



Reference No: _____

Date of Issue: _____

SPACE APPLICATION/CONTRACT

Name of Exhibiting Company:	
Address:	
	Country:
Contact Person:	Position:
Tel:	Fax:
Email:	Web:

●Business Type:	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Exporter	<input type="checkbox"/> Importer	<input type="checkbox"/> Agent
------------------------	---------------------------------------	-----------------------------------	-----------------------------------	--------------------------------

●Agent/Branch/Office in Taiwan :	
Company:	
Contact Person:	Tel:
Email:	Fax:

● We Hereby Apply For Space / Stand As Follows:			
Dimensions of Site: _____ SqM.	Stand No.: _____ (subject to change)		
Obstruction: _____ SqM.	Nett Stand Area: _____ SqM.		
Type Of Space / Stand	Space Cost per 9 SqM.(3MX3M)	Space Required	Total Amount
Space Only	USD 1,500	_____ Booth(s)	US\$
Space+ Stand Package	USD 1,770	_____ Booth(s)	US\$
Schedule of Payment:			
50% deposit US\$ _____ as confirmation of participation, Balance US\$ _____ to be paid by _____			
Payment Note:			
1. Application form without deposit will be treated as invalid.			
2. All payment should be made in US dollars on A/C and please send us a copy of the bank transfer by fax (+886-4-23501596)			
3. Bank Information: Bank Name: Taiwan Cooperative Bank, JhongSing Branch			
Account Name: Taiwan Machine Tool & Accessory Builders' Association			
Account Number: 0500188000889 Swift Code: TACBTWTP 050			

We hereby accept the Terms and Conditions on Page 2 overleaf and the Rules and Regulations of Taiwan Machine Tool & Accessory Builders' Association (the Organizer), and any amendments which may be made by the Organizers and/or the hall landlord. We further agree to show only exhibits pertaining to the theme of the exhibition. Final decision is at the discretion of the Organizer. We hereby consent to the use of our trade marks by the Organizer in advertisements and promotional materials relating to this exhibition and/or the Organizer's services as an exhibition organizer. We also agree to pay the balance as above date. The Organizer reserves the right to alter the position of the allocated stand and to change the venue or date of the exhibition, if in the opinion of the Organizer it is in the interest of the exhibition as a whole.

Authorized Signatory & Company Stamp (exhibitor):	FOR OFFICIAL USE ONLY
	Application Accepted by on behalf of Taiwan Machine Tool & Accessory Builders' Association(TMBA)
Signature: _____ Name: _____	_____
Job Title : _____ Date: _____	Name & date

Organized by TMBA, Address: 3F, No.27, 37th Road, Taichung Industrial Park, Taichung 40768, Taiwan, R.O.C. tmts@tmba.org.tw www.tmts.tw

Notes:



Reference No: _____

Date of Issue: _____

TERMS AND REGULATIONS FOR PARTICIPATION

1. Participation Application

- (a) When signing the related 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

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

3. Cancellation of Exhibition Space

In the event of the Organizer agreeing to any request for release from the contract, the exhibitor will be liable for all or part of the cost stated in the Contract overleaf of the following scale:

Cancellation 271 days or more before the show	15% of cost
Cancellation 270 and 181 days before the show	40% of cost
Cancellation 180 and 121 days before the show	60% of cost
Cancellation 120 and 61 days before the show	80% of cost
Cancellation 60 days or less before the show	full cost

This scale of charges will apply only from the date the Organizer receives written notice by letter, e-mail or fax. In addition to this scale, the Exhibitor will be liable for any specific cost incurred on his behalf by the Organizer.

4. Adherence to Copyright Patent Laws

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

5. 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.

6. 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.

7. 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 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.

8. 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.

9. Insurance

- (a) In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to also take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for their exhibits during the exhibition (including build-up and dismantling periods), 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 (including build-up and dismantling periods).

10. Exhibit Limitations

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

11. Selling from Stand

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

12. 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 of the 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.

13. 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, the 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, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause.
- (d) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6 pm each day.
- (e) Exhibitors should comply with a fire control regulation. If any fire occurs due to the improper installation of decorations, construction or use of electric appliances, the exhibitor will be legally responsible for any loss or damage, and pay penalties of up to NT\$100,000 to TMBA.

14. 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 from booths 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.

15. 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 and/or disruptions thereof.

16. 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.

Terms and conditions of contract Accepted by Exhibiting Company:

Signature: _____