

Display+

2017智慧顯示與觸控展

Display International 2017

9/20 三 ▷ 22 五 台北南港展覽一館4樓

全球最具影響力的顯示器產業展

參展手冊

Exhibit Manual



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I. Exhibition Guidelines

1.1 Exhibition Name

Smart Display and Touch Panel Exhibition 2017

1.2 Venue

Taipei World Trade Center Nangang Exhibition Hall 4F
4F, No.1, Jingmao 2nd Rd., Nangang District, Taipei City 11568, Taiwan

1.3 Show Date and Hours

Open Time: September 20 (Wed.)—September 22 (Fri.) 10 : 00—17 : 00

Attendance:

- ※ Free entrance for all domestic and foreign buyers with invitation cards.
- ※ Please pre-registration online in order to save your time on-site.
- ※ Children under 18 are not allowed to enter the site.

1.4 Organizers

Taiwan Display Union Association (TDUA)
Taiwan TFT LCD Association (TTLA)
Taiwan Flat Panel Display Materials and Devices Association (TDMDA)
Taiwan Electronic Equipment Industry Association (TEEIA)
Chan Chao International Co., Ltd.

1.5 Move-in Time

September 18 (Mon.)—September 19 (Tue.) 05 : 00—17 : 00

1.6 Dismantling Time

September 22 (Fri.) 17 : 00—23 : 00 (All exhibits and decorations should be moved out)

1.7 Open Hours for Exhibitors during Exhibition Period

September 20 (Wed.) 08 : 00
September 21 (Thu.)—September 22 (Fri.) 09 : 00

1.8 Representatives

Items	Contact Person	Company	Tel
Show Consulting	Ms. Jane Yao Ms. Evelyn Chen	Chan Chao	886-2-26596000 ext 182.107
	Ms. Joanna Kuan	TDUA	886-2-27293933 ext 15
Water/Electricity Application	Ms. Jane Yao	Chan Chao	886-2-26596000 ext 182
Booth Decoration Application	Mr.Wu	HUEI YOW	886-2-87898300
Cargo Forwarder	Ms. Jasmine	Eurotran Expo Service Co., Ltd.	886-2-2785-6000 ext 106
Forklift Application	Ms. Jane Yao	Chan Chao	886-2-26596000 ext 182
Admission of Heavy-duty Vehicle Application	Ms. Evelyn Chen	Chan Chao	886-2-26596000 ext 107

1.9 Submit Forms

Form	Content	Deadline	Undertaker	Fax
Form 1	Letter of Commitment to Abide by Safety and Health Regulations before Decorating the Event Venue	August 16	Chan Chao Co., Ltd.	886-2-26597000
Form 2	Contractor Agreement	August 16	Chan Chao Co., Ltd.	886-2-26597000
Form 3	Booth Decoration (Additional Equipment) Application	August 16	HUEI YOW Co., Ltd.	
Form 4	Water/Electricity Application	August 16	Chan Chao Co., Ltd.	886-2-26597000
Form 5	Electric Wire and Water Pipe Layout	August 16	Chan Chao Co., Ltd.	886-2-26597000
Form 6	Raise Balloon Application and Liability Form	August 16	Chan Chao Co., Ltd.	886-2-26597000
Form 7	Event Directory Registration Form	August 11	Chan Chao Co., Ltd.	886-2-26597000

II. Introduction of Taipei Nangang Exhibition Hall

2.1 Introduction of Taipei Nangang Exhibition Hall

Location	Area (m ²)	Number of Standard Booth (3mx3m)	Floor Loading (ton/m ²)	Height of Exhibition Hall	Number of Entrance for Trucks	Number of Cargo Lift
Upper Level (4F)	22,680	1,306	2	14.3-27.3 m	3	3

2.2 Attributes of Taipei Nangang Exhibition Hall

- (1) It is a double-floor exhibition hall with no columns inside (about 180 m x 126 m)
- (2) There are 8 escalators for direct connection in the exhibition hall.
- (3) There are trench, electric wire, Internet, water supply, drainage, and air compressors. All the pipelines are hided.
- (4) The space of hallway and hall on 4F is wide (2,000 m² each).
- (5) It is at MRT Nangang Exhibition Center Station of Nei-hu Line and Nangang Line.

2.3 Facilities at Taipei World Trade Center Nangang Exhibition Hall

Facilities	Location
1. Information Center	South side of main entrance on 1F
	North side of hallway at Area M on 4F
2. Chinese/Western-style Cafeteria	3F
3. Fast food restaurant/ Café/ bakery/ Beverage store	1F
4. Shops	East side of Exhibition Hall on 1F and 4F
5. Tourism information center	South side of main entrance on 1F
6. Conference Room	4F and 5F
7. Press Room	Northwest side on 4F
8. Infirmary	Southwest side on 1F and 4F
9. Water/Electricity service	Information center on 1F and 4F
10. Freight Forwarders and Express services	Information center on 1F and 4F
11. Foreign Currency Exchange Center	North side on 1F
12. Convenience Store	South entrance on 1F
13. Parking Area	Basement 1

2.4 Please refer to Appendix I for Route Map to Taipei Nangang Exhibition Hall

III. Rules and Regulations

Taipei Nangang Exhibition Hall is authorized as a green building. The organizer encourages all exhibitors to design and build booth based on “3R — Reduce, Reuse, Recycle” concept for environmental protection. The purpose is to cooperate to protect the earth.

The rules and regulations listed as below are set up to maintain the order in exhibition and protect all exhibitors’ right. All exhibitors and designated distributors or contractors (hereinafter referred to as “Exhibitors”) must read detail rules and regulations in the exhibition manual and application forms. If any exhibitor did not raise questions by the deadline of exhibition preparation period (August 16, 2017), it means all rules and regulations are acknowledged. All exhibitors are willing to abide by the related rights and liabilities.

3.1 Defaults in Occupancy

- (1) Any exhibitor who is failing to occupy leasing booth will not be able to cancel the contract or get refund. Failure to notify the organizer of cancellation in advance will cause exhibitor to lose priority for rental of booth in other exhibitions.
- (2) The installation of all display systems, equipment and products must be completed before 15:00, September 19, 2017.
- (3) Unoccupied area may be repossessed by the organizer for the purpose to maintain a tidy exhibition hall as it may see fit.

3.2 Cancellation

No refund will be made for cancellation after the booth allocation. The charge will be the budget of this exhibition.

3.3 Sublease/Reselling of Space

The exhibitors may not assign/sublet or resell their booth in whole or in part.

3.4 Liabilities for Exhibitors

- (1) The exhibitors should completely compensate for damage to the facilities or neighboring exhibits caused by booth construction.
- (2) The exhibitors may not apply paint, adhesives, or other coatings to walls, pillars or floors in the exhibition hall.
- (3) In the event any part of the exhibition hall is destroyed or damaged so that an exhibitor is not able to use assigned booth during any part or the whole exhibition period, the related liabilities are inculcated to the exhibitor who should be in charge.
- (4) Booth decoration must follow the regulation of fire precaution. Exhibitors should be responsible for liabilities if didn’t pass the inspection.

3.5 Presentations and/or Demonstrations of Exhibits/Products

- (1) Exhibitors should install and position all display equipment securely and in proper locations that will not cause disturbance and dangerous to all people on the aisle.
- (2) Ensure that pollutions of toxic fumes, exhaust, dust, or other mephitic/irritant fume, and organic chemical dissolvent with volatility caused by demonstrating products are not released. Prior approval from the organizer must be obtained for such purpose. The exhibitors for such exhibitions must prepare their own pollution disposal equipment to solve the problem in exhibition and not allowed to disturb neighboring booths and other exhibitions in the exhibition hall.
- (3) Gas in cylinders and welding demonstrations are not allowed in the exhibition hall
- (4) In order to prevent the equipment to be too close to the aisles, we suggest exhibitors to install the equipment inwards from inside edge of booth for more than 30cm.

3.6 Area of Demonstrations

- (1) Exhibitors should conduct demonstrations or activities related to exhibits in clear and professional way, and may not cause obstruction of aisles or passages of neighboring booths.
- (2) The use of employees, demonstrators, gimmicks, mimes, magicians, robots, etc. in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not block the aisles.
- (3) Equipment and furniture may not be in the aisle at all times.
- (4) In addition to the activities held by the organizer, exhibitors are not allowed to hold billboard or signs as demonstrations walking in the show ground.

3.7 Outside Promotion

It is requested that exhibitors do not advertise or promote any off-site/outside activities away from the exhibition hall during exhibit hours.

3.8 Badge Control

- (1) Entry/Exit with badges: Exhibitors should wear badges when entering the exhibition hall during exhibit hours.
- (2) Unauthorized staff using fake, changed badges, misuse badges or with other ways to enter the exhibition hall is strictly prohibited.
- (3) Exhibitors assisting unauthorized staff to enter the exhibition hall or their badges are faked up, changed, misused will cause for expelling the exhibitors and their staffs from the exhibition, or banning them from re-entry into the exhibition hall.
- (4) This may also cause the removal of the exhibitor's booth without obligation on the organizer for refund of any fees.
- (5) The exhibitors, their staffs, representatives, and anyone claiming to enter the exhibition hall through the exhibitors should be responsible for any losses caused and waive any right to claim from the organizer.

3.9 Sound Level

- (1) Sound level of exhibits display and demonstrations must not exceed 85 decibel.
- (2) The organizer reserves the rights to restrict or switch off the light/audio display that causes complaints. The organizer's decision would be the final one if such a dispute arises.

3.10 Prohibited Gases

The use of industrial gas of a toxic or inflammable nature for demonstration will not be permitted in the exhibition hall.

3.11 Fire Precaution

- (1) Any one on seeing an outbreak of fire, however slight, must start the alarm system immediately and put out the fire by the extinguisher, and remove all items in that vicinity. Exhibitors must make arrangements at their own expense for the provision of such equipment because the nature of their exhibits requires a special type of fire extinguisher.
- (2) No packing materials or catalogues may be stored behind the walls of booths or any other public areas without prior approval from the organizer and TAITRA.
- (3) All decoration contractors must clearly understand the fire precaution area of the booth. The decoration materials are not allowed to cover or block the entrance of fire precaution or utilities. The exhibitors and contractors are responsible for all legal liabilities and claims if any damage caused by violating the regulations.
- (4) All exhibitors are required to strictly follow the regulations of fire precaution for Nangang Exhibition Hall.

3.12 Photography/Videotaping of Exhibits

- (1) Photography of any exhibits and displayed equipment is strictly prohibited without prior specific approval from exhibitors. Exhibitors have the right to request any such person to break off

photography.

- (2) Audio tape recording in the show ground or conference rooms is prohibited.
- (3) Only the organizer's official photographer and the press are allowed to take photo and make audio/video recording.

3.13 Booth Clearance

The organizer will arrange for daily general clearance of the exhibition hall and booths before the exhibition opening and closing. It excludes clearance of exhibits and displays. Exhibitors are responsible for maintaining their own booth in a tidy condition at all times.

3.14 Removal of Waste

- (1) During the Move-in and Dismantling period, the aisles must not be obstructed with parking or packing materials and waste. The waste from construction and packing materials must be cleaned day by day. At the end of Dismantling period, exhibitors must clean and remove from the site all packing materials, waste, and tapes on the floor. The organizer will rent trucks and hire labors to remove the waste overtime at exhibitors and contractors expense.
- (2) All exhibitors have to clean the construction materials by themselves or through its constructors after the exhibition. Otherwise the organizer will charge the exhibitors for double cleaning fees and include them in the infringement list.
- (3) Please note and cooperate that dismantling vehicles are prohibited to enter the Exhibition Hall. Nangang Exhibition Hall has been authorized as a "Green Building". All exhibitors have to plan and construct the booth with "3R—Reduce, Reuse, Recycle" concept in order to cope with environmental protection. Please decrease the waste at booths in order to arduously protect the earth.
- (4) Exhibitors who delayed the dismantling time are supposed to pay overtime charge.

3.15 Conduct and Behavior

- (1) All exhibition booths must be fully staffed and operational throughout the opening hours of the exhibition. All activities of exhibitors and his staff must be confined to the individual booth.
- (2) No advertising or canvassing for business may take place elsewhere in the exhibition hall, including the distribution of flyers, catalogues or newspapers, etc.
- (3) Match exhibits with the theme of the exhibition: all exhibits must match the theme of the exhibition, otherwise it will not be allowed to exhibit. If any fake enrollments for the exhibition are found, the demonstration will be prohibited immediately and the fee will not be refund.

3.16 Claim of Damage

If any exhibitors cause damage on facilities at the exhibition hall, the exhibitors and the troublemakers are responsible for the claim.

3.17 Force Majored

If the exhibition was delayed, shortened, extended or canceled due to a natural disaster (such as an earthquake, fire, typhoon, epidemics, or another force beyond control), the organizer will not refund the fee received or be responsible for any other claim.

3.18 Arbitration of Disputes

- (1) In the event of any problems or disputes on site, the decision of the organizer will be the final one.
- (2) The organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of all exhibitors.

3.19 Rental Payment for Booth

No exhibitor may enter or begin construction in the exhibition hall until the full payment has been made.

3.20 Smoking Policy

Smoking is not allowed in the show ground, conference rooms or public lobby areas.

3.21 Animals

Animals are not allowed to enter the exhibition hall except for proper reasons are provided.

3.22 Children

Children under 18 years old are not allowed to enter the exhibition at any time.

3.23 Giveaways

Commodities, samples, souvenirs, and etc. should not be distributed by exhibitors except from within the confines of the exhibitor's booth.

3.24 Prize Drawings/Raffles

- (1) Public drawings can only be conducted if held within the confines of exhibitor's booth.
- (2) Due to the regulations of fire precaution, aisles must not be blocked. It is recommended that instead of a public drawing that you post the winner's name within your booth to avoid the aisles to be blocked.

3.25 Theft/Damages

- (1) Report theft or damages immediately to the security, show management and police office in the district.
- (2) While the management will exercise reasonable care in safeguarding your property and maintaining the order, exhibitors should take good care of their properties. Neither the organizer, show management, the security contractor, the general contractor, nor of their attorney, officers, or staffs assume any responsibilities for such property.
- (3) Exhibitors should purchase Property Insurance and Insurance Against Theft during exhibit hours (including Move-in and Dismantling). The organizer will not be responsible for the claim of damage/theft of properties during the opening hours according to the international exhibition convention.

3.26 General Security

- (1) The organizer will provide general security during Move-in, Move-out and dismantling period after the exhibition.
- (2) The organizer is not responsible for the damage or loss of anything caused by any reason. Exhibitors are responsible for the security of the exhibits. Please remember that theft (especially handbags and Notebooks) always happens during Move-in period and cleaning period after the exhibition. Please make sure there is staff at the booth during these periods at all times.
- (3) Security personnel will monitor the show ground each night. Exhibitors should wear the badge to enter the exhibition hall during opening hours.

3.27 Intellectual Property Right

The exhibits should not infringe any domestic or foreign vendor's patent, trade mark, other intellectual or industrial property rights and should respect other person on his/her intellectual property right.

3.28 Amendments/General Supervision

- (1) All exhibit matters and questions not covered by these rules and regulations are subject to the decision of the organizer.
- (2) These rules and regulations may be amended at any time by the organizer. All parties are equally affected by the original rules and regulations and amendments.
- (3) In the event of any amendment or addition to these rules and regulations, written notice will be

given by the organizer to such exhibitors as maybe affected thereby.

- (4) If there is any specific thing not included in these rules and regulations, it will follow the related law and regulations of Taiwan.

3.29 Important Rules

According to the Labor Safety and Health Act, the personnel of decoration construction should wear helmet and badge to enter the exhibition hall. Regarding to the procedure for badge application, please refer to the website <http://www.twtc.com.tw>

IV. Notes during Exhibit Move-in and Dismantling Hours

4.1 Preparation before Move-in

- (1) Exhibitors should request the design company to measure the size of booth before draw up the layout.
- (2) Exhibitors and decoration contractors must purchase construction insurance and third-party liability accident coverage. The exhibitors are responsible for claim and legal liabilities for any damage of facilities or injury/death.
- (3) Exhibitors have to inform their constructors to notice and abide by the Move-in and Dismantling time. The overtime charge involved for the delay would be very costly and must be paid by exhibitors and their constructors concerned.
- (4) The organizer will arrange the operation procedures in order to maintain the order during Move-in and Dismantling periods. If you have completed the decoration, please assign staff to stay at the booth to prevent loss of exhibits. Exhibitors must watch the luxury exhibits and the organizer should not be responsible for the loss of exhibits.

4.2 Move In and Dismantling Hours of Exhibits and the Calculation of Overtime Charge

Exhibitors can use working hours freely in all sessions during the time specified by the organizer. If exhibitors work beyond the specified time, the exhibitors must pay for overtime charge.

4.3 Dismantling Dates and Hours

September 22 (the last day of exhibition) 17:00- 23:00

17:00-18:00 is the time of dismantling the light weighted and hand-carry exhibits (all vehicles are not allowed to enter the exhibition hall). 18:00-23:00 is opened to vehicles enter the exhibition hall.

Notes:

- (1) 17:00- 23:00, September 22: Dismantling all of the exhibits and decoration materials.
- (2) Any ground trolley (no matter if there is cargo or not) or objects with height/width exceeding single footstep of the escalator must go through guest lift instead of escalator for security purpose.
- (3) Dismantling vehicles are not allowed to enter the exhibition hall.
- (4) Exhibitor must assign staff to take care of the exhibits and decoration materials during dismantling period. The organizer is not responsible for any loss.
- (5) Temporary parking is prohibited at the main entrance of the exhibition hall (Jinmao 2nd Rd.). The traffic police will strictly ban and issue tickets. Please park temporary at qualified parking lot around the exhibition hall (except the main entrance on Jinmao 2nd Rd.). Please do not violate the regulation to avoid the ban.
- (6) All decoration materials and waste must be completely cleaned up before the end of Dismantling period by exhibitors and decoration contractors. The adhesives and tapes on the ground must be removed as well.
- (7) All exhibits, decoration materials and waste must be cleaned up and shipped out before the end of Dismantling period and must not affect the proceeding of next exhibitions. Dismantling vehicles are not allowed to enter the exhibition hall. Exhibitors must consider the costing time of Move-in and Dismantling. ※ If there is any adjustment of dismantling hours, it will base on the announcement from the organizer.

4.4 Notes during Exhibit Move-in and Dismantling Hours

- (1) It is prohibited to unload containers and detach wooden cases during Move-in/ Dismantling period. All exhibitors must follow the regulation.

- (2) The display of exhibits or decoration must be done in the booths without occupying the hallway to block traffic and cause danger.
- (3) All wooden decoration should be constructed and completed before shipping to and assembling in the exhibition hall.
- (4) Any construction waste and packing materials must be cleaned up day by day and could not be placed on the hallway to block traffic or cause danger.
- (5) If any facilities of Nangang Exhibition Hall is damaged during construction or shipping, exhibitors should be responsible for the repair and claim. If any losses of property or staff injury/death caused by construction, the exhibitors and decoration contractors are responsible for the claim and legal liabilities.
- (6) Drinking alcohol (including alcoholic soft drink), chewing betel nuts/gums or smoking in the exhibition hall is strictly prohibited. To be naked or wearing slippers are not allowed in the exhibition hall.
- (7) Dismantling vehicles are not allowed to enter the exhibition hall. Exhibitors must consider the costing time of Move-in/Dismantling in advance. All exhibits, decoration materials and waste must be cleaned up and shipped out before the end of dismantling period and must not affect the proceeding of next exhibitions. The exhibitors and decoration contractors are responsible for the overtime charge for dismantling period.
- (8) In order to save time during dismantling period and decrease cost, using simple and reusable materials are suggested.

4.5 The Control and Request for Entry of Vehicles

- (1) There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the eastern entrance of the hall (Jinmao 1st Rd. vehicle entrance). The maximum height of trucks allowed entering the upper level is 4 meters. For the entrance of trucks over 4 meters high, requests must be submitted to the organizer (including trucks over 4.25 meters high), and after receiving permission, they can enter via the designated route at the designated time.
- (2) The route plan for trucks to enter/exit Nangang Exhibition Hall:
 - i. Trucks are limited to enter through lane 1 on the northeastern entrance on Jinmao 1st Rd. and exit from the east side of Jinmao 1st Rd.
 - ii. The trucks can enter lane 1 and enter exhibition hall from entrance of L.M.N area on 4F, exit from the east side of Jinmao 1st Rd.
- (3) The maximum floor loading of the upper level is 2 ton/meter². No overweight, oversized vehicles and items are allowed inside. Overweight and/or oversized exhibits or decorations must be disassembled before being allowed to enter. Exhibitors will be responsible for claims of damages because of improper operation. Sizes for cargo entrance for each area are listed as below:

Upper Level (4F)	Area L		Area M		Area N	
	Height	Width	Height	Width	Height	Width
	4m	11m	8.5m	11.9m	4m	10.1m

- (4) A request must be submitted 3 weeks prior to Move-in period in order to allow a truck with a total weight above 15 tons each (based on what is labeled on the vehicle or the vehicle license) to protect the structure and security of floor for Nangang Exhibition hall.
- (5) Passenger vehicles are not allowed to enter during exhibit decoration and dismantling periods. Truck must enter the exhibition hall following the route regulations and exit right after unloading the exhibits to avoid blocking traffic. The vehicles must turn off the engine when arrive the destination.
- (6) For vehicles entering the exhibition hall must follow the direction of the guide. Truck drivers

should pay the deposit. 100% of the fee will be returned upon exit within 1 hour. For every hour overstayed, NT\$200 will be deducted per hour (the time counting begins upon entering).

- (7) The staff and exhibits are with high value in the hall. Drivers must have additional staff in the vehicles to guide them when driving inside the hall. The one causing any dispute during driving must be in charge.
- (8) Dismantling vehicles are not allowed to enter the exhibition hall and work in the public areas such as entrance, sidewalk, plaza, unloading area, parking lots, etc.
- (9) The latest time for vehicles to leave the exhibition hall is before 4:30 PM everyday during the Move-in period.
- (10) For applying heavy-duty vehicle, please contact Ms. Jane Yao from Chan Chao (886-2-26596000 ext 182).

V. Booth Decoration & Water/Electricity/Air Application

Nangang Exhibition Hall has been authorized as a “Green Building”. All exhibitors have to plan and construct the booth with “3R—Reduce, Reuse, Recycle” concept in order to cope with environmental protection. Please decrease the waste at booths in order to arduously protect the earth.

5.1 Contractors for Booth Decoration

- (1) Exhibitors should decorate their own booths. The organizer only provides an open ground without carpet, partitions of booths or any displayed equipment. Exhibitors could select contractors other than the specific contractors for this exhibition. However, exhibitor must guarantee the proper behavior of contractors, work progress and the completeness of the exhibition hall.
- (2) All decorators for exhibitors must report to the organizer and fill up **Form 1** (exhibitors should inform the staff and decoration contractors to follow rules exactly. Append and send the form back for reference. Please refer to Point 8 of manual that all personnel should wear helmet when entering the exhibition hall during Move-in/Dismantling period) and **Form 2** for decoration and submit to Chan Chao Co., Ltd. (Fax: 02-26597000) by August 16.
- (3) Especially foreign contractors must cooperate with cleaning vendors for Move-in/Dismantling clearance and waste disposal issues. They must maintain the clearance of the working area at all times.
- (4) All decoration contractors must comply with the rules and regulations of TWTC Exhibition Hall and the organizer.

5.2 Additional Equipment Lease

Exhibitors require additional equipment please fill out **Form 3**, and return to the undertaker by the due date.

5.3 Booth Decoration Regulations

Exhibitors must inform their appointed decoration contractor the rules and regulations of booth decoration and ensure the contractors comply with the following rules:

According to fire precaution plan for Nangang Exhibition Hall, the upper level is allocated as 8 exhibition areas by 6.1 meter hallway, each area should not exceed 3000 meter² to prevent fire to expand. According to Article 11 of Fire Codes, exhibitors should use nonflammable materials in carpets, curtains and advertising boards of booths and stick a certificated nonflammable hallmark on a distinct corner of the materials. Exhibitors have to provide certificated documents of the nonflammable materials to the fire fighting organization for inspection during construction to the end of exhibition. The violators will be responsible for legal liabilities.

- (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 (including exhibits display and partitions of booths). Company signs or product signs can be erected to a height not exceeding 4 meters from the floor. The front/back and left/right side within line of vision of any advertising banner and logo of products over 2.5 meters should be painted as white color. The banners should be 3-dimensional design instead of single flat rectangular.
- (3) The partitions facing hallway of between booths, back walls, and the back-end of banners must be embellished or coordinate with neighboring exhibitors before construction. Violators will not have electricity supply from the organizer. Any damage of facilities or injury/death occurred, the violated exhibitors and contractors have to be responsible for the claim and legal liabilities.
- (4) The decoration of booths must use the closed area without over half of the rental booths.
- (5) 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.

- (6) No objects should be hung from the ceilings or pipes, no posters or other promotional materials may be posted on walls or pillars unless prior approval has been received from the organizer and TAITRA and related fee has been paid. The stuff will be removed if no improvement occurred after the violation notice has been given. The exhibitors and contractors will be responsible for the removal fee.
- (7) All wooden decoration should be constructed and completed before shipping to and assembling in the Exhibition Hall. Electronic saws and spray paint are not allowed in the Exhibition Hall in order to prevent noise and pollution. Please ensure the decoration meet fire precaution regulations.
- (8) Power distribution case, fire extinguisher, emergency exit and any signs are not allowed to be closed. No decorations or exhibits are allowed to place in front of fire extinguisher and emergency exit. No decorations, materials or exhibits are allowed to block the fire-fighting equipment, air quality monitor, emergency exit, the guest/cargo lifts and hallways. The stuff will be removed if no improvement occurred after the violation notice has been given. The exhibitors and contractors will be responsible for the removal fee.
- (9) Electricity facilities are not allowed to remove, break or connect incompatible electricity components in order to prevent overloading or defect causing power interruption and fire. The violated equipment will be removed at the expense of exhibitors and contractors.
- (10) No twinkling or revolving neon-lights or strings of lights (except these are exhibits in the booth) are allowed. No electric power will be provided to violators refusing to make changes as directed. Lights may not be turn upwards in order to prevent items falling onto the light shades and causing fires and danger.
- (11) No nails or power drill are allowed to fastened exhibits on the floor. The exhibitors and contractors will be responsible for the fee of violating regulations.
- (12) Each booth must have laying carpet or proper arrangements.
- (13) Each booth must have its own back wall except island booths. The organizer reserves the rights to request for changing, amending, or shorten the back walls if any back wall blocks the reasonable line of vision of the other booths.
- (14) If the height of back wall is higher than neighboring booths', the excess part beyond line of vision must be painted as white and the neighboring booths reserve the rights to use the excess back wall.
- (15) Exhibitors are not allowed to display their company names or logo on the back wall or side wall of the neighboring booths. Any raising structure or banner with company names, logo, or art design must keep distance with neighboring booths for at least 1.5 meters.
- (16) The booth set up, exhibits, and decorations (including banners, flags, potted plant, carpet, spot lights) are not allowed to excess the baseline of ground of the booth and around the booth except prior approval from organizer has been given.
- (17) Exhibitors and contractors must inform or consult appointed electricity contractors. If exhibitors and contractors fail to do so, the organizer and appointed electricity contractors will not be responsible for the losses and claims.
- (18) The contractors must clean the booth after setting up the booth and hand over to the exhibitors. The appointed cleaning contractor is responsible for cleaning the carpet on the hallway only.

5.4 Booth Dismantling Regulations

- (1) All construction waste and packing materials must be cleaned up and not allowed to be placed on the hallway or block traffic and cause danger.
- (2) It is strictly prohibited to dump remaining paint into sink or toilet in the restrooms. The organizer will charge the borrower, exhibitors, and contractors of cleaning fee if any violation occurred.
- (3) Exhibitors and decoration contractors are responsible for cleaning the waste occurred overtime

at their expense.

5.5 Electricity/Water/Air Compressor

- (1) Exhibitors who require equipment electricity, lighting electricity and water drainage please fill out **Form 4** along with **Form 5** and return by the due date.
- (2) Construction on any dynamic power source will only take once (namely the power distribution is only to the power box on the booth). Exhibitors should set on their own power distribution from the power box to the machinery.
- (3) Exhibitors can apply air compressor from the organizer or prepare by themselves. Note: exhibitors should prepare their required joint and pipefitting and apply for the additional occupied electricity.
- (4) Nangang Exhibition Hall provides 6 kinds of application for water and electricity services, including 4 kinds of power supply (110V/220V/380V/440V), air compressor, and drainage services.
- (5) Exhibitors should install constant voltage regulators or Uninterrupted Power System for the security of special exhibits.

VI. Other Information

6.1 Application for Forklift

The recommended Forklift is TBD.

6.2 Application for Balloon

Exhibitor wishing to use raise balloon(s) within one's own booths should follow the guidelines in **Form 7** and submit the application form by the due date.

6.3 Application for Second-Story and Booth Exceeding 4 Meters

Exhibitors who like to set up "Second-Story Booth" or "Booth exceeding 4 meters", please directly contact the organizer for construction guidelines before August 16.

6.4 Registration of the Event Directory

The information of exhibitors will be published on the Event Directory. Please fill out **Form 7** and return by the due date.

The registration will be terminated if exhibitor not registers by August 11.

6.5 Hotel Information

Hotel	Information	Stars	Shuttle Service
Grand Victoria Hotel	No.168, Jingye 4th Rd., Zhongshan Dist., Taipei City, Taiwan +886 2 8502 0007 #2321 Mr. Shih http://www.grandvictoria.com.tw/	5	N/A
Grand Hotel Taipei	No.1, Sec. 4, Zhongshan N. Rd., Zhongshan Dist., Taipei City, Taiwan +886-2-2886-8888 #1512 Ms. /Mr. Lin http://www.grand-hotel.org/taipei/zh-TW/	5	Please ask receptionist
Fushin Hotel	No.128, Sec., 1, Datong Rd., Xizhi Dist., New Taipei City, Taiwan +886-2-2641-6422 #135505 Ms. Kuo http://www.fushin-hotel.com.tw/	5	Please ask receptionist
Ambassador Hotel Taipei	No. 63 Chung Shan North Road, Section 2, Taipei, Taiwan +886-2-2100-2100 #2272 Ms. Cindy Fan http://taipei.ambassadorhotel.com.tw	5	Please ask receptionist
Brother Hotel	No.255, Sec.3, Nan-jing East Road, Taipei, Taiwan +886-2-2712-3456 Ms. Su http://www.brotherhotel.com.tw/	4	Please ask receptionist
Westgate Hotel	No.150, Sec. 1, Zhonghua Rd., Wanhua Dist., Taipei City, Taiwan +886-2-23881889 Echo Lin http://www.westgatehotel.com.tw/	4	N/A
City Lake Hotel	No. 462, Sec. 5, Cheng Gong Rd., Taipei, Taiwan +886-2-2634-2136 Mr. Danny Pan http://www.citylake.com.tw	4	Please ask receptionist
The Tango Hotels (Taipei LinSen)	No.15, Ln. 83, Sec. 1, Zhongshan N. Rd., Zhongshan Dist., Taipei City, Taiwan +886-2-2563-0808 #816 Ms.Pan http://www.tango-hotels.com/	Business Hotel	Please ask receptionist
The Tango Hotels (Taipei XinYi)	No.297, Sec. 5, Zhongxiao E. Rd., Xinyi Dist., Taipei City, Taiwan +886-2-2563-0808 #816 Ms.Pan http://www.tango-hotels.com/	Business Hotel	Please ask receptionist
The Tango Hotels (Taipei FuHsing)	No.147, Fuxing N. Rd., Songshan Dist., Taipei City, Taiwan +886-2-2563-0808 #816 Ms.Pan http://www.tango-hotels.com/	Business Hotel	Please ask receptionist
The Tango Hotels (Taipei ChangAn)	No.80, Linsen N. Rd., Zhongshan Dist., Taipei City, Taiwan +886-2-2563-0808 #816 Ms.Pan http://www.tango-hotels.com/	Business Hotel	Please ask receptionist
The Tango Hotels (Taipei NanShi)	No.3, Nanjing W. Rd., Zhongshan Dist., Taipei City, Taiwan +886-2-2563-0808 #816 Ms.Pan http://www.tango-hotels.com/	Business Hotel	Please ask receptionist
Hotel June	No.1, Alley 34, Lane 123, Sec.6, MinquanEast Rd., Neihu District, Taipei City, Taiwan +886-2-2791-5678 Mr.Lee http://www.hotel-june.com.tw/	Business Hotel	Please ask the receptionist

Royal Seasons Hotel (Taipei Nanjing. W)	No. 326,330, Nanjing W.RD., Taipei, Taiwan +886-2-2558-6488#325 Ms. Tai http://www.royalseasons.com/	4	N/A
Forward Hotel Nangang	No.23,Sanchong Rd., Nangang Dist., Taipei City, Taiwan +866-2-6615-6788 Mr. Lai fw.tfhg.com.tw/about_ch.php	Business Hotel	Please ask the receptionist
Sunworld Dynasty Hotel	No. 100 Dun Hua North Road, Taipei, Taiwan +886-2-2719-8399 #3506 Mr. Kuo http://www.sunworlddynasty.com.tw	4	Please ask the receptionist
Capital Hotel Taipei	No.7 Jianguo North Road Sec. 2 Taipei City, Taiwan +886 2 2507-5518 ext.193 Ms. Huang http://www.capital-hotel.com.tw/index.html	4	Please ask receptionist
Capital Hotel Arena	No.55-1, Sec. 4, Nanjing E. Rd., Songshan Dist., Taipei City, Taiwan +886-2-2507-5518 #193 Ms. Huang http://www.capital-hotel.com.tw/index.html	Business Hotel	Please ask receptionist
Capital Hotel Nanjing	No.156, Sec.4, Nanjing East Road, Songshan Dist., Taipei City Taiwan +886-2-2507-5518 #193 Ms. Huang http://www.capital-hotel.com.tw/index.html	Business Hotel	Please ask receptionist
Capital Hotel Dahzi	No.288, Zhifu Rd., Zhongshan Dist., Taipei City, Taiwan +886-2-2507-5518 #193 Ms. Huang http://www.capital-hotel.com.tw/index.html	Business Hotel	Please ask receptionist
Capital Hotel Song Shan	No. 658, Sec. 4, Bade Road, Taipei City, Taiwan +886-2-2507-5518 #193 Ms. Huang http://www.capital-hotel.com.tw/index.html	Business Hotel	Please ask receptionist
Park City Hotel · Tamsui Taipei	No.91, Sec. 2, Zhongzheng E. Rd., Tamsui Dist., New Taipei City, Taiwan +886-4-2223-2525 #7300 Ms. Chung http://www.globaltality.com/about.html	Business Hotel	Please ask the receptionist
United Hotel	No. 200, Kwang Fu S. Road, Taipei, Taiwan +866-2-2773-1515 Ms. Annie Lin www.unitedhotel.com.tw/index.php	Business Hotel	Taipei World Trade Center/Nangang Exhibition Center
Fullon Hotel Taipei, Central	No.266, Sec. 1, Jianguo S. Rd., Taipei City, Taiwan +886-2-2701-9266 #337 Mr. Lu www.fullon-hotels.com.tw/	5	Please ask the receptionist

※Please inform the reservation clerk that you attend the exhibition in TWTC held by Chan Chao International Co., Ltd. while booking rooms. Special discount will be offered.

※ More information :

<https://www.google.com/maps/d/viewer?hl=en&authuser=0&mid=1O3KUBZVT42fNIcgPFPZFxyEJDus&ll=25.092808384916147%2C121.54517069999997&z=12>

VII. Rules and Regulations of Booth Decoration

※ Exhibitors should request the decoration contractors to follow the rules collectively.

1. According to the contractor regulations of “Taiwan External Trade Development Council, TAITRA”, contractors should fill out the application form along with the related documents, and register at the management department of Nangang Exhibition Hall. Exhibitors who have registered and paid deposit can get in the exhibition hall to construct the booth; otherwise the council has the rights to refuse the contractors to get in to construct.
2. Operations of registration, move-in and move-out the exhibition hall/deposit:
 - (1) Contractors should register and pay the deposit at the management of Nangang Exhibition Hall (Tel: 886-2-2725-5200 ext 2276/2688) before Move-in period. Staff must wear badge (or uniform which has been approved of by the organizer and has been clearly marked the company name) for entering the show ground.
 - (2) Contractors must prepare the papers below for applying for badges:
 - a. Registration Form and Agreement (with the company stamp and the signature of the person in charge)
 - b. Copy of Certificate of profit seeking enterprise
 - c. A check at sight of deposit (NTD 20,000; beneficiary's name: Taiwan External Trade Development Council)
 - d. Badge application form (forms of No.1 & No.4 can be downloaded from <http://www.twtc.com.tw>)

Violators will be cut off the electricity supply.

- (3) A deposit in security must be issued with a non-endorsable and non-transferable check, and the applicant party must pay according to the pay sheet issued by the Committee at a designated bank. Application for service certification must be based on the pay sheet with a bank's receipt stamp. If a registered company should retreat from and cease providing further services at the Nangang Exhibition Hall, once it is cleared that there is no fine or indemnity, the original deposit will be paid by non-interest one-time refund.
 - (4) All related contractors (human resource company, carpentry, art designing, paint, carpet, water and electricity, audio, light, transportation, blacksmith, forklift, Custom Brokerage Firm) should register separately.
3. Regulations of labor safety and health:

To prevent occupational accidents and protect labor safety and health, lessees should follow the regulations of labor safety and health established by government and related commandments of TAITRA.
4. Rules for booth decoration
 - (1) According to fire precaution plan for Nangang Exhibition Hall, the ground level (1F) and the upper level (4F) are allocated as 8 exhibition areas by 6.1 meter hallway, each area should not exceed 3,000 meter² to prevent the fire to expand. According to Article 11 of Fire Codes, exhibitors should use nonflammable materials in carpets, curtains and advertising boards of booths and stick a certificated nonflammable hallmark on a distinct corner of the materials. Exhibitors have to provide certificated documents of the nonflammable materials to the fire fighting organization for inspection during construction to the end of exhibition. The violators will be responsible for legal liabilities.
 - (2) Each booth should be decorated properly and label the name of exhibitor's company and booth number on the booth banner or inside the booth.
 - (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. Any damage of facilities or injury/death occurred, the violated

exhibitors and contractors have to be responsible for the claim and legal liabilities.

- (4) The decoration of booths must use the closed area without over half of the rental booths.
- (5) The set up of booth, exhibits and decorations (including banners, flags, potted plant, carpets, spot lights) should not exceed the baseline of ground of the booth and around the booth. Violators will be informed to improve and will not have electricity supply if lack of improvement.
- (6) 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 the organizer at the exhibitor's expense.
- (7) Power distribution case, fire extinguisher, emergency exit and any signs are not allowed to be closed. No decorations or exhibits are allowed to place in front of fire extinguisher, air quality monitor and emergency exit. No decorations, materials or exhibits are allowed to block the guest/cargo lifts and hallways. The stuff will be removed if no improvement occurred after the violation notice has been given. The exhibitors and contractors will be solely responsible for the removal fee.
- (8) No twinkling or revolving neon-lights or strings of lights (except these are exhibits in the booth) are allowed. No electric power will be provided to violators refusing to make changes as directed. Lights may not be turn upwards in order to prevent miscellaneous items falling onto the light shades and causing fires and danger.
- (9) If big screen is necessary to set up, the notice below should be observed in case if the traffic to be blocked up by the crowd:
 - a. The height must not be over 2.5 meters, and the front of screen must be over 1 meter away from the edge of the aisle or an oblique angle of 30 degree with the aisle.
 - b. If it must be over 2.5 meters, which could not exceed the maximum of 4 meters and the front must be over 2 meters away from the edge of the aisle or an oblique angle of 30 degree with the aisle.
 - c. The video has to conform to the subject of the exhibition.
- (10) 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. Hanging balloons is only for inside the booth and needs to be immovable. The top of big-sized advertising balloon must not be over 7 meters away from the floor; the top of balloon which is under 7 meters and over 5 meters (includes 5 meters) away from floor charges NT\$10,000 each; which is under 5 meters charges none. The top of small-sized decorative balloon must not be over 4 meters away from floor. Air balloons should be tear down from ceiling before dismantling time, otherwise, which would be fined for NT\$10,000 each. The exhibitors must be responsible for any damage caused because of hanging balloons.
- (11) Regulations of setting up stage and hi-fi equipment at booth:
 - a. Exhibitors who want to use sound systems of more than 20 watts must hand in the layout (expand the location of stage, trumpet and schedule of activities) and apply to the organizer and pay deposit of NTD 50,000 one month before the exhibition date. Setting up stage and hi-fi equipment without authorization would be forced to tear down and the booth would be cut the electricity supply.
 - b. The edge of stage must be 2 meters away from the sideline of the aisle, and the quantity of trumpets is limited to 2 of them (except for special condition authorized by the organizer). The stage must front inside of booth and keep the volume under decibel of 85 (volume should be immobile for cooperating with the organizer). The neighboring booth can not apply for setting up stage at the same time.
 - c. Exhibitors must follow the above rules, and assign one person to cooperate with the

inspector of the organizer. If exhibitors refuse, the organizer has the right to inspect by themselves, and violators would be fined (deducting from the deposit).

- d. Violation will be dealt with in 3 stages:

Stage 1: If the volume goes beyond the decibel defined by the organizer and not improved at once after verbal advisement would be written a warning letter.

Stage 2: What if the violation still not improved after the reexamination which would be fined at each time. NTD 1,000 of fine for the first time, NT\$4,000 of fine for the second time, NTD 10,000 of fine for the third time, NTD 15,000 of fine for the fourth time, NTD 20,000 of fine for the fifth time (the organizer has the right to increase the amount of fine depends on exhibition experiences).

Stage 3: Exhibitors who refuse to improve and be fined for 5 times, the organizer will stop providing electricity to the booth. Other violations because of construction by decoration or audio contractors will be deal with Article 7 of this regulation.

- e. Way to test volume: 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.
- f. Exhibitors who prepare the wireless microphone equipment by themselves should apply for the permission of microphone frequency, and can set up the equipment after the organizer permit. The organizer has the right to ask exhibitors stop using the equipment, and deal with in 3 stages above.
- g. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.

(12) Notes of Water/Electricity Decoration:

- a. Exhibitors must apply for water and electric supply. Violators will be cut off the electric supply and prohibited to exhibit. The contractor involving violation will be revoked the registration. For safety of the showground, exhibitors should assign the water/electricity contractor who has the first grade certificate of electric equipment and has finished the registration to do the lighting construction. Strictly prohibit exhibitors carry and install without permission (except lighting exhibits). Violators will be cut off electric supply and prohibited to exhibit. Any damage of facilities or injury/death occurred; the violated exhibitors have to be responsible for the claim and legal liabilities.
- b. Strictly prohibit dismantling and destroying the electric facilities or connecting incompatible accessories to cause overloading and accidents like power tripped and discharge. The violated facilities will be removed and exhibitors are responsible for the removal fee, and the electric supply will be cut off.
- c. No twinkling or revolving neon-lights or strings of lights (except these are exhibits in the booth) are allowed. No electric power will be provided to violators refusing to make changes as directed. Lights may not be turn upwards in order to prevent items falling onto the light shades and causing fires and danger.
- d. The wire trenches are only for electric wires. Strictly prohibit setting up drainage in trenches for preventing power tripped and discharge.
- e. Contractors who did not observe the regulations above will be fined NTD 100,000 for each time, and restricted to work in the hall for 6 months by caught two times in a month or three times in a year.
- f. Move-in period (except the day before the show): air compressor and ceiling lights will be provided for booth decoration but no electric power will be supplied. The decoration companies can apply to the service counter if there is a demand for electric power.
- g. Exhibitors who apply for water/electricity (24 hours supplying) should set up protective measures (such as Uninterrupted Power System) by themselves. If the water/electric supply of Taiwan Power Company or Nangang Exhibition Hall broke down, no compensation will be paid.

- (13) Exhibitors who would like to construct double-floor booth should apply and pay the money beforehand (please enquire to the organizer for applied information and form).
- (14) Exhibitors (include double-floor booth) can not cover the top of the booth with cotton curtain and wood. If the exhibitors requested for special decoration, exhibitors need to enquire to the organizer for applied information and form. The construction can be processed after receiving the approval from the organizer, also fire extinguisher should be placed in each booth.
- (15) Strictly prohibit occupying inside/outside public area of the exhibition hall such as entrance, lobby, sidewalk, plaza, rest area, underground parking lot, cargo unloading space, and cargo lifts area, exhibitors must not set fortress, activity board and banner pole, hang up advertising items, put up posters, or place flower baskets in these areas.
- (16) The ground level includes 60 pillars. Exhibitors who use the area of booths including entire or partial pillar, whether to add decoration walls or not, must fill out Form 6 and turn it with a booth layout (including plane and three-D) to the organizer one month prior show opening. Exhibitors should apply the permission for 15 days prior show opening, then do the pillar decoration after the organizer permit. The instructions stated as below:
 - a. The pillar design should be as close as possible to the partition (the partition is 235cm long, 213cm wide, and 250cm high).
 - b. The north side should leave a secret door in advance (which should be more than 70cm wide and 200cm high, or directly expose the partition wall fan). Besides, a wall hole (110cm high and 60cm wide at least) should be left for hydrant and the control valve box of air compressor to expose and not be hidden from view by partitions and any other thing.
 - c. The east side (fronts Jingmao 1st Rd.) should leave a wall hole (140cm high and 110cm wide at least) for fire alarm panel, hydrant, extinguisher, ground panel, etc. to expose and not be hidden from view by partitions and any other thing.
 - d. The height of the wall including decoration pillars should be 4 meters at most.
 - e. The violated equipment will be removed and exhibitors will be responsible for the removal fee and all legal liabilities. If the construction went against the regulation and not timely improved, exhibitors should be in charge of the fine and the relative responsibilities which ticketed by the fire department. Besides, the contractors will be fined for violating the decoration rules.

5. Preparation before Move-in:

- (1) Exhibitors and decoration contractors must purchase accident insurance that includes third-party liability accident coverage for staff, workers and visitors. The exhibitor is responsible for claim and legal liabilities for any damage of facilities or injury/death.
- (2) Decoration contractors who did not register should process the registration 15 days prior show opening according to article 2 of the regulations. The organizer reserves the rights to ask the violators without wearing badge or uniform to not do construction and leave the exhibition hall.

6. Rules and Regulations for Decoration Construction

- (1) The control and request for entry of vehicles:
 - a. There are three areas in the ground level (1F): I, J, and K. There are a total of 60 pillars in the exhibition hall. There are 2-3 power cases on the west and south side of each pillar and an air valve box on the north side and a fire alarm panel is placed on every other pillar on the east. There are three areas in the upper level (4F): L, M, and N, with no pillars inside (180m long, 126m wide). All trucks must enter through the eastern entrance of the hall (Jinmao 1st Rd. vehicle entrance). To get to the upper level, vehicles must enter through using the truck route. (Or the spiral route width of 11.4 meters with a height restriction of 6 meters).
 Sizes for cargo entrance for each area are listed as below:

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

The maximum height of trucks allowed entering the ground and upper level is 4 meters. For the entrance of trucks over 4 meters high, requests must be submitted to the organizer (including trucks over 4.25 meters high), and after receiving permission, they can enter via the designated route at the designated time.

- b. The maximum floor loading of the ground level is 5 ton/m². The maximum floor loading of upper level is 2 ton/m². No overweight, oversized vehicles and items are allowed inside. Overweight and/or oversized exhibits or decorations must be disassembled before being allowed to enter. Exhibitors will be responsible for claims of damages because of improper operation.
- c. The limited loading of trucks (includes vehicle and cargo) on the ground level: double-axle truck is 20 tons, above double-axle truck is 43 tons, lift is 18 tons (includes cargo), crane is 27 tons (includes cargo). The limited loading of trucks on the upper level: double-axle truck is 15 tons, above double-axle truck is 35 tons, lift is 8 tons (includes cargo), crane is 12 tons (includes cargo). The speed limit of entering vehicles is 10 kilometer/hrs. Truck, lifts or cranes with a total weight above 15 tons each (base on what is labeled on the vehicle or the vehicle license), exhibitors should apply to the organizer 20 days before the Move-in/ Dismantling period.
- d. Since the 1st of January 2015, the exhibitions (includes self-holds and others organizers'; exclude machinery shows) which are held within the TAITRA's exhibition centers (includes TWTC Hall 1 & 3 and Nangang Hall). Forklifts under 2.5 ton are limited to use only electric forklifts inside the exhibition hall. Diesel oil and gas fuel forklifts are not allowed to enter the hall.
- e. Wire trenches of ground:
 - i. There is one wire trench (north-south side) every 9 meters on the ground and upper level, total is 13.
 - ii. There are 8 wire trenches (east-west side) on the ground level, 10 wire trenches (east-west side) on the upper level.
 - iii. The east-west side trenches connect north-south side trenches. The trenches can contain all kinds of wires from booths.
- f. Water supply/drainage box of showground: there is one supply/drainage box every 6 meters on two sides of trenches.
- g. There are three large-sized cargo lifts on the east side. The door of cargo lift is 3 meter wide, 3 meter high, 7.8 meter deep (the clear height of the box is 3.3 meter). The maximum loading of cargo lift is 6 ton/meter² (vehicles are not allowed to enter).
- h. Vehicles below should follow the regulations for safety, order and air quality:
 - i. Passenger vehicles are not allowed to enter into the showground. The speed limit of entering vehicles is 10 kilometer/hrs. Exhibitors who cause damage to the facilities of Nangang Exhibition Hall should compensate for the original price. The vehicles must turn off the engine when arrive the destination.
 - ii. Trucks for decorations should enter the exhibition hall following the schedule and order arranged by the organizer. Violators will be prohibited to enter by the security depends on the situation.
 - iii. Truck drivers should pay the deposit NTD 1,000 at the entrance (the price is higher for machinery and large-sized exhibits). 100% of the fee will be returned upon exit within

1 hour. For every hour overstayed, NTD 200 will be deducted per hour (the time counting begins upon entering).

- iv. Dismantling vehicles are not allowed to enter the exhibition hall and work in the public areas such as example, entrance, sidewalk, plaza, unloading area, parking lots, etc.

(2) Move-in Order and notices:

- a. Contractor of water and electricity must give in one copy of the booth layout to Nangang Exhibition Hall for reference before move-in period. Contractors should apply for the permission to get in the hall to arrange power cable during the interval between exhibitions.
- b. The contractor of carpet must give in one copy of the booth layout to Nangang Exhibition Hall for reference before Move-in period. Contractors should apply for the permission to get in the hall to lay carpet during the interval between exhibitions.
- c. As to the painting implements, please wash them at the specific areas (Room No. : 0177-2/0194-1/01103/0498/04106). Restrooms are strictly prohibited to wash paint or to mix paints. Waste materials of stickers are adherent, constructors should be responsible for cleaning and gathering them up.
- d. Peddling is forbidden in the exhibition hall (potted plant for booth decoration is allowed).

(3) Decoration should be operated inside the booth, please do not occupy hallways.

(4) All wooden decoration should be constructed and completed before shipping to and assembling in the exhibition hall.

(5) Contractors may not use steel nails, electric saws or spray paint on floor work inside the exhibition hall. Violators will be cut off the electricity supply.

(6) Painting should begin only after the floor is properly covered with plastic cloth or boards.

(7) Carpet paving: 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. In Dismantling period, the tapes on the floor should be completely cleaned and gathered in trash can. The violators will be restricted to work in the hall for six months.

(8) 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. If the waste materials weren't be cleaned up overtime, the organizer will have the right to hire workers or trucks to dispose of the unused materials at the expense of the exhibitors. Violators should compensate for affecting the proceeding of next exhibitions.

(9) The exhibitors and contractors must compensate and take legal responsibilities for any property loss or personnel injuries or damages to the facilities of exhibition hall caused because of carelessness. 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.

(10) No alcohol-drinking, chewing betel-nut or gum, smoking, and no wearing slippers in the exhibition hall.

(11) In order to maintain the safety inside the exhibition hall, smoking is strictly prohibited. Violation will be dealt at below:

- a. 1st time: The constructor will be written a warning letter and given a verbal warning.
- b. 2nd time: The constructor will be written a warning letter and noted once.
- c. 3rd time: The constructor will be written a warning letter and noted for second time.

Follow-up with above, the fourth time of smoking will be noted again. The receiver of the note will be the constructor which the smoker belongs to. Once the constructor has been given three times of notes, the constructor will lose their membership for a year. The constructor will not be allowed to work in Nangang hall until receiving the new membership.

(12) The yellow crossed line sections are not allowed to be occupied with any decorative materials. The violators will be restricted to work in the hall for 6 months.

(13) Safety and Insurance:

- a. Exhibitors should keep watch the exhibits, materials, decorations, etc. by their own, and insure them if necessary. The organizer is not responsible for any loss and damage.
- b. The exhibitors and contractors should compensate and take legal responsibilities for any injury or property loss caused by inappropriate operation of the equipment or exhibits on the booth during exhibition period (including Move-In and dismantling hours). The exhibitors and contractors should strengthen protective measures and take out Public Liability Insurance by themselves depends on the situation.

7. Dismantling notices:

(1) To avoid impeding the following exhibition, exhibits, decorative and wasted materials must be cleaned up and moved out of the exhibition hall before the deadline of dismantling period. If there is an interval, exhibitors could move out in the next day, and the rental is counted additionally. Dismantling vehicles are not allowed to enter the Exhibition Hall. Exhibitors must consider the Move-in/Dismantling period in advance.

(2) The maximum floor loading of Ground Level Exhibition Hall is 5 ton/meter². The maximum floor loading of Upper Level Exhibition hall is 2 ton/meter². The exhibitor must take all the responsibility for any injury or damage caused by overweight or oversized vehicles or exhibits. (Note: Overweight and oversized exhibits can be moved in and out the hall after being taken apart.)

8. Violation:

- (1) Electricity and water cut off.
- (2) To close down the booth at the expense of the exhibitors.
- (3) The violators will be prohibited to participate in the exhibition for two years.

9. The rules above apply to the ground level, upper level and other spaces of Nangang Exhibition Hall (including outside space).

10. Anything not covered in the decoration regulation will be amended and released by the organizer.

Anything not covered in this manual will be dependant upon the Organizer's recognition and explanation.

VIII. Rules Governing Decoration of the Event Venue by the Contractor before Work Begins

Purpose: These rules are drawn up in accordance with Articles 17 and 18 of the Labor Safety and Health Act for hazard prevention and to safeguard labor safety and health. Matters not dealt with herein are subject to relevant regulations. These rules apply to employees of the contractor working on TAITRA premises and persons approved by TAITRA to enter these premises. During the work period, in addition to abiding by contract provisions, workers must abide by labor safety and health regulations and TAITRA's rules governing labor safety and health.

Chapter I: Regulations

1. Article 17: TAITRA should inform lessee of the event venue of its work environment, potential hazards, as well as these rules and steps it must take to conform to safety and health rules. Contractor of lessee of the event venue should inform its subcontractors of the above.
2. Article 18: If employees of lessee of the venue, its contractor and subcontractors work alongside each other, they should take the following hazard prevention measures:
 - (1) A coordination office should be set up with a person in charge of the work site appointed to direct and coordinate work at the work site.
 - (2) Communication and adjustment of work
 - (3) Inspection of the work site
 - (4) Instruction and assistance in the training in safety and health between contractors
 - (5) Other necessary hazard prevention measures

If lessees of the venue contracts work to two or more contractors without participating in the work, the lessee must appoint one of the contractors to assume responsibility for the other contractors.

Chapter II: General Provisions

1. The contractor should abide by related labor regulations and TAITRA's rules governing safety and health.
2. Subcontractors have the same responsibilities and obligations as the contractor and shall abide by these rules.
3. Before work begins, the contractor shall take necessary precautions against potential hazards at the work site, and conform to firefighting, safety and health rules.
4. The contractor's employees must be 18 years old or older, and are covered by labor or accident insurance.
5. The contractor should provide employees working at the work site with necessary safety and health training, with records kept for inspection.
6. Before work begins, contractors working alongside each other shall form a safety and health coordination team and abide by agreements reached and decisions made.
7. Contractor and its subcontractors shall form a safety and health agreement team and act as the person in charge of the work site.
8. Before work begins, the contractor shall draw up an accident prevention plan and prepare a self-management checklist, and take precautions against possible accidents.
9. The occupational hazard prevention plan, self-management checklist, agreements, minutes, and emergency handling plan shall be prepared and kept for inspection upon request.
10. Contractor shall be responsible for work accidents, losses and violation of regulations arising from insufficient occupational accident prevention measures, negligence and lack of training.
11. Before work begins, the contractor shall fill out a form indicating the time frame of the work and begin working after obtaining TAITRA's approval.
12. Before carrying out hazardous operations such as working in enclosed spaces, at high elevations, on scaffolds, using open flame at work, working on live electricity, etc, the contractor shall fill out an application and begin working after obtaining TAITRA's approval.
13. If the contractor's operating facilities or methods are deemed hazardous to personnel safety, TAITRA may order the contractor to stop working until the hazards are eliminated.

14. Depending on the nature of an operation, workers should wear necessary personal safety and health protective gear.
15. Dangerous machinery and equipment must be operated by licensed personnel.
16. Contractor shall provide its employees with training in safety and health and carry out accident prevention drills.
17. Contractor must clean up after work and dispose of waste produced.

Chapter III: Matters Needing Attention during Work

1. Work clothes, safety helmets and work shoes should be worn at the work site. Working without wearing a shirt and wearing sandals are strictly prohibited.
2. Warning signs shall be put up round the work site.
3. Combustibles must be marked and stored separately.
4. Personnel are not allowed to use forklifts or cranes to lift and move machines and tools.
5. Using a forklift as a work platform is strictly forbidden.
6. Hazardous gases and oils must be classified and properly managed.
7. Each day before work begins, protective gear must be inspected and machines and tools checked.
8. No personnel are allowed in an area where an operation that lifts and moves heavy objects is taking place.
9. TAITRA's power supply and machines are not to be switched on without permission.
10. Machinery and equipment must be regularly checked and maintained.
11. Protective gear must be properly used and checked.
12. Electric appliances shall be plugged into designated switch boxes. Use of appliances with broken insulation is strictly forbidden.
13. Smoking in the work area is strictly forbidden. No drinking is permitted during work hours.

Chapter IV: Other Matters Needing Attention Rules for the Safety of Working at High Elevations

1. Platforms or scaffolds shall be used for operations at a height of 2m or more.
2. Guard rails shall be put up in high-elevation operations. The strength of ladders and scaffolds must meet national safety standards.
3. The health of persons hired for high-elevation operations should be checked before they are recruited. Persons whose health does not meet the criteria for working at high elevations as set forth in relevant regulations must not be allowed to work at high elevations.
4. Warning signs and fences shall be put up around the area of a high-elevation operation to warn and keep unauthorized personnel from entering.
5. Protective insulation or shields and warning signs shall be put up round high-elevation operations near an overhead circuit to prevent electric shock.
6. Scaffolds shall be set up in accordance with relevant regulations.
7. Guard rails of adequate strength shall be put up with warning signs posted at openings from which personnel might fall.
8. The lengths of safety belts and ropes should take into account the height of the work site and adjusted to adequate lengths. Safety ropes should be firmly fastened to a solid structure higher than the worker's waist. Additional ropes may be made available for the worker to fasten their safety belts to.
9. Each day before work begins, all safety precautions and self-examination procedures must be thoroughly checked.
10. Scaffolds must be examined and approved by licensed personnel before they are used.

Rules for the Prevention of Electric Shock

11. Do not touch the inside of a circuit unless you are certain the power has been cut.
12. Always use a detector to check for electricity in a circuit.
13. Do not use electric wires or other metal wires to replace fuses.
14. Do not hang objects over electric cords.
15. Do not plug too many appliances into an extension cord to prevent overload.

16. Do not use electric appliances and cords with broken insulation.
17. Put out electrical fires with powder fire extinguishers.
18. Use anti-flame protection when welding at high elevations.
19. Welders must be equipped with an anti-electric shock device.
20. Electric cords lying on the ground must be protected with insulation trunkings to avoid electric shock.

Rules for Fall Prevention

21. Persons working at a site 2m or more above the ground should stop working when there are strong winds and/or heavy rains and the weather conditions are such that personnel are running a risk of falling.
22. A facility should be in place to allow workers to safely ascend to/descend from a work site with a height difference of 1.5m or more.
23. Mobile ladders should have a sturdy structure without obvious damage or corrosion.
24. Necessary precautions should be in place to avoid skidding and similar dangers.
25. Stepladders should not stand on one side alone.

Rules for Hazard Prevention in Enclosed Work Spaces

26. Unauthorized personnel shall be prohibited from entering enclosed work spaces. Signs must be clearly visible at the entrance that prohibit people from entering.
27. If there is a likelihood that persons working in an enclosed space may experience a lack of oxygen or be poisoned by hazardous gases, the concentrations of oxygen and the hazardous gases must be continually checked.
28. Qualified personnel shall be appointed to inspect the work site to ensure ventilation.
29. Instruments (portable gas monitors) shall be available to measure the concentration of oxygen and hazardous gases such as hydrogen sulfide.
30. The protective and rescue equipment needed and the method needed to use it.

Rules for the Safe Operation of High-Elevation Work Vehicles and Cranes

31. If there are persons working under the extension arm of a high-elevation work vehicle or crane, safety pillars or blocks shall be used to avoid casualties in the event the extension arm drops by accident.
32. Only licensed personnel are permitted to operate high-elevation work vehicles and cranes.
33. Only cranes with all the required documentation are allowed on the premises.
34. High-elevation work vehicles and cranes must not be used to carry out operations that exceed their capacity.
35. To prevent high-elevation work vehicles and cranes from tipping or turning over and causing injury, their extendable props must be fully extended. Precautions must be taken to prevent the ground from becoming uneven, sinking or collapsing.

Rules for the Handling of Hazardous Materials

36. Workers must be trained to recognize and properly handle hazardous materials.
37. No hazardous materials exceeding statutory quantities may be stored.
38. Measures shall be taken to prevent hazardous materials from catching fire as a result of earthquake or collision.
39. Efforts shall be made to reduce the extent of damage caused by accidents.
40. Fire extinguishers and countermeasures should take into account the nature of hazardous materials.

Chapter V: Notification of Accidents

1. In the event of an accident, lessee of the event venue shall immediately verbally notify the contractor's supervisor, the person in charge of the work site or TAITRA's personnel in charge.
2. The contractor's supervisor or the person in charge of the work site shall immediately notify the first-aid unit and send the wounded to a nearby hospital. Work must be halted with all personnel evacuated to a safe place until the danger is eliminated. Work will resume only after obtaining

approval from the Labor Standards Inspection Office (LSIO) and TAITRA.

3. After the accident is dealt with, lessee of the event venue should work with TAITRA to prepare a report on the cause, property damage and injuries to workers.
4. In the event of a major accident, after taking necessary actions, the scene of the accident must be left intact to facilitate assessment and inspection made by the judiciary and the labor inspection office.
5. In the event of a major statutory accident (one person dead or three or more are injured), department head of the venue where the accident takes place must notify TAITRA's labor safety and health office, whose head will instruct someone to submit a report to the local LSIO within 8 hours.
6. After an accident occurs, lessee of the event venue shall report the accident and countermeasures at an engineering coordination meeting.
7. After an accident occurs, lessee of the event venue or its contractor shall use the incident as an example to provide employees with training to prevent similar incidents from reoccurring.

Chapter VI: Training

1. Lessee of the event venue or its contractor shall provide employees with necessary training in occupational safety and health.
2. Workers are obligated to receive training in occupational safety and health.
3. Workers without a particular employer shall attend training sessions provided by organizations approved by the Council of Labor Affairs.
4. Persons carrying out special or highly risky operations must receive training in occupational safety and health adequate for their specific jobs.

Chapter VII: Supplementary Provisions

These rules are drawn up by the Labor Safety and Health Management Team. They are hereby announced for all TAITRA units to abide by.

Form 1	Letter of Commitment to Abide by Safety and Health Regulations before Decorating the Event Venue	TO: Chan Chao	Deadline
		FAX : 886-2-26597000 TEL : 886-2-26596000ext 182 Email: touch@chanchao.com.tw	8/16

This company is planning to participate in **Smart Display and Touch Panel Exhibition 2017** from September 20 to September 22 at Taipei World Trade Center Nangang Exhibition Hall. Before decorating the venue, this company is fully aware of the safety and health facilities and requirements. When decorating the venue, this company and its contractor will abide by regulations governing labor safety and health and related regulations. If any portion of the decoration work is subcontracted, this company will inform the subcontractors of labor safety matters needing special attention and related regulations. In the event of occupational casualties or other accidents during the decoration or event period, this company and its contractor are willing to be held legally responsible. During the decoration period, this company and its contractor shall not damage TAITRA facilities or appliances. If they do, they shall pay for the damage they cause or make necessary repairs free of charge. This company and its contractor guarantee they will demand that their employees abide by the following rules (as stipulated in the attachments) during the decoration period:

1. Rules Governing Decoration of the Event Venue by the Contractor before Work Begins
2. Guidelines for the Management of Safety and Health during Decoration of the Event Venue by the Contractor
3. List of Potential Hazards Prepared by the Lessee and Provided to the Contractor
4. List of Precautions against Potential Hazards Prepared by the Lessee and Provided to the Contractor

Please find more information about safety and health regulations from following website:

<http://www.twtcnangang.com.tw/zh-tw/cms/article?articleId=56>. Once you complete reading the regulations, you are agree to be punished if you against the regulations.

To: Taiwan External Trade Development Council (TAITRA)

Lessee of the Event Venue: _____Signature

Responsible Person for Lessee of the Event Venue: _____Signature

Address: _____

Telephone: _____

Taipei World Trade Center, Taiwan External Trade Development Council

I have been informed by TAITRA of the above regulations governing labor safety. I have read and understood regulations governing your working environment.

Signature of Responsible Person for Lessee of the Event Venue

_____ (Month Day, Year)

Form 2	Contractor Agreement	TO: Chan Chao	Deadline
		FAX : 886-2-26597000 TEL : 886-2-26596000 ext 182 Email: touch@chanchao.com.tw	8/16

Exhibition Company : _____	Booth No. : _____	Amount : _____
Address : _____		
Contact : _____	Tel : _____	Ext. : _____ Fax : _____
Contractor : _____		
Contact : _____	Tel : _____	Ext. : _____ Fax : _____

※ Above form should be filled out by the exhibitor.

Our Company _____ is a contractor of _____

(Booth No. _____) total _____ booths who participated in “**Smart Display and Touch Panel Exhibition 2017**” held in Taipei World Trade Center Nangang Exhibition Hall on September 20- September 22, 2017.

Our company will obey all the rules of the decoration regulation of Taipei World Trade Center and assure of:

1. If there is any damage on property, people, or other torts that caused from incorrect booth design, construction, occupation or dismantling, we are responsible for all these legal liability and compensation and assure that the organizer is free from all the involved civil and criminal responsibilities. Otherwise our company will compensate all the damages including lawsuit and counsel fee to the organizer.
2. Our company will observe “Taipei World Trade Center decoration regulation”, “regulations of the organizer” to clean up all the decorating waste before the end of dismantling time. If any violation occurs, our company will compensate NTD 50,000/per booth to the organizer as a cleaning charge.

This to

Organizer :

Taiwan Display Union Association (TDUA) / Taiwan TFT LCD Association (TTLA)

Taiwan Flat Panel Display Materials and Devices Association (TDMDA)

Taiwan Electronic Equipment Industry Association (TEEIA)

Chan Chao International Co., Ltd.

Contractor : _____ Representative : _____

Address : _____

Tel : _____ Fax : _____ On site Mobile No. : _____

Company Seal :

Signature (Person in Charge) :

Form 3	Booth Decoration (Additional Equipment) Application	TO: Huei-Yow Business	Deadline
		FAX:886-2-27297976 TEL:886-2-87898300 E-mail : ina@ms17.hinet.net explorelife168@gmail.com	8/16

ADDITIONAL FURNITURE ORDER FORM



FORM 1

EXHIBITION NAME : Smart Display and Touch Panel Exhibiiton 2017

EXHIBITION DATE : 2017/09/20-22

EXHIBITOR : _____

BOOTH NO. : _____

PLEASE RETURN YOUR FORM TO:

HUEI YOW BUSINESS CO., LTD.

CONTACT PERSON : Neil Wu

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw E-mail : ina@ms17.hinet.net

PLEASE MARK YOUR NEED : ☐ STANDARD BOOTH ☐ ADDITIONAL ORDER ☐ SPECIAL DESIGN

A、STANDARD BOOTH : NTD\$ 4,000/BOOTH (LOGO & TAX ARE EXCLUDED)

STANDARD PACKAGE INCLUDED

- | | |
|---|--------------------------------|
| 1. FASCIA NAME BOARD WITH COMPANY NAME AND BOOTH NUMBER
(WHITE BACKGROUND AND BLUE WORD) | 5. POWER SOCKET*1 |
| 2. BASIC PARTITION | 6. SPOTLIGHT*3 |
| 3. RECEPTION COUNTER *1 | 7. NEEDLE PUNCH CARPETING*9SQM |
| 4. FOLDING CHAIR*1 | |

FASCIA NAME : _____

APPLY STANDARD BOOTH : _____ BOOTHS*\$4,000=NT\$_____ (A)-----

THIS OPTION IS FOR RAW SPACE ONLY, THERE'S NO NEED TO APPLY IF YOU ARE SHELL SCHEME ALREADY.

B、ADDITION FURNITURE :

RENTAL FORM

NO.	CODE	ITEM	SPECIFICATION	UNIT PRICE (NTD)	QTY.	AMT.
01	P	SINGLE WALL PANEL	100*H250cm	500		
02	1PC	LAMINATED PANEL -SINGLE SIDE	100*H250cm	500		
03	1PCD	LAMINATED PANEL -DOUBLE SIDE	100*H250cm	1,000		
04	RT	RECEPTION TABLE	100*50*H75	500		
05	MT-G	ROUND TABLE(GLASS)	Dia 75*H75	700		
06	FC	FOLDING CHAIR		100		
07	SFC	SMALL FOLDING CHAIR	<input type="checkbox"/> WITH / <input type="checkbox"/> WITHOUT BACK	100		
08	BT	BAR TABLE	Dia 60*H106	1,000		
09	BS	BAR STOOL	27*AH93cm	500		
10	BT-W	WHITE BAR TABLE	Dia 60*H90(ADJUSTABLE)	1,200		
11	BS-W	WHITE BAR STOOL	ADJUSTABLE	900		
12	MT-W	MEETING LONG TABLE	W120*D60 / W180*D60	700/800		
13	ST	SQUARE TABLE	70*70/120*80(H75)	600/700		
14	TC	TABLE CLOTH	CREAM-COLORED	200		
15	CAP	NEEDLE PUNCH CARPETING	NEW / USED	1,000/800		
16	SW	SHELF(FLAT/SLOPE)	100*30	150/180		
17	SW-G	SHELF(GLASS)	100*30	200		
18	SC-1	TOWER GLASS SHOWCASE 100*50*H200	WITHOUT DOOR(CEILING LIGHT EXCLUDED) WITH DOOR(CEILING LIGHT EXCLUDED)	2,800 3,800		

ADDITIONAL FURNITURE ORDER FORM



EXHIBITION NAME : Smart Display and Touch Panel Exhibiiton 2017

EXHIBITION DATE : 2017/09/20-22

EXHIBITOR : _____

BOOTH NO. : _____

PLEASE RETURN YOUR FORM TO:

HUEI YOW BUSINESS CO., LTD.

CONTACT PERSON : Neil Wu

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw E-mail : ina@ms17.hinet.net

RENTAL FORM

NO.	CODE	ITEM	SPECIFICATION	UNIT PRICE (NTD)	QTY.	AMT.
19	SC-2	TOWER GLASS SHOWCASE 50*50*H250	WITHOUT DOOR(CEILING LIGHT EXCLUDED) WITH DOOR(CEILING LIGHT EXCLUDED)	2,500 3,000		
20	SC-3	GLASS COUNTER SHOWCASE 100*50*H100	WITHOUT LOCK(LAMP EXCLUDED) WITH LOCK(LAMP EXCLUDED)	1,500 1,650		
21	SC-4	TOWER GLASS SHOWCASE 100*50*H250	WITHOUT DOOR(CEILING LIGHT EXCLUDED) WITH DOOR(CEILING LIGHT EXCLUDED)	3,000 4,000		
22	DB-Q1	QUADRANT DISPLAY BOX	H50/75/100 /Dia 100cm	400/500/600		
23	DB-Q2	QUADRANT DISPLAY BOX	H50/75/100 /Dia 200cm	800/900/1,000		
24	DB-S	CIRCULAR SECTOR DESK	H75/H100 /Dia 200cm	800/900		
25	DB	DISPLAY BOX	100*70*H75/100/ WITH DOOR	800/1,000		
26	DB11/D	DISPLAY BOX	100*50*H100/WITH DOOR AND LOCK	600/800		
27	DB17/D	DISPLAY BOX	100*50*H75/WITH DOOR AND LOCK	500/700		
28	DB15/D	DISPLAY BOX	100*50*H50/WITH DOOR AND LOCK	400/600		
29	DB5	DISPLAY BOX	50*50*H100/H75/H50	450/400/350		
30	DB11-S	DISPLAY BOX WITH INTERLAYER AND DOOR	100*50*H100	1,000		
31	FD	FOLDING DOOR	W100*H200/ WITH LOCK	1,000		
32	SD	SYSTEM DOOR	W100*H200/WITH LOCK	2,500		
33	Q2T	QUADRANT 2-TIER DISPLAY BOX	Dia 200/H75/H100	1,400		
34	HR2T	HALF ROUND 2-TIER DISPLAY BOX	Dia 200/H75/H100	2,800		
35	2T-1	2-TIER DISPLAY BOX-WITH DOOR	100*50*H75/H100	1,200		
36	2T-2	2-TIER DISPLAY BOX-WITH DOOR	100*50*H50/H75	1,000		
37	TV-S	TV TRUSS STAND	H200(TV EXCLUDED)	1,200		
38	TV-EB	EXTRA BOARD FOR TV	W100*H50(TV EXCLUDED)	1,000		
39	TV-B	WOODEN BACKBOARD_FOR TV	W100*H100/H250(TV EXCLUDED)	1,000/2,000		
40	HB-9/12	HANGER BOARD-90/120 (IRON)	W90*H90/H120	600/700		
41	HB-15/18	HANGER BOARD-150/180 (IRON)	W90*H150/H180	750/800		
42	DP50	PEGBBOARD(WITHOUT HANGER)	CHARGED/RENTAL PRICE (50*H250)	100/350		
43	DP100	PEGBBOARD(WITHOUT HANGER)	CHARGED/RENTAL PRICE (100*H250)	200/700		
44	H	HANGER FOR PEGBOARD	5/10/15cm	15/15/20		
45	PH	PHOTO HOOK	S 型	20		
46	HH	HANGER HOOK		20		
47	DM	BROCHURE STAND	W30/H177cm	800		
48	AW	TRASH CAN		100		
49	SB-S	SIGN BOARD	□ S=40*50cm □ L=60*80cm	800		
50	ES	EVENT SIGN BOARD	40*50cm	800		
51	PP	POTTED PLANT	□ S □ M □ L(PLEASE MARK)	150/200/250		
52	CB	NAME CARD BOX		600		
53	VR	VELVET ROPE	1 BAR+1 ROPE	500		
54	RB	RETRACTABLE BARRIER	1 BAR+1 BAND	900		

SUBTOTAL : _____(B)

ADDITIONAL FURNITURE ORDER FORM



FORM 3

EXHIBITION NAME : Smart Display and Touch Panel Exhibiiton 2017

EXHIBITION DATE : 2017/09/20-22

EXHIBITOR : _____

BOOTH NO. : _____

PLEASE RETURN YOUR FORM TO:

HUEI YOW BUSINESS CO., LTD.

CONTACT PERSON : Neil Wu

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw E-mail : ina@ms17.hinet.net

ELECTRICAL FITTING AND INSTALLATIONS(Only for equipment, not include electric expense)

NO.	CODE	ITEM	SPECIFICATION	UNIT PRICE (NTD)	QTY.	AMT.
01	SP-13	13W LED SPOTLIGHT	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT(PLEASE MARK)	200/270		
02	SL-13	13W LED ARM SPOTLIGHT	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT(PLEASE MARK)	270/320		
03	CL-13	13W LED CEILING LIGHT	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT(PLEASE MARK)	270/370		
04	L-30	30W LED SPOTLIGHT / W. ARM	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT(PLEASE MARK)	短 700/長 800		
05	L-70	70W LED SPOTLIGHT / W. ARM	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT(PLEASE MARK)	1,500		
06	FL-W/C	FLUORESCENT TUBE	WHITE / COLOR 28W(T5)	250/350		
07	IL	5W LED INTERIOR LAMP	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT(PLEASE MARK) (FOR COUNTER SHOWCASE)	700		
08	OSP/UA	6 OUTLET SURGE PROTECTOR/UNIVERSAL ADAPTER (SOCKET EXCLUDED)		300		
09	PWR-1	SOCKET 110V	5Amp/10Amp/15Amp	200/300/400		
10	PWR-2	SOCKET 220V	5Amp/10Amp/15Amp	300/500/700		
11	SK	SMALL SINK (WATER IN/OUT LET EXCLUDED)	43*37cm(WITHOUT STAND) 43*37cm(WITH STAND)	1,500 3,000		
12	RE CM	REFRIGERATOR / COFFEE MACHINE	50*50*H85cm 40*40*H40cm	3,000 5,000		
13	TV	TV+DVD PLAYER	42"/55"	7,000/12,000		
14	WD-V	WATER DISPENSER	VERTICAL 33*33*H100	2,400		
15	WD-D	WITH WATER*3 BOTTLES	ON DESK 40*40*H50	2,400		

SUBTOTAL : _____(C)

(A)+(B)+(C)AMOUNT NT\$_____

5% VAT NT\$_____

TOTAL AMOUNT NT\$_____

NOTE :

1. All orders must be submitted before deadline.
2. All orders must be accompanied with full payment to Huei Yow Business Co., Ltd.
3. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
4. Where it not otherwise stated, the listed prices are for the duration of the exhibition period only.

COMPANY STAMP AND

SIGNATURE (PLEASE BE CLEAR)

PLEASE FILL OUT BELOW INFORMATION FOR YOUR INVOICE :

COMPANY NAME : _____ VAT CODE (IF ANY) : _____

ADDRESS : _____

TEL : _____ CONTACT PERSON : _____

FAX : _____ E-MAIL : _____

STANDARD SHELL SCHEME

(Please look over below)

A. PARTITION : SIDE PARTITIONS *3

B. FURNITURE :

RECEPTION COUNTER(100*50*H75)*1

CARPETING 3*3

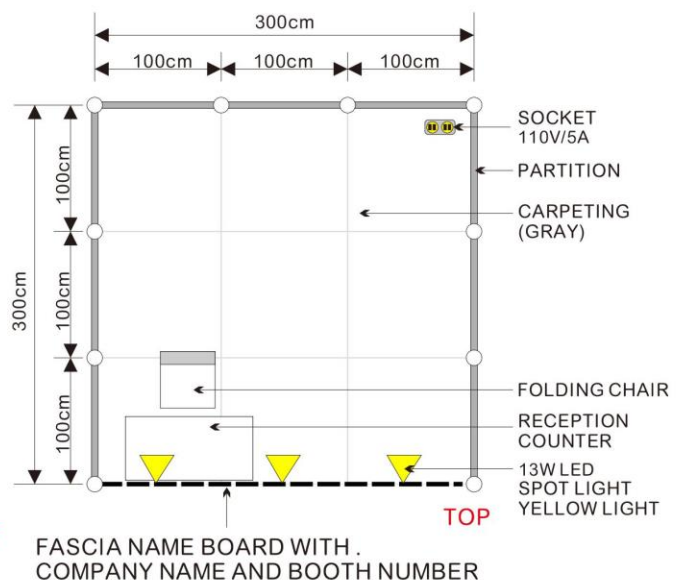
FOLDING CHAIR*1

SPOTLIGHT*3

SOCKET 110V/5A*1

FASCIA NAME BOARD WITH COMPANY

NAME AND BOOTH NUMBER, LOGO EXCLUDED



Form 4	Water/Electricity Application	TO: Chan Chao	Deadline
		FAX:02-26597000 TEL:02-26596000 ext 182 Email: touch@chanchao.com.tw	8/16

※Each booth is equipped with 110V/5A of free electricity, fill in this form only if you want to apply for more. Please read the instructions carefully in next page, before fill in this form.

(A) Each booth will be offered free electricity of 110 Volts single phase with NFB (Non Fuse Break) and power case.

Exhibitor apply _____ booths, free electricity for _____ W, extra apply _____ W,
Total apply: _____ W

(B) Power supply (with one set of NFB and power case)

Available levels:

15A,20A,30A,40A,50A,60A,75A,100A,125A,150A,175A,200A,225A,250A

E.g. Please apply for 100 A for the demand of 80A.

3φ3W 220V 60HZ: 1. _____ A 2. _____ A 3. _____ A 4. _____ A 5. _____ A

3φ4W 380V 60HZ: 1. _____ A 2. _____ A 3. _____ A 4. _____ A 5. _____ A

3φ4W 440V 60HZ: 1. _____ A 2. _____ A 3. _____ A 4. _____ A 5. _____ A

(C) 24 hrs power supply (with power case)

1φ110V 60HZ with one set of NFB and power case: 5A _____ set, 15A _____ set, 20A _____ set, _____ A _____ set

3φ3W 220V 60HZ with one set of NFB and power case: 15A _____ set, 20A _____ set, 30A _____ set, _____ A _____ set

3φ4W 380V 60HZ with one set of NFB and power case: 15A _____ set, 20A _____ set, 30A _____ set, _____ A _____ set

3φ4W 440V 60HZ with one set of NFB and power case: 15A _____ set, 20A _____ set, 30A _____ set, _____ A _____ set

(D) Installation for _____ sets of Drainage (2.4kg/cm² of pressure on the ground level)

(E) Installation for _____ sets of Air Compressor (8 kg/cm²)

Total charge: (A) _____ +(B) _____ +(C) _____ +(D) _____ +(E) _____ = NT\$ _____

Company Name: _____ Registration Number: _____

Booth No: _____ area _____ Amount: _____ Contactor: _____

Tel: _____ Ext: _____ Fax: _____ E-mail: _____

Address: _____

【2017 Smart Display and Touch Panel Exhibition】

Signature (Person in Charge):

Company Seal:

Notes:

- 30% fee will be charged additionally for applying after August 16.
- If any equipment that requires special electric services, please contact the official contractor.
- Special Voltage would not be provided by the Organizer. Exhibitors shall prepare specific device to transfer the power to meet their own demand.
- For machine with electro thermal device, the total power demanded shall include the power required to start the machine.
- The fee is only for the installation of connection to booths, excluding connection to exhibits.

Charges for water and electricity supply installation

	Item	Cost(NT\$)		Item	Cost (NT\$)
1	1Ø 110V 5A (500W)	710	29	3Ø4W 440V 20A(21HP)	9,874
2	1Ø 110V 10A (1,000W)	1,153	30	3Ø4W 440V 30A(31HP)	13,433
3	1Ø 110V 15A (1500W)	1,356	31	3Ø4W 440V 40A(41HP)	16,519
4	1Ø 110V 20A (2000W)	2,188	32	3Ø4W 440V 50A(52HP)	19,606
5	1Ø 110V 4KW	3,825	33	3Ø4W 440V 60A(62HP)	24,897
6	1Ø 110V 6KW	7,549	34	3Ø4W 440V 75A(77HP)	29,527
7	1Ø 110V 9KW	11,678	35	1Ø 110V 24hrs 5A(500W)	1,901
8	1Ø 110V 15KW	14,816	36	1Ø 110V 24hrs 15A(1,500W)	2,711
9	1Ø 110V 22KW	17,651	37	1Ø 110V 24hrs 20A(2,000W)	3,116
10	1Ø—3Ø3W 220V 15A(5HP)	2,920	38	220V 24hrs 15A(5HP)	8,759
11	1Ø—3Ø3W 220V 20A(7HP)	5,521	39	220V 24hrs 20A(7HP)	13,575
12	1Ø—3Ø3W 220V 30A(10HP)	7,571	40	220V 24hrs 30A(10HP)	17,607
13	1Ø—3Ø3W 220V 40A(14HP)	9,864	41	220V 24hrs 40A(14HP)	20,693
14	1Ø—3Ø3W 220V 50A(17HP)	11,890	42	220V 24hrs 50A(17HP)	23,780
15	1Ø—3Ø3W 220V 60A(20HP)	15,638	43	220V 24hrs 60A(20HP)	31,276
16	1Ø—3Ø3W 220V 75A(25HP)	17,953	44	380V 24hrs 15A(14HP)	14,454
17	1Ø—3Ø3W 220V 100A(34HP)	24,173	45	380V 24hrs 20A(18HP)	18,065
18	1Ø—3Ø3W 220V 125A(42HP)	29,606	46	380V 24hrs 30A(27HP)	24,341
19	1Ø—3Ø3W 220V 150A(50HP)	35,039	47	380V 24hrs 40A(36HP)	29,672
20	3Ø4W 380V 15A(14HP)	7,227	48	380V 24hrs 50A(45HP)	35,003
21	3Ø4W 380V 20A(18HP)	9,032	49	380V 24hrs 60A(53HP)	44,744
22	3Ø4W 380V 30A(27HP)	12,170	50	440V 24hrs 15A(16HP)	15,717
23	3Ø4W 380V 40A(36HP)	14,836	51	440V 24hrs 20A(21HP)	19,748
24	3Ø4W 380V 50A(45HP)	17,501	52	440V 24hrs 30A(31HP)	26,866
25	3Ø4W 380V 60A(53HP)	22,372	53	440V 24hrs 40A(41HP)	33,039
26	3Ø4W 380V 75A(67HP)	26,370	54	440V 24hrs 50A(52HP)	39,212
27	3Ø4W 380V 100A(89HP)	35,397	55	Drainage	2,363
28	3Ø4W 440V 15A(16HP)	7,858	56	Air Compressor	5,000

All the fees stated above include 5% VAT.

Electricity consumption of electric appliance

Items	Consumption	Items	Consumption	Items	Consumption
Square spot light	300	Laser Printer	500-800	Refrigerator(home)	80-200
General spot light	100	Ink Printer	30-150	Water machine	600
Halogen lamp	50	Dot-matrix Pinter	100-200	Electric oven	800
Fluorescent lamp	10-40	Graph Plotter	50-500	Microwave	800
Desk computer	100-200	TV	150	Coffee machine	600
Notebook	20-50	Videotape player	50	Copy machine	1,000-1,500
Monitor	50-100	Speaker	100-200	Fax machine	100
Fan	100	Projector	800	Slide Projector	600

This chart is only for reference, the exact electricity consumption should be read from the device tag.

Instruction of Water and Electricity Application

1. The Organizer will provide each booth with free power supply of 100V 500W, which equals to the power (electricity for) for five 100W spotlights. The total free power is determined by the number of booths each exhibitor reserved. All exhibitors are requested to submit this form, although they do not need extra electricity of 110V, any special heavy power above 200V, water, and 24 hrs power supplies. (No matter if request the extra AC 110 power supply, 220 V power supply, and special heavy power supply or not, all the exhibitors must fax back this form.) The Organizer will execute the construction, if the form is not received. ※Any changes are requested on-site will be charged for additional 50% surcharge according to the fee stated above.
2. All exhibitors that need extra power of 110V, special heavy power above 220V, water, and 24 hours power supply are requested to fill in this application form (by the deadline) and make payments by the due date.
3. In order to keep a safe power usage, the organizer will provide exhibitors the power case on booths according to their application document. While planning the layout of booths, all exhibitors should reserve the space for power supply case and indicate it clearly on the layout of water and electricity. The Organizer will execute the construction in accordance with the design.
4. To know the electricity consumption of electric appliance, please see the “chart of electricity consumption of electric appliance” for reference.
5. In the case of any of following conditions, the organizer is entitled to take action to cut off the water and electricity supply without notice. Exhibitors should be responsible for the loss of any damage occurred.
 - (1) Connecting water and electricity without permission,
 - (2) Submitting the application form, but no payment made within the due date,
 - (3) The electricity consumption exceeds the amount requested,
 - (4) Violation of regulations or inappropriate behaviors of electricity usage.
6. If any cancellation or changes are submitted 10 days before the move-in day with a writing letter, 80% of the confirmed payment will be refund. No changes and cancellation will be refund after the due date.
7. General power consumption (AC110) will be supplied via power case. Other power consumption should be provided through power box within the amount applied. The inlet and outlet water pipe (quarter pipe) will only come with water valves, no faucet. Exhibitors are expected to prepare their own pipe, faucet, and water tank. If any water leaking or flooding damage the properties of other exhibitors, the exhibitors should take the whole responsibility.
8. Exhibitors that submit the application in advance will earn 5 % discount. However, if the payment does not be made on time, the discount will be canceled. Please see the second article of the note in the ‘water and electricity application form’ for reference.
9. Please see the table of “Charge of water and electricity supply installation’ for the charging criterion. Applying the water and power installation after due date will be charged for extra penalty according to the original charge. Please check the second note in ‘water and electricity application form’
10. To those exhibitors that apply the 24hrs power and water supply, there will be no compensation refund, if the power supply is shut down by Taiwan Power Company or the power supply equipment is shut down temporary.
11. If the total power consumption applied exceeds the limit that exhibiting hall can afford, the organizer will stop accepting any new application. During the exhibiting period, if any exhibitor uses more power than they applied, and are detected by the organizer. The exhibitors will be charged for the extra consumption according to the criterion. If the extra consumption affects the normal operation of power system, the organizer will have the right to shut down the power, without further notice. The exhibitors should take the responsibility for any property damage or loss occurred by this. **Please keep a copy of drawings of layout of water and power supply for reference.**

Form 5	Electric Wire and Water Pipe Layout	TO: Chan Chao	Deadline
		FAX:02-26597000 TEL:02-26596000 ext 182 Email: touch@chanchao.com.tw	8/16

Please draw the location of your exhibits briefly in order to arrange the electric wire and water pipe to the right place in your booth.

※Exhibits Layout (Please mark the direction and peripheral exhibitors for assuring the right direction.)

Company Name: _____ Registration Number: _____

Booth No: _____ area _____ Amount: _____ Contactor: _____

Tel: _____ Ext: _____ Fax: _____ E-mail: _____

Address: _____

【 Smart Display and Touch Panel Exhibition 2017 】

【 Show date: September 20- September 22 】

Form 6	Raise Balloon Application and Liability Form	TO: Chan Chao	Deadline
		FAX : 02-26597000 TEL : 02-26596000 ext 182 Email: touch@chanchao.com.tw	8/16

Raise Balloon Application and Liability Form

We will participate in the **Smart Display and Touch Panel 2017** held in the Taipei World Trade Center Nangang Exhibition Hall from September 20 to September 22, 2017. To enhance our show presence, we hereby apply for raising a balloon. We ensure that the balloon will be raised in accordance with the following regulations:

☐ 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 pay an additional non-refundable fee of NT\$10,000(US\$340).

☐ Small balloon

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

※ All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).

※ Those wanting to use balloon(s) are required to deposit NT\$50,000(US\$1,600). The organizer will return the check after the show, should there be no problems occurred; the deposit will be confiscated otherwise.

※ For every exhibitor violation of above regulation, a NT\$10,000 (US\$340) penalty will be deducted from the exhibitor's balloon deposit.

※ Chan Chao International Co., Ltd. will remove improper balloons raised without permission.

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 Chan Chao International Co., Ltd. will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse Chan Chao International Co., Ltd. for all damages and legal costs, and for all related losses incurred upon Chan Chao International Co., Ltd.

Company: _____ (Company Seal)

President/CEO: _____ (Signature)

Contact Person: _____ Booth Number: _____

Address: _____

Tel: _____ Mobile Phone: _____

Form 7	Event Directory Registration Form	TO: Chan Chao Economic Daily News	Deadline
		FAX : 02-26597000 TEL : 02-26596000 ext 107 Email: touch@chanchao.com.tw	8/11

In order to compile the exhibitor's profile in the event directory smoothly, please register at <http://www.touchtaiwan.com/en/> by the due date.

Route to register: <http://www.touchtaiwan.com/en/> ->Exhibitor Login ->Enter Username and Password ->register Event Directory -> Save , thank you for your cooperation!

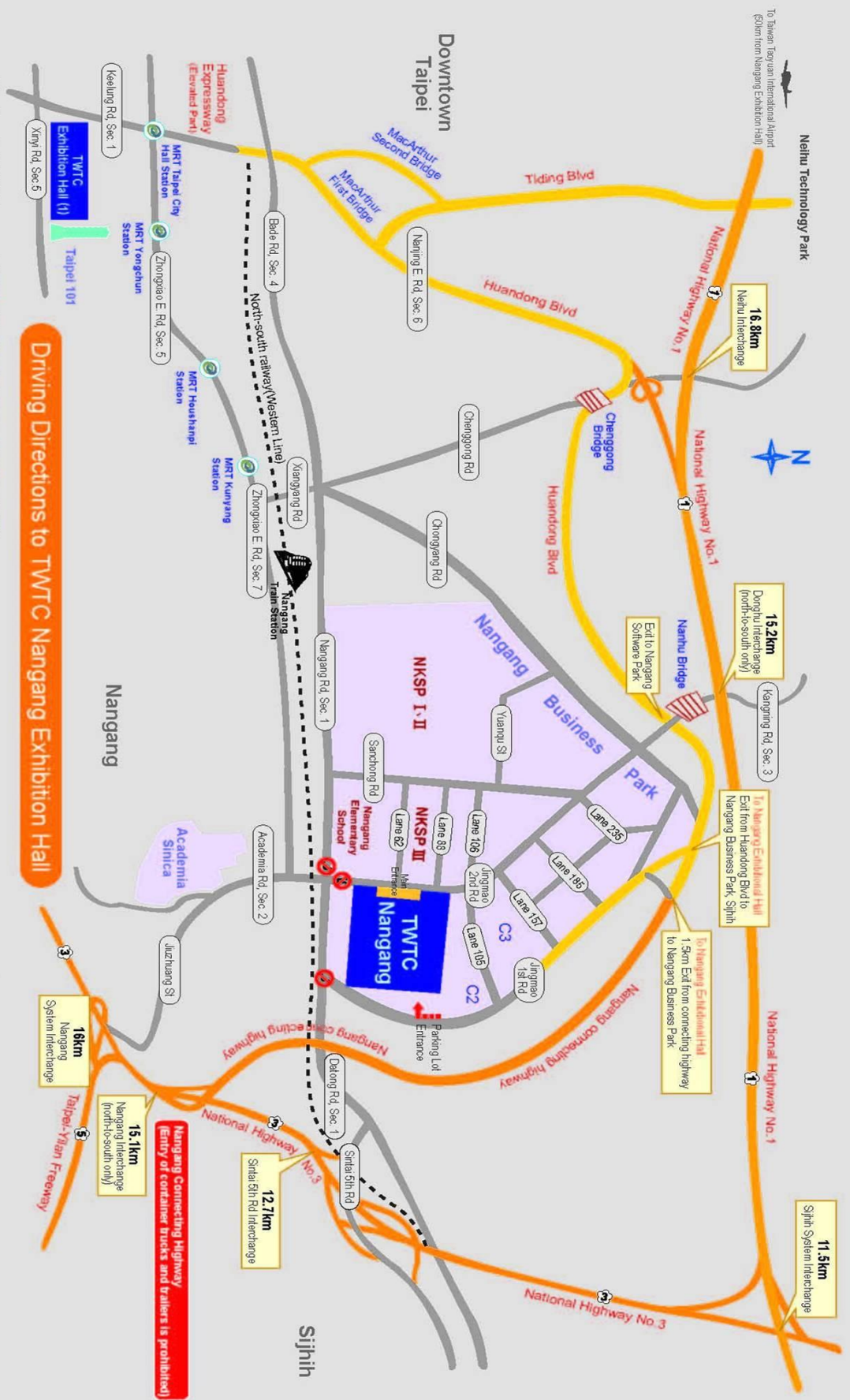
Username and Password inside the Register Confirmation Email.

(The registration will be terminated if exhibitor not registers by **August 11**)

【 Smart Display and Touch Panel Exhibition 2017 】

【 Show date: September 20- September 22 】

【Appendix I】Route Map to Taipei Nangang Exhibition Hall



Touch Taiwan ²⁰¹⁷
9/20 三 ▷ 22 五

www.touchtaiwan.com

2017 智慧顯示與觸控展

Display International 2017

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