



# Taipei International Sporting Goods Show

www.TaiSPO.com.tw

April 9 - 12, 2007

taispo@taitra.org.tw

## 2. Booth Setup & Facilities

(Form 1-1 ~ 1-13)

The booth at Ground Floor is 3m x 3m **raw space only**, including 500 watts (110V)Electricity power supply. Booth facilities are available on a rental basis from the official contractor. All 2<sup>nd</sup> Floor booths have a booth height limitation of 2.3 meters and the shell-scheme booths **with basic facilities** in this area will be provided and constructed solely by the organizer.

## 3. Booth Rentals

### Hall 1, Ground Floor

Booth Location	Booth Rental (Tax Inclusive)	Size (3M X 3M)	Note
Area D or facing Main Aisle	US\$1,300	9 SQM	<b>Raw Space Only (facilities and decoration not included)</b>
Regular*	US\$1,140		
Facing Main Aisle with pillar inside	US\$1,100	7.45 SQM	
Regular with pillar inside	US\$1,050		

### Hall 1, 2<sup>nd</sup> Floor Showground

Booth Location	Booth Rental (Tax Inclusive)	Size (3M X 3M)	Note
Regular	US\$1,140	9 SQM	Basic facilities included partitions, carpet, fascia board, spotlights, information counter, chairs, trash bin, for exact amount for each booth please refer to Form 1-9.
Regular with pillar inside	US\$1,050	8.2 SQM	

※A "Regular" booth is one not facing main aisle.

## 4. Venues

Hall 1: Taipei World Trade Center Exhibition Hall (Ground & 2nd Floor )

5, Hsin-yi Road, Sec, 5, Taipei, Taiwan

## 5. Dates

April 9 – 11, 2007                      9:00 – 18:00

April 12                                      9:00 – 15:00



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## 6. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours

<b>Booth Setup</b>	<b>: April 6, 2007</b>	<b>12:00 – 19:00</b>
	<b>: April 7, 2007</b>	<b>8:00 – 19:00</b>
<b>Exhibits Move-in</b>	<b>: April 8, 2007</b>	<b>7:00 – 20:00</b>
<b>Show Dates &amp; Hours</b>	<b>: April 9 – 11, 2007</b>	<b>9:00 – 18:00</b>
	<b>April 12, 2007</b>	<b>9:00 – 15:00</b>
<b>Exhibits Move-out</b>	<b>: April 12, 2007</b>	<b>15:00 – 19:00</b>
		<b>(15:00-17:00 hand-carry exhibits only)</b>
<b>Booth Dismantling</b>	<b>: April 13, 2007</b>	<b>7:00 – 17:00</b>

- (1) Cargo which is consigned directly to the exhibition site should follow the route into the exhibition hall (refer to floor plan at bottom of page). Booths located in Area A must use Entrance A and those booths in Areas B, C and D use Entrances B & C and those in Area H must use B2 freight elevators at Shih-Fu Road.
- (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 time 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: 1,500 kg/m<sup>2</sup>. (Ground Floor)
- (5) No exhibits can be moved out during show hours.

## 7. Dates and Time for Exhibitor's Entrance to Showground

<b>April 9, 2007</b>	<b>8:30</b>
<b>April 10 – 12, 2007</b>	<b>8:40</b>

## 8. Exhibitor's Badges

- (1) On **April 6-8**, all exhibitors should register at the Exhibitor's Registration Counter at the Exhibition Hall **during move-in hours** to collect exhibitor's badges by **showing business card(s)** which indicate exhibitor's company name or **presenting a letter of authorization** from the original applicant, together with a filled 「**Booth Construction Assurance**」 (Form 10)
- (2) Four exhibitor's badges for each booth.



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## 9. Electricity and Water/Drainage Installation

(Form 3-1~3-3)

(1) Each booth is supplied with 110 Volts 0.5 kilowatts of power free of charge during show hours.

Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor and use Form 3-1~3-3.

(2) Discounts or surcharges will be applied in accordance with the stamped receipt date of application as listed:

Power Fee for early, on-time, & late application	Payment Term (Discount/Surcharge)
Before March 13, 2007	20% Discount Charge
March 4 – 20, 2007	Set Price
March 21 – March30, 2007	20% Overdue Charge
After March 31,2007 or during The exhibition	No applications for power supply and water drainage will be accepted.

## 10. Floor Cleaning

The organizer is responsible for daily cleaning of the public areas and passageways only. Exhibitors have to take care of their own booths. Please put garbage container along side the passageway of your booth(s) after show hours to be taken away.

## 11. Security and Insurance

(1)While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any losses or damages 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 the greatest. Exhibitors should not leave their booths unattended especially 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:

- Exhibits and other items located in the booths
- Public liability
- Third party liability
- 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.



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## 12. Showground Facilities & Services

Showground Services	Hall 1
<b>Booth Facilities Contractor</b>	Uniplan Taiwan Corporation Ms.Lynn Wang Tel: 886-2-2722-7777 ext 14 Fax: 886-2-2729-3455 E-mail:ly-wang@uniplan.com.tw
<b>Taiwan Trade Buyers Lounge Buyers Lounge &amp; Free Sourcing, Internet and Photocopy Service (2nd Fl., Lobby, near the conference rooms)</b>	Area H, 2 <sup>nd</sup> Floor
<b>Café/Buffer/Snack Bar/Restaurant/Fast Food</b>	(1) Restaurant on 2 <sup>nd</sup> floor (2) Snack Bar on 5 <sup>th</sup> floor and showground
<b>Currency Exchanges</b>	(1) Bank of Taiwan, ground floor of Hall, near Plaza Entrance, Monday to Friday 9 am ~ 3:30 pm (2)ATM machines next to Bank of Taiwan
<b>Express Courier</b>	United Parcel Service, 2A28 Tel: 886-2-2723-0746 Fax: 886-2-2723-2733
<b>Fax &amp; Copy</b>	Information Counter, Near the main entrance of Hall 1
<b>First Aid</b>	Near main entrance of Hall 1
<b>Forwarders</b>	(1)Triumph Express Service TWTC, Room 2A21 Tel: 886-2-2758-7589 Fax: 886-2-2758-7645 (2)Eurotran Expo Service TWTC, Room 2A20 Tel: 886-2-2725-5000 Fax: 886-2-2720-6363
<b>Official Directory for Sale</b>	TAITRA Bookstore, near the main entrance of Hall 1
<b>Post Office</b>	Ground Floor of Hall 1, near the Plaza Entrance, Monday to Friday, 8:30 am ~ 5 pm
<b>Press Room</b>	TWTC, Room 2A19 Publicity Manager : Ms. Katherine Hsu Tel: 886-2-2725-5200, ext. 2686 Fax: 886-2-2722-7324
<b>Telephones (Local &amp; International)</b>	Main Entrance and Plaza Entrance of Hall 1 ※Phone cards can be purchased at the TAITRA Bookstore near the main entrance of Hall 1.



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## 13. Telephone Rentals

Telephone 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.

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: NT\$1,000 per set
- (3) The Center will bill the subscriber for all calls within three months following the show

Please note that rented telephone set(s) should be handed back at information Counter (area C, plaza entrance), Hall 1, before 3:30 p.m. on April 18, 2007 where the deposit will be refunded.

## 14. Promote Your Company

### (1) Advertising in the Official Directory

**(Form 4)**

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 5)**

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

### (3) Brochures for Inviting Clients/Buyers to Your Booths

**(free-of-charge)**

Brochures made by the organizer, TAITRA, are ideal for sending them to your clients/buyers as an invitation.

### (4) Exhibitor's Press Release (free-of-charge)

**(Form 6)**

Any new products to announce? Here comes your chance.

Deadline: April 1, 2007

### (5) Promotional Balloon (deposit required)

**(Form 7)**

Erecting a balloon above your booth will be a focus at the showground.

### (6) Wall Television

**(Form 8)**

If exhibitors have video films to promote your products, you need to make an application in advance.



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## (7) Online New Product Announcement

Make online announcements with your clients via our website : [www.TaiSPO.com.tw](http://www.TaiSPO.com.tw)

## 15. Overseas Visitor's Online Pre-registration

Please ask your overseas clients/buyers to pre-register online at the official website. Overseas Visitors who pre-register before April 1, 2007 will get one complimentary copy of official directory upon arrival at the "Pre-registered Visitor" counter of the exhibition hall. **Visitors who do not pre-register will not be offered an official directory upon arrival at the exhibition hall.**

## 16. Overseas Visitor's Badge

Overseas visitors are encouraged to pick up badges **as early as possible** at:

- (1) **"Pre-registered Visitor"** counter, if overseas visitors have pre-registered by e-mail, fax or **online pre-registration at the official website : [www.TaiSPO.com.tw](http://www.TaiSPO.com.tw)**
- (2) "On-site Registration" counter, if overseas visitors have not pre-registered yet.
- (3) The admission is free-of-charge for overseas visitors.
- (4) Exhibitors shall not pre-register for collection Overseas Visitor's badges. Exhibitors should collect badges upon arrival at the Exhibitor's Registration counter during exhibits move-in hours at Ground Floor of Hall 1.

## 17. Terms & Regulations

### 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 the transgressors whose damage claim, if any, will be rejected.

#### 2. Payment Schedule

A debit note will be sent to the applicant after booth allocation. The payment of booth rental should be made before the date stipulated by the show management, TAITRA, otherwise your participation in the show will be cancelled. In the event of cancellation, the payment will not be refunded under any



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circumstances.

### 3. Adherence to Copyright Patent Laws

- a) It is strictly forbidden to display logos, licenses of patent registered by other companies.
- b) Violations will result in immediate removal of the displays, and the exhibitor will not be permitted to participate in this same event for the next two years. 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 the booths assigned to each Exhibitor, in accordance with the nature of the exhibits or in the manner the 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 space assigned space or has 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, the 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 regulation in the Exhibitor's 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 Exhibition Hall due to delay 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 their valuable exhibits during the exhibition (incl. build-up and dismantling period).



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## 9. Exhibit Limitations

- a) Exhibitors are not permitted to erect booth partitions of over 250 cm in height.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400 cm.
- c) Any signs or decoration higher than 250 cm in full view must be decorated.

## 10. Selling From The Stand

The sale of exhibited goods on the spot and the soliciting of customers outside stands are strictly forbidden and those doing so 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 allocated or in case of exhibitor default in payment by the stipulated date, 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 the booth erection and dismantling period and during the show, booths must be staffed by personnel 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 Exhibitors or of the exhibitor's officers, and/or employees, agents, and 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 booth. Unless otherwise agreed, the Show Management will disconnect the main power supply at stipulated time.

## 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 odors, 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 protest or



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commotion at its booth, either inside or outside the showgrounds, 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 without 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.
- c) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

## 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 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.
- (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 overall 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 cover more than one-half of the rented space.
- (6) Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) 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, fireplugs and all signs of the hall should never be covered.

If there is any violations of these regulations, TAITRA retains the right to immediately move the entire



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structure at the exhibitor's expense.

- (9) The installation of twinkling or revolving neon-lights or strings of lights is prohibited.
- (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 30 days before the show opens. 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) Regulations for sound systems:
- 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, during the show period, 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.
  - c. Speakers, amplifiers and other sound devices should be positioned to assure that direct sound is targeted into the booth rather than toward the aisle.
  - d. TAITRA might organize an inspection group to enforce these rules.
  - e. Whenever it is found that the volume of the exhibitor's sound system exceeds 80 decibels, 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\$50,000**; Third, power will be disconnected.
  - f. 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.
  - g. 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 could have his electricity stopped and booths closed.

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



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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** will be deducted for the first two hours.
  - b. Application for vehicle entry permit should be made to the Exhibition Department of TAITRA two weeks prior to set-up if a vehicle's weight is 6.5 tons or more.(The entrance of TWTC Exhibition Hall is 4.2 meters high and 7.5 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 which 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 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 damages or injuries caused by improper construction work.

## 4. Matters for attention before booth dismantling and during 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.



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## 5. Penalties for violations:

- (1) Electricity and water cut off.
- (2) Any exhibitor refusing to rework improperly installed decorations as directed will have the decorations dismantled by TAITRA prior to the show at the exhibitor's own expense, and/or will face the closure of the booth.
- (3) Exhibitors violating these regulations or failing to monitor the contractors' work will be prohibited from participating in TaiSPO 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 SECOND-STORY BOOTH AT THE TAIPEI WORLD TRADE CENTER EXHIBITION HALL

- 1 In view of an increasing demand for exhibit space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, trade show participants must comply with these 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, trade show participants must rent at least **four (4)** units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of second-story booths.
- 4 To apply for the construction of second-story booths in any TAITRA's Taipei trade show, participants must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
  - (1) One copy of the application form (Form 2-1&2-2)
  - (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 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.
  - (4) 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.
5. Charge for the use of the second-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 :

Full Payment Date	Rate
Before March 20, 2007	50% of ground floor unit rate
March 20, 2007 ~ Move-in day	100% of ground floor unit rate



# Taipei International Sporting Goods Show

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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 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.
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 second-story booths should not exceed 4 meters.
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 load-bearing capacity of the second-story should be no less than 200 kg/m<sup>2</sup>, and that of the staircase no less than 300 kg/m<sup>2</sup>.
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, TAITRA retains the right to immediately remove the entire structure.
15. After TAITRA has granted written approval for the construction of second-story booths, 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.
16. If the construction and design plan for second-story booths 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.
17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth



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Decoration within the Taipei World Trade Center Exhibition Halls.

18. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

## 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). TAITRA is not in a position to be a consignee for exhibits imported on a duty-paid or deposit basis.
- (2) The following items must be imported on a duty-paid or deposit basis:
  - a. Non-commercial samples
  - b. Giveaways 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 the show-days, exhibits are strictly prohibited from being removed from 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:



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Show Name: TaiSPO 2007

Show Dates: April 9 ~ 12, 2007

Show Site: Taipei World Trade Center Exhibition Hall

Exhibitor: \_\_\_\_\_

Booth Number:  Hall 1 \_\_\_\_\_ Area : \_\_\_\_\_ 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 earlier than 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.

Room 2A20, 5, Hsin-yi Road, Section 5, Taipei, Taiwan

Tel: 886-2-2725-5000

Fax: 886-2-2720-6363

E-mail: [eurotran@ms24.hinet.net](mailto:eurotran@ms24.hinet.net)

- (2) Triumph Express Service Co., Ltd.

Room 2A21, 5, Hsin-yi Road, Section 5, Taipei, Taiwan

Tel: 886-2-2758-7589

Fax: 886-2-2758-7645

E-mail: [transl@ms12.hinet.net](mailto:transl@ms12.hinet.net)

Only the 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, and re-export formalities. The handling charges for all such services will be borne by the exhibitor concerned and calculated according to the tariff listed.



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## 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 Catalogs

Form 12 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 11 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."

(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.

Printed materials for the exhibition such as posters, brochures, and leaflets, should not bear any word in Chinese simplified characters.

## 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:

This is done by the buyer on the basis of the relevant Performa 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 countersigned 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:



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

## 18. Travel to Taiwan

---Directly make hotel reservations through official travel agent,

Bobby Travel Service Co., Ltd.

Tel: 886-2-2505-5677

Fax: 886-2-2505-5777

E-mail: [exhibition@bobby.com.tw](mailto:exhibition@bobby.com.tw)

---Official Carrier

EVA Airlines and China Airlines are the Official Carriers of TaiSPO 2007. Both have international routes and worldwide sales offices. For more details, please visit: [www.evair.com](http://www.evair.com) or [www.china-airlines.com](http://www.china-airlines.com).

**19. This English-language abridged version of the TaiSPO 2007 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between this English editions.**