

secutech 2023

Exhibitor Manual

April 26-28, 2023

TAIPEI NANGANG EXHIBITION CENTER, Hall1

Dear Exhibitor,

Thank you for participating in Secutech 2023 — the 24th international exhibition for total security solutions.

This Exhibitor Manual contains useful information, which will assist you on how to organise and prepare a successful exhibition in Secutech 2023. Please take your time to read all the essential rules and regulations carefully. Enclosed are forms for you to fill out. Please send them back to Messe Frankfurt (H.K) Ltd. Taiwan Branch on the requested date (please refer to page 3). Accordingly, we can assure all your requirements are met in the course of the exhibition.

Information on freight forwarder, shell scheme booth, and travel/accommodation arrangements are also included. For inquiries and orders, please feel free to contact the respective designated contractors directly.

Should you have any further questions/concerns, please do not hesitate to contact the organizer at:

Messe Frankfurt (HK) Ltd Taiwan Branch

- **Address:** 8F, No. 288, Sec.6, Civic Blvd., Xinyi Dist., Taipei City 11087, Taiwan (R.O.C.)
- **Tel:** +886-2-8729-1099 ext. 217
- **Fax:** +886-2-2747-6617
- **Website:** www.secutech.com
- **Contact person:** Andrea Ko
- **E-mail:** andrea.ko@taiwan.messefrankfurt.com

Best wishes to you for a successful exhibition at Secutech 2023.

Yours truly,

Messe Frankfurt (HK) Ltd Taiwan Branch

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A. Exhibitor Action Check List

* **S = Standard Booth** * **R = Raw Space Booth**

* Declaration of EAC= Declaration of Exhibitor and Exhibitor Appointed Contractor

Form Number		Form Name	Who Should Read?	Whom should I submit to?	Deadline
Form 1	1-1	Bus Route Map	S/R		
	1-2	Truck Access Map			
Form 2	2-1	★ Declaration Of Exhibitor And Exhibitor Appointed Contractor (EAC)	R	MFTW	March. 24 , 2023
	2-2	★ Booth Construction Agreement			
	2-3	Declaration Of Two-Story Booth Design <For Exhibitor>	S/R		
	2-4	Declaration Of Two-Story Booth Design <For Contractor>			
	2-5	Application For Construction Of Booth Exceeding 4 Meters<For Exhibitor>			
	2-6	Confirmation Of Booth Exceeding 4 Meters Design <For Contractor>			
	2-7	Promotional Balloon Application And Liability Form			
Form 3	3-1 ~ 3-5	★Booth Construction Order Form (FOR Shell scheme)	S	O'YA	March. 22 , 2023
	3-6 ~ 3-9	★ Electric Power Supply Application	S/R		
	4-1	Temporary Host Application		HWH	April. 13, 2023
	4-2	Computer Equipment Application		GTech	April. 21, 2023
	4-3	Combined Commercial Invoice & Packing List		Triumph Trans	April. 13 , 2023
	4-4	Power Of Attorney		Triumph Trans	Sea: March. 31, 2023 Air: April. 07, 2023
	4-5	Shipping Manual			

【Note】

Please note that standard booth rental procedure form will need to be filled out before the deadline mentioned above. Extra change will be included after the deadline.

B. Official Contractor Contact

Shell Scheme Contractor

- Official Standard shell scheme booth Contractor
O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.
Contact: Ms. Emmy
TEL: 886-2-2655-2777 FAX: 886-2-2655-2999
E-MAIL: oya-secutech@o-ya-design.com

Raw Space booth Contractor

- **O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.**
Contact: Ms. Emmy
TEL: 886-2-2655-2777 FAX: 886-2-2655-2999
E-MAIL: oya-secutech@o-ya-design.com
- Official Freight Forwarder
TRIUMPH TRANS-LINK LOGISTICS CO., LTD.
Contact : Ms. Frances Lin
TEL: 886-2-2581-1133 Ext.101 FAX: 886-2-2523-9449
E-MAIL : frances@trans-link.com.tw
- Temporary Host Company
HWH Executive Consultant Limited
Contact: Ms. Judy Lu
TEL: 886-2-2720-1610 Ext.217 FAX: 886-2-2720-5397
E-MAIL: judylu9584@gmail.com
- Computer Equipment
GTECH LTD., CO.
Contact : Mr. Lin
TEL: 886-2-23450520 FAX : 886-2-23450573
Mobile : 886-916-988327
E-MAIL : limcs610304@gmail.com
- Travel Agency
ARTISAN EXPRESS INC.
Contact : Ms. Aggie Chou
TEL: 886-2-25075000 FAX : 886-2-25046199
E-MAIL: aggie_chou@artisan.com.tw

C. Show Facts

1. **Organizer** Messe Frankfurt (HK) Ltd Taiwan Branch

2. **Exhibition Hours** April.26– April.27, 2023 09:30~17:30
 April.28, 2023 09:30~16:30

3. **Move-In** April.24, 2023 08:00 ~17:00 (For Contractor)
 April.25, 2023 08:00 ~20:00 (For Contractor)
 April.25, 2023 10:00 ~20:00 (For Exhibitor)

4. **Move-Out** April.28, 2023 16:30 ~18:30 (For Exhibitor)
 (April.28 power supply till 17:30)
April. 29, 2023 08:00 ~15:00 (For Contractor)

5. **Venue** 4F, Area M, N Hall,
 TAIPEI NANGANG EXHIBITION CENTER, Hall1
 (No.1, Jingmao 2nd Rd., Nangang District, Taipei City 11568, Taiwan)

Please refer to **【FORM 1. BUS ROUTE MAP】**

D. Move-in & Move-out Regulations

1. Standard Construction and Exhibition Items Move-in

《Before Move-in》

- A. Please have your contractor fax “the declaration of exhibitor and exhibitor appointed contractor” and “booth construction agreement” with detailed measurement to the organizer before **March. 24, 2023**. The organizer then will submit these documents to the hall for reference. If the submission is delayed, the contractor will not be allowed to commence the construction in the hall.
- B. Please fax “booth construction order form” to **O'YA** before **March. 22, 2023**
- C. Please fax “electrical service & audio / visual equipment” to **O'YA** before **March. 22, 2023** for power calculation. O'YA will charge overloaded electricity at standard rate.
- D. All vehicles entering the hall should follow the instruction shown on the “Form 1-2 truck access map”.
- E. Before entering the hall for construction, the self-appointed contractor shall pay the deposit or mailing a T/T of **TWD\$10,000 (USD\$350)** for each exhibitor to the organizer before **Mar. 24, 2023**.

(The deposit will be refunded one month after the end of the show)

《Move-in》

Date	Booth construction time		Power Supply Period
	Exhibition Set up	Move In	
4/24 (Mon)	08:00-17:00	-	08:00-17:00
4/25 (Tue)	08:00-20:00	10:00-20:00	08:00-17:00

- ★ 4/24 Please be sure to wear a helmet to enter the construction site.
- ★ 4/24 110 volt power outlet will only provided during the construction; electricity won't be available for the booth.
- ★ 4/25 Standard power outlet: 220V 380V 440V
- ★ AC will be available during the exhibition (April. 26 to 28, 2023).
- ★ Overtime costs will be borne by exhibitors. If you need further information on overtime costs, please see “move in move out notification form”.
- ★ The organizer will provide the construction schedule for each exhibitor. Please be sure to follow the regulation.

2. Exhibition Items Move-Out ---for all exhibitors

《Before Move-Out》

- A. The move-out of exhibit items, **not included standard construction materials**, starts from 16:30-18:30 on April. 28, 2023.
- B. The contractors have to clean up all construction materials and waste when move-out. Any violation on site will be charged to contractors.

Remarks: During this period April 26-28, 2023, it is important for all exhibitors to take care of their own exhibit items. If there is any missing or damage items occurred, the organizer shall not be liable for any responsibility.

3. Notices During Exhibition ---For all exhibitors

- A. During the period of exhibition, **please prepare “Check-out Form”** for all checkout exhibition items. Please have the organizer stamp this form at the information desk. The organizer will then provide this piece of information to the security guards at the hall for inspection. No inspection of exhibition items is required after 16:30 on April 28, 2023.
- B. During the exhibition, it is exhibitor's responsibility to clean all the trash and waste at the end of the day. Please put your garbage in front of your booth for janitors to collect.

E. Standard Construction Regulations in TaiNEX1

※ The organizer is authorized to require the exhibitors and booth contractors to follow these regulations.

- To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form. And fill the "TAITRA Letter of Undertaking for Pre-Construction Safety and Health", allows entrance to the exhibition hall for construction, and also for the reference of competent authorities.
- TAITRA's applicable health and safety regulations can be downloaded from the following website: <https://www.tainex.com.tw/en/venue/app-safety/1>
(Home>Organizing>Occupational safety and insurance)
- All workers entering the exhibition halls must wear equipment (such as uniforms, vests, safety helmets, or armbands) showing the names of their employers.

According to TAITRA's regulations, exhibition booth contractors must fill out the registration form with the related documents attached. Please register with the management committee of TAITRA and pay the deposit before they are allowed to perform any work onsite at the exhibition. The organizer, Messe Frankfurt (HK) Ltd Taiwan Branch, reserves the right to refuse contracts from entering Taipei Nangang Exhibition Hall if the registration procedure is failed.

Construction guidelines for exhibition booths:

《Flame Proof Decoration》

- (1) When using carpets, curtains, screens, or poster boards, please be sure these items are flame proof. Please also use flame proof materials for all your decoration during the exhibition. Please also provide verification that all of your decoration materials are flameproof for Fire Department to inspect.
- (2) Related flame proof items are included:
 - A. Carpet: Woven carpets, carpet plant clusters, synthetic carpets, artificial turf laying and other floor materials
 - B. Curtain: Cloth Curtains (including blinders)
 - C. Screen: for stage or studio use
 - D. Poster Board: Indoor display board
 - E. Other specified flameproof items, such as canvas with mesh size smaller than 12mm.
- (3) Any violation onsite will be fined.

《Booth Decoration Requirement》

- (1) **Maximum height is 2.5 meters (including the exhibit items and partitions); the company sign with your company logo can be up to 4 meters. (Please pay close**

attention if you are booking the empty booth).

- (2) Please coordinate your next door booth(s) when it comes to all partition related issues. The organizer has the right not to provide power supply and electricity if, for any reason, you do not get the permission from your next door exhibitor to decorate the partitions.
- (3) The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
- (4) Please use escalators if the booth construction site itself is higher than 2 meters or more (including 2 meters), please be sure that all the health and safety regulations are avoided. If these regulations are not followed, you will be fined by the Labour Board. (THIS IS VERY IMPORTANT. PLEASE OBEY THE LAW!!)
- (5) When building an enclosed area in the booth, the closed area cannot take more than half of the space of the entire booth space. If the booth is located on the main aisle, system boards installed cannot exceed 9 sqm.
- (6) All booth backboards, billboards, etc., that span more than 9 m long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition. When adequate support for booth cannot be properly installed due to exhibits, structural calculation documents and design diagrams signed by structural engineer must be provided.
- (7) The horizontal structure (rod) that span over two consecutive booths 6 m in height should be set to a considerable degree of stiffness. The vertical pillar or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances are major violation which will result in booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition.
- (8) Steel plates must be placed on the bottom of steel trusses, circular trusses, steel pillars and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
- (9) It is essential that exhibition booths are properly decorated. The exhibition company's name and booth number should be displayed at a visible place at the booth.
- (10) The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.

- (11) Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after the approval from exhibitors in neighboring booths is granted. Otherwise, power will be cut off. Damage to the facilities and injury or death of any staff members will be the legal responsibilities of the violating exhibitors and contractors.
- (12) The construction of a closed part should not cover more than one-half of the rented space.
- (13) Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or extended beyond one's own booths. Any exhibitor refuses to make changes as directed will have their power cut off.
- (14) 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 MFTW at the cost of the exhibitors and the decoration contractor.
- (15) Exhibitors are strictly prohibited from blocking, occupying, or placing posters on any of the public facilities such as the front gate, the empty space allotted for official use, elevators, stairs, wall space for official/common public use, fire doors, electrical boxes, ground outlets, fire hydrants, fire hoses, fire alarms (including faucets and drains), fire alarm control units, and fire extinguishers. MFTW reserves the right to dismantle anything without prior notice. All fees incurred from dismantling will be the responsibility of the exhibitors and the decoration contractor.
- (16) Exhibitors are strictly prohibited from dismantling or destroying the electrical facilities or connecting electrical components that are incompatible with the facilities on the grounds as this may lead to overloading of the devices, short circuits and fire. MFTW will dismantle all illegal connections and devices and the dismantling costs will be the responsibility of the exhibitor(s) or the decoration contractor(s). No power will be supplied to the violating booths.
- (17) When building a 2-storey booth, the lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. If transverse or lateral support is not setup, it will result in booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition.
- (18) TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
- (19) No neon, flashing, spinning, jumping and string lights (except if these are exhibition items) are allowed. MFTW will stop providing power to violating booths refusing to make changes as directed. Lights may not be turned upwards as this may accumulate dust and other miscellaneous items falling onto the light shades and starting fire.
- (20) The decoration construction diagrams shall include diagrams for the prevention of

hazards related to working at height. They shall include the height of railings, methods for setting up the construction scaffold, methods for dismantling and supporting materials and decorations, and other documents for precaution for preventing falling or falling objects required by related occupational health and safety regulations.

(21) During the construction period of the exhibition, TAITRA shall conduct one inspection with the fire safety manager or personnel from the construction team, safety and health personnel, onsite security, and the organizer based on the inspection time of the architect (professional civil or structural engineer).

(22) Television walls or screen walls should not be built facing the aisle. They should instead be built at a 30 or 45 degree angle to the aisle so that visitors viewing the screens or televisions will not block aisle access to neighboring booths. The construction of a wall holding televisions must comply with these regulations:

- Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
- If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
- TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- For TV wall installation and dismantling operations, a working platform must be set up and the pedals must be fully paved if personnel are working at a height over 2 m. Vertical safety net or lifeline must be equipped around the platform for personnel to wear safety belt (safety belt can only be adopted when the height is over 3.8 m) in the cause of falling prevention.
- The films/videos shown must fit the theme of the exhibition/event and cannot be sexually explicit or against accepted social customs and norms.
- If exhibitor(s) violates any items listed above and refuses to make improvements, MFTW will shut off power to the booths.

(23) Requesting utility services:

- The organizers of the exhibition (or event), must hire utility contractors who have hired electricians with "A" level Electrical Systems Registered licenses and those who have already registered as a designated electrician for the exhibition/event. The contractors will be in charged of the planning, working and management of the utilities at the exhibition. The contractors will be legally and financially liable for any damage to the exhibition hall or any deaths of third parties caused by poor quality of the material or by faulty equipment.
- During move-in and move-out, only 110 volt plugs will be provided for decoration.
- Power required for the exhibition will be provided during the time required beginning

one day before the exhibition. It will be turned off at 5 pm (except in the event of extension).

- Exhibitors who request utilities (including those who require 24-hour uninterrupted supply) should have contingency devices (such as UPS) ready. TAITRA will not be responsible for any damage linked to power/water interruption caused by Taiwan Power Company or by malfunctions of facilities in the hall.
- Every exhibitor is responsible for submitting their own request for utility needs. No exhibitor is allowed to connect to power without permission. Any violations will result in power being cut off, and depending on the seriousness of the violation, the booth of the violator may be forcefully closed. Also, a contractor's registration will be revoked if a contractor violates this rule. For the sake of public safety, the lights of the booth must be installed by utility contractors who have hired electricians with "A" level Electrical Systems Registered licenses and those who have already registered as a designated electrician for the exhibition. Exhibitors are strictly prohibited from bringing in lighting fixtures and performing installations (except for lighting fixture exhibitions).
- Occupying public areas (the front gate, entrance to the hall, pedestrian's walk around the grounds, the plaza, rest area, the underground parking lot, loading dock, cargo elevator area and other areas) is strictly prohibited. Setting up stages, moving billboards, flags, advertisements, posters, flower baskets and other related items in these areas is strictly prohibited as well, except in cases where the organizer has applied and received permission.

(24) No decorations are allowed on the pillars.

1. Matters of attention during construction:**(1) The control and request for entry of vehicles:**

- All trucks must use entrance from Jingmao 1st Road to enter the showground. To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 m and height of 6 m. Vehicle height limit is 4 m).
- Dimensions of entrances for each area are listed below:
Area M: Height 8.5 meters, Width 11.9 meters
Area N: Height 4 meters, Width 10.1 meters
- The vehicle's height limit for the entire Sky Dome Exhibition Hall is 4 m (including 4.25 m extra height container trucks). If total height of a vehicle or its cargo exceeds 4 m, an application must be submitted to the management unit. Only after receiving approval can a vehicle enter the site and only by taking the designated routes.
- The maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m². Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration load that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(2) A written request must be submitted before March. 24, 2023 in order to allow trucks with a total weight about 20 tons each (based on what is labeled on the vehicle or the driver's license), or large cranes (15 tons and above) or tow trucks.**(3) For trucks with a total weight of over 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must submit an application to TaiNEX1 5 days in advance by filling out the TAITRA Taipei Nangang Exhibition Center Hall 1 Heavy Vehicle Access Application Form. A weigh bridge slip issued in the last 24 hours shall be submitted for TaiNEX1's approval before given access to the exhibition hall during the permitted time period.****(4) Grapple trucks are prohibited.****(5) The driver should comply with the procedures outlined below in order to maintain order, safety and air quality inside the exhibition halls:**

- Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding areas must not exceed the speed limit (10 kilometers per hour). Compensation will be made if any damage occurs from violations whether on purpose or not, engines must be turned off inside the hall.
- Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entry.
- For a truck entering the exhibition halls, a temporary fee of NT\$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required).

100% of the fee will be returned if the truck leaves within one hour. For every hour of overstay, NT\$200 will be deducted (the time count begins upon entry).

- No excavators are allowed.

2. Order keeping during move-in and other things to know:

- (1) The time for painters and craftsmen to enter depends on the progress of woodwork and system assemblage. For washing instruments (brushes, buckets and other materials) used with water soluble paints, please go to the washroom in each exhibition area. No washing instruments can be used with oil-based paints in the washrooms and paint mixing is not allowed to be conducted in the washrooms. The contractors are responsible for disposing of sticky waste such as wallpaper.
- (2) Painting:
 1. Painting in the exhibition hall must be done with water-based paint.
 2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
 3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
 4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those exhibitors found in violation will be held responsible for all cleaning and expenses incurred.
- (3) Water, flower, and meal delivery personnel or promotional materials are prohibited from entering the exhibition hall to solicit sales.
- (4) For safety reasons, aisles may not be occupied for decoration/display purposes. Such displays are restricted to the booth space only.
- (5) The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls. Any violations will result in power being cut off.
- (6) If decoration is chiefly made of wood, then it should be pre-fabricated outside the exhibition hall before move-in and assembly.
- (7) The use of fuel-burning electric generators is prohibited inside the exhibition hall.
- (8) Nails cannot be used on exhibition ground, walls, pillars ceilings and other facilities, or to cause any damage.
- (9) All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.
- (10) Carpeting: Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 cm from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.
- (11) Disposing of the construction materials:
 - Package and construction materials, which are to be disposed of, should be removed each day and should not be placed in the aisle.

- It is strictly prohibited to pour leftover paint into sinks and toilets. Brushes used with water soluble paints must be washed inside designated wash basins. The exhibitors and contractors will have to pay for the cleaning fee if violations occur.
 - Wastes not disposed of in time are the responsibility of the exhibitor, with the exhibitor(s) and contractor responsible for the costs. If work for the next and/or later exhibition(s) is interrupted, the exhibitor(s) and contractors will be responsible for the losses.
 - The exhibitor(s) and decoration contractor will be responsible for any damage to the facilities, financial losses, injury, and death caused by improperly performed work.
- (12) No use of alcoholic beverages, betel nut, tobacco, or chewing gum is allowed inside the premises. For the sake of everyone's public image, all workers must wear proper clothing. Sandals are not allowed.
- (13) Decoration contractors should measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.
- (14) All work by on-site decoration contractors should be completed no later than one day before the exhibition opens. If contractors cannot finish timely, they should apply for working overtime for certain area and pay related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.
- (15) Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site installation is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
- (16) For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
- (17) Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
- (18) Safety insurance:
- During the exhibition/event period the exhibitor(s) should care for their own items, materials, decorations, and other facilities during construction/installation and have them insured. MFTW will not be responsible for any damage or theft.
 - During the exhibition/event period (including decoration before the actual exhibition and post-dismantling), any deaths, injury, or financial loss of staff or third parties caused by improper installation, operation, maintenance or management of the

facilities, items for exhibition, and others will be the responsibility of the exhibitor(s) and the contractor(s) and not of MFTW. The exhibitor(s) and the contractor(s) are responsible to implement safety measures and have Public liability insurance beforehand.

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

- (1) All items for exhibition, materials for decoration, and waste must be completely cleaned up and transported away from the exhibition grounds before the end of the move-out period and must not affect the proceedings of the next and/or later exhibitions. If there is an event less day following the move-out period, all the items, materials and wastes may be transported off the ground during that time, with an additional lease fee charged. No excavators are allowed inside the exhibition grounds. It is advised that the exhibitor considers the length of time needed for performing move-in/out work and request reasonable lengths of time for work.
- (2) When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
- (3) Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed. A fine in the amount of NT\$2,000 to NT\$5,000 will be imposed on offenders according to the penalties.
- (4) Exhibitors are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Exhibitors are held fully accountable for any damage to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters. (Note: if any exhibition or decoration item exceeds the maximum height and width of an entrance/exit then it must be dismantled before entry or exit. Those that cause damage to the facility due to improper handling shall be liable for compensation)

F. Construction Guidelines For Second-Story Booth**【Form 2-3 & 2-4】**

1. In view of increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, participants in the show 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 cannot be used as storage space, or as an exhibition or promotional area.
3. With booth units measuring 3m x 3m, show participants must rent at least four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of second-story booths.
4. For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100 m² or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire extinguishers shall be placed on all floors in a clear position every 50m². Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.
5. The floor height of the second floor shall not exceed 2.5m. The total height of the construction shall not exceed 4 m. The floor height of the third floor shall not exceed 5m. The total height of the construction shall not exceed 6.5m, and so forth. To ensure structural safety, booths taller than three floors shall be constructed with steel structures.
6. To apply for the construction of second-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
 - One copy of the application form
 - One copy of the booth layout plan
 - One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
 - After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
7. The architect, civil engineer or structural engineer, who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure

that the booths have been constructed in accordance with the plans, and that safety is guaranteed.

8. The 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.
9. The total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
10. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.
11. If the usable floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second-story.
12. The load-bearing capacity of the second-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².
13. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, MFTW retains the right to immediately remove the entire structure.
14. Calculation method of the venue fee: (Exhibition rent/number of standard booths leased) *0.5*number of standard booths on second (and above) floor*days of exhibition (tax included).

G. Construction Guidelines For Booth Exceeding 4 Meters

【Form 2-5 & 2-6】

1. These Guidelines have been established for the construction of booths exceeding 4 meters. To set up booths exceeding 4 meters, participants in the show must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. With booth units measuring 3m x 3m, show participants must rent at least 8 units and be a peninsula shape (3 sides of the booths facing aisles) , in order to be eligible to apply for the construction of booths exceeding 4 meters.
3. To apply for the construction of booths exceeding 4 meters in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by mail prior to **March. 24 2023**. Construction cannot begin without prior written approval from MFTW.

- One copy of the application form
 - One copy of the booth layout plan
 - One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.
4. TAITRA will charge an "Exceeding fee", which is NTD100,000 (tax excluded) within 18 square meters. Those who exceed 18 square meters will be charged in proportion to the addition. Moreover, the exhibitor is required to be renting eight or more booths before being permitted to build structures that exceed the maximum allowed height. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 70 cm from the side edge of the lower structure between booths.
 5. 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.
 6. The architect, civil engineer or structural engineer, who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
 7. The height of the booths exceeding 4 meters must not be more than 6 meters. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the booths exceeding 4 meters should be maintained at 70cm, and the exterior of the walls should be decorated.
 8. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
 9. After TAITRA has granted written approval for the construction of booths exceeding 4 meters, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths.
 10. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the TAIPEI NANGANG EXHIBITION CENTER, Hall1.
 11. The constructor should take most care not to bump or make contact with the fire sprinkler.

For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.

H. Regulations Regarding Use Of The Promotional Balloon

【Form 2-7】

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

1. 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 2 meters.
- (4) The top of the balloon should not be higher than 7 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 deposit NT\$50,000(USD1,750) and pay an additional non-refundable fee of NT\$10,000(USD350).

2. 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.
 - (3) exhibitors are required to deposit NT\$50,000(USD1,750)
3. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
 4. Those wanting to use balloon(s) should submit the appropriate application (Form2-7) before **March. 24, 2023** with a T/T of NT\$60,000 (US\$2,100).
 5. For every exhibitor violation of above regulation, a NT\$10,000 (US\$350) penalty will be deducted from the exhibitor's balloon deposit.
 6. TAITRA will remove improper balloons raised without permission.

I. Exhibiting Rules & Regulations

1. General Notices

(1) Exhibition Items:

The organizer remains the right to prohibit exhibitors from exhibition if the exhibition items are not related to exhibition theme.

(2) Ban On Counterfeit:

Any products without clear instruction on land of origin or violate trademark or patent law will be prohibited from exhibiting. If any of violation discovered, the organizer remains the right to stop the violated exhibitor from exhibiting without returning the exhibition charges. If any lawsuit against the organizer happens, the exhibitor is liable for all damage.

(3) Changes To The Exhibition Dates And Venue:

The organizer has the right to change the exhibition dates and venue if natural disaster or unavoidable factors occurs. The exhibition charges will not be refundable. The organizer will bear no responsibility.

(4) Withdrawal From The Exhibition:

The exhibition charges will not be refunded if the exhibitor withdraws from exhibiting. Exhibitor, who downsizes its booths, is not allowed to refund its exhibition charges or ask to clear the charges with its down payment.

(5) Booth Transfer:

The exhibitor's name shall be the company name registered for the show. Exhibiting with non-registered name (including sponsor's name) or transferring its booth to others without notification to the organizer is not allowed. If any of the previously listed occurs, the organizer shall take back the booth and stop the non-registered company from exhibiting.

(6) During Exhibition:

During exhibition, exhibitor with live show shall obey organizer's rules and regulations for the maintenance of the hall. If smog, dust, stink or noise level beyond 70 db occurs and affects other exhibitors, the organizer may cancel the exhibitor's participation.

(7) Photo Shooting:

If displayed products are not allowed for photo shooting, the exhibitor is advised to hang on bilingual panel "no photo shooting" or "no video taping" inside stand.

2. Exhibition Hall Regulations**(1) Flower Pot Arrangement:**

To keep the hall tidy, it is not allowed to put flowerpots or flower rings, etc inside the hall. Please put flowerpots outside the exhibition hall. Exhibitor shall clean up after the exhibition ends.

(2) Prohibited Entrance:

Children under the age of 12 and pets are not allowed to enter the exhibition hall.

(3) Except for the organizer, the exhibitor is not allowed to distribute DM, conduct any promotional activities, or display personal items outside of the exhibitor's stand area.**《Liabilities Of Violation》**

If the exhibitor violates exhibition regulations or fails to have its stand-fitting contractor comply with the exhibition regulations, after noticed by the organizer but not correct, or situation is urgent and no time to inform the exhibitor, the organizer will discontinue stand's power supply and stop it from exhibiting.

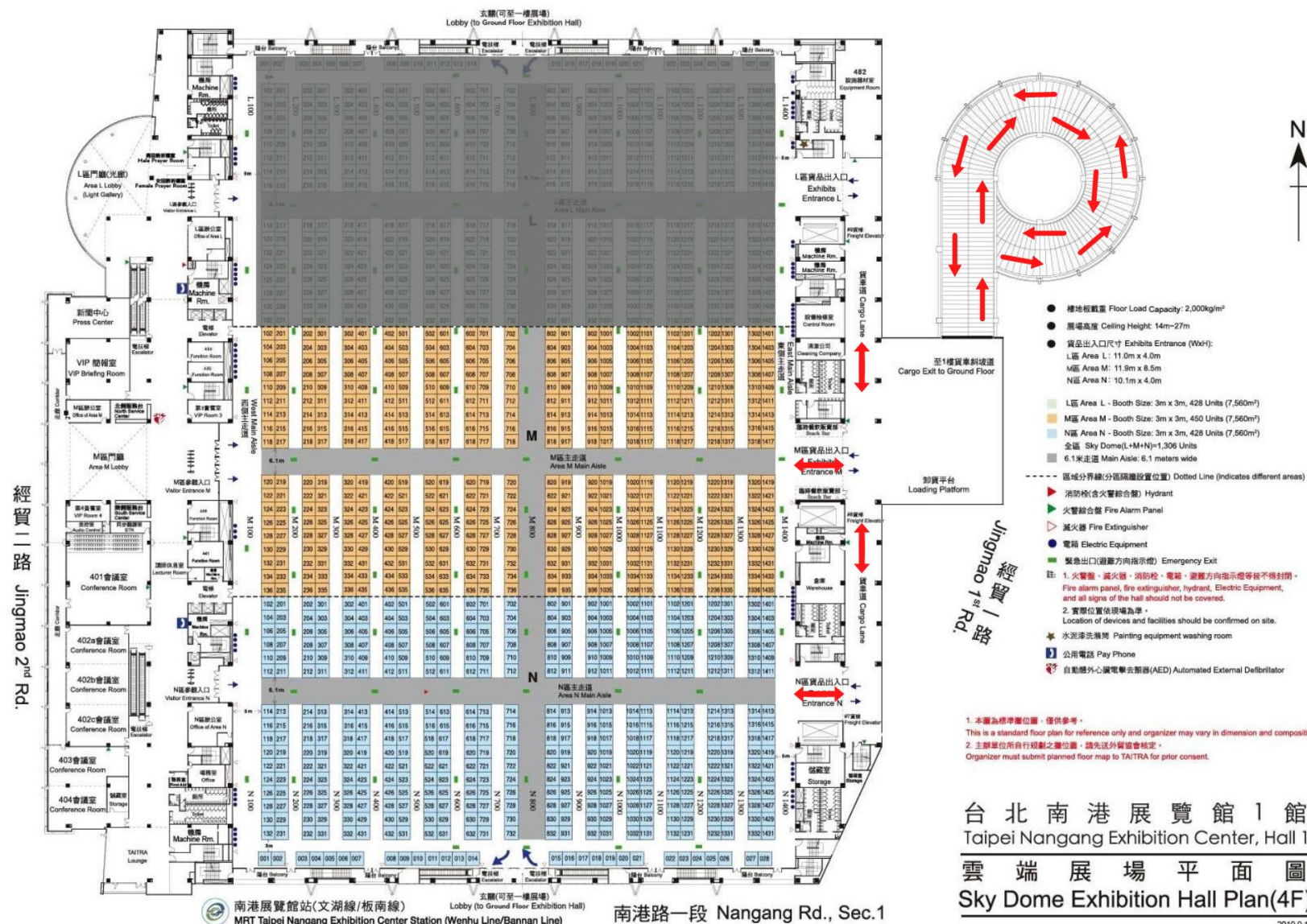
Shall there is anything needed to be added on, the organizer reserves the rights to amend at any time.

FORM 1-1 Route Map

Please get off the train at Nangang Station (terminal station),
then take the metro BL line to Taipei Nangang Exhibition Hall Station (BL23)



FORM 1-2 Truck Access Map



台北南港展覽館1館
Taipei Nangang Exhibition Center, Hall 1
雲端展場平面圖
Sky Dome Exhibition Hall Plan(4F)

Please read "raw space booth"

Fax or send this copy to
Tel: (886) 02-8729-1099*217 Fax: (886)
02-2747-6617
Contact person: Andrea Ko

Deadline

MAR. 24, 2023

Form 2-1

Taipei Nangang Exhibition Center Declaration of Exhibitor and Exhibitor Appointed Contractor (EAC)

For exhibitors who would like to appoint the contractor by themselves, please be sure to fax this declaration to +886-2-27476617 before **MAR 24, 2023** EAC should submit the stand layout design to the organizer for approvals. No construction in the exhibition hall will be permitted without the approvals from the organizer.

To organizer,

Our company, _____ (Exhibitor), Booth No. _____ appoints
_____ (Contractor), for booth decoration at Secutech 2023.

The appointed contractor will obey all the construction regulations of TaiNEX. If there are any violations of the rules, the exhibitor is willing to accept the exhibitor's penalty unconditionally and compensate for any damage and legal liabilities.

Agreed by

Authorized Signature : _____ (Signature and Company Stamp)

Contact person of exhibitor : _____

Tel : _____ Ext : _____

E-mail : _____

Contact Person on-the-scene : _____

Contact Person's Mobile Phone : _____

Please read "raw space booth"Fax or send this copy to
Tel: (886) 02-8729-1099*217 Fax: (886)
02-2747-6617
Contact person: Andrea Ko**Deadline****MAR. 24, 2023****Form 2-2**

Booth Construction Agreement

We agree to obey all the related regulations in TaiNEX and shall be liable for any claim and legal responsibility if there is any loss or damage of properties or injury of people resulted from the installation or improper use of electrical equipment or applications.

【Exhibitor Information】

Booth Contractor : _____

Address : _____

Tel : _____ Fax : _____

E-mail : _____

Booth Contractor : _____

Contact Person : _____

Exhibitors Name	Booth No.

Authorized Signature : _____ Date : _____

【Note】

Please read "Stand construction regulations in TaiNEX". Exhibitor is obligated to inform the appointed contractor to submit the booth construction drawing of basic construction to organizer. Booth construction drawing can not be modified without organizer and TaiNEX's approval.

Taipei Nangang Exhibiton Center Declaration of Two-story Booth Design <<<For Exhibitor>>>

Please note that a two-story design would cause an extra charge to the exhibitor. **The charge is 50% of the space rental* number of standard booths on second floor *days of exhibition (tax included).** Exhibitor or the contractor should submit the stand layout design to the organizer for approvals. No construction in the exhibition hall will be permitted without the approvals from the organizer.

To organizer,

Our company participates in Secutech 2023 at Taipei Nangang Exhibition Center, Hall 1 in April 26-28, 2023. We specially apply for a two-story booth design and will pay the extra charge. We should obey every regulation of 「Decorate Reminder of Two-story Booth of TaiNEX,TAITRA」.

Agreed by

Exhibitor: _____

Address: _____

Contact Person: _____

Tel: _____ Fax: _____

Booth No.: _____

First Floor: _____sq. m Second Floor: _____sq. m

Contractor: _____

Address: _____

Contact Person on site: _____

Mobile Phone: _____

Authorized Signature: _____ (Signature and Company Stamp)

Date: _____

NOTE (PREPARE)

1. One copy of the application form
2. One copy of the booth layout plan
3. One copy of the construction plan, 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 ratio.
4. A copy of the architect, civil engineer, or structural engineer's license, certificate and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.

Please read "raw space booth"

Fax or send this copy to

Tel: (886) 02-8729-1099*217 Fax: (886) 02-2747-6617

Contact person: Andrea Ko

E-mail: andrea.ko@taiwan.messefrankfurt.com

Deadline

MAR. 24, 2023

Form 2-4

Taipei Nangang Exhibition Center Declaration of Two-story Booth Design

<<<For Contractor>>>

To organizer,

Our company guarantees that we construct the booth according to the layout approved by the organizer. We are liable for legislation responsibility and obeying every regulation of 「Decorate Reminder of Two-story Booth of TaiNEX ,TAITRA」.

Our company is liable for any legal responsibilities, and we guarantee that the organizer Messe Frankfurt (H.K.) Limited Taiwan Branch and Taiwan External Trade Development Council are free from any civil or criminal accusation if there are any losses or damages of properties or injury of people resulted from a harmful design or construction, improper use, or dismantle. We will compensate the organizer for any litigation fee and lawyer payment.

Agreed by

Contractor: _____

Address : _____

Contact Person on site: _____

Exhibitor: _____

Address: _____

Contact Person: _____

Tel.: _____ Fax: _____

Booth No.: _____

Authorize Signature: _____

(Signature and Company Stamp)

Date: _____

Account Holder : MESSE FRANKFURT (H.K.) LIMITED TAIWAN BRANCH

Bank Name : HSBC Bank (Taiwan) Limited NTD A/C No. : 001-010867-061 Swift code : HSBCTWTP

Bank Address : FLOOR 13-14, NO.333, SEC.1, KEELUNG ROAD TAIPEI CITY 110, TAIWAN

Taipei Nangang Exhibition Center APPLICATION FOR CONSTRUCTION OF BOOTH EXCEEDING 4 METERS

<For Exhibitor>

To organizer,

Our company participates in Secutech 2023 at Taipei Nangang Exhibition Center, Hall 1 in April 26-28, 2023. We specially apply for booths exceeding 4 meters design approval and will pay the extra charge. We should obey every regulation of 「APPLICATION FOR CONSTRUCTION OF BOOTH EXCEEDING 4 METERS of TaiNEX, TAITRA」.

Agreed by

Company: _____

President of company: _____ (signature)

E-mail: _____ Date: _____

Tel: _____ Fax: _____

Booth Number: _____

Area of Ground Booth: _____ square meters

Area of Booth Exceeding 4 Meters: _____ square meters

Contractor for the Booths Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel: _____ Fax: _____

E-mail: _____

Person in Charge: _____

NOTE (PREPARE)

1. One copy of the application form
2. One copy of the booth layout plan
3. One copy of the construction plan, 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 ratio.
4. A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on booths exceeding 4 meters.

Please read "raw space booth"

Fax or send this copy to

Tel: (886) 02-8729-1099*217 Fax: (886) 02-2747-6617

Contact person: Andrea Ko

E-mail: andrea.ko@taiwan.messefrankfurt.com

Deadline**MAR. 24, 2023****Form 2-6****Taipei Nangang Exhibition Center
CONFIRMATION OF BOOTH EXCEEDING 4 METERS DESIGN**

<<<For Contractor>>>

To: Taiwan External Trade Development Council (TAITRA)

_____(name of the exhibitor / booth number)

applies for the approval of the construction of booths exceeding 4 meters in Secutech 2023.

In Taipei Nangang Exhibition Center, Hall 1, we have checked the structural design of the booths and ensured that it is safe and complied with the related regulations of the Taipei Nangang Exhibition Center. We will also take responsibility for on-the-spot supervision during construction. We will issue a certificate upon its completion.

Architect Company:_____

Structural Engineer Company:_____

Address:_____

Tel:_____ Fax:_____

E-mail:_____

Architect:_____ (Signature)

Structural Engineer:_____ (Signature)

Inspector:_____ (Signature)

Date:_____

NOTE

If exhibitors need to build structures exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary **before Mar. 24, 2023** TAITRA will charge an "Exceeding fee", which is NTD100,000 (USD3,500) (tax excluded) within 18 square meters. For those who exceed 18 square meters will be charged in proportion to the addition. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 70 cm from the side edge of the lower structure between booths.

Account Holder : MESSE FRANKFURT (H.K.) LIMITED TAIWAN BRANCHBank Name : HSBC Bank (Taiwan) Limited NTD A/C No. : 001-010867-061 Swift code : HSBCTWTPBank Address : FLOOR 13-14, NO.333, SEC.1, KEELUNG ROAD TAIPEI CITY 110, TAIWAN

PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To: Taiwan External Trade Development Council (TAITRA)

Our company, _____, participates in secutech 2023 at Taipei Nangang Exhibition Center, Hall 1 on April 26-28, 2023. We specially apply for the right to use a balloon / balloons inside the exhibition hall. We should obey every regulation of TaiNEX, TAITRA.

Balloon Type:

☐ Big Balloon (diameter <1.5m) (max: 1unit)

(It should be filled with Helium. Maximum height of a big balloon: 7 meters)

※ To apply for a promotional balloon exceeding 5 m and less than 7 m in height, exhibitors are required to pay of NT\$10,000(US\$360) and pay an additional refundable fee of NT\$50,000(US\$1,800).

☐ Small Balloon

(It should be filled with Helium or safety gas. Maximum height of small balloon: 4 meters)

(exhibitors are required to pay an additional refundable fee of NT\$50,000(US\$1,800))

If the rented balloon is damaged or flew to the top of the roof, Messe Frankfurt (H.K.) Limited Taiwan Branch reserves the right to deduct **NTD\$10,000 (USD\$360)** from exhibitor's security deposit at the end of the show. Exhibitors, who rented the balloon, will be responsible for any injury caused by the balloon, including litigation fees, lawyer fees or any other additional fees if apply.

Company: _____

Booth Number: _____

The Height of the Top of the Balloon: _____ M

(If the top of the balloon is higher than 5M, each balloon will be charged extra NT\$10,000)

Contact Person: _____

Tel: _____ Fax: _____

E-mail: _____ Mobile Phone: _____

Signature: _____ Date: _____

Account Holder : MESSE FRANKFURT (H.K.) LIMITED TAIWAN BRANCH

Bank Name : HSBC Bank (Taiwan) Limited NTD A/C No. : 001-010867-061 Swift code : HSBCTWTP

Bank Address : FLOOR 13-14, NO.333, SEC.1, KEELUNG ROAD TAIPEI CITY 110, TAIWAN

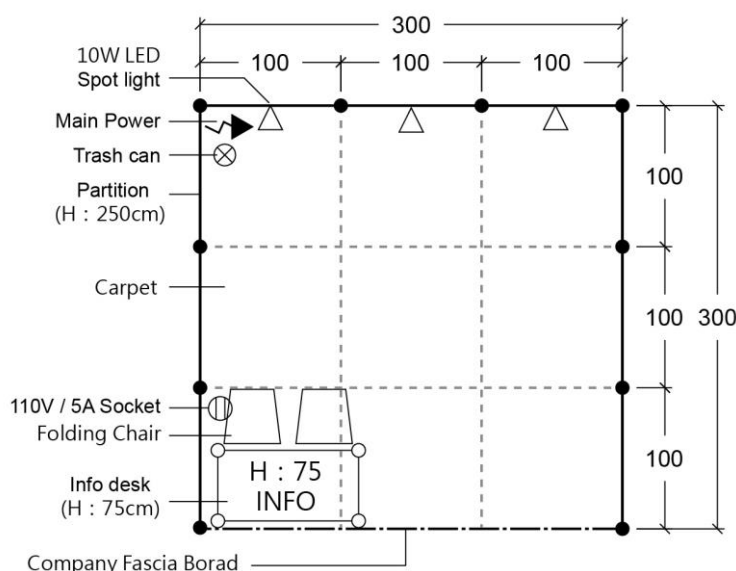
Please read each section carefully and familiarize yourself with all of its content, paying particular attention to all dates and deadlines for the services. The following items are provided by the Organizer; however, additional requirements have to be ordered through the official contractor –O'YA, we would be happy to advise you on the selection of the appropriate features for you.

■ Shell Scheme Booth :



The color of fascia board and carpet will depend on the organizer.
More upgrade stand type please refer to Form 3.5, if you require a customized design please contact us.

■ Shell Scheme Booth including (9 sqm) :



1. Partition : W300 x D300 x H250cm
2. Fascia (Company Name & Booth No.) : W300cmxH30cm
3. Info desk : W100 x D50 x H75cm 1 pc
4. Folding Chair : 2 pcs
5. 10W LED Spot light : 3 pcs
6. 110V / 5A(500W) Socket : 1 pc
7. Main Power : 1 pc
8. Carpet : W300 x L300cm 1 pc
9. Trash can : 1 pc

If exhibitor **does** require additional services please email us the Form 3-2, and Form 3-3.

If exhibitor **does not** require additional services please email us the Form 3-2.

Application for Shell Scheme Booth

1 · Fascia board – Please fill in company name ◦

☐ LOGO in fascia
(Form 3-3 No.39)

2 · Power Supply / Lighting

Each booth (9m²) is supplied 110V 500W (with NFB and DB) power free of charge; should you require extra power supply, lightings, or electrical requirements for your booth, please refer to Form 3-3 and Form 3-7 or contact O'YA for further advice.

3 · Plan Layout

☐ Placed as the example (Form 3-1 Shell Scheme Booth)☐ Draw stand showing desired installation here:

Indicate adjacent aisle or booth number : _____

Indicate adjacent aisle or boothnumber

Indicate adjacent aisle or boothnumber

Indicate adjacent aisle or booth number : _____

Important : Kindly be reminded to notice the followings, please tick the boxes after reading.

- ☐ Please apply enough power supply and lights with O'YA; for exhibitors are prohibited to install or dismantle any electricity items or power supply by themselves in the hall. On-site orders will be surcharged at 50% in NTD CASH ONLY if it available and will be issued when the payment completed.
- ☐ All the equipment is rental; please do not screw, painting, pasting on any equipment. The exhibitor has to compensate if the equipment is damaged or lost. Exhibitor has to dismantle all posters and graphics if it is printed by exhibitor, or it will be charged NT\$2,000 each panel for dismantling fee.

Exhibitor				booth no.	
Contact		Tel		Authorized by	Signature
E-MAIL					

Additional order for Shell Scheme Booth

NO	Item	Dimension	Unit Price(US\$)	QTY.	Total(NT\$)	NO	Item	Dimension	Unit Price(US\$)	QTY.	Total(NT\$)
1	Info desk	100x50xH75	29			25	Spot light (warm)	10W(excluding Electricity)	11		
2	Info desk	100x50xH100	36			26	Arm light (warm)	10W(excluding Electricity)	12		
3	Square table	70x70xH75	29			27	Spot light (cool)	10W(excluding Electricity)	12		
4	Shelf (Slope / Flat)	100x30	11/11			28	Arm light (cool)	10W(excluding Electricity)	13		
5	Display platform	50x50xH75/100	26/29			29	52W Spot light	warm/cool	35		
6	Display platform	100x50xH75/100	26/29			30	52W Arm light	warm/cool	40		
7	Lockable platform	100x50xH75	36			31	Socket 110V/5A	excluding Electricity	11		
8	Lockable platform	100x50xH100	42			32	Socket 220V/15A		24		
9	Low Glass Showcase	100x50xH100	120			33	Power supply (refer Form 3-8)	110V_____KW			
10	High Glass Showcase	100x50xH200	180			34	Power supply (refer Form 3-8)	220V_____A			
11	Partition board	100xH250	26			35	Upgrade booth with package (refer Form 3-4)	Booth Type _____			
12	Folding Door	100xH250	48			36					
13	Wooden Door	100xH250	100			37	Carpet	100x100(1m²)	8		
14	Pegboard	90xH120/H190	30/36			38	42" Plasma (including socket)		380		
15	Pegboard Hook	10cm/15 cm	2/2			39	LOGO Print out	(File format: AI)	13		
16	Wall Mount wooden board (for TV)		72			40	Poster Print out with foam board	295xH22CM	32		
17	Wooden board	100xH50/H120	72/104			41	Poster Print out				
18	Hook for pegboard panel	4 pcs	40			42					
19	Folding chair	black	6			43					
20	Glass round table	Ø75xH73	32			44					
21	Bar Table	black / white	40/48			SUBTOTAL			US \$		
22	Bar stool	black / white	26/29			30% SURCHARGE (if order placed WITHIN 15 DAYS PRIOR to the show)			US \$		
23	A4 brochure stand (vertical)	30xH177	32			5% VAT			US \$		
24	Plant	H60 / H90	5/7			TOTAL			US \$		

Important : Kindly be reminded to notice the followings, please tick the boxes after reading.

- ☐ Please order all services before **March 22, 2023**; a 30% surcharge for late orders will be charged.
- ☐ Please complete the full payment via bank transfer before April 10, 2022.
- ☐ An administration fee of 30% of total amount will be charged if the order is canceled within 15 days before show opening. There will be no refund for cancellation during set up and show days.
- ☐ If on-site orders are available, it will be surcharged at 50%, and all on-site orders must be paid in NTD CASH ONLY.

All orders must be submitted with full payment via bank transfer	O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.
	BANK : HUA NAN COMMERCIAL BANK, LTD CHIEN CHEN BRANCH
	USD A/C : 105-97-000986-1
	BANK Address : 38, Sec. 1, Chung-King South Road, Taipei, Taiwan, R.O.C.
	SWIFT : HNBKWTWP105

Exhibitor		Booth no.	
Invoice Address		Contact	Ms. / Mr.
e-mail		Authorized by	Signature
Tel			

O'YA offers various packages with preferential price:

- ◎ If you purchase the raw space, for the charges please refer to "Raw space upgrade".
- ◎ If you purchase the shell scheme booth, for the charges please refer to "Shell scheme upgrade".

Upgrade : **A1** (9 sqm)

Raw space upgrade : US\$ 565

Shell scheme upgrade : US\$ 315



NO.	Item	Qty	Unit
1	System partition 300X300XH250CM	1	Pc
2	Company name fascia board H100CM (Including fascia poster & logo)	1	Pc
3	Needle punch carpet	9	Sqm
4	Glass Round Table Ø75CMxH73CM	1	Pc
5	Black Chair	3	Pcs
6	Information counter W100D50H75CM	1	Pc
7	1/4 Round Display Platform W50H75CM	1	Pc
8	10W LED Spotlight(warm light)	3	Pcs
9	Socket 110V/500W	1	Pc
10	Trash can	1	Pc

Additional furniture rental please fill in Form 3-3

Note : All items are on rental basis, will not be refunded or exchanged.

Upgrade : **A2** (9 sqm)

Raw space upgrade : US\$ 765

Shell scheme upgrade : US\$ 515



NO.	Item	Qty	Unit
1	System partition 300X300XH250CM	1	Pc
2	Company name fascia board H125CM (Including fascia poster & logo)	1	Pc
3	Needle punch carpet	9	Sqm
4	Information counter W100D50H75CM	1	Pc
5	Black Chair	3	Pcs
6	Socket 110V/500W	1	Pc
7	10W LED Spotlight (warm light)	7	Pcs
8	Trash can	1	Pc

Additional furniture rental please fill in Form 3-3

Note : All items are on rental basis, will not be refunded or exchanged.

O'YA offers various packages with preferential price:

- ◎ If you purchase the raw space, for the charges please refer to "Raw space upgrade".
- ◎ If you purchase the shell scheme booth, for the charges please refer to "Shell scheme upgrade".

Upgrade : **B1** (18 sqm)

Raw space upgrade : US\$ 1,205

Shell scheme upgrade : US\$ 705



NO.	Item	Qty	Unit
1	System partition 600X300XH250CM	1	Pc
2	Fascia board H100CM (Including fascia poster & logo)	1	Pc
3	Needle punch carpet	18	Sqm
4	Lockable platform W100D50H75CM	2	Pcs
5	Glass Round Table Ø75CMxH73CM	2	Pcs
6	Folding Chair	6	Pcs
7	Socket 110V/500W	1	Pc
8	10W LED Spotlight(warm light)	10	Pcs
9	Trash can	1	Pc
Additional furniture rental please fill in Form 3-3			

Note : All items are on rental basis, will not be refunded or exchanged.

Upgrade : **B2** (18 sqm)

Raw space upgrade : US\$ 1,530

Shell scheme upgrade : US\$ 1,030



NO.	Item	Qty	Unit
1	System partition 600X300XH250CM	1	Set
2	Fascia board H25CM (Including poster)	1	Set
3	10W downlight for Company Name Fascia board	6	Pcs
4	Company Name Fascia board H75CM (Including fascia poster & logo)	1	Pc
5	Needle punch carpet	18	Sqm
6	Glass Round Table Ø75CMxH73CM	1	Pc
7	Folding Chair	4	Pcs
8	Lockable Platform W100D50H100CM	2	Pcs
9	Square Display Platform W100D50H75CM	2	Pcs
10	10W LED Spotlight(warm light)	6	Pcs
11	Socket 110V/500W	1	Pc
12	Trash can	1	Pc
Additional furniture rental please fill in Form 3-3			

Note : All items are on rental basis, will not be refunded or exchanged.

O'YA offers various packages with preferential price:

- ◎ If you purchase the raw space, for the charges please refer to "Raw space upgrade".
- ◎ If you purchase the shell scheme booth, for the charges please refer to "Shell scheme upgrade".

Upgrade : **B1** (18 sqm)

Raw space upgrade : US\$ 1,205

Shell scheme upgrade : US\$ 705



NO.	Item	Qty	Unit
1	System partition 600X300XH250CM	1	Pc
2	Fascia board H100CM (Including fascia poster & logo)	1	Pc
3	Needle punch carpet	18	Sqm
4	Lockable platform W100D50H75CM	2	Pcs
5	Glass Round Table Ø75CMxH73CM	2	Pcs
6	Folding Chair	6	Pcs
7	Socket 110V/500W	1	Pc
8	10W LED Spotlight(warm light)	10	Pcs
9	Trash can	1	Pc
Additional furniture rental please fill in Form 3-3			

Note : All items are on rental basis, will not be refunded or exchanged.

Upgrade : **B2** (18 sqm)

Raw space upgrade : US\$ 1,530

Shell scheme upgrade : US\$ 1,030



NO.	Item	Qty	Unit
1	System partition 600X300XH250CM	1	Set
2	Fascia board H25CM (Including poster)	1	Set
3	10W downlight for Company Name Fascia board	6	Pcs
4	Company Name Fascia board H75CM (Including fascia poster & logo)	1	Pc
5	Needle punch carpet	18	Sqm
6	Glass Round Table Ø75CMxH73CM	1	Pc
7	Folding Chair	4	Pcs
8	Lockable Platform W100D50H100CM	2	Pcs
9	Square Display Platform W100D50H75CM	2	Pcs
10	10W LED Spotlight(warm light)	6	Pcs
11	Socket 110V/500W	1	Pc
12	Trash can	1	Pc
Additional furniture rental please fill in Form 3-3			

Note : All items are on rental basis, will not be refunded or exchanged.

O'YA offers various packages with preferential price:

- ◎ If you purchase the raw space, for the charges please refer to "Raw space upgrade".
- ◎ If you purchase the shell scheme booth, for the charges please refer to "Shell scheme upgrade".

Upgrade : **C1** (36 sqm)



Raw space upgrade : US\$ 2,610

Shell scheme upgrade : US\$ 1,610

NO.	Item	Qty	Unit
1	System partition with storage 600X100XH250CM	1	Pc
2	Company Name Fascia board W600H150CM (Including fascia poster & logo)	1	Pc
3	Needle punch carpet	36	Sqm
4	Poster with foam board (W600*H150cm)	1	Pc
5	Glass Round Table *2 ; Black Chair *8	1	Set
6	Information counter W150D50H100CM	1	Pc
7	Socket 110V/500W	2	Pc
8	10W LED Arm Light (warm light)	6	Pcs
9	Trash can	1	pc
Additional furniture rental please fill in Form 3-3			

Note : All items are on rental basis, will not be refunded or exchanged.

Upgrade : **C2** (36 sqm)



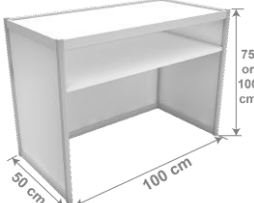


















Raw space upgrade : US\$ 2,835

Shell scheme upgrade : US\$ 1,835

NO.	Item	Qty	Unit
1	System partition 600X100XH250CM	1	Set
2	Company Name Fascia board W600H100CM (Including fascia poster & logo)	1	Set
3	Needle punch carpet	36	Sqm
4	Glass Round Table Ø75CMxH73CM	2	Pc
5	Folding Chair	6	Pcs
6	Info desk W100D50H100CM	2	Pcs
7	Arc Round Platform H100CM	2	Pcs
8	Storage Partition W200D100H250CM	1	Pc
9	1/4 Round Display Platform	2	Pcs
10	Display Platform W100D50H75CM&H100CM	1	Pc
11	Square Display Platform W50D50H100CM	2	Pcs
12	Socket 110V/500W	2	Pc
13	10W LED Arm Light (warm light)	12	Pcs
14	Trash can	1	Pc
Additional furniture rental please fill in Form 3-3			

Note : All items are on rental basis, will not be refunded or exchanged.

Furniture, Electricity, Media, Graphics, and other equipment - 1

			
Info desk 100x50xH75/H100cm	Lockable platform 100x50xH75/H100cm	Display platform 100x50xH75/H100cm	Display platform 50x50xH75/H100cm
			
Low Glass Showcase 100x50xH100cm	High Glass Showcase 100x50xH200cm	Square table 70x70xH75cm	Shelf (Slope / Flat) 100x30cm
			
Folding Door 100xH250cm	Wooden door 100xH250cm	Peg Board (exclude hook) 90xH120/H180cm	Peg Board Hook 10/15cm
			
Glass Round Table Ø75x73cmH	Folding Chair (Black)	A4 brochure stand (vertical)	
			
Bar Table (Black) Ø 60xH106 cm	Bar Stool (Black) H72cm	Bar Table (White) Ø 60xH72	Bar Stool (White) H55-77cm

Furniture, Electricity, Media, Graphics, and other equipment - 2

			
Wall Mount wooden board	Socket 110V	Socket 220V	Universal socket
			
LED Spotlight 10W	LED Arm light 10W	LED Spotlight 52W	LED Arm light 52W

NOTICE :

All the equipment is rental; please do not screw, painting, pasting on any equipment. The exhibitor has to compensate if the equipment is damaged or lost. Exhibitor has to dismantle all posters and graphics if it is printed by exhibitor, or it will be charged NT\$2,000 each panel for dismantling fee.

『Raw Space Only』**1 • Technical Services**

Each booth (9m²) is supplied with 110 Volts / 0.5 kilowatt (with NFB and DB) power free of charge.

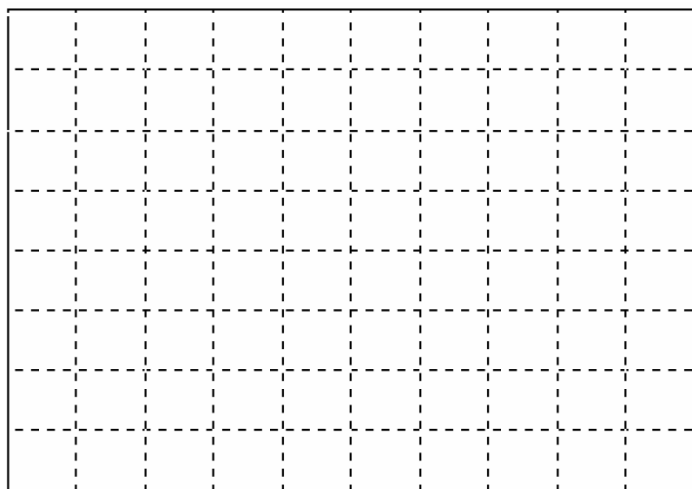
Booth total: the number of _____ x 0.5 kW = _____ free of charge;

- ☐ No exceed basic power supply. Please confirm with your contractor.
- ☐ Additional requirement power supply.(For the charges please refer to Form3-7)

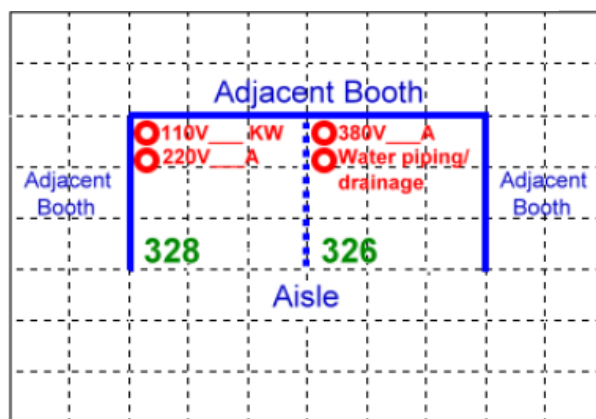
2 • Plan of Technical

1. This plan is not for booth construction purposes. Please mark the following details on the plan: booth number, type of booth, neighbor booth number, exact position(s) of technical items, and the supply of watts and volts for DB.
2. If it cannot be marked below, please enclose the drawing with Form 3-6 and Form 3-7(if applicable) and indicate company name, contact, and booth number.

My booth (Sketch in preferred location) :



Example :



Important – Please read and check the boxes below and inform to the person on site.

- ☐ All applications are required to submit the technical plan with Form 3-7.
- ☐ If not specified or plan otherwise all your requested utility points will be upon our contractor's discretion.
- ☐ A 50% surcharge for any relocation on-site order will be at the expense of exhibitor in NTD cash.
Re-installation will be issued when the payment completed. Cables will be open wiring.
- ☐ All equipment is rental; the exhibitor has to compensate if the equipment is damaged or lost.

Exhibitor				booth no.	
Contact		Tel		Authorized by	Signature
E-MAIL					

『Raw Space Only』

Technical Services									
	Item & Description	Unit Price (US\$)	Qty.	Total (US\$)		Item & Description	Unit Price (US\$)	Qty.	Total (US\$)
1	110V 0.5 KW	32			17	3Ø-4W 380V 15A(14HP)	291		
2	110V 1 KW	63			18	3Ø-4W 380V 20A(18HP)	365		
3	110V 1.5 KW	90			19	3Ø-4W 380V 30A(27HP)	813		
4	110V 2 KW	116			20	Water	159		
5	110V 3 KW	174			21	Ground line(+G) for 50A and below	73		
6	110V 4 KW	231			22	Ground line(+G) for 50A and above	97		
7	110V 6 KW	342			23	Ground line(+G) for 100A and above	171		
8	110V 9 KW	509			Refer to Form 3-8 for additional services				
9	110V 12 KW	683			24	110V _____ KW			
10	110V 15 KW	867			25	1Ø-3Ø3W 220V _____ A			
11	110V 18 KW	1,035			26	3Ø-4W 380V _____ A			
12	110V 22 KW	1,266			27	3Ø-4W 440V _____ A			
13	110V 30 KW	1,722			28	24 hrs _____ V _____ A			
14	1Ø—3Ø3W220V 15A(5HP)	122			SUBTOTAL \$				
15	1Ø—3Ø3W220V 20A(7HP)	146			A surcharge of 30% for late order after Mar 16 , 2021 \$				
16	1Ø—3Ø3W220V 30A(10HP)	243			TOTAL \$				

Important – Please read and check the boxes below.

- ☐ Technical plan has to be submitted before March 22, 2023..
- ☐ Deadline for ordering all services before March 22, 2023.. A 30% surcharge for late orders will be billed.
- ☐ Orders cannot be confirmed until payment has been made in full. Fully pay before April 10, 2023. Bank costs should be paid by exhibitor. Orders are valid when the accompanied by full payment.
- ☐ An administration fee will be surcharge of 30% for late order or cancelled within 15 days before show opening. No refund will be made for on-site cancellation.
- ☐ On-site order will be surcharged at 50% in NTD cash only and will be issued when the payment completed.
- ☐ Please keep a copy for your records.

All orders must be submitted with full payment via bank transfer		O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.	
		BANK : HUA NAN COMMERCIAL BANK, LTD CHIEN CHEN BRANCH USD A/C : 105-97-000986-1 BANK Address : 38, Sec. 1, Chung-King South Road, Taipei, Taiwan, R.O.C. SWIFT : HNBKWTWP105	
Exhibitor		Booth no.	
Invoice Address		Contact	Ms. / Mr.
e-mail		Authorized by	Signature
Tel			

TARIFF FOR HEAVY DUTY ELECTRIC POWER

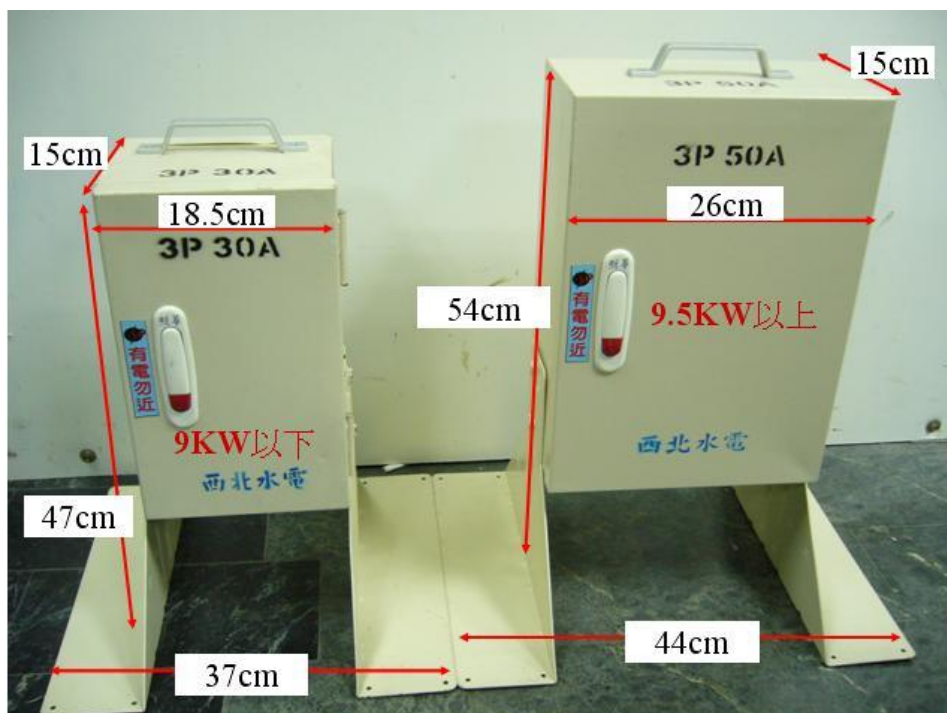
No.	Item & Description	Unit Price (US\$)	No.	Item & Description	Unit Price (US\$)
A 110V power consumption					
1	110V 0.5KW	32	9	110V 12KW	683
2	110V 1KW	63	10	110V 15KW	867
3	110V 1.5KW	90	11	110V 18KW	1,035
4	110V 2KW	116	12	110V 22KW	1,266
5	110V 3KW	174	13	110V 30KW	1,722
6	110V 4KW	231	14	110V 45KW	2,625
7	110V 6KW	342	15	110V 60KW	3,444
8	110V 9KW	509			
B Heavy-Duty power supply					
1	1Ø-3Ø3W 220V 15A(5HP)	122	15	3Ø4W 380V 15A(14HP)	291
2	1Ø-3Ø3W 220V 20A(7HP)	146	16	3Ø4W 380V 20A(18HP)	365
3	1Ø-3Ø3W 220V 30A(10HP)	243	17	3Ø4W 380V 30A(27HP)	813
4	1Ø-3Ø3W 220V 40A(14HP)	291	18	3Ø4W 380V 40A(36HP)	1,372
5	1Ø-3Ø3W 220V 50A(17HP)	353	19	3Ø4W 380V 50A(45HP)	1,929
6	1Ø-3Ø3W 220V 60A(20HP)	402	20	3Ø4W 380V 60A(53HP)	2,609
7	1Ø-3Ø3W 220V 75A(25HP)	680	21	3Ø4W 380V 75A(67HP)	4,477
8	1Ø-3Ø3W 220V 100A(34HP)	1,237	22	3Ø4W 380V 100A(89HP)	6,234
9	1Ø-3Ø3W 220V 125A(42HP)	1,747	23	3Ø4W 440V 15A(16HP)	340
10	1Ø-3Ø3W 220V 150A(50HP)	2,232	24	3Ø4W 440V 20A(21HP)	437
11	1Ø-3Ø3W 220V 175A(59HP)	3,360	25	3Ø4W 440V 30A(31HP)	1,056
12	1Ø-3Ø3W 220V 200A(67HP)	4,477	26	3Ø4W 440V 40A(41HP)	1,674
13	1Ø-3Ø3W 220V 225A(75HP)	5,471	27	3Ø4W 440V 50A(52HP)	2,487
14	1Ø-3Ø3W 220V 250A(84HP)	6,174	28	3Ø4W 440V 60A(62HP)	3,881
			29	3Ø4W 440V 75A(77HP)	5,725
C 24-hour power supply					
1	24hrs110V 5A(500W)	86	12	3Ø4W 380V 24 hrs. 20A(18HP)	1,117
2	24hrs110V 15A(1,500W)	256	13	3Ø4W 380V 24 hrs. 30A(27HP)	2,426
3	24hrs110V 20A(2,000W)	340	14	3Ø4W 380V 24 hrs. 40A(36HP)	4,100
4	24hrs110V 30A(3,000W)	510	15	3Ø4W 380V 24 hrs. 50A(45HP)	5,786
5	1Ø-3Ø3W 220V 24hrs. 15A(5HP)	243	16	3Ø4W 380V 24 hrs. 60A(53HP)	7,835
6	1Ø-3Ø3W 220V 24hrs. 20A(7HP)	353	17	3Ø4W 440V 24 hrs. 15A(16HP)	1,019
7	1Ø-3Ø3W 220V 24hrs. 30A(10HP)	668	18	3Ø4W 440V 24 hrs. 20A(21HP)	1,310
8	1Ø-3Ø3W 220V 24hrs. 40A(14HP)	874	19	3Ø4W 440V 24 hrs. 30A(31HP)	3,178
9	1Ø-3Ø3W 220V 24hrs 50A(17HP)	1,067	20	3Ø4W 440V 24 hrs. 40A(41HP)	5,046
10	1Ø-3Ø3W 220V 24hrs 60A(20HP)	1,189	21	3Ø4W 440V 24 hrs. 50A(52HP)	7,471
11	3Ø4W 380V 24hrs 15A(14HP)	874	22	3Ø4W 440V 24 hrs. 60A(62HP)	11,643
D Water / Drain			E Additional Cost of Ground Line (+G)		
1	Water inlet and outlet	159	1	Ground line for 50A and below	73
			2	Ground line for 50A and above	97
			3	Ground line for 100A and above	171

ELECTRIC POWER SUPPLY REFERENCE

DESCRIPTION OF SERVICE/ITEMS	UNIT POWER
Desk-top Computer	200W
Notebook	20~50W
Monitor	50~100W
Laser Printer	50~800W
Inkjet Printer	50~150W
Television	100~150W
Sound system	100~200W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600~1500W
Overhead Projector	800W
Fax Machine	100W

Important – Please read carefully

1. Please calculate the electricity usage indeed; you may use this sheet to calculate your electricity usage.
2. If the electricity exceeds the basic use, 500W for each booth, please use Form 3-7 to apply additional electricity.



Application**1. Manpower Request**

Check	Item	Price / Person / Day	Date	Note
<input type="checkbox"/>	CH-EN Translator	NTD 65,000-8,500		
<input type="checkbox"/>	CH-EN Receptionist	NTD 3,500-5,500		
<input type="checkbox"/>	Booth Staff	NTD 2,650		
<input type="checkbox"/>	Show Girl	NTD 8,000-12,000		Costume could be included
<input type="checkbox"/>	Stage Host	To Be Discussed		
<input type="checkbox"/>	Performance	To Be Discussed		
<input type="checkbox"/>	Doll Costume	To Be Discussed		

2. Water Request

Check	Item	Description	Price	Note
<input type="checkbox"/>	Bottled Water	24 bottles / unit (350 ml / bottle)	NTD 320	

3. Program Design and Executive

Item	Description	Price
Program Set	1.Construction / Decoration 2.Brochure / Flyer / Poster 3.Host / Show Girl / Sales / Receptionist 4.Equipment Rental 5.Booth Promotion	Based on the require- ment

- All the price above is excluded 5% of the tax and meal expense.
- All the price above is for reference only, please contact us for the latest price.

Company Name :

Booth Number:

Address:

E-mail:

Contact Number :

Fax :

Contact Person :

Date:

Please fax or send this copy to:

GTech Co., Ltd. Contact : Mr. Lin

TEL : +886-2-23450520 FAX : +886-2-23450573

Mobile : +886-916-988327

E-mail: limcs610304@gmail.com**Deadline****April. 22, 2023****Form 4-3****Computer Equipment Application**

Tick	Specs	Price (USD)	Unit	QTY	DATE
<input type="checkbox"/>	Wired Lan Establishment	35	line		
<input type="checkbox"/>	ADSL application(10M/10M)	300	line		
<input type="checkbox"/>	ADSL application(20M/20M)	340	line		
<input type="checkbox"/>	ADSL application(50M/50M)	440	line		
<input type="checkbox"/>	ADSL application(100M/100M)	540	line		
<input type="checkbox"/>	4G Wireless Lan Card with setting	85	Piece		
<input type="checkbox"/>	Wireless AP with setting	120	Piece		
<input type="checkbox"/>	High efficiency Wireless AP with setting	240	Piece		
<input type="checkbox"/>	Desktop(i5 cpu) with 19"LCD Rental	140	Set		
<input type="checkbox"/>	Laptop(i5 cpu) Rental	140	Set		
<input type="checkbox"/>	Desktop(i7 cpu) with 22"LCD Rental	185	Set		
<input type="checkbox"/>	Laptop(i7 cpu) Rental	185	Set		
<input type="checkbox"/>	Desktop(i7 cpu) with VR spec Rental(I7-6700/8G/1TB/GTX1060/WIN10)	340	Set		
<input type="checkbox"/>	19" LCD Rental	50	Set		
<input type="checkbox"/>	22" LCD Rental (FULL HD)	70	Set		
<input type="checkbox"/>	24" LCD Rental (FULL HD)	100	Set		
<input type="checkbox"/>	27" LCD Rental (FULL HD)	135	Set		
<input type="checkbox"/>	32" LCD TV Rental(FULL HD)	166	Set		
<input type="checkbox"/>	42" LCD TV Rental (FULL HD)	250	Set		
<input type="checkbox"/>	42" LCD TV Rental (4K)	400	Set		
<input type="checkbox"/>	49" LCD TV Rental (4K)	540	Set		
<input type="checkbox"/>	50" LCD TV Rental (FULL HD)	340	Set		
<input type="checkbox"/>	55" LCD TV Rental (FULL HD)	400	Set		
<input type="checkbox"/>	55" LCD TV Rental (4K)	670	Set		
<input type="checkbox"/>	65" LCD TV Rental (FULL HD)	670	Set		
<input type="checkbox"/>	70" LCD TV Rental (FULL HD)	1,000	Set		
<input type="checkbox"/>	75" LCD TV Rental (FULL HD)	1,170	Set		
<input type="checkbox"/>	80" LCD TV Rental (FULL HD)	1,340	Set		
<input type="checkbox"/>	42" Touch Screen Rental (FULL HD)	500	Set		

<input type="checkbox"/>	55" Touch Screen Rental (FULL HD)	840	Set		
<input type="checkbox"/>	65" Touch Screen Rental (FULL HD)	1170	Set		
<input type="checkbox"/>	55" KIOSK Rental (4K)	1000	Set		
<input type="checkbox"/>	Portable audio(with 2 mics and stand) rental	200	Set		
<input type="checkbox"/>	2M Truss stand rental	70	Set		
<input type="checkbox"/>	22" All-in-one Touch Screen Desktop	200	Set		
<input type="checkbox"/>	24" All-in-one Touch Screen Desktop	240	Set		
<input type="checkbox"/>	SURFACE 10" Rental(Wifi)	140	Set		
<input type="checkbox"/>	SURFACE 12.9" Rental(Wifi)	185	Set		
<input type="checkbox"/>	Android Tablet 10" Rental(Wifi)	120	Set		
<input type="checkbox"/>	Ipad Air 2Rental(Wifi)	120	Set		
<input type="checkbox"/>	Ipad Air 2Rental(4G with sim card)	150	Set		
<input type="checkbox"/>	Ipad Pro 12.9"Rental(Wifi)	200	Set		
<input type="checkbox"/>	Anti-theft device for tablet or hand phone	70	Set		
Insurance Fee					35
5% VAT					
TOTAL					

Company Name : _____ Stand No: _____ Floor: ☐Ground ☐ Upper
 Address : _____
 E-mail : _____ Tel: _____ Fax: _____

COMBINED COMMERCIAL INVOICE & PACKING LIST

NAME OF EXHIBITOR: _____

ADDRESS: _____

CONSIGNEE: TRIUMPH TRANS-LINK LOGISTICS CO., LTD.

RM 5-2, 5FL NO. 99 CHUNG SHAN NORTH ROAD SEC. 2,
TAIPEI, TAIWAN TEL: 886-2581-1133 FAX: 886-2-2581-9635

FOR: SECUTECH 2023 / APR. 26-28, 2023

TWTC NANGANG EXHIBITION CENTER, HALL 1

STAND NO: _____

HALL NO: _____

TELEPHONE: _____

TELEX: _____ FAX: _____

REMARKS

A: RE-EXPORT AFTER EXHIBITION

B: DISPOSED OF/CONSUMED

C: GIVEN AWAY/SOLD

• PLEASE TICK WHERE APPLICABLE

Document Deadlines
By Sea: MAR. 31, 2023
By Air: APR. 07, 2023
Form 4-3

CASE NO.	DIMENSIONS LxBxH(cm)	VOLUME (CBM)	WEIGHT(KG)		DESCRIPTION OF GOODS (IN ENGLISH)	H.S. CODE	QUANTITY	CIF VALUE (US\$)		REMARKS		
			GROSS	NET				UNIT VALUE	TOTAL VALUE	A	B	C

(To be completed by exhibitor)

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is true and correct and represent fair market value for the items described herein.

Signed for and on behalf of _____
Date _____ Country _____

Please fax or send this copy to:
TRIUMPH TRANS-LINK LOGISTICS CO., LTD.
Tel: 886-2-2581-1133 ext: 101 Fax: 886-2-2523-9449
Attn: Ms. Frances Lin
Email: frances@trans-link.com.tw

Deadlines

By Sea:
March. 31, 2023
By Air:
Apr. 07, 2023

POWER OF ATTORNEY

We hereby authorize TRIUMPH TRANS-LINK LOGISTICS CO LTD to receive, clear, transport and deliver our goods under

- ☐ 1) permanent importation
☐ 2) duty deposit temporary importation
☐ 3) TWTC bond temporary importation
☐ 4) CPD carnet/AIT carnet (carnet no. _____)

(pls tick where applicable)

For purposes of our participation at the following exhibition:

Exhibition Name : SECUTECH 2023

Exhibition Date : APR. 26-28, 2023

Exhibition Venue : TWTC NANGANG EXHIBITION CENTER, HALL 1

Power of Attorney given by:

Name : _____

Signature : _____

Company Stamp : _____

Date : _____

SHIPPING MANUAL

SECUTECH 2023
APR. 26-28, 2023
TWTC NANGANG EXHIBITION CENTER, HALL 1

Prepared by:

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SECUTECH 2023
APR. 26-28, 2023
TWTC NANGANG EXHIBITION CENTER, HALL 1

SHIPPING MANUAL

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SECUTECH 2023
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1. INTRODUCTION

We are pleased to have this opportunity to service all exhibitors participating in SECUTECH 2023.

Our comprehensive range of services include customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely despatch of your exhibits to Taipei. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organisers.

TRIUMPH TRANS-LINK LOGISTICS CO. LTD. will provide all lifting and handling equipment (such as pallet trucks, forklifts and cranes) on site for the moving-in of exhibits to the stands or vice versa.

We recommend that you engage the services of our overseas offices and agents worldwide for a complete logistics package for your exhibits 'door-to-door' from your country to your exhibition stand in Taipei. If you decide, however, not to use our recommended agents, we ask that you hand over this Shipping Manual to your freight forwarder for their compliance so that your exhibits can be correctly despatched and consigned to us. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

2. GENERAL INFORMATION

The Taiwanese Authorities working in line with international conventions permit exhibits to be imported into Taipei on 'Temporary Import' basis. To enable us to clear the exhibits under bond on 'Temporary Import' basis, please adhere to all instructions in this Shipping Manual.

3. **DOCUMENT DEADLINES**

The following documents must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Keelung Port or CKS Taoyuan Airport.

MAR. 31, 2023

Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments must be received by us for documentation prior to the arrival of vessel.

APR. 07, 2023

Copies of Commercial Invoice and Packing List for airfreight consignments must be received by us for documentation prior to the arrival of flight.

4. **CONSIGNMENT DEADLINES**

All exhibition goods must arrive in Taipei not later than :

APR. 14, 2023

Films and video tapes by airfreight.

APR. 07, 2023

Seafreight consignments.

APR. 14, 2023

Airfreight consignments.

For airfreight consignments, a fax pre-alert shall be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weights and dimensions upon uplift of goods.

In any such case, **TRIUMPH TRANS-LINK LOGISTICS CO., LTD.** will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given

5. **CONSIGNMENT INSTRUCTIONS**

All exhibition goods despatched either by seafreight or airfreight, shall be consigned "**Freight Prepaid**" as follows:

Consignee : Triumph Trans-Link Logistics Co. Ltd.
Room 5-2, 5th Floor, No. 99 Chung Shan North Road,
Sec. 2, Taipei, Taiwan
For : SECUTECH 2023
Name of Exhibitor : _____
Stand No. : _____
Notify : Triumph Trans-Link Logistics Co. Ltd.
Room 5-2, 5th Floor, No. 99 Chung Shan North Road,
Sec. 2, Taipei, Taiwan

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

6. CASE MARKINGS

All packages shall be marked as follows:

SECUTECH 2023
c/o Triumph Trans-Link Logistics Co. Ltd.
Name of Exhibitor :
Stand Numbers :
Case Numbers :
Gross Weight/Net Weight :
Dimensions :

7. DOCUMENTATION

For seafreight consignments, the following documents are required:

2 originals and 3 copies of Bill of Lading
1 copy of Commercial Invoice
1 copy of Packing List
1 copy of Catalogue of Exhibit
1 copy of Insurance Policy (if insured)

For airfreight consignments, the following documents are required:

2 originals and 3 copies of Airway Bill
1 copy of Commercial Invoice
1 copy of Packing List
1 copy of Catalogue of Exhibit
1 copy of Cargo Manifest (attached with MAWB)
1 copy of Insurance Policy (if insured)

To assist you in the preparation of documents, we have attached, at the end of this Shipping Manual, a specially designed Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

- a. All entries in these forms must be in the English Language.
- b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs - Lapel pins" or "wooden display plinth - floor standing", etc.
- c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
- d. The following declaration must be indicated: "The invoiced goods are of (country) origin and are intended for display purposes only at the exhibition site in Taipei."

The Combined Commercial Invoice and Packing List must be received by us not later than the deadlines.

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:

- 3 copies of House Bill of Lading
- 3 copies of Container Manifest

These two additional documents are required so that the container can be imported into Taipei as a FCL container without it being unstuffed in the port, and taken out as loose cargo.

For consolidated air shipments, a House AirwayBill for each exhibitor and a consolidation manifest must be issued.

8. PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and re-packing operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

9. STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the exhibition.

Note for freight forwarders:

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 3 to 5 days after the discharge of containers at the port. Should you require us to keep the container within the exhibition site for storage purposes and subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.

10. CPD CARNET

The CPD Carnet is accepted in Taiwan in the case of countries having similar bilateral Agreements with the Republic of China.

11. FILMS & VIDEO TAPES

Any films and video tapes to be shown at the exhibition must be cleared by the Government Information Office (GIO).

You are advised to courier these materials "Freight Prepaid" to us by APR. 14, 2023 to enable us to arrange for censorship clearance. 2 (two) copies of Invoice and Packing List and Power of Authority must be attached.

We would advise you against hand-carrying these items into Taipei, as they may be detained by the Taiwanese Customs and considerable time and effort may be required to clear them out in time for the exhibition.

12. FOODSTUFF/BROCHURES AND GIVEAWAY ITEMS (CONSUMABLES)

a. FOODSTUFF

We **do not recommend** that the exhibitors ship foodstuff or beverages to the exhibition and would suggest the exhibitors buy them in Taiwan. If it is essential that the exhibitors bring their own, please take note of the following:

- Foodstuff/beverages **MUST** be packed and documented separately from the exhibits to avoid delays in the customs clearance. It should be sent on a separate Bill of Lading or Airway Bill.
- Pre-alert documents must be faxed to us **at least** one(1) week prior shipment arrival to avoid any unnecessary delay in customs clearance.
- Full description (such as total number of pieces, brand of product) of the foodstuff/beverage items must be clearly given on the Combined Commercial Invoice and Packing List.

Please be guided that imported foodstuff and beverages attract very high duty rates. No exemption will be granted.

DO NOT MIX OR SHIP ALCOHOLIC DRINKS OR CANNED FOODSTUFF WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE TAIWANESE CUSTOMS/HEALTH AUTHORITIES.

Failure to comply with these instructions will cause unnecessary delays in clearance, any may lead to additional expenses incurred.

b. BROCHURES AND GIVEAWAY ITEMS

Brochures and giveaway items/souvenirs are permitted entry into Taiwan but some are subject to import duties of the CIF value. Such items **must be packed separately**.

13. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS INTO TAIWAN

a. GENERAL

- i. The following items must be imported on a duty & taxes-paid basis:
 - Non-commercial samples.
 - Giveaway or promotional articles.
 - Posters, photo-panels, catalogues, brochures and leaflets.
 - Lubrication oil and grease for maintenance of machinery during the exhibition.
 - Materials and equipment for use in the construction, installation, decoration and maintenance of booths.
 - Foodstuff and drinks to be consumed during the show.
 - Jewellery, precious stones and gold coins (hand-carried).
 - Liquors, spirits, wines and tobaccos.

- ii. Exhibits such as fresh flowers, live plants, etc must be imported on a duty-paid basis and in strict observance of Quarantine Regulations on Importation of Plants into the Republic of China.
- iii. Exhibits such as telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons and explosives need government endorsements and permits for importation.
- iv. In accordance with the Customs regulations in Taiwan, some stand materials may be imported under duty-deposit basis, but a rental tax at 10% of import duty amount will be charged.
- v. Effective 1 January 2002, additional business tax will be applied if shipment is imported under permanent import, business tax at 5% of CIF value will be charged.

b. EXHIBITS IN BOND

According to Customs regulations, goods on bonded status may remain in Taiwan for a maximum of one (1) month from the date of importation. During the show-days exhibits are not allowed to leave the show venue. They shall neither be sold nor re-exported until all the procedures are cleared by the exhibitors concerned. The Organiser has the rights to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

c. EXHIBITS IMPORTED ON A DUTY-DEPOSIT OR DUTY-PAID BASIS

Exhibits brought-in on a duty-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.

However, should exhibitor require TRIUMPH TRANS-LINK LOGISTICS CO LTD to act as their consignee on duty-deposit basis, then all exhibits must be re-exported after exhibition.

14. CUSTOMS EXAMINATION

The Taiwanese Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of '**NON DECLARATION**' and '**ERRONEOUS DECLARATION**'. In such cases, Trans-Link shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor.

15. EXHIBIT LAYOUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

16. RE-EXPORT/DISPOSAL OF EXHIBITS

Exhibitors are to indicate to us on the Combined Commercial Invoice and Packing List the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition.

We will be circulating a Disposal Instruction Form to you in due course for your completion so that we can plan for the return shipments after the exhibition. Re-export formalities will require at least 2 to 3 weeks to process before shipments can be sent out.

For goods destined for later exhibitions, our covered storage facility in Taipei can be utilized at a reasonable storage rate.

a. BONDED EXHIBITS

To provide exhibitors with adequate time to dispose of their exhibits either by sale locally or by re-export, goods must be returned to the bonded warehouse right after the show. Exhibits are allowed to be stored in the bonded warehouse for a period of up to three months after show. Any storage charges incurred will be charged to the account of the exhibitor concerned.

b. DUTY-PAID BASIS

Goods can be released from the show ground after the show closes regardless of when the said goods are sold.

17. SOLD EXHIBITS

Exhibitors must inform us during the exhibition period the details of the local buyers or agents so that we can advise them of the relevant procedures, duties/taxes involved for the sold exhibits (which will not be re-exported).

a. BONDED EXHIBITS

- i) An import permit is required to be obtained by the buyer on the basis of the relevant Commercial Invoices prepared by the exhibitor.
- ii) Payment of relevant charges and import duties is also the responsibility of the exhibitor or buyer.

b. EXHIBITS ON DUTY-PAID BASIS

Goods can only be released from the show venue only after the payment of relevant charges and import duties and taxes received by us. Goods will be transferred to our warehouse for storage pending the completion of Customs formalities and/or payment.

Note: The Customs Authorities are empowered to impose an uplift on the declared CIF value and all computation of Customs Duties/Taxes will be based on the new/uplifted value.

18. INSURANCE

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

19. REQUEST FOR INSURANCE

Upon written instructions, Triumph Trans-Link Logistics Co. Ltd. can offer you insurance coverage at competitive premiums.

20. TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set.

Our bank accounts are:

TAIWAN

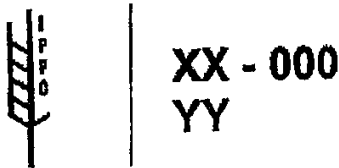
Triumph Trans-Link Logistics Co., Ltd.
CTBC BANK CO., LTD.
JHONGSHAN BRANCH
No.106-2, Sec 2, Chung Shan North Road,
Taipei, Taiwan

A/C No.: 141-13-81389-07 (Remitting bank charges are to be borne by the exhibitor).

✂ **FUMIGATION REGULATION**

Effective from 1st January 2009, all shipments with wood packing material import into Taiwan must be fumigated in the country of origin before sending the cargo to Taiwan.

To ensure the wood packing material is properly treated either by heat treatment or methyl bromide, wood packing materials must be marked with the IPPC logo.



Wood packing materials without acceptable stamp or not in compliance with the above requirements must be destroyed or compulsorily re-reported with the cargo without entry into Taiwan.

IMPORTANT

All business is only transacted in accordance with the Taiwan Freight Forwarders Association (TFFA) Standard Trading Conditions. Copy is available upon application.

Use of **TRIUMPH TRANS-LINK LOGISTICS CO. LTD.**'s services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

For additional information or clarification, please contact us at:

TAIWAN

TRIUMPH TRANS-LINK LOGISTICS CO., LTD.

Room 5-2, 5th Floor
No. 99 Chung Shan North Road
Sec. 2, Taipei, Taiwan

Tel : (886)(2) 25811133
Fax : (886)(2) 25239449 / 25819635
E-mail : frances@trans-link.com.tw
Contact : Ms Frances Lin

OR Taipei World Trade Center

Tel : (886)(2) 27587589
Fax : (886)(2) 27587645
E-mail : scott@trans-link.com.tw
Contact : Mr Scott Chen

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21. EXHIBITION HANDLING RATES

A. SEAFREIGHT CONSIGNMENT

a. INWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From arrival Keelung Port to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site.

Basic handling rate		US\$108.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	LCL	US\$216.00 per consignment (HBL) per exhibitor.
	FCL 20'	23 cbm per 20' container.
	FCL 40'	46 cbm per 40' container.
	FCL 40' High-cube	50 cbm per 40' high-cube container.
	FCL 45'	60 cbm per 45' container.
LCL charge/fee		US\$18.00 per cbm or 1,000 kg whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
FCL Terminal Handling Charge		US\$210.00 per 20' container (at cost).
		US\$260.00 per 40' container (at cost).
*Harbour Service Charge		US\$3.00 per cbm US\$25/20' US\$50/40'.
Trade Promotion Tax		0.0415% of CIF value.
Consignment Service Charge		US\$150.00 per consignment (HBL) per exhibitor.
Delivery Order Fee		US\$95 /per HAWB.

Current and actual cost levied by Container Freight stations (CFS), all third party charges incurred will be charged at cost.

Note:

- i. The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- ii. Port storage charges and removal charges if incurred due to late receipt of negotiable shipping documents will be charged accordingly at cost.
- iii. If shipment be cleared under TAITRA bond, the TAITRA bonded warehouse storage and handling charge as below tariff will be charged.
 - a) Storage US\$2/per cbm/per day
 - b) Customs handling charge US\$40/per entry (Minimum 4 entries)

b. OUTWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From exhibition stand to FOB vessel at Keelung Port inclusive of the return of empty packing cases to the exhibition stand, where applicable.

Basic handling rate		US\$108.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	LCL	US\$216.00 per consignment (HBL) per exhibitor.
	FCL 20'	23 cbm per 20' container.
	FCL 40'	46 cbm per 40' container.
	FCL 40' High-cube	50 cbm per 40' high-cube container.
	FCL 45'	60 cbm per 45' container.
LCL charge/fee		US\$18.00 per cbm or 1,000 kg whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
FCL Terminal Handling Charge		US\$210.00 per 20' container (at cost).
		US\$260.00 per 40' container (at cost).
*Harbour Service Charge		US\$3.00 per cbm US\$25/20' US\$50/40'.
Trade Promotion Tax		0.0415% of CIF value.
Consignment Service Charge		US\$150.00 per consignment (HBL) per exhibitor.
B/L Fee		US\$95 /per B/L.

Current and actual cost levied by Container Freight stations (CFS), all third party charges incurred will be charged at cost.

B. AIRFREIGHT CONSIGNMENT

a. INWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From arrival CKS Taoyuan Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site.

Basic handling rate	US\$1.00 per kg based on actual or volumetric weight whichever is the greater.
Minimum charge	150 kg per consignment (HAWB) per exhibitor.
Airport Terminal Charge	US\$0.20 per kg M/M 50kgs/per shipment
Airline Breakdown Charge	US\$0.06 per kg per consignment (HAWB) per exhibitor.
Airfreight Trade Promotion Tax	0.0415% of CIF value.
Consignment Service Charge	US\$150.00 per consignment (HAWB) per exhibitor.
* House B/L Handling Charge	US\$60/per HAWB.

* not applicable if MAWB is direct consign to Triumph Trans-link Logistics Co., Ltd.

Note :

- i. The above service excludes stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charge will be levied.
- ii. Airport storage charges if incurred due to late receipt of documents will be charged accordingly at cost.
- iii. If shipment be cleared under TAITRA bond, the TAITRA bonded warehouse storage and handling charge as below tariff will be charged.
 - a) Storage US\$2/per cbm/per day
 - b) Customs handling charge US\$40/per entry (Minimum 4 entries)

b. OUTWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From exhibition stand to on-board aircraft at CKS Taoyuan Airport inclusive of the return of empty packing cases to the exhibition stand, where applicable.

Basic handling rate	US\$1.00 per kg based on actual or volumetric weight whichever is the greater.
Minimum charge	150 kg per consignment (HAWB) per exhibitor.
Airport Terminal Charge	US\$0.20 per kg M/M 50kgs/per shipment
Airline Breakdown Charge	US\$0.06 per kg per consignment (HAWB) per exhibitor.
X- Ray Surcharge	US\$0.07 per kg
Airfreight Trade Promotion Tax	0.0415% of CIF value.
Consignment Service Charge	US\$150.00 per consignment (HAWB) per exhibitor.
Airway B/L Handling Charge	US\$60.00 per B/L.

C. FILMS & VIDEO TAPES / CONSIGNMENTS ARRIVING VIA COURIER

a. FILMS & VIDEO TAPES VIA COURIER SERVICES

From our office to exhibition stand excluding the censorship fee levied by the Government Information Office (GIO).

Handling rate	US\$30.00 per piece
Minimum charge	US\$60.00 per consignment per exhibitor.

b. COURIER SHIPMENT (Within 0.5cbm/50kgs)

From our office to exhibition stand excluding the censorship fee levied by the Government Information Office (GIO).

Handling rate	US\$150.00 per shipment/per exhibition If exceed 0.5cbm/50kgs additional handling charge will be charged.
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Note: Above handling charges exclude import duties/taxes in Taiwan (if any) will be charged as per outlay.

D. REPOSITIONING OF EXHIBITS

No charge will be levied for exhibits that require repositioning within the stand.

E. HEAVY FORKLIFT/CRANAGE FOR UNLOADING OR RELOADING OF CONTAINERS AT THE SITE - where required.

Loaded Container	20'	US\$200.00 per operation
	40'	US\$300.00 per operation
Empty Container	20'	US\$150.00 per operation
	40'	US\$200.00 per operation

F. HEAVY-LIFT SURCHARGES - where required.

Our tariff for seafreight and airfreight consignments is applicable for exhibits not exceeding 2,000 kg per package. Exhibits in excess of 2,000 kg per package will be additionally charged as follows:

WEIGHT PER PACKAGE	HEAVY-LIFT CHARGES
From 2,001 to 4,000 kg	US\$20.00 per 1,000 kg
From 4,001 to 6,000 kg	US\$30.00 per 1,000 kg
From 6,001 to 8,000 kg	US\$40.00 per 1,000 kg

Exhibits exceeding 8,000 kg per package will be subject to an individual quotation when the dimensions and weights are provided.

These additional heavy-lift charges will apply for inward movements as well as for outward movements.

Example: A machine in a case weights 3,500 kg gross weight.	
be	The heavy-lift surcharge will $\frac{3500}{1000} \times \text{US\$20.00} = \text{US\$70.00}$

G. BANK GUARANTEE

(For shipment consigned directly to Triumph Trans-Link Logistics Co. Ltd.)

We will provide Bank Guarantee for 'Temporary Importation' and for three months only but 1% of CIF value of B/G fee should be charged minimum US\$100/shipment + US\$120/shipment of bank guarantee cancellation fee.

H. ON-SITE HANDLING

From free arrival exhibition site to exhibition stand or vice versa inclusive of packing or unpacking and storage of empty packing cases.

Handling rate	US\$60.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	US\$100.00 per consignment (HBL or HAWB) per exhibitor.

I. TRANSPORT OF 'TEMPORARY STORE' OR 'SOLD GOODS' TO WAREHOUSE

This is applicable on 'Temporary Store' or 'Sold goods', which have to be transferred from the exhibition site to the our warehouse after the show closes. Storage charge will be charged as per our published tariffs.

Handling rate	US\$100.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	US\$200.00 per consignment (HBL or HAWB) per exhibitor.

Additional expenses for import duty/tax and redelivery to buyer or agent in Taiwan will be quoted on application.

J. ADDITIONAL CHARGES

Endorsement of relevant government departments will be charged at cost. In addition, any late arrival shipment that requires urgent clearance will be subjected to a late arrival surcharge.

For shipments return to North America after exhibition US\$35/shipment of AMS filing fee for both air & sea freight & US\$65/shipment of ISF filing fee for sea freight only will be charged as additional.

K. ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of your requirements.

- End -

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DEADLINES / TIME SCHEDULE AT A GLANCE

The Exhibitor's Manual provides information to assist your participation in SECUTECH 2023. We strongly recommend that all your personnel are aware of the details contained in this manual.

Arrival of films and video tapes.	APR. 14, 2023
Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments or <u>at least 7 days</u> prior to the arrival of vessel in Keelung Port	MAR. 31, 2023
Copies of Commercial Invoice and Packing List for airfreight consignments or <u>at least 7 days</u> prior to the arrival of aircraft in CKS Taoyuan Airport.	APR. 07, 2023
Arrival of exhibits shipped by seafreight .	APR. 07, 2023
Arrival of exhibits shipped by airfreight .	APR. 14, 2023

NB Exhibitors are advised that they arrange insurance protection for exhibits and display materials at their cost and such insurance protection must cover the full period for which the equipment is on the exhibition site.