

INDEX

1.Checklist.....	1
2.General Information and Regulations.....	2
3.Terms and Regulations for Participation.....	7
4.Customs Regulations for Foreign Exhibits.....	10
5.DEADLINES / TIME SCHEDULE AT A GLANCE.....	22
6.Regulations Governing Booth Decoration.....	23
Form 1 : Official Directory Entry.....	28
Form 2 : News Release(free-of-charge).....	33
Form 3 : Exhibitor's Badge.....	34
Form 4 : Water and Electricity Application Form.....	35
Form 5 : Booth Construction Assurance.....	39
Form 6 : Booth Setup & Facilities Order.....	40
Form 7 : Conference Room Application Form.....	47
Form 8 : Factory Visiting Application Form.....	48

This English-language abridged version of the TMTS 2010 Exhibitor's Manual is for reference purpose only, and the Chinese edition will prevail if there is any discrepancy between this English editions

Checklist

The following checklist is designed to guide and help you plan your work schedule for attending the 2010 Taiwan International Machine Tool Show (TMTS 2010). If the services are required, please return the completed forms to the designated person by the deadline.

Services will not be guaranteed if the related forms are returned later than the deadline.

No.	Services / Items	Attachment	Page	Deadline	Remarks
1	Official Directory	Form 1		Aug. 10	York Cheng TEL : +886-4-2358-0326 E-mail : YrkChang@tmbsa.org.tw
2	News Release	Form 2		Oct. 1	York Chang TEL : +886-4-2358-0326 E-mail : YorkChang@tmbsa.org.tw
3	Exhibitor's Badge	Form 3		Sep. 15	Zoe Pan TEL : +886-4-23580326 E-mail : zoe@tmbsa.org.tw
4	Electricity & Water / Drainage Requirements	Form 4		Sep. 15	HONG KUAN ENTERPRISE LTD. TEL : +886-2-2948-9493 FAX : +886-2-2948-9513
5	Booth Construction Assurance	Form 5		Sep. 15	Ricky Huang TEL : +886-4-2350-7583 E-mail : ricky@tmbsa.org.tw
6	Booth Construction & Facilities Order	Form 6		Sep. 15	KY-Post Design Exhibition Group Lisa Hou Mobil : +886-952-284-727 TEL : +886-2-2346-5678 #31 FAX : +886-2-2346-5679 E-mail : lisa@ky-post.com
7	Booking Conference Room	Form 7		Sep. 15	Zoe Pan TEL : +886-4-23580326 E-mail : zoe@tmbsa.org.tw
8	Application for Factory Visiting	Form 8		Aug. 10	York Cheng TEL : +886-4-2358-0326 E-mail : YorkChang@tmbsa.org.tw
9	3.5G Wireless Card Rental			Sep. 15	KONG YUE CO LTD. Miss Lin Mobil : +886-912-670989 TEL : +886-4-2532-1666 Email : kyelife@gmail.com http : //www.kongyue.com.tw/
10	Advertising in the Show Daily			Sep. 15	Economic Daily News Judy Hong TEL : 04-2237-1234 ext.4852 Fax : 04-2231-6251
11	Advertising in the Official Directory			Sep. 15	J&M MEDIA CORPORATION Sunia Huang TEL : 04-2235-3959 FAX : 04-2236-2582 Email : sales3@jandm.com.tw

GENERAL INFORMATION AND REGULATIONS

1. Venue

Taichung Shuinan Economic and Trade Park (Northern Base)

2. Dates & Time

Show Date: November 3th- November 7th, 2010

Open Hours: 10:00 a.m. ~ 6:00 p.m.

For trade or by invitation, also open to public with admission ticket (NT\$100)

3. Exhibits move-in:

Item	Date	Time
Machinery Move-in	Oct.28 ~ Oct.31	08 : 00~17 : 00
Power for testing machinery	Nov.1 ~ Nov.2	09 : 00~17 : 00
Accessories & Parts Move-in	Oct.31 ~ Nov.2	08 : 00~17 : 00

4. Exhibits move-out:

Item	Date	Time
Hand-carried Exhibits Move-out	Nov.7	18 : 00~20 : 00
Machinery and other exhibits	Nov.7	20 : 00~23 : 00
Move-out	Nov.8~Nov.10	08 : 00~17 : 00

5. Booth Setup & Facilities

- (1) The booth is 3m x 3m raw space only, including 500 watts (110V) electricity power supply.
- (2) Exhibitors may appoint their own booth contractor and should provide the appointed contractor's company contact details to the organizer.
- (3) KY-Post Design Exhibition Group, 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 boards, tables and chairs, etc. For application, please refer to **Form 6**.

6. Electricity and Water/Drainage Installation

Each booth is supplied with 110 Volts 500 watts power free of charge.

Exhibitors requiring additional or heavy-duty power supply or water

drainage should apply in the name of the exhibitor using **Form 4**.

7. Exhibits Move-in and Move-out

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition halls.
- (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.

8. Show days

- (1) No exhibits can be moved in or out during show hours. If exhibit has to be carried in, it should be done from 9 a.m. to 10 a.m. during show days.
- (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 hours. The organizer reserves the right to restrict noise level to no more than 85dB.
- (4) The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (5) Should any rented space remain unoccupied on the opening day without justifiable 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.
- (6) The exhibitor shall not assign, sublet, or apportion any part of the assigned space to him or have representatives, equipment, or materials from firms other than his own appear in the exhibition space.
- (7) No exhibits can be moved out during show hours.

9. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter upon arrival at the exhibition hall to collect their badges and other information (i.e. Official Directory).
- (2) 4 exhibitor badges will be offered with the first booth and 2 more for each additional booth. These will serve as entry passes and must be worn to enter the showground.
- (3) For overseas buyers, please register online at: www.tmts.tw. Or register on-site during Show Days.
- (4) 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.

10. Wireless Card Rental

3.5G wireless card may be ordered only by the exhibitor's representative or agent in Taiwan. The representative or agent must apply by Sep. 15 directly to :

KONG YUE CO LTD.
Ms. Lin Tel: 886-4-25321666
Email: kyelife@gmail.com

11. Hall Cleaning

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

12. 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 risk of loss of goods is greatest. Exhibitors should not leave their booths unattended 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:
 - 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 while 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.

14. Accommodations

The organizer will assist exhibitors, buyers and visitors in arranging hotel accommodations with a selection of hotels in Taichung. For hotel list or reservations, please visit: www.tmts.tw

15. Advertising in the Official Directory

- (1) Exhibitors are eligible to place advertisements 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.
- (2) One Official Directory will be offered to each exhibitor free of charge. The directory will not only be available for sale during the show, but will also be distributed following the show to buyers who could not attend the



exhibition.

- (3) To request advertising in the Official Directory, please contact the official publishing agent at :

J&M MEDIA CORPORATION

18F-2, No.128, Sec.2, Chongde Rd., Taichung City 406, Taiwan

Tel : +886-4-22353959

Fax : +886-4-22362582

E-mail: sales3@jandm.com.tw

17. Unforeseen Occurrences

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

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. 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.

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 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 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 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 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).

9. 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.

10. 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.

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 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.

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, 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.

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 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.

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 and/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.

CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS

1. GENERAL INFORMATION

The Taiwanese Authorities working in line with international conventions permit exhibits to be imported into Taipei on 'Temporary Import' basis. To enable us to clear the exhibits under bond on 'Temporary Import' basis, please adhere to all instructions in this Shipping Manual.

2. DOCUMENT DEADLINES

The following documents must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Keelung Port or CKS Taoyuan Airport.

OCT. 11, 2010 Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments must be received by us for documentation prior to the arrival of vessel.

OCT. 18, 2010 Copies of Commercial Invoice and Packing List for airfreight consignments must be received by us for documentation prior to the arrival of flight.

3. CONSIGNMENT DEADLINES

All exhibition goods **must arrive** in Taipei **not later** than :

OCT. 25, 2010	Films and video tapes by airfreight.
OCT. 18, 2010	Seafreight consignments.
OCT. 25, 2010	Airfreight consignments.

For airfreight consignments, a fax pre-alert shall be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weights and dimensions upon uplift of goods.

In any such case, **TRIUMPH TRANS-LINK LOGISTICS CO., LTD.** will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given

4. CONSIGNMENT INSTRUCTIONS

All exhibition goods despatched either by seafreight or airfreight, shall be consigned "**Freight Prepaid**" as follows:

Consignee : Triumph Trans-Link Logistics Co. Ltd.
Room 5-2, 5th Floor, No. 99 Chung Shan North Road,
Sec. 2, Taipei, Taiwan
For : Taiwan International Machine Tool Show 2010 (TMTS 2010)
Name of Exhibitor: _____
Stand No. : _____

Notify : Triumph Trans-Link Logistics Co. Ltd.
Room 5-2, 5th Floor, No. 99 Chung Shan North Road,
Sec. 2, Taipei, Taiwan

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

5. CASE MARKINGS

All packages shall be marked as follows:

Taiwan International Machine Tool Show 2010 (TMTS 2010).
c/o Triumph Trans-Link Logistics Co. Ltd.

Name of Exhibitor : _____
Stand Numbers : _____
Case Numbers : _____
Gross Weight/Net Weight: _____
Dimensions : _____

6. DOCUMENTATION

For seafreight consignments, the following documents are required:

2 originals and 3 copies of Bill of Lading
6 copies of Commercial Invoice
6 copies of Packing List
2 copies of Catalogue of Exhibit
1 copy of Insurance Policy (if insured)

For airfreight consignments, the following documents are required:

2 originals and 3 copies of Airway Bill
6 copies of Commercial Invoice
6 copies of Packing List
2 copies of Catalogue of Exhibit
12 copies of Cargo Manifest (attached with MAWB)
1 copy of Insurance Policy (if insured)

To assist you in the preparation of documents, we have attached, at the end of this Shipping Manual, a specially designed Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

- a. All entries in these forms must be in the English Language.
- b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs - Lapel pins" or "wooden display plinth - floor standing", etc.
- c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
- d. The following declaration must be indicated: "The invoiced goods are of (country) origin and are intended for display purposes only at the exhibition site in Taipei."



The Combined Commercial Invoice and Packing List must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Taipei.

OCT. 11, 2010 -Seafreight Consignments

OCT. 18, 2010 -Airfreight Consignments

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:

3 copies of House Bill of Lading

3 copies of Container Manifest

These two additional documents are required so that the container can be imported into Taipei as a FCL container without it being unstuffed in the port, and taken out as loose cargo.

For consolidated air shipments, a House AirwayBill for each exhibitor and a consolidation manifest must be issued.

7. PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and re-packing operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

8. STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the exhibition.

Note for freight forwarders:

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 3 to 5 days after the discharge of containers at the port. Should you require us to keep the container within the exhibition site for storage purposes and subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.

9. CPD CARNET

The CPD Carnet is accepted in Taiwan in the case of countries having similar bilateral Agreements with the Republic of China.

10. FILMS & VIDEO TAPES

Any films and video tapes to be shown at the exhibition must be cleared by the Government Information Office (GIO).

You are advised to courier these materials "Freight Prepaid" to us by OCT. 25, 2010 to enable us to arrange for censorship clearance. 2 (two) copies of Invoice and Packing List and Power of Authority must be attached.

We would advise you against hand-carrying these items into Taipei, as they may be detained by the Taiwanese Customs and considerable time and effort may be required to clear them out in time for the exhibition.

11. FOODSTUFF/BROCHURES AND GIVEAWAY ITEMS (CONSUMABLES)

a. FOODSTUFF

- Foodstuff/beverages MUST be packed and documented separately from the exhibits to avoid delays in the customs clearance. It should be sent on a separate Bill of Lading or Airway Bill.
- Pre-alert documents must be faxed to us **at least** one(1) week prior shipment arrival to avoid any unnecessary delay in customs clearance.
- Full description (such as total number of pieces, brand of product) of the foodstuff/beverage items must be clearly given on the Combined Commercial Invoice and Packing List.

Please be guided that imported foodstuff and beverages attract very high duty rates. No exemption will be granted.

DO NOT MIX OR SHIP ALCOHOLIC DRINKS OR CANNED FOODSTUFF WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE TAIWANESE CUSTOMS/HEALTH AUTHORITIES.

Failure to comply with these instructions will cause unnecessary delays in clearance, any may lead to additional expenses incurred.

b. BROCHURES AND GIVEAWAY ITEMS

Brochures and giveaway items/souvenirs are permitted entry into Taiwan but some are subject to import duties of the CIF value. Such items must be packed separately.

12. CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS INTO TAIWAN

a. GENERAL

- i. The following items must be imported on a duty & taxes-paid basis:
 - Non-commercial samples.
 - Giveaway or promotional articles.
 - Posters, photo-panels, catalogues, brochures and leaflets.
 - Lubrication oil and grease for maintenance of machinery during the exhibition.
 - Materials and equipment for use in the construction, installation, decoration and maintenance of booths.
 - Foodstuff and drinks to be consumed during the show.
 - Jewellery, precious stones and gold coins (hand-carried).
 - Liquors, spirits, wines and tobaccos.
- ii. Exhibits such as fresh flowers, live plants, etc must be imported on a duty-paid basis and in strict observance of Quarantine Regulations on Importation of Plants into the Republic of China.
- iii. Exhibits such as telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons and explosives need government endorsements and permits for importation.

- iv. In accordance with the Customs regulations in Taiwan, some stand materials may be imported under duty-deposit basis, but a rental tax at 10% of import duty amount will be charged.
- v. Effective 1 January 2002, additional business tax will be applied if shipment is imported under permanent import, business tax at 5% of CIF value will be charged.

b. EXHIBITS IN BOND

According to Customs regulations, goods on bonded status may remain in Taiwan for a maximum of one (1) month from the date of importation. During the show-days exhibits are not allowed to leave the show venue. They shall neither be sold nor re-exported until all the procedures are cleared by the exhibitors concerned. The Organiser has the rights to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

c. EXHIBITS IMPORTED ON A DUTY-DEPOSIT OR DUTY-PAID BASIS

Exhibits brought-in on a duty-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.

However, should exhibitor require TRIUMPH TRANS-LINK LOGISTICS CO LTD to act as their consignee on duty-deposit basis, then all exhibits must be re-exported after exhibition.

13. CUSTOMS EXAMINATION

The Taiwanese Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of '**NON DECLARATION**' and '**ERRONEOUS DECLARATION**'. In such cases, Trans-Link shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor.

14. EXHIBIT LAYOUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

15. RE-EXPORT/DISPOSAL OF EXHIBITS

Exhibitors are to indicate to us on the Combined Commercial Invoice and Packing List the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition.

We will be circulating a Disposal Instruction Form to you in due course for your completion so that we can plan for the return shipments after the exhibition. Re-export formalities will require at least 2 to 3 weeks to process before shipments can be sent out.

For goods destined for later exhibitions, our covered storage facility in Taipei can be utilized at a reasonable storage rate.

a. **BONDED EXHIBITS**

To provide exhibitors with adequate time to dispose of their exhibits either by sale locally or by re-export, goods must be returned to the bonded warehouse right after the show. Exhibits are allowed to be stored in the bonded warehouse for a period of up to three months after show. Any storage charges incurred will be charged to the account of the exhibitor concerned.

b. **DUTY-PAID BASIS**

Goods can be released from the show ground after the show closes regardless of when the said goods are sold.

16. SOLD EXHIBITS

Exhibitors must inform us during the exhibition period the details of the local buyers or agents so that we can advise them of the relevant procedures, duties/taxes involved for the sold exhibits (which will not be re-exported).

a. **BONDED EXHIBITS**

- i) An import permit is required to be obtained by the buyer on the basis of the relevant Commercial Invoices prepared by the exhibitor.
- ii) Payment of relevant charges and import duties is also the responsibility of the exhibitor or buyer.

b. **EXHIBITS ON DUTY-PAID BASIS**

Goods can only be released from the show venue only after the payment of relevant charges and import duties and taxes received by us. Goods will be transferred to our warehouse for storage pending the completion of Customs formalities and/or payment.

Note: The Customs Authorities are empowered to impose an uplift on the declared CIF value and all computation of Customs Duties/Taxes will be based on the new/uplifted value.

17. INSURANCE

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

18. REQUEST FOR INSURANCE

Upon written instructions, Triumph Trans-Link Logistics Co. Ltd. can offer you insurance coverage at competitive premiums.

19. TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set.

Our bank accounts are:

TAIWAN

Triumph Trans-Link Logistics Co., Ltd.
China Trust Commercial Bank
Chung Shan Branch
Chung Shan North Road, Sec 2,
Taipei, Taiwan

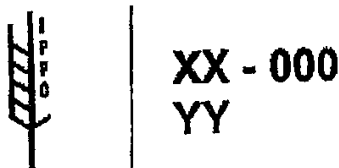
A/C No.: 141-13-81389-07 (Remitting bank charges are to be borne by the exhibitor).



FUMIGATION REGULATION

Effective from 1st January 2009, all shipments with wood packing material import into Taiwan must be fumigated in the country of origin before sending the cargo to Taiwan.

To ensure the wood packing material is properly treated either by heat treatment or methyl bromide, wood packing materials must be marked with the IPPC logo.



Wood packing materials without acceptable stamp or not in compliance with the above requirements must be destroyed or compulsorily re-reported with the cargo without entry into Taiwan.

IMPORTANT

All business is only transacted in accordance with the Taiwan Freight Forwarders Association (TFFA) Standard Trading Conditions. Copy is available upon application.

Use of **TRIUMPH TRANS-LINK LOGISTICS CO. LTD.**'s services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

For additional information or clarification, please contact us at:

TAIWAN

TRIUMPH TRANS-LINK LOGISTICS CO., LTD.

Room 5-2, 5th Floor

No. 99 Chung Shan North Road

Sec. 2, Taipei, Taiwan

Tel : (886)(2) 25811133

Fax : (886)(2) 25239449 / 25819635

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20. EXHIBITION HANDLING RATES

A. SEAFREIGHT CONSIGNMENT

a. INWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From arrival Keelung Port to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site.

Basic handling rate		US\$135.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	LCL	US\$270.00 per consignment (HBL) per exhibitor.
	FCL 20'	23 cbm per 20' container.
	FCL 40'	46 cbm per 40' container.
	FCL 40' High-cube	50 cbm per 40' high-cube container.
	FCL 45'	60 cbm per 45' container.
LCL charge/fee		US\$12.80 per cbm or 1,000 kg whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
FCL Terminal Handling Charge		US\$185.00 per 20' container (at cost). US\$240.00 per 40' container (at cost).
*Harbour Service Charge		2.50 per cbm US\$20/20' US\$40/40'.
Trade Promotion Tax		0.0415% of CIF value.
Consignment Service Charge		US\$120.00 per consignment (HBL) per exhibitor.

Current and actual cost levied by Container Freight stations (CFS), all third party charges incurred will be charged at cost.

Note:

- i. The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- ii. Port storage charges and removal charges if incurred due to late receipt of negotiable shipping documents will be charged accordingly at cost.

b. OUTWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From exhibition stand to FOB vessel at Keelung Port inclusive of the return of empty packing cases to the exhibition stand, where applicable.

Basic handling rate		US\$135.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	LCL	US\$270.00 per consignment (HBL) per exhibitor.
	FCL 20'	23 cbm per 20' container.
	FCL 40'	46 cbm per 40' container.
	FCL 40' High-cube	50 cbm per 40' high-cube container.
	FCL 45'	60 cbm per 45' container.
LCL charge/fee		US\$12.80 per cbm or 1,000 kg whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
FCL Terminal Handling Charge		US\$185.00 per 20' container (at cost).
		US\$240.00 per 40' container (at cost).
*Harbour Service Charge		2.50 per cbm US\$20/20' US\$40/40'.
Trade Promotion Tax		0.0415% of CIF value.
Consignment Charge	Service Charge	US\$120.00 per consignment (HBL) per exhibitor.

Current and actual cost levied by Container Freight stations (CFS), all third party charges incurred will be charged at cost.

B. AIRFREIGHT CONSIGNMENT

a. INWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From arrival CKS Taoyuan Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site.

Basic handling rate			US\$1.50 per kg based on actual or volumetric weight whichever is the greater.
Minimum charge			100 kg per consignment (HAWB) per exhibitor.
Airport Terminal Charge	1 st -5 th day	- 300kg	US\$0.18 per kg
		+300kg	Additional US\$0.02 per kg/day to be added.
Airline Breakdown Charge			US\$0.06 per kg per consignment (HAWB) per exhibitor.
Airfreight Trade Promotion Tax			0.0415% of CIF value.
Consignment Service Charge			US\$120.00 per consignment (HAWB) per exhibitor.

Note :

- i. The above service excludes stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charge will be levied.
- ii. Airport storage charges if incurred due to late receipt of documents will be charged accordingly at cost.

b. OUTWARD MOVEMENT

(For individual exhibits not exceeding 2,000 kg)

From exhibition stand to on-board aircraft at CKS Taoyuan Airport inclusive of the return of empty packing cases to the exhibition stand, where applicable.

Basic handling rate			US\$1.50 per kg based on actual or volumetric weight whichever is the greater.
Minimum charge			100 kg per consignment (HAWB) per exhibitor.
Airport Terminal Charge	1 st - 5 th day	- 300kg	US\$0.18 per kg
		+300kg	Additional US\$0.02 per kg/day to be added.
Airline Breakdown Charge			US\$0.06 per kg per consignment (HAWB) per exhibitor.
Airfreight Trade Promotion Tax			0.0415% of CIF value.
Consignment Service Charge			US\$120.00 per consignment (HAWB) per exhibitor.

C. FILMS & VIDEO TAPES / CONSIGNMENTS ARRIVING VIA COURIER

From arrival CKS Taoyuan Airport to exhibition stand excluding the censorship fee levied by the Government Information Office (GIO).

Handling rate	US\$30.00 per piece
Minimum charge	US\$60.00 per consignment per exhibitor.

Note: Above handling charges exclude import duties/taxes in Taiwan (if any)

D. REPOSITIONING OF EXHIBITS

Empty container return to seaport for FCL shipment, if need to unstuff the container at show site in Taichung. The additional empty container to transportation charge for return Keelung port should be charged.

E. HEAVY FORKLIFT/CRANAGE FOR UNLOADING OR RELOADING OF CONTAINERS AT THE SITE - where required.

Loaded Container	20'	US\$200.00 per operation
	40'	US\$300.00 per operation
Empty Container	20'	US\$150.00 per operation
	40'	US\$200.00 per operation

F. HEAVY-LIFT SURCHARGES - where required.

Our tariff for seafreight and airfreight consignments are applicable for exhibits not exceeding 2,000 kg per package. Exhibits in excess of 2,000 kg per package will be additionally charged as follows:

WEIGHT PER PACKAGE	HEAVY-LIFT CHARGES
From 2,001 to 4,000 kg	US\$20.00 per 1,000 kg
From 4,001 to 6,000 kg	US\$30.00 per 1,000 kg
From 6,001 to 8,000 kg	US\$40.00 per 1,000 kg

Exhibits exceeding 8,000 kg per package will be subject to an individual quotation when the dimensions and weights are provided.

These additional heavy-lift charges will apply for inward movements as well as for outward movements.

Example : A machine in a case weights 3,500 kg gross weight.
The heavy-lift surcharge will be $\frac{3500}{1000} \times \text{US\$20.00} = \text{US\$70.00}$

G. BANK GUARANTEE

(For shipment consigned directly to Triumph Trans-Link Logistics Co. Ltd.)

We will provide Bank Guarantee for 'Temporary Importation for two months only, and 1% at CIF value of bond fee should be charged.

H. ON-SITE HANDLING

From free arrival exhibition site to exhibition stand or vice versa inclusive of packing or unpacking and storage of empty packing cases.

Handling rate	US\$60.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	US\$100.00 per consignment (HBL or HAWB) per exhibitor.

I. TRANSPORT OF 'TEMPORARY STORE' OR 'SOLD GOODS' TO WAREHOUSE

This is applicable on 'Temporary Store' or 'Sold goods', which have to be transferred from the exhibition site to the our warehouse after the show closes. Storage charge will be charged as per our published tariffs.

Handling rate	US\$100.00 per cbm or 1,000 kg whichever is the greater.
Minimum charge	US\$200.00 per consignment (HBL or HAWB) per exhibitor.

Additional expenses for import duty/tax and redelivery to buyer or agent in Taiwan will be quoted on application.

J. ADDITIONAL CHARGES

Endorsement of relevant government departments will be charged at cost. In addition, any late arrival shipment that requires urgent clearance will be subjected to a late arrival surcharge.

For shipments return to North America after exhibition US\$35/shipment of AMS filing fee for both air & sea freight & US\$65/shipment of ISF filing fee for sea freight only will be charged as additional.

K. ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of your requirements.

DEADLINES / TIME SCHEDULE AT A GLANCE

ITEM	DEADLINE
Arrival of films and video tapes.	OCT. 25, 2010
Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments or <u>at least 7 days</u> prior to the arrival of vessel in Keelung Port	OCT. 11, 2010
Copies of Commercial Invoice and Packing List for airfreight consignments or <u>at least 7 days</u> prior to the arrival of aircraft in CKS Taoyuan Airport.	OCT. 18, 2010
Arrival of exhibits shipped by seafreight .	OCT. 18, 2010
Arrival of exhibits shipped by airfreight .	OCT. 25, 2010

NB Exhibitors are advised that they arrange insurance protection for exhibits and display materials at their cost and such insurance protection must cover the full period for which the equipment is on the exhibition site.

REGULATIONS GOVERNING BOOTH DECORATION

1. Construction guidelines for exhibition booths:

- (1) It is essential that exhibition booths must 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 5 meters. Company signs or product signs can be erected to a height not exceeding 5 meters from the floor. Fixtures or signs that are affixed above the main (5m) structure should be recessed at least 2m 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) The construction of any closed part is prohibited
- (5) 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.
- (6) 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 TMBA at the exhibitor's expense.
- (7) Electricity boxes, fireplugs and all signs of the hall should never be covered. If there is any violation of these regulations, TMBA retains the right to immediately remove the entire structure at the exhibitor's expense.

(8) The installation of twinkling or revolving neon-lights or strings of lights is prohibited.

(9) 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.

(10) Promotional Balloon and second-story exhibition booth is prohibited.

(11) 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 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. TMBA 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, 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.
- 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.

(12) 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.

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 TMBA two weeks prior to set-up if a vehicle's weight is 20 tons or more.
 - c. The entrance of the Exhibition Hall is 4.5 meters high and 6 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 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, TMBA 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 TMBA for damaged facilities during construction or transportation, or repair the said facilities by themselves. Exhibitors will also compensate TMBA for any other damage 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.

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 TMBA 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 the show next time.