

TAIPEI NANGANG EXHIBITION
CENTER, Hall1
April 21~23, 2027
secutech 2027

secutech 2027

Exhibitor Manual

April 21-23, 2027

TAIPEI NANGANG EXHIBITION CENTER, Hall1

Dear Exhibitor,

Thank you for participating in Secutech 2027 — the 28th international exhibition for total security solutions.

This Exhibitor Manual contains useful information, which will assist you on how to organize and prepare a successful exhibition in Secutech 2027. 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. 538
- **Fax:** +886-2-2747-6617
- **Website:** www.secutech.com
- **Contact person:** Stella Chou
- **E-mail:** stella.chou@taiwan.messefrankfurt.com

Best wishes to you for a successful exhibition at Secutech 2027.

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 17 , 2027
	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>b			
	2-6	Confirmation Of Booth Exceeding 4 Meters Design <For Contractor>			
	2-7	Promotional Balloon Application And Liability Form			
	2-8	Application For Pillar Decoration	S/R		
	2-9	Online Platform for Visitor Collection	S/R		April 06 , 2027
Form 3 & Form 4	3-1 ~ 3-5	★Booth Construction Order Form (FOR Shell scheme)	S	O'YA	March 12, 2027
	3-6 ~ 3-9	★ Electric Power Supply Application	S/R		
	4-1	Temporary Host Application		HWH	Feb 22, 2027
	4-2	Computer Equipment Application		GTech	April 14 , 2027
	4-3	Combined Commercial Invoice & Packing List		Triumph Trans	By Sea: MAR 25, 2027 By Air: APR 01, 2027
	4-4	Power Of Attorney			
	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 ContactShell Scheme Contractor

- Official Standard shell scheme booth Contractor

O'YA MARKETING SOLUTION AND INTERIOR DESIGN CO., LTD.

Contact: Mr. Steve #220 / Ms. Alice #174

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.****THETW Exhibition Design Dept.**

Contact: Mr. Steve #220 / Ms. Alice #174

Contact: Shever

TEL: 886-2-2655-277

TEL: 886-2-3233-2890 #106

FAX: 886-2-2655-2999

FAX: 886-2-3233-2891

E-MAIL: oya-secutech@o-ya-design.com

E-MAIL: shever_hsiao@thetw.com

Official Freight Forwarder**TRIUMPH TRANS-LINK LOGISTICS CO., LTD.**

Contact: Ms. Irene Chen

TEL: 886-2-2758-7589

FAX: 886- 2-2758-7645

E-MAIL: irene@trans-link.com.tw

Temporary Host Company**HWH Executive Consultant Limited**

Contact: Ms. Vivi Cheng

TEL: 886-2-2720-1610 Ext.211 FAX: 886-2-2720-5397

E-MAIL: lien591216@gmail.com

Computer Equipment**GTECH LTD., CO.**

Contact: Mr. Lim

TEL: 886-2-23450520

FAX: 886-2-23450573

Mobile: 886- 938-543-221

E-MAIL: limcs610304@gmail.com & rikimarugravity19@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.21–April.22, 2027 09:30~17:30
April.23, 2027 09:30~16:30

3. **Move-In** April.19, 2027 07:00 ~16:00 (For Contractor)
April.20, 2027 07:00 ~16:00 (For Contractor)
April.20, 2027 10:00 ~16:00 (For Exhibitor)

4. **Move-Out** April.23, 2027 16:30 ~18:30 (For Exhibitor)
(April.23 power supply till 17:30)
April.24, 2027 06:00 ~11:00 (For Contractor)

5. **Venue** 1F, Area J, K 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 17, 2027**. 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. 12, 2027**
- C. Please fax “electrical service & audio / visual equipment” to **O'YA** before **March. 12, 2027** 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”.

《Move-in》

Date	Booth construction time		Power Supply Period
	Exhibition Set up	Move In	
4/19 (Mon)	07:00-16:00	-	08:00-16:00
4/20 (Tue)	07:00-16:00	10:00-16:00	08:30-16:00

- ★ **4/19 Please be sure to wear a helmet to enter the construction site.**
- ★ **4/19 110 volt power outlet will only provided during the construction; electricity won't be available for the booth.**
- ★ **4/20 Standard power outlet: 220V 380V 440V**
- ★ **AC will be available during the exhibition (April. 21 to 23, 2027).**
- ★ **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 23, 2027.
- 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 21-23, 2027, 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 23, 2027.
- 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)
- **Move-in and move-out periods: All workers must wear a helmet (all helmets must bear the 18 name of the company) and carry Taiwan Occupational Safety and Health Card issued by the Ministry of Labor, or wear decoration badge issued by the lessee to enter the showground for work.**
Exhibitors who seriously violate occupational safety and related regulations (gamble, smoke, or drink alcohol at the venue) will be noted, and the list of violators will be posted on the "ROC Exhibition and Convention Business Association" and the website of the aforementioned venues.

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) **It is prohibited to occupy the public areas in TaiNEX 1 and TaiNEX 2 (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 Lessees who have applied for, paid for, and received permission from the relevant management unit).** 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!!)
- (4) **Due to the recent frequent earthquakes, please ensure that the following items are implemented by the organizers.**
 - (a) Lateral support (or 45-degree angle support) should be provided at the intersection of advertising panels and beams and columns above the booths.
 - (b) Backboards of modular booths exceeding 6 meters in length shall be provided with back supports.
 - (c) Steel sheet metal should be provided at the bottom of steel (aluminum) scaffolding.
 - (d) More than 4 screws shall be provided at the bottom of the steel (aluminum) scaffolding.
 - (e) Anti-tipping facilities shall be provided for TV walls, one-track sandwiched beams and steel (aluminum) scales.
 - (f) Steel/aluminum scantlings or steel/aluminum beams should be spanned over appropriate supports, such as steel/aluminum scantlings or steel/aluminum columns of the same material; spans of non-similar materials (wood or plastic) are not permitted.
 - (g) Wooden modeling beams with a span of more than 6 meters shall be dropped on posts.
 - (H) Wooden ceiling shall be reinforced with appropriate support.

The above decorating regulations can be downloaded from <https://reurl.cc/Qe188q>. If there is any violation of the regulations and no improvement is made despite advice, the Association will strictly implement measures (Disconnecting water and electricity, or closing down booths to prohibit exhibits, etc.) in accordance with the penalties.
- (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 set up 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) In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 m in height, proper supports (pillars) shall be constructed. A visible sagging of the structure is considered a severe violation and the booth shall be closed 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 submitted.

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. For booths that cannot be adequately supported due to the exhibits on display, structural calculation documents and design diagrams signed off by the structural engineer must be submitted.

- (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.

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.

- (17) 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.

- (18) 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.

- (19) 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.

- (20) During the move-in period of the exhibition or event, Lessee must participate in the inspection of the booth structure of all booths at the specified time along with the architect (professional civil engineer or structural engineer), TAITRA's fire safety officer or personnel, health and safety personnel, and on-site security.

- (21) 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 must be at least one meter from the edge of the booth baseline or maintain an angle of at least 30 degrees with respect to the booth baseline.
- The volume of the films or videos must not exceed 85 decibels.
- Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan
- Video walls should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the video wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the video wall). It's a violation if not set properly.

- For video 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.
- Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.
- If exhibitor(s) violates any items listed above and refuses to make improvements, MFTW will shut off power to the booths.

(22) 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

(23) 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.
 - Dimensions of entrances for each area are listed below:
 Area J: Height 4.5meters, Width 11.6 meters
 Area K: Height 5 meters, Width 10 meters
 - The maximum vehicle height for entry into the entire exhibition hall on the ground floor and Sky Dome is 4 meters. (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 6 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 17, 2027** 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 gross vehicle weight exceeding 15 tons (based on the load indicated on the vehicle or vehicle registration certificate) or crane trucks, forklifts and trucks of any capacity to be operated in the Exhibition Hall, the Lessee must submit an application to TAITRA 5 days in advance by completing the "Application for Entry for Heavy Vehicles TaiNEX 1 and 2". When entering the exhibition hall, the truck weight ticket issued in the last 24 hours must be presented at TaiNEX1 and TaiNEX2. After approval by the venue, trucks will be allowed to enter during the allowed 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 and is restricted to small areas only.
 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. Paint must not be splattered in no designated areas inside the exhibition halls (particularly in the showground, cleaning rooms, and toilets). In the case of a violation, the Lessee is responsible for cleaning and all related costs.
- (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 on-site decorator work should be completed by the end of the move-in period the day before the first day of the exhibition or event. If the decorators are unable to complete the work by this date, the Lessee must request an extension of the use of the space and pay any associated overtime fees to allow the decorators to complete their work. If an adjustment is required on the day of the exhibition or event, decorators may bring only light tools and materials for the work. Adjustments must be completed prior to the opening of the exhibition or the start of the event to preserve the image of the exhibition/event and the safety of the exhibition hall.
 - (15) After receiving lessee's approval, the electrical technician of the exhibition must contact TaiNEX1 or TaiNEX2 to request approval for electrical wiring between exhibitions or events. The electrical technician of the exhibition must submit a copy of the installation plan to TaiNEX1 or TaiNEX2 for review prior to commencing work or they will not be allowed to enter the exhibition hall; they also must also obtain permission from the lessee if they wish to enter the showgrounds 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) If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.
 - (18) For all decoration work, the Lessee must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party 24 liability insurance, and employers' liability insurance.
 - (19) Decoration contractors should measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.
 - (20) 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.

(21) 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.
- (4) All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
- (5) 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. The Lessee shall submit the application form, affidavits of exhibitors that construct two (multiple)-story booths, Affidavit letter of the architect, photocopy of the license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer) to TAITRA 15 days prior to the opening of the exhibition or event.
7. 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.

8. 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.
9. The second-story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the second-story.
10. The total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
11. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.
12. If the usable floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second-story.
13. **. The maximum floor loading capacity of the first floor exhibition hall is 5 tons/m²**
14. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, MFTW retains the right to immediately remove the entire structure.
15. 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 17, 2027**. 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 17, 2027** 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.

➤ Tethered balloons can only be filled with air or non-inflammable gas.

I. Regulations of Pillar Decoration

If an exhibition booth includes all or part of a pillar, the exhibitor must fill out the Pillar [Form 2-8]

Decoration Application Form along with a booth design blue print (floor and elevation plan).

➤ Instructions for decorating pillars

1. If walls are added to pillars, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above.

2. The height of temporary walls for pillars shall not be more than 4 m.

If any of the above regulations have been violated, the wall shall be torn down and the lessee/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the lessee/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.

J. 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.

Exhibitors are strictly prohibited from soliciting business cards from visitors in the main aisles.

Violations will be handled in two stages:

1. Upon first violation, a warning notice will be issued with photographic evidence. Further violations will result in badge confiscation and removal from the venue.

2. Upon repeated violation, the badge will be confiscated and the individual will be removed.

Continued non-compliance will result in suspension of the booth's power supply by the organizer.

(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 tapping" 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.