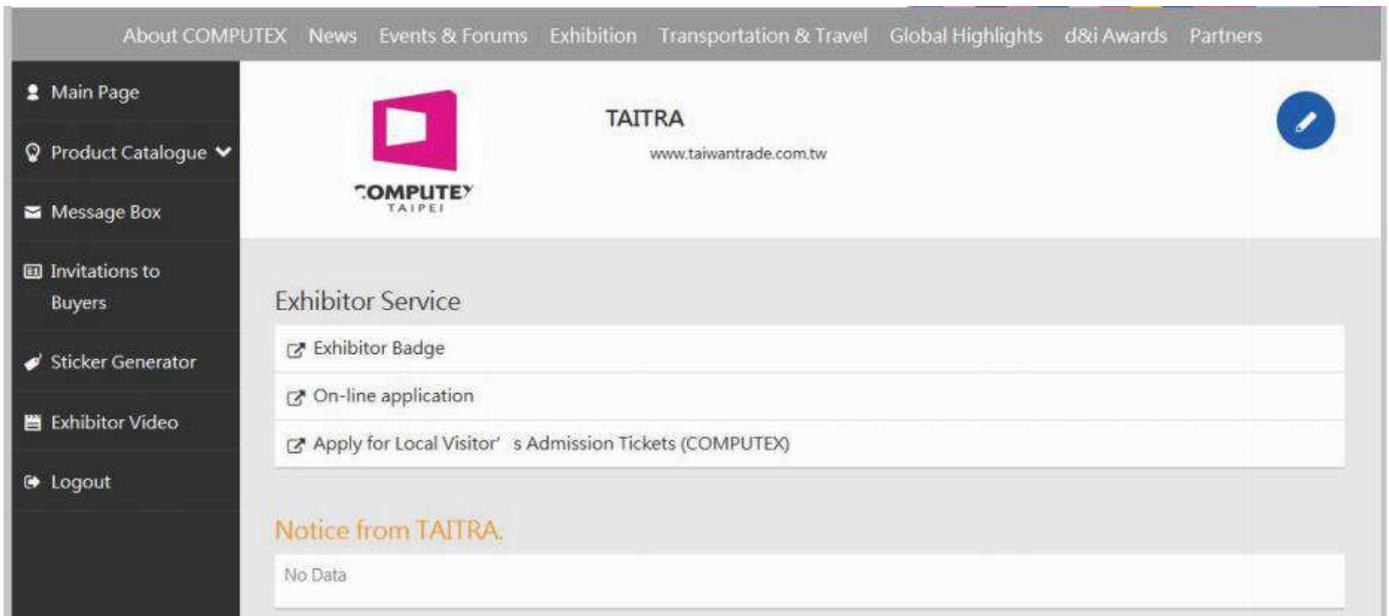
To provide better services, **COMPUTEX TAIPEI 2023** presents this online application system. To help you understand how the system works, here is an overview of the procedure to be followed:

### ※ 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 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 password, please contact :  
Tel : 886-2-27255200 Ext.2684  
Email : [lulu8332@taitra.org.tw](mailto:lulu8332@taitra.org.tw)

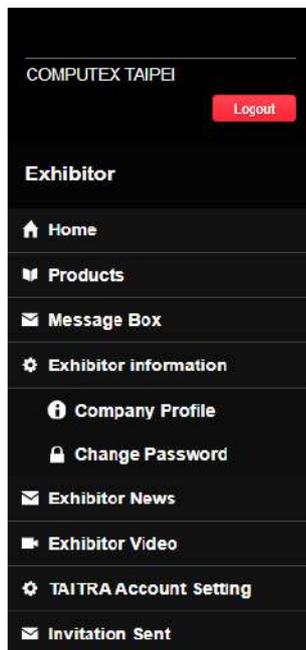


2. Click 「Exhibitor Service」 → 「On-line application」



Home / Exhibitor

## Exhibitor



## CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for participating COMPUTEX TAIPEI 2023. 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 (2023)	Services / Items	Contacts		Remarks
<b>Start From Feb.13</b>	Meeting Room Package Application & Rentals	TAITRA, Exhibition Dept.	Mr. Hardaway Chan Tel: 886-2-2725-5200 ext. 2639 E-mail: <a href="mailto:ahsun.chan@taitra.org.tw">ahsun.chan@taitra.org.tw</a>	P. 49
<b>May 2</b>	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.	Ground Level, 1st floor Ms. LuLu Liao Tel: 886-2-2725-5200 ext. 2684 E-mail: <a href="mailto:lulu8332@taitra.org.tw">lulu8332@taitra.org.tw</a>	P.8
	Application for Construction of Second-Story Booths			P. 14
	Application for Construction of Booths Height Exceeding 4 Meters			P. 16
	Application For Pillar Decoration			p.17
	<ul style="list-style-type: none"> <li>• Booth Construction Assurance</li> <li>• Safety and Health Terms of Agreement</li> </ul>	TAITRA, TaiNEX 2	Ms. LuLu Liao Tel:886-2-2725-5200 ext. 2684 E-mail: <a href="mailto:lulu8332@taitra.org.tw">lulu8332@taitra.org.tw</a>	P. 60-61
	Booth Setup & Facilities	O'YA Marketing Solution & Interior Design	<b>Shell Scheme Booth</b> Tel: 886-2- 2655-2777 Fax:886-2- 2655-2999 Email: <a href="mailto:oya-t@o-ya-design.com">oya-t@o-ya-design.com</a>	
Interplan International Corp.		Tel: 886-2- 2758-5450 Fax:886-2- 2729-0720 Email: <a href="mailto:twtc@interplan.com.tw">twtc@interplan.com.tw</a>		

Deadline (2023)	Services / Items	Contacts		Remarks
April 27	Electricity & Water/Drainage Requirements <b>(10% off by April 13, 2023)</b>	Additional or heavy-duty power Supply Technical Support Section	Ground Level, 1 <sup>st</sup> floor Tel: 886-2-2725-5200, ext. 5568 <a href="mailto:nangangpower2@taitra.org.tw">nangangpower2@taitra.org.tw</a>	P. 58
April 28	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.	<b>Deposit required</b> Northern Taiwan Unit Group, Taipei Eastern Area Tel: 886-2-2720-0149	P. 13
May 15	Application and Affidavit for Sound System \ stage Equipment Setup in the booth	TAITRA, Exhibition Dept.	<b>Deposit required</b> Ground Level, 1 <sup>st</sup> floor Ms. LuLu Liao Tel: 886-2-2725-5200 ext. 2684 E-mail: <a href="mailto:lulu8332@taitra.org.tw">lulu8332@taitra.org.tw</a>	p.18
	Promotional Balloon Application and Liability Form			
	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: <a href="mailto:scott@trans-link.com.tw">scott@trans-link.com.tw</a>	p.47
	Evergreen Logistics Corp.	Mr. Ricky Chung Tel: 886- 2-2512-6973 E-mail: <a href="mailto:rickychung@tw.evergreen-logistics.com">rickychung@tw.evergreen-logistics.com</a>		
May 27 - 29 (move-in hours)	Exhibitor Badges (4 badges per booth)	Exhibitors Registration Counter	1 st floor, lobby Tel:+886-2-27255200 # 6101  Pick up at the Exhibitors Registration Counter at Nangang Exhibition Center during move-in hours by showing the following 3 documents: <b>1. Business card</b> <b>2. Booth Construction Assurance</b> <b>3. Safety and Health Terms of Agreement</b>	

\* 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

**NANGANG :**

**Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)**

No. 1, Jingmao 2nd Rd., Nangang District, Taipei, Taiwan

**Taipei Nangang Exhibition Center, Hall 2 (TaiNEX 2)**

No. 2, Jingmao 2nd Rd., Nangang District, Taipei, Taiwan

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

Date	Time	Items
May 27-28	08 : 00 ~ 17 : 00	Booth Set up/move-in
May 29		Exhibits move-in
May 30 – June 2	09 : 30 ~ 17 : 30	Show Dates (NANGANG Hall 1 、 Hall 2 )
June 2	17 : 30 ~ 19 : 00	Exhibits Move-out
June 3	08 : 00 ~ 17 : 00	Booth Dismantling

\* Opening time for Exhibitors : May 30 8 : 00  
May 31 – June 2 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. Trucks used for the first floor (Area P and Q) shall enter from the south and north side of the Exhibition Hall (vehicle entrance on Nangang Road Section 1 and Lane 62 of Jingmao 2nd Road). To get to the fourth floor of the Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 5.5 m and height of 4.2 m, the vehicle limit is 4 m for height and 13 m for width). 2. Vehicles can reach exhibits on 4th floor via spiral access ramp.

2. **Vehicles are prohibited from parking on 3m lanes within the showground.** Vehicles are permitted to park on 6m lanes within the showground to unload their cargo to have cargo carted into spot.

3. Vehicle load restrictions

Ground Level - 20 tons for dual-axle ; 43 tons for three or more axles

(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:

1<sup>th</sup> floor - P Area 4.8m Q Area 4.8m

Lower entrance of access ramp 4m, upper entrance/exit of access ramp 4m

(3) For safety precautions, an Online Application Form (in Chinese edition) must be submitted before **May 15** 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) **Only electric forklifts (2.5 tons and below) are allowed into the showground.** For forklift rental,

please have the constructor to contact Shang-Sheng Forklift: Tel: 886-2-25024216 or Yi-Cheng Forklift: Tel: 886-2-85210088.

- (5) **No excavators are allowed.**
- (6) 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.
- (7) Vehicles are not permitted to enter the showground after 5 p.m. during move-in days.
- (8) Booth decoration and exhibit set up must be completed on time by 17:00 on May 29.

### 3. During Show Days

<b>Dates</b>	TaiNEX 2 May 30 – June 2, 2023 9 : 30 ~ 17 : 30 (Tuesday to Friday)
<b>General Information</b>	Open to All Visitors <b>(Visitors under age 18 are NOT admitted)</b>

- (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 display their company name on their sign at their booth area.** Participants shall not assign, sublet, or apportion any part of the assigned 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.
- (3) Exhibitors should keep their booths open and staffed at all times during show hours. 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) Retail sales are strictly prohibited.
- (5) 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.
- (6) **Wi-Fi service is provided in Taipei Nangang Exhibition Center showground. Regulations please refer to P.14.**
- (7) 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.
- (8) **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.
- (9) 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.
- (10) 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 (110V) electricity power supply.

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

### Booth Rentals

**General booth (raw space) : US\$ 2,080**

**Booth with shell scheme: US\$ 2,500**

**Stand: US\$ 1,440**

- ※ **Raw space only (facilities and decoration not included)**
- ※ **Booth with shell scheme and Stand (booths with basic setup & facilities included)**
- ※ Booth size: 3 meters x 3 meters per booth.
- ※ Stand size: 1.5 meters x 1.5 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. O'YA Marketing Solution will be responsible for the Shell Scheme booth at COMPUTEX 2023. Additional facilities are also available for rent from O'YA. Each exhibitor should hire ONE

booth contractor only for construction works inside the exhibition hall before, during, and after the show.

3. Each booth will be provided with 110V/500W 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 110 Volts 500 watts of power free of charge during show hours. Exhibitors requiring additional 24 hours or heavy-duty power supply or water drainage should apply online and see **P.56-P58** 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 13	10% Discount Charge
April 14 – 27	Set Price
April 28 – May 10	20% Overdue Charge
After May 11	50% Overdue Charge

## 7. Exhibitor Badges

- (1) Exhibitor badges are available for pick up during move-in hours starting **May 30 – Jun2**. All exhibitors should register at the Exhibitor's Registration Counter at the Taipei Nangang Exhibition Center, Ground Level or 1<sup>th</sup> 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 a signed 「**Booth Construction Assurance**」 & 「**Safety and Health Terms of Agreement**」.
- (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 **May 2**. 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, Hall 2	Tel: 886-2-2725-5200
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Information Center	1 <sup>th</sup> Floor,lobby	Ext:6112
Convenience Store ( by Passageway)	Basement 1 (7-11)	
Food & Beverage	Café / Fast Food / Restaurant / Convenience Store: *B1 : East side- *1 <sup>th</sup> Floor : West of Showground- Snack bars *4 <sup>th</sup> Floor : West of Showground - Snack bars	
ATM	1 <sup>th</sup> Floor,: Near information counter B1 : Near MRT Underpass	
First Aid	1 <sup>th</sup> Floor:Near area Q	Ext:6108
	4 <sup>th</sup> Floor:Near area R:	Ext:6405
AED	1 <sup>th</sup> Floor: Near area P entrance	
	4 <sup>th</sup> Floor: Near area R entrance	
	7 <sup>th</sup> Floor: Main entrance	
Breastfeeding Room	1 <sup>th</sup> Floor: Please contact the information counter before using	
Vending Machine	*Beverage B1, 1 <sup>th</sup> Floor, 4 <sup>th</sup> Floor *Face Mask B1, 1 <sup>th</sup> Floor	
Parking Lot	B1 ~ B3	Ext:6015
Prayer Room for Muslim	4 <sup>th</sup> Floor	
Electricity/Water Service	1 <sup>th</sup> Floor,	Ext:6103
Cellphone Charging Station	1 <sup>th</sup> Floor: Near information counter	
	B1 : Near MRT Underpass	
Cleaning Service	*Best CNC Co. Ltd.	Ext.6025
Security Service	*SE Security Co. Ltd.	Ext.6107

## 9. Promote Your Company

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

The official website of COMPUTEX TAIPEI [www.computextaipei.com.tw](http://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 Show Preview, Show Review, 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](mailto: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 :

Mr. Hardaway Chan , Tel: 886-2-2725-5200 ext. 2684, E-mail: [ahsun.chan@taitra.org.tw](mailto:ahsun.chan@taitra.org.tw).

### **(4) Sound System Setup** (Deposit Required)

If exhibitors have video films or sound system to promote your products, you need to apply on an application in advance. Setting regulation please check **P. 18**.

Deadline: **May 15, 2023**

### **(5) Promotional Balloon Application & Liability Form** (Deposit Required, Download Online)

No distribution of small helium balloons in the exhibition hall. Erecting a balloon above your booth will raise a beckon at the show. Construction guidelines please check **P. 18**.

Deadline: **May 15, 2023**

## **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](http://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 TAIPEI 2023, 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**

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 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**

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
- (3) level. Sound volume of any display should not exceed 85 dB.
- (4) 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 and Fiber-optic Internet and Wi-Fi Access Point**

Telephone connections to booths and ADSL services may be ordered **only by the exhibitor's representative/agent in Taiwan**. The representative/agent must apply before **April 28** directly to Chunghwa Telecom Corp. Ltd:

Tel : 886-2-2720-0149

Add: 130 Sung Jen Rd., Taipei, 110, TAIWAN

All rented telephone set(s) and network equipment should be handed back at information Counter, ground level, before 5:30 p.m. on June 2, 2023.

## **13. Free Wi-Fi Service**

### **(1) Access locations:**

Showground on 1st and 4th floors, public hallways on 1st , 3rd and 4th floors, B1 Dining Area, and Conference rooms on the 6th and 7th 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 2'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 web page 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 venue's Wi-Fi service quality; as a result, only the 5 GHz service will be provided on the first floor and 4th floor, 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, TaiNEX 2 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.
- ◆ TaiNEX 2 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 TaiNEX 2's related internet usage guidelines when using the Wi-Fi service. For violators, TaiNEX 2 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)** TaiNEX 2 reserves the right to change or terminate this service at any time without prior notice.

## **14. CONSTRUCTION GUIDELINES FOR SECOND-STORY BOOTHS AT TAIPEI NANGANG EXHIBITION CENTER, HALL 2**

[\(Download Online\)](#)

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 four **(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 **May 2, 2023**. Construction cannot begin without prior written approval from TAITRA. The deposit will not be returned for any violation.

(1) One copy of the **Application Form (please refer to Manual P.1-2 for instruction)**

(2) One copy of the Declaration Form from exhibitor and the architect

- (3) One copy of the booth layout plan
  - (4) 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.
  - (5) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
5. 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.
  6. 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.
  7. 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.
  8. 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.
  9. Guidelines for total floor area (including staircases) of the second-story over 100 square meters:
    - (1) Exhibitors should hire their own security guards for public safety, surveillance and recognition of spontaneous fires.
    - (2) Fire extinguisher should be placed in every 50 square meters on both floors.
    - (3) The architect, civil engineer, or structural engineer should supervise on-site.
  10. The load-bearing capacity of the second-story should be no less than 200 kg/m<sup>2</sup>, and that of the staircase no less than 300 kg/m<sup>2</sup>.
  11. 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.
  12. After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
  13. 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.

14. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within Taipei Nangang Exhibition Center, Hall 2.
15. 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.
16. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

## 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 **May 2, 2023**. Construction cannot begin without prior written approval from TAITRA. The deposit will not be returned for any violation.
  - (1) One copy of the **Application Form (please refer to Manual P.1-2 for instruction)**
  - (2) One copy of the Declaration Form from exhibitor and the structural engineer
  - (3) 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.
  - (4) 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.
  - (5) 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.
  - (6) Deposit **NT\$10,000**
4. 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.
5. The architect, civil engineer or structural engineer who has approved the construction plan, or the
6. 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.

7. The height of the booths exceeding 4 meters must not be more than 6 meters. The exterior of the walls should be decorated.
8. 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.
9. 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.
10. 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.
11. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within Taipei Nangang Exhibition Center, Hall 2.
12. 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.
13. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

## 16. Construction Guidelines for Pillar Decoration

Deadline : **May 2, 2023**

If an exhibition booth includes all or part of a pillar, the exhibitor must fill out the Pillar Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer before **May 2, 2023**. Once construction permission is issued, exhibitors may begin to decorate the pillar.

### Instructions for decorating pillars:

1. Please send the completed form along with related layout plans to the exhibition organizer via registered mail 30 days before move-in. The application will be forwarded to TaiNEX 2 for review.
2. Exhibitor shall proceed construction upon receiving approval. Pillars shall be wrapped in the following manner:
  - (1) The design of furnishing added to the wall surface on the east and west side should be reserved 50 cm from the ground, all furnishing on the pillars shall not block access to any existing electric appliance or fire safety equipment;
  - (2) Temporary wall surface wrapping shall not be over 4 meters in height; if the height exceeds 4 meters, a separate application for excess- height structure shall be filed. Please call TaiNEX 2 (TEL: 2725-5200 ext. 6666) for further queries.

3. Related decoration will be removed at the cost of the lessee and exhibitor if there is breach against above regulation. If the construction work failed to comply with the fire safety regulations and is not improved promptly, the lessee and exhibitor shall bear any penalty imposed by the fire department. Please refer to "Regulations on Work at Taitra Venues" for related regulation.

## 17. Sound System and Stage Equipment Setup

Deadline : **May 15, 2023**

A deposit of **NT\$20,000** with the **booth layout** and **construction plan** will be requested upon approval of stage equipment. The stage must be setback at least 50 centimeters from the edge of the booth baseline, no more than 2 amplifiers are allowed.

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

- (3) Speakers on stage shall be faced the exhibitor's own booth and speakers shall be angled downward. Sound volume shall be maintained below 85 decibels. Adjacent booths may not hold stage activities or play audios at the same time.
- (2) Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by the organizer. There should be at least an hour interval in between the activities; duration for each activity should not last more than 20 minutes.
- (3) The exhibitors shall abide the aforementioned regulations. With respect to violators, the Organizer will issue fines to the violating company pursuant to the following provisions.

Violations will be processed in three stages:

Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

Stage 2: If a violation has not been improved after additional review, the deposit of **NT\$10,000** will be forfeited.

Stage 3: For exhibitors who refuse to make improvements, the deposit of **NT\$20,000** will be forfeited.

For exhibitors who have been fined three times, TAITRA will stop providing electricity for the violating booth. The violating company agrees not to take any legal action or make any claim or demand against the Organizer.

## 18. REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOONS

Application Deadline : **May 15, 2023**

Any exhibitor wishing to use BALLOON at their booth should submit the appropriate Application Form before May 15, 2023 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 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. A deposit of **NT\$10,000** is required. 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.

Please contact:

TAITRA, Exhibition Dept.  
Ms. LuLu Liao  
Tel: 886-2-2725-5200 ext. 2684  
E-mail: [lulu8332@taitra.org.tw](mailto:lulu8332@taitra.org.tw)

## 19. Regulations on work at taitra venues

Revised August, 2022

### Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition, HALL 2 (hereinafter referred to as "TWTC1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, HALL 2 (hereinafter referred to as "TaiNEX2"), and Taipei Nangang Exhibition Center, Hall 2 (hereinafter referred to as "TaiNEX2"). For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be

responsible for any violation of the regulations, as well as any compensation or restitution.

Leaseholders shall incorporate these regulations into exhibitors' contracts, and during the construction of the exhibition site, qualified occupational safety and health personnel shall be assigned to monitor the construction work done by the exhibitors according to the specification.

Copies certificates held by the personnel shall also be provided. Acceptable certificates of qualifications include but are not limited to occupational health/safety manager, occupational health and safety administrator, Level A (or B or C) occupational health and safety supervisor, industrial safety technician, industrial/mining hygienist and other equivalent or higher qualifications.

- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:
- (I.) *Leaseholder*: Exhibition or event organizer.
  - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
  - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.
- VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety" (TAITRA encourages workers to also attain a valid Taiwan Occupational Safety And Health Card). By signing the application/affidavit, workers will be issued the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for the affidavit/the Exhibition Hall Service Permit, please see the enclosed attachment. Additionally, starting from January 1st, 2023, TAITRA will replace "TAITRA Exhibition Hall Service Permit" with "Taiwan Occupational Safety and Health Card". "TAITRA Exhibition Hall Service Permit" will expire on December 31st, 2022.
- VIII. Leaseholders and their exhibitors or employers are required to comply with the specifications of the "TAITRA Venues Operation Rules", "Exhibition Manual" and "Regulations on Work at TAITRA Venues". If there is a violation, relevant penalties will be conducted.

## **Chapter 2: Occupational Safety & Health Matters**

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

TWTC1: <http://www.twtc.org.tw/content/E/E3b.asp> (Home>Booking Showground)

TaiNEX1 & TaiNEX2: <https://www.tainex.com.tw/>

(Home>Organizing>Occupational safety management and insurance)

- iii. All workers entering the exhibition halls must wear equipment (such as uniforms, vests, safety helmets, or armbands) showing the names of their employers.
- iv. If occupational accident occurs during a conference, exhibition, or event (including move-in/out period), the leaseholder shall immediately take necessary measures such as first aid and emergency rescue, and conduct an investigation with the exhibition hall administrator. For any one of the following types of occupational accidents, employers shall not disturb or damage the accident site without the permission of the appropriate judicial body or inspection agency except for necessary first aid or emergency rescue, and shall notify a labor inspection agency within eight hours of the occurrence:
  1. accidents involving death;
  2. accidents causing injuries to three people or more;
  3. accidents causing injuries to one person or more that require hospitalization; and
  4. all other categories of accidents designated and officially announced by the central competent authority.

### **Chapter 3: Regulations for Booth Decoration**

#### **I. Design and Structure:**

(4) The maximum height allowed for the booth structure is 4 m (the structural height of booths in Area H on the second floor of TWTC HALL 2 shall not exceed 2.3 m). For decorations of booths facing the walkway, the length of their walls must be less than 50 percent of the length of the booth, and the length of sealed walls must not exceed 9 m. If there are any special needs, the leaseholder shall submit an application to the organizer and obtain its approval before construction.

(5) Where the exhibitor builds a "two (multiple)-storey booth" or "extra-high booth", it shall submit an application to the organizer and obtain its approval. It shall also pay the "venue fee" before construction (two (multiple)-storey booths are not allowed at exhibition sites on the second floor of TWTC1 and TICC). Two(multiple)-storey booth and extra-high booth are not allowed in Sky Gallery on 7th floor of TaiNEX 2. Following regulations shall be abided by accordingly at any TAITRA venues.

#### **(1) Two (multiple)-storey booths:**

- i. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-storey booths.
- ii. For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100m<sup>2</sup> or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire extinguishers shall be placed on all floors in a clear position every 50m<sup>2</sup>. Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.
- iii. The floor height of the second floor shall not exceed 2.5m. The total height of the construction shall not exceed 4 m. The floor height of the third floor shall not exceed 5m. The total height of the construction shall not exceed 6.5m, and so forth. To ensure structural safety, booths taller than three floors shall be constructed with steel

structures.

iv. The leaseholder shall submit the application form, affidavits of exhibitors that construct two (multiple)-storey booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.

v. Calculation method of the venue fee: (Exhibition rent/number of standard booths leased) \*0.5\*number of standard booths on second (and above) floor\*days of exhibition (tax included).

(2) Extra-high booths:

i. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-storey booths.

ii. The structural height of extra-high booths constructed by exhibitors shall not exceed 6m.

iii. The leaseholder shall submit the application form, affidavits of exhibitors that construct extra-high booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.

iv. The fee for extra-high booths is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square m (tax included). If the area is over 18 square m, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square m/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square m, the fee is still NT\$100,000.

(6) If there are special requirements for booths for which the planned height, number of floors, and the floor area of the two (multiple)-storey booth exceeds limits specified in Section II and III of this Article (two (multiple)-storey booths and extra-high booths), in addition to providing related affidavits and the certification of the architect (professional structural or civil engineers), the certifying architect (professional structural or civil engineers) shall personally be responsible for onsite supervision and notify the organizer and management unit to conduct safety inspections together. Detailed explanation is provided in Attachment 4 "Notices for Building Two (Multiple)-Storey Booths" and Attachment 5 "Notices for Building Extra-High Structures" in the exhibitors' manual.

(7) The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)

(8) Booths with a raised floor must be equipped with safety warnings, and ramps should be installed at



possible entrances and exits at the booths.

- (9) The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
- (10) No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
- (11) If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 m. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.
- (12) All booth backboards, billboards, etc., that span more than 9 m long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, exhibition will be prohibited. Where adequate support for a booth is prevented by the display items, structural calculation documents and design diagrams signed off by the structural engineer must be provided.
- (13) In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 m in height, proper supports (columns) shall be constructed. A visible sagging of the structure is considered a severe violation and the booth shall be closed for immediate improvement; otherwise the booth shall be prohibited from exhibition. Where adequate support for a booth is prevented by the display items, structural calculation documents and design diagrams signed off by the structural engineer must be provided.
- (14) The horizontal structure (rod) that span over two consecutive booths 6 m in height should be set to a considerable degree of stiffness. The vertical column or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances is a major violation which will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
- (15) When building a 2-storey booth, the lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. If transverse or lateral support is not setup, it will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.

- (16) Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
- (17) TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
- (18) The decoration construction diagrams shall include diagrams for the prevention of hazards related to working at height. They shall include the height of railings, methods for setting up the construction scaffold, methods for dismantling and supporting materials and decorations, and other documents for precaution for preventing falling or falling objects required by related occupational health and safety regulations.
- (19) During the construction period of the exhibition, TAITRA shall conduct one inspection with the fire safety manager or personnel from the construction team, safety and health personnel, onsite security, and the organizer based on the inspection time of the architect (professional civil or structural engineer).
- (20) Special Regulations for TWTC1:  
If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-storey booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
- (21) Special regulations for TaiNEX1:  
There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 m wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares m. For decorations to be installed in public hallways, anti-skid carpet must be placed underneath the supports for protection.
- (22) Special regulations for TaiNEX2:  
There are nine display booth areas separated by 6.1 m wide walkways on the first and fourth floors of the exhibition hall (walkways must be more than 7.4 m wide for car exhibitions). The area of each booth section shall not exceed 3,000 squares m. For decorations to be installed in public hallways, anti-skid carpet must be placed underneath the supports for protection.
- (23) Special regulations for the Taipei International Convention Center:
  - (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 m, except for those on the side with air conditioning units. The height for other sides may reach 4 m, and raised parts should be set up 0.5 m away from the outer



edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.

- (2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 m. Their design and dimensions must first be approved by the management unit, and only then can they be set up.
- (3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 m tall and 5 m wide. The position of the billboards cannot be more than 70 cm from the wall and no objects can be attached to the surface of the wall.
- (4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 m in width and 4.5 m in length. There are a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.
- (5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)

(Chinese)

<https://www.ticc.com.tw/wSite/lp?ctNode=336&CtUnit=110&BaseDSD=7&mp=1>

(English)

<https://www.ticc.com.tw/wSite/lp?ctNode=396&CtUnit=164&BaseDSD=7&mp=2>

- (6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 m above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 m above the floor and are placed at 1.29 meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29 meter intervals.
- (7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag hanging rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95 meter intervals.
- (8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 m apart have them strengthened with wood strips to prevent the boards from breaking
- (9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.

- (10) The suspension system and hanging equipment (lamps, advertising light boxes, audio speakers, TV wall, etc.) above the stage shall not exceed the weight limit. If such violation occurs, the stage will be closed for replacing the hanging equipment. Otherwise, the stage will be forbidden for any performance.
- (11) When the suspension system above the stage is in operation, signals should be set to command contact personnel, and provides a unified command signal. Crew is strictly prohibited from entering underneath the hanging objects, hanging chain, or cable while lifting operations are in progress.
- (12) It is strictly forbidden to smoke, drink water, stack debris and rest in electrical room.

## II. Special decorations and facilities:

### 1. TV wall and large screen wall:

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

- (1) If the installation is less than 2.5 m in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (2) If the installation is over 2.5 m, the maximum height is 4 m and the front shall be at least 2 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (3) TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- (4) For TV wall installation and dismantling operations, a working platform must be set up and the pedals must be fully paved if personnel are working at a height over 2 m. Vertical safety net or lifeline must be equipped around the platform for personnel to wear safety belt (safety belt can only be adopted when the height is over 3.8 m ) in the cause of falling prevention.
- (5) Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

### 2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder. Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. For large advertisement balloons, the top of the balloon shall not be higher than 7m from the ground. A fee of \$20,000NTD will be charged for each balloon. The top of small decorative balloons cannot be higher than 4 m from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.

- (2) Tethered balloons can only be filled with air or non-inflammable gas.
- (3) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall and second floor H area of TWTC1.

3. Stage and sound equipment:

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

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

(3) Violations will be processed in three stages:

Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

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

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

4. Wireless microphone equipment:

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

5. Rigging services (Special regulations for TaiNEX):

- (1) Please refer to the "TAITRA Nangang Exhibition Center HALL 2 Sky Dome Truss Hanging Equipment Work Guidelines" and "TAITRA Nangang Exhibition Center Hall 2 Hanging Equipment Work Guidelines". For details, refer to Attachment 35 "TAITRA Taipei Nangang Exhibition Center HALL 2 Fourth Floor Sky Dome Truss Hanging Equipment Work Guidelines" in the exhibitors' manual.
- (2) Please download the aforementioned work guidelines via the official website of TaiNEX (<https://www.tainex.com.tw/>): home>organizing>download>application>access control.

III. Utility Installation Management:

1. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration

revoked.

2. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.
4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completed their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (with the exception of lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility
5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.
6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths will be cut off if violators do not make improvements upon receiving notification. All lighting equipment shall not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.
7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purpose only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT\$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:

(1) First level, self-management:

**Exhibition:** Electrical and plumbing engineers with Level A Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the move-in period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the move-in period ends. Electricity will be temporarily shut off from booths that do not complete and pass the electrical safety inspection until the inspection is completed or the deficiency has been corrected. **Activity (for TaiNEX1 and TaiNEX2):** When the temporary utilities installation contractor connects cables from the power supply end of the power distribution panel to the onsite power switch of the activity, it is required to execute cable insulation tests. The load side of the aforementioned onsite power switch of the activity shall be connected by the electrical appliance installer to the equipment used for the activity. It shall also execute cable insulation tests and self-inspections on load distribution capacity safety and submit records.

(2) Second level, supervising unit inspections:

**Exhibition:** The utilities maintenance contractor of the management unit and the electrical technician of the event shall complete electricity usage safety inspections for booths of the exhibition hall before electricity is supplied. Booths that fail to qualify in inspections shall not be supplied electricity and an improvement notice shall be posted. Electricity shall only be supplied to the booths after they complete improvements and the management unit inspects and verifies the improvements.

**Activity (for TaiNEX1 and TaiNEX2):** The utilities maintenance contractor of the exhibition hall and the electrical technician of the event shall complete insulation tests for the load before supplying electricity to the activity.

(3) Third level, third-party inspections:

**Exhibition:** Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation, power distribution panel, and related electrical equipment on the move-in day. **Activity (for TaiNEX1 and TaiNEX2):** The electrical consultant shall be hired, depending on the scale of the event, to inspect the electrical appliances used for the activity during the maximum load test to ensure load balance and electricity usage safety. It shall also submit safety inspection records for reference. The maximum load test shall be conducted by the construction personnel of the electrical appliance installer, utilities maintenance contractor of the exhibition hall, and temporary utilities installation contractor onsite.

(4) The electrical switch boxes in the exhibition hall are strictly forbidden to be opened during nonoperating hours, and the electrical switch boxes shall not be used to exhaust gas.

(5) The connection of electricity shall be in accordance with the provisions of Article 276 of the Occupational Safety and Health Facilities. The opening and closing of the switch shall be true and the locking device shall be locked after operation.

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

IV. Fire safety management:



1. If a single level booth is designed with a ceiling to seal the top, or if a two-storey booth (regardless if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers. An additional fire extinguisher is required for every 50 square m of booth ceiling area.
2. Special regulations for TWTC1, TaiNEX1 and TaiNEX2:  
Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been certified by the competent authority. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: TaiNEX Booth Decoration with Flameproof Materials).
3. Special Regulations for TWTC1:  
Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC1 must be decorated by one unified, commissioned decoration contractor.  
Regulations for leaseholders using gas or fire:
  - (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
  - (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
  - (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2<sup>nd</sup> District HQ.
  - (4) A breaker for the gas supply shall be installed.
  - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
  - (6) Complete TAITRA TWTC1 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall

be gathered and discarded in the trash.

3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

#### VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 cm from the wall to secure the carpet to the floor.

Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.

#### VII. Other

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

### **Chapter 4: Site Access Control**

#### I. Traffic control:

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. Diesel forklifts are not allowed to enter the exhibition hall unless the prior approval of related venues obtained. (Machinery exhibitions are not subject to this restriction)
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large-scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). The speed limit of vehicles inside the exhibition hall must not exceed 10 km/hour. Engines must be turned off after the vehicles arrive at the destination. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.

3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Special regulations for TWTC1:
  - (1) The maximum load capacity of TWTC1's ground floor is 1,300 kg/m<sup>2</sup>. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2<sup>nd</sup> floor of TWTC1 is 400 kg /sq. meter )
  - (2) No vehicles shall pass through the post office or the front of the glass elevator areas.
  - (3) Relevant load capacity limits are listed below

Regulations regarding the ground floor load capacity of TWTC1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter. The maximum load (weight including machinery, display facilities and staff) per booth (in 9 square m) is 11.7 tones.
2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 m.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the two vehicles should maintain a distance of at least 9 m.
4. Load restrictions for crane trucks	(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closer than 9 m. (2) Wooden boards or steel plates must be used underneath load supports as padding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition HALL 2 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed



to enter the site for operation within the allocated time period.

- (5) Limit for the number of diesel forklifts: In principle, TWTC1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).
- (6) The entrance of TWTC1 is 4.2 m high and 7 m wide. Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):
  - i. Entry during work hours (6AM to 7PM during business days):

Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large-scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work.
  - ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.
  - iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.
- (8) Grapple trucks are prohibited inside TWTC1. However, leaseholders may obtain permits three days in advance to allow those meeting the following criteria to enter.
  - (4) The schedule requires overnight move-out.
  - (5) There are more than 5 contractors who decorate their booths with wood structures in one area.
- (9) The operation of grapple trucks is limited to areas A, B, and C. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall.

Operation time of the grapple truck inside the exhibition hall is after 7PM and before 6AM on business days. There are no restrictions on operating times on weekends. However, for exhibitions that require overnight move-out, grapple trucks must not enter the exhibition hall until 2 hours after the exhibitions end.
- (10) No more than 4 grapple trucks are allowed in TWTC1 at the same time. One security guard

must be hired for each area to maintain security in the exhibition hall. The base cost of security guards is based on four hours, and can be shared with grapple trucks working in the same area. The rules for grapple trucks entering the exhibition hall are as follows:

- (6) Forklifts may be used to load wood decoration waste onto grapple trucks in the exhibition hall. No waste dismantlement, including applying a grapple to any ground operation, hammering on a grapple truck, and performing vehicle-to-vehicle operations, is allowed inside the exhibition hall. Any intentional glass breaking is strictly prohibited. Legal action will be taken against any resulting public safety incident. All waste from dismantling decorations in a working area, such as wood chips, must be cleared away at the end of the dismantlement.
- (7) Any violation of the provisions above, as proven by photographic evidence, will lead to separate penalties on the leaseholder and the grapple truck. The leaseholder must pay a fine of NT\$20,000 (tax included) for each violation. The grapple truck operator must pay a fine of NT\$50,000 (tax included) for each violation.

5. Special regulations for TaiNEX2:

- (1) Trucks used for the first floor (Area P and Q) shall enter from the south and north side of the Exhibition Hall (vehicle entrance on Nangang Road Section 1 and Lane 62 of Jingmao 2nd Road). To get to the fourth floor of the Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 5.5 m and height of 4.2 m, the vehicle limit is 4 m for height and 13 m for width).
- (2) The dimension of cargo elevators 14 and 15 in the exhibition hall is 3m (H) x 3m (W) x 7.8m(L).
- (3) The height and width of cargo entrances at each area are listed below: Area P: 4.8 m tall, 4.6 m wide (south); 4.8 m tall, 4.6 m wide (west)

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

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

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

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

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

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

- (4) If it is necessary to set up partition boards, wood work, or other decoration in the conference room, it is recommended that the decoration should not exceed 5 m in room 701 (for booth exceeds 4 m is required to submit extra-high booth application and related document. It is also required to sign affidavit if related decoration exceeds 5m as it might affect circulation of air-

conditioning), the height limit in room 702 and 703 is 2 m, the height limit on the 6<sup>th</sup> floor and 4<sup>th</sup> floor is 2.2 m. The decorations must maintain a distance of at least 45 cm from the ceiling and may not be covered on the top in compliance with fire safety regulations. All decorations must be confined within the leased area. The carpet in the construction area should be covered by protective layer such as PVC tarp or wooden board during construction. Steel nails are not permitted to be used on the floor.

- (5) When building backboards, trusses and other decorations in the Skylight Convention Center and public areas of TaiNEX 2, it is required to maintain at least 60 cm of clear space with the facilities such as walls, partitions, glass curtains, structural steel columns, elevators, etc. to avoid damaging the facilities of the venue.
- (6) For the construction of wooden booths in the Skylight Convention Center on the 7<sup>th</sup> floor and in public areas, only putty (no polishing), wallpaper and printed output can be used for construction (paint, cement paint, etc. are not allowed).
- (7) The height limit of Sky Gallery on the 7<sup>th</sup> floor is 4 m. "Two (multiple)-storey booth" or "extra-high booth" are not allowed.
- (8) The maximum load capacity of the first floor is 5 tons/m<sup>2</sup>, and the maximum load capacity of the 4<sup>th</sup> floor is 2 tons/m<sup>2</sup>. The maximum load capacity of the 7<sup>th</sup> floor is 1.2 tons/m<sup>2</sup>. The maximum load capacity of the Sky Gallery on 7<sup>th</sup> floor is 0.75 tons/m<sup>2</sup>. Vehicles or cargo that exceed the widths of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (9) Hanging or posting advertisements and promotional materials directly on walls and from ceilings are strictly prohibited on the first and fourth floors of the exhibition hall. The lessee may attach event themed materials on the backboard of the podium using thumbtacks or other protection method to avoid any damages of the facilities, and shall remove the themed material as soon as the event is concluded. The indemnity shall be paid if there is damage on related areas.

(10) Load capacity regulations for vehicles entering/exiting the exhibition hall:

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 35 tons for 3 axles; 44 tons for 4 axles (2) Minimum safe distance between two vehicles is 6 m.

2. Load restrictions for forklifts	<p>(1) An individual forklift's total load should not exceed 18 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 m.</p> <p>(3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 m.</p> <p>(4) Each loading and unloading shall not exceed 50 minutes.</p>
3. Load restrictions for cranes	<p>(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 m.</p> <p>(2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading shall not exceed 50 minutes.</p>
Upper Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	<p>(1) 15 tons for dual-axle; 25 tons for 3 axles; 35 tons for 4 axles</p> <p>(2) The minimum safety distance between two vehicles is 6 m.</p>
2. Load restrictions for forklifts	<p>(1) An individual forklift's total load should not exceed 8 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 m.</p> <p>(3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 m.</p> <p>(4) Each loading and unloading shall not exceed 50 minutes</p>
3. Load restrictions for cranes	<p>(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 m.</p> <p>(2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide</p>

	padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).
	(3) Each loading and unloading shall not exceed 50 minutes.

(11) For trucks with a total weight of over 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall on the first and fourth floor, the leaseholder must submit an application to TaiNEX2 5 days in advance by filling out the TAITRA Taipei Nangang Exhibition Center Hall 2 Heavy Vehicle Access Application Form. A weigh bridge slip issued in the last 24 hours shall be submitted for TaiNEX2's approval before given access to the exhibition hall during the permitted time period.

(12) Access control for grapple trucks: Same as the provisions for TaiNEX1.

7. Special regulations for Taipei International Convention Center:

(1) Decorative materials should be delivered through the underground parking lot, and only cargo elevators 11, 13, and 14 shall be used for delivery. The dimension and weight of the material shall be within the specifications displayed on each cargo elevator (see graph below). Also, to avoid collisions, proper attention should be paid to the posted different ceiling heights between entrances, exits and corridors.

Elevator number	Length (m)	Width (m)	Height (m)	Load (kilograms)
11	6	2	2.2	4,500
13, 14	2.5	1.5	1.8	1,600

(2) Those requiring the use of balloons for decoration must inflate the balloons with a safe gas (helium or air) and those using flowers should trim them in the B1 pick-up area. When doing floral arrangements on site, plastic tarps should be placed under the flower baskets to cover the entire working area, which should be cleaned afterwards.

(3) The load limit for the exhibition floor is 400 kilograms per square meter, and the height of a booth is limited to 2.5 m. Walkway between booths should be at least two m wide.

(4) Carpet should be laid in all exhibition (display) areas, including booths and public passages.

All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

II. Operation procedures during move-in

1. All work by on-site decoration contractors should be completed no later than one day before the exhibition opens. If contractors cannot finish timely, they should apply for an extension for certain area and pay related fees. If something needs to be adjusted on the day of the exhibition,

decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.

2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
4. If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.
5. For all decoration work, the leaseholders must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
7. Leaseholders must submit copies of their exhibition work permits to the management unit 3 days prior to site entry to permit security guards at the entrance use them for reference.
8. Decoration contractors should take measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.

TWTC1, TaiNEX1, and TaiNEX2 have also installed facial recognition access control for contractors. Contractors who have obtained a Taiwan Occupational Safety and Health Card (or TAITRA Exhibition Hall Service Permit) are required to complete prior registration in the system (official website: <https://www.tainex.com.tw/>; path: Home>Services&Facilities>Contractor Services>Facial Recognition). Once registration completed, contractors will be able to use facial recognition permit to enter and work in the corresponding exhibition hall. Contractors not interested in using facial recognition will have to carry (or show on the app) their Taiwan Occupational Safety and Health Cards or TAITRA Exhibition Hall Service Permits to gain access into the exhibition halls.

### III. Operation procedures during move-out

1. When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
2. Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed. A fine in the amount of NT\$2,000 to NT\$5,000 will be imposed on offenders according to the penalties.
3. All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
4. Special regulations for TaiNEX1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finished operations before 10PM. Leaseholders have to consider the length of time needed for set up and site removal, and allocate reasonable and sufficient amount of time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Leaseholders are held fully accountable for any damages to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.

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

## **Chapter 5: Responsibilities**

### **i. Risk Sharing**

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

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

## II. Procedures for handling violations

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:  
First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked  
Second offence: a warning ticket and 1 penalty point will be issued  
Third offence: a warning ticket with 2 penalty points will be issued  
Each subsequent smoking incident will result in additional penalty points. If the violator is an employee of a decoration contractor, once three points have been assigned the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year, and will be prohibited from entering all TAITRA exhibition halls for construction work.
2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers or bringing pets while working on site. But if due to the display needs, must bring pets admission, those who have applied in advance and permitted by TAITRA, do not apply.
3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:
  - (1) Cut off water and electricity supply.
  - (2) Close the booth and ban the exhibit.
  - (3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an exhibition organized by TAITRA for the next 2 years.
  - (4) One or more of the following punitive actions may be taken, depending on the severity of the violation:
    - i. Every violation is subject to a fine of NT\$ 2,000 to \$5,000 for the leaseholder (overdue fines will be double deducted from deposit paid) and / or issuing violation notice to contractor to improve within the time limit. If not improved by the deadline, 1 violation point will be issued for general violation and 2 points for major violation (each booth is calculated separately and then add up). If 5 points are accumulated within a year, work permit will be cancelled and no entry into any exhibition halls or venues affiliated with TAITRA for the next 12 months.
    - ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT\$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT\$10,000, and an additional NT\$10,000 will be added for each repeat offense.
    - iii. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling

fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.

4. In the event of a material violation or a persistent failure to correct an occupational safety violation, the leaseholder will be given official notice, and a copy of the notice will be sent to the organizer, co-organizer and related contractors.

**Chapter 6:** This regulation is only principal specification. If there is any matters not mentioned herein, it shall be separately issued and announced on the website of TAITRA venues.

## **20. 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
7. 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.
8. 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.
9. 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](http://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.

10. 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.
11. Before entering and decorating the booth, the Exhibitors shall fill out and submit the Decoration
12. 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.
13. 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.
14. 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.
15. Unless otherwise specified within the Regulations, entry of visitors under the age of 18 is not allowed for safety and quality concerns.
16. 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.
17. 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.
18. 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
- (7) on-site employees during the exhibition period.
- (8) Sale, display, or advertisement of exhibition items that infringe upon the copyright of others.
- (9) 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.
- (10) Exhibition items or the means of display them disrupt public order or violate codes of decency.
- (11) 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).
- (12) 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.
- (13) 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).
- (14) 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.
- (15) Exhibition items do not match the theme of the exhibition.
- (16) Conducting retail sales in the exhibition hall.
- (17) Using raw booths for exhibitions.
- (18) 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.
- (19) Producing noises inside the exhibition hall at 85 decibels or more during the exhibition period.
- (20) Affecting neighboring booths or the exhibition due to a lack of pollution disposal equipment prepared by the Exhibitors to promptly and appropriately deal with smoke, waste gases, dust, stenches, irritant gases, organic chemical solvent contaminants, or other pollutants resulting from demonstrating or operating an exhibition item.
- (21) The music, images, or related information played by the Exhibitors in public during the exhibition

period infringe upon intellectual property rights.

- (22) 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.
  - (23) Conducting promotional activities or leaving the company or personal items in public areas.
  - (24) 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.
  - (25) 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,
    - (26) operation, maintenance, or management of the facilities, objects, and exhibition items at the booth.
    - (27) Packing or moving out exhibition items from the exhibition hall in advance or similar behaviors.
  - (28) Causing fires due to the design and construction of the booth and or improper use of electrical devices.
  - (29) Leaving exhibition items or personal items in the exhibition hall after the move-out.
19. 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.
20. 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.
21. 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.

22. 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.
23. 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
24. if Exhibitors decide to drop out of the exhibition after their booths have been allocated.
25. For matters not stipulated in the Regulations, the Organizer may amend or update the Regulations from time to time.

## **21. 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:
- Non-commercial samples
  - Giveaways or promotional articles
  - Posters, photo panels, catalogues, brochures and leaflets
  - Lubrication oils and greases for maintenance of machinery during the exhibition
  - Materials and equipment for use in the construction, installation, decoration, and maintenance of booths
  - Foodstuffs and drinks to be consumed during the show
  - Jewelry, precious stones, and gold coins (hand carried)
  - 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 2023
Show Dates: May 30 - June 2, 2023
Show Site: Taipei Nangang Exhibition Center, Hall 2
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](mailto:scott@trans-link.com.tw)

Evergreen Logistics Corp.

Mr. Ricky Chung

Tel: 886-2- 25126973

E-mail: [rickychung@tw.evergreen-logistics.com](mailto: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.

## 22. 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 2023-2026. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2023 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 2023 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.**

### 23. COMPUTEX TAIPEI 2023 Meeting Room Package

#### Taipei Nangang Exhibition Center, Hall 1

Package	Items (Meeting Room Packages with Projector and Audio Equipment)	Price (NT\$) <b>VAT Excluded</b>
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)	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 setsNorth 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 LxW (M)	Price (NT\$) VAT Excluded
429	8	16	66.26	8.16x9.63	297,000
434	4	8	29.93	7.86x4.28	187,000
435	4	8	32.83	7.86x4.33	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 L×W×H / (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 are available in conference packages only.  For more details, please contact: Mr. Hardaway Chan Tel: 886-2-2725-5200 ext. 2639 Email: <a href="mailto:ahsun.chan@taitra.org.tw">ahsun.chan@taitra.org.tw</a>  Ms. Guan-Yu Tzeng, Email: <a href="mailto:meimei@taitra.org.tw">meimei@taitra.org.tw</a>
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	9.3x19.0x2.7	
507	165	80	120	38	44	176.7/53.5	9.3x19.0x2.7	

## COMPUTEX 2023 Meeting Room Package Taipei Nangang Exhibition Center, Hall 2(TaiNEX 2)

Package	Items (Meeting Room Packages with Projector and Audio Equipment)	Price (NT\$) VAT Excluded
Package K	(1) Meeting Room 401 【96 Square Meters】 (2) Nangang Hall 2, 4th floor: Wall Banner on North Side	352,000
Package L	(1) Meeting Room 601 【81 Square Meters】 (2) Nangang Hall 2, 4th floor: Indoor Elevator Ads 2 sets(North & South)	300,000
Package M	(1) Meeting Room 602 【62 Square Meters】 (2) Nangang Hall 2, 4th floor: Indoor Elevator Ads 2 sets(North & South)	240,000
Package N	(1) Meeting Room 701 【3,880 Square Meters】 (2) Nangang Hall 2 Main Door Panoramic Banner(Full Size) (3) Nangang Hall 2 Main Entrance TV Wall Ads	15,000,000
Package O	(1) Meeting Room 702 【181 Square Meters】 (2) Nangang Hall 2, 4th floor: Glass Curtain Wall Ads	680,000
Package P	(1) Meeting Room 703 【181 Square Meters】 (2) Nangang Hall 2, 4th floor Glass Curtain Wall Ads	680,000

\*Exhibitor using Room 701 will have priority to book **Package O** and **Package P**.

### Dimensions of Meeting Rooms at Taipei Nangang Exhibition Center, Hall 2(TaiNEX 2)

Meeting Room	Capacity			Area (sqm/ping)	Dimensions LxWxH (M)	Rental (NT\$)
	Theater	Classroom	Standard			
401	105	50	80	96/29	11.4x8.4x2.6	Meeting rooms are available in conference packages only.  For more details, please contact: Mr. Hardaway Chan Tel: 886-2-2725-5200 ext. 2639 Email: <a href="mailto:ahsun.chan@taitra.org.tw">ahsun.chan@taitra.org.tw</a>
601	39	18	28	77/23.3	6.5x11.8x2.9	
602	39	16	26	57/17.2	6.5x8.8x2.9	
701	3,240	1,512	2,236	3,880/1,173.7	72x53.9x9	
702	180	60	112	181/54.75	31.6x6x2.3	
703	180	60	112	181/54.75	31.6x6x2.3	

## Additional Information

1. Application starts at **10:00 am, Feb. 13, 2023**. 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.
2. Meeting Room Packages are from **May 27 – June 2, 8:00 – 18:00**(Set up/move-in: May 27 – 29, 8:00 – 18:00). Other meeting rooms are from **May 29 – June 2, 9:00 – 18:00**(Set up/move-in: May 29, 9:00 – 18:00).(No A/C provided during set-up and break-down time)
3. 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**.
4. Audio-visual equipment is prohibited within the venue; all exceptions require prior approval. Live broadcasting and streaming service can only be proceeded with contracted live streaming service company of TaiNEX 1. An additional **NTD3,000 management fee** per period(4 hours) will be charged if using non-contracted service company.
5. 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) Exhibitors who plan on serving food and/or beverage in the conference rooms should contact TaiNEX 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter.
  - (3) A clean-up fee plus management expense will be charged along with the lease fee for dining inside conference rooms.
  - (4) 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.
6. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor, which is not allowed to replace with a transparent plastic sheet. And no furnishings are allowed to install in Room Happiness on 3rd floor. Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damage done to the existing carpeting, and the rental area must be restored to its original state upon return.
7. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5m in height at 4th floor; and furnishings must not exceed 2 m in height at 5th floor; and furnishings

must not exceed 2.2m in height at 6th floor. A distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top, to comply with fire safety regulations. Only lightweight materials such as foam core or fabric banners may be hung from the ceiling. The use of destructive equipments such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 400kg per square meter.

8. Exhibitors should comply with [rules and decoration construction regulations](#) and fire safety regulations when using the meeting rooms.
9. 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: Mr. Hardaway Chan

Ms. Guan-Yu

Tzeng,

Tel: 886-2-2725-5200 Ext. 2639

Tel: 886-2-2725-5200 Ext. 5533

Email: [ahsun.chan@taitra.org.tw](mailto:ahsun.chan@taitra.org.tw)

Email: [meimei@taitra.org.tw](mailto:meimei@taitra.org.tw)

## COMPUTEX TAIPEI 2023 Meeting Room Package Application Form

Open at 10 am Feb. 13, 2023

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

Booth No. : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Phone : \_\_\_\_\_

E-mail : \_\_\_\_\_ Date : \_\_\_\_\_

No.	Item No.	Venue	Price(NT\$)
1.			
2.			
3.			
Subtotal			
5%VAT			
Total			

Legally Binding Signature : \_\_\_\_\_ (Sign and Print)

Remarks :

- All Meeting room packages hire duration: 08:00-18:00, May 27 – June 2, 2023.  
Other Meeting rooms hire duration: 09:00-18:00, May 29 – June 2, 2023. (including set-up and break- down time requirements.)
- Maximum of 3 meeting room hire/per exhibitor.
- Maximum of 3 meeting room hire/per exhibitor.
- Applications for the Meeting Room Package will open at 10:00 am, Feb. 13, 2023.
- For Meeting Room Package booking, please make the phone call confirmation after E-MAIL the completed application form to:  
Mr. Hardaway Chan  
Tel: 886-2-2725-5200 Ext. 2639  
Email: ahsun.chan@taitra.org.tw

## 24. TARIFF FOR HEAVY DUTY ELECTRIC POWER

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$ (VAT included)
1	AC 110V 60 Cycle single phase 5A (500W)	750
2	AC 110V 60 Cycle single phase 10A (1000W)	1,500
3	AC 110V 60 Cycle single phase 15A (1500W)	2,250
4	AC 110V 60 Cycle 2KW	3,000
5	AC 110V 60 Cycle 4KW	6,000
6	AC 110V 60 Cycle 6KW	9,000
7	AC 110V 60 Cycle 9KW	13,500
8	AC 110V 60 Cycle 12KW	18,000
9	AC 110V 60 Cycle 15KW	22,500
10	AC 110V 60 Cycle 18KW	27,000
11	AC 110V 60 Cycle 22KW	33,000
12	AC 220V 60 Cycle 15A	3,681
13	AC 220V 60 Cycle 20A	6,869
14	AC 220V 60 Cycle 30A	9,234
15	AC 220V 60 Cycle 40A	11,740
16	AC 220V 60 Cycle 50A	14,367
17	AC 220V 60 Cycle 60A	18,774
18	AC 220V 60 Cycle 75A	21,790
19	AC 380V 60 Cycle 15A	8,548
20	AC 380V 60 Cycle 20A	11,039
21	AC 380V 60 Cycle 30A	14,775
22	AC 380V 60 Cycle 40A	17,887
23	AC 380V 60 Cycle 50A	21,404
24	AC 380V 60 Cycle 60A	27,219
25	AC 440V 60 Cycle 15A	9,339
26	AC 440V 60 Cycle 20A	12,095
27	AC 440V 60 Cycle 30A	16,359
28	AC 440V 60 Cycle 40A	19,997
29	24hrs AC 110V 60 Cycle single phase 5A	2,319
30	24hrs AC 110V 60 Cycle single phase 15A	3,169
31	24hrs AC 110V 60 Cycle single phase 20A	3,692
32	24hrs AC 220V 60 Cycle 3 phase 15A	10,569
33	24hrs AC 220V 60 Cycle 3 phase 20A	15,889
34	24hrs AC 220V 60 Cycle 3 phase 30A	20,997
35	Water/Drainage installation	5,000
36	Compressed Air	5,800

**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 electrical power sockets provided.
3. Any change or cancellation must be made in writing 10 days prior to first day of move-in, after which 80% of duly paid charges will be re-funded. No refund or any change will be made if request is overdue.

## 25 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.
- 1KW = 1,000W  
 $0.5KW(\text{千瓦}) = 500W(\text{瓦}) = 5A(\text{安培})$  ;  
 $1KW(\text{千瓦}) = 1,000W(\text{瓦}) = 10A(\text{安培})$
- Each booth is entitled to the free use of 500 Watts of 110V electricity

Power Fee	Payment (Discount/Surcharge)
Before April 13	10% Discount Charge
April 14 – 27	Set Price
April 28 – May 10	20% Overdue Charge
On and After May 11	50% Overdue Charge (timely completion cannot be guaranteed)

## 26 ELECTRICITY & WATER / DRAINAGE REQUIREMENTS

Deadline: April 27, 2023

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 10A(1 KW)	
AC 110V 60 Cycle single phase 15A(1.5 KW)	
AC 110V 60 Cycle 2 KW	
AC 110V 60 Cycle 4 KW	
AC 110V 60 Cycle 6 KW	
AC 110V 60 Cycle 9 KW	
AC 110V 60 Cycle 11 KW	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 15A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 20A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 30A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 40A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 50A	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V 60 Cycle 3 phase 60A	
AC <input type="checkbox"/> 220V 60 Cycle 3 phase 75A	
24hrs AC 110V 60 Cycle single phase 5A (500W)	
24hrs AC 110V 60 Cycle single phase 15A (1500W)	
24hrs AC 110V 60 Cycle single phase 20A (2000W)	
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:**

1. Electricity will be provided from the day before the show from 8:00 – 17:00.
2. During show dates, electricity will be provided from 8:50 – 17:30. (8:00 – 17:30 on May 30, 2023)
3. To ensure electrical safety of exhibits, exhibitors should install Active Voltage Regulation/Regulator (AVR) or Uninterruptible Power Supply (UPS).
4. 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.
5. No application shall be accepted on or after the first day of move-in.
6. Any change or cancellation must be made in writing 10 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.
7. **The electrical wiring diagram should be submitted by local representative in Chinese edition.**

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please contact:**

Nangang Power Supply Technical Support Section

Tel: 886-2-2725-5200 Ext. 5568 (Ground Level)

Fax: 886-2-2788-6109

E-mail: nangangpower2@taitra.org.tw

Tel: 886-2-2725-5200 Ext. 5569 (4<sup>th</sup> floor)

Fax: 886-2-2788-6109

E-mail: nangangpower@taitra.org.tw

## 27. Taipei Nangang Exhibition Center, Hall 1 and Hall 2 Wi-Fi Frequency Spectrum Management Standards Agreement

Deadline: **May 2, 2023**

As a COMPUTEX 2023 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. **Wi-Fi access points installation may be ordered only by the exhibitor's representative/agent in Taiwan.**
7. **Exhibitors agree to cooperate with Chunghwa Telecom for conducting repair work should fiber-optic network problems occur.**
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 2, 2023**. The originals should be emailed to [lulu8332@taitra.org.tw](mailto:lulu8332@taitra.org.tw).

### Taipei Nangang Exhibition Center, Hall 2’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)

#### 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.

Company: \_\_\_\_\_ Booth Number: : \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Sign and Print)

Contact Person: \_\_\_\_\_ (Sign and Print)

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_ \* A scan copy is equivalent to original signed copy.

## 28 BOOTH CONSTRUCTION ASSURANCE

As a participant in the COMPUTEX & InnoVEX 2023 being held at Taipei Nangang Exhibition Center (TaiNEX 2) from May 30 to June 2, 2023, 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 [lulu8332@taitra.org.tw](mailto:lulu8332@taitra.org.tw) before **May 2** and bring this form with 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.

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Sign and Print)

Contact Person: \_\_\_\_\_ (Sign and Print)

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_ \* Ascan copy is equivalent to original signed copy.

Booth Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_ \* Ascan 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 2023-2026.

Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2023 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 Safety and Health Terms of Agreement

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

After attending COMPUTEX & InnoVEX 2023 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, Hall 1: <https://www.tainex.com.tw/en/venue/app-exhibition/1>  
Taipei Nangang Exhibition Center, Hall 2: <https://www.tainex.com.tw/en/venue/app-exhibition/2>**

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 [lulu8332@taitra.org.tw](mailto:lulu8332@taitra.org.tw) before **May 2**. Exhibitors will need to bring this form with 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: \_\_\_\_\_

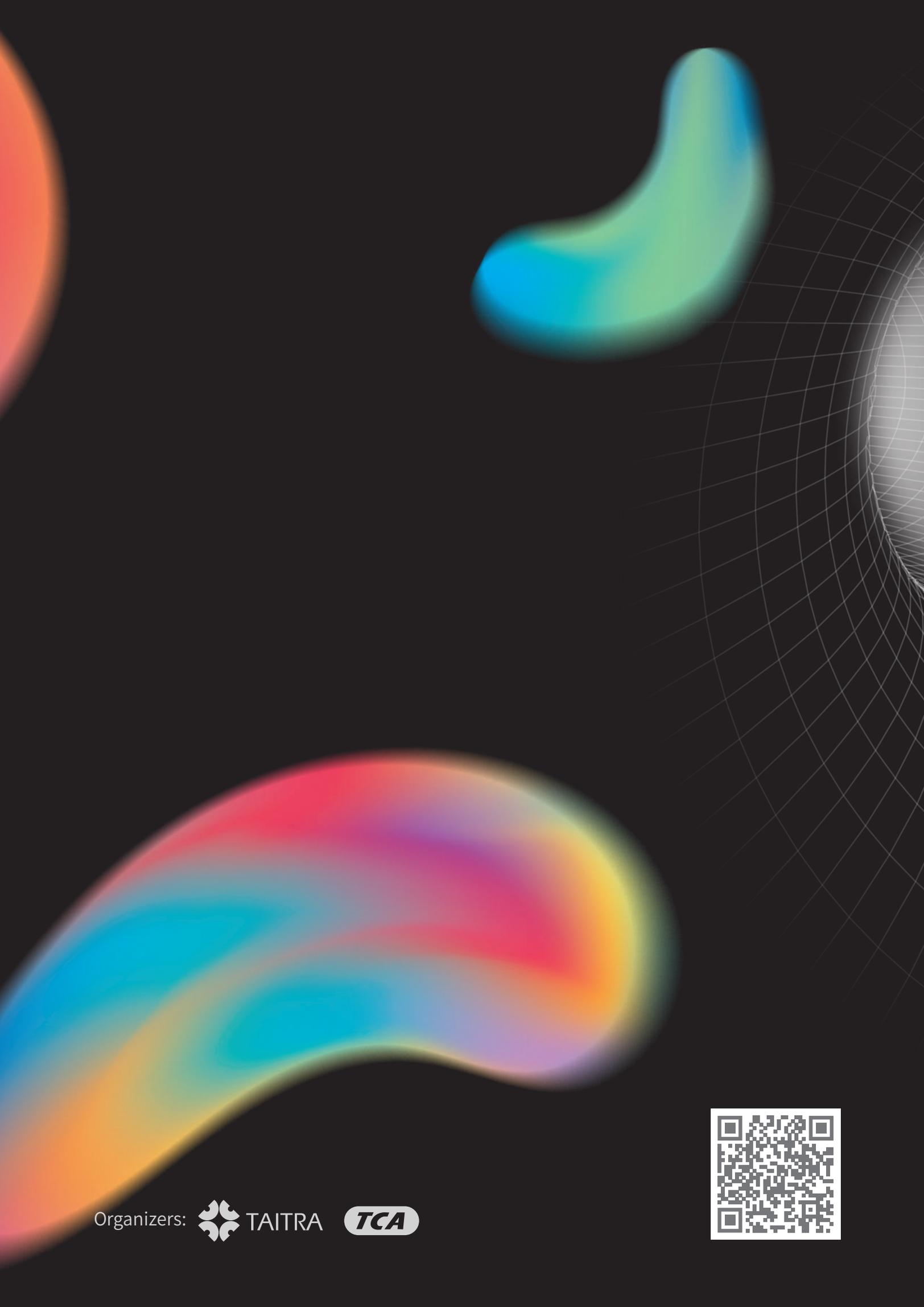
Email: \_\_\_\_\_

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 2023-2026. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2023 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



Organizers:  TAITRA 

