



CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending [2008 Taiwan International Robot Exhibition](#). If the services are required, please return the completed forms. Services can not be guaranteed if the related forms are returned after the deadline.

	Services / Items	Deadline	Remarks
1	Booth Rental Payment Balance Due	Feb 29, 2008	Notice will be issued after booth allocation
2	Publicity & Promotion	March 14, 2008	Form 1, 2
3	Advertising in Official Directory (Exhibitor Directory)	March 21, 2008	Form 3
4	Conference Room Rental Charges	March 31, 2008 ASAP	Form 4
5	Construction of Two-story Booth	March 31, 2008	Form 5
6	Booth Setup & Facilities :	March 31, 2008	Form 6 On Site Contractor : Uniplan Taiwan Corp. Tel:886-2-2725-5200 Ext.2500 or 2501 Fax:886-2-2729-3455 Jo-chang@uniplan.com.tw
7	Water/Drainage & Electricity :	April 10, 2008	Form 7 : Electricity, Water/Drainage Installation
8	Promotional Balloon Application/Liability	April 11, 2008	Form 8
9	Wall Television Setup	April 11, 2008	Form 9



10	<p>Shipping Arrangements</p> <p>Form 10 : Importation of Exhibits on a Bonded Basis</p> <p>Form 11 : Commercial Invoice/Packing List</p> <p>Form 10 should be submitted along with Form 11</p>	<p>April 18, 2008</p>	<p>1. Eurotran Expo Service Co., Ltd. Tel: 886-2-27255000 Fax: 886-2-27206363 Eurotran@ms24.hinet.net</p> <p>2. Triumph Express Service Co., Ltd. Tel: 886-2-27587589 Fax: 886-2-27587645 transl@ms12.hinet.net</p>
11	<p>Telephone Rental</p>	<p>April 18, 2008</p>	<p>Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to: Chunghwa Telecom (Eastern Area Service Center, Northern Taiwan Unit Group) Tel:886-2-2720-0149</p>
13	<p>Exhibitor's Information Pack :</p> <p>1.Exhibitor's Badges</p> <p>2.Official Directory</p>	<p>April 28-30, 2008</p>	<p>Pick up at the reception counter in Exhibition Hall by showing your name card and completed Form 5-2</p> <p>1) 4 badges for the first booth and 2 badges for each additional booth.</p> <p>2) 1 free copy of Official Directory for each exhibitor.</p>
14	<p>Hotel Accommodations</p>	<p>ASAP</p>	<p>Form 12 : Hotel List</p>
15	<p>Additional Services</p>	<p>ASAP</p>	<p>⊙ Catering Service Captain Enterprise, 2F Restaurant, TWTC Exhibition Hall 5 Hsin - Yi Rd., Sec. 5, Taipei, Taiwan Tel:886-2-2725-5200 Ext. 2366 Fax:886-2-8780-2038</p> <p>⊙ Forklift Service</p> <p>1.Sun Shen Forklift Co., Ltd. Tel:886-2-2505-4216, 2502-3732 Fax:886-2-2503-6091</p> <p>2.Yi Chen Forklift Enterprise Co., Ltd. Tel:886-2-85210088/85216666 Fax:886-2-85210089</p> <p>3.Fu Hwa Chin Enterprise Co., Ltd. Tel:886-2-2715-3132/9 Fax:886-2-2716-9469</p>



16	CUDC-Customer Data Collector • Form 13: Rental Agreement	ASAP	Hong Shun Technology CO . LTD. Company Address : Suite 3D-05 No.5 Xin Yi Road Sec. 5 Taipei Taiwan R.O.C. 11011 Tel. Number : 886-2-8780-2355 Fax Number : 886-2-8789-6263 Contact person: Chandler Chiu Email:chandler@stss.com.tw
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GENERAL INFORMATION AND REGULATIONS

1. Dates & Time

Show date	May 1-5, 2008	
Show hours	9 am~ 6 pm, May 1-4	For trade or by invitation Also open to public with admission ticket (NT \$ 200)
Show hours	9 am~ 3 pm, May 5	

2. Venues

Taipei World Trade Center (TWTC) Exhibition Hall
5, Hsin-yi Road, Sec. 5, Taipei, Taiwan.

3. Facilities & Services

Services	Location
(1) Post Office, Bank, Cashier	Plaza entrance
(2) Restaurant	2nd & 5th floor
(3) Conference Rooms	2nd floor
(4) Press Room	2A19, 2nd floor
(5) First Aid	Near main entrance by Hsin-yi Rd.
(6) TAITRA Bookstore	Near main entrance by Hsin-yi Rd.
(7) Travel Service	Near main entrance by Hsin-yi Rd.
(8) Coustoms Bonded Warehouse	Basement 2
(9) Express Courier	United Parcel Service, Rm. 2A20, 2nd floor
(10) Forwarders	Triumph Express Service, Rm. 2A21, 2nd floor Eurotran Expo Service, Rm. 2A20, 2nd floor

4. Exhibits Move-in & Move-out:

Move-in	6 am-6 pm, April 28-29
Power for testing machinery	8 am-6 pm, May 30
Move-out	3 pm-5 pm, May 5, Hand carry or small exhibits move-out
	7 pm-11pm, May 5, Machinery and other exhibits move-out
	6 am-6 pm, May 6, All exhibits move-out



5. Booth Setup & Facilities

Uniplan Taiwan Corp., the on-site contractor, provides exhibitors on a consulting basis with booth shell equipment as well as with various exhibition accessories such as spotlights, carpeting, fascia, tables and chairs. Please refer to Form 6.

6. Electricity and Water/Drainage Installation

Each booth is supplied with 110 volts 0.5 kilowatt power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor by sending the completed Form 7, 7-1 & 7-2.

7. Exhibits Move-in and Move-out

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition halls (Please see floor plan).
Exhibitors must use Entrances B & C for moving in/out.
- (2) Exhibitors, their agents, and contractors are responsible for the installation or dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and times scheduled by the organizer.
- (3) Please refer to "Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall (see page 17)" for decoration limitations.
- (4) Floor Loading Capacity: 1300 kg/m²

8. Show days

- (1) No exhibits can be moved in or out during show opening hours. If exhibit has to be carried in, it should be done from 8:10 am to 9:00 am during show days.
- (2) Exhibitors should display their company name and booth number on their sign-boards within the booth area.
- (3) Exhibitors should keep their booths open and staffed at all times during show opening hours. The organizer reserves the right to restrict noise to 85dB and to require suitable methods of operation and display of materials.
- (4) Retail sales are strictly prohibited.
- (5) The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (6) Should any rented space remain unoccupied on the opening day without just cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.
- (7) The exhibitor shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other firms appear in the exhibition space.
- (8) No exhibits can be moved out during show hours.



9. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter from **April 28 to April 30** to collect their badges and Official Directory .
- (2) 4 exhibitor badges will be provided with the first booth and 2 more for each additional booth. These badges will serve as entry passes.
- (3) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory.

10. Telephones

Only the exhibitor's representative or agent in Taiwan may order telephone connections to booths. The representative or agent must apply directly to:

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

130 Sung Jen Rd., Taipei 110, Taiwan

Tel : 886-2-2720-0149

Charges are as follows:

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

11. Hall Cleaning

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

12. Security and Insurance

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



property on exhibition ground regardless of cause.

13. Accommodations

The organizer will assist exhibitors, buyers, and visitors in arranging hotel accommodations with a selection of hotels in Taipei. For hotel list or reservations, please refer to page 48.

14. Advertising in the Official Directory

- (1) Exhibitors are eligible to place advertisements in the Official Directory so as to give their products maximum market exposure. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector.
- (2) One Official Directory will be distributed to each exhibitor free of charge. Not only will the directory be available for sale at the show, but it will also be distributed after the show to buyers who could not attend the exhibition. To request advertising in the Official Directory, please use Form 3.
- (3) Those wishing to reserve advertising space should contact the official publishing agent at :
China Economic News Service
Tel: 886-2-2768-1234 Ext. 2029
Fax: 886-2-2642-7422
E-mail: camby@cens.com

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

16. Unforeseen Occurrences

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



TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

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

2. Payment Schedule

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

3. Adherence to Copyright Patent Laws

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

4. Space Assignment & Unoccupied Space

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

5. Sub-letting of Space

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

6. Venue & Show Dates Change

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



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

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

8. Insurance

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

9. Exhibit Limitations

- a) Exhibitors at Hall 1(1F) and Hall 3 are not permitted to setup booth partitions of over 250 cm in height; and for those at Hall 1(2F), the height limitation on their booth partition is 230cm.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a total height of 400cm. (except booths in 2nd floor)
- c) Any signs or decoration higher than 250cm in full view must be decorated.

10. Selling from the Stand

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

11. Breach of contract and Withdrawal by Exhibitor

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

12. Security & Organizer's Liability

- a) The Show Management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.
- b) During booth erection and dismantling periods and during the show, booths must be manned by exhibitors at all times.



- c)The Show Management shall not be held accountable or liable for any damage, loss, harm or injury to any person or the property of the exhibitor or of the exhibitor's officers, and / or employees, agents,visitors which result from theft, fire, water, accident natural disasters or any other cause.
- d)All exhibitors are requested to turn off the power supply before leaving the exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6 p.m. each day.

13. Operation

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

14. Interruptions and/or Disruptions of the Exhibition

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

15. Supplementary Clauses

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



CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

1. General

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

2. Exhibits in Bond

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

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

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



4. Shipping Mark

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

Show Name : Robot Taiwan 2008

Show Dates : May 1 ~ 5

Show Site : Taipei World Trade Center Exhibition Hall

Exhibitor : _____

Booth Number : Area : _____

Number : _____

Case Number : _____ of _____

Dimensions : _____

Gross & Net Weight : _____

5. Shipment

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

6. Official Forwarders

- (1) Eurotran Expo Service Co., Ltd.

Room 2A20, 5, Hsin-yi Rd., Sec. 5, Taipei 11011 Taiwan

Tel : 886-2-2725-5000

Fax : 886-2-2720-6363

E-mail : eurotran@ms24.hinet.net



(2)Triumph Express Services Co., Ltd.

Room 2A21, 5, Hsin-Yi Rd., Sec. 5, Taipei 110-11, Taiwan

Tel: 886-2-2758-7589

Fax: 886-2-2758-7645

E-mail:transl@ms12.hinet.net

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

7. Shipping Documentation

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

2 Original Ocean Bills of Lading/Airway Bills

4 Commercial Invoices & Packing Lists (See Form 11)

2 Exhibit Catalogues

Form 10 will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.

All above documents along with completed Form 10 should reach the organizer and official forwarders FOUR weeks before the show opens.

Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei customs territory, Taiwan"

(2)To facilitate the processing of customs clearance procedures, all boxes, crates, etc, should be accompanied by detailed packing lists in duplicate with the identification words of exhibits.

8. Disposal of Exhibits during & after the Show

(1) Bonded exhibits:

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

Procedures for the sale of bonded exhibits :

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

a. Securing an import permit :

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



b. Remittance of cost of goods :

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

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

This is accomplished by the exhibitor by completing "Authority/Receipt for Transfer of Exhibitor's Property" ,which must be signed by the exhibitor and counter signed by Taiwan External Trade Development Council.

d. Payment of import duties :

This is also the responsibility of the buyer.

(2)Duty-paid on deposit basis :

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

(3)Re-exportation of exhibits :

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