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## CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending 2017 MEDICARE TAIWAN and SenCARE. If the services are required, please return the completed forms. Services cannot be guaranteed if the related forms are returned after the deadline.

NOTE: The Organizer reserves the right to alter times and conditions as required.

	Services / Items	Deadline	Remarks
1	Balance Due for Booth Rental Payment  NOTE: For barter exhibitors, this item does not apply.	May 5, 2017	Ms. Irene Lin Tel: 886-2-2725-5200 Ext:2857 Fax: 886-2-2729-1089 E-mail: <a href="mailto:tnlin@taitra.org.tw">tnlin@taitra.org.tw</a>
2	Booth Setup  NOTE: For specified barter exhibitors, this item may not apply.	May 12, 2017	On Site Contractor : <b>O'YA</b> Tel :886-2-2655-2777 Fax :886-2-2655-2999 Ms. Chang (ext.210) <a href="mailto:eri@o-ya-design.com">eri@o-ya-design.com</a>  <b>Uniplan Taiwan Corp.</b> Tel:886-2-2758-5450 Fax:886-2-2729-0720 Mr. Lee (ext. 611) <a href="mailto:matt.lee@uniplan.com.tw">matt.lee@uniplan.com.tw</a>
3	Electricity & Water/Drainage Installation • Form 1	<b><u>20% off before</u></b> May 10 <b><u>Set price</u></b> May 11-25 <b><u>20% overdue</u></b> <b><u>charge</u></b> May 26-June 3 <b><u>50% overdue</u></b> <b><u>charge</u></b> June 4-June 12 <b><u>Application</u></b> <b><u>deadline</u></b> June 13	Ms. Irene Lin Tel: 886-2-2725-5200 Ext: 2857 Fax: 886-2-2729-1089 E-mail: <a href="mailto:tnlin@taitra.org.tw">tnlin@taitra.org.tw</a>
4	Hotel Accommodations	ASAP	For hotel reservations, please visit our website at <a href="http://www.medicaretaiwan.com">http://www.medicaretaiwan.com</a>
5	Publicity & Promotion • Form 4 : News Release	ASAP May 5, 2017	Mr. Kevin Chou Tel: 886-2-2725-5200 Ext:2858 Fax: 886-2-2729-1089 E-mail: <a href="mailto:secret0105@taitra.org.tw">secret0105@taitra.org.tw</a>



6	Advertising in Official Directory (Exhibitors' Directory) • Form 5	May 15, 2017	Ms. Lin Tel: 886-2-8692-5588 Ext: 2067 Fax: 886-2-8643-3935
7	Shipping Arrangements • Form 6 : Importation of Exhibits on a Bonded Basis • Form 7 : Commercial Invoice / Packing List	May 26, 2017	1. Eurotran Expo Service Co., Ltd Mr. Kuo Tel: 886-2- 2785-6000 Fax: 886-2- 2785-6701 <a href="mailto:jimmy.kuo@eurotranexpo.com.tw">jimmy.kuo@eurotranexpo.com.tw</a> 2. Triumph Express Service Co., Ltd. Mr. Scott Chen Tel: 886-2-2758-7589 Fax: 886-2-2758-7645 <a href="mailto:scott@trans-link.com.tw">scott@trans-link.com.tw</a> Form 6 should be submitted along with Form 7
8	Telephone Rental	May 19, 2017	Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to: Chunghwa Telecom Corp ( Taipei Eastern Area Service Center, Northern Taiwan Unit Group ) Tel:886-2-2720-0149
9	Exhibitor's Information Pack: 1. Exhibitor's Badges 2. Official Directory	June 13-14, 2017	Pick up: 1. 4 exhibitor badges will be provided with each applied booth. 2. 1 free copy of Official Directory for each exhibitor on June 13 ~ 14 at the reception counter located at Exhibition Hall 1 by showing your business card and a photo copy of completed <b>Form 2 and Form 3</b> <b><u>Original forms should be sent to:</u></b> Ms. Irene Lin TWTC Exhibition Center 5 Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan Telephone: 886-2-2725-5200 Ext: 2857



## GENERAL INFORMATION AND REGULATIONS

### 1. Show Dates & Hours

June 15-17            10 a.m.-6 p.m.

June 18                10 a.m.-5 p.m.

Open FREE to buyers and trade professionals upon presentation of business card.

### 2. Venue

Taipei World Trade Center (TWTC) Exhibition Hall 1

Address: 5 Hsin-yi Rd., Sec. 5, Taipei 11012, Taiwan, R.O.C

Tel: 886-2-2725-5200 Ext 2260 & 2275

### 3. Facilities & Services

Services	Location
(1) Post Office, Bank	Plaza Entrance, Ground Floor of TWTC Exhibition Hall 1 TEL: 886-2-27252479
(2) Restaurant	2 <sup>nd</sup> & 5 <sup>th</sup> Floor of TWTC Exhibition Hall 1 TEL: 886-2-27255200 Ext: 2366
(3) Snack & Drinks	2 <sup>nd</sup> Floor of TWTC Exhibition Hall 1 TEL: 886-2-27255200 Ext: 2366
(4) First Aid	Ground Floor of TWTC Exhibition Hall 1 TEL: 886-2-27255200 Ext: 2288
(5) Press Room	2 <sup>nd</sup> Floor of TWTC Exhibition Hall 1
(6) Customs Bonded Warehouse	Basement 2 of TWTC Exhibition Hall 1 Contact forwarder if any query
(7) Express Courier	(1) United Parcel Service(UPS) TEL: 886-2-28833868 E-mail: <a href="mailto:custsvctwzh@ups.com">custsvctwzh@ups.com</a> (2) DHL TEL: 886-2-25036858 E-mail: <a href="mailto:twcssupport@dhl.com">twcssupport@dhl.com</a>
(8) Forwarders	Triumph Express Service, Rm. 2A21 of TWTC Exhibition Hall 1 Tel: 886-2-2758-7589 Eurotran Expo Service, Rm. 2A20 of TWTC Exhibition Hall 1 Tel: 886-2- 2785-6000



#### 4. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours:

Booth Setup	7 a.m. ~ 7 p.m., June 13-14 ⊙ Vehicles are not permitted to enter the showground after 3 pm on June 14. During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart.
Exhibits Move-out	5 p.m. ~ 7 p.m., June 18 (Hand carry or small exhibits move-out) ⊙ Vehicles are not permitted to enter the showground
Booth Dismantling	7 p.m. ~ midnight, June 18 (other exhibits move-out & booth dismantling)

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition hall (Please see Taipei World Trade Center Exhibition Hall 1 floor plan). Moving-in & moving-out must use Shih-fu Road Exit.
- (2) Exhibitors, their agents, and contractors are responsible for the installation or dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and times scheduled by the organizer.
- (3) Please refer to “Regulations Governing Booth Decoration” for decoration limitations.  
([http://www.twtc.com.tw/e\\_content/D/D1.asp](http://www.twtc.com.tw/e_content/D/D1.asp))

#### 5. Booth Facilities

The on-site contractors, provides exhibitors on a consulting basis with booth shell equipment as well as with various exhibition accessories such as spotlights, carpeting, fascia, tables and chairs.

(1) O'YA

Tel :886-2-2655-2777 Fax :886-2-2655-2999

Ms. Chang (ext.210) [eri@o-ya-design.com](mailto:eri@o-ya-design.com)

(2) Uniplan Taiwan Corp.

Tel:886-2-2758-5450 Fax:886-2-2729-0720

Mr. Lee (ext. 611) [matt.lee@uniplan.com.tw](mailto:matt.lee@uniplan.com.tw)

#### 6. Electricity and Water/Drainage Installation

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 the name of the exhibitor and use Form 1, 1-1 & 1-2, before May 19, 2017.

#### 7. Show days

- (1) No exhibits can be moved in or out during show opening hours. If exhibit has to be carried in, it should be done : 9 a.m. - 10 a.m., June 15; 9:30 a.m. – 10 a.m., June 16-18.
- (2) Exhibitors should display their company name and booth number on their sign-boards within the booth area.
- (3) Exhibitors should keep their booths open and staffed at all times during show opening hours.  
The organizer reserves the right to restrict noise to 85dB and to ensure required suitable



methods of operation and display of materials.

- (4) Retail sales are strictly prohibited.
- (5) The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (6) Should any rented space remain unoccupied on the opening day without just cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.
- (7) The exhibitor shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other firms appear in the exhibition space.
- (8) No exhibits can be moved out during show hours.

## **9. Exhibitor Information Packs**

- (1) All exhibitors should register at the registration counter of Exhibition Hall 1 on June 13-14 to collect their badges and Official Directory. 4 exhibitor badges will be provided with each applied booth. These badges will serve as entry passes.
- (2) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory.

## **10. Telephones**

Only the exhibitor's representative or agent in Taiwan may order telephone connections to booths.

The representative or agent must apply directly to:

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

130 Sung Jen Rd., Taipei 11011

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 set.
- (3) Chunghwa Telecom Corp. will bill the subscriber for all calls within three months following the show.

## **11. Hall Cleaning**

The organizer is responsible for normal daily cleaning of the public areas and passageways.

Exhibitors will have to take care of their own booths.

## **12. Security and Insurance**

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any loss or damage which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final evening of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended during this period of time.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with



participating in the exhibition including fire, theft, flood and accident, etc.

Coverage should be for the duration of the exhibition (including move-in and move-out) and should include:

- a. Exhibits and other items located in the booths.
  - b. Public liability.
  - c. Third party liability.
  - d. Expenses incurred due to cancellation or postponement of the exhibition.
- (4) Exhibitors are also advised to insure their exhibits while in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

### **13. Accommodations**

The organizer will assist exhibitors, buyer, and visitors in arranging hotel accommodations with a selection of hotels in Taipei. For hotel list or reservations, please visit our website at <http://www.medicaretaiwan.com>.

### **14. Advertising in the Official Directory**

- (1) 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.
- (2) One Official Directory will be distributed to each exhibitor free of charge. The directory will be available for sale during the show, it will also be distributed to pre-registered buyers to the show and following the show to buyers who could not attend the exhibition. To request advertising in the Official Directory, please use Form 5.
- (3) Those wishing to reserve advertising space should contact the official publishing agent at :  
China Economic News Service  
Mr. Stephen Tseng  
Tel : 886-2-8692-5588 Ext: 2067

### **15. Unforeseen Occurrences**

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



## TERMS AND REGULATIONS FOR PARTICIPATION

### 1. Participation Application

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

### 2. Payment Schedule

A down payment is required with the space application. The balance of space rental fee is due after space allocation. A debit note for this balance will be sent to the applicant. In the event of cancellation, the down payment will not be refunded under any circumstances.

### 3. Adherence to Copyright Patent Laws

- a) It is strictly forbidden to display logos, licenses or patent registered by other companies.
- b) Violations will result in immediate removal of displays, with two years' suspension from exhibiting in all shows organized by TAITRA. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

### 4. Space Assignment & Unoccupied Space

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

### 5. Sub-letting of Space

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

### 6. Venue & Show Dates Change

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

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

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





## 8. Insurance

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

## 9. Exhibit Limitations

- a) Exhibitors are not permitted to setup booth partitions of over 2.5 meters in height.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a total height 4 meters high.
- c) Any signs or decoration higher than 250cm in full view must be decorated.
- d) Exhibitors are not permitted to construct Second-Story booth in Exhibition Hall 3.

## 10. Selling from the Stand

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

## 11. Breach of contract and Withdrawal by Exhibitor

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

## 12. Security & Organizer's Liability

- a) The Show Management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.
- b) During booth erection and dismantling periods and during the show, booths must be manned by exhibitors at all times.
- c) The Show Management shall not be held accountable or liable for any damage, loss, harm or injury to any person or the property of the exhibitor or of the exhibitor's officers, and / or employees, agents, visitors which result from theft, fire, water, accident, natural disasters or any other cause.
- d) All exhibitors are requested to turn off the power supply before leaving the exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6:00 p.m. each day. (at 5:00 p.m. last day )



### **13. Operation**

- a) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- b) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume of any display should not exceed 85dB.
- c) The Show Management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odor, the emission of stimulating gases, volatile organic chemicals or other pollutants.

### **14. Interruptions and/or Disruptions of the Exhibition**

Exhibitors shall not cause interruptions and/or disruptions of the exhibition, which result in the protest or commotion at its booth, either inside or outside the showground, due to its debt or its private dispute at any time during the exhibition or during move-in and move-out. If and when such an interruption and/or disruption influences the order of the exhibition or public image of the Show Management, and the exhibitor involved or 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 an/or disruptions thereof.

### **15. Supplementary Clauses**

- a) Whenever necessary, the Show Management reserves the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the exhibition.
- b) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.



## **CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS**

### **1. General**

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

### **2. Exhibits in Bond**

According to customs regulations, goods with bonded status may remain in Taiwan for a maximum of six months from the date of importation. During show-days, exhibits are strictly prohibited from leaving the premises. Such exhibits should be returned to the bonded warehouse right after the show. They shall neither be sold nor re-exported until all procedures are cleared by the exhibitors. 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: 2017 MEDICARE TAIWAN SenCARE

Show Dates : June 15-18

Show Site: Taipei World Trade Center Exhibition Hall 1

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

Exhibitor : \_\_\_\_\_

Booth Number : \_\_\_\_\_

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 CKS 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 prior to 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  
Mr. Jimmy Kuo  
Tel: 886-2- 27856000 Ext: 105      Fax: 886-2- 27856701  
[jimmy.kuo@eurotranexpo.com.tw](mailto:jimmy.kuo@eurotranexpo.com.tw)
- (2) Triumph Express Service Co., Ltd.  
Mr. Scott Chen  
Tel: 886- 2-2758-7589      Fax: 886- 2-2758-7645  
E-mail : [scott@trans-link.com.tw](mailto: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, re-export formalities, etc. The handling charges for all such services will be borne by the exhibitor concerned and calculated according to the tariff listed.

## 7. Shipping Documentation

(1) The organizer requires the following documents to clear exhibitor's shipment through TAIWAN customs :

- a. Original Ocean Bills of Lading/Airway Bills
- b. Commercial Invoices & Packing Lists (See Form 7)
- c. Exhibit Catalogues

Form 7 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 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) MEDICARE TAIWAN 2017 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 & 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 in occurred will be surcharged 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 Proforma 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 exhibitors.

(2) Duty-paid on 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.

### **BONDED WAREHOUSE STORAGE FEE**

NTD 40 (tax not included) per cubic meter, anything less than of that will be charged as one unit.

Storage period is one day per term, anything less than of that will be charged as one term.

## **REGULATIONS GOVERNING BOOTH DECORATION WITHIN THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL**

**August 2014**

- I According to the Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall, the contractors should fill up the registration form and submit the relevant registration documents to TAITRA. If the contractor fails to complete the registration and submit the deposit, TAITRA reserves the right to refuse the contractor entrance to the exhibition hall for construction purposes.
- II Decoration contractor registration, access control and deposit submission/refund:
- (1) Decoration contractors are required to register and pay the deposit at the exhibition management division of TAITRA prior to entering the exhibition halls (The office of the management division is located at 2F of World Trade Center Hall 1. TEL: 27255200 ext. 2276 or 2247). All staff must wear the service badges issued by TAITRA or the work badges issued by the show organizer to be granted access.
- (2) The contractor should submit the following information when applying for the service badge:
1. Contractor Registration Form and Affidavit (company's seal and responsible person's seal shall be affixed)
  2. A photocopy of the Business Registration Certificate or Company License
  3. Deposit check payable at sight (NT\$20,000. Payee: Taiwan External Trade Development Council)
  4. Service Badge Application Form
  5. Taiwan External Trade Development Council Safety and Health Terms of Agreement for Exhibitors
- (The forms for items 1, 4 and 5 are available at TAITRA management division or downloadable from the following website: <http://www.twtc.com.tw> → Showground facilities → decoration service (→procedure and description of service badge application)
- (3) The deposit should be paid via a non-negotiable check payable at sight. The contractor should pay the deposit at the Bank of Taiwan World Trade Center branch along with the payment notice issued by TAITRA management division. Subsequently, apply for the service badge by furnishing the bank-stamped payment notice. Registered contractors who have not incurred any violation fines and damage compensations will have their deposit refunded interest free when withdrawing their registration.
- (4) All decoration related contractors (such as operators for human resources, assembly, carpentry, art, paint, carpet, water and electricity, sound, lighting, transportation, ironwork, forklift, and custom declaration) are required to register individually and may not be attached under the design or decoration company of the turnkey contractor.
- III 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 (2.2 meters for H Area). Company signs or product signs can be erected to a height not exceeding 4 meters (2.3 meters for H



Area) 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. The length of wall facing the aisle should be less than 50% of the length of the same side of the booth, and the length of the wall continuously closed should not exceed 9 meters. If the height of booth construction has to be increased (to maximum 6 meters) for particular reasons, exhibitors shall obtain prior permission from TAITRA and take out Public Liability Insurance and Third Party Liability Insurance. It shall take at least 4 booths to put up an extra-high construction. And the outer rim of the extra-high construction should be at least 1 meter from walking aisles and neighboring booths of other exhibitors. For each extra-high construction, a fee of NT\$100,000 will be charged, if its extra-high area is not exceeding 18 sq. meters. If the extra-high area of the construction is over 18 sq. meters, then the fee will be charged in proportion to the extra-high area (i.e. the fee = extra-high area ÷ 18 sq. meters x NT\$100,000).

- (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) Hydrants (94cm wide, 126cm high/for the third Hall, 75cm wide, 130cm high), fire extinguishers (65cm wide, 75 cm high), fireplugs, emergency exits, air quality detectors (15cm high, 15 cm wide for one-pellet set, 30 cm wide for two-pellet set, 45 cm wide for three-pellet set), electricity boxes (60cm wide, 136cm high), exhaust port (60cm wide, 60 cm high) and all signs of the hall should never be covered, or blocked. The decorating wall around the column must also leave a space of 15cm respectively above and below the air quality detector. The height of the decorating wall around the column may not exceed 4 meters. Application should be submitted in advance for the approval of covering the column.

If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure at the exhibitor's expense.

- (9) Removing or damaging the electrical facilities of the exhibition halls, or connecting incompatible electrical equipment to the electrical facilities is strictly prohibited, to



prevent blackout or fire caused by a facility overload. Any illegal facilities discovered will be removed by the show organizer. The removal cost will be borne by the exhibitor or contractor. Power supply for the booth will also be cut off. For failing to comply with TAITRA provisions and take care of public property, removing or damaging the electrical facilities, the contractor will be fined \$100,000 or prohibited to work in the exhibition halls for 6 months if being caught guilty of the above violations for more than twice a month or three times a year (inclusive).

(10) The installation of neon-lights, twinkling or revolving lights or strings of lights is prohibited. The light from lamp should not be projected upward lest a fire should happen owing to a fallen article staying on the mask of the lamp. A single layered booth with a cap or a double layered booth (with or without cap) should be equipped with two 10P ABC dry powder fire extinguishers to ensure fire safety of the booths.

(11) Any television wall or screen wall whose total area of screens exceeds 5 sq. meters should not be built facing the aisle. They should instead be built at a 30 or more 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:

1. Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
2. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. Contents of films or videos must be related to the theme of the exhibition.
4. Any exhibitor in breach of these regulations will have electricity disconnected after receiving the show organizer's written notice.

(12) Exhibitors wishing to raise balloons within one's own booths are required to apply for approval 10 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. Balloons are limited to the booth area and the height limit of large advertising balloons should not exceed 5 meters from the ground. The height limit of small decorative balloons should not exceed 4 meters from the ground. If the balloons are not removed from the ceiling or the threads not removed from the ceiling pipes before the exhibitor exits the hall, a NT\$10,000 fine will be imposed on each balloon and each thread respectively. In the event of any accidents due to the hanging of balloons, the organizer will be held responsible for all legal liabilities and damages. (Advertising balloons are not allowed in Taipei World Trade Center Exhibition Hall 3 due to the lower ceiling).

(13) Regulations for sound systems:

1. Exhibitors who want to use sound systems of more than 20 watts should apply for approval 20 days before the show opens (for application form, contact the show manager). 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.

2. The show organizer should submit application form, exhibitor list, floor plan/design and broadcast schedule to TAITRA.
  3. The outer edge of the stage should be 2 meters away from the aisles. The number of speakers is limited to 2 (except for those approved by the TAITRA). Speakers, amplifiers and other sound devices should be positioned to assure that direct sound is targeted into the booth rather than toward the aisle. The volume should not exceed 85 decibels (60 decibels for H area). Adjacent booths may not hold stage activities or play audios at the same time.
  4. TAITRA might organize an inspection group to enforce these rules. The inspection group will determine the penalty.
  5. The enforcement will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of NT\$1,000; Third, a fine of NT\$4,000; Fourth, a fine of NT\$10,000; Fifth, a fine of NT\$15,000; Sixth, a fine of NT\$20,000; Seventh, power will be disconnected. 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.
  6. 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.
  7. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.
- (14) Application for Water and Electricity:
1. The organizers should prepare one copy of required information for water and electricity application 10 days prior to entering the exhibition halls, and indicate the specification and capacity of the electricity. Upon verification by qualified water and electricity engineering contractors, the information should be submitted to TAITRA for review. Qualified electricians should be assigned to conduct corresponding work in accordance with the drawings. In the event of any losses and damages to property or life due to poor quality electrical devices, bad wiring or improper use, the contractor will be held responsible for all compensation and legal liabilities.
  2. Only 110 volt power sockets on the major pillars will be provided during the entry and exit period. They will be used for booth decoration, and not for lighting and power supply of the booths.
  3. One day prior to the exhibition, power supply will be provided in accordance with the time that the organizer applied for, and it will be turned off after 5 pm (except for delay conditions).
  4. Applications for water and electricity (including 24 hours supply) should include protective measures (such as uninterruptible power system) self-provided by the applicants. TAITRA will not be responsible in case of temporary power failures or water supply interruption caused by TaiPower or TAITRA's electricity (water) facilities.
  5. Applications for water and electricity at each booth should be made to the organizer.

Private access to power is prohibited without application. Offenders will be cut off from the water and electricity supply, and depending on the seriousness of the violations, the booth might be banned from the exhibition. Any contractor involved in such violations will have its registration rescinded. In order to maintain and ensure public security of the exhibition halls, the installation of lighting and lamps should be assigned to water and electricity contractors that are registered with the relevant unit of TAITRA and accredited with Class A electrical facility installation certificate. Alternative lamps or lighting facilities are strictly prohibited (except for exhibits). Offenders will be cut off from power supply, and depending on the seriousness of violations, the booth might be banned from exhibition. Should there be any public danger, losses and damages of property or life as a result of the above violations, the offenders will be held responsible for all compensations and legal liabilities.

- (15) Exhibitors of two-storey booths should submit an application and pay the required fees in accordance with the provisions. (Please contact the organizers for the application procedures and forms.) Two-storey booths are not allowed in Hall 1, Level 2, and Hall 3 of the Taipei World Trade Center.
- (16) Occupancy at the public areas inside and outside of the exhibition halls (including doors, sidewalks around the buildings, resting areas and underground parking lots, freight unloading yards, freight areas) is not allowed. Exhibitors are strictly prohibited to set up spiritual forts, billboards, flagpoles, advertising objects, posters and flower baskets at the above said public areas.
- (17) Hydrants (94cm wide, 126cm high/for the third Hall, 75cm wide, 130cm high ), fire extinguishers (65cm wide, 75 cm high), fireplugs, emergency exits, air quality detectors (15cm high, 15 cm wide for one-pellet set, 30 cm wide for two-pellet set, 45 cm wide for three-pellet set), electricity boxes (60cm wide, 136cm high), exhaust port (60cm wide, 60 cm high) and all signs of the hall should never be covered, or blocked. The decorating wall around the column must also leave a space of 15cm respectively above and below the air quality detector. The height of the decorating wall around the column may not exceed 4 meters. Application should be submitted in advance for the approval of covering the column. If there is any violation of these regulations, TAITRA retains the right to determine the penalty. Each violation will be fined for NT\$ 5,000. The show organizer and exhibitor should take responsibility for any fines from Fire Bureau or any government organization due to the violation. On the other hand, Article 7 applies to the contractors.

#### IV Matters of attention during set-up and move-in:

- (1) 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). All exhibitors and contractors should strengthen booth construction structures, carry out the construction work securely and abide by regulations and laws concerning safety, sanitation, worker's protection, etc.
- (2) If the decoration contractors are not yet registered with the management division of



TAITRA, the registration should be done 15 days prior to the commencement of the exhibition in accordance with Article 2. The contractor should have the service badge ready or apply for the working badge from the organizer, failing which the contractor will not be allowed to conduct construction work inside the exhibition halls. The managing unit reserves the right to ask contractors without the above verification badges to leave the exhibition halls immediately.

- (3) The exhibition organizer should distribute the work badges to the exhibitors to allow the staff or contractors to access the exhibition halls during the decoration period.
- (4) The organizer should prepare 8 copies of work badge samples and submit them to the leasing division of TAITRA 3 days prior to the decoration period for identification purposes by the guards stationed at the hall entrances.

V Matters for attention during construction:

(1) Vehicle Regulation

- 1. The exhibition organizer shall perform the following vehicle control measures to enhance the order, safety and air quality of the exhibition halls.
- 2. Sedans are not allowed entry into the Exhibition Hall. Engines must be turned off after the vehicles arrive at the destination. No vehicles shall pass through the post office and the front of the landscape elevator. The speed of the vehicles must not exceed 10 km/hour in the exhibition hall.
- 3. Trucks delivering the decoration goods should comply with the time and order scheduled by the organizer. Security personnel may prohibit any vehicles in violation of the above from entering the exhibition halls, depending on circumstances inside the halls.
- 4. Any truck entering the hall must make a deposit of NT\$1,000. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT\$200/hour will be charged for the parking time counted from the start of the entry, and be deducted directly from the deposit.
- 5. The entrance of TWTC Exhibition Hall 1 is 4.2 meters high and 7 meters wide. And that of Hall 3 is 4.47 meters high and 6.5 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 caused during construction.
- 6. The maximum load for the ground floor of the Exhibition Hall is 1300 kg/square meter. No overweight, oversized vehicles or items (vehicles or items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted.

Regulations on loading of ground floor and vehicles entering and leaving Exhibition Hall:

Regulations on Loading of Ground Floor and Vehicles Entering and Leaving Exhibition Hall	
1. Restriction on load (incl. weight of items for exhibition) for the ground	1300 kg per square meter

floor	
2. Restrictions on truck load (incl. total weight of vehicle and goods)	(1) 15 tons for dual-axle; 25 tons for those with more than two axles; (2) Safety distance between any two vehicles is at least 9 meters.
3. Restrictions on load of forklift	(1) An individual forklift's total load should not exceed 13 tons; (2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 9 meters.
4. Restrictions on load of crane	(1) An individual crane's total load should not exceed 15 tons; where 2 cranes are handling different goods, they should maintain a distance of at least 9 meters; (2) Before loading, wooden or steel board should be used to pad the load support. The padding materials should not be less than 30cm (length) x 30cm (width) x 15cm (height).

The use of any truck with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) should apply 5 days before entry. Cranes of any tonnage (including derrick trucks) should apply to TAITRA for permission to enter, and submit the entry application to the management division 2 working days prior to the entry. For any vehicles weighing over 15 metric tons and loaded with goods, a weighting proof certified within the last 24 hours should be submitted to the management division for approval prior to entry. The vehicle can only enter the exhibition hall for operation within the approved period. Restrictions to the number of diesel forklifts: In principle, the World Trade Center Exhibition Hall 1 can only allow up to 4 forklifts at any one time (The atrium (Zone D) can only allow a maximum of 2 forklifts at any given time). The forklift should apply to TAITRA for entry permission in advance. **※Only electric or gas operated forklifts (for forklifts weighing less than 2.5 metric tons (inclusive)) will be allowed to enter the exhibition halls (including World Trade Center Exhibition Halls 1 and 3 and Nangang Exhibition Hall) from January 1, 2015 onwards. Diesel forklifts are prohibited from entry (except for machinery exhibitions).**

7. Charging method of the air pollution control admission fee for crane operations (including derrick truck):

a. Entry during working hours (6 am to 7 pm on work days):

The applicant should fill up the "Crane (including derrick truck) Entry Application Form" and submit it to the management division no later than 2 working days prior to the entry date. A NT\$2,000 deposit should be submitted upon entry (higher pricing may apply to mechanical or large scale exhibitions). The vehicle user should connect the adapter and the aluminum duct, provided by the security guard, to the vehicle's exhaust pipe and return them



to the security guard upon completing his work.

The above air pollution control charge is NT\$500 for the first hour and NT\$300 per hour from the second hour and beyond. The fees are calculated from time of entry to time of exit and rounded up to the hour. If the entry application is submitted to the management division less than 2 working days prior to the exhibition, an additional 50% fee will be imposed in addition to the above charging standard.

- b. Entry during non-working hours (before 6 am and after 7 pm on working days and holidays): Air pollution control charges will be waived. However, vehicle exhaust emission will still be implemented, and the corresponding costs for security personnel should be paid by the applicant.
  - c. TAITRA reserves the right to modify timings and dates or reject applications, in the event of an excessive number of applications or any other considerations.
8. The operation of grapnel trucks should comply with "Article 6: exit compliance matters". The World Trade Center Exhibition Hall 1 only allows up to 4 grapnel trucks at any one time. The implementation of the aforementioned provisions on exhaust emissions and cost of security personnel shall apply.
9. Cranes and grapnel trucks are not allowed to operate in the World Trade Center Exhibition Hall 3.

(2) Entry order and important notes:

1. The water and electricity contractor should submit one copy of the booth plan to the management division prior to construction to gain access into the hall. The water and electricity contractor can apply to the facility division and management division for wiring during the gap period. Early entry or overtime work at the exhibition venue during the leased period should be approved by the organizer.
2. The carpet contractor should submit one copy of the booth plan to the management division prior to construction to gain access into the hall. For large scale machinery exhibitions or exhibitions with heavy equipment exhibits, the carpet contractor can apply to the facility division and management division for early entry during the gap period. Upon approval, the contractor can enter the exhibition hall to conduct carpet laying work. Early entry or overtime work at the exhibition venue during the leased period should be approved by the organizer.
3. Notices for use of paint
  - a. In order to maintain air quality, only water-based cement paint is allowed in the exhibition halls. Volatile paint is strictly prohibited.
  - b. To maintain toilet cleanliness, paint tools (brushes, brush barrel, etc.) can only be washed at the sink outside of the toilets (or buildings). Washing of paint tools inside the toilet is strictly prohibited.
  - c. The remaining paint or putty should be placed in proper containers before throwing them into the trash can. It is strictly prohibited to dump them into the sink directly to avoid any drainage clog.
  - d. Selling mineral water in the exhibition halls is prohibited. Water, flower and lunch



- box vendors are not allowed to move their vehicles into the exhibition halls (except for vendors sending potted plants used for booth beautification and decoration).
- (3) Interior design work should be done within the space of one's own booth(s) and should not extend to the aisle not 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. The 2nd floor of the exhibition halls should use flameproof and environmental friendly decoration materials which is sectional, recyclable and reusable. Decoration of the 2nd floor should be assigned to only one contractor. In principle, decoration with wooden materials is prohibited on the 2nd floor.
  - (5) Contractors may not use steel nails, solvent type paint, spray paint, electric saws, or soldering on floor work inside the Exhibition Hall. In such cases, electricity will be cut off.
  - (6) All kinds of fuel-powered generators are prohibited in the exhibition halls.
  - (7) Painting should begin only after the floor is properly covered with plastic cloth or boards.
  - (8) 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. The ground should be secured with non-unglued tapes first before applying woven sided tapes to lay the carpets. All tapes and tape residues on the ground should be completely removed and deposited in the trash can before exiting the hall. Offenders will be banned from entry for 6 months.
  - (9) Treatment of construction materials:
    1. Construction wastes and packaging materials should be cleared daily and must not be placed on the aisles to avoid safety hazards.
    2. The organizer is responsible for the thorough clearance of overtime waste, and the corresponding costs should be borne by the exhibitor and contractor in violation of the rules. Should the overtime wastes affect the subsequent operation of the exhibition, the organizer, exhibitor and contractor will be jointly held responsible for the liabilities.
  - (10) Repair and compensation will be required in the event of damages to the facilities in the exhibition halls during construction or handling. In the event of loss and damages to life or property, the organizer, exhibitor and decoration contractor should be held responsible for compensation and legal liabilities.
  - (11) No alcoholic beverages, betel nut, chewing gum or smoking is allowed inside the premises. For the sake of everyone's public image, all workers must wear proper clothing and sandals are not allowed.
  - (12) Smoking is prohibited inside the exhibition halls to avoid safety hazards. Offenders will face the following punishments:
    1. First smoking offence→ an informant will be issued without penalty, and the decoration contractor should demand the guilty staff to stop immediately.
    2. Second smoking offence→ an informant will be issued with a NT\$500 fine, and 1 faulty point will be put on the record.
    3. Third smoking offence→ an informant will be issued with a NT\$1,000 fine, and 2



faulty points will be put on the record.

For each subsequent smoking offence, a penalty of \$NT500 and 1 faulty point will be imposed. The monetary fine and faulty point will be issued to the contractor in charge of the guilty offender. An accumulation of 3 faulty points will automatically lead to a 1 year revocation of the contractor's membership. Before obtaining a new membership, the contractor cannot conduct work in the exhibition halls under TAITRA's charge (including World Trade Center Exhibition Halls 1 and 3, and Nangang Exhibition Hall).

- (13) No materials can be placed inside the space outlined by the yellow net areas, or beside any air conditioner or vending machine inside and outside the Exhibition Hall. Any violation will result in a six month ban from working inside. No exhibitor or decorator is allowed to install the air conditioner inside or outside the booths. Any violation will result in NT\$10,000 fine. Continuous violation will face duplicate punishment such as power cut-off or removal. The total removal cost will be wholly borne by the user (exhibitor or decorator) or deducted from the deposit.
- (14) If the cleaning work of the booth for exhibition opening is to be entrusted to a cleaning company, then the work should be entrusted to the cleaning company officially contracted with TAITRA for Exhibition Hall cleaning.
- (15) Safety and Insurance:
1. Throughout the exhibition period, the exhibitors should take care of their own exhibits, decoration and facilities, and purchase any necessary insurance. TAITRA will not be liable for any losses or damages.
  2. In the event of of any losses or damages to life and property during the exhibition due to improper installation, operation, maintenance or management of the facilities, objects and exhibits at the booth, the exhibitor or the decoration contractor will be held responsible for all compensations and legal liabilities. The exhibitor and the decoration contractor should firmly secure the decoration structure, conduct proper construction, comply with the safety protection measures, purchase public liability insurance if necessary, and implement labor safety and hygiene rules as well as other provisions.
- (16) To ensure safety of workers and maintenance of facilities during the exit period, all glass items in the booth (including decoration or exhibits) should remain intact and the decoration contractor should recycle the glass items without causing any breakages. Offenders will be fined \$NT2,000~5,000 in accordance with Article 5 Paragraph 14 of the provisions.

#### VI Exit compliance matters:

The exhibits, decoration material and wastes should be completely cleared before the exit deadline and discharged from the exhibition halls. If a grapnel truck is required for special reasons, the organizer should apply for it in advance. The operation of grapnel trucks is limited to areas A, B and C of the World Trade Center Hall 1. Operation in area D and the main access areas outside the exhibition hall is strictly prohibited. The operation time of the grapnel truck inside the exhibition hall is after 19:00 and before 06:00 on working days. There is no operation time restriction on weekends. However, the organizer should take into consideration the time



required for preliminary work such as removal of water and electricity items as well as carpets. The organizer of the exhibition/event should submit the "World Trade Center Exhibition Hall 1 Grapnel Truck Entry Application Form" to the leasing division 5 days prior to the entry of the grapnel truck. TAITRA may reject or approve the application based on safety considerations.

VII 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. Cost of booth closure will be borne by the organizer or the exhibitors.
- (3) Exhibitors violating these regulations or failing to monitor the contractors' work will be prohibited from participating in the show next time.
- (4) TAITRA retains the right to determine the penalty:
  1. Besides legal liabilities, contractors violating these rules will be fined by TAITRA NT\$2,000 ~ NT\$5,000. Any serious accident resulted due to violation of Articles 3 or 5 of this provision is punishable with a fine of NT\$20,000. Violent conduct against security personnel at the exhibition hall will not be tolerated. First time offenders will be fined \$NT10,000. An additional \$NT10,000 will apply to each subsequent offence. Decoration contractor who incur fines for more than 2 times a year (inclusive) will be banned from construction in the exhibition halls under TAITRA for 2 years.
  2. The administration staff can take photos as evidences and order the contractor to stop working and leave the exhibition hall.
  3. Violations related to decorations and facilities must be improved in accordance with the center provisions upon issuance of warning, or face immediate removal. The total removal cost will be wholly borne by the contractor or deducted from his deposit at twice the amount of the incurred cost.
  4. Contractors violating these rules will be prohibited from contracting any future construction work at the TWTC Exhibition Hall for two years.





## CONSTRUCTION GUIDELINES FOR SECOND-STORY BOOTH AT THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL

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.
  - (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 second-story booths. (Please contact the show manager if require.)
5. Charge for the use of the second-story of the booth is based on the floor area (including staircases).

The rate for second floor space shall be set in accordance with the date of full payment, as listed :

Full Payment date	Rate
On or before May 26, 2017	70% of ground floor unit rate
On or after May 26, 2017	100% of ground floor unit rate

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/m<sup>2</sup>, and that of the staircase no less than 300 kg/m<sup>2</sup>.
  14. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
  15. After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by

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

16. If the construction and design plan for second-story booths approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Halls.
18. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.



## Online Promotion Services for the Official Website of 2017 MEDICARE TAIWAN & SenCARE

### I. Official Website:

**MEDICARE TAIWAN (www.medicaretaiwan.com) SenCARE (www.sencare.com.tw)**

The official websites provides the most complete and effective online promotion platform. Our specially designed official show website enhances exhibitor-buyer interaction with website options by letting exhibitors display their product catalogues and publish show-related news. Buyers use this non-stop site to search their perfect products. Make the most of our online promotion fair services via this site to maximize your participation at the show.

### II. Basic Online Promotion

**Who qualifies?** Exhibitors of 2017 MEDICARE TAIWAN and SenCARE

**To use your basic (free) online promotion space:**

- Upload Product Catalogues → Up to 5 product catalogues that will be viewed by the buyers.
- Exhibitor Services options include: hotel reservations, message inbox, online applications & buyer invitations.

### III. How to use the Basic Online Promotion? (For simplified step-by-step instructions, click [here!](#))

Step 1: Activate your account via e-mail.

Step 2: Create your account and password.

Step 3: Log in via the 2017 MEDICARE TAIWAN or SenCARE official website. (Click “Exhibitor” → “MY MEDICARE Login” or “MY SenCARE Login”)

Step 4: Upload your product catalogues to gain more exposure.

### IV. Premium Online Promotion

Upgrade your account services for superior advertising options that increase your profile for greater chances to connect more visitors. Use it to generate pre-show leads and to optimize brand exposure for your target audience.

- **How much?** US\$200 (Tax included)
- **How to apply?** Email to [exhibitors@taitra.org.tw](mailto:exhibitors@taitra.org.tw) to request an application form.

**Check these advantages of a PREMIUM Account over the BASIC Account!**

	Premium Account	Basic Account
Maximum Number of Catalogues	<b>Up to 50 Catalogues!</b>	5
Send Invitations/Catalogue(s) to Buyers	<b>Included</b>	None
Priority Position on Product Webpage	<b>Included</b>	None
3 Options to Better Match Your Profile	<b>Included</b>	None

**For a mere US\$200 dollar you can reap the advantages of a Premium Account over the Basic offer!**



## FORM 1

# ELECTRICITY & WATER / DRAINAGE INSTALLATION

### A. Electricity :

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 :

1. ( ) Our requirement for additional illumination :  
AC110V, 60 Cycle, 1-phase KW.
2. ( ) Our requirement for heavy duty electricity power :  
(Please refer to attachment Form 2-1, Form 2-2,)  
AC 220V 60 Cycle 1-phase \_\_\_\_\_ HP  
AC 220V 60 Cycle 3-phase \_\_\_\_\_ HP (only for machinery)  
AC 380V 60 Cycle 3-phase \_\_\_\_\_ HP (only for machinery)
3. ( ) We require 24-hour power supply \_\_\_\_\_ V \_\_\_\_\_ KW

### B. Water/Drainage Installation

- ( ) Yes, we need \_\_\_\_\_ pipe(s) installed in our booth.  
( ) No.

### Remarks:

1. The exhibitor shall be fully responsible for any claim of damage to property or injury to any person arising out of his improper installation of electric facilities in his booth.
2. **No application shall be accepted on or after June 13, 2017.**
3. Any cancellation must be made in writing 10 days prior to the opening of the show, after which 80% of duly paid charges will be refunded. No refund will be made if a request for cancellation is overdue.
4. The charge for 24-hour power supply will be 3 times as much as the normal price.  
For further information, please e-mail to [alfa@taitra.org.tw](mailto:alfa@taitra.org.tw) .
5. Discounts and surcharges will be applied in accordance with the stamped receipt date of application as listed :

Application	Payment (Discount/Surcharge)
On or before May 10, 2017	20% Discount Charge
May 11 to May 25, 2017	Set price
May 26 to June 3, 2017	20% Overdue Charge
June 4 to June 12, 2017	50% Overdue Charge
On or after June 13, 2017	Will not be accepted

Show Name: **2017**  **MEDICARE TAIWAN**  **SenCARE**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\* No applications for power supply and water drainage will be accepted on or after June 13 or during the exhibition.



## FORM 1-1

### TARIFF FOR ELECTRIC POWER

(Currency: NT\$)

A. Electric Power Supply: AC110V, 60 cycle

The fee for usage of electricity is NT\$625 per 0.5 KW. Usage quantities are billed in minimum increments of 0.5 KW.

B. TARIFF FOR HEAVY DUTY ELECTRIC POWER

Horse Power	Set price	Discount price	Horse Power	Set price	Discount price	Horse Power	Set Price	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 1-2

### ESTIMATED POWER CONSUMPTION FOR ELECTRICAL APPLIANCES

Item	Power Consumption
Square Spotlight	300W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Desktop Computer	100~200W
Laptop Computer	20~50W
Terminal (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 electricity.

## FORM 2: Safety and Health Terms of Agreement

Taiwan External Trade Development Council  
Safety and Health Terms of Agreement for Exhibitors

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 Taipei World Trade Center at : <http://www.twtc.com.tw> (check "News")**

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. If you have any questions, please contact:

**Ms. Irene Lin**

**Tel: 886-2-2725-5200 Ext. 2857**

**Taipei World Trade Center Exhibition Hall**

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of TWTC Exhibition Hall.

Signature of Exhibitor's General Manager: \_\_\_\_\_ date \_\_\_\_\_





### FORM 3

## BOOTH CONSTRUCTION ASSURANCE

As a participant at 2017 MEDICARE TAIWAN SenCARE, which is being held in Taipei World Trade Center Exhibition Hall 1 from June15 to 18, we ensure :

That the booth(s) is constructed in compliance with Taipei World Trade Center Exhibition Hall Decoration Guidelines, and

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

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, and exhibitors have to pay the removal cost.

Please bring this form to Exhibitor's Registration counter on June 14 ~ 15 to collect the exhibitor's badges upon arrival at Exhibition Hall 1 during exhibitor's move-in hours.

Date : \_\_\_\_\_

1. Company : \_\_\_\_\_

Booth Number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Mobile Phone : \_\_\_\_\_

Hotel in Taiwan where you stay : \_\_\_\_\_

Hotel Telephone No. : \_\_\_\_\_

2. Booth Contractor : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

Mobile Phone : \_\_\_\_\_ E-mail : \_\_\_\_\_



## FORM 4

### EXHIBITOR'S PRESS RELEASE (Free-of-charge)

For publicity purposes, please fill out the following form and mail to Mr. Kevin Chou before May 5, 2017.

This document will be used in show daily or e-newsletters during the show period.

I .

Please offer a 100-word introduction of your company or the product.

Company Name :

Product Name :

Official Website :

Booth Number :

Contact Person :

TEL :

email :

II . Please send the product picture with 300 dpi solution and this form to:

[secret0105@taitra.org.tw](mailto:secret0105@taitra.org.tw)

Mr. Kevin Chou



## FORM 5

### ADVERTISING IN THE OFFICIAL DIRECTORY

Application Deadline: May 15, 2017

Distribution of Official Directory : Free to exhibitors and buyers or visitors who make pre-registration  
also for sale during and after the show

Size : Length 210mm x Width 149mm

Material required CD Rom: Ads are produced with 300 dpi, .tiff or .eps file only.

We wish to reserve the following space :

(Please tick)

Ad Category	Size: 210mm x 149mm / 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\$ 61,000
Inside back cover	NT\$ 54,000
Bookmark	NT\$150,000

#### 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).
3. US\$1=NT\$30

Return completed form to:

China Economic News Service

Ms. Lin

Tel : 886-2-8692-5588 Ext: 2067

Show Name : \_\_\_\_\_

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

Email: \_\_\_\_\_



## FORM 6

### IMPORTATION OF EXHIBITS ON A BONDED BASIS

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the 2017 MEDICARE TAIWAN SenCARE to be held at the Taipei World Trade Center from June 15-18, this company requests your approval for 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 clear customs clearance procedures for importation or for re-export.
3. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months, otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
4. This company will pay in full the amount of storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.
5. Exhibits entering on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must arrive at Keelung port THREE weeks prior to the show opening, and air shipments at Taiwan Taoyuan International Airport TWO weeks to give sufficient time for customs clearance.

Applicant : \_\_\_\_\_

Company : \_\_\_\_\_

Booth Number : \_\_\_\_\_

Name of show representative : \_\_\_\_\_

Signature : \_\_\_\_\_

**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 accept applications which are not duly signed.



**FORM 7**

**COMMERCIAL INVOICE & PACKING LIST**

SHOW NAME :

SHOW DATES : June 15-18

NAME OF EXHIBITOR :

ADDRESS :

SHOW VENUE : Taipei World Trade Center Exhibition Hall 1

BOOTH NUMBER :

SHIPPER : \_\_\_\_\_

VESSEL/FLIGHT NUMBER : \_\_\_\_\_

PORT OF LOADING : \_\_\_\_\_

PORT OF DISCHARGE : ( ) KEELUNG

( ) (OTHERS)

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

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site.  
We certify that the information given above is true and accurate.

Signature \_\_\_\_\_



## FORM 8

### TELEVISION WALL SETUP

Application Deadline: May 26, 2017

To: Taiwan External Trade Development Council (TAITRA)

We will participate in \_\_\_\_\_(show name) held in the Taipei World Trade Center Exhibition Hall 1. We would like to display televisions or big screens on the booth walls during the show and will abide by the regulations set forth below:

1. Walls must not exceed 2.5 meters in height.
2. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. The volume of the films or videos must not exceed 80 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.
5. NT\$50,000 deposit is required.

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this copy to:

Ms. Irene Lin

Exhibition Section 5,

TAITRA Exhibition Dept.

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

Tel: 886-2-2725-5200 ext. 2857

Fax: 886-2-2729-1089

e-mail: [tnlin@taitra.org.tw](mailto:tnlin@taitra.org.tw)