

Show Preparation Brief & Move-in/Move-out Notice: TWTC Hall 1

Dear Exhibitors,

Welcome to FOOD TAIPEI 2026!

The exhibition will be held from June 24 to 27 at Taipei Nangang Exhibition Center Hall 1 & 2 (TaiNEX 1& 2) and Taipei World Trade Center Hall 1 (TWTC Hall 1). Your booth is located on the 4th floor of TaiNEX 2. Please carefully review the following information regarding show preparation, booth decoration, move-in/move-out procedures, on-site regulations, and related guidelines. Kindly also share this information with your designated contractors and logistics providers for reference.

For the Chinese version(中文版), please click here to download.

INDEX

I. Show venue: TaiNEX2 2
II. Show Dates & Hours 2
III. Show Move-in 2
A. Move-in times 2
B. Exhibitor Badge Pick-up 3
C. Booth Construction Guidelines 3
IV. Exhibits Transportation Guidelines 5
A. Truck Entry Regulations 5
B. Elevator Access 5
V. Important Notice to Exhibitors 6
A. Showground Services 6
1. Internet Access and Free Wi-Fi Services 6
2. Garbage disposal 6
3. Washing Areas: S1310 7
4. Exhibitor Parking (TaiNEX2, B1) 7
5. Other services: TaiNEX 2 8
VI. Exhibition Dates & Visitor Admission Policies 9
A.Dates & Hours 9
B.Exhibiting Areas: TaiNEX 2 10
VII. Dismantling and Exhibits Move-out Notice 10
A.Move-out dates & hours 10
B.On June 27 (the last day of FOOD TAIPEI) 10
C.On June 28, Dismantling Day 10
VIII. Organizer Contact Information 11
IX. Truck access route map for entering the 4th-floor exhibition hall 11

I. Show venue: TaiNEX2

- Address: No. 2, Jingmao 2nd Rd, Nangang District, Taipei City, Taiwan
- 360 Degree Panoramic: https://www.tainex.com.tw/en/venue/showgrounds/2/4
- Amenities: https://www.tainex.com.tw/en/service/facilities/2/1F
- Food & Beverage: https://www.tainex.com.tw/en/service/food/2
- Transportation: https://www.tainex.com.tw/en/service/transportation/drive



II. Show Dates & Hours

Dates	Exhibitor Admission	Visitor Admission	Electricity/ Water Supply	Notes
June 24-26	09:00-10:00	10:00-18:00	09:00-18:30	1. Exhibitors should NEVER leave their booths unattended. 2. Only between 09:00-10:00 each day can exhibitors use platform trolley to take products to the booths. Other times only hand-carry is allowed.
June 27		10:00-17:00	09:00-17:30	

III. Show Move-in

A. Move-in times

TaiNEX2	Date	Time	Notes
Move-In	June 22	05:00-17:00	1. Booth construction. 2. Please follow the attached "truck access route map" for entering the 4th-floor exhibition hall. 3. No vehicle entry to the showground after 15:00.
	June 23	05:00-18:00	1. Booth construction. 2. Move-in for exhibits. 3. Electricity & water supply: 09:00-18:00. 4. Exhibitors who have applied for non-stop power supply in advance will be available to the booths from June 23 09:00 to June 27 17:30. 5. Heavy vehicles (over 15 tons) are not allowed to enter the venue after 10:00. 6. No vehicle entry to the showground after 17:00. All vehicles must leave the venue. 7. Exhibitors who need to work on their booths after the work hours stated must apply for overtime before 15:00 on the day. An overtime fee of NT$71,820 per exhibitor/per hour (tax exclusive) will be charge. 8. Please ensure that compartments containing refrigerated equipment are not locked, so that our night patrol staff can check whether the power supply is operating properly.

B. Exhibitor Badge Pick-up

1. Please collect your Exhibitors Badge at the "Exhibitor Badge Pick-up Counter" on the 4th floor of TaiNEX 2 during June 22-23. Please bring your business cards (of the exhibiting companies) when collecting it.
2. Submission of the **Booth Construction Assurance (raw-space exhibitors)** and **Safety and Health Terms of Agreement (all exhibitors)** is required before badge collection.
3. It is suggested that exhibitors come to the venue after 12 pm on June 23, when the booth construction is ready and exhibitors are able to do the product set up.
4. During move-in days and throughout the exhibition period, **the Exhibitor Badge will grant access to all show floors at both TaiNEX1 & 2, TWTC Hall 1**.
5. This is what your badge will look like:



C. Booth Construction Guidelines

1. To ensure all booth construction personnel entering TAITRA venues understand and comply with safety regulations and construction rules, all such personnel must complete the "**TAITRA Exhibition Venue Construction Safety Training**" and obtain a "**Training Certificate**" before applying for the "**TAITRA Service ID**" (Taiwan Occupational Safety and Health Card). No one without a valid Service ID will be allowed to enter for construction work. Details of the application procedures for the Training Certificate and Service ID are available via the online system.
2. To prevent occupational accidents and ensure the safety and health of both exhibitors and booth contractors, all personnel involved in setup and dismantling at Taipei Nangang Exhibition Center venues must comply with relevant regulations of the Taipei City Labor Inspection Office and government labor safety laws:
   (1) **During the construction period, all personnel (including exhibitors and contractors) must wear safety helmets** that meet CNS standards and clearly display the company name. Entry will be denied to those not wearing helmets, and violators may be fined by the labor inspection authority.
   (2) **For work conducted at heights over 1.5 meters, safety harnesses must be worn.** When performing hanging or forklift operations, a controlled work zone must be designated with a supervisor present, and safety cones must be placed under the suspended items to prevent access

by unauthorized personnel.

(3) For elevated work over 2 meters above ground level, a certified aerial work platform or properly constructed scaffolding with safety protection measures must be used. Use of ladders over 2 meters or non-compliant ladders is strictly prohibited.

(4) Ladders must be used correctly and must not be moved while in use.

(5) **Live electrical work must be carried out with proper insulated protective gear.** Exhibitors must ensure their contractors follow these regulations to avoid penalties. The Taipei City Labor Inspection Office will station personnel onsite during the show to enforce these rules strictly.

(6) Exhibitors and contractors found in violation will be photographed and fined by the organizer and the Nangang Exhibition Centers. Fines start at NT$10,000 per violation.

3. **Exhibitors, booth contractors, and utility service providers are required to follow the safety guidelines below:**

(1) Lateral bracing (or 45-degree support) must be installed at the joints between overhead signage and structural beams.

(2) Modular booth back walls longer than 6 meters must have rear bracing installed.

(3) Steel (or aluminum) trusses, circular trusses, and steel columns must have steel base plates installed.

(4) Steel (or aluminum) trusses, circular trusses, and steel columns must be secured with at least 4 bolts at the base.

(5) Anti-tip devices must be installed for TV walls, linear trusses, and steel (or aluminum) truss structures.

(6) Steel (or aluminum) trusses or beams must rest on suitable supports made of the same material (i.e., other steel/aluminum structures); they must not be supported by different materials such as wood or plastic boards.

(7) Wooden decorative beams spanning over 6 meters must be supported by columns.

(8) Wooden decorative ceilings must be reinforced with proper supports.

(9) Full booth construction guidelines can be downloaded from the Nangang Exhibition Center website. In cases of non-compliance that are not corrected after warnings, the organizer will enforce penalties such as cutting off water/electricity or sealing off booths.

4. **Smoking is strictly prohibited throughout and around the exhibition venue** (except designated outdoor smoking areas). Officials from the Taipei City Department of Health will conduct onsite inspections during move-in/out and throughout the exhibition, violators will be fined between NT$2,000 and NT$10,000. Please refrain from smoking inside the venue. Thank you for your cooperation.

5. **Power Supply during move-in:**

Date & Time	Notes
June 22	Compressed air, worksite power, and setup utilities available No official booth electricity yet.
June 23	Water and electricity available inside booths.

(1) Exhibitors must assign personnel to supervise their exhibits and decoration materials during move-in/out. The organizer will not be responsible for any loss or damage.

(2) Booth construction overtime is not advised during move-in (June 23-24). Exhibitors who are

unable to complete setup within the day must submit an overtime application by 15:00 on the same day. Overtime work is subject to approval and will incur a fee of NT$71,820/hour per exhibitor (exclusive of tax).

(3) No installation of air-conditioning units inside booths. Any unauthorized units will be removed by the venue authorities.

(4) For further details, please refer to the "General Regulations on Work at TAITRA Venues" in the Exhibitor Manual.

IV. Exhibits Transportation Guidelines

A. Truck Entry Regulations

Each exhibitor is limited to **one** truck for move-in. A refundable deposit of NT$1,000 is required upon truck entry (a higher amount may apply for machinery or large exhibits). Entry time, **license plate, booth number, and responsible person** will be recorded. The deposit will be fully refunded if the truck exits within 1 hour. For overtime, NT$200/hour will be charged starting from entry time. This fee is payable directly to Taipei Nangang Exhibition Centers. **Speed limit inside the venue is 10 km/h, and engines must be turned off once the vehicle is parked.**

B. Elevator Access

1. Passenger elevators
   (1) June 22-23: available during move-in
   (2) June 24-27: available during show hours
   (3) June 27-28: available during move-out
2. Freight/Cargo elevators

Date	Access time	Elevator No.	Access floors
June 22-23	During move-in	No. 14, 15	B3~B1, 1F, 4F
June 24	07:00-18:30		B3~B1
June 25	07:00-18:00		B3~B1
June 27	17:00-19:00 (move-out)		B3~B1, 1F, 4F
June 28	06:00-17:00 (move-out)		B3~B1, 1F, 4F

3. Escalators are not available for move-in/move-out use.
4. No exhibit transport is allowed via passenger elevators.

C. Motorcycles, trucks, and private cars are not allowed into the venue before, during, or after the exhibition unless explicitly approved by the organizer. During move-in/out, only trucks are allowed inside the venue. Passenger vehicles, including SUVs registered as passenger cars, are not permitted.

D. Exhibitors may choose their own freight forwarder for transporting exhibits to the external unloading platform. Do NOT send goods directly to the Taipei Nangang Exhibition Center address.

E. During move-in and move-out periods, all vehicles must enter and exit through the designated freight entrances at Lane 62, Jingmao 2nd Road (clearance height 4.1m) and Section 1, Nangang Road (clearance height 2.1m). Vehicles accessing the 4F show floor must use the west-side spiral ramp.

F. Vehicle (including cargo on it) weight limits of TaiNEX2, 4F:
2 axles: max 15 tons; over 2 axles: max 35 tons.

G. Temporary parking in 3-meter aisles is strictly prohibited. Park vehicles in 6-meter aisles or the designated unloading zones, and use carts/platform trolleys to move items to their destination.

H. **Maximum height limit for all vehicles in the venue is 4 meters**. Vehicles exceeding this limit (e.g., 4.25m container trucks) must submit a request to the Management Team of Nangang Exhibition Center in advance, and may only enter via designated routes and times. Vehicles or items exceeding freight elevator or ramp limits will be denied access. Oversized or overweight exhibits must be disassembled and repackaged before entry.

I. **TaiNEX2** Specifications:

Type	TaiNEX2, 4th floor
Floor Load Capacity	2 tons/m²
Floor Material	Concrete with steel aggregate
Electric Power Supply	110V, 220V, 380V / 60Hz
Cargo Entry Dimensions	Area R - 4.6m(W) × 4m(H) Area S - 4.6m(W) × 4m(H) West-side Spiral Ramp: Lower Entrance and Upper Exit height – 4m Jingmao 2nd Rd. Lane 62 Entrance: B1: 4.1m B1 to B2: 2.1m B2 to B1: 1.9m B3: 2.1m Nangang Rd. Entrance (1F): 2.1m
Freight Elevator	3m (W) × 3m (H) × 7.8m (D)
Freight Door	3m (W) × 3m (H), Max Load 6 metric tons

J. Grapple (grab bucket) operations are strictly prohibited within the exhibition halls.

V. Important Notice to Exhibitors

★ If you need any help during the move-in/out and exhibition days, please go to the "Information" counter at the venue.

A. **Showground Services**

1. Internet Access and Free Wi-Fi Services

(1) **Free Wi-Fi** (SSID) are provided for exhibitors of Food Taipei Mega Shows

	TWTC Free (password not required)
	TWTC Vendor (password: food2026)

(2) Please ensure the protection of your company's (or personal) data and privacy while using the network. The organizer shall not be held responsible for any commercial loss or legal disputes that may arise from the use of this service.

(3) To ensure a stable, high-capacity, and seamless Wi-Fi environment, the venue completed the installation of a new wireless network system that offers free Wi-Fi service capable of supporting over 10,000 devices simultaneously. To avoid signal interference and ensure fair Wi-Fi access for all users, **exhibitors are strictly prohibited from setting up any 5GHz wireless equipment or private Wi-Fi networks** (including turning on the Wi-Fi signal or mobile phone hotspots). Please use the venue's complimentary Wi-Fi service.

(4) To maintain the quality of internet service at the venue, please comply with the above regulations. Violations will lead to suspension of your access.

2. Garbage disposal

(1) Exhibitors are responsible for the tidiness inside the booths. **At the end of 6-meter main aisles**,

there are **garbage bins** set by the organizer. Exhibitors can empty their booth trash bins by disposing of the garbage there.

(2) The organizer will provide daily cleaning in the public space (including the aisles) inside the venue.

3. Washing Areas: S1310

(1) For exhibitors who need to wash and clean the kitchenware/cookware, or to **dispose of food waste and cooking oil**, please do so at the "Washing Area" set up by the organizer.

(2) The cleaning of kitchenware/cookware and the disposal of cooking oil/food waste **at the venue restrooms are strictly prohibited.**



4. **Exhibitor Parking** (TaiNEX2, B1)

(1) Parking fee at TaiNEX 2

Date	Parking fee/ per hour	Charge up to	Note
June 22-23	NT$40	NT$220	• Opening Hours: 07:00-22:00. • There will be extra overnight charge of NT$300 if parking after 22:00.
June 24-27	NT$70	No limits	
June 28	NT$40	NT$220	

(2) Exhibitors may purchase a **discounted daily parking ticket** (NT$350) with their **Exhibitor badge** during the exhibition days.

Date/Time		Purchasing at
June 24-27	09:00-13:00	TaiNEX 2, Area P (1F) Information counter of TAITRA
	13:00-15:00	TaiNEX 2, B1 Parking Management Office

(3) The daily fee cap is NT$350 with no time limit for the same day, but overnight parking is not allowed and the ticket is valid for same-day use only.

5. Other services: TaiNEX 2

Service	Time	Location
First Aid/ Infirmary	June 22 08:00-17:00 June 23 08:00-19:00 June 24-26 09:00-18:00 June 27 09:00-17:00	TaiNEX 2: 4F
Food & Beverage/ Dining Area	June 24-26 10:00-18:00 June 27 10:00-17:00	TaiNEX 2: B1
Luggage Storage		TaiNEX 2: B1
Legal Service		**TaiNEX1**, Area J (1F) Information Counter
Muslim Prayer Room		TaiNEX2: 4F
Taxi Service		TaiNEX2, Area P (1F) Information counter

B. Exhibitors must present their "Exhibitor Badge" to enter the venue. The badge gives you a full access to all the floors at FOOD TAIPEI MEGA SHOWS.

C. The Exhibitor badge is not transferable. Any misused badge will be made invalid.

D. For safety reasons, it is prohibited to use gas stoves. Only electric appliances are allowed in the show venue.

E. **It is prohibited to sublet exhibition booths**, **share space with other companies,** or use booths under a company name different from the registered exhibitor without prior approval from the organizer. Exhibitors who have violated this rule will be disqualified from participating in Food Taipei Mega Shows.

F. **During the exhibition period, large exhibits are strictly prohibited from being moved in or out of the venue.** For small exhibits that can be hand-carried, exhibitors must obtain an **"Exhibits Removal Permit" at the Information counter** and complete the application. Only after verification by security personnel may the exhibits be taken out. No exhibits may be removed from the venue after 12:00 PM on the final day (June 27) of the exhibition.

G. **Electrical power supply for booths during show days:**

Date	Time
June 23 (2nd day of move-in)	09:00-18:00
June 24-26	09:00-18:30
June 27	09:00-17:30

H. Exhibitors are responsible for insuring their own exhibits and decoration materials. The organizer shall not be liable for any loss or damage to property during the exhibition, including move-in, setup, event days, and dismantling.

I. **Selling from stand is NOT allowed during June 24 - 26**, and is permitted on June 27 when the show is open to the general public.

J. Exhibits and products must not block aisles or obstruct access to neighboring booths. All presentations at the booth must be relevant to the exhibited products. Demonstrators, special effect devices, performers and robots are not allowed to conduct activities in the aisles. All exhibits and demonstration activities must be confined strictly within the booth space and must not hinder aisle traffic.

K. Except for exhibitors who have signed marketing sponsorship agreements, all exhibiting showcases must be within the exhibitor's own booth space. Promotional activities (such as parades, sample or giveaway distribution, or advertising materials)
are not allowed in aisles or public areas.

L. Exhibitors who intend to demonstrate or operate machinery or equipment must ensure that it is installed safely and properly. The equipment must be placed in an appropriate location and must not obstruct aisles or pose any safety risks to visitors.

M. Security will be stationed at all the show entrances during move-in, exhibition days, and move-out. However, the organizer and the security company will not be responsible for any loss or damage of exhibitor/visitor property. Exhibitors are advised to safeguard their own belongings and exhibits, and should not leave the booths unattended.

N. Exhibitors are strongly advised to purchase insurance for exhibits transportation, for exhibition days and returned transport as well. In the event of theft or damage, please report immediately to the security personnel and the organizer, and seek assistance from the local police. Although the organizer will provide reasonable security measures, no exhibition management unit, venue authority, security contractor, organizer's contractors, or any of their supervisors, representatives, or employees shall be held liable for any loss or damage to the exhibitor's property.

O. **Please strictly adhere to the volume restriction of 75 decibels.** Violations will result in the issuance of a citation and termination of booth power supply.

P. Exhibitors must comply with copyright laws when playing music. Public broadcast music must be properly licensed and authorized before use.

Q. To ensure safety and protect exhibitors' rights, aerial boom photography and drone operations will not be permitted during the exhibition period.

R. Except for service animals, pets are strictly prohibited inside the exhibition halls.

VI. Exhibition Dates & Visitor Admission Policies

A. Dates & Hours

Dates	Show Hours	Venue	Exhibiting Areas
June 24-26	09:30-17:30	TWTC Hall 1	• June 24-26: for business professionals only. 1. Pre-register at Food Taipei's official website (Front page → "Visitor Registration"). Follow the steps to complete the registration process. 2. Once completed, a confirmation e-mail will be sent to your e-mail account with **a QR code and a Pre-registration Number**. 3. During the event days, bring the registration QR code along with business card to **the "Registered Counter"** to pick up a visitor badge. 4. Each e-mail account can only register once. • **Onsite registration** is also available during show hours. • Exhibitors/Visitors under 13 years of age are not permitted into showground.
	10:00-18:00	TaiNEX 1 TaiNEX 2	
June 27	09:30-16:30	TWTC Hall 1	• Open to the general public aged over 13 with paid admission. • **Free Admission**
	10:00-17:00	TaiNEX 1 TaiNEX 2	• Open to the general public aged over 13 with paid admission. • **Ticket Required for Entry (On-site Ticket Purchase Only)**

1. Exhibitors/Visitors under 13 years of age are not permitted into showground.
2. Please wear proper attire. No slippers, flip-flops, sandals or chappals are allowed.
3. Subletting of the Visitor badge is strictly prohibited.
4. The organizers reserve the right to refuse a visitor admission to the event at their discretion. For more admission guidelines, please visit here.

B. Exhibiting Areas: TaiNEX 2

TaiNEX 2	Exhibiting Areas
1st floor	**Food Taipei (Area Q):** • Assorted Food. **Taiwan HORECA (Area P)**
4th floor	**Food Taipei** • International Pavilions • Individual International Exhibitors • Taiwan Pavilion • Taiwan Featured Products • Assorted Food (Industry Association Pavilions) • Media & Services

VII. Dismantling and Exhibits Move-out Notice

A. Move-out dates & hours

TaiNEX2	Date	Time	Notes
Move-Out	June 27	17:00-19:00	1. Removal of light or portable exhibits only. 2. Vehicles are not allowed into the showground. 3. 24-hour electricity supply will be turned off at 17:30 on June 27.
	June 28	06:00-17:00	1. Exhibits removal and booth dismantling. 2. Vehicles can enter the showground.

B. On June 27 (the last day of FOOD TAIPEI)

1. To ease traffic congestion around the venue, only the removal of lightweight and hand-carry exhibits is allowed. No removal of large exhibits which require vehicles is permitted.
2. Move-out begins at 17:00 on June 27 (Saturday). **Please use the freight elevator No. 14 and 15 to transport your exhibits out of the venue. No. 14 and 15 elevators are located at the back of the 4th floor of TaiNEX 2.**

Date	Access time	Elevator No.	Access floors
June 27	17:00-19:00	No. 14, 15	B3~B1, 1F, 4F
June 28	06:00-17:00		B3~B1, 1F, 4F

3. No vehicles are allowed into the venue, and no contractors or workers are permitted to carry out booth dismantling.

C. On June 28, Dismantling Day

1. **Starting 06:00 on June 28**, all contractor vehicles (excluding passenger cars) will be allowed entry for the removal of all exhibits and booth structures.
2. All exhibitors must completely remove their exhibits and personal belongings during move-out. The organizer is not responsible for the safekeeping of any items. Any products or belongings left behind after move-out will be considered as waste and will be removed. All related disposal fees will be charged to the exhibitor.
3. Exhibitors must ensure that their contractors completely remove all booth structures, materials, and

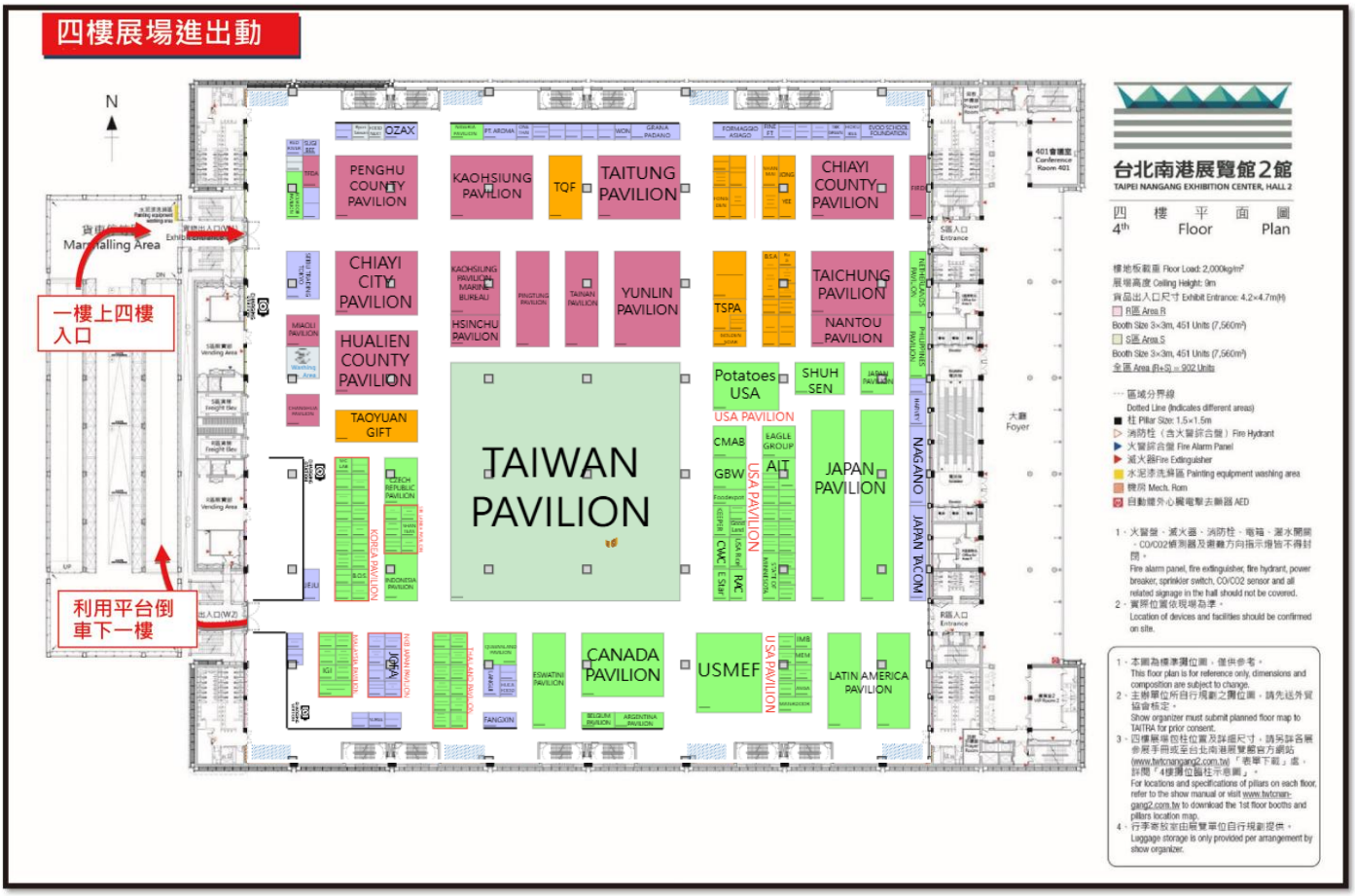
waste before the end of the move-out time. Any adhesive residue or tape on the floor/partition walls must also be thoroughly cleaned. If not properly cleared, the exhibitor will be charged additional fees for waste removal, cleaning, and venue restoration.

VIII. Organizer Contact Information

FOOD TAIPEI Team foodtaipei@taitra.org.tw 886-2-2725-5200
Exhibition Department, Taiwan External Trade Development Council (TAITRA)
Ms. Tobby Lin (Show manager) #2656
Ms. Rose Liu #2674

IX. Truck access route map for entering the 4th-floor exhibition hall

TaiNEX 2 南港展覽2館



✧ **The show organizer reserves the right to update, amend and/or eliminate any exhibition regulations and guidelines without prior notice.**

Wishing you a successful show. See you at FOOD TAIPEI 2026. Thank you.