



2008 Kaohsiung Food Show

Exhibitor's Manual

(For Foreign Exhibitors Only)



1. Show Dates and Hours

- Nov. 6-8 11 a.m. ~ 7 p.m.
 Nov. 9 11 a.m. ~ 5 p.m.

*Admission:

- (1). For professional visitors in related industries: Please fill in the registration form and present your business card at the registration counter to collect your admission badge (both overseas and domestic).
- (2). For general public visitors: The admission fee is NTD50 for adults (with lucky draw ticket). Minors under 12 years of age or 140 cm in height may enter for free (no lucky draw ticket).
- (3). Minors under 12 years of age or 140 cm in height are not admitted to showground during 11 a.m. ~ 12 a.m., Nov. 6th.

2. Show Venue

Kaohsiung Business and Exhibition Center
 (No. 274, Zhongzheng 4th Road, Yancheng District, Kaohsiung City, Taiwan)

3. Move-in and Move-out Period

	Date	Hour	Remarks
Move-in	Nov. 4-5	8 a.m. – 10 p.m.	Please complete all decoration before move-in period ends.
Move-out	Nov. 9	5 p.m. – 7 p.m.	Hand-carry or small exhibits only. Vehicles are not permitted to enter showground.
		7 p.m. – 10 p.m.	Removal of all exhibits. (Vehicles are permitted to enter showground.)
	Nov. 10	8 a.m. – 5 p.m.	All exhibits and booth construction /decoration materials must be removed before move-out period ends. (Vehicles are permitted to enter showground.)

4. Contact Persons

Name	Tel: +886-2-2725-5200	email	Regarding
Mr. Kevin Chang	Ext. 2619	emissary@taitra.org.tw	Show Management
Ms. Karen Peng	Ext. 2298	karen@taitra.org.tw	Media / Event
Mr. Chiu	Ext. 2285	cyy562@taitra.org.tw	Water / Drainage / Electricity Application

5. Booth Facilities

- (1). Booth fee includes basic furnishing: partition wall, carpeting, fascia board with company name, reception counter (100w*50d*82h cm) x 1, folding chair x 3, spot light (100w) x 3, wastebasket x 1, and electrical outlet (110V / 500 watts) x 1.
- (2). Each booth is supplied with 110 Volts 500 watts power free of charge.



- (3). Exhibitors must pay the official construction contractor directly for any additional equipment or booth furnishings they request.

Official Construction Contractor

Contact Persons: Mr. Tsui / Ms. Huang

Tel: +886-2-2758-8566

Fax: +886-2-2725-3763

Email: expo.dylan@msa.hinet.net

6. On-site cooking / tasting

- (1). In order to prevent littering, the use of toothpicks is forbidden.
- (2). For safety purposes, it is prohibited to use gas stoves, only electric appliances are allowed. Exhibitors who wish to use electric appliances to cook must fill in Form 1 and comply with all regulations pertaining to public safety. The exhibitor is held responsible for all damages and injuries incurred due to the misuse of any cooking devices.
- (3). Those who use cooking devices must prepare at least 2 dry chemical powder fire extinguishers (volume has to be at least 3.5 kgs/container). Foam type fire extinguishers are prohibited. Those who do not have fire extinguishers are not allowed to cook during the show.

7. Application Forms

Regarding	Deadline	Form No.
On-site Cooking / Tasting	Oct. 20	Form 1
Parking card	Oct. 20	Form 2
Water / Drainage / Electricity Application	Oct. 24	Form 3-1~3-3
Temporary phone / internet	Oct. 27	Form 4

8. Show days

- (1). No exhibits can be moved in or out during show hours. If exhibit has to be carried in, it should be done from 10:30 a.m. to 11:00 a.m. on the first show day or from 10:40 a.m. to 11:00 a.m. on the remaining show days.
- (2). Exhibitors should display their company name and booth number on their sign boards within the booth area.
- (3). Exhibitors should keep their booths open and staffed at all times during show hours. The organizer reserves the right to restrict noise level to no more than 70dB.
- (4). Use of microphones and retail sales are permitted.
- (5). The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (6). Should any rented space remain unoccupied on the opening day without justifiable cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.



- (7). The exhibitor shall not assign, sublet, or apportion any part of the assigned space to him or have representatives, equipment, or materials from firms other than his own appear in the exhibition space.
- (8). No exhibits can be moved out during show hours.

9. Exhibitor's Information Pack

- (1). All exhibitors should register (please present your business card) at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).
- (2). 4 exhibitor badges will be offered with the first booth and 2 more for each additional booth. These will serve as entry passes and must be worn to enter the showground.
- (3). Each exhibitor is provided with 50 Chinese invitations (for domestic professionals) per booth for inviting potential buyers to visit the show.
- (4). All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain a free copy of the Official Directory.

10. Security and Insurance

- (1). While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any loss or damage which may befall the person or property of the exhibitor regardless of cause.
- (2). Particular care should be taken on the final evening of the show when risk of loss of goods is greatest. Exhibitors should not leave their booths unattended during this period of time.
- (3). The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition, including fire, theft, flood and accident.

Coverage should be for the duration of the exhibition (including move-in and move-out) and should include: (a). Exhibits and other items located in the booths. (b). Public liability. (c). Third party liability. (d). Expenses incurred due to cancellation or postponement of the exhibition.

- (4). Exhibitors are also advised to insure their exhibits while in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

11. Unforeseen Occurrences

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