



Taipei Int'l Machine Tool Show



Exhibitor Manual

TaiNEX 1

MAR 2-6, 2027

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

Those who wish to exercise any of the following rights, please contact Mr. Paul Liu, Ext.2616:

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



TIMTOS

MAR 2-6, 2027

Quick Start to login your Exhibitor's account

All exhibitors are required to register as TAITRA members before logging into the Exhibitor Zone on the TIMTOS website (www.timtos.com.tw). If you are not able to login the Exhibitor Zone, please register the TAITRA member account first.

Important: You need to use the same email address as the one you listed as “contact E-mail” in the process of booth application.

Quick Start to login your exhibitor account:

Step 1:

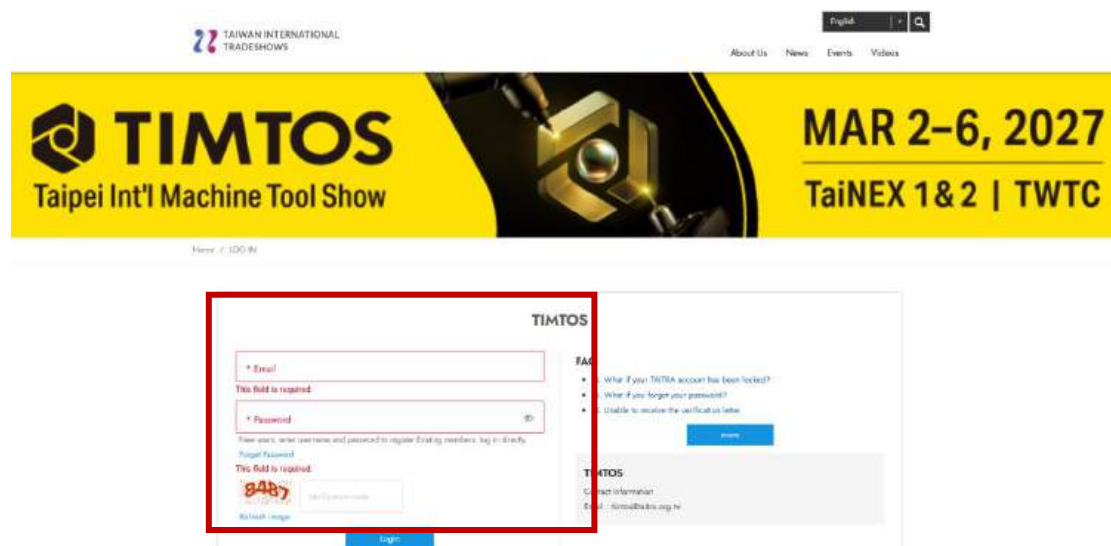
Click “Login” on the show’s website (www.timtos.com.tw).



Step 2:

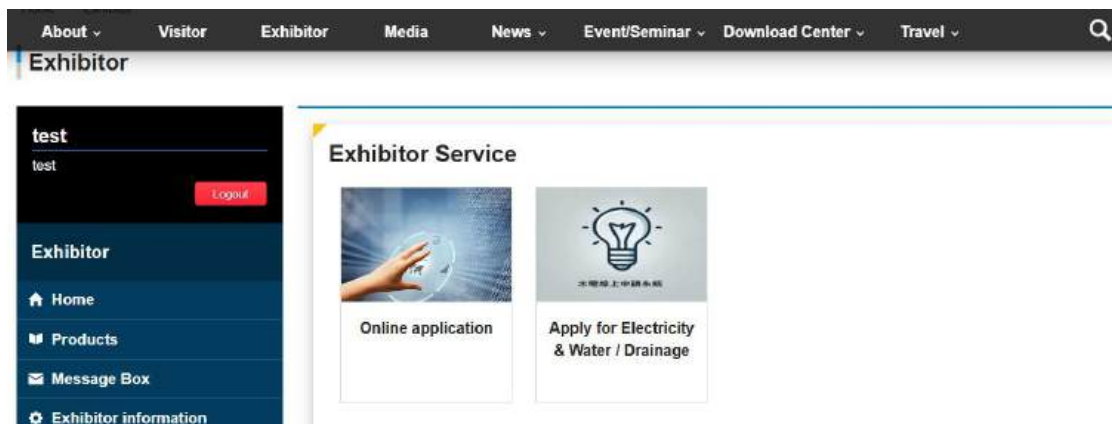
If you are a new user, please input your email address and create a password to register. You need to use the same email address as the one you listed as “contact E-mail” in the process of booth application. The password requires a mix of character types (uppercase, lowercase, one number, one symbol, at least 8 characters).

If you're already registered, please enter your email address and password to login.



Step 3:

Login your exhibitor account and start using the service. The panel has options that you can use to perform actions, such as editing your company introduction, product info and uploading promo videos.



CHECKLIST

Deadline (2027)	Services / Items	Contact (Tel & Email) / Remarks	Page
Invoice Notice	Booth Rental Payment: •Balance Due	Notice will be issued after booth allocation	--
Feb. 3	•Form 1 & 2: Pre-construction Safety and Hygiene Commitment & Booth Construction Assurance	Mr. Paul Liu Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2616 timtos@taitra.org.tw	34~35
Feb. 1	Electricity & Water/Drainage Installation (Apply Before Jan. 18, 2027: 10% Discount)	1st Floor: Hong Kuan Enterprise Ltd +886-2-2725-5200 ext.5569 powerhk@taitra.org.tw	Online
		4th Floor: Shi Pei Electric Co., Ltd. +886-2-2725-5200 ext.5568 powersp@taitra.org.tw	
Feb. 3	•Form 3: Application for Extra Exhibitor's Badges	Mr. Paul Liu Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2616 timtos@taitra.org.tw	36
	Shipping Arrangements: •Form 4: Import with Tax Deposit	Official Forwarders: 1. Triumph Express Service Co., Ltd. Ms. Irene Cheng, +886-2-2758-7589 irene@trans-link.com.tw Ms. Frances Lin, +886-2-2581-1133 ext. 101 frances@trans-link.com.tw	37
	•Form 5: Bonded Import	2. Eurotran Expo Service Co., Ltd. Mr. Jimmy Kuo, +886-2-2785-6000 ext. 105 jimmy.kuo@eurotran.com Ms. Jasmine Yang, +886-2-2785-6000 ext. 106 jasmine.yang@eurotran.com	38
	•Form 6: Promotional Balloon Application (deposit required)	Mr. Paul Liu Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2616 timtos@taitra.org.tw	39
	•Form 7: Television Wall Setup (deposit required)		40
	•Form 8: Stage and Stereo System Setup		41
Jan. 8	•Form 9~ Form 9-2: Booking Conference Room & Seminar Facilities	Ms. Amanda Tseng Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2619 timtos@taitra.org.tw	42~47
Feb. 3	•Form 10~ Form 10-1: Construction of Second-Story Booth (Apply Before Jan. 13, 2027: 20% Discount)	Mr. Paul Liu Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2616 timtos@taitra.org.tw	48~49

Deadline (2027)	Services / Items	Contact (Tel & Email) / Remarks	Page
Feb. 3	Form 11~ Form 11-1: Application For Construction of Booth Exceeding 4 Meters	Mr. Paul Liu Sec. 1, Exhibition Dept., TAITRA +886-2-2725-5200 ext.2616 timos@taitra.org.tw	50~51
	Telephone Rentals & ADSL	Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to: Chunghwa Telecom Corp. Ltd. (Taipei Eastern Area Service Center, Northern Taiwan Unit Group) +886-2-2720-0149 (Installation) +886-2-2720-0290 (Refund of Deposit)	-
Feb. 24 ~ Mar. 1	Exhibitors' Badges and Official Directory	Pick up at the Information Counter by showing your business card and completed Form 1 & 2 to TAITRA staff during Feb. 24~Mar. 1. 4 badges for each standard booth, 2 for each additional booth.	-

GENERAL INFORMATION AND REGULATIONS

1. Dates, Time & Venue

Show dates: March 2-6, 2027

Show hours: 10:00-18:00

Venue: Taipei Nangang Exhibition Center, Hall 1 (TaiNEX 1 & 2)

(No.1 & 2, Jingmao 2nd Rd., Nangang District, Taipei City 11568, Taiwan)

2. Admission Policy

(1) International Buyers:

Pre-register online and enter the venue by exchanging the QR code for a visitor badge.

(2) Domestic Buyers:

Pre-register online and enter the venue directly with admission QR code upon pre-registration.

※ Minors under 12 are not permitted to enter the showground.

3. Exhibits Move-in

Dates	Time	Item
1F : Feb. 24-27	05:00-16:00	Machinery exhibits, Booth setup.
4F : Feb. 25-27		
Feb. 28	08:00-18:00	
Mar. 1	08:00-18:00	• Machinery exhibits, Booth setup. • Vehicles are not permitted to enter the Showground all day. • Exhibits should be moved to showground by hand carry or by hand cart.
Feb. 28- Mar. 1	08:30-18:00	Power supply for testing machinery.
March 2-6	09:00	Exhibitor Entrance Opens.

(1) Vehicle Access Restrictions:

During the move-in period, all vehicles must leave the exhibition hall by 16:00 and are not allowed to re-enter thereafter.

Exhibitors, appointed contractors, and freight forwarders must strictly follow the move-in and move-out schedules arranged by the organizer.

(2) Setup Completion Deadline:

Exhibitors requiring overtime work, please apply to the organizer before 12:00 noon and pay the applicable overtime charges.

(each company/per hour)

Number of Company	Overtime charges
One company	NTD 80,000
Two companies	NTD 40,000
Three or more companies	NTD 30,000

(3) All personnel are required to wear safety helmets at all times during the Move-in and Move-out hours.

4. Exhibits Move-out

Dates	Time	Item
Mar. 6	18:00-19:30	- Power supply available until 18:30. - Only light or handheld exhibits may be removed. Vehicles are not permitted to the showground. - Exhibits and booth structures may be dismantled on site.
	19:30-22:00	Machinery and other exhibits move-out.
Mar. 7-8	05:00-16:00	
Mar. 9	06:00- 12:00	

©Starting from **2026**, the move-in and move-out operation hours at Taipei Nangang Exhibition Center Halls 1 and 2 will be adjusted to **05:00 – 16:00 daily**.

5. Important Notices for Exhibit Move-in/Move-out Times

- Only trucks are allowed during move-in/out; passenger cars, including SUVs (even if registered as small passenger vehicles), are prohibited.
 - All vehicles enter/exit via Jingmao 1st Rd. cargo gate.
 - Trucks for the 4th floor must use the spiral ramp (width: 11.4m, height clearance: 4m).
 - Vehicle weight limits (including cargo):
 - 1F: 2-axle max 20 tons, 3-axle max 43 tons
 - 4F: 2-axle max 15 tons, 3-axle max 35 tons
 - No parking along 3-meter aisles; use 6.1-meter aisles or roads for unloading, then use trolleys.
- Maximum height allowance is 4 meters. Vehicles exceeding 4 meters in height (with or without cargo) must apply with and receive permission from the organizer before entering the showground through the designated entrance.

Cargo Door Dimensions are as follows:

(meter)

	Ground Floor			Sky Dome (4 th floor)		
Area	I	J	K	L	M	N
Height	5	4.5	5	4	8.5	4
Width	9.9	11.6	10	11	11.9	10.1

- One vehicle per exhibitor is allowed into the showground at a time. In order for a truck to enter the exhibition halls, a temporary deposit of NT\$3,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT\$300/hr will be deducted from the deposit for overstaying beyond the hour allotted.
- No excavators are allowed.
- Smoking is strictly prohibited inside the hall. Please use the designated outdoor smoking area. The Taipei City Government will conduct inspections; violators will be fined.
- Aisle Safety Regulations:

To ensure the safety of personnel and vehicles during move-in and move-out periods, no booth materials, exhibits, or miscellaneous items may be placed in the aisles at any time.

6. During Show Days

- (1) No exhibits can be moved in or out during show hours. If exhibit must be carried in, it should be done between 09:00 to 10:00 during show days.
- (2) Exhibitors wishing to remove exhibits (hand carried only) from the exhibition hall must apply at the organizer's service desk and fill out a release form. The release form must be verified before the items can be removed.
The release form can be used until 12:00 noon on the last day of the exhibition. No exhibits are allowed to be removed between 12:00 noon and 6:00 pm on the last day.
- (3) Exhibitors should display their company name and booth number on their sign boards within the booth area. Participants shall not assign, sublet, or apportion any part of the assigned space 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 edition.
- (4) Exhibitors should keep their booths open and staffed at all times during show hours. The organizer reserves the right to restrict noise level to no more than 85dB and to require suitable methods of operation and display of materials.
- (5) Products not approved for import by the Taiwan government are prohibited from being displayed at this exhibition.
- (6) Only authorized exhibits may be displayed at the exhibition; no counterfeit goods are allowed to be exhibited at any time. The exhibitor is responsible for any legal fees and responsibilities should any occur.
- (7) Exhibitors may not assign, sublet, or apportion any part of their assigned space to others, or have representatives, exhibits, or materials from other companies in the exhibition space.
- (8) The purpose of the Exhibition Hall is to promote trade. Political activities or the use of audiovisual equipment to broadcast political information, distribute political flyers, etc., are prohibited. Violators will be immediately stopped, and the exhibitor will be prohibited from participating in this exhibition for next edition.
- (9) Aisles and public areas must be kept clear. Only the organizer may use these spaces. No flyers or materials may be distributed outside your booth. Violations will result in immediate removal at the exhibitor's expense.
- (10) No retail is allowed on site at any time.
- (11) Exhibitors are recommended to apply for necessary insurance for their construction materials and exhibited products for the duration of the show (including move in and move out dates). The organizer is not responsible for any loss or damage to the booth or products.
- (12) For any activity not specifically covered, the organizers reserve the right to determine whether they violate show policy, and take any action as deemed necessary. Any decision made by the organizers is final.

7. Exhibitor Badges

- (1) Exhibitor badges are available for pick up during move-in hours. All exhibitors should register at the Exhibitor's Registration Counter upon arrival at the exhibition hall to collect their badges by providing business cards which indicate exhibitor's company name or by presenting a letter of authorization from the exhibitor, together with a signed "Booth Construction Assurance" and "Pre-construction Safety and Hygiene Commitment".
- (2) Four exhibitor badges will be allotted for one booth and two more for each additional booth. The

exhibitor badges serve as entry passes to the exhibition halls and must be worn to enter the showground. Additional badges cost NT\$200 each. (Please fill in **Form 3**.)

- (3) All exhibitors are entitled to have their company names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory.

8. Electricity and Water/Drainage Installation

- (1) Exhibitors who use shell scheme may contact shell scheme contractor O'YA Marketing Solution & Interior Design for more information.
- (2) Each booth is supplied with 110 Volts 500 watts power free of charge. (No socket provided). Exhibitors requiring additional or heavy-duty power supply or water drainage should apply online and see [Electricity Application Manual](#) for reference.
- (3) Pricing based on application/payment date:

Date	Payment (Discount/Surcharge)
Before Jan. 18, 2027	10% Discount
Jan. 19 – Feb. 1, 2027	Standard rates
Feb. 2 – Feb. 12, 2027	20% late fee
After Feb. 13, 2027	50% late fee

- (4) Electricity will be provided from Feb. 28 to Mar. 1 from 08:30-18:00.
- (5) During the show, Electricity is supplied from 09:00 to 18:30 daily.
- (6) Exhibitors should install voltage stabilizers or UPS for sensitive equipment if needed.
- (7) If actual power use exceeds the applied amount causing outages, exhibitors are responsible for all recovery costs.
- (8) Use of fuel-powered generators inside the venue is strictly prohibited.

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

(1) Common Services

Service Facility	Location
On-site Booth Setup & Facilities Contractor	O'YA MARKETING SOLUTION & INTERIOR DESIGN Ms. Alice, Tel: +886-2-2655-27777 ext.174 Mail : alice@o-ya-design.com
Official Forwarders	Triumph Express Service Co., Ltd. Ms. Irene Cheng, +886-2-2758-7589, irene@trans-link.com.tw Ms. Frances Lin, +886-2-2581-1133 ext. 101, frances@trans-link.com.tw
	Eurotran Expo Service Co., Ltd. Tel: +886-2-2785-6000 Mr. Jimmy Kuo, ext. 105, jimmy.kuo@eurotran.com Ms. Jasmine Yang, ext. 106, jasmine.yang@eurotran.com
Temp Human Resource	Translator, Performers, Stage event planning, Item renting HWH Exhibition Consultant Ltd Vivi Cheng, vivi@hwhgroup.com.tw
First Aid Room	Room 158, 1F / ext. 5119 Room 452, 4F / ext. 5347

AED Device	1F: Area J Lobby 4F: Area M Lobby
Musallam (Prayer Room for Muslim)	Room 426, 428, 4F
Breastfeeding Room	Room 115, 1F (next to MOS Burger)/ Next to the women's restroom, 1F Please register at the venue front desk
Baggage Room	Room 145, 1F
ATM	South entrance, west side, 1F
Mobile Power Bank Rental	1F: Area J Lobby, K Area Lobby 4F: Area M Lobby
Free WLAN Service	Network: TWTC Free
Electricity/Water Service	Information Counter, 1 st Floor (area J) Information Counter, 4 th Floor (area M)

(2) Transportation

For detailed transportation information, please visit the official website of Taipei Nangang Exhibition Center: www.tainex.com.tw → Services & Facilities → Transportation Information.

(3) Dining Services

For detailed dining information, please visit the official website of Taipei Nangang Exhibition Center: www.tainex.com.tw → Services & Facilities → Food & Beverage, or alternatively, select → Services & Facilities → Contractor Services → Snack Bar.

10. Booth Setup & Facilities

- (1) The official contractors of Taiwan Trade show in 2027 are both O'YA MARKETING SOLUTION & INTERIOR DESIGN and KY-POST DESIGN and Interplan international Corporation. For details, please refer to official website www.timtos.com.tw -> "Exhibitor" page -> Official Contractor
 - **Shell Scheme (1-2 booths):** Includes basic facilities (partition, carpeting, and signage etc.) constructed by O'YA MARKETING SOLUTION & INTERIOR DESIGN.
 - **Raw Space (3+ booths):** Provided as space only. Exhibitors must contact an official contractor or hire their own for booth construction.
 - **All exhibitors are required to have a basic setup, including partitions, carpeting, and signage.**
- (2) Exhibitors who applied for the shell scheme from the Organizer must rent any additional furniture or electricity from the official contractor, O'YA MARKETING SOLUTION & INTERIOR DESIGN. Please refer to the Decoration Manual for details.
- (3) Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any dispute.
- (4) Booth Height & Design Regulations
 - The maximum height including signage is 4 meters. Any special cases must be discussed and approved by the organizer in advance.
 - For booths facing aisles, the length of constructed wall surfaces must not exceed 50% of the booth frontage.
 - The maximum continuous closed wall length is limited to 9 meters.



- All partition walls, back walls, and the rear sides of signboards facing aisles or adjacent booths must be properly finished to avoid affecting neighboring exhibitors.

Exhibitors are required to apply a finished back panel (plain and neutral materials are recommended), or coordinate with adjacent exhibitors and obtain mutual agreement prior to construction.

(5) Pillar Construction Application:

Exhibitors with a pillar (whether full or partial) in their booth must complete the required form. As this form is only available in the Chinese manual, please contact your contractor and have them review the Chinese manual and complete this form on your behalf. Exhibitors are liable for any violations or fines.

(6) Construction Safety Protocols:

All personnel inside the showground must wear a hard hat. For work at 2 meters or above, use an aerial platform or approved scaffolding with a safety harness. Ladders over 2 meters and ladder-walking are prohibited. Violators are subject to government fines for each occurrence.

(7) According to fire-precaution regulations of Taipei Nangang Exhibition Center, Hall 1, both exhibition areas located on the Ground Floor and the Sky Dome (lower exhibition ground and upper exhibition ground), which are divided into 8 districts each by walking aisles with a net width of 6.1 meters. Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. All exhibition booths carpets, window blinds and curtains, as well as display items such as advertising billboards used in the exhibition space in Taipei Nangang Exhibition Center, Hall 1 shall be made of flame-retardant materials.

(8) Floor Trench Cover Safety

If exhibitors or their appointed contractors discover any abnormalities or damage to floor trench covers, please notify the organizer immediately to allow inspection and repair, ensuring on-site construction safety and smooth operations.

(9) Occupational Safety Requirements

To enhance occupational safety management and reduce construction-related accidents, all personnel entering the exhibition halls for setup and dismantling from January 1, 2025, must meet the following requirements:

1. Hold a valid Taiwan Occupational Safety Card

(Application details available at: <https://oshcard.osha.gov.tw/>)

2. Wear company-identifiable attire, such as uniforms or vests with the company name, or a safety helmet bearing the company name.

11. Promote Your Company

11-1. Official Website Promotion (www.timtos.com.tw)

TIMTOS offers a variety of opportunities to help extend your brand's presence beyond booth including announcing the latest news, press releases and new products. Login your account to upload the Product Catalogue now.

- (1) Product Catalogs → Upload 10 Product catalogs which will be shown in detail on your online company profile listed on the show's official website.
- (2) Show-related News → Publish your company news which will be shown in the section of "Exhibitor News".

11-2. Exhibitor's Sponsorship at the show

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

Ms. Amanda Tseng, Tel: 886-2-2725-5200 ext. 2619, E-mail: timtos@taitra.org.tw

11-3. Advertising in official publication

TIMTOS 2027 provides different types of publication, including Show Preview E-newsletter, Show Guide, Show Map, Live Insight V-EDM, Show Daily, Quick Guide, Monthly E-newsletters and Top Technology Videos. For placing an advertisement, please contact individually.

Publication	Agency	Contact Person
Show Preview E-newsletter/ Show Guide/ Show Map/ Live Insight V-EDM	Worldwide Services	Mr. Alvin Chang Tel: +886-4-2325-1784 Fax: +886-4-2325-2967 E-mail: marketing@acw.com.tw
Show Daily/ Quick Guide/ Monthly E-newsletter/ Top Technology Videos	Ringier Trade Media	Mr. Charles Lin Tel: +886-4-2329-7318#19 Fax: +886-4-2310-7167 Email: charleslin@ringier.com.hk

11-4. Advertising in the Official Directory

- (1) All exhibitors are entitled to have their company names, addresses and exhibit profile listed in the Official Directory published by the organizers.
- (2) Exhibitors are eligible to place advertisements in the Official Directory. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector. For placing an advertisement, please contact:

EYE ON TAIWAN MEDIA, Ms. Isabella Chen, Tel: +886-928616719

12. Import and Export of Overseas Exhibits

If exhibits need to be imported into Taiwan from overseas, exhibitors may choose **one of the following two methods**:

Import with Tax Deposit

Please complete the **Application for Importing Exhibits with Tax Deposit** (Form 4) and prepare the following documents:

- (1) Product catalogue
- (2) Commercial invoice
- (3) Packing list

After all the above documents are prepared and scanned, you may ask the designated freight forwarder or customs broker in Taiwan email them **by Feb. 3** to timtos@taitra.org.tw to apply for and obtain the **Certificate of Participation**.

Upon receipt of the certificate, the **designated freight forwarder or customs broker in Taiwan will** present the certificate to Taiwan Customs and handle the tax-deposit import procedures accordingly.

Exhibitors **may not designate TAITRA as the consignee** of the exhibits.

Note: For details regarding import-related fees and charges, please contact your freight forwarder or customs broker.

Bonded Import

Exhibitors shall appoint a **freight forwarder** or the organizer's official forwarders to handle the import procedures for the exhibits, and to arrange the **re-export of the exhibits after the exhibition**.

Please complete the **Application for Bonded Exhibition Goods Customs Clearance** (Form 5).

Note: For details regarding customs clearance and related matters, exhibitors may directly contact the organizer's official forwarders: Triumph Express or Eurotran.

13. Telephones & ADSL Rental (Deposit required)

Telephone connections to booths may be ordered only by the exhibitor's representative or agent in Taiwan. The representative or agent must apply directly to:

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

130 Sung Jen Rd., Taipei 110, Taiwan

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

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

Application form download: [Chunghwa Telecom Nangang Exhibition Hall Application Form](#).

14. Free WLAN Service

- (1) This free service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions like ADSL.
- (2) Note that this free service does not provide flow control, is NOT usually recommended for audio or video streaming or large downloads. Repeatedly try if you cannot get on-line.
- (3) We cannot be responsible for loss of business or other difficulties due to delay or poor quality of this free service.
- (4) Use of this service is free, but please take measures to secure the security and privacy of your data.
- (5) Hot spot: Lower Exhibition Hall, Upper Exhibition Hall and public areas on B1, 1F, 3F, 4F, 5F, 6F.

15. Temporary Staffing Service for Exhibitions

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

Service items:

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

P.S. Since manpower dispatching is quite popular, please contact us 30 days before the event starts.

HWH Executive Consultant Limited

Special assistant to General Manager, Mrs. Vivi

Tel: +886-2-27201610 #211, Phone: +886-920-747-705

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

EMAIL: hwhgroup2004@gmail.com / vivi@hwhgroup.com.tw

16. Hall Cleaning

The Organizer is responsible for daily cleaning of public areas and passageways only. Exhibitors have to take care of the cleanliness of their own booths.

17. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no Responsibility for any losses or damages which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final 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 ensure their exhibits for the time in which they are in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

18. Personal Information Protection

The personal information in TIMTOS application forms will only be used for personal contact by phone, mail and other means of communication. Those who wish to exercise any of the following rights, please contact TIMTOS organizer:

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

19. TAITRA Exhibition Decoration Construction Regulations

Exhibitors must ensure their decoration contractors comply with all regulations. Full details can be by visiting the Nangang Exhibition Center website: www.tainex.com.tw > Organising > Documentation > For Events > Hall 1 > TaiNEX 1+2 Rental and Operational and Technical Regulations.

20. Taiwan Trade Show App

Download the Taiwan Trade Show app to make quick connections! Scan the QR code on the badge to get buyer contact information sent straight to your Exhibitor's Account. (Contact information for buyers that registered on site will be transferred to the account a week after the exhibition). For more information or to download the app, visit the following website:

<https://www.timtoss.com.tw/en/menu/59460D5AE0996E85D0636733C6861689/info.html>

- ※ This English-language abridged version of the TIMTOS 2027 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between the two.

CONSTRUCTION GUIDELINES FOR TWO(MULTIPLE)-STORY BOOTHS

- (1) In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
- (2) The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
- (3) With booth units measuring 3m x 3m, show participants must rent at least 4 units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of second-story booths.
- (4) To apply for the construction of second-story booths in any TAITRA Taiwan trade show, participants must submit the following data to TAITRA by registered mail no later than **Feb. 3, 2027**. Construction cannot begin without prior written approval from TAITRA.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - D. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
- (5) Charge for the use of the second-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed:

Payment date	Rate
Before Jan. 13, 2027	80% of ground floor unit rate
From Jan. 14 - Feb. 3, 2027	100% of ground floor unit rate
After Feb. 4, 2027	No applications will be accepted

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

be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.

- (12) After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei Nangang Exhibition Center, Hall 1 by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
- (13) If the construction and design plan for second-story booths approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
- (14) Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within Taipei Nangang Exhibition Center, Hall 1.
- (15) Limited to the ceiling height, the constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
- (16) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.



CONSTRUCTION GUIDELINES FOR BOOTHS EXCEEDING 4 METERS

- (1) These Guidelines have been established for the construction of booths exceeding 4 meters. To set up booths exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
- (2) With booth units measuring 3m x 3m, show participants must rent at least 4 units and be a peninsula shape (3 sides of the booths facing aisles) , in order to be eligible to apply for the construction of booths exceeding 4 meters.
- (3) To apply for the construction of booths exceeding 4 meters in any TAITRA Taiwan trade show, participants must submit the following data to TAITRA by registered mail prior to **Feb. 3, 2027**. Construction cannot begin without prior written approval from TAITRA.
 - A. One copy of the application form
 - B. One copy of the booth layout plan
 - C. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - D. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.
- (4) TAITRA will charge an "Exceeding fee", which is NT\$200,000 (tax included) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height.
- (5) After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the event move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
- (6) The architect, civil engineer or structural engineer, who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
- (7) The height of the booths exceeding 4 meters must not be more than 6 meters. The exterior of the walls should be decorated.
- (8) The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
- (9) After TAITRA has granted written approval for the construction of booths exceeding 4 meters, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei Nangang Exhibition Center, Hall 1 by TAITRA for the

next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.

- (10) If the construction and design plan for booths exceeding 4 meters approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
- (11) Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1.
- (12) The constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
- (13) TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

APPLICATION FOR WALL TELEVISION / SOUND SYSTEM SETUP

- (1) Regulations for setting **televisions or big screens** on walls:
 - A. Walls must not exceed 2.5 meters in height.
 - B. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
 - C. The volume of the films or videos must not exceed 85 decibels.
 - D. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.
- (2) Regulation for setting **sound systems**:
 - A. A deposit of NT\$100,000 with the booth layout and construction plan will be requested upon approval of setting up the sound system. The electricity will be disconnected if the deposit is not received by the organizer in due time.
 - B. If the exhibitor, during the show period, uses a sound system without prior approval from the organizer, the exhibitor needs to apply for it and place a deposit of NT\$100,000. In addition, the applicant has to pay NT\$30,000 for using the sound system. The electricity will be disconnected until the procedure has been completed.
 - C. Whenever it is found that the volume of the exhibitor's sound system exceeds 85 decibels, the inspection team will determine the penalty. Generally, this will be in accordance with the following steps: First, they will issue an official verbal or written warning; second, a fine of NT\$100,000; third, the power will be disconnected.
 - D. The organizer will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.

REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

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

Option 1:

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

Option 2:

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

Notice:

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

General Regulations for Exhibitors at TAITRA's Taiwan International Trade Shows

Last Revised: August 7, 2026

Item	Article
General Provisions	1. These regulations are issued by the Taiwan External Trade Development Council (TAITRA, hereinafter referred to as the "Organizer"). 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"). 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. 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. 5. The Organizer has published 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. 6. 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. (Nangang Exhibition Center: https://www.tainex.com.tw/) 7. In the event that an Exhibitor violates these Regulations or any applicable 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. 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.
Exhibition Registration	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. 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. 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. 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. 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 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.
During the Exhibition Period and Move-In/Move-Out	1. Unless otherwise specified, minors under 12 years of age are prohibited from entering the Exhibition to ensure safety and order. 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). 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. 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.

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.
5. Exhibitors may not bring exhibited products into or out of the venue between 10 a.m. and 6 p.m. each day of the Exhibition, except for light personal belongings. Additional exhibited products may only be moved into the venue between 9 a.m. and 10 a.m. each day.
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.
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, 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.
 - (16) Engaging in retail sales within the Exhibition venue.
 - (17) Publicly displaying music, videos, images, graphics, or other materials likely to infringe intellectual property rights.
 - (18) Displaying products or posting, distributing promotional materials outside the booth area, including public facilities, pathways, walls, and pillars.
 - (19) Conducting promotional activities or placing corporate/personal items in public areas.
 - (20) Packing products early, moving out prematurely, or engaging in similar conduct.
 - (21) Leaving products or personal belongings in the venue after move-out.
 - (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.
14. Exhibitors shall maintain a neat and appropriate appearance when entering the exhibition venue. To ensure public safety and maintain the image of the exhibition venue, visitors are strictly prohibited from entering the venue barefoot, wearing socks only, wearing any type of indoor soft slippers, wearing open-toe footwear without a heel strap, or carrying any items that may affect safety or hygiene.
- To maintain the safety, hygiene, and order of the exhibition venue, on-site management personnel may, where necessary, refuse admission to visitors or require them to change into footwear or clothing that complies with these requirements, or complete any necessary corrective measures before being

	admitted. If a visitor disagrees with the on-site determination, the on-site supervisor shall conduct a review based on these requirements and the actual circumstances. Footwear Admission Guidelines (1) Strictly Prohibited • Barefoot or wearing socks only. • Indoor soft slippers (such as paper, non-woven fabric, or other disposable slippers provided by hotels, accommodations, or for indoor use, as well as plush or fleece house slippers, etc.). • Carrying any items that may affect safety or hygiene, including, but not limited to, items that emit a strong and persistent odor, are visibly soiled and may contaminate the exhibition venue, flooring, or other persons, leak liquids or other substances, spill their contents, obstruct passageways, or otherwise compromise the safety, hygiene, or order of the exhibition venue. (2) Conditions for Admission Footwear is permitted only if it has a hard sole and meets either of the following conditions: • Closed-Toe Footwear: Footwear with the front fully enclosing the toes (such as dress shoes, sneakers, closed-toe mule shoes, clogs, etc.) is permitted, regardless of whether it has a heel strap. • Heel-Strap Footwear: Footwear with exposed toes is permitted only if it has a heel strap that is securely fastened and holds the footwear firmly in place so that it is not likely to come off while walking.
Decoration and Construction	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. 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. 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. (1) If such equipment or structures are erected without approval, an additional usage fee will be charged for the violation. (2) Applications submitted after the deadline but before the Exhibition opens shall incur a violation usage fee.



- (3) Applications submitted during the Exhibition period (March 2-6, 2027) shall incur an illegal usage fee.
4. Exhibitors shall ensure that third-party vendors (including decorators and construction personnel) comply with the *Occupational Safety and Health Act*. Requirements include, but are not limited to: proper wearing of hard hats at all times, prohibition of topless work, prohibition of gambling, prohibition of smoking or chewing betel nuts, and prohibition of unprotected use of ultra-high ladders.
- (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.
- (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.
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.
6. LED strip lights shall not be directly affixed to or installed on or in the vicinity of combustible decorative materials. Appropriate heat dissipation and thermal insulation measures shall be provided during installation to ensure electrical and fire safety within the exhibition venue.
7. Exhibitors shall install protective isolation layers or take other appropriate protective measures when laying flame-retardant carpets in the exhibition venue. If the exhibition venue flooring is whitened, discolored, contaminated with adhesive residue, or structurally damaged due to inadequate protection or improper installation, the exhibitor shall be jointly and severally liable with the contractor and shall pay the full restoration costs in accordance with the venue's original condition restoration standards.
8. 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.
9. If an Exhibitor engages in any of the following conduct and, 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. 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:

	(1) Using bare ground as an exhibition booth. (2) Installing stage sound equipment, aerial balloons, two-story booths, or decorations over 4 meters without prior application and approval. (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).
Occupational Safety and Health	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, 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 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) Failing to ensure the safety of Exhibitor personnel and visitors, including maintaining safe distances from equipment and machinery. (11) Sitting, squatting, or lying on the floor within the Exhibition venue. (12) 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. (13) 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 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 NT\$100,000 (tax inclusive) for each violation. (14) Any other conduct affecting venue order, exhibition progress, or the safety of people and property.
Insurance	- 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. - 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. - 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.
Protest or Petition	- 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: - Allowing disputes not caused by the Organizer to escalate into disturbances, public petitions, or protests at the Exhibitor's booth or within the Exhibition venue, thereby affecting order or damaging the image of the Exhibition.

Information Security	1. Special Clauses for Information Security (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. (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. (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. (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.
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General Regulations for Visitors at TAITRA's Taiwan International Trade Shows

Revision Date: July 31, 2026

Item	Article
General Provisions	- These Rules are established by the Taiwan External Trade Development Council (hereinafter referred to as the "Organizer") - The Organizer shall have sole authority to determine, interpret, and enforce whether any conduct of visitors during the exhibition complies with or violates these Rules, and no objection shall be raised. - These Rules shall be published on the official exhibition website for visitors' review and printing. Visitors may not claim exemption from these Rules on the grounds of failure to review such content, lack of individual notice, or any other reason. - In addition to complying with these Regulations, Visitors shall, during their visit, also comply with the venue management rules, entry requirements, and other applicable regulations of the exhibition venue. Such rules may vary depending on the location at which the exhibition is held. Visitors shall independently review the relevant regulations published on the official website of the respective venue management authority and strictly comply therewith. Visitors may not claim exemption from or non-applicability of such regulations on the grounds of lack of knowledge of their content. Unless otherwise specified in these Regulations or separately announced by the Organizer, in the event of any inconsistency between these Regulations and the venue management rules, the stricter standard shall prevail. - In the event that a Visitor violates these Regulations or the relevant venue rules, such Visitor shall be liable for and shall indemnify 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 Visitor acknowledges and confirms that the Organizer has duly fulfilled its obligations of notification and disclosure, and the Visitor may not evade or avoid any related liability on the grounds of lack of notice or unawareness. - Any matters not expressly provided for herein shall be subject to the interpretation of the Organizer. The Organizer reserves the right to amend these Rules at any time, and any such amendments shall become effective upon their announcement.
Exhibition Period, including Occupational Safety, Protests, or Petitions	- Visitors shall comply with the Organizer's crowd control measures. In the event of any of the following circumstances, and where the visitor fails to rectify such conduct after being advised by the Organizer, the Organizer may deny entry, require the visitor to leave within a specified period or immediately, and prohibit re-entry into the venue. All fees paid shall be forfeited without refund, and visitors shall comply unconditionally. The Organizer shall not be liable for any damages suffered by the visitor as a result thereof and reserves the right to pursue legal action for any damages or losses caused by the visitor. - Acts in violation of public order or good morals, or acts that adversely affect the image, hygiene, or personal safety at the venue, or otherwise disrupt the exhibition.

- A. Producing noise exceeding 85 decibels during the exhibition.
 - B. Harassing, using offensive language, shouting, insulting, threatening, coercing, or harming exhibition staff, exhibitors, visitors, or other personnel.
 - C. Using inappropriate mobility devices, such as hoverboards or skateboards, within the venue or in areas not authorized by the Organizer.
 - D. Being intoxicated or engaging in disorderly conduct within the venue.
 - E. Carrying prohibited items, explosives, explosive or flammable substances, or any other hazardous materials, or engaging in any act that produces open flames, fire, sparks, or embers, where there is a risk of personal injury, property damage, or disruption to the order or safety of the exhibition venue.
 - F. Carrying loudspeakers or similar noise-producing devices that disturb venue tranquility.
 - G. Engaging in solicitation or sales activities. Upon verification of any report by staff, exhibitors, or visitors, the Organizer may require immediate or time-limited departure.
 - H. Sitting, squatting, or lying on the floor within the exhibition venue.
 - I. 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.
 - J. Any other conduct affecting venue order, exhibition operations, or the safety of persons or property.
- (2) Visitors shall maintain a neat and appropriate appearance when entering the exhibition venue. To ensure public safety and maintain the image of the exhibition venue, visitors are strictly prohibited from entering the venue barefoot, wearing socks only, wearing any type of indoor soft slippers, wearing open-toe footwear without a heel strap, or carrying any items that may affect safety or hygiene.
- To maintain the safety, hygiene, and order of the exhibition venue, on-site management personnel may, where necessary, refuse admission to visitors or require them to change into footwear or clothing that complies with these requirements, or complete any necessary corrective measures before being admitted.
- If a visitor disagrees with the on-site determination, the on-site supervisor shall conduct a review based on these requirements and the actual circumstances.
- Footwear Admission Guidelines**
- A. Strictly Prohibited**
- Barefoot or wearing socks only.
 - Indoor soft slippers (such as paper, non-woven fabric, or other disposable slippers provided by hotels, accommodations, or for indoor use, as well as plush or fleece house slippers, etc.).

	• Carrying any items that may affect safety or hygiene, including, but not limited to, items that emit a strong and persistent odor, are visibly soiled and may contaminate the exhibition venue, flooring, or other persons, leak liquids or other substances, spill their contents, obstruct passageways, or otherwise compromise the safety, hygiene, or order of the exhibition venue. B. Conditions for Admission Footwear is permitted only if it has a hard sole and meets either of the following conditions: • Closed-Toe Footwear: Footwear with the front fully enclosing the toes (such as dress shoes, sneakers, closed-toe mule shoes, clogs, etc.) is permitted, regardless of whether it has a heel strap. • Heel-Strap Footwear: Footwear with exposed toes is permitted only if it has a heel strap that is securely fastened and holds the footwear firmly in place so that it is not likely to come off while walking. (3) Conducting protests, petitions, or similar activities within or outside the venue (including forums and related event locations) that disrupt order or the visitor experience. (4) Refusing to follow the Organizer's prescribed entry or exit procedures when entering or leaving the venue. (5) Using another person's identification or forged/altered identification documents to enter the venue. (6) Using drones for aerial photography within the venue without the Organizer's authorization. 2. To maintain venue order and safety, minors under 12 years of age are prohibited from entry during the exhibition period from March 2 to 6. 3. Visitors shall complete pre-registration or onsite registration as announced by the Organizer and, during the exhibition, present valid admission credentials (e.g., QR code, visitor badge, or ticket) upon entry. A "one person, one pass" policy is strictly enforced. Admission credentials may not be transferred, loaned, misappropriated, or reused. Any violation, once verified, will result in confiscation of the credential, immediate removal from the venue, prohibition of re-entry, and forfeiture of all fees paid. The Organizer shall not be liable for any resulting damages and reserves the right to pursue legal action against violators. 4. Where exhibits involve machinery, food processing, packaging, biotechnology, pharmaceutical, or catering equipment, visitors shall follow onsite staff instructions and shall not approach, touch, or operate such equipment. Given crowding, visitors shall remain attentive to their surroundings to avoid collisions or accidents. The Organizer shall bear no liability for personal injury or property damage resulting from non-compliance with the foregoing.
Assumption of Risk Statement	1. Visitor Guidelines : (1) Visitors shall be solely responsible for the safekeeping of their personal belongings during the exhibition to avoid loss, theft, or damage. The Organizer shall bear no responsibility for custody or compensation in the



event of loss, damage, theft, or robbery of personal property within or outside the exhibition premises.

- (2) Visitors shall exercise due care with respect to their movement, booth installations, public facilities, and crowd safety, and shall follow the guidance and safety instructions of onsite personnel. The Organizer shall not be liable for any injury, accident, or discomfort arising from personal negligence, the acts of third parties, or force majeure events (including but not limited to earthquakes, typhoons, or unforeseen incidents), and visitors shall assume all related risks.

- (3) Visitors are advised to obtain travel accident insurance or personal injury insurance at their own discretion for enhanced personal protection.

2. Disclaimer of Liability :

- (1) Visitors expressly acknowledge and voluntarily participate in the exhibition (including peripheral activities) with full understanding and acceptance of all potential risks, whether enumerated herein or not.

- (2) The Organizer shall not bear any legal liability for accidents, injuries, death, or property loss incurred by visitors during the exhibition (including peripheral activities) resulting from personal reasons, undisclosed health conditions, failure to follow instructions, or other related factors. Visitors, their family members, executors, or related parties shall have no right of action against the Organizer or any related entities or personnel.

- (3) Visitors agree that the Organizer shall bear no responsibility for any accident, injury, death, or property loss that may occur during travel to or from the exhibition venue (including peripheral activities).

3. Visitor Declarations :

- (1) Visitors warrant that they are in good health, have no conditions rendering them unfit to participate in the exhibition or related activities, and have understood the nature and risks of the exhibition and activities.

- (2) Visitors agree to comply with all rules of the Organizer and follow the instructions of onsite personnel.

- (3) Visitors agree to promptly notify onsite personnel in the event of any discomfort during the activities.

- (4) Visitors agree that the Organizer may take photographs, make video or audio recordings, and live-stream at the venue and related activities, and hereby authorize the Organizer to collect, process, and use such materials for exhibition promotional purposes without further notice or compensation.

- (5) Visitors warrant that they shall provide valid identification documents and accurate information to the Organizer for identity verification purposes. Any false or inaccurate information shall render them fully liable for all corresponding legal responsibilities.

- (6) Visitors acknowledge and understand that, for purposes of promoting, contacting, statistical analysis, improvement, and optimization of the exhibition, the Organizer may collect, process, and use personal data provided by visitors through various means (including but not limited to



online registration, onsite registration, and participation in interactive activities), including but not limited to company information, personal name, telephone, email.

Visitors further agree that, for the foregoing purposes, the Organizer may collect, process, and use their personal data through various forms (including but not limited to photography, video recording, audio recording, and live-streaming), and hereby authorize the Organizer to use the collected personal data and images for publicity of the exhibition during the period necessary for the existence of the purposes of collection or the period required for business operations, without further notice or any consideration or remuneration.

Visitors who provide personal data may exercise the following rights in accordance with the Personal Data Protection Act: (1) request access or review; (2) request copies; (3) request supplementation or correction; (4) request cessation of collection, processing, or use; and (5) request deletion. To exercise any of the foregoing rights, please contact the exhibition coordinator.

- (7) Entry into the Exhibition venue signifies that visitors have carefully read and agree to the foregoing statements. If visitors do not agree to the foregoing statements, they will be unable to participate in the Exhibition.

PRE-CONSTRUCTION SAFETY AND HYGIENE COMMITMENT

Form 1
Deadline
Feb. 3, 2027

To: Taiwan External Trade Development Council (TAITRA)

We participate in the TIMTOS 2027 held at the Taipei Nangang Exhibition Center, Hall 1. We have visited TAITRA before construction to participate in the vendor's coordination meeting and Disclosure of Worksite Hazardous Elements meeting. The company has indeed understood the safety and health facilities and work safety precautions of the construction site. During the construction period, the laborers employed by the company and the contractor are willing to observe occupational safety and health laws and other related laws and regulations. If subcontracting is required, the subcontractor shall be notified that they should abide by the occupational safety and health laws and other relevant laws and regulations. In the event of any negligence during the construction or activity period that causes occupational disasters or any other accidents, the company and the contractor are willing to bear all legal compensation liabilities and be responsible for all losses suffered by TAITRA as a result. During the period of construction, the Company and its sub-contractors will take care not to damage the venue equipment or devices. We will compensate any damages according to the price or provide repairs without charge.

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

- 1. TAITRA Pre-construction Standard Operation Rule for Contractors (only Chinese version available)**
- 2. TAITRA Construction Safety and Health Management Regulations (only Chinese version available)**
- 3. Disclosure of Worksite Hazardous Elements**

If there are violations during the operation, we are willing to face consequence in accordance with the regulations.

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

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

Name of Exhibitor: _____

Name of Exhibitor's General Manager: _____

Address: _____

Telephone: _____ Booth No: _____

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

Please complete and mail this form by e-mail before **Feb. 3, 2027** to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timos@taitra.org.tw

BOOTH CONSTRUCTION ASSURANCE

Form 2
Deadline
Feb. 3, 2027

As a participant at the TIMTOS 2027 being held at the Taipei Nangang Exhibition Center, Hall 1 from March 2-6, we assure:

1. That the booth(s) is constructed in compliance with the Taipei Nangang Exhibition Center, Hall 1 Decoration Guidelines, and
2. That our contractor will clear all materials from our booth space and remove such to the approved place before the end of the move-out date, and
3. That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

Please bring this form to the Exhibitor's Registration counter from Feb. 24 to Mar. 1 to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

Date: _____

Company: _____

Booth Number: Area _____ Number _____

President /CEO of the company: _____ (Signature)

Contact Person: _____ (Signature)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Hotel in Taiwan where you stay: _____

Hotel telephone no.: _____

Booth Contractor: _____

Contact person: _____ (Sign and stamp)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Add: _____

Please complete and mail this form by e-mail before **Feb. 3, 2027** to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timos@taitra.org.tw

APPLICATION FOR EXTRA EXHIBITOR BADGES

Form 3
Deadline
Feb. 3, 2027

Company: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

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

Remarks:

1. Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth (maxima 50 badges per exhibitor). This form shall be used only for those who require additional badges.
2. For each booth, exhibitors can apply for 2 badges and a maximum of 10 badges.
3. **Each additional badge costs NT\$200.** Please e-mail the completed form before **Feb. 3, 2027**. After receipt of your application form, we will notify you of the payment due by e-mail you the Invoice.
4. **No application will be accepted during the show period.**

Please return completed form by e-mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

APPLICATION FOR IMPORTING EXHIBITS WITH TAX DEPOSIT

Form 4
Deadline
Feb. 3, 2027

SHOW NAME: TIMTOS 2027

SHOW DATES: March 2-6, 2027

SHOW VENUE: Taipei Nangang Exhibition Center, Hall 1

NAME OF EXHIBITOR: _____

BOOTH NO: Area _____ Number _____

CONTACT PERSON: _____

E-MAIL: _____

PORT OF LOADING: _____

PORT OF DISCHARGE: () KEELUNG () TAIWAN TAOYUAN INT'L AIRPORT

() _____ (OTHERS)

FORWARDER OR CUSTOMS BROKER: _____

CONTACT PERSON: _____

TEL: _____

E-MAIL: _____

The invoiced goods are of _____ origin and are intended for display only at the exhibition site.

We certify that the information given above is true and correct.

(See Official Forwarders on Page 1)

Signature: _____

Date: _____

APPLICATION FOR BONDED EXHIBITION GOODS CUSTOMS CLEARANCE

Form 5
Deadline
Feb. 3, 2027

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the TIMTOS 2027 Show held at the Taipei Nangang Exhibition Center, Hall 1 from March 2-6, this company requests your approval that customs clearance of our exhibits be effective on a bonded basis. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:

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

Company: _____

Address: _____

Booth Number: Area _____ Number _____

Name of show representative _____

E-mail: _____

Signature: _____ Date: _____

Remarks:

1. Please read the contents of this application with care and after completion return it to the Official Forwarder along with relevant documents, including the commercial invoice and a packing list.
 2. TAITRA will not consider applications which are not duly signed.
- (See Official Forwarders on Page 1)

PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

**Form 6
Deadline
Feb. 3, 2027**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the TIMTOS 2027 held in the Taipei Nangang Exhibition Center, Hall 1 from March 2-6, 2027. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the "Regulations Regarding Use of the Promotional Balloon." We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Please tick one option:

☐ **Option 1:** a balloon between 4 and 7 meters in height with a deposit of NT\$50,000 and an additional non-refundable fee of NT\$10,000.

☐ **Option 2:** a small non-flying balloon lower than 4 meters and a deposit of NT\$50,000.

If nothing occurred before, during and after the show, the Organizers will return the check, otherwise, the deposit will be confiscated.

Exhibitor Name: _____

Booth Number: Area _____ Number _____

President/CEO: _____

Company Seal/Signature: _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Please submit completed form with NT\$50,000 (deposit by check only) to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

TELEVISION WALL SETUP

Form 7
Deadline
Feb. 3, 2027

To: Taiwan External Trade Development Council (TAITRA)

We will participate in TIMTOS 2027 held in the Taipei Nangang Exhibition Center, Hall 1. We would like to display televisions or big screens on the booth walls during the show and will abide by the regulations set forth below.

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

Exhibitor Name: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

Please return completed form by e-mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

STAGE AND STEREO SYSTEM SETUP APPLICATION (LETTER OF ASSURANCE)

**Form 8
Deadline
Feb. 3, 2027**

To: Taiwan External Trade Development Council (TAITRA)

As an exhibitor at the TIMTOS 2027 Show held at the Taipei Nangang Exhibition Center, Hall 1 from March 2-6, we would like to apply for the setup of ☐stage ☐stereo system for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and stereo/sound system setup as stipulated in the "Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1" as well as other regulations given by the show organizer (TAITRA) as set forth below:

1. The stage must be recessed at least two meters from the edge of the aisle, no more than 2 amplifiers are allowed.
2. Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by the organizer. There should be at least a one-hour interval in between the activities; duration for each activity should not last more than 15-20 minutes.

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

☐ Estimated time for stage activities (duration should be less than 15-20 minutes per time, with at least a one hour interval in between)

Exhibitor Name: _____

Booth Number: Area _____ Number _____

Person in Charge: _____

Contact Person: _____ Email: _____

Tel: _____ Mobile: _____

Stereo Contractor: _____

Person in Charge: _____

Contact Person: _____ Email: _____

Tel: _____ Mobile: _____

Date: _____

Please submit completed form with **NT\$100,000 (deposit by check only)** to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

TAIPEI NANGANG EXHIBITION CENTER, HALL 1

APPLICATION FOR CONFERENCE ROOM

Form 9
Deadline
Jan. 8, 2027

The Chinese version of this Application shall be deemed the authoritative version, and in case of any inconsistencies between the Chinese version and English version, the Chinese version shall prevail.

Revised JAN 2026

Conference room No.	※Conference Room 401 will be closed for reservations on March 2 and 3.				Select layout (please refer to attached image):
Lease duration	Move-in Period			☐ Theater ☐ Standard ☐ Classroom ☐ Horseshoe ☐ Closed board ☐ Other (please provide drawing) *Please confirm 7 days prior to the event.	
	Event Date				
	Move-out Period				
Event Name					
Type of Event	☐ Non-streaming conference ☐ Live Streaming Conference (If yes please check as remarks shown)				
Refreshments	☐ NO ☐ YES (Please be aware that a cleaning fee equivalent to 10% of the session rate will be added to the total).				
Name of lessee					
Address	□□□□□				
Invoice Address	□□□□□				
VAT No.			Person in Charge		
Contact Person			Contact Person Tel.		
Contact Person Mobile			Contact Person Fax		
Email					
Expected number of attendees			Expected number of VIPs (For reference only)		
(A)Conference room Rental Fee		(B)Equipment rental and other expenses		(A)+ (B)	
Reviewed by TaiNEX 1	Applicant (Signature and seal)				
	The applicant hereby agrees to comply with "TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations" and the remarks of "TAITRA Taipei Nangang Exhibition Center, Hall 1 Application For Conference Room". (Company seal & President's seal)				
	Date: _____ (MM/DD/YYYY)				

Remark:

1. Rental Application Procedure:

- a) This application form and the “TAITRA Taipei Nangang Exhibition Center, Hall 1-Conference Room Rental Quotation” issued by TAITRA (collectively referred to as the “Application Documents”) serve as the basis for the applicant to request the rental of conference rooms from TAITRA. The applicant must affix the required seals/signatures at the designated locations and submit the documents to TAITRA. the application submitted without required seals/signatures will not be processed.
 - b) The applicant confirms that it has thoroughly read and understood the “TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations ” and the “TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Rooms Rental Rates” (collectively referred to as the “Relevant Regulations”), and agrees to comply with the Relevant Regulations and any instructions provided by TAITRA regarding the rental.
 - c) TAITRA may review the application in accordance with the Relevant Regulations. If the application is approved, TAITRA will notify the applicant in written documents or by email and issue a payment notice. Once TAITRA confirms the payment received, the rental agreement shall be deemed established, and the rights and obligations of both parties shall be governed by the Application Documents and the Relevant Regulations. If the applicant fails to complete payment within the specified deadline, the application shall be deemed expired, and TAITRA may allocate the venue to others. The applicant shall not claim any rights based on the expired application.
 - d) During the rental period, the applicant shall use the venue in accordance with the “TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations” and all other applicable regulations. In case of any violation, TAITRA may take actions in accordance with said regulations. TAITRA reserves the right to amend the Relevant Regulations and Fee Standards. Any amendments shall take effect upon announcement on the TAIPEI NANGANG EXHIBITION CENTER official website (URL: <https://www.tainex.com.tw/>) The applicant agrees to comply with the amended regulations starting from the effective date of the announcement.
2. Renters who plan on serving food and/or beverage in the conference rooms should contact TaiNEX 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must provide a refreshment order form or invoice to TaiNEX 1 prior to event move-in for the calculation of the refreshment service fee. The refreshment service fee and the cleaning fee must be paid before the end of the event.
3. TaiNEX1 is operated by Taiwan External Trade Development Council (TAITRA). Due to different addresses of the head office and business office, separate business entities are registered. And business tax shall be declared to the competent tax collection authority in accordance with Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for TaiNEX1 shall be “TAITRA Taipei Nangang Exhibition Hall”, VAT No.: 48971187.
4. If there is requirement for partition boards construction in the conference room, **the height of partition boards may not exceed 2.5 m on the 4th floor and may not exceed 2m on the 5th floor. The partition boards must maintain at least 45 cm from the ceiling and may not be covered on the top in compliance with fire safety regulations.**
5. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. TaiNEX 1 will appoint licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. **Electricity may only be supplied after the Technical Support Section completes electricity safety inspections.** Each day, power must be turned off after activities have ended for the day. Separate application is required for activities that require 24-hour power supply.
6. Webcast services official contractors: <https://www.tainex.com.tw/en/venue/room-streaming>

* Note: The above information is provided to enable TAITRA to contact the information providers via telephone or email. Information providers may contact TAITRA on the following matters: 1. Make inquiries or request access. 2. Request copies be made. 3. Request to supplement or correct information. 4. Request to cease collection, processing, or use of information. 5. Request to delete information. In order to exercise the rights listed above, please contact the event coordinator.

TAIPEI NANGANG EXHIBITION CENTER, HALL 1

CONFERENCE ROOM EQUIPMENT LEASING FEE STANDARDS

Form 9-1
Deadline
Jan. 8, 2027

Effective from 2026/1/1

No	Equipment Description	Unit Price:NT\$ (tax excluded)		Notes
		Per Time Slot	Qty	
I. Facilities (length × width × height)				
1	Tablecloth (140×60cm)	100/each		
2	Table Skirting (260×75cm)	150/each		
3	Chair Cover (57×50×81cm)	50/each		
4	Conference Table (140×60, H:75cm)	150/each		
5	Small Round Table (D:80cm, H:74cm)	200/each		
6	Large Lectern (120×55cm, H:109cm)	500/each		
7	Small Lectern (60×55cm, H:109cm)	350/each		
8	Conference Chair (57×50cm, H:81cm)	50/each		
9	Mobile Stage (183×244cm, H:40cm)	600/each		(Steps included)
10	Poster Stand (45×60cm, H:120~180cm)	150/each		
11	Drawing Stand (51×51×152cm)	100/each		
12	White Board (60×90×176cm)	200/each		
13	Divider Barriers (length 200cm, H:98cm)	100/each		
II. Conferencing System				
1	Desktop Conference System Host	3,600/set/*		/* discount rate refer to remark 1 st . below
2	Desktop Conference System Microphone	300/each/*		
III. Video Conferencing System				
1	Handheld Wireless Presenter Remote	100/each/*		
2	Perfect Cue Remote	3,800/each/*		
	◎Fixed/Lift Projector (HDMI cable is included for all projectors rented from the venue)			
3	Fixed Projector (6000 lm)	6,000/set/*		With lift screen
4	Fixed Projector (8000 lm)	8,000/set/*		Rm.401 only
5	High Brightness Projector (6200 lm)	9,600/set/*		Movable
6	Ultra High Brightness Projector (12000 lm)	17,000/set/*		Additional 220V 15A electric power box and plug are required
7	Ultra High Brightness Projector (15000 lm)	20,000/set/*		
	◎Portable Projector Screen			
8	97" Tripod Screen	1,000/each/*		16:9
9	120" al-alloy frame front projector screen	2,600/each/*		16:9
10	150" al-alloy frame front projector screen	3,000/each/*		16:9 (4F Only)
11	180" al-alloy frame front projector screen	4,000/each/*		
	◎HDMI Splitter and Switcher			
12	HDMI Splitter (1-in 4-out)	1,000/set/*		
13	HDMI Switcher (4-in 1-out)	2,600/set/*		
14	HDMI Switcher (4-in 2-out)	3,000/set/*		
	◎Monitors			
15	24" Monitor	600/pc/*		
16	55" Teleprompter Monitor	5,000/pc/*		

No	Equipment Description	Unit Price:NT\$ (tax excluded)		Notes
		Per Time Slot	Qty	
IV. Simultaneous Interpretation Equipment				
1	Simultaneous Interpretation System (infra-red transmitter and central control unit are included)	7,000/set/*		Infrared transmitter board and interpreter headset are not included
2	Mobile Interpreter Booth	8,000/each/*		2 interpreters/booth
3	401 Interpreter Room	8,000/rm./*		2 interpreters/booth
4	Infra-Red Receiver	200/set/*		
5	Interpreter Headset	60/set		Can be taken home by user
6	Infrared Transmitter Board	2,600/each/*		Tripod Stand included
7	Interpreter Device (headphones included)	1,600/each/*		According to the number of interpreters
8	Certificate Exchange Box	200/each/*		100 cards/box
9	Audio Expander	10,000/set/*		
V. Sound System				
1	Wireless Microphone (Handheld / Lavalier / Headset)	1,000/each/*		Using over 6 Microphones must rent Sound Reinforcement
2	Portable Wireless Amplifier (Wireless Handheld Microphonex2 included)	2,000/set/*		CD Player included
3	Small Portable Stereo System (12ch-Mixerx1, Speakerx2, and AudioLineInx1 included)	5,000/set/*		On-Site Audiovisual Operator excluded
4	Medium Portable Stereo System (16ch-Mixerx1, Speakerx2, and AudioLineInx1 included)	8,000/set/*		
5	Audio Line In	600/set/*		
6	Audio Line Out	600/set/*		
7	Computer Audio Interface Processor (Interface)	2,600/set/*		Live microphone audio can be sent to the computer
8	Monitor speaker	1,600/set/*		
VI. Others				
1	Dedicated On-Site Control Engineer	3,500/person		
2	Live Audio Recording	1,500/session		wav format file is provided
3	Interpretation Recording 1. Recorded in wav format file 2. NT\$1,500 for each language	1,500/set/*		1.Audio Expander (IV-9) must be rented additionally for this service. 2.Organizer(s) must provide an interpreter's signed agreement to audio recording for this service.

Remark:

1. **Equipment with /* mark: For the same Organizer(s) and the same venue rented for 2 consecutive time slots on a single day, there will be a 25% discount on the equipment rental for the 2 time slots.**
2. Basic conference equipment that is provided free of charge for each conference room, include: two wireless microphones; one podium; one reception desk with tablecloth and table skirt; one digital display(shared by conference rooms 501 and 502); and two poster stands. Price list for additional conference equipment is available upon request. Basic conference equipment may not be exchanged for other conference equipment. Unused items are non-refundable. No refunds will be given for last minute cancellations of confirmed rental items. 30% surcharge for last minute additional rentals.
3. Basic conference equipment will not be provided when the conference room is used for an exhibition.
4. Audio-visual facilities should be provided and charged by TaiNEX1.
5. Rental of audio visual equipment and other additional charge should be settled no less than three (3) days prior to the event. Any additional charge from added services and rentals during the event should be settled prior to the end of the event.
6. Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 1 is: TAITRA Nangang Exhibition Hall; Business Tax ID: 48971187.
7. The existing sockets in each conference room is 110 volts and 1500 watts. If the electricity consumption exceeds this amount, an additional power application form must be filled in, and a qualified water and electricity contractor will be designated by the venue for wiring. The resulting engineering, wiring material, and electricity fees will be paid for by the Organizer(s). This line can only be powered after the venue has completed the electricity usage safety inspection, and it must be shut off at the end of each day after the activities. Please indicate if there is a 24-hour power supply demand.

TAITRA TAIPEI NANGANG EXHIBITION CENTER, HALL 1 CONFERENCE ROOM RENTAL RATES

Form 9-2
Deadline
Jan. 8, 2027

The Chinese version of this Application shall be deemed the authoritative version, and in case of any inconsistencies between the Chinese version and English version, the Chinese version shall prevail.

Effective from January 1st 2026
NT\$ basis (tax excluded)

Floor	Conference Rooms	Seating Capacity(person)					Room Size		Dimensions (L x W x H) meter	Rental Rate Per Period	
										Mon.-Fri. 08:00-12:00 13:00-17:00	Evenings (18:00-22:00), weekends, holidays and indoor booths
3F	Happiness*	60	32	48	20	28	83.5	25.3	9.6x8.7x3.9	13,800	16,600
4F	401	384	144	216	52	72	375.7	113.7	20.2x18.6x3.5	39,900	47,900
	402	396	168	224	62	80	372.6	112.7	27.0x13.8x3.5	39,400	47,300
	402a	100	56	72	26	36	121.4	36.7	8.8x13.8x3.5	12,900	15,500
	402b	110	56	72	26	36	122.8	37.1	8.9x13.8x3.5	12,900	15,500
	402c	110	56	72	26	36	128.3	38.8	9.3x13.8x3.5	13,600	16,300
	402a+b	234	108	144	42	56	244.3	73.9	17.7x13.8x3.5	25,800	31,000
	402b+c	234	108	144	42	56	251.2	76.0	18.2x13.8x3.5	26,500	31,800
	403	125	68	92	34	44	149.5	45.2	8.4x17.8x3.5	15,600	18,700
5F	404	90	48	72	26	36	133.5	40.4	9.3x12.9x3.5	14,000	16,800
	500	140	72	116	46	52	159.8	48.3	9.7x18.6x2.8	16,700	20,000
	501	105	56	84	30	36	131.1	39.7	9.3x14.1x2.8	13,800	16,600
	502	95	34	68	26	32	102.3	30.9	7.6x12.0x2.8	10,700	12,800
	503	110	56	84	30	36	150.9	45.7	9.7x14.2x2.8	15,600	18,700
	504	504	224	360	68	84	505.4	152.9	26.6x19.0x2.8	52,700	63,300
	504a	165	80	120	38	44	184.3	55.8	9.7x19.0x2.8	19,300	23,200
	504b	150	80	120	38	44	169.1	51.2	8.9x19.0x2.8	17,600	21,100
	504c	150	80	120	38	44	152.0	46.0	8.0x19.0x2.8	15,800	19,000
	504a+b	336	144	216	48	64	353.4	106.9	18.6x19.0x2.8	36,900	44,300
	504b+c	312	128	216	48	64	321.1	97.1	16.9x19.0x2.8	33,400	40,100
	505	504	224	360	68	84	511.1	154.6	26.9x19.0x2.7	53,300	64,000
	505a	165	80	120	38	44	178.6	54	9.4x19.0x2.7	18,600	22,300
	505b	150	80	120	38	44	171	51.7	9x19.0x2.7	17,800	21,400
	505c	150	80	120	38	44	161.5	48.9	8.5x19.0x2.7	16,900	20,300
	505a+b	336	144	216	48	64	349.6	105.7	18.4x19.0x2.7	36,400	43,700
	505b+c	312	128	216	48	64	332.5	100.6	17.5x19.0x2.7	34,700	41,700
	506	165	80	120	38	44	176.7	53.5	9.3x19.0x2.7	18,500	22,200
	507	165	80	120	38	44	176.7	53.5	9.3x19.0x2.7	18,500	22,200

*Room Happiness can also be used as a private banquet-dining room that accommodates up to 4~5 tables (10 persons per table). Meal periods are 11:00-15:00 for lunches and 17:00-21:00 for dinners. Room rental for each meal period is NT\$10,000 (tax excluded), A cleaning fee will be charged (calculated as 10% of the conference room rental fee). Conferencing equipment come with extra charge.

Remarks:

1. The above rental rates do not include 5% VAT (value added tax).

Notes on holidays:

a) Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration of the Executive Yuan. If a weekday is adjusted into a holiday, the evening, weekend and holiday rate will be used for calculating rent. If a holiday is adjusted into a weekday, the weekday rate will be used for calculating rent.

b) The rent for indoor booths is charged as the evening, weekend and holiday rate (including weekday daytime).

2. Seats and tables will be provided in accordance with the seating arrangements listed above. Additional seating and other requests come with extra charge.

- a) Basic conferencing equipment that are provided free of charge on 3rd, 4th, 5th floor, include: two (2) wireless microphones; one (1) podium; one (1) reception desk with tablecloth and table skirt; one (1) digital display (shared by conference rooms 501 and 502); and two (2) poster stands. Price list for additional conferencing equipment is available upon request.
- b) Basic conferencing equipment may not be exchanged for other conferencing equipment. Unused items are non-refundable. No refunds will be given for last minute cancellations of confirmed rental items. 30% surcharge for last minute additional rentals.
- c) Basic conferencing equipment will not be provided when the conference room is used for an exhibition. Site plan must be submitted and approved before any show work.
- d) Audio and video equipments that are not provided by Taipei Nangang Exhibition Center, Hall 1 are not allowed into the rooms without prior permission.
3. Use of the conference room during setup or dismantling is billed based on the rates per session listed below:
 - a) 08:00~12:00/13:00~17:00/18:00~22:00: 40% off standard rates per session for that day.
 - b) 22:00~24:00/00:00-04:00/04:00-08:00: The rent for the leasing period is charged at 30% of the **fixed evening rate (no air-conditioning: must be rented together with the proceeding or next time period, no single rentals)**.
 - c) Occupation fee is charged at 30% of the original rent for the leasing period.
 - d) If air conditioning is required, in addition to setup and dismantling fees listed above in (1) and (2), an air conditioning fee will be separately charged as follows:
 - A. 08:00-12:00 / 13:00-17:00 / 18:00-22:00 air conditioning rates: Calculated as 24% of the leasing rate for periods during weekdays.
 - B. 22:00-24:00 / 00:00-04:00 / 04:00-08:00 air conditioning rates: Calculated as 24% of the leasing rate for periods during weekdays. An additional NT\$3,000 (excluding tax; evenly shared if there are two or more lessees) is charged per hour.
4. There is a charge for overtime use of the conference rooms. For overtime less than one (1) hour, there will be an additional charge equivalent to 25% of the standard rates per session for that day. Overtime exceeding one (1) hour will be charged at the full standard rates per session (four (4) hours) for that day.
5. For weekend, public holiday, or evening rentals, the renter must rent at least two conference rooms at the same time.
6. Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission must be obtained and the requirements below must be followed:
 - a) Refreshments may be provided only by the contracted caterer of Taipei Nangang Exhibition Center, Hall 1.
 - b) Renters who plan on serving food and/or beverage in the conference rooms should contact Taipei Nangang Exhibition Center, Hall 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must provide a refreshment order form or invoice to Taipei Nangang Exhibition Center, Hall 1 prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid no later than ten (10) days after the event has been held.
 - c) Serving meals or meal-boxes will incur a cleaning service fee equivalent to ten (10) percent of the rates per session for that day.
 - d) For banquets organized by the renter's own caterer, additional carpeting must be provided to protect the floor from stain and dirt(except Room Happiness). Banquets will incur a cleaning service fee equivalent to ten (10) percent of the rates per session for that day. Open fire usage is strictly prohibited.
7. Live streaming for conference rooms shall be conducted in accordance with the following regulations:
 - a) Live streaming services may only be provided by the center's contracted streaming vendor.
 - b) If live streaming is required, the renter may contact the center's contracted vendor directly. Should the service be provided by a non-contracted vendor, an additional management fee of NTD 3,000 per time slot will be charged in addition to the venue rental fee.
8. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor (may not be replaced with a transparent plastic sheet) (No furnishings may be installed in Room Happiness.) Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damages done to the existing carpeting, and the venue must be restored to its original state upon return.
9. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 meters in height at 4th floor; and furnishings must not exceed 2 meters in height at 5th 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 foamcore or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 400kg per square meter.
10. Construction wastes must be removed by the contracted furnishing companies or the renter. If wastes are not properly removed, the renter will be billed by the contracted cleaning service company of Taipei Nangang Exhibition Center, Hall 1 for waste removal.
11. All switches and connectors to facilities within the conference rooms, including circuit boxes, fire-fighting equipment, air conditioning, power outlets, and audio/video equipment, may not be covered or moved. Adequate space must be retained in order for the staff of Taipei Nangang Exhibition Center, Hall 1 to carry out proper operation of the above facilities.
12. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. Nangang Exhibition Hall will contract licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. The wiring may only begin to supply electric power after the Technical Support Section completes electric safety inspections. Each day, power must be turned off after activities have ended for the day. Separate application is required for activities that require 24-hour power supply.
13. Payment Provisions:
 - a) The lessee shall pay all applicable fees in accordance with the amounts and deadlines specified in the payment statement attached to TAITRA's approval notice.
 - b) Venue Rental: Payment is due immediately upon confirmation of the event date.
 - c) Equipment Rental and Other Usage Fees: All payments must be fully settled no later than three (3) business days prior to the event. Any additional fees arising from supplementary requests must be paid prior to the completion of the event.
 - d) Bank/Transfer Charges: Any bank or remittance fees shall be the sole responsibility of the lessee.
 - e) Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 1 is: TAITRA Nangang Exhibition Hall; Business Tax ID: 48971187.
14. Rental rates are subject to change without prior notice.

APPLICATION FOR CONSTRUCTION OF SECOND-STORY BOOTH

(ONLY FOR EXHIBITORS ALLOTTED FOUR BOOTHS OR MORE)

**Form 10
Deadline
Feb. 3, 2027**

To: Taiwan External Trade Development Council (TAITRA)

We participate in the TIMTOS 2027 held at the Taipei Nangang Exhibition Center, Hall 1. As more space is needed for the show, we hereby apply for the construction of second-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the Taipei Nangang Exhibition Center, Hall 1, and the Construction Guidelines for Second-story Booths in the Taipei Nangang Exhibition Center, Hall 1. We will take sole responsibility for the safety of the booths.

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

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

Company: _____

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

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Second-story Booth: _____ square meters

Contractor for the Second-story Booths: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return completed form by e-mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

CONFIRMATION OF SECOND-STORY BOOTH DESIGN

Form 10-1
Deadline
Feb. 3, 2027

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)
That is making application for the construction of second-story booths in the TIMTOS 2027 at booth
number: Area _____ Number _____

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

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

Please return completed form by e-mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

APPLICATION FOR CONSTRUCTION OF BOOTH EXCEEDING 4 METERS (MINIMUM 4 UNITS)

Form 11
Deadline
Feb. 3, 2027

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the TIMTOS 2027 held in the Taipei Nangang Exhibition Center, Hall 1. To enhance our show presence, we hereby apply for the construction of booths exceeding 4 meters. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also the Regulation Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1. We will take sole responsibility for the safety of the booths.

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

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

Company: _____

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

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Exceeding 4 Meters: _____ square meters

Contractor for the Booths Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return completed form by e-mail to:

Mr. Paul Liu

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2616

E-mail: timtos@taitra.org.tw

CONFIRMATION OF BOOTH EXCEEDING 4 METERS DESIGN**Form 11-1
Deadline
Feb. 3, 2027**

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)
That is making application for the construction of booths exceeding 4 meters in the TIMTOS 2027 at
booth number: Area _____ Number _____

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

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

P.S. If exhibitors need to build structures exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary before **Feb. 3, 2027**.

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

