



# EXHIBITOR MANUAL

南港展覽館 1 館 TaiNEX 1

**JUNE 02 - 05, 2026**

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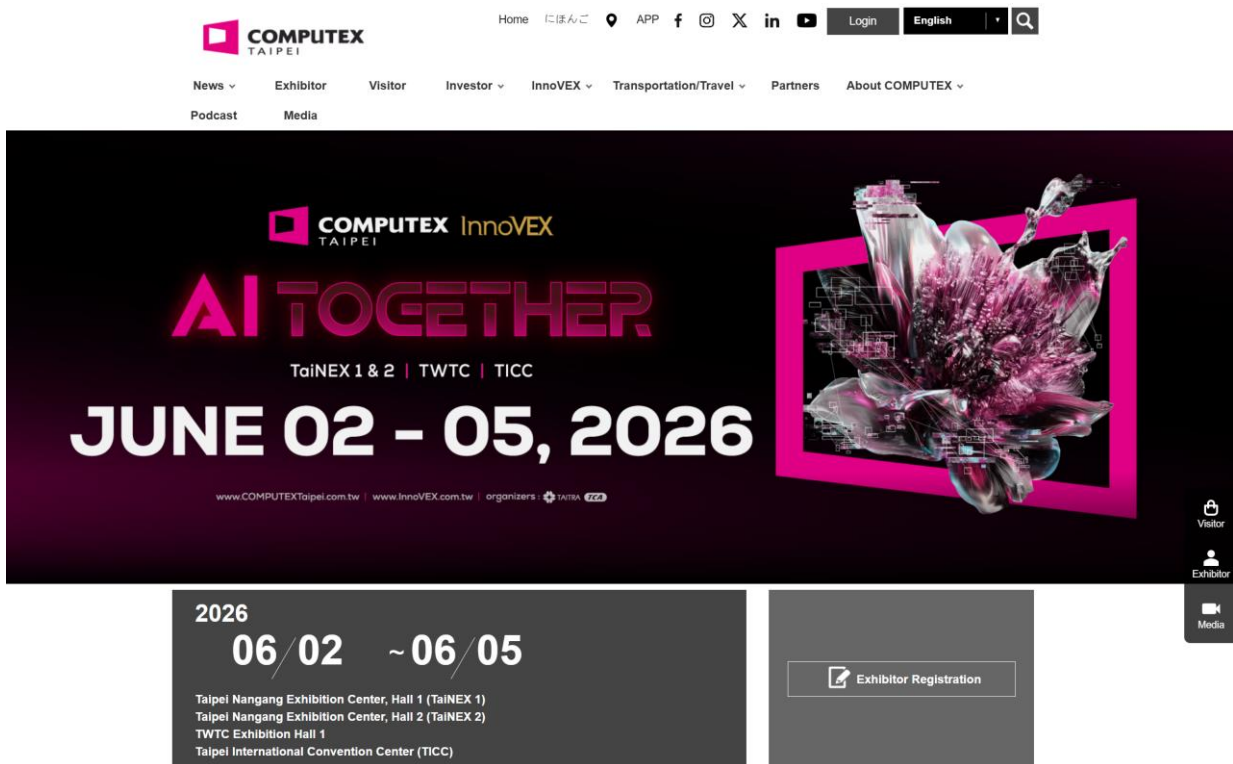
# Support & Guidance for Online Fair Services (OAS)

To improve service quality, **COMPUTEX 2026** offers this online application system. The following overview explains how to use it:

## ※ How to use the system

1. Click **Login** on the upper-right corner of the Homepage ([www.computextaipei.com.tw](http://www.computextaipei.com.tw)) to access the login page. Complete your TAITRA member registration to begin using online services. The FREE online services enable exhibitors to upload product catalogs to the official website and publish exhibition information.

If your account is locked, please contact : [CPX-exhibitors@taitra.org.tw](mailto:CPX-exhibitors@taitra.org.tw)



Type your account and password

COMPUTEX TAIPEI

\* Email

\* Password

New users: enter username and password to register. Existing members: log in directly.

[Forget Password](#)

### Contact Information

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

### FAQ

- What if your TAITRA account has been locked?

[More](#)

## 2. Check Exhibitor Service

Home / Exhibitor

### Exhibitor


**COMPUTEX**  
COMPUTEX TAIPEI

Logout


**Exhibitor**

- Home
- Products
- Message Box
- Exhibitor information
- Company Profile
- Change Password
- Exhibitor News
- Exhibitor Video
- Favorite Exhibitors
- Favorite Products

#### Exhibitor Service



Online application



Apply for Electricity & Water / Drainage

#### Message Box

Sender	Company Name	Topic	Date
Kono	(Visitor)	Meeting with NexTech Week Tokyo	2025/05/16 12:10:07 (UTC+8:00)

More

APPLY ONLINE (EXHIBITORS INTERFACE)  
COMPUTEX TAIPEI 2025

Logout

**COMPUTEX TAIPEI**  
Booth No. P11101c

- OverView
- Apply
- New Apply
- Draft
- Submitted
- Common Problem

1. Exhibitor badges will include the following information: English Company Name (up to 24 characters), Exhibitor Name, and Country of Exhibiting Company.

2. If the exhibitor names are not filled in, the exhibitor badges will only have the Company Name and Country printed on them.

Company Name : COMPUTEX TAIPEI  
 Rented Booth : 1.0  
 Available Badges : 4  
 Registered Badge(s) : 0  
 Remaining Badge(s) Still Available : 4  
 (Exhibitors will be allowed to apply for up to 4 badges with initial booth, and an additional badges will be allocated 4 for each additional booth.)

Name List:

Add a badge
Delete

Name	Title	Country	Email	Date Created	Last Updated	
[Empty Table]						

[Empty Table]

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## CHECKLIST

The following checklist is designed to help you plan your schedule for participating in COMPUTEX 2026. If you required any of the following services, please apply online or submit the necessary forms to the designated contact person before the deadline. Services are not guaranteed if forms are returned after the deadline. For online application guidelines, please see manual (P.3-4).

Deadline (2026)	Services	Contacts		Remarks
<b>Starts from Feb. 2</b>	Meeting Room Packages Application & Rentals	TAITRA, Exhibition Dept.	Mr. Hardaway Chan Tel: 886-2-2725-5200 ext. 2639 E-mail: <a href="mailto:ahsun.chan@taitra.org.tw">ahsun.chan@taitra.org.tw</a>	P. 65
<b>Feb. 13</b>	Booth Rentals	TAITRA, Exhibition Dept.	Ms. Sharon Shen Tel: 886-2-2725-5200 ext. 2681 E-mail: <a href="mailto:CPX-exhibitors@taitra.org.tw">CPX-exhibitors@taitra.org.tw</a>	
<b>(10% discount until April 27)</b>	Electricity Application/ Booth Power and Utility Layout <b>(Final deadline: May 7)</b>	Additional/Heavy-Duty Power Supply Technical Support Section	<b>Ground Level, 1<sup>st</sup> &amp; 3<sup>rd</sup> floor</b> Tel: 886-2-2725-5200, ext. 5569 E-mail: <a href="mailto:nangangpower@taitra.org.tw">nangangpower@taitra.org.tw</a> <b>Sky Dome, 4<sup>th</sup> floor</b> Tel: 886-2-2725-5200, ext. 5568 E-mail: <a href="mailto:nangangpower2@taitra.org.tw">nangangpower2@taitra.org.tw</a>	P. 21 P. 71
<b>April 30</b>	Telephone Rentals/ Fiber-optic Internet/ Wi-Fi	Chunghwa Telecom Corp. Ltd.	<b>Deposit required</b> Northern Taiwan Unit Group, Taipei Eastern Area Tel: 886-2-2720-0149	P. 22
	<b>REQUIRED Document</b> <b>Wi-Fi Agreement</b>	TAITRA, Exhibition Dept.	Ms. Sharon Shen Tel: 886-2-2725-5200 ext. 2681 E-mail: <a href="mailto:CPX-exhibitors@taitra.org.tw">CPX-exhibitors@taitra.org.tw</a>	P. 73
	<b>REQUIRED Document</b> • <b>Booth Construction Assurance</b> • <b>Safety and Health Terms of Agreement</b>	TAITRA, Exhibition Dept.	Ms. Sharon Shen Tel: 886-2-2725-5200 ext. 2681 E-mail: <a href="mailto:CPX-exhibitors@taitra.org.tw">CPX-exhibitors@taitra.org.tw</a>	P. 74 P. 75
	Application for Additional Exhibitor's Badges & Exhibitors' Profile Upload (Online forms only to requests for additional badges.)	TAITRA, Exhibition Dept.	<b>Deposit required</b> E-mail: <a href="mailto:cpx.tainex1@taitra.org.tw">cpx.tainex1@taitra.org.tw</a>	P. 12
	Application for Construction of Two-Story Booths			P. 16
	Application for Booths Exceeding 4 Meters in Height			P. 18
	Application For Pillar Decoration			TAITRA, Exhibition Dept.

Deadline (2026)	Services	Contacts		Remarks
April 30	Booth Setup & Facilities	O'YA Marketing Solution & Interior Design	<b>Shell Scheme</b> Tel: 886-2- 2655-2777 ext.150/256 Email: <a href="mailto:oya-t@o-ya-design.com">oya-t@o-ya-design.com</a>	<a href="#">Manual</a>
		KY-POST Design International Co., Ltd.	Tel: 886-2-2346-5679 ext.141 Email: <a href="mailto:official@ky-post.com">official@ky-post.com</a>	<a href="#">Manual</a>
		Interplan International Corp.	Tel: 886-2- 2758-5450 ext.665 Email: <a href="mailto:twtc@interplan.com.tw">twtc@interplan.com.tw</a>	<a href="#">Manual</a>
May 13	Promotional Balloon Application and Liability Form	TAITRA, Exhibition Dept.	<b>Deposit required</b> E-mail: <a href="mailto:cpx.tainex1@taitra.org.tw">cpx.tainex1@taitra.org.tw</a>	P. 27
	Application and Affidavit for Stage Equipment and Sound System Setup			P. 26
	Forwarders (Shipping Arrangement) <ul style="list-style-type: none"> <li>• Application Form: Importation of Exhibits on a Bonded Basis</li> <li>• Application Form: Commercial Invoice &amp; Packing List</li> </ul>	Triumph Express Service	Ms. Irene Cheng Tel: 886-2-2758-7589 E-mail: <a href="mailto:irene@trans-link.com.tw">irene@trans-link.com.tw</a> Ms. Frances Lin Tel: 886-2-2581-1133 ext. 101 E-mail: <a href="mailto:frances@trans-link.com.tw">frances@trans-link.com.tw</a>	P. 23
Eurotran Expo Service	Mr. Jimmy Kuo Tel: 886-2-2785-6000 ext. 105 E-mail: <a href="mailto:jimmy.kuo@eurotran.com">jimmy.kuo@eurotran.com</a> Ms. Jasmine Yang Tel: 886-2-2785-6000 ext. 106 E-mail: <a href="mailto:jasmine.yang@eurotran.com">jasmine.yang@eurotran.com</a>			
May 28 – June 1 (move-in hours)	Exhibitor Badges (4 badges per booth)	Exhibitors Registration Counter	Tel: 886-2-2725-5200 ext. 5101(Ground Level, 1 <sup>st</sup> floor) 5411(Sky Dome, 4 <sup>th</sup> floor) Pick up at the Exhibitors Registration Counter at Nangang Exhibition Center during move-in hours. Required items for pickup: <ol style="list-style-type: none"> <li>1. Business Card</li> <li>2. Booth Construction Assurance</li> <li>3. Safety and Health Terms of Agreement</li> <li>4. Wi-Fi Agreement</li> </ol>	P. 73 - P. 75

\* Note: Applications for *promotional activities, liquid nitrogen use, electric forklifts, and heavy vehicles* are available only in the Chinese edition. Please have a local agent or contractor apply.

## 1. Venues

- ▶ **Taipei World Trade Center Exhibition Hall 1 (TWTC)**  
No. 5, Sec. 5, Hsin-yi Road, Taipei 11011, Taiwan
- ▶ **Taipei International Convention Center (TICC)**  
No. 1, Sec. 5, Hsin-yi Road, Taipei 11014, Taiwan
- ▶ **Taipei Nangang Exhibition Center, Hall 1 (TaiNEX 1)**  
No. 1, Jingmao 2nd Rd., Nangang District, Taipei 11568, Taiwan
- ▶ **Taipei Nangang Exhibition Center, Hall 2 (TaiNEX 2)**  
No. 2, Jingmao 2nd Rd., Nangang District, Taipei 11568, Taiwan

## 2. Show Dates & Hours

<b>Dates</b>	<b>TaiNEX 1 &amp; TaiNEX 2 (Including InnoVEX at COMPUTEX)</b>
	📅 June 2 – 4, 2026 (Tuesday to Thursday) 🕒 09 : 30 – 17 : 30
	📅 June 5, 2026 (Friday) 🕒 09 : 30 – 15 : 30
	<b>TWTC Exhibition Hall 1</b>
	📅 June 2 – 4, 2026 (Tuesday to Thursday) 🕒 09 : 30 – 17 : 30
	📅 June 5, 2026 (Friday) 🕒 09 : 30 – 16 : 30
<b>General Information</b>	Open to all domestic and international visitors with registered badges. <b>All attendees should dress in professional attire for proper trade show etiquette.</b> <b>Exhibitors and visitors under age 18 are NOT admitted.</b>

## 3. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours COMPUTEX general exhibition areas (excluding InnoVEX)

Date	Time	Items
May 28	04 : 00 ~ 17 : 00	Booth Set up/move-in
May 29 – May 31	05 : 00 ~ 17 : 00	Booth Set up/move-in
June 1	05 : 00 ~ 17 : 00	Exhibits move-in
June 2 (opening day)	08 : 00 ~ 17 : 30	Opening Hours for Exhibitors
June 3 – June 4	08 : 50 ~ 17 : 30	Opening Hours for Exhibitors
June 5	08 : 50 ~ 15 : 30	Opening Hours for Exhibitors
June 5	15 : 30 ~ 18 : 00	Exhibits Move-out for General Areas
	15 : 30 ~ 17 : 00	Exhibits Move-out for <b>3F Show Rooms</b>
	17 : 00 ~ 22 : 00	Booth Dismantling for <b>3F Show Rooms</b>
June 6	05 : 00 ~ 17 : 00	Booth Dismantling for General Areas
June 7	05 : 00 ~ 12 : 00	

\* Opening Time for Exhibitors:

June 2 8 : 00

June 3 – June 5 8 : 50

## InnoVEX

Date	Time	Items
May 30 – May 31	05 : 00 ~ 17 : 00	Booth Set up/move-in
June 1	05 : 00 ~ 17 : 00	Exhibits move-in
June 2 (opening day)	08 : 00 ~ 17 : 30	Opening Hours for Exhibitors
June 3 – June 4	08 : 50 ~ 17 : 30	Opening Hours for Exhibitors
June 5	08 : 50 ~ 15 : 30	Opening Hours for Exhibitors
June 5	15 : 30 ~ 18 : 00	Exhibits Move-out
June 6	05 : 00 ~ 17 : 00	Booth Dismantling

\* Opening Time for Exhibitors:

June 2 8 : 00

June 3 – June 5 8 : 50

## 4. Important Notice for Move-in and Move-out Periods

### Booth Setup and Exhibits Move-in Hours:

- (1) Please follow the scheduled move-in and move-out hours. Do not enter late or leave early. All booth decorating and layout work must be completed by the deadline. To prevent loss of exhibits, please assign staff to watch the booth, even if setup is completed early.
- (2) During controlled hours (17:00 to 19:00), no vehicles may temporarily parked on roads surrounding the exhibition center.
- (3) If décor and layout cannot be completed on time, exhibitors must apply for overtime work **by 15:00 on that same day**. The overtime fee is **NT\$71,820 per hour**. With approval and overtime payment, exhibitors may work extra hours to complete setup.
- (4) Booth design must comply with the Taipei Nangang Exhibition Center's Construction and Decoration Rules and related regulations. Decoration contractors are required to register in advance with the management team of Taipei Nangang Exhibition Center. For details, please contact 886-2-2725-5200 ext. 5515.
- (5) All exhibitors and booth contractors must follow the applicable guidelines in [REGULATIONS ON WORK AT TAITRA VENUES](#) and the General Regulations for Taiwan Trade Shows Organized by Taiwan External Trade Development Council. **(P. 28)**

### Booth Dismantling and Exhibits Removal During Move-out Hours

- (1) **On the closing day, June 5 (Friday), exhibitors may not leave early or remove their exhibits from the exhibition hall before 5:30 p.m. Violators will be barred from participating for the next two years.**
- (2) Vehicles are not permitted to enter the venue during the move-out. Only light portable exhibits may be carried out; decorations and heavy equipment cannot be disassembled on-site.
- (3) Assign personnel to safeguard exhibits and booth materials during removal. The organizer is not liable for any loss or damage.

## 5. Important Notes for Exhibits Move-in and Move-out

- (1) Taipei Nangang Exhibition Centers, TaiNEX 1 and TaiNEX 2 are not located in an area where large trucks are prohibited. Large trucks of 6.5-ton trucks (inclusive) and above are not required to apply for a permit. However, among the roads leading to Taipei Nangang Exhibition Centers, Hall 1 & Hall 2, large trucks or larger vehicles are prohibited on Huandong Boulevard; container trucks and tractor trailers are prohibited on the Nangang Interchange of National freeway 3. Please follow all traffic regulations.
- (2) During move-in, small passenger vehicles are denied entry to showground. Showground entry is restricted to cargo trucks and authorized trucks.

Note: SUVs are based on the vehicle registration license. SUVs registered as passenger cars may not enter.

1. Vehicles enter via Jingmao 1st Rd. cargo entrance only.
2. Vehicles may reach the Sky Dome(4<sup>th</sup> floor) via spiral access ramp.
3. Spiral access ramp limit is 2000 kg/m<sup>2</sup>. Forty feet trucks under maximum capacity will be able to use the access ramp to reach the Sky Dome (4<sup>th</sup> floor). The unloading area on the Sky Dome (4<sup>th</sup> floor) is 36.9 by 26.9 meter.
4. **Vehicles are prohibited from parking on 3m lanes inside the showground.** They must park on 6m walkways or outside the showground to unload and use push carts to transport items into the Exhibition Hall. Violations causing congestion may result in a ban from future exhibitions (including contractors' vehicles).
5. Each exhibitor is limited to one car at the showground, and a NT\$1,000 deposit is required upon entry. From the second hour, an extra fee of NT\$200 per hour will be charged. (paid directly to the Taipei Nangang Exhibition Center).
6. Maximum speed inside the venue is 10 km/h; engines must be turned off when parked.
7. Vehicles must leave the exhibition venue by 17:00 on a daily basis during the exhibition's move-in & move-out.

- (3) Maximum height clearance for trucks is 4 meters. Entry of trucks exceeding 4 meters (with or without goods) requires prior approval from Management Section of TAITRA (including trucks over 4.25 meters in height) Approved trucks may enter only via designated routes at designated times.

### Cargo Doors dimensions:

- Ground Level(H/W) - Area I: 5m/9.9 m, Area J: 4.5m/11.6m, Area K: 5m/10m
  - Sky Dome, 4<sup>th</sup> floor(H/W) - Area L: 4m/11m, Area M: 8.5m/11.9m, Area N: 4m/10.1m
- Lower entrance of access ramp 8m, upper entrance/exit of access ramp 6.7m

(4) To protect the flooring at Taipei Nangang Exhibition Centers, Hall 1 and Hall 2, any vehicle exceeding 15 tons (based on license or indicated load), or any crane, forklift or derrick trucks of any capacity must apply in advance for Heavy Vehicle Entry by **May 13**. The weigh bridge slip shall be submitted to NANGANG Exhibition Centers for approval before accessing to the exhibition hall during the permitted time period.

- (5) **Electric forklifts weighing 2.5 tons or less may enter the exhibition halls. Diesel and gas-powered forklifts are prohibited.**

- (6) Because the floor surface of Nangang Exhibition Center (Hall 1 and Hall 2) is paved with silicon carbide, **grab trucks entry and operations are prohibited**. Exhibitors must pay attention and cooperate with this restriction.
- (7) Booth construction and exhibit placement must be completed before 17:00 on June 1, 2026.
- (8) Electric generators are prohibited inside the exhibition hall.
- (9) Even if setup is completed early, exhibitors must assign personnel to guard the booth.
- (10) According to the Tobacco Hazards Control Act, **smoking is strictly prohibited in all areas of Taipei Nangang Exhibition Centers**. Smoke only in the permitted designated areas outside the Exhibition Hall. Taipei Department of Health will assign personnel for inspections during the exhibition period (including move-in and move-out). The Department of Health will issue tickets and impose penalties from NT\$2,000 to NT\$10,000 to violators. Penalties will accrue for each violation. Smoking, including the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products is strictly prohibited in event locations.

## 6. Notices for the Exhibition Period

- (1) No exhibits can be moved in or out during show hours. Items may be moved only during Exhibitor Entrance Time (before 9:30).
- (2) For hand carried items removed from the venue, exhibitors must apply for a permit at the Exhibitors Registration Counter. Items may be carried out only after they are verified by the security. However, **no exhibits may be taken out of the venue from 12:00 to 15:30 on June 5, the last day of the exhibition**.
- (3) Retail sales are strictly prohibited. Packing or dismantling before **15:30** on June 5 is not allowed. Violators will be photographed, recorded, and banned for at least two years.
- (4) The exhibitor must purchase property insurance for its exhibits and booth materials and it shall bear all liabilities for any property loss during the exhibition period (including move-in and move-out). Please notify the organizer and security of any theft or damage, and call the local police for assistance. The organizer only provides appropriate security services at the exhibition venue, no exhibition management unit, organizer contractors, or employees of the organizer is responsible for property loss or damages.
- (5) All products that have been identified by the government as restricted for import or products produced/sold in restricted regions, may not be exhibited.
- (6) The organizer reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account for displays unrelated to the theme of the exhibition. Violators may be banned for at least two years.
- (7) Exhibitors should clearly display their company name and booth number on their sign. Participants may not assign, sublet, or apportion any part of the space assigned to others or have representatives, equipment, or materials from other firms appear in the exhibition space. Any violation will affect exhibitors' participation in the next two years. The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (8) It is prohibited to engage in activities, play videos, or distribute videos that are unrelated to the theme of the exhibition (e.g. political, religious, or socially disruptive videos). Violators will be removed and barred for two years.

- (9) Exhibitors are strictly prohibited from occupying aisles or public areas, as well as handing out brochures outside their booth stand. All booth constructions, exhibits, and decorative items (including but not limited to TVs/LED screens, balloons, audio equipment, machine operation platforms, signboards, banners, flags, potted plants, carpets, spotlights, flower stands, etc.) must not extend beyond the assigned booth's floor area or vertical space. The organizer will confiscate all items in violation of the above without recourse for compensation. Violations will be recorded and may affect future participation.
- (10) The organizer reserves the right to restrict noise level to no more than **85dB** and to require suitable methods of operation and display of materials. Exhibitors generating excessive noise, dust, odors, or congestion may be suspended and banned for two years.
- (11) Promotional Activities During the Exhibition (including, but not limited to: gatherings, parties, raffles and stage events)
1. To host activities within the booth space, exhibitors must apply by **May 13** and comply with fire safety regulations. With the exception of the organizer, exhibitors may not occupy the passageways or place objects in public areas. They may not conduct promotional activities such as distribute brochures in areas outside their booths. Violations may lead to confiscation and fees derived from the cleaning of such objects shall be borne by the exhibitor of the objects. The organizer reserves the right to determine whether the exhibitor may continue to participate in the exhibition for the following 2 years.
  2. Non-exhibitors are not permitted to conduct any type of promotional activity in the exhibition space. Once discovered, all activities will be stopped immediately, and the non-exhibitors will be expelled. The participating exhibitors who cooperate on-site will lose deposits. These firms (both cooperating exhibitor and non-exhibiting company) will be banned for the next exhibition.
  3. Exhibitors should avoid engaging in activities that risk the safety of others (such as throwing giveaways or promotional items). Exhibitors shall assume full legal responsibility for any activities conducted at their booths. If any violations occur, they will be liable for the relevant legal responsibilities. The Organizer reserves the right to forfeit the security deposit, prohibit the exhibitor from conducting any further activities during the exhibition period, and revoke the exhibitor's eligibility to participate in the next exhibition.
  4. All activities during the show dates shall be conducted primarily in English (no more than 50% in Chinese). Fully Chinese-language activities are not allowed. Violators will be prohibited from further activities during the show and from future on-site promotional activities.
- (12) If the exhibitor needs to use wireless microphones, please confirm the microphone frequency with the exhibition service staff at the venue, file an application with TAITRA in advance, and notify TAITRA of the frequency it intends to use to avoid interference. Unauthorized equipment causing disruption will be penalized in accordance with the venue's regulations.
- (13) All music, images, or content played by the Exhibitors in public during the exhibition period must not infringe on intellectual property rights. Exhibitors should make sure to get a license or have the authority of Public Performance and Display Rights for all music displayed during show dates. Any fines or penalties arising from violations of the relevant rules and regulations shall be borne solely by the exhibitor.
- (14) The organizer is responsible for daily cleaning of public areas and passageways only. Exhibitors must maintain the cleanliness of their own booths.

- (15) Exhibitors should keep their booths open and staffed at all times during show hours from June 2, 9:30 to June 5, **15:30**. Early packing or dismantling is not allowed. Unoccupied booths on the opening day without just cause may be reassigned by the organizer.

## 7. Exhibitor Badges (P.73-75)

Exhibitor badges are available for pick up during move-in hours from **May 28 – June 1**. All exhibitors should register at the Exhibitor's Registration Counter at the Taipei Nangang Exhibition Center, Ground Level or Sky Dome, 4<sup>th</sup> floor (depending on the location of your booths) to collect exhibitor's badges by providing **business cards** which indicate exhibitor's company name or by presenting a letter of authorization from the exhibitor, together with the following signed documents:

- **Booth Construction Assurance**
- **Safety and Health Terms of Agreement**
- **Wi-Fi Agreement**

- (1) **Four exhibitor's badges** are allotted for each booth. To have exhibitor names printed on the badges, please log in and register through the official website by **April 30**. These serve as entry passes to the exhibition halls and must be worn for entry into the showground. Additional badges are available at **NT\$1,500** each and may be applied online before April 30. Once the application is received and approved, the organizer will email you the invoice.
- (2) Promotional Brochures: the Organizer provides promotional brochures in Traditional Chinese, English, Japanese, Korean, and Spanish. Exhibitors may download the digital files from the official website to invite overseas buyers to visit the exhibition.
- (3) Exhibitors renting **6 or more booths** may apply for **TWO Premium Lounge Passes**. The lounge provides space for rest or private business meetings. The application processes will be announced in May.
- (4) Due to limited parking availability, exhibitors renting **8 or more booths** may apply for **ONE parking pass**. Parking is assigned according to the designated exhibition hall shown on the pass. The application processes will be announced in May.

\*No application will be accepted during the show period.

### International Visitor's Online Pre-registration

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

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

## 8. Showground Facilities & Services

Showground Services	Nangang Exhibition Center (TaiNEX 1)	Tel: 886-2-2725-5200
1. Show Information Center	1st Floor, Lobby, Main Entrance	Ext. 5101
2. First Aid Room	1st Floor, Room 0158	Ext. 5119
	4th Floor, Room 0452	Ext. 5437
3. AED	1st Floor, near Area J entrance	
	4th Floor, near Area M entrance	
4. Forwarders	<ul style="list-style-type: none"> <li>● TRIUMPH EXPRESS SERVICE</li> <li>● Eurotran Expo Service Co., Ltd.</li> </ul>	886-2-2758-7589 886-2-2785-6000
5. Legal Advice	4 <sup>th</sup> Floor, Area M Information Center	
6. ATM	1st Floor, near Area K Entrance	
7. Luggage Storage Room	1st Floor, Room 0145	Ext. 5132
8. Breastfeeding Room	1st Floor, Room 0115(near women's restroom)	
9. Muslim Prayer Room	4th Floor, Area L entrance (Room 0426, Room 0428)	
10. Forklift Service & Supplier	YiChen Forklift SUN RISE Forklift	886-2-8521-0088 886-2-2505-4216
11. Cellphone Charging Station	ChargeSpot Power Bank – Area J & K Wireless Charging Station – Area J & Area M Regular Charging Station – Area J & B1	
12. Additional Electricity Billing & Payment	6th Floor, Room 0638	Ext. 5569 (1st & 3rd floor) Ext. 5568 (4th floor)
13. Electricity/Utility Service	1st Floor, Information Center 4th Floor, Area M Information Center	Ext. 5112 Ext. 5401
14. Chunghwa Telecom	1st Floor, Area I	886-2-2655-9456
15. Travel Information Center	1st Floor, Main Entrance	Ext. 5102
16. TAXI	B1- access B1 by using the escalator next to Mos Burger	
17. MRT - Taipei Metro	1st Floor, outside the Area K Entrance	
18. Parking	B1	
19. Convenience Store/ Fast Food / Café / Bakery	1st Floor: 7-11 / SUBWAY / Chicken Master/ Mos Burger / Messe Bistro / Louisa Coffee / Real Bakery	
20. Restaurants	3rd Floor: The Menu (Set Meal, Chinese style dishes) Festival Western Restaurant (Western dishes)	886-2-2651-8090 886-2-2641-6422 Ext. 5210
21. Snack bars	1st Floor – East of Showground at Cargo Entrance	
22. Dining Area	Near B1 Taxi Waiting Area	
23. Vending machines	B1, 1F, 4F	

## 9. Free Online Marketing Promotion on the COMPUTEX Official Website

The official website of COMPUTEX TAIPEI - [www.computextaipei.com.tw](http://www.computextaipei.com.tw) is the best platform for exhibitors to announce the latest news, press releases and new products. Right on the homepage, click [Exhibitors](#) and log in via [Exhibitor Login](#), select the **Product Catalogue function** to upload. Each exhibitor may upload up to 10 product catalog images to be displayed on their individual page under the "Exhibitor List." In addition, company information such as logo, product specifications, awards, press releases, and contact details may be posted. Exhibitors are also welcome to download and use the COMPUTEX logo available on the official website.

## 10. Promotional Brochure/EDM

COMPUTEX provides brochures in multiple languages for international promotion. Exhibitors are free to download these files from the official website to invite global visitors to Taiwan. Before the exhibition, the organizer will prepare and distribute a promotional EDM that exhibitors can use for their own marketing.

Please download at [www.ComputexTaipei.com.tw](http://www.ComputexTaipei.com.tw) or contact Ms. Sammi Su,  
Tel: 886-2-2725-5200 ext. 2683, E-mail: [sammi@taitra.org.tw](mailto:sammi@taitra.org.tw)

## 11. Self-organized Activities Co-promotion with COMPUTEX

To help exhibitors optimize visibility for their own press conferences, product launches, seminars, forums, and other related activities, as well as making the most of co-marketing resources, TAITRA will utilize the official COMPUTEX website (<http://www.ComputexTaipei.com.tw>) to promote the COMPUTEX 2026 co-marketing partners' events/activities to increase the visibility.

Please contact: Ms. Sammi Su Tel: 886-2-2725-5200 ext. 2683; E-mail: [sammi@taitra.org.tw](mailto:sammi@taitra.org.tw)

Application Deadline: **April 30, 2026**

## 12. Advertising in Official Publications

COMPUTEX provides different types of publications including COMPUTEX e-Newsletter, [Show Daily](#), Show Map and Show Guide. To place an advertisement, please contact:

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

E-mail: [isabellachen99999@gmail.com](mailto:isabellachen99999@gmail.com)

## 13. Exhibitors' Sponsorship at the show

To increase brand exposure among trade visitors and media, exhibitors are encouraged to sponsor selected items during the show. For detailed information, please contact:

Mr. Hardaway Chan, Tel: 886-2-2725-5200 ext. 2639, E-mail: [ahsun.chan@taitra.org.tw](mailto:ahsun.chan@taitra.org.tw).

Application Deadline: **May 10, 2026**

## 14. Paid Online Marketing Services

Exhibitors may join TaiwanTrade for enhanced online marketing and OMO virtual and real integration. For detailed information, please contact:

Mr. Yu-Hsueh Yang, Tel: 886-2-2725-5200 ext. 3937, E-mail: [yysund@taitra.org.tw](mailto:yysund@taitra.org.tw)

## 15. Booth Setup & Facilities

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

Booth facilities are available on a rental basis from the official contractors, **O'YA Marketing Solution & Interior Design**, **KY-POST Design International Co., Ltd.** and **Interplan International Corp.**

Please refer to [COMPUTEX TAIPEI official website](#) for details. Fireproof materials are needed to construct booths in Taipei Nangang Exhibition Center.

※ **Raw space only (facilities and decoration not included)**

※ **Booth with shell scheme (booths with basic setup & facilities included)**

Notes:

1. The booth can be ordered RAW SPACE ONLY, without partition, carpet, or any display facility or with shell scheme, basic booth setup & facilities. Samples of booth design are available on Official Contractors' Page [HERE](#).

**O'YA Marketing Solution will be responsible for the Shell Scheme booth at COMPUTEX 2026.**

Additional facilities are also available for rent from **O'YA**. Each exhibitor should hire **ONE** booth contractor only for construction works inside the exhibition hall before, during, and after the show.

2. Each booth includes one free 500W/110V power supply free of charge. Additional power supply and drainage will be at exhibitor's expense.
3. The exterior of the walls should be decorated if the height of the booths exceeding 2.5 meters.  
**No company name, logo, product brand images or texts may be displayed on the back and side of the wall.**

**Construction Guidelines for Two-Story Booths** (Application Deadline : **April 30, 2026**)

To meet growing demand for exhibit space, these Guidelines have been established for the construction of two-story booths. To set up two-story booths, trade show participants must comply with these Guidelines to ensure the safety and overall tidiness of the exhibition site.

- (1) With booth units measuring 3m x 3m, trade show participants must rent at least **4 units** of island or peninsula booths, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of two-story booths.
- (2) To apply for the construction of two-story booths in any TAITRA Taipei trade show, participants must submit the following data along with a deposit check in the amount of **NT\$10,000** to the organizer, TAITRA, by registered mail before **April 30, 2026**. Construction cannot begin without prior written approval from TAITRA. The deposit will not be returned for any violation.
  - ✓ Application Form
  - ✓ Declaration Form from exhibiting company
  - ✓ Declaration Form from the architect (structural engineering technician)
  - ✓ One copy of the booth layout, construction plan, the structure plan and structure calculation report (including: plan, elevation and side drawings with specific dimensions, a list of building material, and indications of the floor load with maximum number of people allowed on the second floor). According to the Occupational Safety and Health Act., the wall's height must be at least 90cm, with strength calculations required. 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.
  - ✓ 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 two-story booths.
  - ✓ 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 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.
  - ✓ **Deposit NT\$10,000**
- (3) Charge for the use of the two-story booths is based on the floor area (including staircases):  
 Dimensions of the 2nd Fl. / Dimensions of the 1st Fl. x Booth Rental Rates of 1st Fl. (VAT included)
- (4) The architect, civil engineer or structural engineer who has approved the construction plan or the designated deputy, must inspect on site during 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. The Organizer is not liable for any damage caused by Exhibitors to other Exhibitors or other third parties.
- (5) The floor of the two-story booth should not exceed 2.5 meters in height from the ground, and the total height of the two-story booths should not exceed 4 meters.
- (6) The safety walls must encircle the entire second-story. The height of which should be at least 90cm, and not exceed 150cm from the ground on the second level. The height of partitions should also not exceed 150cm, and no ceilings may be built above the second-story.
- (7) **If the safety wall placed around the second level is tied to a nearby vendor booth, the back and side walls must be decorated, and no company name, logo, product brand images, or texts may be displayed.** In case of violation, the organizer reserves the right to appoint a contractor to

- beautify and redecorate on behalf of the exhibitors, and all costs will be borne by the exhibiting company without objection.
- (8) Guidelines for total floor area (including staircases) of the second-story over 100 square meters:
    - ✓ Exhibitors should hire their own security guards for public safety, surveillance and recognition of spontaneous fires.
    - ✓ Fire extinguisher required per 50 square meters on both floors.
  - (9) **The architect, civil engineer, or structural engineer should supervise on-site.**
  - (10) The construction of booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No hanging objects from ceilings. And fire protection facilities and plumbing must remain unblocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
  - (11) The top opening of the booths (second-story included) cannot be covered with curtains or panels.
  - (12) Braced column should be provided to resist all lateral forces in that plane when building the two-story booth. The lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. Lack of support will result in booth shutdown for immediate improvement or prohibited from exhibition.
  - (13) After TAITRA has granted written approval for the construction of two-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 COMPUTEX for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
  - (14) Exhibitors who have set up two-story booths without applying or received approval are required to dismantle immediately when found unless the organizer agrees to accept the late application. Late submissions before the show (including the move-in period) will incur an additional **NT\$100,000** penalty fee in accordance with the relevant application specifications. Other extra penalty fee may be enforced if an application is submitted after the deadline. Before the application process is completed, the organizer has the right to forcibly dismantle or not supply power to the booth.
  - (15) The load-bearing capacity of the second-story should be no less than 200 kg/m<sup>2</sup>, and that of the staircase no less than 300 kg/m<sup>2</sup>. The participating company should take responsibility for monitoring the number of people on the second-story.
  - (16) Limited to the ceiling height, the constructor should exercise caution to avoid bumping or making contact with the fire sprinklers. For safety reasons, spotlights should not be placed directly below the fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
  - (17) Architect, civil engineer, or, structural engineer who submit non-compliant plans, 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.
  - (18) For issues not covered in these Guidelines, refer to the Regulations for Booth Decoration within Taipei Nangang Exhibition Centers (TaiNEX 1 and 2). TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

**Construction Guidelines for Booth Exceeding 4m** (Application Deadline: **April 30, 2026**)

- (1) These Guidelines have been established for the construction of booths exceeding 4 meters and less than 6 meters. To set up booths exceeding 4 meters but less than 6 meters, participants in the show must comply with the Guidelines to ensure the structural safety and orderly exhibition space.
- (2) With booth units measuring 3m x 3m, show participants must rent at least **8 units** of corner booths with at least 3 sides open or island booths with all 4 sides open in order to be eligible to apply for the construction of booths exceeding 4 meters.
- (3) All booth spaces, with the exception of island booths, must have exhibition walls separating from nearby stands.
- (4) To apply for the construction of booths exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following documents along with a check deposit of **NT\$10,000** to TAITRA by registered mail prior to **April 30, 2026**. Construction cannot begin without prior written approval from TAITRA. The deposit will be forfeited for any violation.
  - ✓ Application Form
  - ✓ Declaration Form from exhibiting company
  - ✓ Declaration Form from the architect (structural engineering technician)
  - ✓ One copy of the booth layout and 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.
  - ✓ 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.
  - ✓ After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. Insurance should cover the show period and **include the move-in to move-out days**. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction begins.
  - ✓ **Deposit NT\$10,000**
- (5) TAITRA will charge a High Building Usage Fee, which is **NT\$100,000** (tax included) **within 18 square meters**. Those who exceed 18 square meters will be charged in proportion to the addition.
- (6) The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, must inspect on site during 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 (without the company name and logo.)** If violations occur, TAITRA may appoint an official contractor to redecorate at the exhibitor's expense.
- (8) **If the back and side of the wall construction facing the aisle require booth décor, no company name, logo, product brand images, or texts may be displayed. In case of violation, the organizer reserves the right to appoint a contractor to beautify and redecorate on behalf of the exhibitors, and all costs will be borne by the exhibiting company without objection.**

- (9) 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 hanging from the ceilings. And fire protection facilities and plumbing must remain unblocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
- (10) 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 COMPUTEX for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
- (11) Exhibitors who have set up booths exceeding 4 meters without applying or received approval are required to dismantle immediately when found unless the organizer agrees to accept the late application. Applicants who submit late applications before the show (including the move-in period) shall pay an additional **NT\$100,000** penalty fee in accordance with the relevant application specifications. Other extra penalty fee may be enforced if an application is submitted after the deadline. Before the application process is completed, the organizer has the right to forcibly dismantle or not supply power to the booth.
- (12) The constructor should take most care not to bump or make contact with fire sprinklers. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
- (13) Architect, civil engineer, or, structural engineer whose approved and sign plans for booths exceeding 4 meters violate safety 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) Issues not covered in these Guidelines should be dealt with according to the Regulations for Booth Decoration within Taipei Nangang Exhibition Centers (TaiNEX 1 and 2). TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

**Construction Guidelines for Pillar Decoration** (Application Deadline: **April 30, 2026**)

If an exhibition booth includes all or part of a pillar, the exhibitor must fill out the **Pillar Decoration Application Form** along with a booth design blue print (floor and elevation plan) and a check deposit of **NT\$10,000**, submit them together to the organizer before **April 30, 2026**. The application will be forwarded to Nangang Exhibition Centers for review. Once construction permission is issued, exhibitors may begin to decorate the pillar.

**Instructions for decorating pillars:**

If walls are added to pillars, 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 pillars shall not be more than 4 m. If any of the above regulations have been violated, the wall shall be torn down at the exhibitor's 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 exhibitor shall be responsible for its payment and all related responsibilities and violation point will be issued.

**Pillars shall be wrapped in the following manner:**

- (1) The location of the pillar wrap shall be closely connected to existing assembled division walls in the exhibition hall (vertical side on the east and west of such division wall is 215 cm wide, 235 cm wide on the south and north, all with a height of 250 cm);
- (2) The design of furnishing added to the wall surface on the pillars shall not block access to any existing electric appliance or fire safety equipment;
- (3) Regarding fire safety, please keep a one-person-pass-through secret door and passageway on the back partition for emergency access to the usage of electrical and the fire equipment.
- (4) Temporary wall surface wrapping shall not be over 4 meters in height; if the height exceeds 4 meters, a separate application for excess-height structure shall be filed;
- (5) No furnishing such as posters shall be nailed or affixed to any existing assembly division wall. No objects can be hung from the ceiling such as all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the pillars.
- (6) If a particular violation has not been resolved after a warning has been issued, violation point will be issued. TAITRA has the right to remove these objects at the exhibitor's expense.

Exhibitors who have done the column-wrapped decoration without applications must pay double the deposit, totaling **NT\$20,000**.

Please call TaiNEX 1 (TEL: 886-2725-5200 ext. 5563) for further queries.

## **16. Requirements for Booth Decoration with Flameproof Materials**

According to Article 11 of the Fire Services Act, all areas of Nangang Exhibition Centers, TaiNEX 1 & TaiNEX 2 meet requirements for using only carpets, curtains, drapes, billboards, and other flameproof products with flame-proof labels. The flameproof products or flameproof labels of the materials shall be certified by the central competent authority as having flameproof functions.

Related flameproof products include:

- (1) Carpets: Woven carpets, tufted carpets, synthetic fiber carpets, artificial turf, and other floor coverings.
- (2) Curtains: Fabric curtains (including regular curtains made from fabrics and vertical and horizontal window blinds).
- (3) Drapes: Drapes provided for the stage or filming studios.
- (4) Billboards: Billboards used for indoor displays.
- (5) Other designated flameproof items refer to construction canvas with a mesh size of under 12mm.

Other explanation for flameproof materials:

- (1) The purpose of flameproof materials is to prevent small fires from spreading, suppress the fire in its initial stages, or obstruct the fire and reducing overall fire risk.
- (2) Flameproof objects are not non-combustible but they are more difficult to ignite than regular items. For instance, objects such as curtains are combustible but they do not burn easily due to flameproof treatment. Steel or concrete are not non-combustible materials. Therefore, it takes longer to ignite objects that have been flameproof treated than regular objects when they come in contact with fire. Ignited objects will delay the spread of the fire or the flames will be extinguished for small fires.
- (3) All booths in the venue must use flameproof certified materials for carpets, curtains, drapes, and billboards. The official flameproof label must be clearly displayed on the corners of materials used.

Both Nangang Exhibition Center management and the organizer of the exhibition or event are responsible for ensuring that the exhibitors comply with the aforementioned fire safety laws and regulations. All exhibitors must prepare valid certification documents for flameproof materials they use onsite in accordance with the requirements of the fire safety units. If the Exhibition Hall is fined or deemed responsible for any derived accident due to the contractor's violation, the organizer and relevant exhibitors should bear all liabilities.

## 17. Electricity Application & Submission of Booth Power and Utility Layout

- (1) Each booth is supplied with 500 watts (110 Volts) of power free of charge during show hours. Exhibitors requiring additional or heavy-duty power supply or water drainage must apply through the official website and complete the application online.
- (2) Electricity Application & Utility Charges  
 Service fees depend on the application completion date. Any changes made after submission (addition or reduction) will be re-priced according to the date of the change.

Date	Payment (Discount/Surcharge)
Before April 27	10% Discount
April 28 – May 7	Standard Rate
May 8 – May 14	20% Overdue Charge
On and After May 15	50% Overdue Charge (timely completion not guaranteed)

- (3) Exhibitors should log in to the COMPUTEX TAIPEI website → Exhibition Services → Online Application for Power & Water, complete the application, and upload the power and water layout plan.
- (4) For booths on the 1st floor, power will be connected from the electrical boxes located on the venue pillars (60 in total).  
 For booths on the 4th floor, power will be supplied from distribution boxes on the east and west walls of the hall.
- (5) During move-in (except the day before the show opens), only compressed air, construction power, and ceiling lighting will be provided for booth setup. Booth lighting power will not be supplied during this period.
- (6) Electricity will be provided from the day before the show from 8:00 – 17:10.
- (7) Electricity will be provided during show hours from 8:50 – 17:40. (Power supply ends earlier on the final day.)
- (8) To ensure electrical safety of exhibits, exhibitors should install Active Voltage Regulation/Regulator (AVR) or Uninterruptible Power Supply (UPS).
- (9) If exhibitor exceeds the power consumption limit and causes a power outage, the exhibitor will be responsible for all costs associated with power restoration.
- (10) The use of any kind of fuel-fired generator is strictly prohibited in the exhibition hall.

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

Telephone and Wi-Fi internet services can only be ordered **the exhibitor's representative or agent in Taiwan**. If the exhibitor requires extended internet use or large-volume data transmission (uploads/downloads), a Fiber-optic Internet line or a dedicated Wi-Fi Access Point must be applied for. The local representative/agent must submit the application before **April 30** directly to Chunghwa Telecom Corp. Ltd - Northern Taiwan Unit Group, Taipei Eastern Area Service Center.

### **Chunghwa Telecom Corp. Ltd.**

Tel : 886-2-2720-0149

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

\* All rented telephone set(s) and network equipment must be returned to the information Counter (ground level, Area I) before **15:30** on June 5, 2026.

## 19. Free Wi-Fi Service

To ensure a stable, high-capacity wireless environment, Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1) provides a new Wi-Fi system. The system enables 10,000 end-user devices to access free internet service. This system eliminates the need for exhibitors to install private Wi-Fi or hotspot equipment.

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

Showground on 1<sup>st</sup> and Sky Dome (4<sup>th</sup> floor), all public hallways, B1 Dining Area, and Conference rooms on the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors.

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

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

### **(3) Taipei Nangang Exhibition Centers, Hall 1 and Hall 2 Wi-Fi SSID are as follows:**

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

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

- This service supports basic use (email, browsing). Wireless interference is sometimes present in the venue.
- When using this service, please protect the security and privacy of your company's (personal) information. You are solely responsible for any business loss or legal dispute as a result of using the service.
- There are many competing Wi-Fi devices within the 2.4 GHz band, such as Bluetooth devices, wireless speakers, wireless audio electronics, microwave ovens, plus the AP equipment set up by exhibitors that will affect the venue's Wi-Fi service quality; as a result, only the 5 GHz service will be provided on the first floor and Sky Dome (4<sup>th</sup> floor), and all other areas will have both 2.4 GHz and 5 GHz services.
- Wi-Fi access speeds will be affected by the network terminal equipment's performance, placement, distance, building (decoration) shielding, electromagnetic radio frequency interference (such as those mentioned in the second item above), the host website's bandwidth, and numerous other factors; if this causes direct or indirect damage or loss, Nangang Exhibition Centers and the organizer assume no liability for damages.

- Use of software/hardware systems which interfere with or sabotage other online users or nodes, such as disseminating computer viruses, attempting to hack into unauthorized systems, is strictly prohibited.
  - Taipei Nangang Exhibition Centers shall terminate the rights to use the service in the event of a personal device being infected with a virus or is making malicious attacks on other computers which may compromise internet connection quality.
  - Users must comply with applicable copyright laws and not engage in illicit online activities. Any legal liability resulting from such violations shall be borne solely by the user(s).
  - Users shall comply with TaiNEX 1 and TaiNEX 2 related internet usage guidelines when using the Wi-Fi service. For violators, Taipei Nangang Exhibition Centers shall terminate the perpetrator's access rights to the service.
- (5) In order to maintain quality Wi-Fi frequency spectrum, exhibitors are prohibited from setting up their own wireless access points without an approved application.**
- (6) Taipei Nangang Exhibition Centers reserves the right to change or terminate this service at any time without prior notice.**

## **20. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS**

### **(1) General**

1. A selection of imported exhibits may enter Taiwan on a bonded basis (duty-free) and be stored in a bonded warehouse for up to three months following the show. Such exhibits should be consigned to "Taiwan External Trade Development Council" (TAITRA).  
TAITRA is not in a position to be a consignee for exhibits imported on a duty-paid or deposit basis.
2. The following items must be imported on a duty-paid or deposit basis:
  - a. Non-commercial samples
  - b. Giveaways or promotional items
  - c. Posters, photo panels, catalogues, brochures and printed materials
  - d. Lubrication oils and greases for maintenance of machinery during the exhibition
  - e. Materials and equipment for use in the construction, installation, decoration, and maintenance of booths
  - f. Food and beverages for consumption during the show
  - g. Jewelry, precious stones, and gold coins (hand carried)
  - h. Liquors, spirits, wines, and tobacco
3. Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis and in strict observance of "Quarantine Regulations on Importation of Plantation into the Republic of China".
4. Exhibits such as telecommunication, military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives require government permits for importation.
5. The ATA CARNET is not accepted in Taiwan unless a bilateral agreement is in place with the Republic of China.

### **(2) Exhibits in Bond**

According to customs regulations, goods with bonded status may remain in Taiwan for a maximum of six months from the date of importation. During show-days, exhibits are strictly prohibited from being removed from the showground, sold, or re-exported and must be returned to the bonded warehouse right after the show and until all procedures are cleared by the exhibitors concerned. The organizer has the right to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

**(3) Exhibits Imported on a Deposit or Duty-Paid Basis**

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

**(4) Shipping Mark**

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

Show Name: COMPUTEX TAIPEI 2026 Show Dates: June 2 – June 5, 2026 Show Site: <input type="checkbox"/> Taipei Nangang Exhibition Center, Hall 1 (TaiNEX 1) <input type="checkbox"/> Taipei Nangang Exhibition Center, Hall 2 (TaiNEX 2) <input type="checkbox"/> Taipei World Trade Center Exhibition Hall 1 (TWTC) Booth Number: _____ Company Name: _____ Case Number: _____ of _____ Dimensions: _____ Gross & Net Weight: _____
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**(5) Shipment**

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

**(6) Official Forwarders**

**Triumph Express Service**

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

## (7) Shipping Documentation

1. The organizer requires the following documents to clear exhibitor's shipment through Taiwan R.O.C. customs:
  - ◆ 2 Original Ocean Bills of Lading/Airway Bills
  - ◆ 4 Commercial Invoices & Packing Lists (See Application Form)
  - ◆ 2 Exhibit Catalogs

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

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

Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are imported for (COMPUTEX TAIPEI 2026) and shall be transferred to TWTC bonded warehouse of Taipei Customs Territory."

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

## (8) Disposal of Exhibits during & after the Show

1. Bonded exhibits:

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

Procedures for the sale of bonded exhibits:

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

- a. Securing an import permit:

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

- b. Remittance of cost of goods:

The buyer is responsible for remitting payment to the exhibitor through an authorized bank.

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

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

- d. Payment of import duties:

This is also the responsibility of the buyer.

2. Duty-paid or deposit basis:

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

3. Re-exportation of exhibits:

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

## 21. Construction Guidelines for Additional Booth Installations

### Television Wall Installations (Application Deadline : **May 13, 2026**)

Exhibitors intending to install TV walls, large screen walls (total dimensions exceed 5 square meters), or other similar setups must comply with the following regulations listed below:

- (1) If the installation is less than 2.5 m in height, the front shall be at least 1 m away from the booth's baseline, or 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, the front shall be at least 2 m 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) Videos being shown shall correspond to the theme of the exhibition or event, and comply with public decency standards. The volume of the films or videos must not exceed **85 decibels**.
- (5) Violations will result in immediate disconnection of the electricity, and both the exhibitor and contractor will not be permitted to participate in this same event the next year.

### Stage Equipment & Sound System Installations (Application Deadline : **May 13, 2026**)

A check deposit of **NT\$30,000** with the **booth layout** and **construction plan** must be submitted for approval. The stage must be setback at least **50 centimeters** from the edge of the booth baseline, maximum of 2 amplifiers are allowed. (1 speaker allowed for booths smaller than 3 units)

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

- (1) Speakers on stage must face into the exhibitor's booth and angled downward. Sound levels must remain below 85 decibels. Adjacent booths may not hold stage activities or play audios at the same time.
- (2) Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by the organizer. There should be at least an hour interval in between the activities; duration for each activity should not last more than 20 minutes.
- (3) Exhibitors must apply for the maximum microphone level with the organizer 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 violation process.
- (4) Exhibitor shall proceed construction upon receiving approval and abide the aforementioned regulations. The Organizer will issue fines to the violating company pursuant to the following provisions.

Violations will be processed in three stages:

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

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

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

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

**Promotional Balloon Installations** (Application Deadline : **May 13, 2026**)

- (1) To install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted together with corresponding fees before **May 13, 2026**. Balloons installed without permission will be immediately removed, and the removal costs shall be borne by the exhibitors.
- (2) Tethered balloons must stay within the booth area, and secured in place so they do not float around. The top of **small decorative balloons** cannot be higher than **4m** from the ground. All small balloons may only be filled with nitrogen or non-flammable gasses. For **large advertisement balloons**, each exhibitor can only apply for one. The top of the balloon shall not be higher than **7m** from the ground. A fee of **NT\$20,000** along with a deposit of **NT\$10,000** will be charged for each balloon. All large advertising balloons can only be filled with helium.
- (3) **All filled balloons should be measured by the organizer. TAITRA will remove improper balloons without permission. Those who fail to pass the measurement and do not remove the balloon will forfeit their NT\$10,000 deposit.**
- (4) 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 move-out, otherwise a fine of **NT\$10,000** per balloon/string will be issued. The exhibitor is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
- (5) If an application is submitted after the deadline but before the show (including the move-in period) applicant shall pay an additional **NT\$10,000** penalty fee in accordance with the relevant application specifications. Exhibitors who submit the application during the exhibition must pay an **additional NT\$30,000 penalty fee**. Before the application process is completed, the organizer has the right to forcibly dismantle or not supply power to the booth.

Violations will be processed in three stages:

Stage 1: If the exhibitor violates regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

Stage 2: If a violation has not been improved after additional review, the deposit will not be returned.

Stage 3: For exhibitors who refuse to make improvements, a fine will be issued based on the number of offenses. TAITRA will cut electricity to the violating booth. The violating company agrees not to take any legal action or make any claim or demand against the Organizer.

## 22. General Regulations for Taiwan Trade Shows Organized by TAITRA

Last Revised: March 5, 2026

Item	Article
General Provisions	<ol style="list-style-type: none"> <li>1. These regulations are issued by the Taiwan External Trade Development Council (TAITRA, hereinafter referred to as the “Organizer”).</li> <li>2. The registration information, exhibition regulations, exhibitor handbook, and all related materials (hereinafter collectively referred to as “Exhibition Information”) form an integral part of these Regulations. They apply to exhibitors, co-exhibitors, their subsidiaries, branches, contractors, service providers, and the personnel of the aforementioned entities (hereinafter collectively referred to as “Exhibitors”).</li> <li>3. By registering, Exhibitors are deemed to have fully read, understood, and accepted the Exhibition Information and these Regulations. Exhibitors unconditionally agree to comply with them and authorize the Organizer to use the information provided for exhibition purposes, including but not limited to publishing the “Official Directory” and other promotional materials.</li> <li>4. The Organizer has full authority to interpret, determine, and enforce whether an Exhibitor’s conduct from registration through the close of the Exhibition (including move-in and move-out periods) complies with these Regulations. Exhibitors may not raise objections to the Organizer’s decisions.</li> <li>5. The Organizer <b>has published</b> the Exhibition Information and these Regulations on the official exhibition website for all Exhibitors to review and print. Exhibitors shall not claim exemption from these Regulations by reason of not having received or been aware of the Exhibition Information, or for any other reason.</li> <li>6. <b>In addition to complying with these Regulations, Exhibitors shall, during the Exhibition period, also comply with the venue management rules applicable to the location where the Exhibition is held. Such venue rules may vary depending on the specific Exhibition location. Exhibitors shall independently review the relevant regulations published on the official website of the respective venue management authority and strictly comply therewith, and may not claim exemption from or non-applicability thereof on the grounds of lack of knowledge of their contents. In the event of any inconsistency between these Regulations and the venue rules, the stricter standard shall prevail. With respect to matters involving fire safety, facility management, and technical requirements, the stricter regulations of the venue shall take precedence</b> (Nangang Exhibition Center: <a href="https://www.tainex.com.tw/">https://www.tainex.com.tw/</a>; Taipei World Trade Center Exhibition Hall 1: <a href="https://www.twtc.com.tw/">https://www.twtc.com.tw/</a>)</li> <li>7. <b>In the event that an Exhibitor violates these Regulations or any applicable</b></li> </ol>

	<p>venue rules, the Exhibitor shall unconditionally indemnify and hold harmless the Organizer and the venue for any and all damages incurred, including but not limited to administrative fines, penalties, civil compensation to third parties, settlement amounts, litigation costs, attorneys' fees, and any other related expenses. The Exhibitor acknowledges and confirms that the Organizer has duly fulfilled its obligations of notification and disclosure, and the Exhibitor may not evade or avoid any related liability on the grounds of lack of notice or unawareness.</p> <p>8. Any matters not expressly provided for herein shall be subject to the interpretation of the Organizer, who reserves the right to amend these Regulations at any time, and any such amendments shall take effect upon announcement.</p>
Exhibition Registration	<ol style="list-style-type: none"> <li>1. The Organizer may refuse the participation of executive organizers of competing exhibitions, their subsidiaries, agents, or related enterprises. If any party is found to have deceptively registered to exhibit, their participation will be terminated immediately, all fees paid will be non-refundable, and they must vacate the venue at once. The Organizer is not responsible for any damages or losses incurred by such Exhibitors, including but not limited to business losses and removal costs. The Organizer retains full authority to determine, interpret, and enforce this provision without objection.</li> <li>2. The Organizer reserves the right to assign floor space, booth location, and the number of booths based on product categories, registration status, and booth demand. The Organizer also retains the right to decide whether to accept applications, adjust booth areas, and approve the requested number of booths, taking into account the nature of the products exhibited and the applicant's record of participation in the Organizer's international trade shows or other domestic and overseas promotional events.</li> <li>3. If an Exhibitor withdraws for reasons not attributable to the Organizer, the exhibition deposit will not be refunded once paid. Exhibitors who withdraw after booth assignment will not receive any refund of exhibition fees, regardless of the reason.</li> <li>4. The Organizer may change the exhibition date or venue, or cancel the exhibition. If such changes or cancellations are required due to natural disasters, notifiable infectious diseases (e.g., COVID-19), or other force majeure events, all fees paid (including deposits) will be non-refundable. The Organizer is not liable for any resulting damages.</li> <li>5. To ensure the proper handling of the exhibition, the Organizer may implement health and safety measures (e.g., infectious disease prevention, public health requirements) in compliance with applicable laws and prevailing conditions. Exhibitors agree to comply with such measures from registration through the close of the exhibition and accept the health risks</li> </ol>

	<p>involved (including but not limited to infection, quarantine, or restricted access). Exhibitors shall not bring civil, criminal, or administrative claims against the Organizer regarding these measures.</p>
<p>During the Exhibition Period and Move-In/Move-Out</p>	<ol style="list-style-type: none"> <li>1. Unless otherwise specified, persons under <u>18</u> years of age are prohibited from entering the Exhibition to ensure safety and order.</li> <li>2. Exhibitors shall collect one identification badge per person at the location designated by the Organizer during move-in. Badges must be worn at all times when entering or leaving the venue throughout the Exhibition period (including move-in and move-out).</li> <li>3. Lending or transferring an Exhibitor badge to any third party—whether or not they are another Exhibitor—is strictly prohibited. Once verified, the Organizer may confiscate the badge on site and bar both the Exhibitor who lent or transferred it and the recipient from registering for the next Exhibition. The Organizer shall not be liable for any damages suffered by violators and reserves the right to seek compensation for damages and losses caused. <b>Any person holding an Exhibitor badge shall, regardless of his or her actual identity, be conclusively deemed personnel of the Exhibitor, and no contrary claim shall be permitted. If such badge holder commits any violation of these Regulations, such violation shall be deemed a violation by the Exhibitor itself, and the Exhibitor shall bear all possible legal liabilities arising from any and all acts of the badge holder.</b></li> <li>4. During move-in and move-out, Exhibitors and related personnel shall prepare and correctly wear their own hard hats while inside the exhibition venue. Failure to do so constitutes a violation of occupational safety and health laws, for which the Exhibitor and its personnel shall bear sole legal responsibility. The Organizer assumes no liability in such cases.</li> <li>5. Exhibitors may not bring exhibited products into or out of the venue between <u>9:30</u> a.m. and <u>5:30</u> p.m. each day of the Exhibition (until <u>5:30</u> p.m. on the final day), except for light personal belongings. Additional exhibited products may only be moved into the venue between <u>8:00</u> a.m. and <u>9:30</u> a.m. on the first day of the Exhibition, or between <u>8:50</u> a.m. and <u>9:30</u> a.m. on subsequent days.</li> <li>6. Exhibitors who do not wish their exhibited products to be photographed or filmed by visitors shall display signs in both Chinese and English stating “Do Not Take Photos” or “Do Not Record Videos.” However, Exhibitors must cooperate with the Organizer’s contracted photographers and accredited reporters carrying Organizer-issued PRESS badges for purposes of event promotion.</li> <li>7. Exhibitors shall implement appropriate security and safety measures for their exhibited products, and post required notices and warnings in both Chinese and English in a clear and visible manner in accordance with applicable law. Booths must be kept clean and unobstructed at all times. Exhibitors are responsible for ensuring the safety of their personnel and visitors,</li> </ol>

maintaining a safe distance between people and equipment, and deploying additional staff when crowding occurs to prevent collisions or other accidents. If an accident occurs in an Exhibitor's booth, the Exhibitor shall immediately handle the situation. Should such accidents or disputes result in claims, compensation demands, or litigation involving the Organizer, the Exhibitor shall unconditionally and fully indemnify the Organizer for all damages and expenses incurred.

8. Exhibitors shall verify that booth water and electricity installations are functioning properly. Once the installations have been accepted in the presence of the Organizer's designated contractor, the Exhibitor shall bear full responsibility for any subsequent malfunctions or issues.
9. After the Exhibition closes, Exhibitors shall restore their booths to vacant space within the time specified by the Organizer and remove all items not belonging to the venue (including but not limited to exhibited products, booth decorations, and personal belongings), **and completely clear the premises**. The Organizer is not responsible for safekeeping exhibits. Any items remaining after move-out shall be deemed abandoned, and the Exhibitor shall forfeit all rights of ownership. **The Organizer may, at its sole discretion, remove, relocate, or otherwise dispose of such items without assuming any obligation of safekeeping or compensation, and the Exhibitor shall bear all costs arising from such removal, relocation, or disposal**. Such incidents may be recorded and considered in future exhibition applications.
10. Exhibitors intending to use livestreaming, digital interactive devices, or other technologies involving the capture of visitors' images must notify the Organizer in advance in writing and ensure compliance with applicable laws, including the *Personal Data Protection Act* and regulations protecting individuals' right to their image, to safeguard visitor rights.
11. Exhibitors are strictly prohibited from using equipment with facial recognition functions for data collection, identification, or comparison. The Organizer may require removal of such equipment, termination of the technology, and immediate cessation of related activities.
12. Exhibitors acknowledge and agree that the Organizer may take photographs, videos, audio recordings, and live broadcasts within the Exhibition venue and related activities, and may use such materials for promotional purposes without prior notice or remuneration. Exhibitors shall inform their personnel, vendors, suppliers, and visitors of this practice and are responsible for securing their consent. Should any claim of personal data infringement be made against the Organizer, the Exhibitor shall provide proof of consent from the relevant parties and shall indemnify the Organizer for all resulting damages, including but not limited to attorneys' fees.
13. If the organizer discovers an Exhibitor engages in any of the following conduct and fails to correct the issue as required, the Organizer **may take**

immediate action or, if the Exhibitor fails to make corrections after being requested to do so, cancel the Exhibitor's qualification, terminate participation, or suspend utilities (water and electricity). All fees paid shall be forfeited. The Exhibitor shall be barred from participating in Organizer-run exhibitions for at least two editions, and all accumulated exhibition years shall be reset to zero. The Organizer is not responsible for any losses or damages the Exhibitor may incur as a result of these actions. If the Organizer suffers damages or becomes involved in litigation as a result, the Exhibitor shall bear all compensation liabilities, including but not limited to attorney and court fees, and may not raise objections:

- (1) Submitting forged or false documents, materials, or fraudulently using another party's name.
- (2) Refusing to comply with Organizer rules for entry and exit of the venue.
- (3) Entering or leaving the venue with another person's identification documents, or altering/forging such documents.
- (4) Discrepancies between the product catalog submitted at registration and actual products displayed.
- (5) Failure to pay exhibition fees at least ten days prior to the opening.
- (6) Refusing or withdrawing authorization for the Organizer to use Exhibitor information for the *Official Directory*.
- (7) Leaving rented booths empty or unattended during the Exhibition.
- (8) Continuing to sell, display, or advertise products suspected of infringing others' intellectual property rights.
- (9) Exhibiting products or using display methods in violation of the *Civil Code, Consumer Protection Act, Fair Trade Act, Commodity Labeling Act, Commodity Inspection Act, Act Governing Food Safety and Sanitation*, or other applicable laws and regulations.
- (10) Exhibiting products or using display methods likely to disrupt public order or offend public morals.
- (11) A third party presents a settlement letter, civil judgment, or criminal conviction (final or not) proving infringement by the Exhibitor's products.
- (12) Booth signage or decoration inconsistent with the Chinese or English information provided in registration.
- (13) **Unauthorized subletting or transfer of booths, or exhibiting under the name of a company other than the one duly registered, including but not limited to the name of sponsors, affiliated enterprises (such as parent or subsidiary companies), or branches or subsidiaries of the originally registered company in other regions).**
- (14) Exhibiting products manufactured, produced, sold in, or imported from regions prohibited by the Taiwan government, or otherwise prohibited by law.
- (15) Exhibiting products inconsistent with the Exhibition theme.

	<p>(16) Engaging in retail sales within the Exhibition venue.</p> <p>(17) Publicly displaying music, videos, images, graphics, or other materials likely to infringe intellectual property rights.</p> <p>(18) Displaying products or posting, distributing promotional materials outside the booth area, including public facilities, pathways, walls, and pillars.</p> <p>(19) Conducting promotional activities or placing corporate/personal items in public areas.</p> <p>(20) Packing products early, moving out prematurely, or engaging in similar conduct.</p> <p>(21) Leaving products or personal belongings in the venue after move-out.</p> <p>(22) Engaging in inappropriate conduct such as aggressive sales tactics or restricting visitors' personal freedom. Upon verification, the Organizer may order immediate withdrawal from the Exhibition or bar future participation.</p>
<p>Decoration and Construction</p>	<ol style="list-style-type: none"> <li>1. Except for the start-up area and standard booths where decoration charges are included, all booths are provided as bare space without carpets or partitions. Exhibitors must arrange their own basic decoration, which shall include at minimum carpeting, wall partitions, and exhibitor signage. Exhibitors may not use the bare ground as an exhibition booth.</li> <li>2. Before beginning booth decoration, Exhibitors must submit the required documents—including a decoration affidavit and applications for water and electricity—within the deadlines set by the Organizer. Failure to comply with these deadlines, resulting in delays or loss of rights, shall be the sole responsibility of the Exhibitor. No refunds or adjustments to participation terms will be granted.</li> <li>3. Exhibitors intending to install stage sound equipment, aerial balloons, two-story booths, or decorations exceeding 4 meters in height must obtain prior approval from the Organizer (see the Exhibition Handbook for details). Without approval, the Exhibitor must dismantle such structures immediately at its own expense or promptly submit an application upon discovery by the Organizer. The Organizer is not liable for any resulting damages or losses.       <ol style="list-style-type: none"> <li>(1) If such equipment or structures are erected without approval, an additional usage fee of NT\$ <u>10,000</u> will be charged for the violation.</li> <li>(2) Applications submitted after the deadline but before the Exhibition opens shall incur a violation usage fee of NT\$ <u>10,000</u>.</li> <li>(3) Applications submitted during the Exhibition period ( <u>June 2</u> to <u>June 5</u> ) shall incur an illegal usage fee of NT\$ <u>30,000</u>.</li> </ol> </li> <li>4. Exhibitors shall ensure that third-party vendors (including decorators and construction personnel) comply with the <i>Occupational Safety and Health Act</i>. Requirements include, but are not limited to: proper wearing of hard hats at all times, prohibition of topless work, prohibition of gambling,</li> </ol>

	<p>prohibition of smoking or chewing betel nuts, and prohibition of unprotected use of ultra-high ladders.</p> <p>(1) If violations result in the Organizer or venue being penalized by authorities, the Exhibitor shall unconditionally indemnify the Organizer and venue for all damages, including administrative and criminal fines. Exhibitors acknowledge that the Organizer has fulfilled its duty to inform and publicize these rules, and may not claim exemption based on lack of knowledge.</p> <p>(2) In the event of a major accident caused by such violations that hinders Exhibition progress or affects public safety, the Organizer may cancel the Exhibitor’s qualification depending on severity, and reserves the right to seek damages according to law.</p> <p>5. When constructing walls using venue columns, Exhibitors must leave openings to fully expose fire and electrical equipment (e.g., fire alarms, sprinklers, extinguishers, distribution boxes, grounding panels). No partitions, locks, obstructions, or stacked items may block access, use, inspection, or maintenance of such facilities.</p> <p>6. Compartments housing refrigeration equipment must remain unlocked and unobstructed to allow Organizer night patrol staff to check power supply. If access is denied and damages result, liability rests solely with the Exhibitor.</p> <p>7. If an Exhibitor engages in any of the following conduct and, <b>the Organizer may take immediate action or, if the Exhibitor fails to make corrections within the prescribed time limit after being requested to do so, cancel its participation, terminate utilities, and forfeit all fees paid.</b> The Exhibitor will be barred from Organizer-run exhibitions for at least two editions, and accumulated years of participation will be reset to zero. The Organizer bears no liability for any resulting damages or losses suffered by the Exhibitor. If the Organizer incurs damages or litigation as a result, the Exhibitor shall bear full compensation liability, including attorney and court fees, without objection:</p> <p>(1) Using bare ground as an exhibition booth.</p> <p>(2) Installing stage sound equipment, aerial balloons, two-story booths, or decorations over 4 meters without prior application and approval.</p> <p>(3) Failing to comply with fire safety rules in column wrapping operations, or obstructing access to electrical boxes in enclosed columns (e.g., by locks or other barriers).</p>
Occupational Safety and Health	<p>1. If an Exhibitor engages in conduct that disrupts public order, offends public morals, harms the image of the exhibition venue, endangers public health or safety, or otherwise hinders the order or quality of the Exhibition, <b>the Organizer may take immediate action or, if the Exhibitor fails to make corrections after being requested to do so, immediately cancel its qualification for participation, terminate its participation, or suspend the</b></p>

**supply of water and electricity.** All fees paid shall be forfeited. Violators shall be barred from participating in TAITRA-organized exhibitions for at least two editions, and accumulated years of participation shall be reset to zero. The Organizer shall not be liable for any losses or damages suffered by the Exhibitor as a result. If the Organizer incurs damages or becomes involved in litigation, the Exhibitor shall bear full liability for compensation (including but not limited to attorney's fees and court costs) and may not raise objections.

The above violations include, but are not limited to:

- (1) Using drones for aerial photography without Organizer approval.
- (2) Creating noise of 85 decibels or above.
- (3) Emitting smoke, exhaust, dust, foul odors, irritating gases, or volatile organic solvents during demonstrations or operations without adequate pollution-control equipment, thereby affecting neighboring booths or the Exhibition as a whole.
- (4) Improper or negligent installation, operation, maintenance, or management of booth facilities, items, or exhibits causing injury, death, or property damage to Exhibitor staff, Organizer staff, managers, or third parties.
- (5) Causing a fire through booth design, construction, or improper use of electrical appliances.
- (6) Harassing, using indecent language, ranting, insulting, intimidating, coercing, or harming staff, fellow Exhibitors, visitors, or other personnel.
- (7) Using inappropriate mobility devices such as two-wheeled transporters, skateboards, or similar equipment inside the venue.
- (8) Drunkenness and similar inebriated behavior at the exhibition venue.
- (9) Carrying prohibited articles, explosives, flammable materials, or other dangerous items that may cause injury, property damage, or threaten order and safety.
- (10) Wearing foul-smelling clothing, slippers, or carrying unclean items that damage the venue's image.
- (11) Failing to ensure the safety of Exhibitor personnel and visitors, including maintaining safe distances from equipment and machinery.
- (12) **Sitting, squatting, or lying on the floor within the Exhibition venue.**
- (13) **Allowing pets to be placed on the ground in public areas of the Exhibition venue or in exhibition-related activity spaces such as exhibition halls or conference rooms (except for guide dogs), unless otherwise announced and permitted by the Organizer during the Exhibition period.**
- (14) **During the move-in or move-out construction period of the Exhibition or related events, engaging in any operation that may generate open flames, fire, sparks, or embers, including but not limited to flame-** or

	<p>spark-producing performances, welding, cutting, blowtorch operations, the use of lighters, or other tools and equipment posing ignition risks (such as electric saws). The Organizer may impose a fine of <b>NT\$100,000 (tax inclusive)</b> for each violation. (Amounts may be adjusted depending on venue regulations. Version 2026.01.02)</p> <p>(15) Any other conduct affecting venue order, exhibition progress, or the safety of people and property.</p>
Insurance	<ol style="list-style-type: none"> <li>1. During the Exhibition period (including move-in and move-out), Exhibitors shall assign personnel to safeguard exhibited products, decoration materials, engineering facilities, and equipment. Valuable exhibits must be insured at the Exhibitor's own expense, and security personnel should be engaged as needed. The Organizer bears no responsibility for any loss or damage.</li> <li>2. From the time exhibits and decoration materials are delivered to the venue until they are removed after the Exhibition, Exhibitors shall obtain, at their own expense, adequate insurance coverage. Such coverage shall include, but is not limited to: fire insurance, theft insurance, water damage insurance, and public liability insurance (including supplementary coverage for natural disasters such as typhoons, earthquakes, floods, and heavy rain). Exhibitors are solely responsible for the operation, maintenance, and safety of their rented booth space, facilities, and personnel, and must ensure this relevant insurance is effective throughout move-in, the Exhibition, and move-out.</li> <li>3. When Exhibitors organize activities in their booths, they must provide participants with clear on-site safety information and precautions, and shall be fully responsible for maintaining participant safety. In the event of injury, accident, or dispute among participants, the Exhibitor shall immediately handle the matter and bear all related legal liabilities. If such incidents result in claims, demands for indemnification, or litigation against the Organizer, the Exhibitor must unconditionally compensate the Organizer for all damages and expenses incurred, including legal fees.</li> </ol>
Protest or Petition	<ol style="list-style-type: none"> <li>1. If an Exhibitor engages in any of the following conduct and, after discovery by the Organizer, fails to make corrections as required, the Organizer may disqualify the Exhibitor, terminate participation, or suspend utilities (water and electricity). All fees paid shall be forfeited. The Exhibitor shall be barred from Organizer-held Exhibitions for at least two years, and accumulated years of participation shall be reset to zero. The Organizer shall not be liable for any losses or damages arising therefrom. If the Organizer incurs damages or becomes involved in litigation as a result, the Exhibitor shall bear full compensation liability (including but not limited to attorney's fees and court costs) and may not raise objections:             <ol style="list-style-type: none"> <li>(1) Allowing disputes not caused by the Organizer to escalate into disturbances, public petitions, or protests at the Exhibitor's booth or</li> </ol> </li> </ol>

	<p>within the Exhibition venue, thereby affecting order or damaging the image of the Exhibition.</p>
<p>Information Security</p>	<p><b>1. Special Clauses for Information Security</b></p> <p>(1) Exhibitors shall maintain information and communication security, comply with the <i>Cyber Security Management Act</i>, its implementing regulations, and all cybersecurity rules and standards promulgated by the Executive Yuan, and observe the cybersecurity measures required by the Organizer. Upon discovering any cybersecurity incident affecting the Organizer, the exhibition venue, or the Exhibitor, the Exhibitor shall notify the Organizer within thirty minutes, cooperate fully, and follow all emergency response measures.</p> <p>(2) For information and communications software, hardware, or services used in the Exhibitor’s business operations, if the competent authority publishes a list of manufacturers or products deemed to endanger national cybersecurity under the <i>Principles for Agencies to Restrict the Use of Products that Endanger National Cybersecurity</i>, Exhibitors are prohibited from using any products from these manufacturers or those listed. This prohibition applies equally to any subsequent adjustments or updates to the list.</p> <p>(3) If Exhibitors use LED message boards, electronic screens, or other devices to display content to the public, they must ensure that the content is lawful and does not offend public morals or disrupt social order. If inappropriate content is displayed due to hacking or other unauthorized interference, the Exhibitor shall immediately terminate the broadcast and comply with the notification and response requirements set forth in Paragraph 1 of this Article.</p> <p>(4) If the Organizer suffers damages due to an Exhibitor’s violation of this Article—including but not limited to claims, demands for compensation, or litigation—the Exhibitor shall compensate the Organizer for all direct and indirect damages, including but not limited to attorney and court fees. If the rights of third parties are harmed, the Exhibitor shall also assume full liability without delay.</p>

## 23. 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 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 7<sup>th</sup> floor of TaiNEX 2. Following regulations shall be abided by accordingly at any TAITRA venues.

- (1) Two (multiple)-storey booths:
  - I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-storey booths.
  - II. For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100m<sup>2</sup> or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire extinguishers shall be placed on all floors in a clear position every 50m<sup>2</sup>. Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.
  - III. The floor height of the second floor shall not exceed 2.5m. The total height of the construction shall not exceed 4 m. The floor height of the third floor shall not exceed 5m. The total height of the construction shall not exceed 6.5m, and so forth. To ensure structural safety, booths taller than three floors shall be constructed with steel structures.
  - IV. The leaseholder shall submit the application form, affidavits of exhibitors that construct two (multiple)-storey booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.
  - V. Calculation method of the venue fee: (Exhibition rent/number of standard booths leased) \*0.5\*number of standard booths on second (and above) floor\*days of exhibition (tax included).
- (2) Extra-high booths:
  - I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-storey booths.
  - II. The structural height of extra-high booths constructed by exhibitors shall not exceed 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\$100,000 per 18 square m (tax included). If the area is over 18 square m, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square m/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square m, the fee is still NT\$100,000.
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 4 "Notices for Building Two (Multiple)-Storey Booths" and Attachment 5 "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 TWTC1:
 

If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-storey booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
18. 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.
19. Special regulations for TaiNEX2:
 

There are nine display booth areas separated by 6.1 m wide walkways on the first and fourth floors of the exhibition hall (walkways must be more than 7.4 m wide for car exhibitions). The area of each booth section shall not exceed 3,000 squares m. For decorations to be installed in public hallways, anti-skid carpet must be placed underneath the supports for protection.
20. Special regulations for the Taipei International Convention Center:
  - (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a

maximum height of 2.5 m, except for those on the side with air conditioning units. The height for other sides may reach 4 m, and raised parts should be set up 0.5 m away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.

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

(Chinese)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=zh-tw&Sort=13>

(English)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=13>

- (6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 m above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 m above the floor and are placed at 1.29 meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29 meter intervals.
- (7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag hanging rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95 meter intervals.
- (8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 m apart have them strengthened with wood strips to prevent the boards from breaking.
- (9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.
- (10) The suspension system and hanging equipment (lamps, advertising light boxes, audio speakers, TV wall, etc.) above the stage shall not exceed the weight limit. If such violation occurs, the stage will be closed for replacing the hanging equipment. Otherwise, the stage will be forbidden for any performance.

(11) When the suspension system above the stage is in operation, signals should be set to command contact personnel, and provides a unified command signal. Crew is strictly prohibited from entering underneath the hanging objects, hanging chain, or cable while lifting operations are in progress.

(12) It is strictly forbidden to smoke, drink water, stack debris and rest in electrical room.

## II. Special decorations and facilities:

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

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

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

### 2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder.

Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. For large advertisement balloons, the top of the balloon shall not be higher than 7m from the ground. A fee of \$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-flammable 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. Special Regulations for TWTC1:

Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

- (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).

- (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
  - (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2<sup>nd</sup> District HQ.
  - (4) A breaker for the gas supply shall be installed.
  - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
  - (6) Complete TAITRA TWTC1 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.
- V. Painting:
- (1) Painting in the exhibition hall must be done with water-based paint.
  - (2) Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
  - (3) PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
  - (4) Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.
- VI. Carpeting:
- Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 cm from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.
- VII. Other
1. Water, flower, and meal delivery personnel or promotional materials are prohibited from entering the exhibition hall to solicit sales.
  2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
  3. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
  4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.
  5. Nails cannot be used on exhibition ground, walls, columns ceilings and other facilities, or to cause any damage.
  6. All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.

## Chapter 4: Site Access Control

### I. Traffic control:

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

at the destination. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.

3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Special regulations for TWTC1:

(1) The maximum load capacity of TWTC1's ground floor is 1,300 kg/m<sup>2</sup>. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2<sup>nd</sup> floor of TWTC1 is 400 kg /sq. meter )

(2) No vehicles shall pass through the post office or the front of the glass elevator areas.

(3) Relevant load capacity limits are listed below

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

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) Limit for the number of diesel forklifts: In principle, TWTC1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).
- (6) The entrance of TWTC1 is 4.2 m high and 7 m wide. Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):
- i. Entry during work hours (6AM to 7PM during business days):  
Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large-scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work.  
The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.
  - ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.
  - iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.
- (8) Grapple trucks are prohibited inside TWTC1. However, leaseholders may obtain permits three days in advance to allow those meeting the following criteria to enter.
- i. The schedule requires overnight move-out.
  - ii. There are more than 5 contractors who decorate their booths with wood structures in one area.
- (9) The operation of grapple trucks is limited to areas A, B, and C. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 6AM on business days. There are no restrictions on operating times on weekends. However, for exhibitions that require overnight move-out, grapple trucks must not enter the exhibition hall until 2 hours after the exhibitions end.

(10) No more than 4 grapple trucks are allowed in TWTC1 at the same time. One security guard must be hired for each area to maintain security in the exhibition hall. The base cost of security guards is based on four hours, and can be shared with grapple trucks working in the same area. The rules for grapple trucks entering the exhibition hall are as follows:

- i. Forklifts may be used to load wood decoration waste onto grapple trucks in the exhibition hall. No waste dismantlement, including applying a grapple to any ground operation, hammering on a grapple truck, and performing vehicle-to-vehicle operations, is allowed inside the exhibition hall. Any intentional glass breaking is strictly prohibited. Legal action will be taken against any resulting public safety incident. All waste from dismantling decorations in a working area, such as wood chips, must be cleared away at the end of the dismantlement.
- 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.

5. 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 wide

The 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/m<sup>2</sup>, and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m<sup>2</sup>. 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:

(Latest data to be updated)

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

6. Special regulations for TaiNEX2:

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

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

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

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

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

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

- (4) If it is necessary to set up partition boards, wood work, or other decoration in the conference room, it is recommended that the decoration should not exceed 5 m in room 701 (for booth exceeds 4 m is required to submit extra-high booth application and related document. It is also required to sign affidavit if related decoration exceeds 5m as it might affect circulation of air-conditioning), the height limit in room 702 and 703 is 2 m, the height limit on the 6<sup>th</sup> floor and 4<sup>th</sup> floor is 2.2 m. The decorations must maintain a distance of at least 45 cm from the ceiling and may not be covered on the top in compliance with fire safety regulations. All decorations must be confined within the leased area. The carpet in the construction area should be covered by protective layer such as PVC tarp or wooden board during construction. Steel nails are not permitted to be used on the floor.
- (5) When building backboards, trusses and other decorations in the Skylight Convention Center and public areas of TaiNEX 2, it is required to maintain at least 60 cm of clear space with the facilities such as walls, partitions, glass curtains, structural steel columns, elevators, etc. to avoid damaging the facilities of the venue.
- (6) For the construction of wooden booths in the Skylight Convention Center on the 7<sup>th</sup> floor and in public areas, only putty (no polishing), wallpaper and printed output can be used for construction (paint, cement paint, etc. are not allowed).
- (7) The height limit of Sky Gallery on the 7<sup>th</sup> floor is 4 m. "Two (multiple)-storey booth" or "extra-high booth" are not allowed.
- (8) The maximum load capacity of the first floor is 5 tons/m<sup>2</sup>, and the maximum load capacity of the 4<sup>th</sup> floor is 2 tons/m<sup>2</sup>. The maximum load capacity of the 7<sup>th</sup> floor is 1.2 tons/m<sup>2</sup>. The maximum load capacity of the Sky Gallery on 7<sup>th</sup> floor is 0.75 tons/m<sup>2</sup>. Vehicles or cargo that exceed the widths of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (9) Hanging or posting advertisements and promotional materials directly on walls and from ceilings are strictly prohibited on the first and fourth floors of the exhibition hall. The lessee may attach event themed materials on the backboard of the podium using thumbtacks or other protection method to avoid any damages of the facilities, and shall remove the themed material as soon as the event is concluded. The indemnity shall be paid if there is damage on related areas.

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

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 35 tons for 3 axles; 44 tons for 4 axles (2) Minimum safe distance between two vehicles is 6 m.
2. Load restrictions for forklifts	(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.
Upper 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; 25 tons for 3 axles; 35 tons for 4 axles (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 a safe distance of at least 4 m. (4) Each loading and unloading shall not exceed 50 minutes.

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

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

7. Special regulations for Taipei International Convention Center:

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

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

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

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

(4) Carpet should be laid in all exhibition (display) areas, including booths and public passages. All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

## II. Operation procedures during move-in

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

## 24. Terms & Regulations

### TERMS AND REGULATIONS FOR PARTICIPATION

#### (1) Participation Application

1. By registering online for COMPUTEX 2026, participants agree to comply with all current and future regulations or amendments issued by the Show Management.
2. Once the application is submitted and confirmed by the Show Management, the contract becomes binding and effective.
3. Violations of these Regulations can result, at the sole discretion of the Show Management, in the exhibitor's immediate exclusion from the exhibition. Any claims for loss or damages will not be accepted.

#### (2) Payment Scheduled

A deposit of US\$1,000 per booth has to be paid before the booth allocation meeting. An invoice for the remaining balance will be sent to the applicant after the booth allocation meeting. The remaining balance of booth rental should be made before the specified deadline by the Show Management, TAITRA. Failure to pay on time will result in cancellation of participation. **After booth allocation, any payment made will not be refunded under any circumstances.**

#### (3) Adherence to Copyright and Patent Laws

1. It is strictly prohibited to display logos or products that are licensed or have patents registered by other companies.
2. It is strictly prohibited to infringe on the intellectual property rights of any third party.
3. Violations will result in immediate removal of displays, and a two-year participation ban. Exhibitors are solely liable for all legal and financial penalties.

#### (4) Space Assignment & Unoccupied Space

1. The Show Management will determine the number and location of the booths assigned to each exhibitor, in accordance with the nature of the exhibits or in the manner the Show Management deems appropriate.
2. The company name on booth signage (in English and Chinese) must match the information in the official application. Using product brand names or other information is prohibited and non-compliance with this rule will be deemed as an act of "Sub-letting of space or sharing booth usage", resulting in the penalties of instant retraction of the booth space, display suspension, confiscation of the paid fees, participation ban for at least 5 years.
3. The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

#### (5) Sub-letting of Space

1. Exhibitors may not assign, sub-let or share any portion their space with other firms or use any company name not submitted in the application (including the names of sponsors, affiliates (subsidiaries), foreign company of the applicant company, subsidiaries, etc.). Non-compliance will result in a retraction of the assigned booth, immediate display suspension of products under the name of a company different from the one in the application, confiscation of all paid fees, and participation ban for both parties for at least 5 years.

2. Additional violations may result in immediate removal of the displays, and the exhibitor and the other party may incur a three-year ban from future exhibitions. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

**(6) Venue & Show Date Change**

The Show Management reserves the right to change the venue or dates of the exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the exhibition, the exhibitors are not entitled to any claim for compensation in connection with the booking of participation.

**(7) Construction, Decoration, and Removal of Exhibits**

1. All exhibitors should comply with rules and regulation in the Exhibitor's Manual and complete their construction and/or decoration by the deadline set by the Show Management.
2. Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period. They will be held responsible for any loss or damage caused by delay.

**(8) Insurance**

1. In addition to insurance for exhibits in transit between the port of shipment and the fair site, exhibitors are advised to obtain comprehensive insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition (incl. installation and dismantling period), and during storage in the Show Management's warehouse.
2. Exhibitors are advised to hire their own security guards, for their valuable exhibits during the exhibition period (incl. installation and dismantling period).

**(9) Exhibit Limitations**

Exhibitors are not permitted to erect booth partitions over 250 cm in height. Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400 cm. Any signs or decoration higher than 250 cm in full view must be decorated.

**(10) Selling From the Stand**

The sale of exhibited goods on the spot and the soliciting of customers outside stands are strictly prohibited and offenders may be immediately expelled from the exhibition.

**(11) Breach of Contract and Withdrawal by Exhibitor**

1. If an exhibitor refuses to use space allocated or fails to pay by the stipulated date, Show Management has the right to terminate the contract without refund.
2. Withdrawal after registration automatically forfeits all rental fees paid..

**(12) Security & Organizer's Liability**

1. The Show Management provides overall security and maintain public order during the show period. Booth security is the exhibitor's sole responsibility during installation, opening, and dismantling periods.
2. During the booth installation, dismantling, and during the show, booths must be staffed at all times.
3. The Show Management shall not be held accountable or liable for, any damage, loss, harm or injury to any person or property of the exhibitors or of the exhibitor's employees, agents, and visitors caused by theft, fire, water, accidents, natural disasters, or other unforeseen circumstances.

4. Exhibitors must turn off all electrical power before leaving the exhibition booth. Unless otherwise agreed, the Show Management will disconnect the main power supply at the stipulated times.

### **(13) Operation**

1. Booths must be staffed at all times during all show hours.
2. The Show Management reserves the right to restrict exhibits to a maximum noise level. Sound volume of any display may not exceed **85 dB**.
3. The Show Management reserves the right to reject the exhibits or to stop the exhibition that generate excessive noise, dust, smog, unpleasant odors, emissions, volatile organic chemicals or other contaminants.

### **(14) Interruptions and/or Disruptions of Exhibition**

Exhibitors must not cause interruptions and/or disruptions of the exhibition, which result in protest or commotion at their booths, either inside or outside the show grounds, due to private disputes at any time during the exhibition or during move-in and move-out. If and when such an interruption and/or disruption influences the order of the exhibition or public image of the Show Management, and the exhibitor involved or concerned is unable to deal effectively with private disputes and/or protests, the exhibitor understands and agrees that the Management can terminate the exhibition agreement. The exhibitor's booth(s) may be shut down immediately without refund. The exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising of such interruptions and/or disruptions thereof.

### **(15) Supplementary Clauses**

1. The Show Management may issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
2. Any additional written regulation form part of the Terms and Regulations for Participation and are binding on all exhibitors.
3. Any unforeseen circumstances not covered in this manual, the organizer's decision shall be final.
4. Signing the application forms, participants agree to follow all the existing Regulations and future Regulations that might be made to modify them.
5. Once signed, submitted, and confirmed by the Show Management, the contract will be established and come into effect.

Violations of the Regulations can result, by decision of the Show Management, exclusion from the show and rejection of any related damage claims.

## 25. Security and Insurance

- (1) While every reasonable precaution is taken in regard to ground security, the organizer **accepts no responsibility for any loss or damage** to persons or property belonging to exhibitors, regardless of cause.
- (2) Particular care should be taken on the final evening of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended especially during this period of time.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including fire, theft, flood and accident. Coverage should be for the duration of the exhibition (**including move-in and move-out**) and should include:
  - a. Exhibits and other items located in the booths
  - b. Public liability
  - c. Third party liability
  - d. Expenses incurred due to cancellation or postponement of the exhibition
- (4) Exhibitors are also advised to insure their exhibits for the time their goods are in storage. The organizer is not liable for any damage, loss, distress or harm caused to any persons or property on the exhibition ground, regardless of cause.

## 26. Occupational Safety and Health Management

- (1) To comply with the requirements of the Taipei City Labor Inspection Office, construction personnel inside the venue must comply with all occupational safety regulations. Violations, such as not wearing an exhibitor badge or approved uniform, safety helmet, working at heights above 2 meters without a safety harness, failing to assign personnel to control lifting or forklift operation areas, or failing to place safety cones and restrict access beneath suspended objects, will be photographed and fined to ensure on-site safety.
- (2) The Exhibitor's Pre-construction Safety and Health Terms of Agreement and the BOOTH CONSTRUCTION ASSURANCE Form must be submitted by email (color scanned copy) before April 30.
- (3) All exhibitors and their contractors/service providers must comply with TAITRA's construction safety regulations and relevant guidelines, as well as the Occupational Safety and Health Act, and implement necessary measures to prevent occupational accidents.
- (4) All construction personnel entering Nangang Exhibition Center Halls 1 & 2 and TWTC Hall 1 must meet the following requirements:
  - Hold a valid Taiwan Occupational Safety Card or safety training certificate
  - Wear a safety helmet
  - Wear a uniform, vest, or helmet clearly showing the employer's company name

The Taipei City Labor Inspection Office and Health Department may conduct random inspections. Exhibitors are requested to inform their contractors to obtain the required Taipei City Occupational Safety Card as soon as possible to avoid penalties.

## **27. Personal Data Protection Act**

The personal information collected through COMPUTEX application forms will be used solely for official contact by phone, mail and other means of communication between 2026-2030. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2026 organizer:

1. Request for a review of personal information
2. Request for copies of personal information
3. Request corrections or updates
4. Request discontinuation of data collection, processing or use
5. Request deletion of personal information

### **Notes:**

The Organizer's interpretation applies to any matters not addressed in this manual. In case of discrepancy, the Chinese version prevails.

## 28. COMPUTEX 2026 Meeting Room Package

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

Package	Items (Meeting Room Packages with Wall Ads, Projector and Audio Equipment)	Price (NT\$) VAT Excluded
Package A	(1) Meeting Room 401 【375.7 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 401(1095*320cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	1,452,000
Package B	(1) Meeting Room 402 【372.6 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 402(480*320cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	1,386,000
Package B1	(1) Meeting Room 402a 【121.4 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 402a(480*320cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	506,000
Package B2	(1) Meeting Room 402a+b 【244.3 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 402a(480*320cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	968,000
Package B3	(1) Meeting Room 402c 【128.3 Square Meters】 (2) One Pull Up Banner(90*180cm) can be placed outside Meeting Room 402c	429,000
Package C	(1) Meeting Room 403 【149.5 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 403(545*320cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	484,000
Package D	(1) Meeting Room 404 【133.5 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 404(545*320cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	528,000
Package E	(1) Meeting Room 501 【131.1 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 501(120*270cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	528,000
Package F	(1) Meeting Room 502 【102.3 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 502(310*270cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	451,000

Package G	(1) Meeting Room 503 【150.9 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 503(310*270cm) (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds)	561,000
Package H	(1) Meeting Room 504 【505.4 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504 (3) Nangang Exhibition Center Digital Bulletin Boards (1st floor, 200-inch screen, 16:9, 720p, 20 seconds) (4) Nangang Exhibition Center(TaiNEX 1) 1st floor: Indoor Elevator Ads 2 sets North Elevator*1 & South Elevator*1	2,134,000
Package H1	(1) Meeting Room 504a 【184.3 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504a(410*260 cm) (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set(110*215cm)	759,000
Package H2	(1) Meeting Room 504b 【169.1 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504b(550*260 cm) (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set(110*215cm)	704,000
Package H3	(1) Meeting Room 504c 【152 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 504c(260*230 cm) (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set(110*215cm)	638,000
Package I	(1) Meeting Room 506 【176.7 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 506(550*250cm) (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set(110*215cm)	748,000
Package J	(1) Meeting Room 507 【176.7 Square Meters】 (2) Hallway Wall Banner Ad Outside Meeting Room 507(550*250cm) (3) Nangang Exhibition Center(TaiNEX 1) 4th floor: Indoor Elevator Ads 1 set(110*215cm)	748,000

**Note 1. The rental term is available for full-show rental only (including move-in/out).**

**Setup: May 30–June 1; Official use & Dismantling: June 2–June 5.**

**Note 2. Wall ads are designed, produced, and constructed by the leased exhibitors that complies with the exhibition venue's standards. The above packages only cover spot usage fees and costs.**

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

Meeting Room	Capacity					Area (sqm/ping)	Dimensions L×W×H / (M)
	Theater	Class-room	Standard	U shape	Square		
401	384	144	216	52	72	375.7/113.7	20.2x18.6x3.5
402	396	168	224	62	80	372.6/112.7	27.0x13.8x3.5
402a	100	56	72	26	36	121.4/36.7	8.8x13.8x3.5
402a+b	234	108	144	42	56	244.3/73.9	17.7x13.8x3.5
402c	110	56	72	26	36	128.3/38.8	9.3x13.8x3.5
403	125	68	92	34	44	149.5/45.2	8.4x17.8x3.5
404	90	48	72	26	36	133.5/40.4	9.3x12.9x3.5
501	105	56	84	30	36	131.1/39.7	9.3x14.1x2.8
502	95	34	68	26	32	102.3/30.9	7.6x12.0x2.8
503	110	56	84	30	36	150.9/45.7	9.7x14.2x2.8
504	504	224	360	68	84	505.4/152.9	26.6x19.0x2.8
504a	165	80	120	38	44	184.3/55.8	9.7x19.0x2.8
504b	150	80	120	38	44	169.1/51.2	8.9x19.0x2.8
504c	150	80	120	38	44	152/46	8.9x19.0x2.8
506	165	80	120	38	44	176.7/53.5	9.3x19.0x2.7
507	165	80	120	38	44	176.7/53.5	9.3x19.0x2.7

**Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1)**
**COMPUTEX Meeting Room Rental Rates**

Meeting Room (w/o Projector and Audio Equipment)	Table	Chair	Area (sqm/ping)	Dimensions L×W (M)	Price (NT\$) Full-period Rental VAT Excluded
429	8	16	66.26/20.04	8.16×9.63	341,000
434	4	8	29.93/9.05	7.86×4.28	220,000
435	4	8	32.83/9.93	7.86×4.33	220,000
449	8	16	79.30/23.98	8.83×9.64	341,000
534	6	12	59.84/18.1	8.80×6.80	253,000
535	4	8	32.99/9.98	7.69×4.40	220,000

**Note: The rental term is available for full-show rental only (including move-in/out).**

**Setup: June 1; Official use & Dismantling: June 2–June 5.**

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

### COMPUTEX Meeting Room Rental Rates

Meeting Room (w/o Projector and Audio Equipment)	Table	Chair	Area (sqm/ping)	Dimensions L×W (M)	Price (NT\$) Full-period Rental VAT Excluded
602	8	16	81/24.5	6.9 x 11.8	250,000
603	6	12	62/18.8	7 x 8.8	200,000

**Note 1. The rental term is available for full-show rental only (including move-in/out).**

**Setup: June 1; Official use & Dismantling: June 2–June 5.**

**Note 2. Meeting rooms on the 4th and 7th floors of TaiNEX 2 are reserved for organizer use only and not available for rental.**

#### Rental Guidelines

- Meeting Room Packages are from **May 30 – June 5, 8:00 – 18:00** (Set up/move-in: May 30 – June 1). Other meeting rooms are from **June 1 – June 5, 8:00 – 18:00** (Set up/move-in: June 1).  
**\*No A/C provided during set-up and break-down time**  
 For early move-in or late move-out, requires prior approval from the Taipei Nangang Exhibition Center in advance. Any additional equipment and related costs will incur extra charge by the venues.
- Meeting room rental is exclusively for COMPUTEX exhibitors, who are not allowed to assign, sublease, or apportion any part of the assigned meeting rooms to other non-registered vendors, including but not limited to: sponsors, affiliates, parent companies, subsidiaries, or other partner businesses.** Violations will result in cancellation of meeting-room usage, and both the transferor and transferee will be ineligible to rent meeting rooms for the following two years.
- Application starts from **February 2, 10:00 to February 6, 17:00. (Taipei Time, GMT+8)**  
 Due to limited meeting spaces, applications are only open for 5 days. **Exhibitors with larger booth areas receive priority to book the meeting rooms.** Applications will be accepted on a first-come, first-served basis when the booth numbers are equal. Exhibitors may apply for up to **2 meeting rooms**.  
 Note 1: To avoid disputes, **any applications submitted before the official opening time will be considered as received at 10:20 a.m. on the same day and processed accordingly.** The official receipt time shall be based on the timestamp of the organizer's system/equipment.  
 Note 2: The results of the first-stage application are expected to be notified starting from **February 23**. We appreciate your patience and understanding.
- No pre-reservations, pre-appointments, or pre-applications for a specific meeting room will be accepted.
- Applications for meeting rooms from incomplete registrations or waiting list exhibitors will be rejected.
- Hallway wall ads outside the meeting rooms are **limited to be made of pearl board with a thickness of no more than 5cm. Design, production, and installation shall be handled by the renter.** Please note that only residue-free adhesive materials may be used, and installation must not damage the walls. Advertisements must be installed away from firefighting equipment and air-conditioning panels.  
 For meeting rooms on the 5th floor, the corridor walls are wallpapered. **No items may be attached to the walls. Pearl boards must be displayed by hanging only.**
- Meeting Room AV Equipment and Catering Ordering Guidelines:**
  - Without prior approval from the exhibition center, no audiovisual equipment may be brought in by the renter.** This includes, but is not limited to: simultaneous interpretation equipment, sound systems, microphones, voting systems, conference technology services (e.g., tablets), photography/videography services, LED video walls, and video projection equipment.

- (2) Live streaming in the meeting rooms must be provided by the contracted streaming service of the exhibition center. **If a non-contracted service provider is used, an additional management fee of NT\$3,000 per time slot will be charged in addition to the venue rental fee.**
- (3) Food and Beverage Regulations:
- No outside food or drinks, except bottled water, are allowed in the venue. **Meeting refreshments must be provided by the contracted catering service of Taipei Nangang Exhibition Center.**
  - If catering is provided by a non-contracted service, a 10% catering management fee will be charged in addition to the venue rental fee.** Relevant catering orders must be submitted before move-in for the exhibition center to calculate the management fee, which must be paid **within 10 days**.
  - Additional cleaning fees will be charged for boxed meals or food consumed inside the meeting rooms.
  - For banquets or external catering events in meeting rooms, **additional cleaning fees will apply. An extra carpet must be laid over the existing carpet to protect it** (except for Fuh Hsuan rooms). **Open flames are strictly prohibited.**
8. **The conference room is reserved exclusively for use by business meetings, seminars, and symposiums.** The organizer may reclaim the conference room's usage rights and the exhibitor will be required to pay a fee in the same amount as the rent if the company uses it for an exhibition booth or product display. **For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor,** which is not allowed to replace with a transparent plastic sheet. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork **must not exceed 2.5m in height at 4th floor;** and furnishings **must not exceed 2m in height at 5th floor;** and furnishings must not exceed 2.2m in height at 6th floor. **A distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top,** to comply with fire safety regulations. Only lightweight materials such as foam core or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls is strictly prohibited. Floor load capacity is **limited to 400kg per square meter. The meeting room's wall plug uses a total of 1500 watts of power at 110 volts.** Extra fees will be needed if the power usage over 1500 watts. Please check and comply with [rules and decoration construction regulations](#) and fire safety regulations when using the meeting rooms.
9. The renter is responsible for maintaining the meeting room environment during the rental period. **The venue must be restored to its original condition by 18:00 on June 5, 2026.** Late restoration will incur additional venue rental fees. Any damage to equipment will be claimed by the organizer.
10. Meeting room rental payment must be completed within the deadline stated on the invoice. Failure to pay on time will be considered a withdrawal, and any fees already paid will not be refunded.
11. If meeting room fees remain unpaid more than one month after the exhibition, the renter will not be allowed to apply for meeting room rentals during COMPUTEX for the next two years.
12. The receipt for the rental fees will not be issued in advance. An official electronic receipt will be provided after payment is confirmed.
13. **By submitting a rental application, renters agree to all the above regulations without objection. The organizer, TAITRA, reserves the right of final interpretation and enforcement of these guidelines.**

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

Exhibition Dept.	TaiNEX 1(Hall 1)	TaiNEX 2(Hall 2)
Mr. Hardaway Chan	Ms. Claire Wang	Mr. Kuan-Wei Huang
Tel: 886-2-2725-5200 Ext. 2639	Tel: 886-2-2725-5200 Ext. 5538	Tel: 886-2-2725-5200 Ext. 6614
Email: <a href="mailto:ahsun.chan@taitra.org.tw">ahsun.chan@taitra.org.tw</a>	Email: <a href="mailto:clairewang@taitra.org.tw">clairewang@taitra.org.tw</a>	Email: <a href="mailto:kwhuang@taitra.org.tw">kwhuang@taitra.org.tw</a>

## COMPUTEX TAIPEI 2026 Meeting Room Package Application Form

Open at 10:00 am, February 2, 2026

(Taipei Time, GMT+8)

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

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

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

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

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

Event Content :			
Application	Meeting Room Booking	Alternative Room 1	Alternative Room 2
No. 1			
No. 2			

Currency for Payment: NTD USD

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

### Notes :

1. This form serves only as an application request and does not guarantee a meeting room reservation.
2. Meeting Room Packages are from **May 30 – June 5, 8:00-18:00** (Set up/move-in: May 30 – June 1).  
Other meeting rooms are from **June 1 – June 5, 8:00-18:00** (Set up/move-in: June 1).
3. **Maximum of 2 meeting room booking per exhibitor.** Applications will close early once all rooms have been reserved.
4. Applications for the Meeting Room Package will open at **10:00 am, February 2, 2026.**

For Meeting Room Package booking, please call for confirmation after E-MAIL the completed application form in PDF file to:

**Mr. Hardaway Chan**

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

**Email: ahsun.chan@taitra.org.tw**

## 29. TARIFF FOR HEAVY DUTY ELECTRIC POWER

Item	DESCRIPTION OF SERVICE	Reference Rates (NT\$)
1	AC 110V 60 Cycle single phase 5A (500W)	1,000
2	AC 110V 60 Cycle single phase 10A (1000W)	2,000
3	AC 110V 60 Cycle single phase 15A (1500W)	3,000
4	AC 110V 60 Cycle 2KW	4,000
5	AC 110V 60 Cycle 4KW	8,000
6	AC 110V 60 Cycle 6KW	12,000
7	AC 110V 60 Cycle 9KW	18,000
8	AC 110V 60 Cycle 12KW	24,000
9	AC 110V 60 Cycle 15KW	30,000
10	AC 110V 60 Cycle 18KW	36,000
11	AC 110V 60 Cycle 22KW	44,000
12	AC 220V 60 Cycle 15A	5,172
13	AC 220V 60 Cycle 20A	9,822
14	AC 220V 60 Cycle 30A	13,137
15	AC 220V 60 Cycle 40A	16,662
16	AC 220V 60 Cycle 50A	20,369
17	AC 220V 60 Cycle 60A	26,731
18	AC 220V 60 Cycle 75A	30,910
19	AC 380V 60 Cycle 15A	12,200
20	AC 380V 60 Cycle 20A	15,733
21	AC 380V 60 Cycle 30A	20,937
22	AC 380V 60 Cycle 40A	25,212
23	AC 380V 60 Cycle 50A	30,090
24	AC 380V 60 Cycle 60A	38,398
25	AC 440V 60 Cycle 15A	13,293
26	AC 440V 60 Cycle 20A	17,191
27	AC 440V 60 Cycle 30A	23,126
28	AC 440V 60 Cycle 40A	28,128
29	24hrs AC 110V 60 Cycle single phase 5A	3,394
30	24hrs AC 110V 60 Cycle single phase 15A	4,527
31	24hrs AC 110V 60 Cycle single phase 20A	5,239
32	24hrs AC 220V 60 Cycle 3 phase 15A	15,001
33	24hrs AC 220V 60 Cycle 3 phase 20A	22,682
34	24hrs AC 220V 60 Cycle 3 phase 30A	29,792
35	Water/Drainage installation	5,750
36	Compressed Air	8,400

**Note:**

1. Exhibitors are fully responsible for any claim involving property or injury to any person arising from the improper installation or use of electrical facilities within their booths.
2. No electrical power sockets provided. Final charges are subject to the approved application and the official invoice issued.
3. Any change or cancellation must be made in writing 10 days prior to first day of move-in, after which 80% of duly paid charges will be re-funded. No refund or any change will be made for late requests.

## ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

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

- The above estimates are for reference only. Each booth is supplied with 110 volts 0.5 KW (500 Watts) power free of charge. Exhibitors requiring additional or heavy-duty power supply must submit an application online via the official COMPUTEX website.
- 1KW = 1,000W  
 0.5KW(千瓦) = 500W(瓦) = 5A(安培) ;  
 1KW(千瓦) = 1,000W(瓦) = 10A(安培)

Power Fee	Payment (Discount/Surcharge)
Before April 27	10% Discount Charge
April 28 – May 7	Set Price
May 8 – May 14	20% Overdue Charge
On and After May 15	50% Overdue Charge (timely completion cannot be guaranteed)

**Please contact:**

Nangang Power Supply Technical Support Section

Tel: 886-2-2725-5200 Ext. 5569 (1st & 3rd floor)

E-mail: [nangangpower@taitra.org.tw](mailto:nangangpower@taitra.org.tw)

Tel: 886-2-2725-5200 Ext. 5568 (Sky Dome, 4<sup>th</sup> floor)

E-mail: [nangangpower2@taitra.org.tw](mailto:nangangpower2@taitra.org.tw)

## 30. Taipei Nangang Exhibition Centers Wi-Fi Frequency Spectrum Management Standards Agreement

Deadline: **April 30, 2026**

As a COMPUTEX 2026 exhibitor located at booth # \_\_\_\_\_, we agree to comply with the Taipei Nangang Exhibition Center Wi-Fi frequency spectrum management standards. If any deregulation occurs during the show, we will unconditionally accept TAITRA's penalty in accordance with regulations and be responsible for any damage or legal responsibilities.

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

1. **Exhibitors are allowed to set up their own wireless access points. If there's a need for Wi-Fi access point or installation, exhibitors may only apply through the representative/agent in Taiwan. Usage is prohibited without an approved application. In order to maintain frequency stability and signal quality, exhibitors shall follow the channel designated by the organizer.**
  2. **Free Wi-Fi Service is provided in Taipei Nangang Exhibition Center, Hall 1 and Hall 2. The 5GHz is the exclusive frequency band provided free of charge for exhibitors and visitors. Exhibitors are prohibited from installing or operating any 5GHz Wi-Fi access point equipment in their booths to prevent interference.**
  3. **Show organizer appoints Chunghwa Telecom to manage all Wi-Fi frequencies during the show, and it oversees the planning, AP installation, rental coordination, and technical support for exhibitor Wi-Fi. A technical team will monitor Wi-Fi signals throughout the show. Any unauthorized self-setup access points or irregularities will result in dismantling of AP equipment and kept under the custody of show organizer. Organizer will not be liable for any damage that may occur while the equipment is under the custody of the organizer.**
  4. **Exhibitors agree to cooperate with Chunghwa Telecom for conducting repair work should fiber-optic network problems occur.**
  5. **Users including exhibitors and contractors must comply with TaiNEX 1 & TaiNEX 2's related internet usage guidelines. Exhibitor badges will not be issued without the completed, signed and returned of this agreement.**
- ※ This Taipei Nangang Exhibition Center Wi-Fi frequency spectrum standards agreement must be signed by the participating exhibitors by **April 30, 2026**. The originals should be emailed to [CPX-exhibitors@taitra.org.tw](mailto:CPX-exhibitors@taitra.org.tw).

### Taipei Nangang Exhibition Center free Wi-Fi service instructions

1. Wi-Fi locations: 1F and 4F showground, B1 dining area, common hallways of 1F, 3F, 4F, 5F, 6F and conference rooms.
2. Free Wi-Fi (SSID):
  - TWTC Free (password not required)
  - TWTC Vendor (Exhibitors can obtain password from event organizer)
3. Note :
  - Free Wi-Fi only provides exhibitors, visitors and journalists to send and receive e-mails, web browsing and other basic usage.
  - 2.4GHz (wireless LAN specification b/g/n) is more susceptible to interference; use devices that support 5GHz (wireless LAN specification a/ac) for better performance.
  - **1F and 4F showgrounds only support 5GHz service; all other areas provide 2.4GHz and 5GHz service.** Confirm your networking equipment support 5GHz connectivity in order to be used in the showground.
  - Exhibitors are responsible for notifying contractors and ensuring their compliance.

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

Person in Charge: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

**Number of WIFI AP(Access Point)/STA(Station) installed: \_\_\_\_\_ Designated channel: \_\_\_\_\_**

The above personal information provided on this form will be used solely for official contact purposes by phone, mail and other means of communication in the years 2026-2030. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2026 organizer:  
 1. Request to review of personal information; 2. Request for a copy 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

### 31. BOOTH CONSTRUCTION ASSURANCE

As a participant in the COMPUTEX 2026 being held at Taipei Nangang Exhibition Center (TaiNEX 1 and TaiNEX 2) from June 2 to June 5, 2026, we agree:

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

That our contractor will clear all materials from our booth space and transport them to the designated disposal area before the end of the move-out date.

Should any booth materials remain or cause damage, we accept full financial and civil responsibility for any resulting loss, cost, or damage. We further authorize show management to remove all such materials at our expense.

✂️ Please email to [CPX-exhibitors@taitra.org.tw](mailto:CPX-exhibitors@taitra.org.tw) before **April 30** and bring this form with business card to Exhibitor's Registration counter to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

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

Person in Charge: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Date: \_\_\_\_\_ **Company stamp:**

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

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

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Date: \_\_\_\_\_ **Company stamp:**

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

The above personal information provided on this form will be used solely for official contact purposes by phone, mail and other means of communication in the years 2026-2030. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2026 organizer:  
 1. Request to review of personal information; 2. Request for a copy 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

## 32. Safety and Health Terms of Agreement

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

After attending the COMPUTEX TAIPEI 2026 booth space allocation meeting and workers' safety meeting, the undersigned confirm full understanding of all worker safety and health regulations required by the Taiwan External Trade Development Council (TAITRA). We, the undersigned exhibitor and any affiliated contractors or service providers, agree to comply with Occupational Safety and Health Act and all government regulations and TAITRA guidelines. In the event of any work-related incidents and/or accidents, we accept full legal and financial responsibility for any resulting claims, compensation, or actions. We will not damage any equipment or facilities belonging to or leased from TAITRA. If damage occurs, we will bear all costs of compensation or repair.

**We guarantee compliance with the following regulations during all construction and show periods :**

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

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for any violations, including (but not limited to) missing or invalid entry or work permits, lack of any required uniforms, lack of safety helmets, unfastened safety belts at heights of 2 meters or above, lack of on-site supervisory personnel during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA reserves the right to deny entry to any construction workers or companies employed by exhibition participants who fail to comply with the above rules. Please complete and sign this form and email to [CPX-exhibitors@taitra.org.tw](mailto:CPX-exhibitors@taitra.org.tw) before **April 30**. Exhibitors will need to bring this signed form with business cards to Exhibitor's Registration counter to collect the exhibitor badges upon arrival at the exhibition hall during exhibitor's move-in hours.

**We hereby confirm that we have read, understood, and agree to comply with all TAITRA Safety, Health, and Construction Management Regulations.**

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

Person in Charge: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Date: \_\_\_\_\_ **Company stamp:**

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

The above personal information provided on this form will be used solely for official contact purposes by phone, mail and other means of communication in the years 2026-2030. Those who wish to exercise any of the following rights, please contact COMPUTEX TAIPEI 2026 organizer:  
 1. Request to review of personal information; 2. Request for a copy 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

# 1 Floor Emergency Exit Route

## 1F逃生動線圖



南港路一段 Nangang Rd., Sec.1

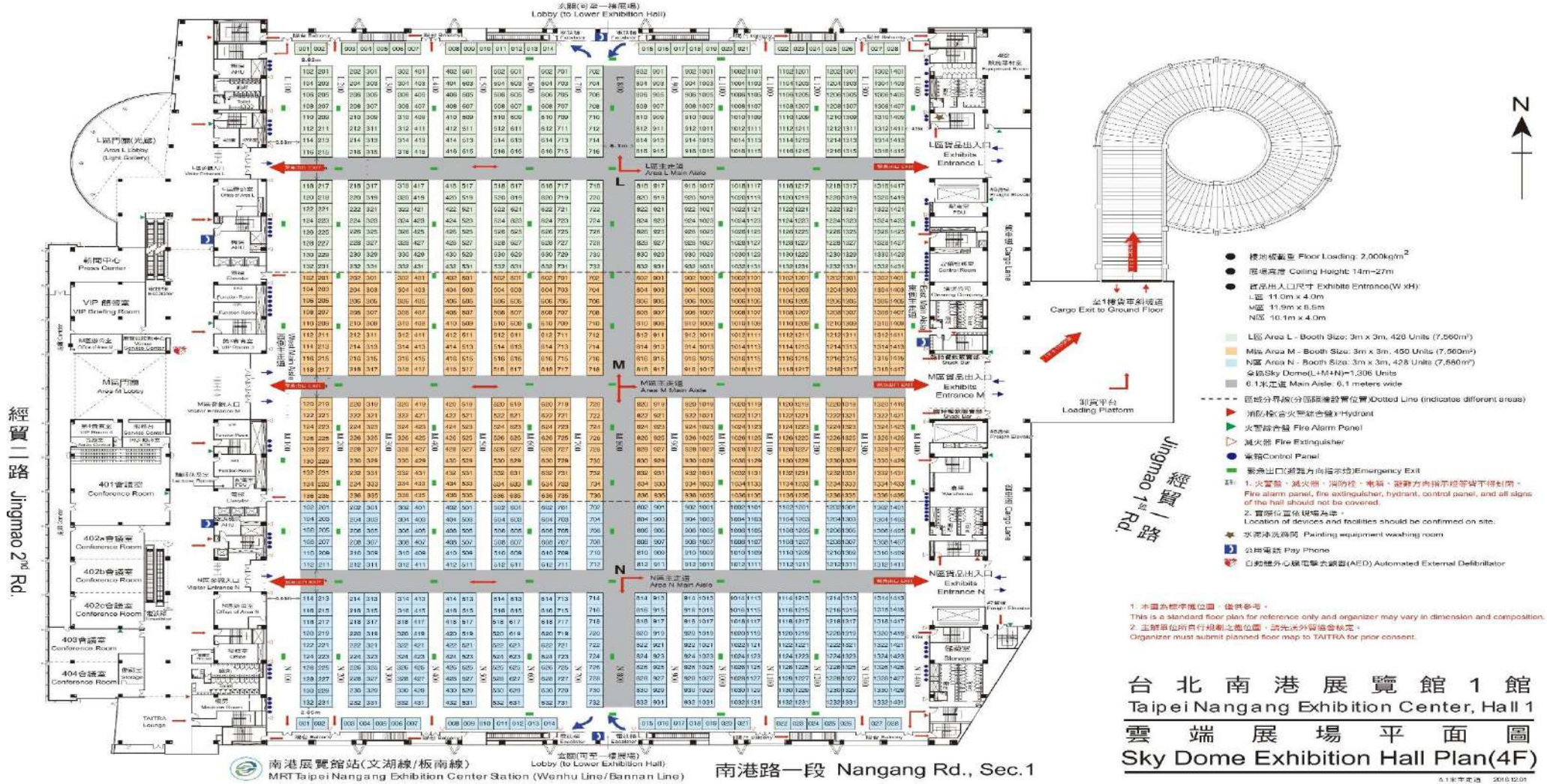
南港展覽館站(文湖線/板南線)  
MRT Taipei Nangang Exhibition Center Station (Wenhua Line/Bannan Line)

台北南港展覽館1館  
Taipei Nangang Exhibition Center, Hall 1  
一樓展場平面圖  
Ground Floor Exhibition Hall Plan(1F)

接駁車特種通車 Shuttle Bus Stop  
計程車上落點 Taxi Arrival  
公車候車區 Bus Stop  
二樓車上落點 Car Arrival  
經貿二路 Jingmao 2<sup>nd</sup> Rd.

# 4 Floor Emergency Exit Route

## 4F逃生動線圖



台北南港展覽館1館  
Taipei Nangang Exhibition Center, Hall 1  
雲端展場平面圖  
Sky Dome Exhibition Hall Plan(4F)



# AI TOGETHER

TaiNEX 1



電子版參展手冊

TaiNEX 1 & 2 | TWTC | TICC

organizers :  TAITRA 