



 **TAIPEI AMPA**

E-MOBILITY TAIWAN 2025

 **AUTOTRONICS TAIPEI**

A large, abstract graphic of liquid or molten metal in shades of orange, red, and blue, flowing and swirling across the page.

EXHIBITOR MANUAL

APRIL 23-26, 2025 TaiNEX1

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The above personal data will be used by TAITRA only in order to forward the applicant (by phone, mail and other means) information about exhibitions or trade promotion activities in the years 2025-2028.

Those who wish to exercise any of the following rights, please contact Mr. Paul Wang (+886-2-2725-5200 ext. 2657):

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

CHECKLIST

Deadline (2025)	Services / Items	Contact (Tel & Email) / Remarks	Page
ASAP	Booth Rental Payment: •Balance Due	Mr. Paul Wang +886-2-2725-5200 ext.2657 ampa@taitra.org.tw	--
March 7	Telephone Rentals & ADSL	Only the exhibitor's representative or agent in Taiwan may order phone or internet connections for booths. The representative or agent must apply directly to: Chunghwa Telecom Corp. Ltd. (Taipei Eastern Area Service Center, Northern Taiwan Unit Group) +886-2-2720-0149 (Installation)	
March 27	Shipping Arrangements: •Form 2: Importation of Exhibits on a Bonded Basis •Form 3: Commercial Invoice and Packing List (Form 2 should be submitted along with Form 3)	Mr. Scott Chen Triumph Express Service +886-2-2758-7589 scott@trans-link.com.tw	46~47
	•Form 4 & 4-1: Pre-construction Safety and Hygiene Commitment & Booth Construction Assurance	Mr. Hank He Evergreen Logistics Corp. +886-2-2512-6510 hankhe@tw.evergreen-logistics.com	48~49
	•Form 5~ Form 5-1: Construction of Second-Story Booth		50~51
	•Form 6~ Form 6-1: Application For Construction of Booth Exceeding 4 Meters (Height)	Mr. Paul Wang Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2657 ampa@taitra.org.tw	52~53
	•Form 7: Promotional Balloon Application (deposit required)		54
	•Form 8: Television Wall Setup (deposit required)		55
	•Form 9: Stage and Stereo System Setup		56



Deadline (2025)	Services / Items	Contact (Tel & Email) / Remarks	Page
March 27	Electricity and Water Drainage Service (Online Electricity & Water Drainage Application Manual)	1 st Floor: Hong Kuan Enterprise LTD +886-2-2725-5200 ext.5569 powerhk03@taitra.org.tw 4 th Floor: Shi Pei Electric Co., Ltd. +886-2-2725-5200 ext.5568 powersp03@taitra.org.tw	38~45
March 27	•Form 10: Application for Extra Exhibitor's Badges	<p>Additional badge applications must be submitted to the organizer (ampa@taitra.org.tw) by the deadline.</p> <p>Exhibitor badges pick up location is at the Information Counter. Please present your business card to pick them up (one representative may pick up all badges) during move-in (April 20 to 22). Please also submit Forms 4 & 4-1 if you haven't already done so.</p> <p>*4 badges will be provided for each booth rented, 2 additional badges for each additional booth.</p>	57

GENERAL INFORMATION AND REGULATIONS

1. Dates & Time

Date and Opening Hours:

- April 23-25: 9:30 am – 5:30 pm
- April 26: 9:30 am – 3pm
- Free admission for trade visitors registered online or onsite; please present your show badge to enter.
- General public can be admitted by purchasing tickets during show dates.
- Minors under 12 are not permitted to enter showground.

Exhibitor Entry Times:

- April 23: 8:30 am
- April 24-26: 9 am

2. Venue

Taipei Nangang Exhibition Center, Hall 1: No.1, Jingmao 2nd Rd., Nangang District, Taipei City (1st floor and 4th floor)

3. Exhibits move-in

Exhibits Move-in and Booth Setup	April 20 - April 22, 7 am – 5 pm daily
Remarks	<ul style="list-style-type: none"> ⊙ Collect exhibitor badges ⊙ Exhibitors should not leave the booth unattended ⊙ Additional work hours will incur a fee

4. Exhibits move-out

April 26, 3 pm - 7 pm	<ul style="list-style-type: none"> ⊙ Hand carry or small exhibits move-out ⊙ NO exhibits may be packed or removed before 3pm ⊙ Vehicles are not permitted entry to showground
April 27, 7 am - 5 pm	<ul style="list-style-type: none"> ⊙ All exhibits, stand fitting materials move-out ⊙ Vehicles are permitted entry to showground

5. Exhibition Entry and Exit Precautions

- (1) During move-in, only cargo and other authorized trucks (as determined by the vehicle registration) are allowed into the showground.
 1. Vehicles can access the showground exclusively from Jingmao 1st Rd. cargo entrance.
 2. Vehicles can access the Sky Dome (4th floor) via spiral access ramp.
 3. Weight loading for spiral access ramp is 2000 kg/m². Forty feet trucks under maximum capacity will be able to use the access ramp to reach the Sky Dome (4th floor). The unloading area on the Sky Dome (4th floor) is 36.9 by 26.9 feet.
 4. Vehicles are permitted to park on 6m walkways (main aisle) or outside the showground to unload their cargo to have cargo carted into showground. Vehicles are prohibited from parking on 3m

walkways within the showground.

5. If your vehicle weighs over 15 tons (as determined by the vehicle registration), please fill out the Overweight Vehicle Form in the Exhibitor's Manual (Form 16 in the Exhibitor Manual Chinese version).

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

Height of Cargo Doors are as follows:

Ground Floor	Area I: 5 meters	Area J: 4.5 meters	Area K: 5 meters
Sky Dome	Area L: 4 meters	Area M: 8.5 meters	Area N: 4 meters
<i>Lower entrance of access ramp 8m, upper entrance/exit of access ramp 6.7m</i>			

- (3) One vehicle per exhibitor is allowed into the showground; a deposit of NT\$1,000 must be paid at the entrance. The entire deposit will be returned if the vehicle exits within one hour. NT\$200/hr will be deducted from the deposit for overstaying beyond the hour allotted.
- (4) No excavators are allowed.
- (5) During the last hour of each day, no vehicles will be granted access into the showground. Vehicles may ONLY exit the showground.
- (6) All move in setup MUST be completed by 5 pm on April 22. If additional work hour(s) are required, please apply at the Information Counter no later than 2 pm. Additional work hours cost NT\$60,000 (approx. US\$2, 000) per hour per booth.

6. During Show Days

- (1) **No exhibits can be moved in or out during show hours. If exhibited products have to be carried in during show days, please do so between 8:30 to 9:30 (April 23) or 9:00 to 9:30 (April 24-26). No packing/removing of exhibits is allowed before 3 pm on April 26.**
- (2) Exhibitors should display their company name and booth number on their sign boards within the booth area. Participants shall not assign, sublet, or apportion any part of the assigned space to others or have representatives, equipment, or materials from other firms appear in the exhibition space. Any violation will affect exhibitors' participation eligibility for the next two 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 85 decibels and to require suitable methods of operation and display of materials. Exhibitors whom emit pollutants, broadcast noise levels over 85 decibels, or engage in any other activity deemed to affect the rights of others may lose their right to exhibit.
- (4) Retail is strictly prohibited.
- (5) Should any rented space remain unoccupied on the opening day without justifiable cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.
- (6) **Wi-Fi services are provided in Taipei Nangang Exhibition Center, Hall 1. Please refer to the Exhibitor's Manual (Chinese edition) for regulations.**
- (7) 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.

- (8) 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.
- (9) The organizer reserves the right to determine the acceptability and extent of product demonstrations.

7. Exhibitor Badges

- (1) Exhibitor badges are available for pick up during move-in hours. All exhibitors should register at the Information Counter upon arrival at the exhibition hall to collect their badges by providing business cards which indicate exhibitor’s company name. **Exhibitors who have not yet submitted “Booth Construction Assurance” and “Safety and Health Terms of Agreement” (Forms 4 and 4-1) are required to submit it on-site in order to receive the exhibitor badges.**
- (2) Four exhibitor badges will be allotted for one booth and two more for each additional booth. The exhibitor badge serves as the entry pass for the individual to the showground, and must be worn at all times while inside the showground. Additional badges cost NT\$300 each (Please fill in Form 10). Exhibitor Badges will only display company name and company nationality; if you would like to have your name printed on the badge, please complete the online process (via the AMPA Exhibitor’s Portal) before March 27.
- (3) All exhibitors are entitled to have their company names, addresses and exhibit profile listed in the Official Directory published by the organizer. No Official Directory hardcopies will be provided; please access the Official Directory within your show registration account (via the AMPA Exhibitor’s Portal).

8. Electricity and Water/Drainage Installation

- (1) Each booth is supplied with 110 Volts 0.5-kilowatt power free of charge (no socket provided). Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online (please refer to the [Online Electricity & Water Drainage Application Manual](#)). Exhibitors who choose shell scheme package should contact shell scheme contractor O’YA Marketing Solution & Interior Design for more information. **(Form 1)**
- (2) Discounts or surcharges will be applied in accordance with the stamped receipt date of application as listed:

Application Received Date	Payment Term (Discount/Surcharge)
Before March 17	10% Discount
March 18 – March 27	Set Price
March 28 – April 7	20% Overdue Charge
After April 8	50% Overdue Charge

- (3) Exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
- (4) No applications will be accepted on or after the first day of move-in.

Service

- (1) Electricity to be provided during the following hours:
Move In:
April 20-21: Electricity for construction only (no booth electricity provided)

April 22: 7 am – 5:15 pm

Show Dates:

April 23: 8:30 am – 6 pm

April 24-25: 9 am – 6 pm

April 26: 9 am – 3:30 pm

- (2) Exhibitors are advised to use necessary protectors and equipment to prevent an electrical surge. Should any damage occur due to improper use of electricity, the exhibitor is responsible for any and all repair costs.

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

Service	Location
Press Center	Publicity Manager: Ms. Linda Tsai
	Press Center: 4 th Floor Press Room
Food & Beverage	1 st Floor: Snack Bars and Convenience Store 3 rd Floor: Restaurants B1: Dining Area
Legal Consultation Service Center	Information Counter, 1 st Floor, Near Area J Entrance
ATM	South side Entrance, 1 st Floor
Free Internet Service	Show Ground, on 1 st & 4 th Floor
Luggage Storage Service	Room 145, 1 st Floor, near Entrance J
First Aid	Room 158, 1 st Floor; Room 452, 4 th Floor
Muslim Prayer Room	Room 426 and 428, 4 th Floor
Electricity Service	1 st Floor: Information Counter, near Area J Entrance 4 th Floor: Information Counter, near Area M Entrance
On-site Booth Setup & Facilities Contractor (Shell Scheme)	O'YA Marketing Solution & Interior Design Co., Ltd Ms. Alice Tang, Tel: +886-2-2655-2777 ext. 174 alice.tang@o-ya-design.com
Forwarders	Mr. Scott Chen Triumph Express Service +886-2-2758-7589 scott@trans-link.com.tw
	Mr. Hank He Evergreen Logistics Corp. +886-2-2512-6510 hankhe@tw.evergreen-logistics.com
Forklift Service	Yi Chen Forklift Enterprise Co., Ltd. Tel: +886-2-8521-0088
	Sun Shen Forklift Co., Ltd. Tel: +886-2-2505-4216

Transportation

Service	Information
Metro	Metro Station Name: Taipei Nangang Exhibition Center
Taxi Stand	Drop-off Point: Area J Entrance/Pick-up Point: B1 *No passenger pick up at any entrances on 1 st Floor during the show.
Highway Bus	Taipei Nangang Exhibition Center, Hall 1→Taiwan Tao Yuan Int'l Airport 05:00 – 22:00, Bus leaves every 50-75 minutes (Daily)

10. Booth Setup & Facilities

- (1) The official contractors of Taiwan Trade show in 2025 are O'YA Marketing Solution and Interior Design Co., Ltd., Interplan Group-Interplan International Corporation, and KY-POST Design. For details, please refer to "official contractor" on the exhibitor's page of the Exhibition official website. (<https://www.taipeiampa.com.tw>-> For Exhibitor -> Official Contractor)
- (2) Exhibitors who have signed up for the "Shell scheme" will be provided with partition, carpet, basic furniture and appliances (see Application Kit for full list). Exhibitors who require additional equipment or furniture must rent the equipment from the designated "shell scheme" exhibition contractor, O'YA Marketing Solution & Interior Design Co., Ltd. Contact Info:
Ms. Alice Tang
Tel: +886-2-2655-2777 ext. 174
alice.tang@o-ya-design.com
- (3) Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any disputes.
- (4) According to fire-precaution regulations of Taipei Nangang Exhibition Center, Hall 1, both exhibition areas located on the Ground Floor and the Sky Dome (lower exhibition ground and upper exhibition ground), are divided into 8 districts each by walking aisles with a net width of 6.1 meters. Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. All exhibition booth carpets, window blinds and curtains, as well as display items such as advertising billboards used in the exhibition space in Taipei Nangang Exhibition Center, Hall 1 shall be made of flame-retardant materials.

11. Promote Your Company On the Official Website (<https://www.taipeiampa.com.tw>)

Taipei AMPA provides you with the most complete and effective online promotion platform: In order to enhance the interaction of exhibitors and buyers, the Taiwan External Trade Development Council (TAITRA) has constructed official website of Taipei AMPA. Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products any time before, during or after the show (24 hours a day, 365 days a year).

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

- Product Catalogs → Upload 10 Product catalogs which will be shown in the detailed on your online company profile of the Taipei AMPA website.
- Show-related News → Publish your company news which will be shown in the section of

“Exhibitor News” on the Taipei AMPA homepage.

- Exhibitor Service which includes: hotel reservation, message inbox, on-line application etc.

How to use the services?

Step 1: Activate your account via mail.

Step 2: Create account ID and password.

Step 3: Log in on the Taipei AMPA official website. (Click “For Exhibitor” → “Login”)

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

12. Application for Temporary Import (Form 2)

- (1) Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents including the commercial invoice, and a packing list. Please complete the application by March 27.
- (2) TAITRA will not consider applications which are not duly signed.
- (3) The exhibitor shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor’s Manual, of which the essential points are set forth below:
 - A. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis, including food and beverages).
 - B. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
 - C. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months, otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
 - D. This applying company will pay in full the amount of, storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.

13. Telephones & ADSL Rental (Deposit required)

Telephone connections to booths may be ordered only by the exhibitor’s representative or agent in Taiwan.

The representative or agent must apply directly to:

Chunghwa Telecom Corp. Ltd. (Taipei Eastern Area Service Center, Northern Taiwan Unit Group)

130 Sung Jen Rd., Taipei 110, Taiwan

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

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

14. Free WLAN Service

- (1) Free WLAN service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions.
- (2) This free service, does not provide flow control, is NOT usually recommended for audio or video streaming or large downloads, and note that it may take multiple attempts to establish connection.
- (3) The organizers are not responsible for loss of business or other difficulties due to delay or quality of this free service.

- (4) Use of this service is free, but please takes measures to secure the security and privacy of your data.
- (5) Hot spots: Lower Exhibition Hall, Upper Exhibition Hall and public areas on B1, 1F, 3F, 4F, 5F, 6F.

15. Temporary Staffing Service for Exhibitions

In order to provide professional service personnel to support exhibitors, Taiwan External Trade Development Council (TAITRA) entrusts HWH Executive Consultant Limited to provide all kinds of labor dispatching, event planning and item renting service. If you need professional assistance, please contact "HWH Executive Consultant Limited".

Services provided:

- 1.Chinese, English, Japanese, Spanish, Korean, French reception service or accompanying translator
- 2.Performers (show girl/host/dance crew)
- 3.Stage event planning
- 4.Mineral water purchasing (include shipping fee), equipment rental (handheld transceiver, cart, portable amplifier, megaphone)

Note: please contact HWH at least 30 days before the event start date.

Contact information:

HWH Executive Consultant Limited

Vivi Cheng

Special Assistant to General manager

Tel: +886-2-27201610 #211

Phone: +886-920-747-705

Address: Rm. 5F 23-26, No. 5, Sec. 5, Xinyi Rd., Xinyi Dist., Taipei City 110, Taiwan (R.O.C.)

Email: lien591216@gmail.com / vivi@hwhgroup.com.tw

16. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any losses or damages which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final day of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended during this period of time.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including (but not limited to) 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 ensure their exhibits for the time in which they are in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

17. Hall Cleaning



The organizer is responsible for normal daily cleaning of the public areas and passageways. Exhibitors are responsible for the space in their own booths.

18. Personal Information Protection

The personal information in Taipei AMPA application forms will only be used for personal contact by phone, mail and other means of communication in the years 2023-2027. Those who wish to exercise any of the following rights, please contact Taipei AMPA 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 2025 Taipei AMPA/ EMobility Taiwan/AutoTronics Taipei Exhibitor’s Manual is for reference purpose only, and the Chinese Manual will prevail if there is any discrepancy between the two.**

*** Please note that certain forms are only available in the Chinese Manual.**

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

Revised on Aug. 29, 2023

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

of the exhibition), except for small and light items that can be carried by a person. Additional exhibition items may be brought in from 8:30 am to 9:30 am on the first day of the exhibition or from 9 am to 9:30 am during the exhibition period.

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

- (5) Bringing flammable materials, explosives, or other hazardous or banned substances into the exhibition hall.
- (6) The leased booth is barely decorated, has few or no exhibition items, or has no Exhibitors or on-site employees during the exhibition period.
- (7) Sale, display, or advertisement of exhibition items that infringe upon the copyright of others.
- (8) The exhibition items or the means of displaying them are in violation of relevant laws and regulations prescribed in the Civil Code, the Consumer Protection Act, the Fair Trade Act, the Commodity Labeling Act, the Commodity Inspection Act, and the Act Governing Food Safety and Sanitation.
- (9) Exhibition items or the means of display them disrupt public order or violate codes of decency.
- (10) Exhibition items infringe upon the rights of a third party who provides the Organizer with supporting documents such as a settlement agreement, the written judgment for losing the civil suit, or the written judgment for the conviction of criminal charge (whether the judgment is made or not).
- (11) The signs and decorations shown in the Exhibitor's booth are different from the information of the company in Chinese or English as provided in the registration form.
- (12) The booth(s) are subleased, transferred, or used to host exhibitions under the names of companies that are not registered (including the names of sponsors, affiliate companies [parent and subsidiary companies], a branch company of the original registered company in a third region, or subsidiary companies).
- (13) Exhibition items are imported from regions restricted by the government of Taiwan, or are manufactured, produced, or sold in such regions, or are contraband pursuant to the laws of Taiwan.
- (14) Exhibition items do not match the theme of the exhibition.
- (15) Conducting retail sales in the exhibition hall.
- (16) Using raw booths for exhibitions.
- (17) Failure to apply to the Organizer in advance to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height.
- (18) Producing noises inside the exhibition hall at 85 decibels or more during the exhibition period.
- (19) Affecting neighboring booths or the exhibition due to a lack of pollution disposal equipment prepared by the Exhibitors to promptly and appropriately deal with smoke, waste gases, dust, stenches, irritant gases, organic chemical solvent contaminants, or other pollutants resulting from demonstrating or operating an exhibition item.
- (20) The music, images, or related information played by the Exhibitors in public during the exhibition period infringe upon intellectual property rights.
- (21) Displaying, posting, or distributing any promotional items or materials related to the exhibition items in areas other than the booths, including public facilities, aisles, or columns.
- (22) Conducting promotional activities or leaving the company or personal items in public areas.
- (23) Third parties conduct disturbances or protests in the Exhibitors' booth(s) or inside/outside of the exhibition hall due to private disputes, thereby affecting the order or image of the exhibition.
- (24) Causing any injury, death, or financial loss to the Organizer's personnel or a third party during the

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

22. Cyber Security Regulations

- (1) Exhibitors shall exercise best efforts to maintain cybersecurity and cooperate with the Organizer to comply with the Cyber Security Management Act, its relevant sub-laws, and various regulations and standards regarding information and communication security promulgated by the Executive Yuan of Taiwan. In the event Exhibitors become aware that a cybersecurity incident has occurred affecting the Organizer or Exhibitors, Exhibitors shall notify the Organizer within thirty (30) minutes of discovery for purposes of emergency response and shall cooperate with the Organizer regarding relevant remedial measures.
 - (2) With respect to Exhibitors engaged in operations involving software, hardware, or services in the field of information and communication technology, in the event competent authorities announce a list of vendors and products deemed detrimental to national cybersecurity pursuant to the Principles for Restriction of the Use of Products Detrimental to National Cyber Security, Exhibitors shall refrain from utilizing products produced, developed, manufactured, or provided by listed vendors or the products enumerated in said list. The foregoing prohibition shall additionally apply to any updates to said list.
 - (3) In the event Exhibitors utilize electronic scrolling text display boards, screens, or other digital devices to promote or provide information to the public, Exhibitors shall ensure such content is lawful and does not violate public decency or social order. In the event inappropriate content is embedded by hackers, the broadcast of said content shall be immediately interrupted, and Exhibitors shall report to the Organizer and implement handling in accordance with Paragraph 1 of this Article.
 - (4) In the event Exhibitors violate the provisions of this Article and cause damage to the Organizer, Exhibitors shall compensate the Organizer for all direct and indirect damages incurred. Exhibitors shall additionally be responsible for any damages to the rights of third parties.
23. For matters not stipulated in the Regulations, the Organizer may amend or update the Regulations from time to time.

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 1 (hereinafter referred to as "TWTC1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, Hall 1 (hereinafter referred to as "TaiNEX1"), 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 of 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:
1. 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 1 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.

2. 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)-story 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 100m² or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire extinguishers shall be placed on all floors in a clear position every 50m². Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.
 - III. The floor height of the second floor shall not exceed 2.5m. The total height of the construction shall not exceed 4 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.
 - (2) Extra-high booths:
 - I. Exhibitors must rent more than 4 booths to be allowed to construct extra-high booths.
 - II. The structural height of extra-high booths constructed by exhibitors shall not exceed 6 m.
 - III. The leaseholder shall submit the application form, affidavits of exhibitors that construct extra-high booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.
 - IV. The fee for extra-high booths is calculated according to the area of the view projection on the blueprint, and is NT\$200,000 per 18 square 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\$200,000. If the construction area is less than 18 square m, the fee is still NT\$200,000.
3. If there are special requirements for booths for which the planned height, number of floors, and the floor area of the two (multiple)-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 6 "Notices for Building Two (Multiple)-Storey Booths" and

Attachment 7 "Notices for Building Extra-High Structures" in the exhibitors' manual.

4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
5. Booths with a raised floor must be equipped with safety warnings, and ramps should be installed at possible entrances and exits at the booths.
6. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
7. No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
8. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 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.
9. 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.
10. 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.
11. 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.

12. 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.
13. Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
14. TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
15. The decoration construction diagrams shall include diagrams for the prevention of hazards related to working at height. They shall include the height of railings, methods for setting up the construction scaffold, methods for dismantling and supporting materials and decorations, and other documents for precaution for preventing falling or falling objects required by related occupational health and safety regulations.
16. During the construction period of the exhibition, TAITRA shall conduct one inspection with the fire safety manager or personnel from the construction team, safety and health personnel, onsite security, and the organizer based on the inspection time of the architect (professional civil or structural engineer).
17. Special regulations for 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.

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 \$10,000NTD 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 1 Sky Dome Truss Hanging Equipment Work Guidelines" and "TAITRA Nangang Exhibition Center Hall 2 Hanging Equipment Work Guidelines". For details, refer to Attachment 35 "TAITRA Taipei Nangang Exhibition Center Hall 1 Fourth Floor Sky Dome Truss Hanging Equipment Work Guidelines" in the exhibitors' manual.

(2) Please download the aforementioned work guidelines 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 non-operating hours, and the electrical switch boxes shall not be used to exhaust gas.
- (5) The connection of electricity shall be in accordance with the provisions of Article 276 of the Occupational Safety and Health Facilities. The opening and closing of the switch shall be true and the locking device shall be locked after operation.
- (6) Spaces outside of the exhibition area, such as conference rooms and public hallways, will be processed depending on the situation.

IV. Fire safety management:

1. If a single level booth is designed with a ceiling to seal the top, or if a two-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. 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 TaiNEX1:
 - (1) Exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 m and height of 6 m. Vehicle height limit is 4 m).
 - (2) The height and width of cargo entrances at each area are:
 - Area I: 5 m high, 9.9 m wide
 - Area J: 4.5 m high, 11.6 m wide
 - Area K: 5 m high, 10 m wide
 - Area L: 4 m high, 11 m wide
 - Area M: 8.5 m high, 11.9 m wide
 - Area N: 4 m high, 10.1 m wideThe vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is

4 m. If total height of a vehicle or its cargo exceeds 4 m, an application must be submitted to the management unit (including 4.25 meter extra height container trucks). Only after receiving approval can a vehicle enter the site and only by taking the designated routes.

(3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m², and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m². Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration loads that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall.

Those that cause damage to the facility due to improper handling shall be liable for compensation.

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

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

	<p>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 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).</p> <p>(3) Each loading and unloading shall not exceed 50 minutes.</p>

(5) 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, the leaseholder must submit an application to TaiNEX1 5 days in advance by filling out the TAITRA Taipei Nangang Exhibition Center Hall 1 Heavy Vehicle Access Application Form. A weigh bridge slip issued in the last 24 hours shall be submitted for TaiNEX1's approval before given access to the exhibition hall during the permitted time period.

(6) Grapple trucks are prohibited. Leaseholders are asked to dissuade wood decorated booths

If a grapple truck must be deployed as a result of scheduling leaving insufficient time for moving out or venue or booth planning (which meets the following criteria) leading to noise or traffic issues in the surrounding area, the grapple truck operator must submit a "Taipei Nangang Exhibition Center Hall 1 Grapple Truck Entry Application and Affidavit" to the management unit 3 business days before the grapple truck's entry.

*TaiNEX1: Two or more areas are leased.

*TaiNEX2: One or more areas are leased.

(7) The rules for grapple trucks entering the exhibition hall are as follows:

- i. Forklifts may be used to load wood decoration waste onto grapple trucks in TaiNEX1 and TaiNEX2. Grapple trucks are not allowed to dismantle any waste, including applying a grapple to any ground operation, hammering on a grapple truck, and performing vehicle-to-vehicle operations, inside the exhibition halls. Forklift operators shall avoid floor damage caused by the forks. When a forklift is used to dismantle decorations, 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 (as shown in the booth map), such as wood chips, must be cleared away at the end of the dismantlement.
- ii. 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.

- iii. Additional security must be hired to assist with supervision during grapple truck operations. One security guard has to be hired for each area to supervise safety of grapple truck operations. The base cost of security guards is based on four hours (official move-out period), and will be paid by the applicant.
- iv. In accordance with the Taipei Noise Restriction Regulations, grapple truck operations outside the exhibition site must be finished before 10PM.
- v. The management unit has the final authority to approve or reject a leaseholder's application. Regarding any changes in the regulations, contractors will be responsible for checking the latest announcements made by the management unit.

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.
9. 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.

CONSTRUCTION GUIDELINES FOR SECOND-STORY BOOTH

- (1) In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
- (2) The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
- (3) With booth units measuring 3m x 3m, show participants must rent at least 4 units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of second-story booths.
- (4) To apply for the construction of second-story booths in any TAITRA Taiwan trade show, participants must submit the following data to TAITRA by email no later than **Mar. 27, 2025**. Construction cannot begin without prior written approval from TAITRA.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - D. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
- (5) Charge for the use of the second-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed:

Payment date	Rate
Before Mar. 27, 2025	80% of ground floor unit rate
From Mar. 28 - Apr. 11, 2025	100% of ground floor unit rate
After April. 12, 2025	No applications will be accepted

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

- (10) The exterior of the walls should be decorated.
- (11) 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.
- (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 Nangang Exhibition Center, Hall 1 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 1.
- (15) Limited to the ceiling height, the constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
- (16) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

CONSTRUCTION GUIDELINES FOR BOOTHS EXCEEDING 4 METERS (HEIGHT)

- (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 4 units and be a peninsula shape (3 sides of the booths facing aisles) , 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 Taiwan trade show, participants must submit the following data to TAITRA by email prior to **Mar. 27, 2025**. Construction cannot begin without prior written approval from TAITRA.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - D. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.
- (4) TAITRA will charge an “Exceeding fee”, which is NT\$200,000 (tax included) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height.
- (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 event 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 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 Nangang Exhibition Center, Hall 1 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 the Taipei Nangang Exhibition Center, Hall 1.
- (12) The constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
- (13) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

Any exhibitor wishing to use a **promotional balloon** at their booth should note the following conditions:

Option 1:

To apply for a promotional balloon more than 4m less than 7m in height, exhibitors are required to deposit NT\$50,000 and pay an additional non-refundable fee of NT\$10,000.

Option 2:

1. Small non-flying balloons to be used for booth decoration.
2. The top of the balloons should be lower than 4 meters from the floor. Exhibitors are required to deposit NT\$50,000.

Notice:

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

APPLICATION FOR WALL TELEVISION / SOUND SYSTEM SETUP

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

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

**Form 1
Deadline
March 27, 2025**

ELECTRICITY & WATER / DRAINAGE REQUIREMENTS

1. Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply complete the online application before **March 27, 2025**. Please refer to the [Online Electricity & Water Application Manual](#) for reference.

Remarks:

2. 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.
3. No application shall be accepted on or after the first day of move-in.
4. Any cancellation must be made in writing (email) 15 days prior to the opening for the show; 80% of duly paid charges will be re-funded. No refunds will be made if a request for cancellation is overdue.

Please contact:

(1)1st Floor: Hong Kuan Enterprise Ltd., Tel: +886-2-2725-5200 ext.5569, E-mail: powerhk03@taitra.org.tw

(2)4th Floor: Shi Pei Electric Co., Ltd., Tel: +886-2-2725-5200 ext.5568, E-mail: powersp03@taitra.org.tw

Days prior/late to the deadline Payment (Discount / Surcharge)

Before March 17	10% Discount
March 18 – March 27	Set Price
March 28 – April 7	20% Overdue Charge
After April 8	50% Overdue Charge

TARIFF FOR HEAVY DUTY ELECTRIC POWER

**Form 1-1
Deadline
March 27, 2025**

Remarks:

1. The rates are calculated on the basis of total electric consumption for the exhibition period.
2. 5% Value Added Tax is included.

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$
1	AC 110V 60 Cycle single phase 5A	900
2	AC 110V 60 Cycle single phase 10A	1,800
3	AC 110V 60 Cycle single phase 15A	2,700
4	AC 110V 60 Cycle 2KW	3,600
5	AC 110V 60 Cycle 4KW	7,200
6	AC 110V 60 Cycle 6KW	10,800
7	AC 110V 60 Cycle 9KW	16,200
8	AC 110V 60 Cycle 12KW	21,600
9	AC 110V 60 Cycle 15KW	27,000
10	AC 110V 60 Cycle 18KW	32,400
11	AC 110V 60 Cycle 22KW	39,600
12	AC 220V 60 Cycle 15A	4,184
13	AC 220V 60 Cycle 20A	7,842
14	AC 220V 60 Cycle 30A	10,529
15	AC 220V 60 Cycle 40A	13,378
16	AC 220V 60 Cycle 50A	16,368
17	AC 220V 60 Cycle 60A	21,410
18	AC 220V 60 Cycle 75A	24,827
19	AC 380V 60 Cycle 15A	9,754
20	AC 380V 60 Cycle 20A	12,592
21	AC 380V 60 Cycle 30A	16,830
22	AC 380V 60 Cycle 40A	20,348
23	AC 380V 60 Cycle 50A	24,334
24	AC 380V 60 Cycle 60A	30,971
25	AC 440V 60 Cycle 15A	10,650
26	AC 440V 60 Cycle 20A	13,787
27	AC 440V 60 Cycle 30A	18,623
28	AC 440V 60 Cycle 40A	22,738
29	24hrs AC 110V 60 Cycle single phase 5A	2,663
30	24hrs AC 110V 60 Cycle single phase 15A	3,617
31	24hrs AC 110V 60 Cycle single phase 20A	4,207
32	24hrs AC 220V 60 Cycle 3 phase 15A	12,044
33	24hrs AC 220V 60 Cycle 3 phase 20A	18,132
34	24hrs AC 220V 60 Cycle 3 phase 30A	23,925
35	Water/Drainage installation	5,000
36	Compressed Air	6,500

ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

Form 1-2

Item	Power Consumption
LED Spotlight	10W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Personal Computer	100~200W
Notebook	20~50W
Television	150W
Coffee Maker	600W~1,500W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W

Remarks:

1. The above estimates are for reference only.
2. 0.5KW=500W=5A; 1KW = 1,000W=10A
3. Each booth is entitled to the free use of 500 Watts of 110V electricity.




中華民國對外貿易發展協會
Taiwan External Trade Development Council
 TAITRA

Online Electricity & Water/ Drainage Application Form

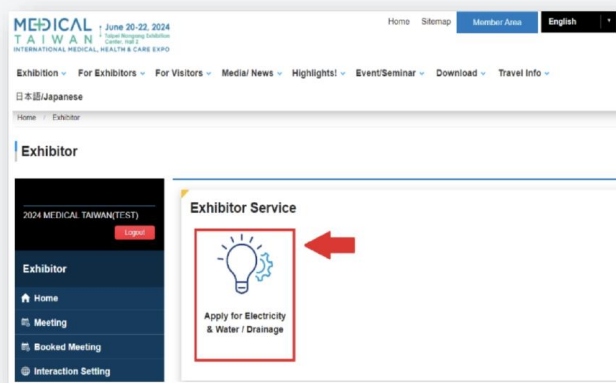
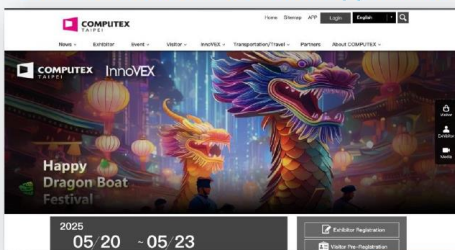
Operation Manual



1 How to log into Online Electricity & Water/ Drainage Application Form

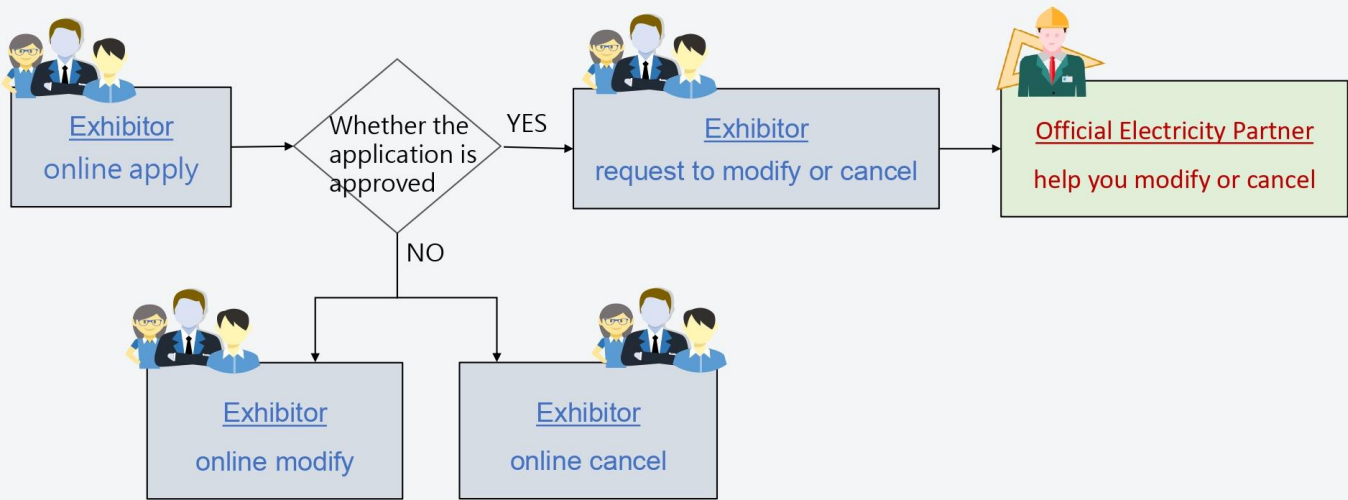
Log into exhibitor backstage of show website by using the email and password of show contact on exhibitor application form.

Go to Exhibition Website
Select "Apply for Electricity & Water / Drainage,"



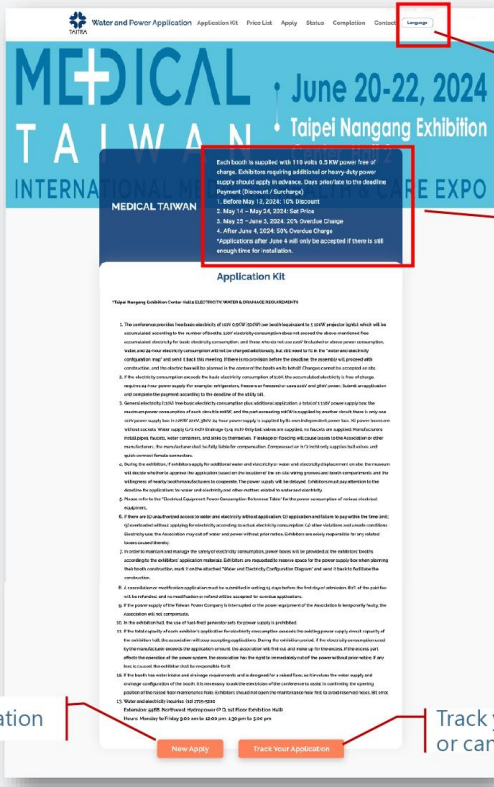
Not yet TAITRA Member?
[Sign in Here](#)

2 Application Process



3

3 Application Kit



Switch language Chinese/English.

Days prior/late to the deadline Payment (Discount / Surcharge)

Make a new application

Track your application to modify or cancel

4

4

Price List

Click "Price List", go to the price list.

No.	Item No.	Item	Price (Tax included)	No.	Item No.	Item	Price (Tax included)
1	AC110V-60	Control Panel	900	15	AC380V-60	AC 380V AC	11,888
2	AC110V-60	Control Panel	1,800	16	AC380V-60	AC 380V AC	11,688
3	AC110V-60	Control Panel	2,700	17	AC380V-60	AC 380V AC	116,884
4	AC110V-60	Control Panel	2,400	18	AC380V-60	AC 380V AC	131,284
5	AC110V-60	Control Panel	7,200	19	AC380V-60	AC 380V AC	138,124
6	AC110V-60	Control Panel	18,800	20	AC480V-60	AC 480V AC	90,844
7	AC110V-60	Control Panel	14,200	21	AC480V-60	AC 480V AC	13,787
8	AC110V-60	Control Panel	21,400	22	AC480V-60	AC 480V AC	18,623
9	AC110V-60	Control Panel	27,800	23	AC480V-60	AC 480V AC	28,728
10	AC110V-60	Control Panel	32,400	24	AC480V-60	AC 480V AC	17,283
11	AC110V-60	Control Panel	99,800	25	AC480V-60	AC 480V AC	34,255
12	AC220V-60	Control Panel	4,184	26	AC480V-60	AC 480V AC	41,284
13	AC220V-60	Control Panel	7,842	27	AC480V-60	AC 480V AC	2,663
14	AC220V-60	Control Panel	16,130	28	AC480V-60	AC 480V AC	2,617
15	AC220V-60	Control Panel	13,178	29	AC480V-60	AC 480V AC	4,207
16	AC220V-60	Control Panel	14,348	30	AC480V-60	AC 480V AC	12,044
17	AC220V-60	Control Panel	21,410	31	AC480V-60	AC 480V AC	18,122
18	AC220V-60	Control Panel	24,827	32	AC480V-60	AC 480V AC	19,823
19	AC220V-60	Control Panel	31,102	33	AC480V-60	AC 480V AC	21,461
20	AC220V-60	Control Panel	46,124	34	AC480V-60	AC 480V AC	18,703
21	AC220V-60	Control Panel	61,920	35	AC480V-60	AC 480V AC	14,073
22	AC220V-60	Control Panel	83,802	36	AC480V-60	AC 480V AC	14,073
23	AC220V-60	Control Panel	75,484	37	AC480V-60	AC 480V AC	17,324
24	AC220V-60	Control Panel	85,424	38	AC480V-60	AC 480V AC	17,789
25	AC220V-60	Control Panel	94,320	39	AC480V-60	AC 480V AC	18,724

5

Apply- Step1

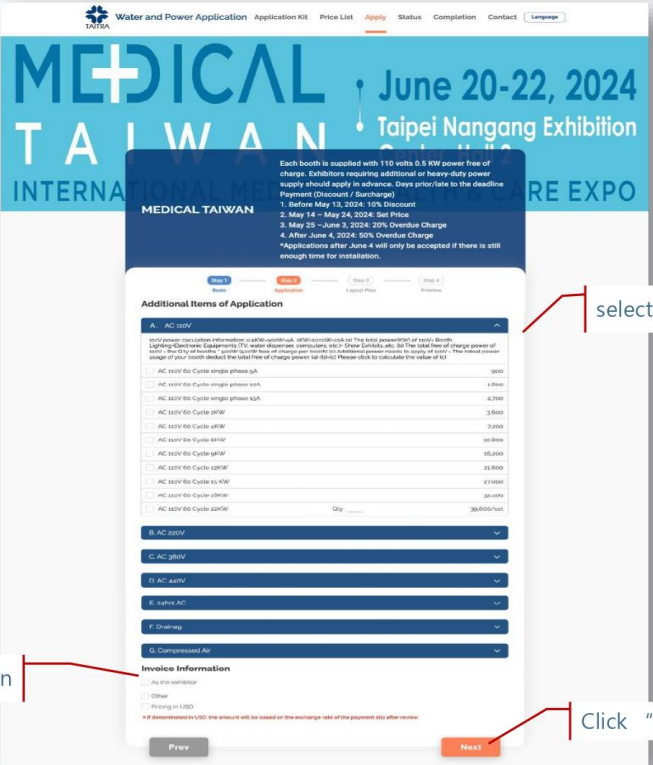
Click "Apply", go to the apply page.

1 Select your booth set-up contractor.
If not the official service provider, please click "Other"

2 If you only use the basic (free of charge) electricity, click here go to Step3.

Click "Next"

6 Apply- Step2



MEDICAL TAIWAN June 20-22, 2024 Taipei Nangang Exhibition
 MEDICAL TAIWAN
 Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply in advance. Days prior/late to the deadline Payment (Discount / Surcharge)
 1. Before May 13, 2024: 10% Discount
 2. May 14 - May 24, 2024: Set Price
 3. May 25 - June 3, 2024: 20% Overdue Charge
 4. After June 4, 2024: 50% Overdue Charge
 *Applications after June 4 will only be accepted if there is still enough time for installation.

4 select your additional items


Additional Items of Application	Price
A. AC 110V	
AC 110V 50 Cycle single phase 5A	0.000
AC 110V 50 Cycle single phase 10A	1.800
AC 110V 50 Cycle single phase 15A	2.700
AC 110V 50 Cycle 20A	3.600
AC 110V 50 Cycle 30A	7.200
AC 110V 50 Cycle 40A	10.800
AC 110V 50 Cycle 50A	18.000
AC 110V 50 Cycle 60A	21.600
AC 110V 50 Cycle 75A	27.000
AC 110V 50 Cycle 100A	36.000
AC 110V 50 Cycle 150A	54.000
AC 110V 50 Cycle 200A	72.000/Unit

5 Fill in invoice information

6 Click "Next"

7

7 Apply- Step3



MEDICAL TAIWAN June 20-22, 2024 Taipei Nangang Exhibition
 MEDICAL TAIWAN
 Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply in advance. Days prior/late to the deadline Payment (Discount / Surcharge)
 1. Before May 13, 2024: 10% Discount
 2. May 14 - May 24, 2024: Set Price
 3. May 25 - June 3, 2024: 20% Overdue Charge
 4. After June 4, 2024: 50% Overdue Charge
 *Applications after June 4 will only be accepted if there is still enough time for installation.

7 If the layout plan is unfinished, please click here.

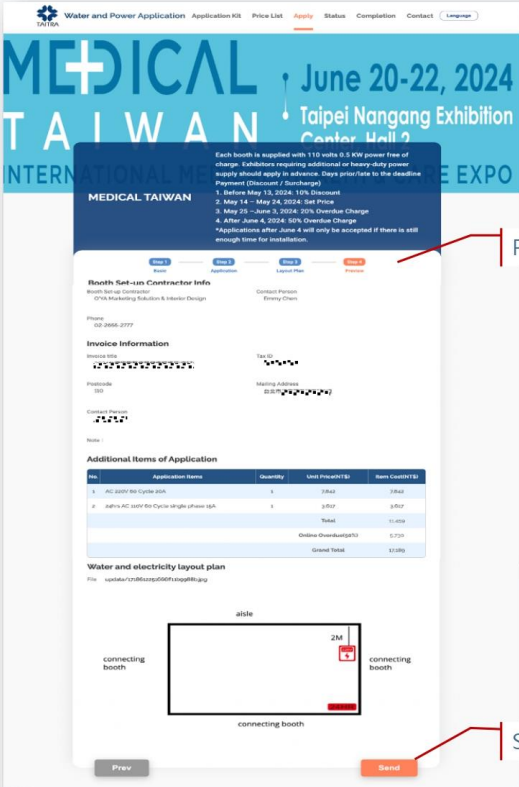
7 Click here to upload layout plan file.

7 Click here to create your layout plan

8 Click "Next"

8


8 Apply- Step4



9 Status

Button Function:

- **Supplement:** upload layout plan file or online create layout plan
- **Download:** download the payment slip
- **Upload:** upload the proof of payment
- **View:** view your application form
- **Modify:** modify your application form
- **Cancel:** cancel your application form



IMPORTATION OF EXHIBITS ON A BONDED BASIS

**Form 2
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 Show held at the Taipei Nangang Exhibition Center, Hall 1 from April 23-26, this company requests your approval that customs clearance of our exhibits be affected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:

1. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis for such items as foods and beverages).
2. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
3. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months; otherwise, they shall be disposed of in accordance with the pertinent regulations of your organization.
4. This company will pay in full the amount of storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.
5. Exhibits entering on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must arrive at Keelung port **3 weeks** prior to the show opening, and air shipments at Taiwan Taoyuan International Airport **2 weeks** to give sufficient time for customs clearance.

Applicant: _____

Company: _____

Booth Number: Area _____ Number _____

Name of show representative _____

Signature: _____ Date: _____

Remarks:

1. Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents, including the commercial invoice and a packing list (see **Form 3**).
2. TAITRA will not consider applications which are not duly signed.
(See page 1 for Forwarder detail)

PRE-CONSTRUCTION SAFETY AND HYGIENE COMMITMENT

**Form 4
Deadline
March 27, 2025**

Revised Feb.,2020

To: Taiwan External Trade Development Council (TAITRA)

We participate in the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 held at the Taipei Nangang Exhibition Center, Hall 1. We have visited TAITRA before construction to participate in the vendor’s coordination meeting and Disclosure of Worksite Hazardous Elements meeting. The company has indeed understood the safety and health facilities and work safety precautions of the construction site. During the construction period, the laborers employed by the company and the contractor are willing to observe occupational safety and health laws and other related laws and regulations. If subcontracting is required, the subcontractor shall be notified that they should abide by the occupational safety and health laws and other relevant laws and regulations. In the event of any negligence during the construction or activity period that causes occupational disasters or any other accidents, the company and the contractor are willing to bear all legal compensation liabilities and be responsible for all losses suffered by TAITRA as a result. During the period of construction, the Company and its sub-contractors will take care not to damage the venue equipment or devices. We will compensate any damages according to the price or provide repairs without charge.

Throughout the contract period, the Company and its sub-contractor will ensure that all laborers comply with the following provisions:

- 1. TAITRA Pre-construction Standard Operation Rule for Contractors (only Chinese version available)**
- 2. TAITRA Construction Safety and Health Management Regulations (only Chinese version available)**
- 3. Disclosure of Worksite Hazardous Elements**
- 4. The lessee and the subcontractor should visit <https://www.tainex.com.tw/en/venue/app-safety/1> (Home>Organizing>Occupational Safety and Insurance) to read carefully and understand the relevant regulations of occupational safety. If there are violations during the operation, we are willing to face consequence in accordance with the regulations.**

The unit is aware that TAITRA has notified the above-mentioned occupational safety and health content regulations, and has fully read and understood the regulations of your association's workplace environment and precautions.

[The electronic copy holds same effect as the original document.]

Name of Exhibitor: _____

Name of Exhibitor’s General Manager: _____

Address: _____

Telephone: _____ Booth No: _____

To fully implement the requirements of Taipei City Labor Inspection Office, if construction personnel fail to wear the exhibition service badge, related uniform, helmets, safety belts for working above a height of 2 meters, fail to assign personnel to oversee operations in restricted work areas for hoisting operations or forklift operations, fail to set up safety cones under hoisted objects, or fail to restrict personnel access, TAITRA will take photographs for record and impose fines.

Please complete and submit this form before **March 27, 2025** to the following email:

Email: ampa@taitra.org.tw

BOOTH CONSTRUCTION ASSURANCE

**Form 4-1
Deadline
March 27, 2025**

As a participant at the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 being held at the Taipei Nangang Exhibition Center, Hall 1 from April 23-26, we assure:

1. That the booth(s) is constructed in compliance with the Taipei Nangang Exhibition Center, Hall 1 Decoration Guidelines, and
2. 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
3. That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

Please submit this form by email (to ampa@taitra.org.tw) before March 27. Only exhibitors that submit this form (and Form 4) can pick up their badges. If you are unable to meet the deadline, you **MUST bring both forms to the Information Counter from April 20-22 in order to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.**

Date: _____

Company: _____

Booth Number: Area _____ Number _____

President /CEO of the company: _____ (Signature)

Contact Person: _____ (Signature)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Hotel in Taiwan where you stay: _____

Hotel telephone no.: _____

Booth Contractor: _____

Contact person: _____ (Signature)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Add: _____

**APPLICATION FOR CONSTRUCTION OF
SECOND-STORY BOOTH**
(MINIMUM 4 BOOTHS)

**Form 5
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We participate in the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 held at the Taipei Nangang Exhibition Center, Hall 1. As more space is needed for the show, we hereby apply for the construction of second-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the Taipei Nangang Exhibition Center, Hall 1, and the Construction Guidelines for Second-story Booths in the Taipei Nangang Exhibition Center, Hall 1. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages is made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for second-story booths. Please check and grant approval for the construction.

Company: _____

President of the company: _____ (Signature) Date: _____

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Second-story Booth: _____ square meters

Contractor for the Second-story Booths: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return completed form by e-mail to:

Mr. Paul Wang

Tel: +886-2-2725-5200 ext.2657

E-mail: ampa@taitra.org.tw

CONFIRMATION OF SECOND-STORY BOOTH DESIGN

**Form 5-1
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)

That is making application for the construction of second-story booths in the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 at booth number: Area _____ Number _____

In the Taipei Nangang Exhibition Center, Hall 1, we have checked the structural design of the booths, and ensure that it is safe and comply with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

Please return completed form by e-mail to:

Mr. Paul Wang

Tel: +886-2-2725-5200 ext.2657

E-mail: ampa@taitra.org.tw

**APPLICATION FOR CONSTRUCTION OF BOOTH
EXCEEDING 4 METERS (HEIGHT)
(MINIMUM 4 BOOTHS)**

**Form 6
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 held in the Taipei Nangang Exhibition Center, Hall 1. To enhance our show presence, we hereby apply for the construction of booths exceeding 4 meters high. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also the Regulation Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages is made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation of losses the costs of which are appraised by an impartial third party.

Enclosed are related data and documents for the application for booths exceeding 4 meters high. Please check and grant approval for the construction.

Company: _____

President of the company: _____ (Signature) Date: _____

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Exceeding 4 Meters: _____ square meters

Contractor for the Booths Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return completed form by e-mail to:

Mr. Paul Wang

Tel: +886-2-2725-5200 ext.2657

E-mail: ampa@taitra.org.tw

CONFIRMATION OF BOOTH EXCEEDING 4 METERS (HEIGHT) DESIGN

**Form 6-1
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)
that is making application for the construction of booths exceeding 4 meters (height) in the Taipei AMPA
2025/EMobility Taiwan/AutoTronics Taipei 2025 at booth number: Area _____ Number _____

In the Taipei Nangang Exhibition Center, Hall 1, we have checked the structural design of the booths, and ensure that it is safe and comply with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

If exhibitors need to build structures exceeding 4 meters (height), they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary before **March 27, 2025**.

TAITRA will charge an “Exceeding fee”, which is NT\$200,000 (tax included) within 18 square meters. For those who exceed 18 square meters will be charged in proportion to the addition.

PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

**Form 7
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 held in the Taipei Nangang Exhibition Center, Hall 1 from April 23-26, 2025. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the “Regulations Regarding Use of the Promotional Balloon.” We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Please tick one option:

- Option 1:** a balloon between 4 and 7 meters in height with a deposit of NT\$50,000 and an additional non-refundable fee of NT\$10,000. Please provide both checks (payable to “Taiwan External Trade Development Council”) to the mailing address below.
- Option 2:** a small non-flying balloon lower than 4 meters and a deposit of NT\$50,000. Please prepare a check (payable to “Taiwan External Trade Development Council”) to the mailing address below.

If no incident(s) or damage(s) to the venue occur before, during and after the show, the Organizers will return the deposit check. Otherwise, the deposit will be confiscated.

Exhibitor Name: _____

Booth Number: Area _____ Number _____

President/CEO: _____

Company Seal/Signature: _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Please submit the completed form via email, and the check(s) via registered mail (postmarked) by **March 27, 2025**.

Mr. Paul Wang
 TAITRA Exhibition Dept. Section 3
 #5, Xinyi Road Section 5
 Taipei, 110 Taiwan
 Tel: +886-2-2725-5200 ext.2657
 E-mail: ampa@taitra.org.tw



TELEVISION WALL SETUP

**Form 8
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 held in the Taipei Nangang Exhibition Center, Hall 1. We would like to display televisions or big screens on the booth walls during the show and will abide by the regulations set forth below.

1. Walls must not exceed 2.5 meters in height.
2. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. The volume (sound level) of the films or videos must not exceed 85 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

Exhibitor Name: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

Please return completed form by e-mail to:

Mr. Paul Wang

Tel: +886-2-2725-5200 ext.2657

E-mail: ampa@taitra.org.tw

STAGE AND STEREO SYSTEM SETUP APPLICATION (LETTER OF ASSURANCE)

**Form 9
Deadline
March 27, 2025**

To: Taiwan External Trade Development Council (TAITRA)

As an exhibitor at the Taipei AMPA 2025/EMobility Taiwan/AutoTronics Taipei 2025 Show held at the Taipei Nangang Exhibition Center, Hall 1 from April 23-26, we would like to apply for the setup of

stage stereo system

for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and stereo/sound system setup as stipulated in the “Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1” as well as other regulations given by the show organizer (TAITRA) as set forth below:

1. The stage must be recessed at least two meters from the edge of the aisle, no more than 2 amplifiers are allowed.
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 a one-hour interval in between the activities; duration for each activity should be no more than 20 minutes.

Enclosed: Design/Construction plan (please indicate the stage’s distance in relation to the aisle as well as the location of the amplifiers)

- Estimated time for stage activities (duration should be no more than 20 minutes per event, with at least a one hour interval in between)

Exhibitor Name: _____

Booth Number: Area _____ Number _____

Person in Charge: _____

Contact Person: _____ Email: _____

Tel: _____ Mobile: _____

Stereo Contractor: _____

Person in Charge: _____

Contact Person: _____ Email: _____

Tel: _____ Mobile: _____

Date: _____

Please return completed form by e-mail to:

Mr. Paul Wang

Tel: +886-2-2725-5200 ext.2657

E-mail: ampa@taitra.org.tw

APPLICATION FOR EXTRA EXHIBITOR'S BADGES

**Form 10
Deadline
March 27, 2025**

Company: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Number of Badges: _____ Total Amount: NT\$ _____

Remarks:

1. Each exhibitor is given 4 badges for each rented booth, and 2 for each additional booth (maximum 50 badges per exhibitor). **This form shall be used only for those who require additional badges.**
2. Each exhibitor can apply for 2 additional badges per rented booth; each exhibitor may only apply for a maximum of 10 additional badges.
3. **Each additional badge costs NT\$300.** Please e-mail the completed form before **March 27, 2025**. After receiving of your application form, we will email an invoice for the cost of additional badge(s). Please be sure to complete payment by the invoice deadline.
4. **No applications for additional badges will be accepted during the show period.**

Please return completed form by e-mail to:

Mr. Paul Wang

Tel: +886-2-2725-5200 ext.2657

E-mail: ampa@taitra.org.tw



TAIPEI AMPA
E-MOBILITY TAIWAN 2035
AUTOTRONICS TAIPEI

2025
APRIL 23-26

Taipei Nangang Exhibition Center,
Hall 1 (TaiNEX1)