



FORWARDING TARIFF FOR BONDED EXHIBITS

INBOUND

1. CUSTOMS CLEARANCE FEE

Ocean shipment

NT\$500 per B/L (US\$1 = NT\$ 33)

Air shipment

NT\$200 per AWB

2. TERMINAL WAREHOUSE STORAGE CHARGE

as per terminal warehouse receipt

3. INWARD HANDLING CHARGE

Ocean shipment

(1) 2 CBM/2000 kgs or less

NT\$1,500

(2) Additional charge over 2 CBM/2000 kgs

NT\$100 per CBM/1000 kgs

(3) 20' container

NT\$9,500

(4) 40' container

NT \$14,000

Air shipment

(1) 100 kgs or less

NT\$500

(2) Additional charge over 100 kgs

NT\$1 per kg

4. FORKLIFT CHARGE/PER HOUR

2.5 tons

Free Service

4.5 tons

Free Service

8 tons

NT\$1,000

15 tons

NT\$1,500

OUTBOUND

1. CUSTOMS CLEARANCE FEE

Ocean shipment

Free Service

Air shipment

Free Service

2. OUTWARD HANDLING CHARGE

Ocean shipment

(1) 2 CBM/2000 kgs or less

NT\$500

(2) Additional charge over 2 CBM/2000 kgs

NT\$100 per CMB/1000 kgs

(3) 20' container

NT\$6,500

(4) 40' container

NT\$7,500

Air shipment

(1) 100 kgs or less

Free Service

(2) Additional charge over 100 kgs

NT\$1 per kg



3. BONDED WAREHOUSE STORAGE CHARGE

Refer to bonded warehouse storage fee

4. FORKLIFT CHARGE

2.5 tons	Free Service
4.5 tons	Free Service
8 tons	NT\$1,000
15 tons	NT\$1,500

SOLD ITEMS

1. CUSTOMS CLEARANCE FEE

Ocean shipment	Free Service
Air shipment	Free service

2. SOLD ITEM HANDLING CHARGE

(1) 2 CBM/2000 kgs or less	Free service
(2) 100 kgs or less	Free service
(3) Additional charge over 100 kgs	Free Service
(4) Additional charge over 2 CBM/2000 kgs	Free Service

3. FORKLIFT CHARGE/PER HOUR

2.5 tons	Free Service
4.5 tons	Free Service
8 tons	Free Service
15 tons	Free Service

BONDED WAREHOUSE STORAGE FEE

Days	Accumulated charge (NT\$ / CBM)
Less than 5 days	30
Less than 10 days	80
Less than 15 days	150
Less than 20 days	290
Less than 25 days	480
Less than 30 days	740
Additional Charge	260
Over 30 days	(every 5 days)



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

1. Construction guidelines for exhibition booths :

- (1) It is essential that exhibition booths should 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. Under no circumstance should booths located on the second floor of TWTC Exhibition Hall 1 exceed the height of 2.3 meters. Company signs or product signs of exhibitors at ground floor can be erected to a height not exceeding 4 meters from the floor. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 50 cm from the side edge of the lower structure between booths.
- (3) Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, electricity will be denied.
- (4) If a booth located in the atrium (Area D) has a ceiling, it will be required to fit into the overall approved design. The top of the ceiling must be painted and it should not be loaded with any objects.
- (5) The construction of a closed part should not be over one-half of the rented space.
- (6) Booth and exhibit decorations (including signs, flags, plants, carpets and lights etc.) should not be placed or be extended beyond one's own booth(s). Any exhibitor refusing to make changes as directed will have their electricity cut off.
- (7) No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or pillars. These materials may be posted only on the partition walls within the individual booths. Any exhibitor refusing to make changes as directed will have their decorations dismantled by the show management at the exhibitor's expense.
- (8) Electricity boxes, fireplugs and all signs of the hall should never be covered. For any violation of these regulations, the show management retains the right to immediately remove the entire structure at the exhibitor's expense.
- (9) The installation of twinkling or revolving neon-lights or strings of lights is prohibited.
- (10) Television walls or screen walls should not be built facing the aisle. Such walls should instead be built at a 30 or 45 degree angle to the aisle so that persons viewing the screens or televisions will not block aisles or to neighboring booths.



The construction of a wall holding televisions must comply with these regulations :

- a. Walls must not exceed 2.5 meters in height (2.3 meters for the 2F Showground of TWTC Exhibition 1). The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
- b. Such a 'TV wall' should not exceed the height of 4 meters and it should be recessed at least 2 meters from the edge of the aisle or be erected at a 30 degrees , or greater, to the aisle.
- c. Contents of films or videos must be related to the theme of the exhibition.

Any exhibitor in breach of regulations will have electricity disconnected after receiving the show management's written notice.

- (11) Exhibitors wishing to raise balloons within or above one's own booths are required to apply for approval before April 11, 2008 (See Form 8). Any exhibitor who raises a balloon without prior approval will have his decorations dismantled by TAITRA at the exhibitor's expense.

(12) Regulations for sound systems :

- a. Exhibitors who want to use sound systems of more than 20 watts should apply for approval before April 11, 2008.
- b. A deposit of NT\$50,000 will be requested upon approval of the application. Electricity will be disconnected if the deposit of NT\$50,000 is not received by the show management.
- c. Anyone found using a sound system without approval will have to make application and place a deposit of NT\$100,000. Electricity will be disconnected until the procedure is completed.
- d. Speakers, amplifiers and other sound devices should be positioned to assure that direct sound is targeted into the booth rather than toward the aisle.
- e. The Show Management might organize an inspection group to enforce these rules.
- f. Whenever it is found that the volume of the exhibitor's sound system exceeds 80 decibels, the inspection group will determine the penalty. Generally this will be in accordance with the following steps : First, they will issue an official verbal or written warning; Second, a fine of NT\$50,000; Third, power will be disconnected.
- g. The distance for measurement of volume is at a height of 1.2 ~ 1.5 meters from ground level and 3 meters away from the sound equipment.
- h. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.

(13) Each booth is supplied with 110 volts 0.5 kilowatt power free of charge.

Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in advance. Any exhibitor who violates these guidelines will face a suspension of electricity and closure of booths.



- (14) Applications should be submitted in advance for the approval of construction of two-story exhibition booths in the TWTC Exhibition Hall (For application form and further information, contact the show manager).

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

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

3. Matters for attention during construction:

- (1) Sedans are not allowed entry into the Exhibition Hall.
- (2) Procedures for entering the Exhibition Hall:
 - a. Any truck entering the hall must place a deposit of NT\$3,000. If the vehicle leaves within 1 hour, the deposit will be returned. If trucks stay more than 1 hour, a parking charge of NT\$200 will be collected per hour. The deposit will not be returned if the vehicle remains more than 2 hours.
 - b. Application for vehicle entry permit should be made to the TAITRA Exhibition Department two weeks prior to set-up if a vehicle's weight is 6.5 tons or more. (The entrance of Hall is 4.2 meters high and 7.5 meters wide. To facilitate access trucks, show goods or decorations should be split into components. The exhibitor has the responsibility to pay for any damage he causes.)
- (3) Interior design work should be done within the space of one's own booth(s) and should not extend to the aisle nor hinder passing traffic.
- (4) If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.
- (5) Contractors may not use steel nails, electric saws or spray paint during assembly inside the exhibition hall. Otherwise, electricity will be cut off.
- (6) Painting should begin only after the floor is properly covered with plastic cloth or boards.
- (7) Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet.
- (8) Handling of construction materials
 - a. Package and construction materials, which are to be disposed of, should be removed each day 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 the designated purpose-built sinks. Any exhibitor violating this regulation will be fined, and also be forced to pay the expense of clean up.
 - c. For the above violations, show management reserves the right to hire workers or trucks to dispose of the unused materials at the expense of the exhibitors.



(9)The exhibitors or contractors will either compensate the show management for any facilities damaged during construction or transportation, or repair the said facilities by themselves. Exhibitors will also compensate the show management for any other damage injury caused by improper construction.

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

- (1) Booth decorations removal and breakdown should not commence until after show closure.
- (2) Exhibitors must remove all adhesive material from floor as well as all decoration materials.
- (3) All package and construction materials should be cleaned up during move-out.

5. Penalties for violations:

- (1) Electricity and water cut off.
- (2) Any exhibitor refusing to rework improperly installed decorations as directed will have their decorations dismantled by the show management prior to the show at their own expense, and/ or will result in the closure of his booths.
- (3) Exhibitors violating these regulations or failing to monitor the contractors's work will be prohibited from participating in the shows for two years.
- (4) Contractors violating these rules will be prohibited from contracting any future construction work at the TWTC Exhibition Hall for two years.



CONSTRUCTION GUIDELINES FOR TWO-STORY EXHIBITION BOOTHS IN TAIPEI WORLD TRADE CENTER EXHIBITION HALL

1. In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of two-story booths. To set up two-story booths, participants in the trade shows must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. The second-floor of the booth is restricted to meetings with buyers only. It can not be used as storage space or as an exhibition or promotional area.
3. With booth units measuring 3m x 3m, trade show participants must rent at least four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of two-story booths.
4. With booth units measuring 3m x 2m, participants must rent at least four units, totaling an area of 6m x 4m, in order to be eligible to apply for the construction of two-story booths.
5. To apply for the construction of two-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction can not begin without prior written approval from TAITRA.
 - (1) One copy of the application form
 - (2) One copy of the booth layout plan
 - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of building materials, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - (4) A copy of the architect, civil engineer or structural engineer's license, certificate, and letter certifying membership from the related professional associations, as well as the safety confirmation report on two-story booths (See Form 5).
6. Charge for the use of the second-story of the booth is based on the floor area (including staircases).

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

Payment date	Rate
Before March 14	50% of ground floor unit rate
March 15 to 30	70% of ground floor unit rate
March 31	100% of ground floor unit rate



7. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident.
The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
8. The architect, civil engineer or structural engineer who has approved the construction plan, or his/her designated deputy, should inspect on sight the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
9. The floor of the second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the two-story booths should not exceed 4 meters.
10. The second-story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the second-story.
11. The area of the second-story (including staircases) should not exceed 70% of the area of the ground floor, and should be limited to 100 square meters.
12. If the floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second-story.
13. The floor loading capacity of the second-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².
14. After TAITRA has granted written approval for the construction of second-story booth, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
15. If the construction and design plan for second-story booth approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
16. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.



REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

Any exhibitor wishing to use BALLOON(s) at their booth should note the following conditions:

● A promotional balloon :

1. Only one balloon per booth can be used in each exhibitor's booth.
2. Can only carry the company's name, logo or product brand name.
3. Not exceed diameter of 1.5 meters.
4. The top of the balloon should not be higher than 5 meters from the floor.

● Small non-flying balloons

1. To be used for booth decoration.
 2. The top of the balloons should not be higher than 4 meters from the floor.
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1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
 2. Those wanting to use balloon(s) should submit the appropriate application (Form 8) at least one month before the show opening along with a deposit of NT\$50,000.
 3. For every exhibitor violation of above regulation, a NT\$10,000 penalty will be deducted from the exhibitor's balloon deposit.
 4. TAITRA will remove improper balloons raised without permission.