



INTERWOOD TAIPEI

Taipei Int'l Woodworking Machinery & Supplies Show

2008
July 4-7

GENERAL INFORMATION AND REGULATIONS

1. Dates & Time

July 4-6, 9am-6pm

July 7, 9am-3pm

2. Venue

Taipei World Trade Center (TWTC) Exhibition Hall

Areas A, B, D (5, Hsin-yi Road, Sec. 5, Taipei, Taiwan.)

3. Showground Facilities & Services

Showground Services	Remarks
Booth Facilities Contractor	Uniplan Taiwan Corporation Room 2A30 Tel: 886-2-2722-7777 Ext. 12 Fax: 886-2-2729-3455
Buyer's Lounge	Ground floor
Café/Buffer/Snack Bar/Restaurant/Fast Food	(1) Restaurant and Subway on 2 nd floor (2) Snack Bar on 5 th floor and showground
Currency Exchanges	(1) Bank of Taiwan near Post Office Monday to Friday, 9:00 am ~ 3:30 pm (2) ATM machines next to Bank of Taiwan
Express Courier	United Parcel Service, 2A28 Tel: 886-2-2723-0746 Fax: 886-2-2723-2733
First Aid	Near Main entrance, right side of the lobby
Forwarders	(1) Triumph Express Service Room 2A21 Tel: 886-2-2758-7589 Fax: 886-2-2758-7645 (2) Eurotran Expo Service Room 2A20 Tel: 886-2-2725-5000 Fax: 886-2-2720-6363
Coined Lockers	Main Entrance & Basement, Exhibition Hall
Official Directory for sale	TAITRA Bookstore, right side of the lobby
Post Office	Ground Floor, Near the Plaza Entrance, Monday thru Friday 8:30 am ~ 5 pm



INTERWOOD TAIPEI

Taipei Int'l Woodworking Machinery & Supplies Show

2008
July 4-7

Press Room	Room 2A19 Publicity Officer: Mr. Olivier Yang Tel: 886-2-2725-5200, Ext. 2876 Fax: 886-2-2729-1191
Telephones (local & international)	Main Entrance and Plaza Entrance
Convenient Store	2 nd floor

4. Exhibits move-in:

Machinery exhibits	6 am-9 pm, July 1-2 6 am-9 am, July 3
Power for testing machinery	10 am-8 pm, July 3
Accessories exhibits	6 am-9 pm, July 2 6 am-8 am, July 3 ⊙ Vehicles are not permitted to enter the showground after 10 am on July 3 During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart.

Exhibits move-out:

3 pm-5 pm, July 7	Hand carry exhibits move-out ⊙ Vehicles are not permitted entry to showground
7 pm-11 pm, July 7	Machinery and other exhibits move-out
6 am-12 am, July 8	Machinery and other exhibits move-out

- (1) Cargo which is consigned directly to the exhibition site should follow the route into the exhibition hall (Please see Taipei World Trade Center Exhibition Hall floor plan). Those moving in/out of Area A must use Entrance A and those moving to booths Areas B & D must use Entrance B.
- (2) Exhibitors, their agents, and contractors are responsible for installation or dismantling of their booth(s). Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and times scheduled by the organizer.
- (3) Please refer to "Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall" for decoration rules.
- (4) Floor Loading Capacity: 1,300 kg/m². (Ground Floor)

5. Booth Setup & Facilities

- ⊙ The booth rental is for raw space and 500 watts (110V) of electricity power only without



INTERWOOD TAIPEI

Taipei Int'l Woodworking Machinery & Supplies Show

2008
July 4-7

partition, decoration equipment, water, extra power, or other facilities.

- © Uniplan Taiwan Corp., the on-site contractor, provides exhibitors on a consulting basis with booth shell equipment as well as with various exhibition accessories such as spotlights, carpeting, fascia, tables and chairs. Please refer to Form 1.

6. Electricity and Water/Drainage Installation

Each booth is supplied with 110 Volts 0.5 kilowatt power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor and use Form 2, 2-1 & 2-2.

7. Show days

- (1) No exhibits can be moved in or out during show opening hours. If exhibit has to be carried in, it should be done during :
8:30 am - 9:00 am July 4
8:40 am - 9:00 am July 5 – July 7
- (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 opening hours.
The organizer reserves the right to restrict noise to 85dB and to require suitable methods of operation and display of materials.
- (4) Retail sales are strictly prohibited.
- (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 just 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 space assigned to him or have representatives, equipment, or materials from other firms appear in the exhibition space.
- (8) No exhibits can be moved out during show hours.

8. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter on July 1 – 3 to collect their badges and Official Directory .
- (2) Four exhibitor badges will be provided with the first booth and two more for each additional booth.
These badges will serve as entry passes.
- (3) 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.



9. Exhibitors' Entrance Hours to Showground

July 4 From 8:30 a.m.
July 5-7 From 8:40 a.m.

10. Telephone & ADSL Rental

Telephone or ADSL connections to booths may be ordered only by the exhibitor's representative /agent in Taiwan. The representative/agent must apply directly to: Chunghwa Telecom Corp. Ltd. Northern Taiwan Unit Group, Taipei Eastern Area Service Center.

Address: 130 Sung Jen Rd., Taipei, 110, Taiwan

Tel : 886-2-2720-0149

Charges are as follows:

- (1) Refundable Deposit: NT\$3,000 per telephone set
- (2) Installation Charge: Telephone: NT\$1,000 per set ; ADSL: NT\$2,500 per set
- (3) The Center will bill the subscriber for all calls within three months following the show.

11. Free WLAN Service

- (1) Convenient Service Locations
TWTC Exhibition Hall 1, Floor and Floor's Area H, Conference Room & Restaurant.
- (2) Client Devices Required
 1. Notebook / PDA.
 2. WLAN card compatible with IEEE 802.11b/802.11g (Please provide your own card.)
- (3) Getting On-Line
 1. Make certain your WLAN Card is operational.
 2. If this is your first time to get on-line using a WLAN card, install card driver.
 3. Check your wireless network name (SSID) as 'twtc1f' or 'twtc2f' :
 - a. Press "Start" → "Settings" → "Control Panel"
 - b. For Windows 2000, Click on "Network and dial up connection"
 - For Windows XP, "Network and Internet Connection" → "Network Connections"
 - c. Right Click on the wireless LAN connection; choose "Properties"
 - d. Click "Configure..." button for WLAN card.
 - e. Choose "Advanced" tab, input 'twtc1f' or 'twtc2f' as the value for SSID.
 - f. Click "OK".
 4. Open your Internet browser and connect to any website.
- (4) Notes on this FREE service :
 1. This free service only allows users to receive and dispatch e-mails. If you need to download massive amounts of data, we suggest that you use other solutions like ADSL.
 2. Note that this free service, does not provide flow control, is NOT usually recommended for audio or video streaming or large downloads. Repeat try if you can not get on-line.
 3. We can not be responsible for loss of business or other difficulties due to delay or poor quality of this free service.



4. Use of this service is free, but please take measures to secure the security and privacy of your data.

12. Hall Cleaning

The organizer is responsible for normal daily cleaning of public areas and passageways. Exhibitors will have to take care of their own booths.

13. Local Visitor Admission Tickets

The tickets are only for inviting local clients/buyers to your booths.

14. Badges for Overseas Visitors

Overseas visitors may pick up badges upon arrival at:

- (1) The “Pre-registered Visitor” counter. This is used by overseas visitors who have pre-registered by e-mail, fax or online pre-registration via the official web site before June 20, 2008.
- (2) The “On-site Registration” counter is used by overseas visitors who have not pre-registered.
 - Admission is free-of-charge for overseas visitors.
 - Exhibitors do not need to pre-register for Overseas Visitors’ badges. Exhibitors need to collect badges upon arrival at the Exhibitors’ Registration counter during exhibits move-in hours.

15. Overseas Visitor’s Online Pre-registration

Please ask your overseas clients/buyers to pre-register online at the official web site, to get complimentary copy of official directory upon arrival at the “Pre-registered Visitors” counter of the Exhibition Hall. Visitors who do not pre-register will not be offered a free official directory upon arrival at the Exhibition Hall.

16. Promote Your Company

(1) Advertising in the Official Directory (Form 6)

- A. Exhibitors are eligible to place advertisements with various rates in the Official Directory so as to give their products maximum market exposure. Advertising in the directory is an exclusive privilege offered to each exhibitor and the service sector.
- B. One Official Directory will be distributed to each exhibitor free of charge. The directory will be available for sale during and after the show.



(2) Advertising in the Official Directory's Compact Disc (free-of-charge) (Form 7)

One page of your product catalogue (A4 size) in the official Directory's compact disc, if the exhibitor mail the required file.

(3) Brochures for Inviting Clients/Buyers to Your Booths (free-of-charge)

Brochures made by the organizer are ideal for sending to your clients/buyers as invitations.

(4) Exhibitor's Press Release (free-of-charge) (Just use Form 4)

Any new products to announce? Here comes your chance!

(5) Promotional Balloon (deposit required) (Form 5)

Erecting a balloon above your booth will heighten profile at the showground. Make your pitch attractive, neat, and simple for maximum appeal.

(6) Wall Television (deposit required) (Form 8)

If exhibitors have video films to promote products, they need to make an application to the organizer in advance.

17. 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 the risk of loss of goods is greatest. Exhibitors should never leave their booths unattended especially during this period of time.
- (3) The exhibitor is responsible for securing insurance coverage against all risk 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 for the time in which they are 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.

- (5) Exhibitors should comply with fire control regulations. If any fire occurs due to improper installation of decorations, construction or use of electric appliances, the exhibitor will be held legally responsible for any loss or damage, and can be expected to pay penalties of up to NT\$100,000 to TAITRA.

18. Travel Arrangements

(1) Flights

Book your flights with the official airlines via our web site: www.interwoodtaipei.com.tw

(2) Hotel accommodations

Directly make hotel reservations with special rates negotiated by the organizer. (See our website at www.interwoodtaipei.com.tw)

19. Unforeseen Occurrences

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



TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

- a) When signing the prescribed application forms, participants agree to follow all the existing Regulations and further Regulations that might be made to modify them.
- b) Once signed and submitted by the Applicant and confirmed by the Show Management, the contract will be established and come into effect.
- c) Violations of the Regulations can result, by decision of the Show Management, in the exclusion of transgressors whose damage claim, if any, will be rejected.

2. Payment Schedule

A down payment is required with the space application. The balance of space rental fee is due after space allocation. A debit note for this balance will be sent to the applicant. In the event of cancellation, the down payment will not be refunded under any circumstances.

3. Adherence to Copyright Patent Laws

- a) It is strictly forbidden to display logos, licenses or patent registered by other companies.
- b) Violations will result in immediate removal of displays, with two years' suspension from exhibiting in all shows organized by TAITRA. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

4. Space Assignment & Unoccupied Space

- a) The Show Management will determine the number and location of booths assigned to each Exhibitor, in accordance with the nature of the exhibits or in the manner Show Management deems appropriate.
- b) The Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

5. Sub-letting of Space

The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space or have representatives, equipment, or materials from firms other than his own in the exhibit space.

6. Venue & Show Dates Change

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the



Exhibition, Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

7. Construction/Decoration of Stand and Removal of Exhibits from Hall

- a) All exhibitors ought to comply with all regulations in the Exhibitors' Manual and complete their construction and/or decoration by the date and time stipulated by the Show Management.
- b) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show Management. They will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.

8. Insurance

- a) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition (incl. build-up and dismantling period), and during storage in the Show Management's warehouse.
- b) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition (incl. build-up and dismantling period).

9. Exhibit Limitations

- a) Exhibitors at Hall 1(1F), Hall 2, and Hall 3 are not permitted to setup booth partitions of over 250 cm in height; and for those at Hall 1(2F), the height limitation on their booth partition is 230cm.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a total height 400cm. (except booths in 2nd floor)
- c) Any signs or decoration higher than 250cm in full view must be decorated.

10. Selling from the Stand

The on-site sale of exhibited goods and the soliciting of customers outside stands is strictly forbidden and those doing such can be immediately expelled from the exhibition.

11. Breach of contract and Withdrawal by Exhibitor

- a) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or In case exhibitor default in payment by the stipulated date, the Show Management has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- b) In case of the Exhibitor withdrawing from participation without the Show Management's approval, rental already paid by the Exhibitor shall not be refunded.



12. Security & Organizer's Liability

- a) The Show Management will provide personnel for maintaining order during the show period.

Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.

- b) During booth erection and dismantling periods and during the show, booths must be manned by exhibitors at all times.
- c) The Show Management shall not be held accountable or liable for any damage, loss, harm or injury to any person or the property of the exhibitor or of the exhibitor's officers, and / or employees, agents, visitors which result from theft, fire, water, accident natural disasters or any other cause.
- d) All exhibitors are requested to turn off the power supply before leaving the exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6 p.m. each day.

13. Operation

- a) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- b) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume of any display should not exceed 85 dB.
- c) The Show Management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odor, the emission of stimulating gases, volatile organic chemicals or other pollutants.

14. Interruptions and/or Disruptions of the Exhibition

Exhibitors shall not cause interruptions and/or disruptions of the exhibition, which result in the protest or commotion at its booth, either inside or outside the showground, due to its debt or its private dispute at any time during the exhibition or during move-in and move-out. If and when such an interruption and/or disruption influences the order of the exhibition or public image of the Show Management, and the exhibitor involved or concerned is unable to deal effectively with private disputes and/or protests, the exhibitor understands and agrees that the Management can terminate the exhibition agreement. The exhibitor's booth(s) may be shut down immediately resulting with no refund. The exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising of such interruptions an/or disruptions thereof.



15. Supplementary Clauses

a) Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to

ensure the smooth management of the exhibition.

b) Any additional written regulation shall form part of the Terms and Regulations for Participation and shall be binding on the exhibitors.



CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

1. General

- (1) A selection of imported exhibits are allowed to enter Taiwan on a bonded basis without payment of customs duties and may be kept in the bonded warehouse for rent up to three months following the show. Such exhibits should be consigned to "Taiwan External Trade Development Council" (TAITRA).
- (2) The following items must be imported on a duty-paid or deposit basis:
 - a. Non-commercial samples
 - b. Give away or promotional articles
 - c. Posters, photo panels, catalogues, brochures and leaflets
 - d. Lubrication oils and greases for maintenance of machinery during the exhibition
 - e. Materials and equipment for use in the construction, installation, decoration and maintenance of booths
 - f. Foodstuff and drinks to be consumed during the show
 - g. Jewelry, precious stones and gold coins (hand carried)
 - h. Liquors, spirits, wines and tobaccos
- (3) Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis and in strict observance of "Quarantine Regulations on Importation of Plantation into the Republic of China"
- (4) Note that exhibits such as some of the telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives need government endorsements and permits for importation.
- (5) The ATA CARNET is not accepted in Taiwan except in the case of countries having similar bilateral agreements with the Republic of China.

2. Exhibits in Bond

According to customs regulations, goods with bonded status may remain in Taiwan for a maximum of six months from the date of importation. During show-days, exhibits are strictly prohibited from leaving the premises. Such exhibits should be returned to the bonded warehouse right after the show. They shall neither be sold nor re-exported until all procedures are cleared by the exhibitors concerned. The organizer has the right to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

3. Exhibits Imported on a Deposit or Duty-paid Basis

Exhibits brought in on a 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.

4. Shipping Mark

All packages to be imported on a bonded basis must be marked as follows :



INTERWOOD TAIPEI

Taipei Int'l Woodworking Machinery & Supplies Show

2008
July 4-7

Show Name : INTERWOOD TAIPEI 2008

Show Dates : July 4 -7

Show Site : Taipei World Trade Center Exhibition Hall

Exhibitor : _____

Booth Number : _____

Case Number : _____ of _____

Dimensions : _____

Gross & Net Weight : _____

5. Shipment

- (1) Exhibits on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must be scheduled for arrival at Keelung Port no later than THREE weeks prior to the show opening, and air shipments at Taoyuan CKS International Airport no later than TWO weeks, to allow sufficient time for customs clearance. Exhibits arriving at Taichung or Kaohsiung must reach destination ONE week prior to the above-mentioned schedules. Documents and/or exhibits arriving late will be charged an additional 15% in customs clearance fees and service charges for the extra working hours required to complete procedures.
- (2) For exhibits shipped on a deposit or duty-paid basis, exhibitors may ship them by the forwarders of their choice that have branch offices or agents in Taiwan.
- (3) For bonded exhibits, exhibitors are required to clear customs procedures through one of TAITRA's two official forwarders.

6. Official Forwarders

- (1) Eurotran Expo Service Co., Ltd.
Add: Room 2A20, 5, Hsin-yi Rd., Sec. 5, Taipei 11011 Taiwan
Tel : 886-2-2725-5000
Fax : 886-2-2720-6363
E-mail : eurotran@ms24.hinet.net
- (2) Triumph Express Services Co., Ltd.
Add: Room 2A21, 5, Hsin-Yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel: 886-2-2758-7589
Fax: 886-2-2758-7645



E-mail: transl@ms12.hinet.net

Only official forwarders will be responsible for handling all exhibits imported on a bonded basis. Their services include customs clearance, transport of exhibits from port of arrival to the exhibition site and vice versa, local storage, unpacking and re-packing, placement of goods in display area, re-export formalities, etc. The handling charges for all such services will be borne by the exhibitor concerned and calculated according to the tariff listed.

7. Shipping Documentation

(1) The organizer requires the following documents to clear exhibitor's shipment through TAIWAN customs :

2 Original Ocean Bills of Lading/Airway Bills

4 Commercial Invoices & Packing Lists (See Form 12)

2 Exhibit Catalogues

Form 11 will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.

All above documents along with completed Form 12 should reach the organizer and official forwarders FOUR weeks before the show opens.

Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are imported for (name of the show) and shall be transferred to TWTC bonded warehouse of Taipei customs territory Taiwan"

(2) To facilitate the processing of customs clearance procedures, all boxes, crates, etc, should be accompanied by detailed packing lists in duplicate with the identification words of exhibits.

8. Disposal of Exhibits during & after the Show

(1) Bonded exhibits:

To provide exhibitors with adequate time to dispose of their exhibits, either by sale locally or by re-export, the organizer is allowed to store exhibitors' goods in a bonded warehouse for a period of up to three months after the show. Any storage charge incurred will be charged to the account of the exhibitor concerned.

Procedures for the sale of bonded exhibits :

Whether through outright sale or by means of distribution agreement, exhibits can be released from the bonded warehouse only after each and every one of the following procedures has been completed:

a. Securing an import permit :



INTERWOOD TAIPEI

Taipei Int'l Woodworking Machinery & Supplies Show

2008
July 4-7

This is done by the buyer on the basis of the relevant Proforma Invoice prepared by the exhibitor.

b. Remittance of cost of goods :

The buyer is responsible for securing the necessary foreign exchange and remitting it to the exhibitor through an authorized bank.

c. Transfer of exhibitor's property to the buyer :

This is accomplished by the exhibitor by completing "Authority/Receipt for Transfer of Exhibitor's Property" , which must be signed by the exhibitor and counter signed by Taiwan External Trade Development Council.

d. Payment of import duties :

This is also the responsibility of the buyer.

(2) Duty-paid or deposit basis :

Goods can be released from the showground only after the show closes, regardless when the said goods are sold.

(3) Re-exportation of exhibits :

Exhibitors shall instruct the official forwarders concerned to take the necessary steps as soon as re-exportation of exhibits is decided.



FORWARDING TARIFF FOR BONDED EXHIBITS INBOUND

1. CUSTOMS CLEARANCE FEE
 - Ocean shipment NT\$500 per B/L (US\$1 = NT\$ 32. 30)
 - Air shipment NT\$200 per AWB
2. TERMINAL WAREHOUSE STORAGE CHARGE
as per terminal warehouse receipt
3. INWARD HANDLING CHARGE
 - Ocean shipment
 - (1) 2 CBM/2000 kgs or less NT\$1,500
 - (2) Additional charge over 2 CBM/2000 kgs NT\$100 per CBM/1000 kgs
 - (3) 20' container NT\$9,500
 - (4) 40' container NT \$14,000
 - Air shipment
 - (1) 100 kgs or less NT\$500
 - (2) Additional charge over 100 kgs NT\$1 per kg
4. FORKLIFT CHARGE/PER HOUR
 - 2.5 tons Free Service
 - 4.5 tons Free Service
 - 8 tons NT\$1,000
 - 15 tons NT\$1,500

OUTBOUND

1. CUSTOMS CLEARANCE FEE
 - Ocean shipment Free Service
 - Air shipment Free Service
2. OUTWARD HANDLING CHARGE
 - Ocean shipment
 - (1) 2 CBM/2000 kgs or less NT\$500
 - (2) Additional charge over 2 CBM/2000 kgs NT\$100 per CMB/1000 kgs
 - (3) 20' container NT\$6,500
 - (4) 40' container NT\$7,500
 - Air shipment
 - (1) 100 kgs or less Free Service
 - (2) Additional charge over 100 kgs NT\$1 per kg
3. BONDED WAREHOUSE STORAGE CHARGE
Refer to bonded warehouse storage fee
4. FORKLIFT CHARGE
 - 2.5 tons Free Service
 - 4.5 tons Free Service
 - 8 tons NT\$1,000
 - 15 tons NT\$1,500



INTERWOOD TAIPEI

Taipei Int'l Woodworking Machinery & Supplies Show

2008
July 4-7

SOLD ITEMS

1. CUSTOMS CLEARANCE FEE

Ocean shipment	Free Service
Air shipment	Free Service

2. SOLD ITEM HANDLING CHARGE

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

3. FORKLIFT CHARGE/PER HOUR

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

BONDED WAREHOUSE STORAGE FEE

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



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

1. Construction guidelines for exhibition booths :

- (1) It is essential that exhibition booths should be properly erected and decorated. The exhibition company's name and booth number should be displayed at a prominent place in the booth.
- (2) No booth may exceed the height of 2.5 meters. Company signs or product signs can be erected to a height not exceeding 4 meters from the floor. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 50 cm from the side edge of the lower structure between booths. If the height of booth construction has to be increased for particular reasons, exhibitors shall obtain prior permission from TAITRA and take out Public Liability Insurance and Third Party Liability Insurance. For each extra-high construction, a fee of NT\$100,000 will be charged.
- (3) Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, electricity will be denied.
- (4) If a booth located in the atrium (Area D) has a ceiling, it will be required to fit into the over all approved design. The top of the ceiling must be painted and it should not be loaded with any objects.
- (5) The construction of a closed part should not be over one-half of the rented space.
- (6) Booth and exhibit decorations (including signs, flags, plants, carpets and lights etc.) should not be placed or be extended beyond one's own booth(s).
Any exhibitor refusing to make changes as directed will have their electricity cut off.
- (7) No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or pillars. These materials may be posted only on the partition walls within the individual booths.
Any exhibitor refusing to make changes as directed will have their decorations dismantled by TAITRA at the exhibitor's expense.
- (8) Electricity boxes, Hydrants, fire extinguishers, fireplugs, emergency exits, air quality detectors, electricity boxes, and all signs of the hall should never be covered, or blocked.
If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure at the exhibitor's expense.
- (9) The installation of neon-lights, twinkling or revolving lights or strings of lights is prohibited. The light from lamp should not be projected upward lest a fire should happen owing to a fallen article staying on the mask of the lamp.



(10) 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:

- a. 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.
- b. 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.
- c. Contents of films or videos must be related to the theme of the exhibition.
Any exhibitor in breach of these regulations will have electricity disconnected after receiving the show organizer's written notice.

(11) Exhibitors wishing to raise balloons within one's own booths are required to apply for approval 10 days before the show opens. And any exhibitor who raises a balloon there without prior approval will have booth decorations dismantled by the show organizer at the exhibitor's expense.

- (12) a. Exhibitors who want to use sound systems of more than 20 watts should apply for approval before the show opens (for application form, contact the show manager).
- b. A deposit of NT\$50,000 will be requested upon approval of the application. Electricity will be disconnected if the deposit of NT\$50,000 is not received by the organizer.
 - c. Anyone found using a sound system without approval will have to make application and place a deposit of NT\$100,000. Electricity will be disconnected until the procedure is completed.
 - d. Speakers, amplifiers and other sound devices should be positioned to assure that direct sound is targeted into the booth rather than toward the aisle.
 - e. TAITRA might organize an inspection group to enforce these rules.
 - f. Whenever it is found that the volume of the exhibitor's sound system exceeds 85 decibels(60 decibels for H area), the inspection group will determine the penalty. Generally this will be in accordance with the following steps: First, they will issue an official verbal or written warning; Second, a fine of NT\$1,000; Third, a fine of NT\$4,000; Fourth, a fine of NT\$10,000; Fifth, a fine of NT\$15,000; Sixth, a fine of NT\$20,000; Seventh, power will be disconnected.
 - g. The distance for measurement of volume is at a height of 1.2 ~ 1.5 meters from ground level and 3 meters away from the sound equipment.
 - h. Deposits will be returned without interest after the show if exhibitors do not violate these regulations.

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

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



closure of booths.

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

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

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

3. Matters for attention during construction:

- (1) Sedans are not allowed entry into the Exhibition Hall.
- (2) Procedures for entering the Exhibition Hall:
 - a. Any truck entering the hall must pay a deposit of NT\$1,000. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT\$200/hour will be charged for the parking time counted from the start of the entry, and be deducted directly from the deposit.
 - b. Application for vehicle entry permit should be made to the Exhibition Department of TAITRA 10 days prior to set-up if a vehicle's weight is 20 tons or more, or it is a hoisting machine or a truck with a hoisting arm.
 - c. The entrance of TWTC Exhibition Hall is 4.2 meters high and 7 meters wide. And that of Hall 3 is 4.47 meters high and 6.5 meters wide. To facilitate access trucks, show goods, or decorations should be disassembled into components. The exhibitor has the responsibility to pay for any damage caused during construction.
- (3) Interior design work should be done within the space of one's own booth(s) and should not extend to the aisle nor hinder passing traffic.
- (4) If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.
- (5) Contractors may not use steel nails, electric saws or spray paint on floor work inside the exhibition hall. In such cases, electricity will be cut off.
- (6) Painting should begin only after the floor is properly covered with plastic cloth or boards.
- (7) Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet.
- (8) Handling of construction materials
 - a. Package and construction materials, which are to be disposed of, should be removed each day by exhibitor and should not be placed in the aisle.
 - b. Unused paint should never be disposed of in sinks or toilets. Brushes may be



washed only in sinks designed for this purpose. Any exhibitor violating this regulation will be fined, and also be forced to pay the expense of clean up.

- c. For the above violations, TAITRA will have the right to hire workers or trucks to dispose of the unused materials at the expense of the exhibitors.
- (9) The exhibitors or contractors will either compensate TAITRA for damaged facilities during construction or transportation, or repair the said facilities by themselves. Exhibitors will also compensate TAITRA for any other damage or injuries caused by improper construction work.

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

- (1) Booth decoration removal and breakdown should not start until after the show closes.
- (2) Exhibitors must remove all tapes from the floor as well as all decoration material.
- (3) All packaging and construction material should be cleaned up during move-out.
- (4) Application should be submitted in advance for the approval of using trucks equipped with iron-claw

5. Penalties for violations:

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



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

1. In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of two-story booths. To set up two-story booths, participants in the trade shows must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.
2. The second-floor of the booth is restricted to meetings with buyers only. It can not be used as storage space or as an exhibition or promotional area.
3. With booth units measuring 3m x 3m, trade show participants must rent at least four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of two-story booths.
4. To apply for the construction of two-story booths in any TAITRA Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction can not begin without prior written approval from TAITRA.
 - (1) One copy of the application form
 - (2) One copy of the booth layout plan
 - (3) One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of building materials, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - (4) A copy of the architect, civil engineer or structural engineer's license, certificate, and letter certifying membership from the related professional associations, as well as the safety confirmation report on two-story booths (See Form **10 & 10-1**).
5. Charge for the use of the two-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed:

Payment date	Rate
Before June 4	50% of ground floor unite rate
After June 4	100% of ground floor unit rate

6. 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 his/her designated deputy, should inspect on sight the construction and dismantling of booths.



Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.

8. The floor of the second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the two-story booths should not exceed 4 meters.
9. The two-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 two-story.
10. The area of the two-story (including staircases) should not exceed 70% of the area of the ground floor, and should be limited to 100 square meters.
11. If the floor area of the two-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 two-story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the two-story.
12. The floor loading capacity of the two-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².
13. After TAITRA has granted written approval for the construction of two-story booth, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.
14. If the construction and design plan for two-story booth approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
15. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.



REGULATIONS REGARDING USE OF THE PROMOTIONAL BALLOON

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

- **A promotional balloon :**

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

- **Small non-flying balloons**

1. To be used for booth decoration.
2. The top of the balloons should not be higher than 4meter from the floor.

1. All balloon(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
2. Those wanting to use balloon(s) should submit the appropriate application (Form 5 along with a deposit of NT\$50,000.
3. For every exhibitor violation of above regulation, a NT\$10,000 penalty will be deducted from the exhibitor's balloon deposit.
4. TAITRA will remove balloons that are used without permission.