

# Pre-Show Reminder

March 27, 2017

Dear Exhibitor,

Thank you for joining the **Taipei International Gift & Stationery Show 2017**. Please ensure that the following information is read by your corporate ranking officers. You may also refer to the Exhibitor's Manual which may be downloaded from our official website, [www.giftionery.net](http://www.giftionery.net). Your cooperation is much appreciated.

## ● Exhibitors' Hours to Enter the Showground

1. after 9 am, April 26, 2017
2. after 9:30 am, April 27-29, 2017

## ● Move-in

1. Each allotment is for raw space only and the exhibitor is responsible for arrange the booth, decoration including fascia board with company name, carpet, lights, partition walls and related material.
2. Move in and set up time booth contractors and exhibitors for booth installation and decoration is April 24 – 25, 7AM – 6PM.
3. Cargo vehicles may enter the showground, while passenger vehicles are not permitted.
4. All booth construction and exhibit displays should be completed before 6 pm, April 25. If exhibitors/contractors are not able to meet the deadline, an extra overtime charge of NT\$10,000 per company per hour is required.
5. All persons wishing to enter the construction site (including suppliers and decorating engineers) are required to wear the "Fairgrounds Certificate of Service" badge issued by TAITRA. Exhibitors needing to enter the site for decorating and furnishing must wear an "Exhibitor Pass" for admission. Entry is only permitted with the TAITRA-issued badge.

## ● During the Show

1. Show Dates & Hours: 10 am ~ 6 pm, .April 26- 29, 2017
2. The company name on the fascia board should be the same as the registered exhibitor.
3. Exhibitors should keep their booths staffed at all times during show hours.
4. No exhibits can be moved out during show hours.
5. Each booth is supplied with 110 Volts 500 watts power free of charge. Exhibitors requiring heavy duty power, 24hr-non-stop power or more than the complimentary power supply should apply and pay for extra fees in advance.

## ● Move-out

1. 6 pm ~ 7 pm, April 29 (last day of the show)  
Hand-carry or small exhibits only (construction materials excluded). Passenger vehicles are not permitted to the showground.
2. 7 pm ~ 11 pm, April 29  
Removal of all large exhibits and booth facilities.

## ● Exhibitor's Badges

Submit the **Booth Construction Assurance plus Safety and Health Terms OF Agreement** forms

(Exhibitor's Manual form 7 & 7-1) with your business cards to the Exhibitor's Registration counter at Xinyi Road side during move-in hours April 24-25 to collect exhibitor's badges and a complimentary Official Directory. Four exhibitor badges will be offered with the first booth and 2 more for each additional one.

● **Booth Setup & Facilities**

1. Booth signed up for the Organizer-provided shell scheme

includes basic furnishings: partition walls, carpet, a fascia board with company name, folding chairs x3, glass round table x1 (not reception counter next to the aisle), spotlight (100w) x3, trash can x1, and electrical outlet (110V / 500 watts) x1. If your booth facilities are not Organizer-provided, contact your assigned booth contractor for details.

2. Extra equipment

Should exhibitors signed up for the Organizer-provided shell scheme require more equipment, such as shelves, cabinets or reception counter, in addition to the above-mentioned shell scheme, they need to directly pay the booth contractor who sets up the "booth with shell scheme." The designated booth contractor is O'YA Integrated Marketing Solution. For more details, refer to the Official Contractor Manual on our website.

★Show Management

Tel: 886-2-2725-5200

Ms. Effie Huang Ext. 2618

Ms. Lilyan Kao Ext. 2679

Ms. Coco Lin Ext. 2619

[www.giftionery.net](http://www.giftionery.net)

[giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)