

CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending 2008 Taipei International Woodworking Machinery and Supplies Show. If the services are required, please return the completed forms. Services can not be guaranteed if the related forms are returned after the deadline.

	Services / Items	Deadline	Remarks
1	Booth Rental Payment Balance Due	April 30, 2008	Notice will be issued after booth allocation
2	Publicity & Promotion • Form4 : News Release	April 15, 2008	
3	Conference Room Rental & Facilities • Form 3, 3-1, 3-2 & 3-3	ASAP	Application for Conference Room
4	Advertising in Official Directory (Exhibition Directory) • Form 6	May 15, 2008	
5	Free Advertising in Official Directory's Compact Disc • Form 7	April 15, 2008	
6	Electricity & Water/Drainage Installation • Form 2	June 13, 2008	Additional or heavy-duty power supply TAITRA, Exhibition Dept. Mr. Alfa Wu Tel:886-2-2725-5200 Ext. 2278 Fax:886-2-2723-3786 E-mail:alfa@taitra.org.tw



7	Shipping Arrangements • Form 11 : Importation of Exhibits on a Bonded Basis • Form 12 : Commercial Invoice / Packing List	June 10, 2008	1. Eurotran Expo Service Co., Ltd. Tel: 886-2-27255000 Fax: 886-2-27206363 Eurotran@ms24.hinet.net 2. Triumph Express Service Co., Ltd. Tel: 886-2-27587589 Fax: 886-2-27587645 <u>ransl@ms12.hinet.net</u> Form 11 should be submitted along with Form 12
8	Booth Setup : Please refer to • Form 1 : Order Form for Booth Facilities	June 5, 2008	On Site Contractor : Uniplan Taiwan Corp. Mr. Ryan Hu Tel:886-2-2725-5200 Ext.2500 or 2501 Fax:886-2-2729-3455 ry-hu@uniplan.com.tw
9	Promotional Balloon Application/Liability • Form 5	June 15, 2008	Deposit required
10	Booth Construction Assurance • Form 9	June 10, 2008	Present this form and your business card to collect the Exhibitor's badges
11	Two-Story Booth Construction • Form 10 & 10-1	May 28, 2008	Minimum 4 Standard ground booths



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12	Telephone & ADSL Rental	June 15, 2008	Only the exhibitor's representative or agent in Taiwan may order phone/ADSL connections for booths. The representative or agent must apply directly to: Northern Taiwan Unit Group Eastern Area Service Center, Chunghwa Telecom Tel:886-2-2720-0149
13	Wall Television Setup • Form 8	June 15, 2008	Deposit required
14	Exhibitor's Information Pack : 1. Exhibitor's Badges 2. Official Directory	July 1- 3, 2008	Pick up from July 1 to 3 at the reception counter located at Exhibition Hall by showing your name card and providing the completed Form 9 1. 4 badges for each additional booth 2. 1 free copy of Official Directory for each exhibitor.
15	Travel to Taiwan --List of hotels at Special Rates Please visit www. interwoodtaipei.com.tw and then click on " For Visitors" --Official Airlines Online Reservations with China Airlines and EVA Airlines www. interwoodtaipeir.com.tw	ASAP	1. Directly make hotel reservations and enjoy special rates. 2. Bobby Travel Service, the official travel agent Tel :886-2-2505-5677 Fax:886-2-2509-3477 or 886-2-2516-2865 exhibition@bobby.com.tw 3. Book your flights with the official airlines.



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16	Additional Services	ASAP	<ul style="list-style-type: none">⊙ Catering Service 2F Restaurant, TWTC Exhibition Hall 5 Hsin - Yi Rd., Sec. 5, Taipei, Taiwan Tel:886-2-2725-5200 Ext. 2305,2306 Fax:886-2-8780-2038⊙ Cleaning Service Bouquet Sevice Co., Ltd. Tel:886-2-2725-5200 Ext.2319 Fax:886-2-2345-1837⊙ Forklift Service<ol style="list-style-type: none">1. Sun Shen Forklift Co., Ltd. Tel:886-2-2505-4216, 2502-3732 Fax:886-2-2503-60912. Yi Chen Forklift Enterprise Co., Ltd. Tel:886-2-8521-6666 Fax:886-2-8521-0089
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