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The personal data will be used by TAITRA only in order to forward the applicant (by phone, mail and other means) information on exhibitions or trade promotion activities in the years 2015-2020. Those who wish to exercise any of the following rights, please contact:

TAIPEI AMPA & AutoTronics Taipei Team

E-mail: ampa@taitra.org.tw or autotronics@taitra.org.tw

TAIWAN MOTORCYCLE & EV Team

E-mail: motorcycletaiwan@taitra.org.tw or evtaiwan@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; or
5. Request deletion of personal information.

I. CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending **TAIPEI AMPA 2016, AutoTronics Taipei 2016, EV TAIWAN 2016, and MOTORCYCLE TAIWAN 2016**. If the services are required, please return the completed forms. Services cannot be guaranteed if the related forms are returned after the deadline.

Item	Form	Deadline	Page
<i>Obligatory</i>			
<input type="checkbox"/> Booth Construction Assurance*	Form 1	Mar. 4, 2016	23
<input type="checkbox"/> Safety and Health Terms of Agreement	Form 1-1	Mar. 4, 2016	24
<i>Shipment (optional)</i>			
<input type="checkbox"/> Importation of Exhibits on a Bonded Basis	Form 4	Feb. 26, 2016	29
<input type="checkbox"/> Commercial Invoice and Packing List	Form 5	Mar. 26, 2016	30
<input type="checkbox"/> Forklift Service			9
<i>Booth Setup and Decoration (optional)</i>			
<input type="checkbox"/> Internet, Telephone	-	Mar. 4, 2016	9
<input type="checkbox"/> Extra Electricity, Water, Drainage	Form 2 et al.	Mar. 16, 2016	25-27
<input type="checkbox"/> Construction of 2-Story Booth	Form 6 et al.	Mar. 18, 2016	31-34
<input type="checkbox"/> Construction of Booth Height Exceeding 4 Meters	Form 7 et al.	Mar. 18, 2016	35-38
<input type="checkbox"/> Application for Promotional Balloon	Form 8 et al.	Mar. 18, 2016	39-40
<input type="checkbox"/> Television Wall, Sound System	Form 9	Mar. 18, 2016	41
<i>Promote Your Company (optional)</i>			
<input type="checkbox"/> Advertising in the Digital OD (<i>free</i>)		Mar. 11, 2016	6
<input type="checkbox"/> Advertising in the OD (Official Directory)	Form 3	Mar. 11, 2016	28
<input type="checkbox"/> Online Promotion Services	Attachment 1		-

* Exhibitors signed up for Shell Schemes may skip the item of Booth Construction Assurance, which will be fulfilled by the official contractor **O'YA MARKETING SOLUTION & INTERIOR DESIGN CO., LTD.** of Shell Schemes.

Contact window:

Mr. Ryan Lee, Email: ryan@o-ya-design.com, Tel: 886-2-2655-2777 ext.181

II. ON-SITE OPERATIONS SCHEDULE

DATE	TIME	EVENT	NOTE
April 4, 2016	07:00 – 17:00	Exhibits Move-in and Booth Setup	1. Collect exhibitor badges
April 5, 2016	07:00 – 19:00		2. Exhibitors should not leave the booth unattended
April 6, 2016	After 08:00	Exhibitors may enter showground	
	09:00	Exhibition opens	
	09:00 – 17:00	Visitors with badge may enter showground	
April 7, 2016 to April 8, 2016	After 08:30	Exhibitors may enter showground	
	09:00 – 17:00	Visitors with badge may enter showground	
April 9, 2016	After 08:30	Exhibitors may enter showground	
	09:00 – 16:00	Visitors with badge may enter showground	
	16:00	Exhibition closes	Exhibit dismantling begins
	16:00 – 17:00	Exhibits Move-out (Hand-carried exhibits only)	Vehicles are PROHIBITED from entering showground
	17:00 – 24:00	Exhibits Move-out (all exhibits, stand fitting materials)	Vehicles are PERMITTED to enter showground

- 1) Please arrive on time to guard against any loss of goods.
- 2) Minors under 12 years of age are not permitted to enter showground.

III. GENERAL INFORMATION

1. Organizers



Organizer:

Taiwan External Trade Development Council (TAITRA)

Co-organizers:

Taiwan Transportation Vehicle Manufacturers Association (TTVMA)

Taiwan Rubber & Elastomer Industries Association (TREIA)



Organizers:

Taiwan External Trade Development Council (TAITRA)

Taiwan Electrical & Electronic Manufacturers' Association (TEEMA)

Co-organizers:

Taiwan Automotive Research Consortium (TARC)

Taiwan Transportation Vehicle Manufacturers Association (TTVMA)



Organized by:

Bureau of Foreign Trade, Ministry of Economic Affairs (MOEA)

Implemented by:

Taiwan External Trade Development Council (TAITRA)

Taiwan Electrical & Electronic Manufacturers' Association (TEEMA)

Taiwan Transportation Vehicle Manufacturers Association (TTVMA)



Organizer:

Taiwan External Trade Development Council (TAITRA)

Co-organizer:

Taiwan Transportation Vehicle Manufacturers Association (TTVMA)

2. Show Dates and Time

April 6 - 8, 2016 (Wed to Fri): 9:00 a.m. - 17:00 p.m.
April 9, 2016 (Sat): 9:00 a.m. - 16:00 p.m.

3. Showground Opening Hours for Exhibitors

April 6 From 8:00 a.m.
April 7-9 From 8:30 a.m.

4. Venue

Taipei World Trade Center Exhibition Hall 1

5. Moving Exhibits In and 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 World Trade Center Exhibition Hall” for decoration rules.
- (3) Floor Loading Capacity: 1,300 kg / m²
- (4) No exhibits can be moved out during show hours.

6. Official Contractors (Booth Setup and Facilities)

- (1) The official contractors of Taipei Trade Shows in 2016 are **O'YA MARKETING SOLUTION & INTERIOR DESIGN CO., LTD** and **UNIPLAN TAIWAN CORPORATION**. For details, please refer to “Official Contractor” on the exhibitor page of the TAIPEI AMPA/EV TAIWAN /MOTORCYCLE TAIWAN official website.
- (2) Exhibitors who signed up for “Raw Space” booths (i.e. space without equipment, water or power outlets) should contact one of the official contractors or arrange setup with other decoration contractors.
- (3) Exhibitors who signed up for “Shell Scheme” booths (i.e. standard booth including regular facilities) but requiring additional equipment such as furniture or extra electricity must rent them from the contractor of the “Shell Schemes”. The decoration contractor officially commissioned for Shell Schemes is **O'YA MARKETING SOLUTION & INTERIOR DESIGN CO., LTD** (Mr. Ryan Lee, Email: ryan@o-ya-design.com, Tel: 886-2-2655-2777 ext.181).

One Shell Scheme Booth (3m X 3m)

Booth A1	Item	Qty	Unit
1	Standard partition 300X300X250cm/H	1	set
2	Needle punch carpet (light gray)	9	sqm
3	Company name fascia board (white background with blue letters, PVC finished), 300X30cm/H	1	pc
4	Information counter 100X50X75cm/H	1	pc
5	Wooden shelf (flat) 100X30cm/D	3	pcs
6	Folding chair (black)	3	pcs
7	Glass round table, Dia. 75X75cm/H	1	pc
8	Spotlight 18W (yellow)	3	pcs
9	110V/5A socket	1	pc
10	Waste paper basket	1	pc

Note : All items are on rental basis, will not be refunded or exchanged.



Two Shell Scheme Booths (6m X 3m)

Booth B1	Item	Qty	Unit
1	Standard partition 600X300X250cm/H	1	set
2	Needle punch carpet (light gray)	18	sqm
3	Company name fascia board (white background with blue letters, PVC finished), 300X30cm/H	2	pcs
4	Information counter 100X50X75cm/H	2	pcs
5	Wooden Shelf (flat) 100X30cm/D	6	pcs
6	Folding chair (black)	6	pcs
7	Glass round table, Dia. 75X75cm/H	1	pc
8	Spotlight 18W (yellow)	6	pcs
9	110V/5A socket	2	pcs
10	Waste paper basket	1	pc

Note : All items are on rental basis, will not be refunded or exchanged.



(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.

7. 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 8 to apply.**)

(2) Television Wall

Prior approval is required for promotional videos played at the showground. (**→ Use Form 9 to apply.**)

8. Electricity and Water/Drainage Installation

(1) Each booth is supplied with 0.5 kW, 110 Volt power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply using the same name.

(**→ Use Form 2 to apply.**)

(2) Discounts or surcharges will be applied in accordance with the stamped receiving date of application as listed:

Receiving Date of Application	Payment Terms (Discount/Surcharge)
Before March 3, 2016	20% Discount Charge
March 4-16, 2016	Set Price
March 19-25, 2016	20% Overdue Charge
After March 26, 2016	50% Overdue Charge

Applications after March 26, 2016 will be accepted only if there is still enough time for installation.

9. Exhibitor Badges

(1) Exhibitors should collect their badges and a complimentary copy of the *official directory* during move-in hours at the reception counter after presenting their business cards. Exhibitors who have not yet submitted their “Booth Construction Assurance” and “Safety and Health Terms of Agreement” must now submit it on-site in order to receive the exhibitor badges.

(2) Four *exhibitor badges* will be issued for the first booth, with two more for each additional booth used.

10. International Visitor Online Pre-Registration

Please remind your overseas clients and/or buyers to pre-register online at the official website to get:

- (1) A FREE copy of the official directory;
- (2) A FREE international visitor badge on 1F; and
- (3) EXPRESS SERVICE to bypass long line-ups.

11. Ways to Promote Your Company

(1) Advertising on the website (*free-of-charge*)

1. Please login your account to our official website:

2. Please upload 5 products to Product Catalogue

(2) **Advertising in the CD-ROM version of the *official directory* (*free-of-charge*)**

In order to assist exhibitors to broaden the international market, the organizer TAITRA provides exhibitors 1 free page product advertisement in Official directory CD-ROM. Besides distributing to international buyers, we would also distribute to our foreign offices after the show to increase the publicity of exhibitors' products.

Please email your material to ampa@taitra.org.tw before March 11, 2016. Please use the email subject: 2016 OD Disc_(company name)_(booth number). We will send you a confirmation letter when your material is received.

The advertisement format is as below.

- JPG file
- A4 size
- Over 150 dpi
- Below 1MB

(3) **Advertising in the *official directory***

- a. All exhibitors are entitled to have their names, addresses and exhibit profile listed in the *official directory* published by the organizers.
- b. 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.
- c. The directory will not only be available for sale during the show, but will also be distributed following the show to buyers who could not attend the exhibition and to all TAITRA overseas branch offices for more promotion. To request advertising in the *official directory*, please refer to **Form 3**.
- d. Publishing agent of the *official directory*: China Economic News Service
Mr. Ni, Tel: 886-2-8643-3930, E-mail: ni@cens.com

(4) **Invitational brochures for your clients/buyers (*free-of-charge*)**

Brochures ideal for customer invitation are available to exhibitors. Please download the digital file on

www.TaipeiAMPA.com.tw

www.EVTAIWAN.com.tw

www.MOTORCYCLETAIWAN.com.tw

12. Showground Facilities and Services (Only on April 6-9)

Facilities and Services		Location and Information
Arriving and Departing	Contractor for On-site Booth Setup and Facilities	<p>■ O'YA MARKETING SOLUTION & INTERIOR DESIGN Tel: +886-2-2655-2777. Fax: +886-2-2655-2999</p> <p>■ TAIWAN UNIPLAN CORPORATION Tel: +886-2-2758-5450. Fax: +886-2-2729-0720</p>
	Forwarders	<p>■ EUROTRAN EXPO SERVICE CO., LTD. Tel: +886-2-2785-6000. Ext 106 (Ms. Jasmine Yang) Fax: +886-2-2785-6701. E-mail: jasmine.yang@eurotranexpo.com</p> <p>■ TRIUMPH EXPRESS SERVICE CO., LTD. Tel: +886-2-2758-7589. Mobile: 0935-245909 (Mr. Scott Chen) Fax: +886-2-2758-7645. E-mail: scott@trans-link.com.tw</p>
	Electricity Service	Information Counter, 1 st Floor
Food and Beverage	Food and Beverage	<p>Café / Fast Food / Snack / Buffet / Restaurant:</p> <p>■ 2nd Floor: Restaurant, Family Mart, SUBWAY</p> <p>■ 5th Floor: Omni Café</p>
Utilities	Free Internet Service	Accessible over 1 st Floor of showground
	ATM	Near the Main Entrance and Plaza Entrance
	Copy & Fax	2nd Floor Family Mart
	Post Office, Bank, Cashier	Near Plaza Entrance
	Conference room	2nd Floor
Show Organizer	Show Management Office	Area H, 2 nd Floor Show Manager: Mr. Allen Chen / Ms. Patty Lin Tel: +886-2-2725-5200 ext. 2659 / 2621
	Press Center	Area H, 2 nd Floor Publicity Manager: Ms. Wei-Shan Lin Tel: +886-2-27255200 ext. 2654
Miscellaneous	First Aid	Near the main entrance by Hsin-Yi Rd
	Muslim Prayer Rooms	Area A, 1 st Floor
	TAITRA Bookstore	2C03, 2nd floor

*All information subject to change without notice

13. Transportation

Service	Route/Location	Schedule/Notes
Taxi	● Pick-up: 1 F	
MRT	TWTC Exhibition Hall: Take Xinyi line	Taipei main station to Taipei 101/ World Trade Center
Free Shuttle Bus	<p>[Hotel Route] (one-way) TWTC Exhibition Hall 1 ▼ Various Hotels in Taipei</p> <hr/> <p>[Inter-hall Route] TWTC Exhibition Hall 1 ▲ ▼ Nangang Exhibition Center</p>	More details available at the bus stops.

14. Floor Cleaning

The organizer is responsible for daily cleaning of the public areas and passageways only. Exhibitors have to clean their own booths.

15. Internet Application and Telephone Rental

Telephone connections to booths may be ordered by the exhibitor's representative/agent in Taiwan *only*. The representative/agent must apply **before March 4, 2016**, directly to:

Chunghwa Telecom Corp. Ltd.

Taipei Eastern Area Service Center

Address: 130 Sung Jen Rd., Taipei, 110, Taiwan

Tel: +886-2-2720-0149

Charges are as follows:

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

16. Forklift Service

- (1) **Yi Chen Forklift Enterprise Co., Ltd.**

Tel: +886-2-8521-0088

- (2) **Sun Shen Forklift Co., Ltd.**

Tel: +886-2-2505-4216

17. Free WIFI 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 without flow control is not usually recommended for audio or video streaming or massive downloads. Please retry if you cannot get online.
- (3) We cannot be held responsible for loss of business or other difficulties due to delay or poor quality of this free service.
- (4) Please take necessary measures to protect your data.

18. Security and Insurance

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

19. Travel Arrangements

- (1) Flights:
Book your flights with the official airlines via our web site: www.TaipeiAMPA.com.tw, www.EVTAIWAN.com.tw or www.Motorcycletaiwan.com.tw.
- (2) Hotel accommodations:
Make hotel reservations directly with special rates negotiated by the organizer. (Visit our website at www.TaipeiAMPA.com.tw, www.EVTAIWAN.com.tw or www.Motorcycletaiwan.com.tw.)

20. Conference Rooms

- (1) For related lend-lease regulations, please refer to Taipei World Trade Center Exhibition Hall website at www.twtc.com.
- (2) As conference rooms are always fully booked during the show, please inquire the person in charge in advance: Ms. Cyndi Hsu: cyndi@taitra.org.tw.

21. Temporary/ Translation Staff

Hong Shun Event Services Co., Ltd.

TEL: 886-2-87802355

Email: tw.tpe.linda@expoinone.com

IV. TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

- (1) When signing the related application forms, participants agree to follow all the existing Regulations and further Regulations that might be made to modify them.
- (2) Once signed and submitted by the Applicant and confirmed by the organizer, the contract will be established and come into effect.
- (3) Violations of the Regulations can result, by decision of the organizer, in the exclusion of the transgressors 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

- (1) It is strictly forbidden to display logos, licenses, or patented items registered by other companies.
- (2) It is strictly forbidden to infringe an intellectual property rights or other rights of any third party.
- (3) Violations will result in immediate removal of the displays, with one year's suspension from exhibiting in all shows organized by TAITRA. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

4. Space Assignment and Unoccupied Space

- (1) The organizer 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 organizer deems appropriate.
- (2) The organizer reserves the right, should any exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

5. Sub-letting of Space

- (1) 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.
- (2) Violations will result in immediate removal of the displays, and the exhibitor and the other party will not be permitted to participate in this same event for the next three years. The Exhibitors bear the responsibility for all penalties without recourse or indemnity.

6. Venue and Show Dates Change

The organizer 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

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

8. Insurance

- (1) 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 their exhibits during the exhibition (including build-up and dismantling periods), and during storage in the organizer's warehouse.
- (2) Exhibitors are advised to hire their own security guards, for their valuable exhibits during the exhibition (including build-up and dismantling periods).

9. Exhibit Limitations

- (1) Exhibitors are not permitted to erect booth partitions of over 250cm in height.
- (2) Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400cm.
- (3) 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 are strictly forbidden and those doing so can be immediately expelled from the exhibition.

11. Breach of Contract and Withdrawal by Exhibitor

- (1) 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 organizer has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- (2) In case of the Exhibitor withdrawing from participation without the organizer's approval, rental already paid by the Exhibitor shall not be refunded.

12. Security and Organizer's Liability

- (1) The organizer 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.
- (2) During the booth erection and dismantling period and during the show, the booths must be manned by exhibitors at all times.
- (3) The organizer 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.
- (4) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the organizer will disconnect the main power supply at stipulated time.

- (5) Exhibitors should comply with fire control regulations. If any fire occurs due to the improper installation of decorations, construction or use of electric appliances, the exhibitor will be held legally responsible for any loss or damage, and can be expected to pay penalties of up to NT\$100,000 to TAITRA.

13. Operation

- (1) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- (2) The organizer reserves the right to restrict exhibits to a minimum noise level. Sound volume from booths should not exceed 85 dB.
- (3) The organizer 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 organizer, and the exhibitor involved or concerned is unable to deal effectively with private disputes and/or protests, the exhibitor understands and agrees that the Management can terminate the exhibition agreement. The exhibitor's booth(s) may be shut down immediately 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

- (1) Whenever necessary, the organizer 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.
- (2) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.
- (3) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

V. REGULATIONS GOVERNING BOOTH DECORATIONS WITHIN THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL

*Exhibiting companies and booth contractors are required to follow these regulations. For more information please visit: http://www.twtc.com.tw/e_content/D/D1.asp

1. Construction guidelines for exhibition booths:

- (1) It is essential that exhibition booths must be properly erected and decorated. The exhibition company's name and booth number should be displayed at a prominent place in the booth.
- (2) No booth may exceed the height of 2.5 meters. Company signs or product signs can be erected to a height not exceeding 4 meters from the floor. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 50 cm from the side edge of the lower structure between booths.
- (3) 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, electricity will be denied.
- (4) If a booth located in the atrium (Area D) in Hall 1 has a ceiling, it will be required to fit into the overall approved design. The top of the ceiling must be painted and it should not be loaded with any objects.
- (5) The construction of a closed part 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).
Any exhibitor refusing 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 pillars. These materials may be posted only on the partition walls within the individual booths.
Any exhibitor refusing to make changes as directed will have their decorations dismantled by TAITRA at the exhibitor's expense.
- (8) Electricity boxes, fireplugs and all signs of the hall should never be covered.
If there is any violations of these regulations, TAITRA retains the right to immediately remove the entire structure at the exhibitor's expense.
- (9) The installation of twinkling or revolving neon-lights or strings of lights is prohibited.
- (10) Television walls or screen walls should not be built facing the aisle. They should instead be built at a 30 or 45 degree angle to the aisle so that visitors viewing the screens or televisions will not block aisle access to neighboring booths.
The construction of a wall holding televisions must comply with these regulations:
 - a. 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.
 - b. 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.
 - c. Contents of films or videos must be related to the theme of the exhibition.
Any exhibitor in breach of these regulations will have electricity disconnected after receiving the show organizer's written notice.
- (11) Exhibitors wishing to raise balloons within one's own booths are required to apply for approval 30 days before the show opens. And any exhibitor who raises a balloon there without prior approval will have booth decorations dismantled by the show organizer at the exhibitor's expense.
- (12) Regulations for sound systems:
 - a. Exhibitors who want to use sound systems of more than 20 watts should apply for approval

before the show opens (for application form, contact the show manager).

- b. A deposit of NT\$50,000 will be requested upon approval of the application. Electricity will be disconnected if the deposit of NT\$50,000 is not received by the organizer.
 - c. Anyone found using a sound system without approval will have to make application and place a deposit of NT\$100,000. Electricity will be disconnected until the procedure is completed.
 - d. Speakers, amplifiers and other sound devices should be positioned to assure that direct sound is targeted into the booth rather than toward the aisle.
 - e. TAITRA might organize an inspection group to enforce these rules.
 - f. Whenever it is found that the volume of the exhibitor's sound system exceeds 80 decibels, the inspection group will determine the penalty. Generally this will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of NT\$50,000; Third, power will be disconnected.
 - g. The distance for measurement of volume is at a height of 1.2 ~ 1.5 meters from ground level and 3 meters away from the sound equipment.
 - h. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
- (13) Each booth is supplied with 110 volts 0.5 kilowatt power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in advance. Any exhibitor who violates these guidelines could have his electricity stopped and booths closed.
- (14) Applications should be submitted in advance for the approval of construction of second-story exhibition booths in the TWTC Exhibition Hall (For application form and further information, contact the show manager).

2. Matters of attention during set-up and move-in:

The exhibitor must purchase accident insurance that includes third-party liability accident coverage for staff, workers and visitors. The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition (including move-in and move-out).

3. Matters for attention during construction:

- (1) Sedans are not allowed entry into the Exhibition Hall.
- (2) Procedures for entering the Exhibition Hall:
 - a. Any truck entering the hall must pay a deposit of NT\$1,000. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT\$200 will be deducted for the first two hours.
 - b. Application for vehicle entry permit should be made to the Exhibition Department of TAITRA two weeks prior to set-up if a vehicle's weight is 6.5 tons or more.
 - c. The entrance of TWTC Exhibition Hall is 4.2 meters high and 7.5 meters wide. To facilitate access trucks, show goods, or decorations should be disassembled into components. The exhibitor has the responsibility to pay for any damage which caused during construction.
- (3) Interior design work should be done within the space of one's own booth(s) and should not extend to the aisle nor hinder passing traffic.
- (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) Contractors may not use steel nails, electric saws or spray paint on floor work inside the exhibition hall. In such cases, electricity will be cut off.
- (6) Painting should begin only after the floor is properly covered with plastic cloth or boards.
- (7) 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.
- (8) Handling of construction materials
 - a. Package and construction materials, which are to be disposed of, should be removed each day

by exhibitor and should not be placed in the aisle.

- b. Unused paint should never be disposed of in sinks or toilets. Brushes may be washed only in sinks designed for this purpose. Any exhibitor violating this regulation will be fined, and also be forced to pay the expense of clean up.
 - c. For the above violations, TAITRA will have the right to hire workers or trucks to dispose of the unused materials at the expense of the exhibitors.
- (9) The exhibitors or contractors will either compensate TAITRA for damaged facilities during construction or transportation, or repair the said facilities by themselves. Exhibitors will also compensate TAITRA for any other damage or injuries caused by improper construction work.

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

- (1) Booth decoration removal and breakdown should not start until after the show closes.
- (2) Exhibitors must remove all tapes from the floor as well as all decoration material.
- (3) All packaging and construction material should be cleaned up during move-out.

5. Penalties for violations:

- (1) Electricity and water cut off.
- (2) 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/or will face the closure of the booth.
- (3) Exhibitors violating these regulations or failing to monitor the contractors' work will be prohibited from participating in the show next time.
- (4) Contractors violating these rules will be prohibited from contracting any future construction work at the TWTC Exhibition Hall for two years.

6. Construction Guidelines For Second-story Booth

- (1) In view of an increasing demand for exhibit space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, trade show participants must comply with these 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, trade 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 the organizer by registered mail 30 days prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
 - a. One copy of the application form
 - b. One copy of the booth layout plan
 - c. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - d. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths (See Form 10-1 & 10-2).
- (5) Charge for the use of the second-story of the booth is based on the floor area (including staircases).
- (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.

7. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Halls.

8. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

VI. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS OFFICIAL FORWARDERS

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). TAITRA is not in a position to be a consignee for exhibits imported on a duty-paid or deposit basis.
- (2) The following items must be imported on a duty-paid or deposit basis:
 - a. Non-commercial samples
 - b. Giveaways or promotional articles
 - c. Posters, photo panels, catalog, 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 endorsement 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 being removed from 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: _____
Show Dates: _____
Show Site: <u>Taipei World Trade Center Exhibition 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 Taoyuan International Airport no later than TWO weeks, to allow sufficient time for customs clearance. Exhibits arriving at Taichung or Kaohsiung must reach destination ONE week earlier than the above-mentioned schedules. Documents and/or exhibits arriving late will be charged an additional 15% in customs clearance fees and service charges for the extra working hours required to complete procedures.
- (2) For exhibits shipped on a deposit or duty-paid basis, exhibitors may ship them by the forwarders of their choice that have branch offices or agents in Taiwan.
- (3) For bonded exhibits, exhibitors are required to clear customs procedures through one of TAITRA's two official forwarders.

6. Official Forwarders

(1) **EUROTRAN EXPO SERVICE CO., LTD.**

Tel: +886-2-2785-6000. Ext 106 (Ms. Jasmine Yang)

Fax: +886-2-2785-6701.

E-mail: jasmine.yang@eurotranexpo.com

(2) **TRIUMPH EXPRESS SERVICE CO., LTD.**

Tel: +886-2-2758-7589. Mobile: 0935-245909 (Mr. Scott Chen)

Fax: +886-2-2758-7645. E-mail: scott@trans-link.com.tw

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

7. Shipping Documentation

- (1) The organizer requires the following documents to clear exhibitor's shipment through R.O.C. customs:
 - 2 copies of Original Ocean Bills of Lading/Airway Bills
 - 4 copies of Commercial Invoices & Packing Lists
 - 2 copies of Exhibit Catalogs
 - * Form 5 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 5 and 6 should reach the organizer and official forwarders FOUR weeks before the show opens.
 - * Bills of Lading/Airway Bills should be clearly defined with the additional clause “Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei customs territory.”
- (2) To facilitate the processing of customs clearance procedures, all boxes, crates, etc, should be accompanied by detailed packing lists in duplicate with the identification words of exhibits.

8. Disposal of Exhibits During and 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 organizer is allowed to store exhibitors' 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.

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 1
Deadline
March 4,2016

BOOTH CONSTRUCTION ASSURANCE

As a participant in the TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016 MOTORCYCLE TAIWAN 2016 to be held in the Taipei World Trade Center Exhibition Hall, April 6-9, we assure:

- a) That the booth(s) is constructed in compliance with Taipei World Trade Center Exhibition Hall 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.

• Company: _____

Booth Number: _____

President of the company: _____ (Signature)

Contact Person: _____ (Signature)

Mobile Phone: _____

Tel: _____ Fax: _____ E-mail: _____

Date: _____

• Booth Contractor: _____

Contact person: _____

Tel: _____ Fax: _____ E-mail: _____

Mobile Phone: _____

Address: _____

Please complete and e-mail this form before **March 4, 2016** to the following address:

Mr. David Chang, davidchang@taitra.org.tw
TWTC International Exhibition Center
No. 5, Hsin-yi Road, Sec. 5, Taipei 11011, Taiwan
Telephone: 886-2-2725-5200 Ext. 2247

Form 1-1
Deadline
March 4, 2016

SAFETY AND HEALTH TERMS OF AGREEMENT

After attending TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016 MOTORCYCLE TAIWAN 2016 space allocation meeting as well as workers safety meeting, the undersigned parties have fully understood workers safety and health regulations required by the Taiwan External Trade Development Council (TAITRA). The undersigned parties and any other affiliated parties will duly comply with governmental worker health and safety regulations and 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 guarantee to comply with the following regulations during the operational period :

1. The Standard Pre-Construction Procedures for TWTC Exhibition Hall Exhibitors
2. The Worker Safety and Health Management Procedures for TWTC Exhibition Hall Exhibitors
3. Hazards Report for TWTC Exhibition Hall Exhibitors
4. On-Site Hazards Notification for TWTC Exhibition Hall
5. The above-mentioned regulations can be found on the website of TWTC Exhibition Hall at : <http://www.twtc.com.tw/>

This form is addressed to :

Taiwan External Trade Development Council

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) lack of required entry and work permits, lack of any required uniforms, lack of 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 4, 2016** to the following address:

Please complete and e-mail this form before **March 4, 2016** to the following address:

Mr. David Chang, davidchang@taitra.org.tw

TWTC International Exhibition Center

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

Telephone: 886-2-2725-5200 Ext. 2247

Signature of Exhibitor's General Manager : _____ date _____

Form 2
Deadline
March 16, 2016

ELECTRICITY & WATER / DRAINAGE INSTALLATION

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 KW	
AC 220V 60 Cycle single phase HP	
AC 220V 60 Cycle single phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 phase HP	
Water/Drainage installation	
24hrs AC 110V 60 Cycle single phase 500W	
24hrs AC 110V 60 Cycle single phase 1,000W	
24hrs AC 110V 60 Cycle single phase 1,500W	
24hrs AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle phase HP	
24hrs AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle phase HP	

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.
4. The charge for 24-hour non-stop power supply will be 3 times as much as the normal price.

Show Name: _____

Company: _____ Booth No.: _____

Contact person: _____

Address: _____

Tel: _____

Fax: _____

E-mail: _____

Please email the form to :

Mr. Alpha Wu

Technical Support Section, Taipei International Exhibition Center

5, Hsin-Yi Road, Sec. 5, Taipei 11011, Taiwan, R.O.C

Tel: 886-2-2725-5200 Ext. 2278, E-mail: alfa@taitra.org.tw

Form 2-1
Deadline
March 16, 2016

TARIFF FOR HEAVY DUTY ELECTRIC POWER

1. Electricity Power Supply: AC110, 60 cycle The fee for electricity usage is NT\$625 per 0.5 KW. Usage quantities are billed in minimum increments of 0.5 KW. Users registered prior to March 3, 2016 are eligible for a special discount rate of NT\$500 per 0.5 KW.

2. Heavy-Duty Electric Power:

Horse Power	Set Price	Discount Price	Horse Power	Set Price	Discount Price	Horse Power	Horse Power	Discount Price
1	959	767	34	25,660	20,528	67	92,348	73,878
2	1,090	872	35	26,933	21,546	68	94,920	75,936
3	1,418	1,134	36	28,219	22,575	69	97,480	77,984
4	1,536	1,229	37	29,505	23,604	70	100,052	80,042
5	1,667	1,334	38	30,779	24,623	71	102,611	82,089
6	2,245	1,796	39	32,065	25,652	72	105,184	84,147
7	2,441	1,953	40	33,351	26,681	73	107,744	86,195
8	2,691	2,153	41	34,637	27,710	74	110,303	88,242
9	2,822	2,258	42	35,910	28,728	75	112,875	90,300
10	4,594	3,675	43	37,026	29,621	76	115,435	92,348
11	4,804	3,843	44	38,483	30,786	77	118,007	94,406
12	5,093	4,074	45	39,769	31,815	78	120,566	96,453
13	5,762	4,610	46	41,042	32,834	79	123,139	98,511
14	6,064	4,851	47	42,302	33,842	80	125,699	100,559
15	6,379	5,103	48	43,615	34,892	81	80HP+1HP=126,658	
16	7,061	5,649	49	44,888	35,910			
17	7,350	5,880	50	46,174	36,939			
18	7,652	6,122	51	48,746	38,997			
19	7,954	6,363	52	51,306	41,045			
20	8,230	6,584	53	53,879	43,103			
21	8,978	7,182	54	56,438	45,150			
22	10,264	8,211	55	58,997	47,198			
23	11,550	9,240	56	61,570	49,256			
24	12,824	10,259	57	64,129	51,303			
25	14,110	11,288	58	66,701	53,361			
26	15,396	12,317	59	69,261	55,409			
27	16,709	13,367	60	71,834	57,467			
28	17,955	14,364	61	76,965	61,572			
29	19,241	15,393	62	79,997	63,998			
30	20,528	16,422	63	82,097	65,678			
31	21,801	17,441	64	84,656	67,725			
32	23,100	18,480	65	87,216	69,773			
33	24,374	19,499	66	89,789	71,831			

Remarks:

1. The above rates are calculated on the basis of total electric consumption for the exhibition period.
2. 1 Horse Power = 0.75 K.W.
3. 5% Value Added Tax is already included.

Form 2-2

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.

Form 3
Deadline
March 11, 2016

ADVERTISING IN THE OFFICIAL DIRECTORY

Printed copies: 5,000 (Paper), 2,500(CD-ROM)
 Distribution: Free to exhibitors and pre-registered overseas visitors
 For sale during and after the show
 Size: Length 210 mm× Width 149 mm
 Material required: 300dpi resolution with tif, eps or pdf format

We wish to reserve the following space (please tick):

Ad Category	Rate
Full page (full color)	NT\$ 32,000
Front cover gatefold	NT\$ 61,000
Inside front cover gatefold	NT\$54,000
Back cover gatefold	NT\$ 54,000
Inside back cover gatefold	NT\$ 54,000
Inside back cover	NT\$54,000

Remarks:

1. Ad rate does not include photography and final artwork.
2. A 20% additional charge is required for all prearranged ad placements (other than those specified above).

Return completed form to:
 Mr. Ni
 China Economic News Service
 Tel: 886-2-8643-3930
 E-mail: ni@cens.com

Company: _____

Area : _____

Booth Number: _____

Person in Charge: _____

Signature: _____

Address: _____

Tel: _____ Fax: _____

E-mail: _____

Form 4
Deadline
February 26,
2016

IMPORTATION OF EXHIBITS ON A BONDED BASIS

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016 MOTORCYCLE TAIWAN 2016 to be held at the Taipei World Trade Center Exhibition Hall. We request 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 Tao Yuan International Airport two weeks to give sufficient time for customs clearance.

Applicant: _____ Company: _____

Area/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.
2. TAITRA will not consider applications, which are not duly signed.
3. Please complete the form and email to:

Ms. Joe Lin

TAITRA Exhibition Department Section 3

ampa@taitra.org.tw

Tel: 886-2-2725-5200 ext.2694

Fax: 886-2-2723-4374

Form 5
Deadline
February 26,
2016

COMMERCIAL INVOICE & PACKING LIST

Show Name: TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016
 MOTORCYCLE TAIWAN 2016

Show Dates: April 6-9, 2016

Area: _____

Booth No.: _____

Shipper: _____

Company: _____

Address: _____

Vessel/Flight Number: _____

Port of Loading: _____

Port of Discharge: () KEELUNG () TAO-YUAN CKS INT'L AIRPORT

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

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: _____

Form 6
Deadline
March 18, 2016

CONSTRUCTION GUIDELINES FOR 2-STORY BOOTH

1. In view of increasing demand for exhibition space, these Guidelines have been established for the construction of 2-story booths. To set up 2-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 2-story booths.
4. To apply for the construction of 2-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. 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 2-story booths.
5. Charge for the use of the 2-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed :

Payment date	Rate
Before March 7, 2016	40% of ground floor unit rate
From March 8 to March 18, 2016	70% of ground floor unit rate
After March 19, 2016	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 2-story booth should not exceed 2.5 meters in height from the ground, and the total height of the 2-story booths should not exceed 4 meters.

9. The 2-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 2-story.
10. The total floor area (including staircases) of the 2-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 2-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 2-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 2-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the 2-story.
13. The load-bearing capacity of the 2-story should be no less than 200 kg/m^2 , and that of the staircase no less than 300 kg/m^2 .
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 2-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 2-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 World Trade Center Exhibition Hall 1.
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 6-1
Deadline
March 18,
2016

APPLICATION FOR CONSTRUCTION OF 2-STORY BOOTH
 (Minimum 4 units of booths)

To: Taiwan External Trade Development Council (TAITRA)

We participate in the **TAIPEI AMPA 2016** **AutoTronics Taipei 2016** **EV TAIWAN 2016** **MOTORCYCLE TAIWAN 2016** held at the Taipei World Trade Center Exhibition Hall. As more space is needed for the show, we hereby apply for the construction of 2-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 World Trade Center Exhibition Hall, and the Construction Guidelines for 2-story Booths in the Taipei World Trade Center Exhibition Hall. 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 2-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 2-story Booth: _____ square meters

▪Contractor for the 2-story Booths: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ E-mail: _____

Person in Charge: _____

Please complete the form and email to:

Ms. Joe Lin

TAITRA Exhibition Department Section 3

ampa@taitra.org.tw

Tel: 886-2-2725-5200 ext.2694 Fax: 886-2-2723-4374

Form 6-2
Deadline
March
18,2016

CONFIRMATION OF 2-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 2-story booths in the

TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016

MOTORCYCLE TAIWAN 2016 at booth number: Area _____ Number _____

In the Taipei World Trade Center Exhibition Hall, we have checked the structural design of the booths, and ensure that it is safe and complies 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: _____

Form 7
Deadline
March 18,2016

APPLICATION FOR CONSTRUCTION OF BOOTH HEIGHT EXCEEDING 4 METERS (Minimum 4 units with 3 sides open)

To : Taiwan External Trade Development Council (TAITRA)

We will participate in the TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016 MOTORCYCLE TAIWAN 2016 held in the Taipei World Trade Center Exhibition Hall. To enhance our show presence, we hereby apply for the construction of booths height 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 World Trade Center Exhibition Hall. 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 height 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 Height Exceeding 4 Meters: _____square meters

Contractor for the Booths Height Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel:_____ Fax: _____ E-mail: _____

Person in Charge: _____

Please complete the form and email to:

Ms. Joe Lin

TAITRA Exhibition Department Section 3

ampa@taitra.org.tw

Tel: 886-2-2725-5200 ext.2694 Fax: 886-2-2723-4374

Form 7-1
Deadline
March 18, 2016

CONFIRMATION OF BOOTH HEIGHT EXCEEDING 4 METERS DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016 MOTORCYCLE TAIWAN 2016 That is making application for the construction of booths height exceeding 4 meters in the show at booth number: Area Number

In the Taipei World Trade Center Exhibition Hall, we have checked the structural design of the booths, and ensure that it is safe and complies 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 height 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 18. 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 1 meter from the side edge of the lower structure between booths.

Please complete the form and email to:

Ms. Joe Lin

TAITRA Exhibition Department Section 3

ampa@taitra.org.tw Tel: 886-2-2725-5200 ext.2694 Fax: 886-2-2723-4374

Form 7-2
Deadline
March 18,
2016

CONSTRUCTION GUIDELINES FOR BOOTH HEIGHT EXCEEDING 4 METERS

1. These Guidelines have been established for the construction of booths height exceeding 4 meters. To set up booths height exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. With booth units measuring 3m x 3m, show participants must rent at least 4 units and be a peninsula shape (3 sides of the booths facing aisles) , in order to be eligible to apply for the construction of booths exceeding 4 meters.
3. To apply for the construction of booths height exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail prior to March 18, 2016. 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 1 meter 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 1 meter, 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 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 8
Deadline
March 18,2016

PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the TAIPEI AMPA 2016 AutoTronics Taipei 2016 EV TAIWAN 2016 MOTORCYCLE TAIWAN 2016 held in the Taipei World Trade Center Exhibition Hall. 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\$1,670) 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 Location: Area _____ Number _____

The Height of the Top of the Balloon: _____ M

(If the top of the balloon is higher than 5M, each balloon will be charged extra US\$340 or NT\$10,000)

Contact Person: _____

Tel: _____ Fax: _____

E-mail: _____ Mobile Phone: _____

Signature: _____ Date: _____

Please complete the form and email to:

Ms. Joe Lin

TAITRA Exhibition Department Section 3

ampa@taitra.org.tw

Tel: 886-2-2725-5200ext.2694

Fax: 886-2-2723-4374

Form 8-1
Deadline
March 18, 2016

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\$1,670) 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.
-
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 10) at least one month before the show opening along with a deposit of NT\$50,000 (US\$1,670)
 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.

Form 9
Deadline
March 18, 2016

WALL TELEVISION/SOUND SYSTEM SETUP
 (LETTER OF ASSURANCE)

We would like to display Televisions or Big Screens Sound System on the booth walls during the show and will abide by the regulations set forth below.

Televisions or Big Screens. Regulations for setting televisions on walls :

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

Sound System. Regulation for setting Sound system :

1. A deposit of **NT\$100,000** will be requested upon approval of the application. Electricity will be disconnected if the deposit of **NT\$100,000** is not received by the organizer.
2. Whenever it is found that the volume of the exhibitor's sound system exceeds **85** decibels, the inspection group will determine the penalty. Generally this will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of **NT\$100,000**; Third, power will be disconnected.
3. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
4. Enclosed is our check of **NT\$100,000** (or US\$3,340) as a deposit for sound system setup. The organizer will return the check after the show. If all regulations are followed, otherwise the deposit will be confiscated.

Show Name: TAIPEI AMPA AutoTronics Taipei
EV TAIWAN MOTORCYCLE TAIWAN

Please email the form to: Booth No.: TWTC, _____Area Number_____

Company: _____

Ms. Joe Lin Tel: _____

Tel: 886-2-2725-5200 ext. 2694 Fax: _____

Fax: 886-2-2723-4374 Contact Person: _____

E-mail : ampa@taitra.org.tw Mobile Phone: _____

E-mail: _____

Signature: _____

Form 10

LEADEXPO RETRIEVAL SCANNER RENTAL APPLICATION FORM

Company Name : _____

Contact Person : _____ Booth No : _____

Qty : _____ Unit(s)

Address for Invoicing : _____

Tel : _____

Fax : _____

E-mail : _____

Booth Contact : _____

Applying Date : _____

◎ Duration : April 6th 2016 – April 9th 2016

◎ Rental Fee of the retrieval scanners :

1. Discount price : Before March 23rd 2016(included 23rd), US\$140 per retrieval scanners.
2. Standard price : After March 23rd 2016, US\$170 per retrieval scanners.

◎ Retrieval Scanners Rental Procedure :

1. Complete the application form.
2. Return the form via fax to : 886-2-2720-9735 or e-mail : sales@leadexpo.com
3. A “Rental Contract” will be mailed to the exhibitor for confirmation.
4. Fill in the “Rental Contract” including company seal.
5. Payment Processing : Rental charge must be paid by wire transfer before exhibition. Services will not be rendered until payment in full is received.
6. Deposit : A refundable deposit of USD\$350 per device is required. The deposit may be paid by check, which will be returned after the exhibition. A charge of USD\$350 will be levied on any device that is either not returned, damage or missing.
7. Retrieval Scanners Claim : Please bring the “Rental Contract” to the Service Counter starting from April 5th 2016, 10:00~17:00.
8. Return Date : Please return the retrieval scanners 30 minutes before the show ends on April 9th 2016. If there is any damage to the retrieval scanners rental during the exhibition due to misuse, repair and labor costs will be deducted from the deposit.
9. All database entries submitted from retrieval scanner : Delivered to renter 10 working days (April 22nd) after the exhibition.

For any question, please contact us!

Leadexpo Solution Ms. Sydney Hu

TEL : 886-2-2729-9271 FAX : 886-2-2720-9735 E-mail : sales@leadexpo.com

Attachment 1: Online Promotion Services

I. The official websites of TAIPEI AMPA/AutoTronics (www.taipeiampa.com.tw), EV TAIWAN (www.evtaiwan.com.tw), and MOTORCYCLE TAIWAN (www.motorcycletaiwan.com.tw) provide 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. 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 **TAIPEI AMPA/AutoTronics, EV TAIWAN, and MOTORCYCLE TAIWAN**

(II) What is the Online Marketing Services?

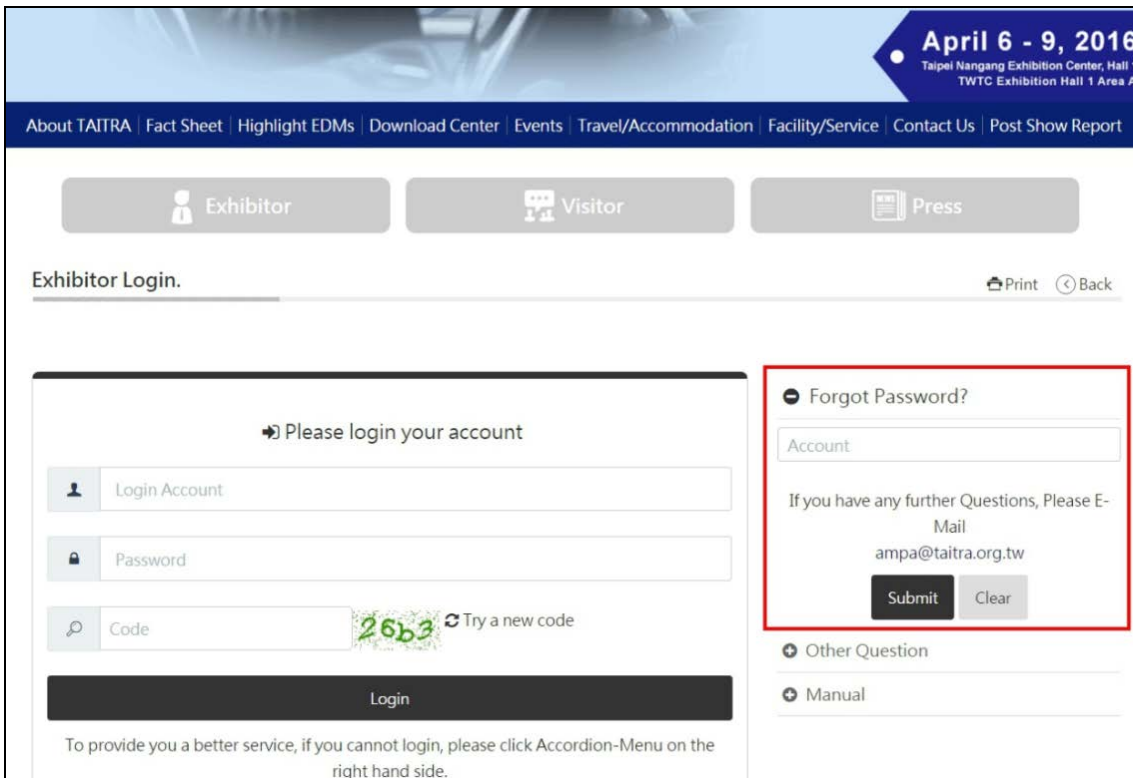
- Upload up to 5 product catalogs→Product catalogs will be shown in the detailed company page of each company on the official website.
- Publish show-related news→Exhibitor's show-related news will be shown in the section of "Exhibitors' News" on the official website.
- Functions of **My Login** include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

(III)How to use the Website Service?

- Please go to the official website
- Step 1: Click "Exhibitor"→ **"Login My AMPA/AutoTronics", "Login my EV TAIWAN", "Login my MOTORCYCLE TAIWAN"**

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



April 6 - 9, 2016
 Taipei Nangang Exhibition Center, Hall 1
 TWTC Exhibition Hall 1 Area A

[About TAITRA](#) | [Fact Sheet](#) | [Highlight EDMs](#) | [Download Center](#) | [Events](#) | [Travel/Accommodation](#) | [Facility/Service](#) | [Contact Us](#) | [Post Show Report](#)

Exhibitor Login. Print Back

Please login your account

26b3

To provide you a better service, if you cannot login, please click Accordion-Menu on the right hand side.

If you have any further Questions, Please E-Mail ampa@taitra.org.tw

Attachment 2: Direction for Taipei World Trade Center Exhibition Hall 1



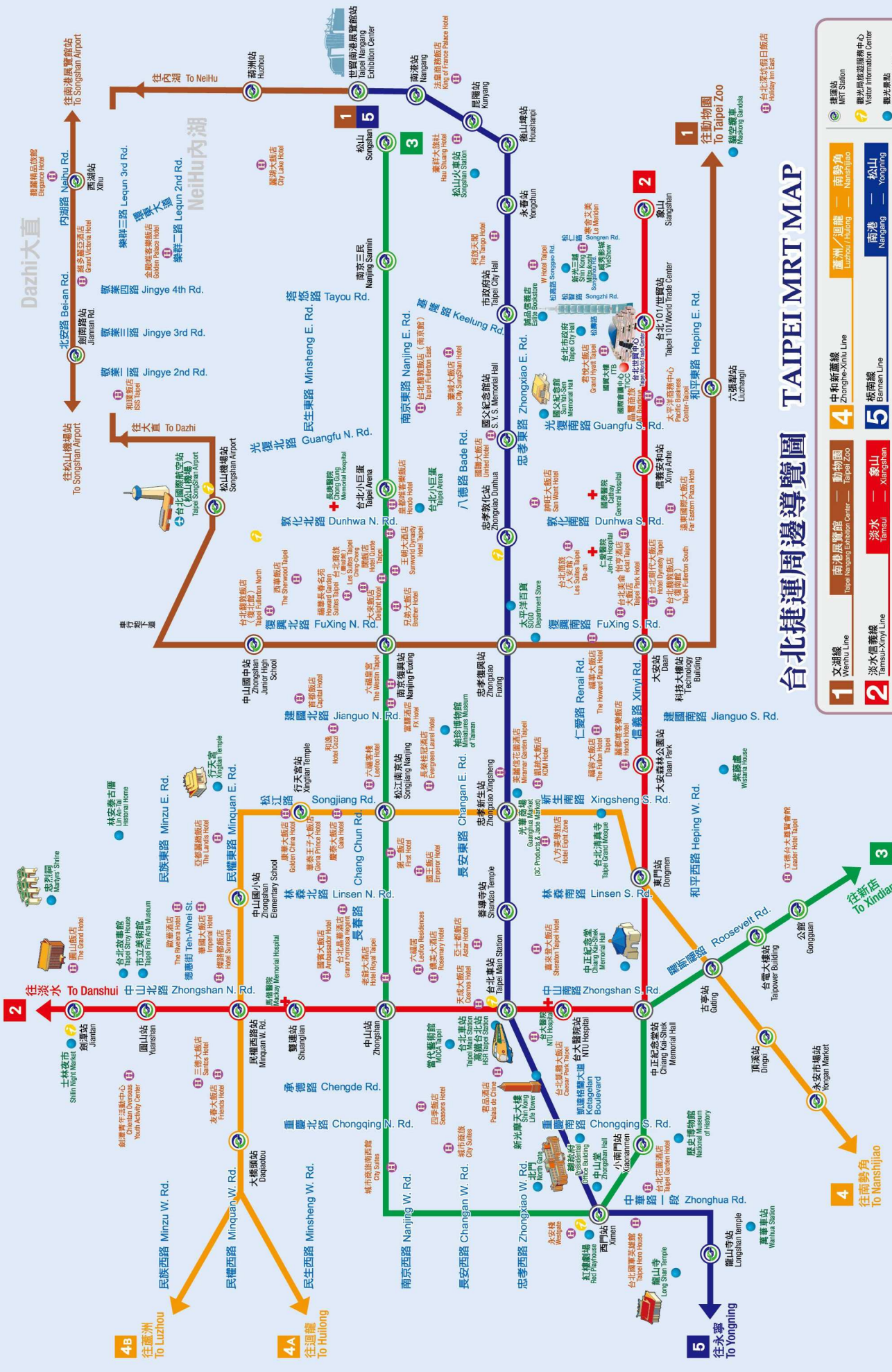
If arriving by taxi, show this map to driver!

請載我到台北世界貿易中心展覽一館

Please take me to Taipei World Trade Center Exhibition Hall 1.

請載我到台北南港展覽館

Please take me to Taipei Nangang Exhibition Center, Hall 1 .



台北捷運周邊導覽圖 TAIPEI MRT MAP

1 文湖線 Wentou Line	南港展覽館 Nanfang Exhibition Center	動物園 Zoo	台北101 Taipei 101
2 淡水信義線 Tamsui-Xinyi Line	淡水 Tamsui	象山 Xiangshan	台北101/世界貿易中心 Taipei 101/World Trade Center
3 松山新店線 Songshan-Xindian Line	松山 Songshan	新店 Xindian	台北101/世界貿易中心 Taipei 101/World Trade Center
4 中和新蘆線 Zhonghe-Xinlu Line	蘆洲/迴龍 Luzhou/Huilong	南勢角 Nanshijiao	台北101/世界貿易中心 Taipei 101/World Trade Center
5 板南線 Banmen Line	南港 Nangang	松山 Songshan	台北101/世界貿易中心 Taipei 101/World Trade Center