

## CHECKLIST

The following checklist is designed to guide and help you plan your work schedule for attending Motorcycle Taiwan 2007. If the services are required, please return the completed forms. Services can not be guaranteed if the related forms are returned after the deadline.

	<b>Services / Items</b>	<b>Deadline</b>	<b>Remarks</b>
1	Balance Due for Booth Rental Payment	March 18, 2007	Ms. Jenny Su Tel: 886-2-27255000 Ext:2617 Fax: 886-2-27251959 E-mail: Jennysu@taitra.org.tw
2	Booth Setup : • Form 1 : Order Form for Booth Facilities	April 18, 2007	On Site Contractor : Uniplan Taiwan Corp. Mr. Gloria Hsu Tel:886-2-2722-7777 Ext.10 Fax:886-2-2729-3455 gl-hsu@uniplan.com.tw
3	Electricity & Water/Drainage Installation • Form 2	May 8, 2007	Mr. Alfa Wu Tel: 886-2-27255000 Ext: 2278 Fax: 886-2-27233786 E-mail: alfa@taitra.org.tw
4	Hotel Accommodations • Form 3	ASAP	See : Hotel List
5	Publicity & Promotion • Form 4 : News Release	March 9, 2007	Ms. Joan Tsou Tel: 886-2-27255000 Ext:2873 Fax: 886-2-27291191 E-mail: motopress@taitra.org.tw
6	Advertising in Official Directory (Exhibitors' Directory) • Form 5	March 9, 2007	Mr. Camby Wang Tel: 886-2-26422629 Ext:149 Fax: 886-2-26427422 E-mail: camby@cens.com
7	Free Advertising in Official Directory's Compact Disc • Form 5-1	March 9, 2007	Ms. Joan Tsou Tel: 886-2-27255000 Ext:2873 Fax: 886-2-27291191
8	Wall Television Setup • Form 6	April 10, 2007	Ms. Jenny Su Tel: 886-2-27255000 Ext:2617 Fax: 886-2-27251959 E-mail: motorcycle @taitra.org.tw
9	Shipping Arrangements • Form 7 : Importation of Exhibits on a Bonded Basis • Form 8 : Commercial Invoice / Packing List	April 10, 2007	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



			<p>Fax: 886-2-27587645  <a href="mailto:transl@ms12.hinet.net">transl@ms12.hinet.net</a>          Form7 should be submitted along with Form 8</p>
10	Telephone Rental	April 18, 2007	<p>Only the exhibitor's representative or agent in Taiwan may order phone connections for booths. The representative or agent must apply directly to:          Chunghwa Telecom Corp          ( Taipei Eastern Area Service Center, Northern Taiwan Unit Group )          Tel:886-2-2720-0149</p>
11	<p>Exhibitor's Information Pack :</p> <ol style="list-style-type: none"> <li>1. Exhibitor's Badges</li> <li>2. Official Directory</li> </ol>	May 16-17, 2007	<p>Pick up on May 16-17 at the reception counter located at Exhibition Hall 3 by showing your name card and providing the completed Form 9</p> <ol style="list-style-type: none"> <li>1. 4 exhibitor badges will be provided with the first booth and 2 more for each additional booth.</li> <li>2. 1 free copy of Official Directory for each exhibitor.</li> </ol>
12	Additional Services	ASAP	<ul style="list-style-type: none"> <li>⊙ Catering Service              Captain Enterprise, 2F Restaurant,              TWTC Exhibition Hall 1              5 Hsin - Yi Rd., Sec. 5, Taipei, Taiwan              Tel:886-2-2725-5200 Ext. 2305</li> <li>⊙ Snack &amp; Drinks              Coa-Shi Co., 1F Food Stand,              TWTC Exhibition Hall 3              6, Sung-Shou Road, Taipei, Taiwan</li> <li>⊙ Forklift Service              1.Sun Shen Forklift Co., Ltd.              Tel:886-2-2505-4216, 2502-3732              Fax:886-2-2503-6091              2.Yi Chen Forklift Enterprise Co., Ltd.              Tel:886-2-8521-6666              Fax:886-2-8521-0089</li> </ul>