

**TIMTOS****March 12-17, 2007****Taipei International Machine Tool Show**

NOTICE ON MOVE-IN & MOVE-OUT OF EXHIBITS

The TIMTOS 2007 will open on March 12~17, 2007. We kindly request your cooperation to act in accordance with the following instructions during move-in & move-out of exhibits and booth dismantling:

1. Show Dates & Time

| | |
|------------|--|
| Show date | March 12-17, 2007 |
| Show hours | 9 am—5 pm, March 12-17 For trade or by invitation. Also open to public. |

2. Move-In (Booth Installation/Decoration)

| Hall 1 | |
|---|--|
| Machinery exhibits | 5 am ~ 10 pm, March 8-9 5 am ~ 1 pm, March 10 |
| Power for testing machinery | 3 pm ~ 9 pm, March 10 8 am ~ 9 pm, March 11 |
| Hall 1, 2nd Floor Showground | |
| Other exhibits | 8 am ~ 5 pm, March 10 |
| Hall2 & Hall3 | |
| Machinery exhibits | 6 am ~ 7 pm, March 8-9 6 am ~ 1 pm, March 10 |
| Power for testing machinery | 3 pm ~ 9 pm, March 10 8 am ~ 9 pm, March 11 |
| © Vehicles are not permitted to enter the showground after 1 pm on March 10. During the above restricted period, exhibits should be moved to showground by hand carry or by hand cart. | |



TIMTOS

March 12-17, 2007

Taipei International Machine Tool Show

3. Move-Out (Booth Dismantling)

| Hall 1 | |
|--|--|
| 5 pm ~ 7 pm, March 17 | Hand carry or small exhibits move-out Ⓞ Vehicles are not permitted to enter the showground |
| 7 pm ~ 11 pm, March 17 | Machinery and other exhibits move-out |
| 6 am ~ 6 pm, March 18 ~ 19 | Machinery and other exhibits move-out |
| Hall 1, 2 nd Floor Showground | |
| 5 pm ~ 9 pm, March 17 | Hand carry or small exhibits move-out |
| 8 am ~ 5 pm, March 18 | All exhibits move-out |
| Hall2 & Hall3 | |
| 5 pm ~ 7 pm, March 17 | Hand carry or small exhibits move-out Ⓞ Vehicles are not permitted to enter the showground |
| 7 pm ~ 11 pm, March 17 | Machinery and other exhibits move-out |
| 6 am ~ 6 pm, March 18 | Machinery and other exhibits move-out |

4. Exhibits Move-in and Move-out

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition hall (Please see Taipei World Trade Center Exhibition Hall floor plan).
- (2) Exhibitors, their agents, and contractors are responsible for the installation or dismantling of their exhibits. 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 limitations.
- (4) Floor Loading Capacity is 1,300 kg/m²

5. Exhibitor Information Packs

- (1) exhibitor badges
 - All exhibitors should register at the registration counter upon arrival at the Taipei World Trade Center Exhibition Hall to collect their badges.



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- Four exhibitor badges granted for the first booth and two more for each additional booth to serve as entry passes.

(2) Official Directory

- 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 at the registration counter.

6. Facilities & Services

| Services | Location |
|--------------------------------|--|
| (1) Post Office, Bank, Cashier | Plaza entrance of TWTC Exhibition Hall |
| (2) Restaurant | 2nd & 5th floor of TWTC Exhibition Hall |
| (3) Conference Rooms | 2nd floor of TWTC Exhibition Hall |
| (4) Press Room | 2A19, 2nd floor of TWTC Exhibition Hall |
| (5) First Aid | Ground floor of TWTC Exhibition Hall |
| (6) TAITRA Bookstore | Ground floor of TWTC Exhibition Hall |
| (7) Travel Service | Ground floor of TWTC Exhibition Hall |
| (8) Buyers Lounge | 2nd floor of TWTC Exhibition Hall , Hall 2 & 3 |
| (9) Customs Bonded Warehouse | Basement 2 of TWTC Exhibition Hall |
| (10) Express Courier | United Parcel Service, Rm. 2A28 of TWTC Exhibition Hall |
| (11) Forwarders | Triumph Express Service, Rm. 2A21 of TWTC Exhibition Hall Eurotran Expo Service, Rm. 2A20 of TWTC Exhibition Hall |

7. NOTE:

1. The exhibitor shall not sublet the whole or any part of his own exhibition space.
2. During the removal period, all exhibitors are requested to have representatives at their booth(s) to guard against loss of exhibits. All exhibitors must wear official exhibitor badges when entering the show ground.
3. The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including coverage for fire, theft, flood and accidents.
4. No exhibitor, under any condition, may remove exhibits from the show ground until after closing on the final day of March 17 at 5:00 pm.

Thank you for your cooperation.