

2017 Taiwan Int'l Lighting Show and LED Taiwan

Exhibitor Service Manual

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The above personal information will only be used for personal contact by phone, mail and other means of communication in the years 2017-2021. Those who wish to exercise any of the following rights, please contact TiLS/ LED Taiwan Team (Email: TiLS@taitra.org.tw):

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.

Those who do not provide personal information may not be able to receive immediate business information from TAITRA.

CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending **TiLS 2017 (Taiwan Int'l Lighting Show)/ LED Taiwan**. If the services are required, please return the completed forms. Services cannot be guaranteed if the related forms are returned after the deadline.

Please note that you can now apply easily online for services marked with *. For tutorial, please refer to **Attachment 1**.

Item	Form	Deadline	Page
Obligatory			
<input type="checkbox"/> Booth Construction Assurance	Form 1	March 10, 2017	29
<input type="checkbox"/> Safety and Health Terms of Agreement	Form 2	March 10, 2017	30
Shipment (Optional)			
<input type="checkbox"/> Importation of Exhibits on a Bonded Basis	Form 3	March 10, 2017	31
<input type="checkbox"/> Commercial Invoice and Packing List	Form 3-1	March 10, 2017	32
Booth Setup and Decoration (Optional)			
<input type="checkbox"/> Internet, Telephone		March 10, 2017	9
<input type="checkbox"/> Extra Electricity, Water, Drainage Form	Form 4 et al.	March 22, 2017	33
<input type="checkbox"/> Second-Story Exhibition Booths	Form 5, 5-1	March 10, 2017	38
<input type="checkbox"/> Construction of Booth Exceeding 4 Meters	Form 5-2, 5-3	March 10, 2017	42
<input type="checkbox"/> Application for Promotional Balloon Form	Form 6	March 10, 2017	45
<input type="checkbox"/> Television Wall, Sound System	Form 7, 8	March 10, 2017	46
<input type="checkbox"/> Official Contractor (Booth Setup & Facilities)			6
Promote your Company (Optional)			
<input type="checkbox"/> Advertising in the website and Official Directory *		March 10, 2017	10
Others (Optional)			
<input type="checkbox"/> Conference Room	Form 9-1	March 10, 2017	49

* Exhibitors signed up for Shell Schemes may skip this item, which will be fulfilled by the official contractor **O'YA Marketing Solution & Interior Design** of Shell Schemes.

GENERAL INFORMATION AND REGULATIONS

1. Venue

Taipei Nangang Exhibition Center, Hall 1
No.1, Jingmao 2nd Rd., Nangang District, Taipei, Taiwan (R.O.C.)

2. Dates & Hours

Move-in	April 10-11, 2017 5 a.m. – 7 p.m.	Vehicles are not permitted to enter the showground after 5 p.m. During the move-in period. All exhibits must be moved in before 7 p.m. on the final day (April 11); if not, an overtime fee of NT\$70,000/hour (per company) is charged.
Show Dates	April 12-14, 2017 9 a.m. - 5:00 p.m.	Access for : 1. Overseas buyers can bring the Pre-registration Confirmation Letter and business card to claim badges at the Int'l Visitor Registration Counter. 2. Overseas buyers can also bring business cards to register on site. 3. Domestic professionals can bring business cards to register on site. <i>*Children under 12 years of age or 150 cm of height are not admitted to the showground.</i>
	April 15, 2017 9 a.m. - 4 p.m.	
Move-out	April 15, 2017 4 p.m. – 6 p.m.	Hand-carry or small exhibits only. Vehicles are not permitted to enter the showground.
	April 16, 2017 8 a.m. – 5 p.m.	Removal of exhibits and booth construction/decoration materials. (Vehicles are permitted to enter showground)

3. Showground Facilities & Services

Subject to change without notice.

Service	Location
Press Room	Room 129, 1st Floor Publicity Manager: Mr. George Liu Tel: 886-2-27255200 Ext. 2656
Buyer's Lounge	Buyer's Lounge, Show Ground, on 1st Floor <ul style="list-style-type: none"> 'Free e-Sourcing Service 'Free Internet Access 'Free Copy, Fax & Print 'Free Coffee, Tea 'Ideal Meeting Space 'Taiwan Travel Information
Food & Beverage	Café / Buffet / Fast Food / Restaurant: 1st Floor: Mr. Brown Coffee/ MOS Burger/ MICHAEL TU MESSE CAFÉ/ Chicken Master/Easy Going/HI-LIFE Convenience Store/ Bakery/CoCo/Snack Bar 3rd Floor: Restaurants –fast food, western-style dishes, Chinese Cuisine 1st & 4th Floor: East Side – Snack Bars
ATM	Area K Lobby, 1st Floor
Free Internet Service	Show Ground, on 1st Floor
Luggage Storage Service	Room 145, 1 st Floor, near Visitor Entrance J
First Aid	Room 158, 1 st Floor
Electricity Service	Information Counter, 1 st Floor, Near J Area Entrance
Express Courier	HCT Logistics, Business Hour : Only During Exhibitions 1 st Floor, Near J Area Entrance
On-site Booth Setup & Facilities Contractor	O'YA Marketing Solution & Interior Design Tel : +886-2-2655 2777 Fax : +886-2-2655 2999 Ms. Bella ext.124 E-mail : bella@o-ya-design.com
Forwarders	Eurotran Expo Service Co., Ltd. (奕達運通有限公司) www.eurotran.com.tw Tel: 886-2-2785-6000 Ext. 106 Fax: 886-2-2785-6701 E-mail: jasmine.yang@eurotranexpo.com Attn: Ms. Yang Triumph Express Service Co., Ltd. (紳運有限公司) www.trans-link.com.tw www.triumphexpress.com/supplier.html Tel: 886-2-2758-7589 Fax: 886-2-2758-7645 E-mail: scott@trans-link.com.tw Attn: Mr. Chen

Transportation
Subject to change without notice.

Service	Information	
Taxi Stand	Drop-off Point: Area J Entrance Pick-up Point: B1	* Passengers cannot pick up the taxi at any entrances on 1st floor during the show.
Parking Lots	B1, Taipei Nangang Exhibition Center, Hall 1 (NTD\$ 200 per entry) P2 , P3, P4, P5 Outdoor Parking Lots, North side of Taipei Nangang Exhibition Center, Hall 1 (Charged by hours)	

4. Official Contractor (Booth Setup & Facilities)

- (1) The official contractors of Taiwan Trade Shows in 2017 are both O'YA Marketing Solution & Interior Design and Uniplan Taiwan Corporation. For details please refer to "official contractor" on the exhibitor's page of the Exhibition official website. (This information can be downloaded at www.TILS.com.tw ->Exhibitor -> Official Contractor)
- (2) Exhibitors who **have signed up for "Raw space" booths (such space has NO equipment, water or power outlets), should contact one of the official contractors or arrange with other decoration contractors for set-up.**
- (3) Exhibitors, who have signed up for the Organizer-provided "Booth with shell scheme" and who required additional equipment, such as furniture or extra electricity, must rent the equipment from the designated exhibition contractor who sets up the "Booth with shell scheme". The designated decoration contractor of TILS /LED Taiwan is O'YA Marketing Solution & Interior Design.
- (4) 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.

5. Additional Booth Decoration

- (1) Promotional Balloon (**deposit required**)
 Erecting a balloon above your booth creates better focus at the showground. Make your pitch attractive, neat, and simple for maximum appeal. (use Form 6)
- (2) Wall Television
 If Exhibition intend to use video films to promote products, they need to make application in advance. (use Form 7)

6. Columns

The NANGANG Exhibition Hall's lower level (lower ground) has 60 columns. Regardless of an exhibitor's intent to decorate all or part of a column within the booth area, an "Application to Reserve a Column for Beautification and Decoration" including an attached booth design (with floor space, and three-dimensional design of facilities) is to be submitted before March 10, 2017 to exhibition organizers.

Guidelines for Column Beautification and Decoration: (1) Column must be in juxtaposition to the wall of existing modular facilities for exhibition (wall width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls); (2) Additional walls on the north side of the Hall must have a hidden door (doors must exceed 70cm in width and 200cm in

height or the opening may be exposed in the compartment wall); a space at least 110 cm high and 60 cm wide should remain to accommodate direct access to sprinkler switches, compressed air pipes control valve box; no wall or object may conceal them. (3) Additional walls on the eastern side of the Hall (facing Jingmao Road) must leave a space at least 140cm high and 110cm wide to accommodate direct access to the fire control panel, sprinkler switches, and ground fire extinguishers; no wall or object may conceal them. (4) The height of the wall around the column may not exceed 4 meters; (5) In the event the above mentioned provisions are violated, the facilities will be taken down, costs for which shall be born by the exhibitor. In the event of guideline violations that are not corrected in a timely manner, resulting in fire prevention authorities issuing a penalty, the fines and related liabilities shall be the sole responsibility of the exhibition organizers and exhibitors. Violating contractors will be fined according to Hall decoration regulations.

7. Exhibitor's Entrance Hours to Showground

April 12 from 8:00 a.m.

April 13-15 from 8:30 a.m.

8. Electricity and Water/Drainage Installation

- (1) Each booth is supplied with 110 Volts 500 watts power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor using **Form 4**.
- (2) Discounts and surcharges will be charged in accordance with the stamped receipt date of application as listed :

Application Received Date	Payment Term(Discount / Surcharge)
Before March 7, 2017	20% Discount
March 8 – 20, 2017	Set price (see Form 4-1)
March 21 – 27, 2017	20% Overdue Charge
After March 28	50% Overdue Charge

Applications after April 10 will only be accepted if there is still enough time for installation.

9. Exhibits Move-in and Move-out

Cargo which is consigned directly to the exhibition site should follow the route into the exhibition hall.

- (1) Exhibitors, their agents, and contractors are responsible for installation and dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and time scheduled by the organizer.
- (2) Please refer to "Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 1" for decoration rules.
- (3) Floor Loading Capacity:
 1. Lower Floor: 5 Tons / m²
 2. Upper Floor: 2 Tons / m²
- (4) No exhibits can be moved out during show hours.

10. Show days

- (1) No exhibits can be moved in or out during show hours. If exhibit has to be carried in, it should be done from 8:00 a.m. to 9:00 a.m. on the first show day or from 8:30 a.m. to 9:00 a.m. on the remaining show days.
- (2) Exhibitors should display their company name and booth number on their sign boards within the booth area.
- (3) Exhibitors should keep their booths open and staffed at all times during show hours. The organizer reserves the right to restrict noise level to no more than 85dB.
- (4) The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (5) Should any rented space remain unoccupied on the opening day without justifiable cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.
- (6) The exhibitor shall not assign, sublet, or apportion any part of the assigned space to him or have representatives, equipment, or materials from firms other than his own appear in the exhibition space.
- (7) No exhibits can be moved out during show hours.

11. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).
- (2) **4 exhibitor badges** will be offered with the first booth and **2 more** for each additional booth. These will serve as entry passes and must be worn to enter the showground.
- (3) Exhibitors could enter Taipei Nangang Exhibition Center, Hall 1 to visit TiLS and LED Taiwan by showing their exhibitor badges.
- (4) For overseas buyers, please register online at: www.TiLS.com.tw. Or register on-site during Show Days.
- (5) All exhibitors are entitled to have their 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.

12. Telephones & ADSL Rental

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.

(Nangang Service Center)

Tel : 886-2-2783-6676

Charges are as follows : (Subject to change without notice.)

- (1) Refundable Deposit : NT\$3,000 per telephone set.
- (2) Installation Charge : NT\$1,000 per set; ADSL: NT\$2,500 per set
- (3) The Center will bill the subscriber for all calls within three months following the show.

Deadline : March 10, 2017

13. 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 can not get on-line.
- (3) We can not 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 1F, 3F, 4F, 5F.

14. Hall Cleaning

The organizer is responsible for normal daily cleaning of the public areas and passageways. Exhibitors will have to take care of their own booths.

15. Security and Insurance

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

16. Travel Arrangements

- (1) Flights
Book your flights with the official airlines via our website: www.TiLS.com.tw.
- (2) Hotel accommodations
Directly make hotel reservations with special rates negotiated by the organizer. (See our website at www.TiLS.com.tw)

17. Advertising in the website and Official Directory

- (1) Advertising in the Official Directory's Compact Disc and website (free service). Prepare your product catalogue (A4 size) and apply online for your product catalogue. (See attachment 1)
- (2) Exhibitors are eligible to place advertisements in the Official Directory so as to give their products maximum market exposure. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector.

18. The display of any animal, plant or related specimen should strictly conform to the requirements stipulated in the “Convention on International Trade in Endangered Species of Wild Fauna and Flora”, “Taiwan’s Animal Protection Law”, and other relevant laws and regulations in effect.

19. Unforeseen Occurrences

In the event of any occurrence not covered in this manual, the decision of the organizer shall be final.

TERMS AND REGULATIONS FOR PARTICIPATION

1. Application for Participation

- (a) When signing the related application forms, participants agree to follow all the existing Regulations and further Regulations that might be made to modify them.
- (b) Once signed and submitted by the Applicant and confirmed by the Show Management, the contract will be established and come into effect.
- (c) Violations of the Regulations can result, by decision of the Show Management, in the exclusion of exhibitor whose damage claim, if any, will be rejected.

2. Payment Schedule

The Space rental fee is due after space allocation. A debit note will be sent to the applicant. In the event of cancellation, the payment will not be refunded under any circumstances.

3. Adherence to Copyright Patent Laws

- (a) It is strictly forbidden to display logos, licenses, or patented items registered by other companies.
- (b) Violations will result in immediate removal of the displays, with one year's suspension from exhibiting at Food Taipei. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

4. Space assignment & Unoccupied Space

- (a) The Show Management will determine the number and location of the booths assigned to each Exhibitor, in accordance with the nature of the exhibits or in the manner the Show Management deems appropriate.
- (b) The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

5. Sub-letting of Space

The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space or have representatives, equipment, or materials from firms other than his own in the exhibit space.

6. Venue & Show Dates Change

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of change of venue and/or date, or cancellation of the Exhibition, the Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

7. Construction/Decoration of Stand and Removal of Exhibits from Hall

- (a) All exhibitors must comply with all regulations in the Exhibitors' Manual and complete their construction and/or decoration by the date and time stipulated by the Show Management.
- (b) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show Management. The exhibitor will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.

8. Insurance

- (a) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to also take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for exhibits during the exhibition (including build-up and dismantling periods), and during storage in the Show Management's warehouse.
- (b) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition (including build-up and dismantling periods).

9. Exhibit Limitations

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

10. Selling from Stand

The sale of exhibited goods on the spot and the soliciting of customers outside stands is strictly forbidden and those doing so can be immediately expelled from the exhibition.

11. Breach of contract and Withdrawal by Exhibitor

- (a) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or in case of the exhibitor default in payment by the stipulated date, the Show Management has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- (b) In case of the Exhibitor withdrawing from participation without the Show Management's approval, rental already paid by the Exhibitor shall not be refunded.

12. Security & Organizer's Liability

- (a) The Show Management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours and dismantling period, shall rest with the exhibitors concerned.
- (b) During the booth erection and dismantling period and during the show, the booths must be manned by exhibitors at all times.
- (c) The Show Management shall not be held accountable or liable for any damage, loss, harm, or injury to any person or the property of the Exhibitor or of the exhibitor's officers, and / or employees, agents, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause. (d) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6 pm each day.
- (e) Exhibitors should comply with a fire control regulation. If any fire occurs due to the improper installation of decorations, construction or use of electric appliances, the exhibitor will be legally responsible for any loss or damage, and pay penalties of up to NT\$100,000 to TAITRA.

13. Operation

- (a) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- (b) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume from booths should not exceed 85 dB.

(c)The Show Management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odors, the emission of stimulating gases, volatile organic chemicals, or other pollutants.

14. Interruptions and / or Disruptions of the Exhibition

Exhibitors shall not cause interruptions and/or disruptions of the exhibition, which result in the protest or commotion at its booth, either inside or outside the showground, due to its debt or its private dispute at any time during the exhibition or during move-in and move-out. If and when such an interruption and/or disruption influences the order of the exhibition or public image of the Show Management, and the exhibitor involved or those concerned are unable to deal effectively with private disputes and/or protests, the exhibitor understands and agrees that the Management can terminate the exhibition agreement. The exhibitor's booth(s) may be shut down immediately resulting with no refund. The exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising of such interruptions and/or disruptions thereof.

15. Supplementary Clauses

- (a)Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
- (b)Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.
- (c)In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

16. Note: These submitting applications can expect to receive further information about TAITRA trade shows in the future.

CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

1. General

- (1) A selection of imported exhibits is allowed to enter Taiwan on a bonded basis without payment of customs duties and may be kept in the bonded warehouse for rent up to three months following the show. Such exhibits should be consigned to "Taiwan External Trade Development Council" (TAITRA).
- (2) The following items must be imported on a duty-paid or deposit basis:
 - a. Non-commercial samples
 - b. Give away or promotional articles
 - c. Posters, photo panels, catalogues, brochures and leaflets
 - d. Lubrication oils and greases for maintenance of machinery during the exhibition
 - e. Materials and equipment for use in the construction, installation, decoration and maintenance of booths
 - f. Foodstuff and drinks to be consumed during the show
 - g. Jewelry, precious stones and gold coins (hand carried)
 - h. Liquors, spirits, wines and tobaccos
- (3) Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis and in strict observance of "Quarantine Regulations on Importation of Plantation into the Republic of China".
- (4) Note that exhibits such as some of the telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives need government endorsements and permits for importation.
- (5) The ATA CARNET is not accepted in Taiwan except in the case of countries having similar bilateral agreements with the Republic of China.

2. Exhibits in Bond

According to customs regulations, goods with bonded status may remain in Taiwan for a maximum of six months from the date of importation. During the show-days, exhibits are strictly prohibited from leaving the premises. Such exhibits should be returned to the bonded warehouse right after the show. They shall neither be sold nor re-exported until all procedures are cleared by the exhibitors concerned. The organizer has the right to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

3. Exhibits Imported on a Deposit or Duty-paid Basis

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

4. Shipping Mark

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

Show Name : <u>TiLS 2017 / LED Taiwan</u>
Show Dates : <u>April 12-15</u>
Show Site : <u>Taipei Nangang Exhibition Center, Hall 1</u>
Exhibitor : _____
Booth Number : <u>Area</u> _____ <u>Number:</u> _____
Case Number : _____ of _____
Dimensions : _____
Gross & Net Weight : _____

5. Shipment

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

6. Official Forwarders

- (1) Eurotran Expo Service Co., Ltd. (奕達運通有限公司)
www.eurotran.com.tw
Tel: 886-2-2785-6000 Ext. 106
Fax: 886-2-2785-6701
E-mail: jasmine.yang@eurotranexpo.com
Attn: Ms. Yang
- (2) Triumph Express Service Co., Ltd. (紳運有限公司)
www.trans-link.com.tw
www.triumphexpress.com/supplier.html
Tel: 886-2-2758-7589
Fax: 886-2-2758-7645
E-mail: scott@trans-link.com.tw
Attn: Mr. Chen

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

7. Shipping Documentation

- (1) The organizer requires the following documents to clear exhibitor's shipment through TAIWAN customs:
 - A. 2 copies of Original Ocean Bills of Lading/Airway Bills
 - B. 4 copies of Commercial Invoices & Packing Lists (See **Form 3-1**)
 - C. 2 copies of Exhibit Catalogues
 - ▲ **Form 3** will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.
 - ▲ All above documents along with completed **Form 3-1** should reach the organizer and official forwarder(s) before March 10, 2017.
 - ▲ Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei customs territory, Taiwan".
- (2) To facilitate the processing of customs clearance procedures, all boxes, crates, etc, should be accompanied by detailed packing lists in duplicate with the identification words of exhibits.

8. Disposal of Exhibits During & After the Show

(1) Bonded exhibits :

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

Procedures for the sale of bonded exhibits :

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

a. Securing an import permit :

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

b. Remittance of cost of goods :

The buyer is responsible for securing the necessary foreign exchange and remitting it to the exhibitor through an authorized bank.

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

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

External Trade Development Council.

d. Payment of import duties :

This is also the responsibility of the buyer.

(2) Duty-paid or deposit basis :

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

(3) Re-exportation of exhibits :

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

*** About Material Handling**

In the TWTC show venue, any truck can carry the exhibit material to enter the hall directly. Therefore, the so-called material handling (or drayage) includes unloading of the exhibit material at the warehouse or at show site, delivery of cargo to your designated exhibit location, storage and return of the empty containers (including crates and skids) and loading of the exhibit material onto your designated outbound carrier(s) after the event which is usually taken care by your forwarder. In normal circumstances there will be no additional material handling fees charged, except by your own forwarder.

Regulations Governing Booth Decorations in Taipei Nangang Exhibition Center

※ **Companies must require their booth contractors follow these regulations:**

1. According to TAITRA's Regulations for Decoration Contractors, the contractor must fill out the registration form with related documents attached and register with the management committee of TAITRA and leave a deposit, before being permitted to work on the exhibition grounds. Taipei Nangang Exhibition Hall is managed by TAITRA Nangang Exhibition Center (herein after referred to as "the Center.") TAITRA reserves the right to deny entry into Taipei Nangang Exhibition Hall if the contractor does not complete the registration process.
2. **Registration, entry/exit controls, payment /refund of deposit:**
 - (1) Booth Contractors must register at the Management Department of TAITRA (the Venue Management Section) and leave a deposit: *Exhibition Hall 1, Taipei World Trade Center (Venue Management Section)*. Tel: 2725-5200 ext. 2688
 - (2) All staff must display the exhibition service badge, or display the working badge issued by the organizer before being allowed inside the exhibition grounds.
 - (3) To request production and issuance of exhibition service badge, the contractor must prepare the following documents:
 1. Registration form and agreement (completed with the company stamp and the stamp of the person in charge)
 2. Photocopy of Business License or Certificate of Profit-Seeking Enterprise
 3. Sight check for the deposit (NT\$20,000 only payable to: Taiwan External Trade Development Council)
 4. Exhibition Service Badge Application Form (forms may be downloaded at <http://www.twtc.com.tw/> under the column for exhibition site facilities and decoration services – exhibition contractor services)
 - (4) The company must issue non-transferable sight check for the deposit and then pay to the designated bank account based on the amount stated in the invoice issued by TAITRA. After the bank stamps the invoice, the company can then apply for the service badge. If the company wishes to stop providing service for later exhibitions, it must apply for registration canceling to the section where it registered. The deposit will be returned in full if no fines are issued and no damages are found.
 - (5) Each contractor involved in the decoration process - staffing firms, assemblers, carpenters, craftsmen, painters, carpeting companies, utility companies, stereo installation specialists, lighting specialists, transporters, metal workers, forklift operators, importers/exporters and other companies must register separately from the main designing firm/decoration company. All construction (and decorating) personnel must wear a helmet (NOTE: helmets must bear the name of their company) and the event service badge issued by TAITRA or the Identification Card issued by the renter, when entering the Exhibition Hall during setup and dismantling.
3. **Labor safety and health items for compliance:**

To prevent occupational hazards and maintain labor safety, the exhibitor shall comply with government labor safety laws as well as "TAITRA's Pre-construction Safety & Health Declaration for

Nangang Exhibition Hall"; "Rules of TAITRA for Contractor's Standard Pre-construction Work on Nangang Exhibition Hall"; "Guidelines of TAITRA on Contractor's Safety & Health Management"; "Submission of Notification Reports on Damages to Nangang Exhibition Under Contract", and "Notification of Hazardous Factors for Construction Site", and other related regulations.

The abovementioned labor safety and health regulations may be downloaded from the following website: <http://twtcnangang.com.tw> – Exhibition Hall services and facilities – Labor Safety Management Rules

4. Instruction guidelines for exhibition booths:

- (1) According to fire-precaution regulations of Nangang Exhibition Hall (Volume 4 as revised), both exhibition areas located on the ground and the fourth floors (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.

Pursuant to Article 11 of the Firefighting Act, the renovation for the exhibition area and all exhibition booths should be in compliance with the requirements for the use of materials with flame-retardant marks. These include carpets, window blinds, curtains, advertising billboards and other designated flame-retardant items. Fire prevention materials should be clearly marked with inspection labels. For the duration the contractor is on the premises it must have available documents attesting to the non-combustible or fire-preventing qualities of the materials for the reference of fire control and building control units. Any violation of these laws and regulations that results in the Center being issued a fine, or if an accident occurs for which the contractor is responsible, the organizer and contractor(s) shall be fully liable.

- (2) Exhibition booths must be properly erected and decorated. The exhibition company's name and booth number should be clearly displayed in the booth.
- (3) **The maximum height of a booth is 2.5 meters** (including exhibits and partition walls). Depending on the situation, company or product signage can be erected to a height not exceeding **4 meters** from the floor. In the case of booths along the aisle, the length of their walls shall not be longer than 50% of their length along the aisle. In addition, the length of any continuous sealed wall shall not exceed 9 meters. Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the exhibitor must provide the organizer with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary before March 10, 2017. They shall furthermore be required to pay an "Excess Fee" (NT\$100,000 per booth). An exhibitor is required to have rented four or more booths before being permitted to build structures that exceed the maximum allowed height of 6 meters each, where booth exteriors must be set back at least 1 meter from walking aisles. Furthermore, the rear part of the wall must be decorated. If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. The "Excess fee", which is NT\$100,000 (tax included) based on 18 square meters as one unit shall be calculated based on the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT\$100,000. Where the booth area is

less than 18 square meters, the exhibitors shall still be charged NT\$100,000.

- (4) Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, TAITRA will not supply electricity. Exhibitor(s) and contractors are liable for damage to facilities and injury or death of any staff member.
- (5) The construction of an enclosed area should not cover more than one-half of the rented space.
- (6) Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or be extended beyond one's own booth(s). Additional air conditioners may not be installed. Any exhibitor that fails to make changes as directed will have their electricity cut off.
- (7) No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or columns. Any exhibitor that fails to make changes as directed will have their decorations dismantled at the cost of the exhibitor(s) and the decoration contractor.
- (8) Exhibitors are strictly prohibited from cordoning off electrical boxes, fire fighting equipment, emergency exits and signage thereof. Decorations or exhibits may not conceal fire fighting equipment, air-quality monitors or emergency exits. Blocking passenger or freight elevators is strictly prohibited. Any exhibitor that fails to make changes as directed will have their decorations dismantled at the cost of the exhibitor(s) and the decoration contractor.
- (9) No neon, flashing, spinning, jumping and string lights (except if these are exhibition items within the booth) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.
- (10) Television walls or screen walls must adhere to the following regulations so that visitors do not block aisle access to neighboring booths.
 1. **Walls must not exceed 2.5 meters in height.** 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.
 2. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
 3. The films/videos shown must fit the theme of the exhibition/event and cannot be sexually explicit or against accepted social customs and norms.
 4. If the exhibitor (s) violates any of the items listed above and refuses to make improvements, TAITRA will shut off power to the booths.
- (11) Exhibitors wishing to raise balloons within one's own booths are required to apply for approval before March 10, 2017. Balloons hung without the approval of the organizer will be removed, and the fee will be the responsibility of the exhibitor (s). Please obtain information about the request process and the form from the organizer. Balloons are allowed inside the booths only. Each large advertising balloon will be charged NT\$10,000 and cannot be over 7 meters from the ground (no charge if it's under 5 meters) and smaller decorative balloons cannot be over 4 meters from the ground. Violators will be penalized for the following violations: balloons floating up to the ceiling, balloon strings hanging on the ceiling or on the pipelines in the ceiling, or balloons left behind after move-out. Violators will be penalized NT\$10,000 for each balloon

and NT\$10,000 for strings on the ceiling. The exhibitors will be solely liable for damages that occur because of balloons. Please log onto the website for the Rules on Application; application form and declaration which are contained in the Exhibitor Manual.

(12) Guideline for setting up stages and stereo equipment:

1. To install a stage or stereo equipment with output greater than 20 watts, the exhibitor must provide a design illustration (the location of the stage and speakers, and the activities and/or times that the equipment will be turned on must be clearly stated) and leave a deposit (NT\$50,000). The exhibitor must submit a request before March 10, 2017. The exhibitor must submit a request in writing signed with a signature promising that all of the abovementioned guidelines will be followed. Please refer to **Form 8** for the Application Rules and application form. Stages and/or stereo equipment installed without permission will be dismantled and no power will be provided to the booth.
2. The exhibitor must fill out and send the "Stage and Stereo Equipment Request Form with Recognizance", directory of the exhibiting companies, and booth layouts to the organizer before March 10, 2017 (a stereo play time chart must also be submitted before the exhibition.)
3. The edge of the stage must be at least 2 meters away from the edge of the aisle. At most two speakers are allowed except where the Center has given approval. Speakers must face inward and be placed at a downward angle. **The volume cannot exceed 85 decibels** (calibration must be performed with the organizer before the exhibition begins). No two neighboring booths can run stage activities or play stereos at the same time.
4. The exhibitor must follow the abovementioned guidelines and TAITRA may organize an inspection team to enforce these rules. Exhibitors that do not cooperate and are in violation will be issued fines (to be deducted from the deposit.)
5. There are three degrees of penalties for violations:
 - First Degree: If test results show that sound is louder than the limit and the violator does not correct the situation after receiving an oral warning, a ticket will be issued and the violator will be notified that the next offense will result in a fine.
 - Second Degree: If no improvements are made upon subsequent checks, fines will be issued: NT\$5,000 for the second check, NT\$10,000 for the third check, NT\$20,000 for the fourth check, NT\$30,000 for the fifth check, and NT\$50,000 for the sixth check.
 - Third Degree: If the violating party still refuses to cooperate after five fines, no power will be provided to the booth. Other violations committed by the decoration contractor or stereo specialists will be dealt with according to Article 8 of these Regulations Governing Booth Decorations.
6. Volume testing: A decibel meter will be used at a height of 1.2 to 1.5 meters, close to the average height of human ears, and placed 3 meters parallel from the sound source.
7. An exhibitor who uses its own wireless microphone shall be required to file its microphone frequency with the organizer for approval before being allowed to set up the same for use. Where the use of wireless microphone is without the organizer's approval such that it interferes with or affects other meetings in the Hall, the organizer can, in addition to demanding cessation of the use of the relevant equipment, levy a fine based on Third Degree in Point 5 herein.
8. If the exhibitor(s) follows the above guidelines, the deposit will be returned in full after the exhibition.

(13) Utilities:

1. Each booth is to submit an application to TAITRA for the amount of electricity and water needed. Privately accessing power without permission is prohibited, and violators will have electricity cut and their booth closed. Contractors involved in such violations will lose their registration as contractors, and in order for TAITRA to maintain public safety in each Exhibition Hall, all lighting and illumination equipment in each booth must be installed by a commissioned electrical equipment business holding a Class A or above license, and this business must complete registration with the relevant unit of TAITRA to provide and set up water and electrical facilities. Exhibitors are strictly prohibited from bringing their own equipment and installing it (with the exception of display lighting), and violators will have their electricity cut and booth closed. In the event of a threat to public safety, damage to property, or injury and loss of life, the exhibitor is fully liable.
2. In order to avoid an overload, damage to equipment, spikes in electrical power, fire or other accidents, it is forbidden to dismantle or damage exhibition facilities or to access electricity on the premises and connect it with incompatible electrical facilities. Any facilities found in violation will be automatically dismantled at the cost of the violating company or contractor and the violating booth will have its supply of electricity cut.
3. No neon, flashing, spinning, jumping and string lights (except if these are exhibition items) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.
4. Cable trenches are for cable only. To prevent short circuits, fire and other accidents, pouring water into cable trenches is strictly prohibited.
5. Any contractor found in violation of the above-mentioned provisions may be fined NT\$100,000 for each violation; any contractor found in violation twice during one month or three times during one year (inclusive) or more, will be prohibited from working on the premises for six months.
6. During move-in (except on the day prior to the exhibition): Compressed air and ceiling lighting will be provided during normal operating hours, for use during decoration and layout of exhibition booths. No electricity is provided. Where the renovation contractor has other power requirements they can apply to the service counter for the organizer to apply for power supply during the relevant period of time.
7. Exhibitors who request utilities (including those who require 24-hour uninterrupted utilities) should have contingency devices (such as an uninterruptable power supply) ready. TAITRA is not liable for any damages and power/water interruption caused by the Taiwan Power Company or by malfunctions of facilities in the hall.

(14) Exhibitors who desire to build a second-story booth must submit a request and pay in advance (refer to **Form 5** to obtain information on procedures and the form).

(15) Occupying public areas (the front gate, lobby, sidewalks around the premises, plaza, rest area, underground parking lot, loading dock, freight elevator and other areas) is strictly prohibited. Setting up stages, moving billboards, flags, or hanging advertisements, posters, flower baskets and other hanging items in these areas are strictly prohibited as well, except obtained permission from the organizer.

(16) The Nangang Exhibition Hall's lower level (lower ground) has 60 columns. **Regardless of an**

exhibitor's intent to decorate all or part of a column within the booth area, an "Application to Reserve a Column for Beautification and Decoration" including an attached booth design (with floor space, and three-dimensional design of facilities) is to be submitted before March 10, 2017.

Guidelines for Column Beautification and Decoration: (1) Column must be in juxtaposition to the wall of existing modular facilities for exhibition (wall width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls); (2) Additional walls on the north side of the Hall must have a hidden door (doors must exceed 70cm in width and 200cm in height or the opening may be exposed in the compartment wall); a space at least 110cm high and 60cm wide should remain to accommodate direct access to sprinkler switches, compressed air pipes control valve box; no wall or object may conceal them. (3) Additional walls on the eastern side of the Hall (facing Jingmao Road) must leave a space at least 140cm high and 110cm wide to accommodate direct access to the fire control panel, sprinkler switches, and ground fire extinguishers; no wall or object may conceal them. (4) The height of the wall around the column may not exceed 4 meters; (5) In the event the above mentioned provisions are violated, the facilities will be taken down, costs for which shall be born by the exhibitor. In the event of guideline violations that are not corrected in a timely manner, resulting in fire prevention authorities issuing a penalty, the fines and related liabilities shall be the sole responsibility of the exhibition organizers and exhibitors. Violating contractors will be fined according to Hall decoration regulations.

5. Matters for attention during set-up and move-in:

- (1) All contractors must have third party liability insurance. The exhibitor will be legally and financially liable for any damages to the facilities and lives lost. The exhibitor shall procure public accident insurance during the period of exhibition (including Move-in and Move-out periods).
- (2) Unregistered contractors should register according to the process outlined in article 2 and have exhibition hall service badges. Otherwise the contractor will not be allowed to enter the grounds to carry out work. The organizer has the right to ask anyone without proper ID or uniforms to leave the premises.
- (3) In order to ascertain the booth's exact point and the corresponding location, exhibitors are required to instruct their designers to measure the site before undertaking booth design and planning.

6. Matters for attention during construction:

- (1) Control and request for entry of vehicles:
 1. There are three areas in the ground level exhibition hall (lower ground): I, J, and K. There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1st Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters). Sizes for cargo entrance for each area are listed below:



- Area I: Height 5 meters, Width 9.9 meters
- Area J: Height 4.5 meters, Width 11.6 meters
- Area K: Height 5 meters, Width 10 meters
- Area L: Height 4 meters, Width 11 meters
- Area M: Height 8.5 meters, Width 11.9 meters
- Area N: Height 4 meters, Width 10.1 meters

The maximum height of trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

2. **The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter.** No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any damages.
3. Regulations on loading of vehicles entering and leaving exhibition hall

Ground floor Exhibition Hall (including entrance driveway)	
1. Vehicle load (include total weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for those with more than two axles; (2) Safety distance between any two vehicles is more than 6 meters.
2. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 18 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters; (3) For goods which exceed 18 tons (but in any case not exceeding 36 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. (4) Each lifting and unloading shall not last longer than 50 minutes.
3. Restrictions on load of cranes	(1) An individual crane's total load should not exceed 27 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) For cranes with a maximum load of less than 18 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 18 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm

	(height). (3) Each lifting and unloading shall not last longer than 50 minutes.
Sky Dome Floor Exhibition Hall (including ramp and unloading platform)	
1. Vehicle load (include total weight of vehicle and goods)	(1) 15 tons for dual-axle; 35 tons for those with more than two axles; (2) Safety distance between any two vehicles is more than 6 meters.
2. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 8 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters; (3) For goods which exceed 8 tons (but in any case not exceeding 16 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters. Each lifting and unloading shall not last longer than 50 minutes.
3. Restrictions on load of cranes	(1) An individual crane's total load should not exceed 12 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) For cranes with a maximum load of less than 8 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 8 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height). (3) Each lifting and unloading shall not last longer than 50 minutes

The use of vehicles with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) or cranes (hoist); forklift and hoist-truck of any tonnage in the exhibition hall shall require an application to the organizer before March 10, 2017 by way of submission of "Application Form of Taipei Nangang Exhibition Hall for Access by Heavy Vehicles". When entering the exhibition hall, the "ground weigh form" shall be submitted for TAITRA's approval before being allowed access during the permitted time period.

4. Trench on the floor:

- a. There is a trench every 9 meters from south to north (total of 13 trenches, each trench being 30cm wide and 35cm deep) on the 1st and 4th floors.
- b. There are 8 trenches from east to west on the 1st floor of the exhibition hall, and 10 trenches from east to west on the 4th floor of the exhibition hall.
- c. The east-west trenches are connected with the south-north trenches and are reserved for laying power lines and telecommunication cables.

5. Drainage boxes are provided: There is one drainage box on either side of each (S - N) trench every 6 meters. Exhibitors may apply to use drainage boxes for water drainage.
 6. **Three large freight elevators are on the East side of the hall. The height of the door for each is 3 meters and the width for each is 3 meters (the net height of the lift is 3.3 meters), and the depth is 7.8 meters. The maximum load for each elevator is 6 tons (no vehicles shall be driven into any cargo elevator).**
 7. The exhibitor should implement the procedures outlined below for vehicle control in order to maintain order, safety and air quality inside the exhibition halls:
 - a. Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding area must not exceed the speed limit (10 kilometers per hour.) Compensation must be paid for any intentional or accidental damage. Engines must be turned off inside the hall.
 - b. Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entrance.
 - c. For a truck entering the exhibition halls, a temporary fee of NT\$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required). 100% of the fee will be returned upon move-out within one hour. For every hour overstayed, NT\$200 will be deducted (the time count begins upon entering).
 - d. **No excavators are allowed.**
- (2) Procedures during move-in and other matters:
1. The utility contractor must submit a copy of the installation plan to TAITRA for reference; otherwise the contractor will not be allowed to perform work on the grounds. The contractor must come in during the time between exhibitions to lay cable and perform work. If work must be performed during grounds lease periods or overtime work is needed, the contractor must also obtain permission from the organizer.
 2. Carpeting specialists must submit a copy of the installation plan to TAITRA for reference; otherwise the specialists will not be allowed to work on the grounds. For exhibitions of large machinery or heavy objects, the specialists must submit a request to TAITRA to enter the grounds early during the time between exhibitions. The contractor can begin working after obtaining permission. If work must be performed during grounds lease periods or overtime work is needed, the contractor must get permission from the organizer.
 3. The time for painters and craftsmen to enter depends on the progress of woodwork and system assemblage. For washing instruments used with water soluble paints, they shall go only to the washroom in each exhibition area (Those on the 1st floor are numbered: 0177-2, 0194-1, 01103; those on the 4th floor are numbered 0498 and 04106). No washing instruments can be used with oil-based paints in the Hall and paint mixing is not allowed to be conducted in the bathrooms. The contractors are responsible for disposing sticky waste such as wallpaper.
 4. Water deliveries, flower deliveries, and lunchbox vendors are not allowed inside the exhibition grounds and their vehicles are not allowed inside (those sending potted plants are allowed inside for decoration purposes).
- (3) For safety reasons, aisles may not be occupied for decoration/display purposes. These things should be done inside each booth.
- (4) If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.

- (5) No steel nails, spray paint, soldering and electrical saws are allowed. Any violations will result in power being cut off.
- (6) Please place PVC cloth or board on the ground before painting and take care not to stain the ground.
- (7) Carpeting: Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet. Make sure all the tapes are cleaned and disposed during move-out. Those who do not clean after the exhibition will be banned from working inside the booth for six months.
- (8) Disposing of the construction materials:
 1. Package and construction materials, which are to be disposed of, should be removed each day and should not be placed in the aisle.
 2. It is strictly prohibited to pour leftover paints into sinks and toilets. Brushes used with water soluble paints must be washed inside mop wash basins in designated bathrooms. The organizer, exhibitors and contractors will have to pay for the cleaning fee if violations occur.
 3. Wastes not disposed of in time are the responsibility of the exhibitor(s) and contractor solely responsible for the costs. If work for the next and/or later exhibition(s) is interrupted, the exhibitor(s) and contractors will be responsible for the losses.
- (9) The exhibitor(s) and decoration contractor will be responsible for any damages to the facilities, financial losses and deaths caused by improperly performed work.
- (10) No alcoholic beverages, betel nut or chewing gum is allowed inside the premises. For the sake of everyone's public image, all workers must wear proper clothing and sandals are not allowed.
- (11) No decoration materials can be placed inside the space outlined by the yellow net areas inside and outside the exhibition grounds. Any violation will result in a six month ban from working inside.
- (12) Safety insurance:
 1. During the exhibition/event period the exhibitor(s) should look after the items, materials, decorations, and other facilities during construction/installation and have them insured. TAITRA will not be responsible for any damages.
 2. During the exhibition/event period (including decorations before the actual exhibition and post-dismantling), any deaths or financial loss of staff or third parties caused by improper installation, operation, maintenance or management of the facilities, items for exhibition, and others will be the responsibility of the exhibitor(s) and the contractor(s) and not of TAITRA. The exhibitor(s) and the contractor(s) are responsible to implement safety measures and are required to have public liability insurance beforehand.

7. Matters for attention before booth dismantling and during move-out:

- (1) All items for exhibition, materials for decoration, and waste must be completely cleaned up and transported away from the exhibition grounds before the end of the move-out period and must not affect the proceeding of next and/or later exhibitions. Where there is an eventless day following the move-out period, all the items, materials and wastes may be transported off the ground during that time, with an additional lease fee charged. No grapple truck is allowed inside and outside the Exhibition hall and at major entrances and exits. Grapple truck operation outside the exhibition hall is required to be completed before 10:00 p.m.
- (2) The maximum load for the floor of the exhibition ground on the 4th floor exhibition hall is 2

tons / square meter, and 5 tons / square meter on the 1st floor exhibition hall. The exhibitor is responsible to install bases and bearings (steel beams, boards, and ties) that reduce the concentrated contact of the weight of the vehicles and cargo with the floor to prevent damaging the floor. The exhibitor will be solely responsible for damages and/or injuries to the facilities and/or staff because of the operation of vehicles or the cargo they carry, or any other equipments, instruments, and others (note: items for exhibition or decoration must be dismantled before transporting inside and outside if their sizes exceed the maximum height and width of the entrances/exits. The exhibitor will be responsible for any damage on the facilities caused by improper handling).

8. Penalties for other violations:

Where there are violations of the regulations in this document, in addition to the above penalties and depending on the circumstances, TAITRA has the right to:

- (1) Cut off water supply and power.
- (2) Close down booths and stop the exhibition at the cost of the exhibitor.
- (3) Prohibit the exhibitor(s) from holding or participating in the exhibition for two years.
- (4) If the booth contractors violate any of the above mentioned regulations, depending on the circumstance, TAITRA has the right to:

1. In the case of workers smoking/chewing betel nut:

First-time offender for smoking/chewing betel nut: Issuance of warning letter with no fine imposed; the renovation contractor (or main contractor) shall be required to demand rectification by the offender.

Second-time offender: Issuance of warning letter and fine of NT\$500;

Third-time offender: Issuance of warning letter and fine of NT\$1,000.

For each subsequent offense an additional amount of NT\$500 shall be levied, with the said fine to be levied on the contractor which employs the offender. Where there is no direct employer, the fine shall be levied on the main contractor for the booth (where no direct fine is imposed on the offender).

The above cumulative fine is with respect to a repeat offender. In the case of the same offense committed by different offenders, each offender shall be treated separately with respect to the cumulative fine.

2. Other infringements depending on their severity and the number of infringements: Issuance of NT\$2,000 to NT\$5,000 fine depending on the seriousness of the violation and the number of times for the violation (fines will be deducted doubly from the deposit if the payment is post due). For each serious accident such as fire and others caused by the violation of article 3 or 5, the violator will be fined NT\$20,000 per incident.
3. TAITRA managing staff has the right to take photos for reference and force the work to stop and evicted off the exhibition grounds.
4. Any exhibitor refusing to rework improperly installed decorations as directed will have the decorations dismantled by TAITRA prior to the show at the exhibitor's own expense, and double the cost will be deducted from the deposit.
5. Depending on the seriousness of the violation, the contractor may be banned from one to two years from entering any of TAITRA's exhibition grounds.

9. The above regulations shall also apply to all other space in the Hall (including outdoor exhibition grounds).

10. All matters not covered herein shall be pursuant to any amendments announced by TAITRA.

Form 1: BOOTH CONSTRUCTION ASSURANCE

As a participant at the 2017 Taiwan Int'l Lighting Show/ LED Taiwan being held at the Taipei Nangang Exhibition Center, Hall 1 from April 12-15, we assure:

- a) That the booth(s) is constructed in compliance with the **Taipei Nangang Exhibition Center Decoration Guidelines**, and
- b) 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
- c) 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 on April 10-11, 2017 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 : _____(Sign and stamp)

Contact Person : _____(Sign and stamp)

Tel : _____ Mobile Phone : _____ Fax : _____

Email: _____

Hotel in Taiwan where you stay: _____ Tel: _____

Booth Contractor : _____

President /CEO of the contractor : _____(Sign and stamp)

Contact person : _____(Sign and stamp)

Tel : _____ Mobile Phone : _____ Fax : _____

Email : _____

Add : _____

Form 2: Safety and Health Terms of Agreement
Taiwan External Trade Development Council (TAITRA)

As an exhibitor of the TiLS/ LED Taiwan , the undersigned parties and any other affiliated parties herein agree to comply with government worker health and safety regulations and Taiwan External Trade Development Council (TAITRA) guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from TAITRA, and are fully responsible for all compensation or repairs in the event of damage.

The undersigned parties and any other affiliated parties hereby agree to comply with the following regulations during the operational period :

1. The Standard Built-up Procedures for the show in the NANGANG Exhibition Hall
2. The Worker Safety and Health Management Procedures for NANGANG Exhibition Hall Exhibitors
3. Hazards Report for NANGANG Exhibition Hall Exhibitors
4. On-Site Hazards Notification for NANGANG Exhibition Hall
5. The above-mentioned regulations can be found on the website of NANGANG Exhibition Hall at : <http://www.twtcnangang.com.tw/?Lang=en-US>

This form should be completed and fax or sent to: Taiwan External Trade Development Council of the address at the bottom of the page.

Name of Exhibitor : _____

Name of Exhibitor's General Manager : _____

Address : _____

Telephone: _____ Booth No : _____

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) failure to possess required entry and work permits, failure to wear required uniforms, failure to use safety helmets, unfastened safety belts at heights of 1.5 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules. Please complete and mail this form by registered post before **March 10, 2017** to the following Email address:

Mr. Chiu, Tel : +886-2-2725-5200 Ext. 5512 **Email: min7019@taitra.org.tw**

Taipei Nangang Exhibition Center, Hall 1

No. 1, Jingmao 2nd Road, Nangang District, Taipei 11568, Taiwan

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of Taipei Nangang Exhibition Center, Hall 1.

Signature of Exhibitor's General Manager: _____ date _____

Form 3: IMPORTATION OF EXHIBITS ON A BONDED BASIS

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the **TiLS/ LED Taiwan** held at the Taipei Nangang Exhibition Center, Hall 1 from April 12-15, this company requests your approval that customs clearance of our exhibits be effected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:

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

Applicant: _____

Company: _____

Booth Number: Area _____ Number _____

Name of show representative _____

Signature: _____ Date: _____

Remarks:

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

Deadline: March 10, 2017

Form 3-1: COMMERCIAL INVOICE & PACKING LIST

SHOW NAME : TiLS/ LED Taiwan
 SHOW DATES : April 12th (Wed.) - 15th (Sat.), 2017
 SHOW VENUE : Taipei Nangang Exhibition Center, Hall 1
 BOOTH NO : Area Number
 SHIPPER : _____
 NAME OF EXHIBITOR : _____
 ADDRESS : _____
 VESSEL/FLIGHT NUMBER: _____
 PORT OF LOADING : _____
 PORT OF DISCHARGE : () KEELUNG () TAIWAN TAOYUAN INT'L AIRPORT
 () _____ (OTHERS)

CASE NO.	DIMENSIONS LxWxH (IN CM.)	WEIGHT (IN KG.)		DESCRIPTION OF GOODS (IN ENGLISH)	QUANTITY	CIF TAIPEI VALUE (US\$)	
		GROSS	NET			UNIT VALUE	TOTAL VALUE

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.

Signature: _____
 Date: _____

Deadline: March 10, 2017

Form 4: ELECYTRICITY & WATER / DRAINAGE REQUIREMENTS

Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply for such requirements by completing the following:

DESCRIPTION OF SERVICE	QTY
AC 110V 60 Cycle single phase 5A (0.5 KW)	
AC 110V 60 Cycle single phase 10A(1 KW)	
AC 110V 60 Cycle single phase 15A(1.5 KW)	
AC 110V 60 Cycle 4 KW	
AC 110V 60 Cycle 6 KW	
AC 110V 60 Cycle 9 KW	
AC 110V 60 Cycle 15 KW	
AC 110V 60 Cycle 22 KW	
AC□220V□380V□440V 60 Cycle 3 phase 15A	
AC□220V□380V□440V 60 Cycle 3 phase 20A	
AC□220V□380V□440V 60 Cycle 3 phase 30A	
AC□220V□380V□440V 60 Cycle 3 phase 40A	
AC□220V□380V 60 Cycle 3 phase 50A	
AC□220V□380V 60 Cycle 3 phase 60A	
AC□220V 60 Cycle 3 phase 75A	
24hrs AC 110V 60 Cycle single phase 5A	
24hrs AC 110V 60 Cycle single phase 15A	
24hrs AC 110V 60 Cycle single phase 20A	
24hrs AC 220V 60 Cycle 3 phase 15A	
24hrs AC 220V 60 Cycle 3 phase 20A	
24hrs AC 220V 60 Cycle 3 phase 30A	
Water/Drainage installation	
Compressed Air	

Remarks:

1. The exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
2. No application shall be accepted on or after the first day of move-in.
3. Any cancellation must be made in writing 10 days prior to the opening for the show, after which 80% of duly paid charges will be re-funded. No refund will be made if a request for cancellation is overdue.

Show Name: _____ TILS/ LED Taiwan _____
 Company: _____ Booth No.: _____
 Contact person: _____
 Address: _____
 Tel: _____ Fax: _____
 E-mail: _____

Please contact:

1st Floor
 Hong Kuan Enterprise LTD
 Tel: 886-2-2725-5200 ext. 5569
 E-mail: power5569@taitra.org.tw

Deadline: March 20, 2017

Form 4-1: TARIFF FOR HEAVY DUTY ELECTRIC POWER
Remarks:

1. The above rates are calculated on the basis of total electric consumption for the exhibition period.
2. 5% Value Added Tax is already included.
3. US\$1 ≙ T\$30

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$
1	AC 110V 60 Cycle single phase 5A	625
2	AC 110V 60 Cycle single phase 10A	1,250
3	AC 110V 60 Cycle single phase 15A	1,875
4	AC 110V 60 Cycle 4KW	5,000
5	AC 110V 60 Cycle 6KW	7,500
6	AC 110V 60 Cycle 9KW	11,250
7	AC 110V 60 Cycle 15KW	18,750
8	AC 110V 60 Cycle 22KW	27,500
9	AC 220V 60 Cycle 15A	2,920
10	AC 220V 60 Cycle 20A	5,521
11	AC 220V 60 Cycle 30A	7,571
12	AC 220V 60 Cycle 40A	9,864
13	AC 220V 60 Cycle 50A	11,890
14	AC 220V 60 Cycle 60A	15,638
15	AC 220V 60 Cycle 75A	17,953
16	AC 380V 60 Cycle 15A	7,227
17	AC 380V 60 Cycle 20A	9,032
18	AC 380V 60 Cycle 30A	12,170
19	AC 380V 60 Cycle 40A	14,836
20	AC 380V 60 Cycle 50A	17,501
21	AC 380V 60 Cycle 60A	22,372
22	AC 440V 60 Cycle 15A	7,858
23	AC 440V 60 Cycle 20A	9,874
24	AC 440V 60 Cycle 30A	13,433
25	AC 440V 60 Cycle 40A	16,519
26	24hrs AC 110V 60 Cycle single phase 5A	1,901
27	24hrs AC 110V 60 Cycle single phase 15A	2,711
28	24hrs AC 110V 60 Cycle single phase 20A	3,116
29	24hrs AC 220V 60 Cycle 3 phase 15A	8,759
30	24hrs AC 220V 60 Cycle 3 phase 20A	13,575
31	24hrs AC 220V 60 Cycle 3 phase 30A	17,607
32	Water/Drainage installation	2,363
33	Compressed Air	5,000

Form 4-2: ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

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

Remarks:

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

Days prior to the deadline Payment (Term Discount / Surcharge)
 Before March 7, 2017 20% Discount Charge
 March 8-20, 2017 Set Price
 March 21-27, 2017 20% Overdue Charge
 after March 28 50% Overdue Charge

**CONSTRUCTION GUIDELINES FOR
SECOND-STORY EXHIBITION BOOTHS IN THE
TAIPEI WORLD TRADE CENTER NANGANG EXHIBITION HALL**

1. In view of 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 four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of second-story booths.
4. To apply for the construction of second-story booths in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail no later than March 10, 2017. Construction cannot begin without prior written approval from TAITRA.
 - (1) One copy of the application form (**Form 5**)
 - (2) One copy of the booth layout plan
 - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on 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
After March 10, 2017	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 total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
11. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.
12. If the usable floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second-story.
13. The load-bearing capacity of the second-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².
14. 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.
15. After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
16. 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.
17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center.
18. 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.
19. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

Form 5: APPLICATION FOR CONSTRUCTION OF SECOND-STORY BOOTH
(Only for exhibitors allotted four booths or more)

To: Taiwan External Trade Development Council (TAITRA)

We participate in the TiLS/ LED Taiwan held at the Taipei Nangang Exhibition Center. 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, and the Construction Guidelines for Second-story Booths in the Taipei Nangang Exhibition Center. 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 company: _____ (signature) Date: _____

Tel: _____ Fax: _____ E-mail: _____

Venue : _____ Area: _____ Booth 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: _____ E-mail: _____

Person in Charge: _____

Please return the copy via **Email** to:

Mr. George Liu

TiLS@taitra.org.tw

Deadline: March 10, 2017

Form 5-1: CONFIRMATION OF SECOND-STORY BOOTH DESIGN

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 TiLS/ LED Taiwan at booth number: Area _____ Number _____

In the Taipei Nangang Exhibition Center, we have checked the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei Nangang Exhibition 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: () _____ E-mail: _____

Architect: _____(Signature)

Structural Engineer: _____(Signature)

Inspector: _____(Signature)

Date: _____

Please return the copy via **Email** to:

Mr. George Liu
TiLS@taitra.org.tw

Deadline: March 10, 2017

CONSTRUCTION GUIDELINES FOR BOOTH 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 8 units, in order to be eligible to apply for the construction of booths exceeding 4 meters.
3. To apply for the construction of booths exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail before March 10, 2017. Construction cannot begin without prior written approval from TAITRA.
 - (1) One copy of the application form
 - (2) One copy of the booth layout plan
 - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - (4) A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.
4. TAITRA will charge an "Exceeding fee", which is NT\$100,000 (tax included) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 70 cm from the side edge of the lower structure between booths.
5. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
6. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
7. The height of the booths exceeding 4 meters must not be more than 6 meters. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the booths exceeding 4 meters should be maintained at 70cm, and the exterior of the walls should be decorated.
8. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
9. After TAITRA has granted written approval for the construction of booths exceeding 4 meters, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from

participating in all trade shows held in the Taipei World Trade Center Exhibition Hall 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 World Trade Center Nangang Exhibition Hall.
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.

**Form 5-2: APPLICATION FOR CONSTRUCTION OF BOOTH
EXCEEDING 4 METERS (Minimum 4 units)**

To : Taiwan External Trade Development Council (TAITRA)

We will participate in the TILS/ LED Taiwan held in the Taipei Nangang Exhibition Center. 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. 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 company: _____ (signature) Date: _____

Tel: _____ Fax: _____ E-mail: _____

Venue : Area: _____ Booth Number: _____

Area of Ground Booth: _____ square meters

Area of Booth Exceeding 4 Meters: _____ square meters

Contractor for the Booths Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ E-mail: _____

Person in Charge: _____

Please return the copy via **Email** to:

Mr. George Liu

TILS@taitra.org.tw

Deadline: March 10, 2017

Form 5-3: CONFIRMATION OF BOOTH EXCEEDING 4 METERS DESIGN

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 TILS/ LED Taiwan at booth number: Area _____ Number _____

In the Taipei World Trade Center Nangang Exhibition Hall, 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: () _____ E-mail: _____

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 March 10, 2017. TAITRA will charge an "Exceeding fee", which is **NT\$100,000** (tax included) within 18 square meters. For those who exceed 18 square meters will be charged in proportion to the addition. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 70 cm from the side edge of the lower structure between booths.

Deadline: March 10, 2017

REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

Any exhibitor wishing to use BALLOON(s) at their booth should note the following conditions:

● A promotional balloon :

1. Only one balloon per booth can be used in each exhibitor's booth.
2. Can only carry the company's name, logo or product brand name.
3. Not exceed diameter of 1.5 meters.
4. The top of the balloon should not be higher than 5 meters from the floor.
5. To apply for a promotional balloon exceeding 5 m and less than 7 m in height, exhibitors are required to deposit NT\$50,000(US\$1,650) and pay an additional non-refundable fee of NT\$10,000 (US\$340).

● Small non-flying balloons

1. To be used for booth decoration.
2. The top of the balloons should not be higher than 4 meters from the floor.

Notice:

1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
2. Those wanting to use balloon(s) should submit the appropriate application (**Form 6**) at least one month before the show opening along with a deposit of NT\$50,000 (US\$1,650)
3. For every exhibitor violation of above regulation, a NT\$10,000 (US\$340) penalty will be deducted from the exhibitor's balloon deposit.
4. TAITRA will remove improper balloons raised without permission.

※ *This English-language abridged version of Exhibitor's Manual is for reference purposes only, and the Chinese edition will prevail if there is any discrepancy between the two editions. In the event of any unforeseen occurrence not covered in this manual, the decision of the organizer in issuing new regulations or making any changes shall be final.*

Form 6: PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the TiLS/ LED Taiwan held in the Taipei Nangang Exhibition Center, Hall 1 from April 12-15, 2017. 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.

Enclosed is our check of NT\$50,000 (US\$1,650) as a deposit for the application for use of a promotional balloon. The organizer will return the check after the show, should there be no problems occurred; the deposit will be confiscated otherwise.

Company: _____
Booth Number: Area _____ Number _____
President/CEO: _____
Signature: _____
Contact Person: _____
Address: _____
Tel: _____ Mobile Phone: _____
Fax: _____ E-mail: _____

Please submit completed form with **NT\$50,000/US\$1,650 (check deposit only)** to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. George Liu, Exhibition Section 2,
TAITRA Exhibition Dept.
5, Hsin-yi Road, Section 5, Taipei 11011, Taiwan
E-mail: TiLS@taitra.org.tw

Deadline: March 10, 2017

Form 7: TELEVISION WALL SETUP

To: Taiwan External Trade Development Council (TAITRA)

We will participate in TiLS/ LED Taiwan held in the Taipei Nangang Exhibition Center. 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 80 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

Company: _____

Booth Number: Area: _____ Number: _____

Contact Person: _____ E-mail: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

Please fax this copy to:

Mr. George Liu, Exhibition Section 2
TAITRA Exhibition Dept.
5, Hsin-yi Road, Section 5, Taipei 11011, Taiwan
E-mail: TiLS@taitra.org.tw

Deadline: March 10, 2017

**Form 8: STAGE AND STEREO SYSTEM SETUP APPLICATION
(LETTER OF ASSURANCE)**

To: Taiwan External Trade Development Council (TAITRA)

As an exhibitor at the TiLS/ LED Taiwan held in the Taipei Nangang Exhibition Center, Hall 1 from April 12-15, 2017. We would like to apply for the set up 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" 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)

Please submit completed form with **NT\$50,000/US\$1,650 (check deposit only)** to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. George Liu
Exhibition Section 2,
TAITRA Exhibition Dept.
5, Hsin-yi Road, Section 5, Taipei 11011,
Taiwan
E-mail: TILS@taitra.org.tw

Show Name: TiLS/ LED Taiwan

Booth No.: Area Number

Company: _____

Person in Charge: _____

Contact Person: _____

Tel: _____ Mobile: _____

Stereo Contractor: _____

Person in Charge: _____

Contact Person: _____

Tel: _____ Mobile: _____

Date: _____

Deadline: March 10, 2017

**Form 9: Taipei World Trade Center Nangang Exhibition Hall
(Conference Room Application Form)**

Application for Conference Room No				※ Please fill out the columns on the left for Digital Information Display
Period (Dates/Hours)	Set Up/ Move In	From: Date	/Hours	
		To : Date	/Hours	
	Event Period	From: Date	/Hours	
		To : Date	/Hours	
	Dismantling/ Move Out	From: Date	/Hours	
		To : Date	/Hours	
Title of Event				
Applicant Name				
Mailing Address	□□□□□			
Uniform Invoice Address	□□□□□			
Uniform Invoice Number		Company CEO		
Contact Person		Tel No.		
Cellular Phone		Fax No.		
E-mail				
Expected Number of Participants		Expected VIPs (For reference only)		

Purveyor	Style of Layout	Applicant (stamped seal, company seal & president's seal)
	Select a layout for tables and chairs: (refer to layout charts) <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom <input type="checkbox"/> U-shape <input type="checkbox"/> Square If different from above, please sketch a simple layout below: (Layout must be submitted to TWTC Nangang at least one week before the date of the event)	Date of application:

Remarks:

- A) Related lend-lease regulations please refer to the "Taipei World Trade Center Nangang Exhibition Hall Conference Room Lease Rules". Related information can be accessed on-line at : <http://www.twtcnangang.com.tw> .
- B) This document is to initiate a leasehold contract for conference rooms. Please complete and sign on the specified locations, or else your application will not be processed.

Deadline: March 10, 2017

Form 9-1: Conference Room Rental Rates

2013.05.22(On a NT\$ basis)

Conference room number	Seating capacity					Room size Sqm	Dimensions (l x w x h)	Rental rate per period (NT\$)	
	Theater	Classroom	Standard	U-shape	Square			Mon-Fri	Sat, Sun holiday & Evening
						08:00-12:00/ 13:00-17:00/ 18:00-22:00			
401	384	144	216	52	72	375.7	20.2x18.6x3.5	34,700	41,800
402	396	168	224	62	80	372.6	27.0x13.8x3.5	34,200	41,100
402a	100	56	72	26	36	121.4	8.8x13.8x3.5	11,200	13,500
402b	110	56	72	26	36	122.8	8.9x13.8x3.5	11,200	13,400
402c	110	56	72	26	36	128.3	9.3x13.8x3.5	11,800	14,200
402a+b	234	108	144	42	56	244.3	17.7x13.8x3.5	22,400	26,900
402b+c	234	108	144	42	56	251.2	18.2x13.8x3.5	23,000	27,600
403	90	48	72	26	36	119.9	8.4x12.9x3.5	11,000	13,200
404	90	48	72	26	36	133.5	9.3x12.9x3.5	12,200	14,600
501	105	56	84	30	36	131.1	9.3x14.1x2.8	12,000	14,400
502	95	34	68	26	32	102.3	7.6x12.0x2.8	9,300	11,100
503	110	56	84	30	36	150.9	9.7x14.2x2.8	13,600	16,300
504	504	224	360	68	84	505.4	26.6x19.0x2.8	45,800	54,900
504a	165	84	120	38	44	184.3	9.7x19.0x2.8	16,800	20,100
504b	150	84	120	38	44	169.1	8.9x19.0x2.8	15,300	18,400
504c	150	84	120	38	44	152.0	8.0x19.0x2.8	13,700	16,400
504a+b	336	144	216	48	64	353.4	18.6x19.0x2.8	32,100	38,500
504b+c	312	128	216	48	64	321.1	16.9x19.0x2.8	29,000	348,00

- The rental rates above are exclusive of 5% VAT (value added tax).
- Use of conference rooms includes seating for the number of people corresponding to the capacity listed for each room. For additional seats requested for an event, an extra charge is billed to the renter.
 - Basic conference facilities provided free of charge include two (2) wire/wireless microphones, one (1) podium, one (1) 140x60x75cm reception desk with tablecloth and table skirt, one (1) digital display and two (2) 57.8x40.4cm poster stands. An extra charge is billed to the renter for requested use of other conference facilities. Basic conference facilities may not be exchanged for other conference facilities and no refund is allowed for unused items.
 - Basic conference facilities are not provided when the conference room is used for an exhibition. Site Plan must be submitted and approved before any construction and/or decoration can be carried out.
 - No outside audio/video equipment is allowed into the room without prior permission from the Nangang Exhibition Hall.
- Use of the conference room during setup or dismantling is billed based on the rental rates per period listed below:
 - 08:00~12:00/13:00~17:00/18:00~22:00: 40% off standard rental rate per period for that day.
 - 22:00~24:00/00:00~04:00/04:00~08:00: 70% off standard rental rate per period for that day.
- For use of the conference room that exceeds the time allocated by less than one (1) hour, the renter is billed an additional charge equivalent to 25% of the rental rate per period for that day. Use exceeding one (1) hour is billed equivalent to the rental rate per period (four (4) hours) for that day.
- If rental period is on an evening, weekend or public holiday, then the renter must rent at least two conference rooms at the same time.
- Aside from bottled water, no food or beverages are allowed inside the conference room. If a planned event is to serve food and drinks inside the conference room, prior permission is needed and must follow the requirements below.
 - Refreshments may be provided only by the contracted caterer of the Nangang Exhibition Hall.
 - When snacks or quick meals are provided, tablecloths from the Nangang Exhibition Hall must be used to protect the conference facilities. A basic cleaning service fee equivalent to five (5) percent of the rental rate per period for that day is billed to the renter.
 - When a banquet is held inside the conference room, additional carpets are required to protect the floor of the conference room from stain and dirt. A basic cleaning service fee equivalent to five (5) percent of the retail rate per period for that day is billed to the renter.
- Payments:
 - The renter should settle the rental fee when the schedule has been finalized.
 - Rentals of audio visual equipment and other additional charges should be settled no less than three (3) days prior to the event. Any additional charges from added services and rentals during the event should be settled prior to the end of the event.
- Rental rates are subject to change without prior notice.
- For further details, please visit website at <http://www.twtcnangang.com.tw/Menu.aspx?ID=341&Lang=en-US>

Form 9-2: Basic Equipment for Conference Room for Taipei Nangang Exhibition Center

Conference Room	Fordable Table (140×60×75 cm, table cloth excluded)	Cable Microphone	Meeting Table (160×90×75 cm, table cloth & skirt included)	Meeting Chair	Podium	LCD TV	Small Poster Stand (Vertical: 57.8×40.4 cm)	Extra Equipment
401	70	4	2	384	1	1	2	
402	72	4	2	396	1	3	2	
402a	24	2	1	100	1	1	1	
402b	24	2	1	110	1	1	1	
402c	24	2	1	110	1	1	1	
402a + b	50	3	2	234	1	2	2	
402b + c	50	3	2	234	1	2	2	
403	21	2	1	90	1	1	1	Storage room x 1
404	21	2	1	90	1	1	1	
501	24	2	1	105	1	1	1	
502	22	2	1	95	1		1	
503	24	2	1	110	1	1	1	Lecturer lounge x 1
504	105	4	2	504	1	3	2	
504a	35	2	1	165	1	1	1	
504b	35	2	1	150	1	1	1	
504c	35	2	1	150	1	1	1	
504a + b	70	3	2	336	1	2	2	
504b + c	70	3	2	312	1	2	2	

- Basic equipment for each conference room are free of charge (quantity listed above), while orders for more equipment than the above listed (or on-site orders) will be charged for an additional fee. Tables & Chairs layout for each conference room can only be arranged with one style per period. For further information, please refer to "Rental Rates for Conference Room for TWTC Nangang Exhibition Hall".
 - * Rental charges for other equipment please contact Ms. Jamie Chang for Rental Rates and Application form for Congress System for TWTC Nangang Exhibition Hall". All listed prices in the form are tax-excluded.
 - * None of basic equipment is provided if conference rooms are used for exhibitions.
 - * No self-prepared equipment is allowed.
 - * No Eating & Drinking inside conference rooms.
- None of the basic equipment listed above is refundable and replaceable.
- If the logo (W200xH84 pixels) or poster (W1360xH768) is needed to be displayed on LCD TV, image files in digital format must be provided.
- An extra 30% of the set rate will be charged for on-the-spot requested items which will be leased subject to availability.
- The use of Video equipment for rehearsals will be charged 60% of the unit prices for each period.
- Rental charges in "Rental Rates and Application form for Congress System for TWTC Nangang Exhibition Hall" are subject to change without prior notice.**

Online Marketing Services for the Official Website of TAIWAN INT'L LIGHTING SHOW

I. The official website of TAIWAN INT'L LIGHTING SHOW (www.TiLS.com.tw) provides you with the most complete and effective online promotion platform.

In order to enhance the interaction of exhibitors and buyers, Taiwan International Trade Shows has constructed the official website of **TAIWAN INT'L LIGHTING SHOW(TiLS)**. Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products anytime before, during or after the show. Therefore, we encourage you to get the most out of our online marketing services offered by the official website to maximize the effectiveness of your participation of the show.

II. Online Marketing Services

(I) Who qualifies?

Exhibitors of **TiLS**.

(II) What is the Online Marketing Services ?

- a. Upload up to 5 product catalogs→Product catalogs will be shown in the detailed company page of each company on the official website.
- b. Publish show-related news→Exhibitor's show-related news will be shown in the section of "Exhibitors' News" on the official website.
- c. Functions of **My TiLS Login** include hotel reservation, message folders, and other exhibition services.

(III) How to use the Website Service?

a. Please go to the official website of **TiLS**

b. Step 1: Click "Exhibitor" → "My TiLS Login"

Step 2: Activate your account and login. (If you need any assistance to confirm your account ID and password, please contact us at exhibitors@taitra.org.tw)

Step 3: After you login, select the function of "Product Catalogue" to upload your product catalog, or select the function of "Exhibitors News" to publish your show-related news on the website.