

# TMTS 2024

Taiwan International Machine Tool Show



DX & GX for a Sustainable Future

Exhibitor Manual

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## Foreword

### Dear Exhibitors:

Welcome to the Taiwan International Machine Tool Show 2024 (TMTS 2024)!

This Exhibitor Manual (hereinafter referred to as the "Manual") will help you to complete all the necessary preparation steps before the TMTS show and provide you with all the information you need to participate in the show. Please be sure to read it carefully and fill out all the application forms for related services in the online exhibitor service system before the deadline. For exhibitors who apply for the exhibition after the deadline, please fill in all the forms immediately. Exhibitors and their contractors must fully comply with this Manual and the rules and requirements of TaiNEX. Should you have any questions about this Manual or any other exhibition related matters, please feel free to contact us and we will be happy to assist you in any way we can.

In response to the trends in industry development, the theme of this year's TMTS is set as "**DX & GX for a Sustainable Future**". It focuses on two major axes: digital transformation (DX) and green transformation (GX), encouraging exhibitors to showcase relevant cutting-edge products and solutions.

The five exhibition elements of "Digital Transformation" include Factory Intelligence, Data Analytics and Cloud Computing, Smart Connectivity, Digital Twin/Human-Machine Collaboration, and Blockchain Technology. These technologies enable the automation of production processes, facilitate data analysis, manage and apply production data, ultimately enhancing production efficiency and output quality.

The five exhibition elements of "Green Transformation" include Smart Energy Efficiency, Environmental Certification, Resource Recycling and Reuse, Green Supply Chain and Sustainable Product Design. These elements can enable businesses to achieve green production, reduce energy consumption, minimize resource waste, drive the green transformation of the entire supply chain, and ultimately achieve established sustainable development goals.

Furthermore, to mitigate the environmental impact of the exhibition activities, this event plans to promote green exhibitions aligned with the United Nations' Sustainable Development Goals (SDGs), such as by outlining specific and feasible approaches to minimize carbon emissions during the exhibition. It categorizes these into five major aspects: transportation, catering, accommodations, decorations and promotional materials, and other green exhibition behaviors, while recommending related green best practices. In response to the current global sustainability trends, Taiwan's Bureau of International Trade, through MEET TAIWAN, is spearheading a Green Sustainable Exhibition Program to contribute to a sustainable future. In addition to adopting international best practices, they have developed a comprehensive and practical "[Sustainable Exhibition Guide](#)" that strikes a balance between both knowledge and practicality. Exhibitors are welcome to download and utilize this guide for reference.

Organizer: Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Tel: ( 04 ) 2350-7583

Fax: ( 04 ) 2350-1596

E-mail : tmts2024@tmba.org.tw

## Pre-Exhibition Checklist

Completed	Form	Item		Contact Window				
	<b>Attachment 1*</b>	<b>Exhibitor Identification Badge Application</b>	Feb 27	<b>Organizer TMBA:</b> Chia-Hsun Lin				
	<b>Attachment 2*</b>	<b>Pre-Work Occupational Safety and Health Pledge</b>	Feb 27					
	<b>Attachment 3*</b>	<b>Booth Fitout Affidavit</b> - Application for Aesthetic Wrapping of Pillars - Application for Erection of Continuous Decorative Walls of 6 Meters or More in Length - Application for Erection of Booths with 2 Stories or Above - Application for Erection of a Super-High Building Structure with More than 4 Meters in Height (inclusive) - Application for Suspended Balloons in Booths - Application for Stage and Sound System Setup within Booth - Application for Setting Up a Video Wall	Jan 31	<b>Organizer TMBA:</b> Ting-Wei Lee				
	<b>Attachment 4*</b>	<b>Utilities Application</b>	Feb 27	<b>Hong Kuan Enterprise LTD.</b> Hall 1 - 1F: Ms. Chu, Hall 1 - 4F: Ms. Tseng, Hall 2 - 1F: Ms. Hsu Tel: 02-2948-9493 hk168.hk@msa.hinet.net				
	Attachment 5	<b>Furniture and Equipment Rental Application</b>	Feb 27	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Hall 1</b></td> <td> <b>HUEI YOW BUSINESS CO., LTD.</b> 1F- Yu-Chen Liu , 4F- Pei-Chi Li                      Tel: 02-87898300                      ina@ms17.hinet.net                 </td> </tr> <tr> <td><b>Hall 2</b></td> <td> <b>BIG DOME CORPORATION</b> Yi-Ju Ku                      Tel: 04-2335-6650                      Anna_Ku@bigdome.com.tw                 </td> </tr> </table>	<b>Hall 1</b>	<b>HUEI YOW BUSINESS CO., LTD.</b> 1F- Yu-Chen Liu , 4F- Pei-Chi Li Tel: 02-87898300 ina@ms17.hinet.net	<b>Hall 2</b>	<b>BIG DOME CORPORATION</b> Yi-Ju Ku Tel: 04-2335-6650 Anna_Ku@bigdome.com.tw
<b>Hall 1</b>	<b>HUEI YOW BUSINESS CO., LTD.</b> 1F- Yu-Chen Liu , 4F- Pei-Chi Li Tel: 02-87898300 ina@ms17.hinet.net							
<b>Hall 2</b>	<b>BIG DOME CORPORATION</b> Yi-Ju Ku Tel: 04-2335-6650 Anna_Ku@bigdome.com.tw							
	Attachment 6	<b>Temporary Telephone and Internet Rental</b>	Feb 27	<b>Chunghwa Telecom Taipei East District Service Center</b> Phone : 02-27200149 Address: No. 130, Songren Road, Xinyi District, Taipei, Taiwan				
	Attachment 7	<b>Forklift Service Application (Eurotran Expo Service)</b>	Feb 27	<b>Eurotran Expo Service Co., Ltd.</b> Tel: 02-27856000 Te-Hsien Kuo #EXT 105 / jimmy.kuo@eurotran.com Hsin-Ying Yang # EXT 106 / jasmine.yang@eurotran.com				
	Attachment 8	<b>Application for Crane and Unpacking Service (Eurotran Expo Service)</b>	Feb 27					
	Attachment 9	<b>Application for Bonded Import of Exhibits (Eurotran Expo Service)</b>	Feb 27					
	Attachment 10	<b>Application for Bonded Import of Exhibits</b>	Feb 27	<b>Organizer TMBA:</b> Yu-Ping Liu				
	Attachment 11	<b>Application for Self-appointed Moving/Transport Company</b>	Feb 27	<b>Organizer TMBA:</b> Kuan-Chin Wu				
	Attachment 12	<b>Registration of Exhibits over 1 Ton in Weight</b>	Jan 31	<b>Organizer TMBA:</b> Hsiu-Chi Chuang				
	Attachment 13	<b>Application for Admission of Heavy Vehicles over 15 Tons</b>	Feb 27					
	Attachment 14	<b>Application for Promotion of Activities at Booths</b>	Feb 27	<b>Organizer TMBA:</b> Kuan-Chin Wu				
	Attachment 15	<b>Conference Room Rental</b>	Jan 31	<b>Organizer TMBA:</b> Pin-Hsuan Chao				

\*\*\* indicates items (forms) required to be submitted. Please go to TMTS Exhibit Information Submission System to apply online and upload files

**Organizer TMBA** | Tel: 04-2350-7583 | tmts2024@tmba.org.tw

## Chapter 1. Exhibiting Regulations

### 1. Exhibition Dates and Visiting Hours

- (1) Exhibition Date: Wednesday, March 27 to Sunday, March 31, 2024, 5 days in total.
- (2) Visiting hours: March 27 to 30, 10:00-18:00  
March 31, 10:00-17:00
- (3) How to visit: Domestic and overseas buyers can register online ([www.tmts.tw/visit](http://www.tmts.tw/visit)) or download TMTS app on to register online for admission.
- (4) During the exhibition period, exhibitors will be admitted at 9:00 a.m. daily.  
In order to avoid loss of exhibits or personal belongings, exhibitors' staff should enter their respective booths on time.

### 2. Exhibition Venue

- (1) Taipei Nangang Exhibition Center Hall 1: No.1, Jingmao 2nd Road, Nangang District, Taipei City.
- (2) Taipei Nangang Exhibition Center Hall 2: No.2, Jingmao 2nd Road, Nangang District, Taipei City.

### 3. Exhibition Fitout and Exhibit Move-in Time

Entry	Date	Time
Move-in of Machinery Exhibits	March 22~March 24	06:00~17:00
Move-in of Parts & Accessories and Lightweight Exhibits	March 25~March 26	06:00~17:00
Testing of Electromechanical Equipment for Power Supply	March 25~March 26	09:00~17:00

- (1) Please contact your respective fitout supplier for booth carpet laying time.
- (2) If you need to work overtime, please contact the organizer before 15:00 on the same day. For the calculation of overtime fee, please refer to Point 5, Point 8 of the Notes for the Entry and Exit of Exhibits.
- (3) The organizer will provide notifications in advance of the exhibition in a separate letter of move-in details, such as the order of entry, etc. The entry and exit notices shall prevail.
- (4) **Entry of vehicles and machinery will be subject to controls on March 26, and exhibition related items should be brought in by handcart.**
- (5) **No entry shall be permitted unless qualified safety helmets are worn during the setup period.**

### 4. Timing for Removal of Exhibits and Booths

- (1) On March 31 (the last day of the exhibition) from 17:00-19:30, lightweight and portable exhibits should be removed from the exhibition site; no vehicles will be allowed to enter the site. From 19:30-22:00, the exhibition site will be open to vehicles, and other remaining exhibits and booth decorations will be removed.
- (2) On April 1 from 06:00 to 18:00 and on April 2 from 06:00 to 13:00, the exhibition hall will be opened to vehicles and other exhibits and booths decorations will be removed.
- (3) The organizer will notify exhibitors in advance of the TMTS in a separate letter with further details, such as

the order of entry and exit, etc. The entry and exit notices shall prevail.

- (4) Exhibitors who pack their exhibits and remove them from the exhibition hall before 17:00 on March 31 will be recorded by the organizer, which will affect the rights when participating in future shows. Therefore, please comply with instructions from the organizer to maintain the image of the TMTS.
- (5) During the period of removal of exhibits, exhibitors are required to dispatch their own personnel to take care of their exhibits and decorative materials. The organizer shall not be held responsible for any loss of such materials.
- (6) Exhibitors signing up for the TMTS undertake to comply with the provisions of the Exhibition Implementation Regulations, General Regulations for Exhibitors and the Regulations Governing Decorations at TAITRA Exhibition Venues, and agree to bear all legal liabilities. Any violation will be handled according to regulations.

## 5. Points to Note During Exhibit Entry and Exit

- (1) "Vehicles weighing over 10 tons are not required to apply for a vehicle pass within the vicinity of Taipei Nangang Exhibition Center. However, on the route leading to the Nangang Exhibition Center, large vehicles above 10 tons are prohibited on **Huandong Boulevard. Container trucks and tractor-trailers** are also prohibited on National Freeway 2 Nangang Access Road. Please comply with relevant road traffic regulations.
- (2) No light passenger vehicles are allowed to enter the exhibition hall during the exhibit entry and exit period. Only cargo vehicles are allowed to enter the exhibition hall, and they should follow the regular routes (please refer to Figures 1 and 2 for details of the routes of cargo vehicles entering the exhibition hall).
  1. Nangang Exhibition Center Halls 1 and 2 separate lanes for pedestrians and vehicles. During the exhibit entry and exit periods, all vehicles must enter and exit through the designated vehicle entrances and exits.
  2. Vehicles of exhibitors on the 4th floor should go up to the 4th floor exhibition hall through the roundabout ramp.
  3. Temporary parking is prohibited on the 3-meter aisle. Vehicles should be parked on the 6-meter main aisle for unloading, and then transported by trolley to the designated point.
- (3) The entire exhibition area has a height limit of 4 meters for vehicles. Vehicles exceeding a height of 4 meters (including over-height container trucks at 4.25 meters) must submit an application beforehand and, upon approval, enter the venue following the designated route and schedule. **(See Attachment 13)**
- (4) To ensure the structural integrity and safety of the exhibition hall and its flooring, trucks with a total vehicle weight exceeding 15 tons (as indicated on the vehicle body or road transportation license) or any tonnage of cranes, hoisting machinery, or lifting trucks entering the venue for operations should submit a completed application form by February 27. **(See Attachment 13)**
- (5) During the setup and dismantling of exhibits, small and large vehicles entering the venue should adhere to designated routes. They should vacate the area within 1 hour as specified to prevent traffic congestion and disruption to overall operations. Each exhibitor is limited to one vehicle for entry. Upon vehicle entry, venue staff will register the entry time, vehicle number, booth number of the goods owner, and the name of the vehicle's responsible person. Additionally, a deposit of NT\$2,000 shall be collected for vehicle entry. Vehicles exiting the venue within 1 hour will have their deposit refunded; failure to exit within the stipulated time will result in forfeiture of the deposit by the organizers.

- (6) To preserve the exhibition hall's flooring, the use of claws extending below the vehicle's bucket (container) resulting in ground contact is strictly prohibited. It's essential for vendors to comply with this directive.
- (7) Any vehicles parked in a manner obstructing traffic, despite warnings, will be considered a violation by the exhibitor including fitout vendors). The organizers will identify the exhibitor responsible for the infracting vehicle and prohibit their participation in subsequent exhibitions.
- (8) All booth fitout decoration and setups must be completed before 18:00 on March 26. For any work requiring overtime, overtime fees will apply. Overtime fees are calculated at NT\$65,000 per hour for one exhibitor, NT\$40,000 per hour for two exhibitors, and NT\$30,000 per hour for three or more exhibitors (application required before 3:00 PM daily).
- (9) Exhibitors should leave the exhibition hall by 5:00 p.m. every day and are not allowed to re-enter the exhibition hall.
- (10) During entry and exit, exhibitors must assign personnel to manage their exhibits and fitout/decoration materials. The organizer shall not be held responsible for any losses.
- (11) The use of generators is prohibited in the exhibition hall.
- (12) To ensure the safety of vehicles and personnel within the venue, it is prohibited to stack fitout/decoration items, exhibits, or miscellaneous items in both the 6-meter and 3-meter aisles during entry and exit periods.

## **6. Special Notes**

- (1) During the exhibition period, large exhibits are not allowed to be brought into or taken out of the venue. Exhibitors needing to replenish small portable items may do so between 9:00 AM and 10:00 AM daily before the exhibition begins.
- (2) To maintain order and exhibit safety, exhibitors wishing to remove small portable items or items that fit within a width of less than 70 centimeters (except pallet trucks) must apply at the service desk, complete the release slip, have it photographed by staff, and only removed after review and approval. The release slip is valid until 12:00 noon on the last day of the show (March 31). No exhibits may be taken out of the showground between 12:00 noon and 17:00 on that day.
- (3) Exhibiting companies are required to prominently display their company name and booth number at their booths during the exhibition. Failure to do so or inaccuracies in the displayed information require rectification within the stipulated time upon notification by the organizer. Failure to comply will result in immediate cessation of the exhibiting company's participation and prohibition from future exhibitions.
- (4) If noise (exceeding 85 decibels), dust, foul odors, or aisle blockages caused by on-site operations affect other exhibitors' displays, the organizer reserves the right to terminate their exhibition.
- (5) Any requirement for wireless microphones during the exhibition must be pre-approved by the organizer, stating the intended frequency to avoid interference with ongoing proceedings and meetings.
- (6) Products not authorized for import by the government are prohibited from exhibition in this venue.
- (7) Counterfeit products are strictly prohibited from exhibition. Violations will result in the immediate cessation of all product displays, confiscation of exhibition fees, and prohibition from participating in the next TMTS or other exhibitions organized by the TMBA.
- (8) Reselling booths to other companies is prohibited. Violations may lead to immediate cessation of participation

- and prohibition for both the infracting exhibitor (transferer and transferee) from participating in the next TMTS or other exhibitions organized by the TMBA.
- (9) The purpose of the exhibition hall is to promote trade. It is prohibited to engage in political activities, or use audio-visual equipment to broadcast political information, or distribute political leaflets, etc. In case of violation, the organizer will immediately order the suspension of the exhibitor. In case of violation, the organizer will immediately stop the exhibitor from continuing the exhibition and prohibit the exhibitor from participating in the next TMTS or other exhibitions organized by the TMBA.
  - (10) The purpose of the exhibition hall is to facilitate trade; hence political activities or the dissemination of political information through audio-visual equipment or political flyers is strictly prohibited. Violations will result in immediate cessation of the exhibitor's participation and prohibition from participating in the next TMTS or other exhibitions organized by the TMBA.
  - (11) Except for the organizer, exhibitors are not allowed to occupy the aisles or place objects in public areas during the exhibition period, and are not allowed to distribute marketing literature outside their booths. Any improperly placed or distributed items may be immediately removed or confiscated by the organizer without any responsibility for safekeeping or return. The cost of removing the articles shall be borne by the owner of the articles. The organizer will also retain a record of the removal of the item(s), which will affect the rights of infracting exhibitors in future exhibitions.
  - (12) Retail sales are prohibited during the TMTS. Packing or dismantling of exhibits before 5:00 PM on March 31 is also prohibited. Violations discovered during inspections will result in prohibition from future TMTS or other exhibitions organized by the TMBA.
  - (13) Exhibitors should take out their own insurance for their exhibits and decorative materials. Exhibitors shall be fully responsible for any loss of property during the exhibition period (including the period of setting up the booth before the exhibition and dismantling the booth after the exhibition). Any loss of property during the exhibition period (including pre-show setup and post-show dismantling) shall be the responsibility of the exhibitors.
  - (14) Please refer to the attached map for the location of the parking lots around the Taipei Nangang Exhibition Center and the driving directions.
  - (15) To ensure the safety of exhibition facilities and to prevent machinery exhibits from exceeding entry and exit limitations, exhibitors must accurately fill out a detailed list of machinery exhibits for the organizers' assessment. Any false information leading to damage of the exhibition facilities will result in the exhibitor being held liable for all legal liabilities.
  - (16) Free Wi-Fi service will be provided in Halls 1 and 2 of the Nangang Exhibition Center. To prevent wireless signal interference within the venue, exhibitors are prohibited from setting up their wireless network equipment, including Wi-Fi routers, 3G/4G wireless routers, and mobile Wi-Fi sharing devices.

## 7. Exhibition Related Promotional Materials and Documents

- (1) Visitor invitation letters: Exhibitors can freely obtain these during the exhibitor briefing to invite domestic and international buyers to attend. The electronic version of the invitation letter can be downloaded from the official website. (<https://www.tmts.tw/zh-TW/news/4>)



- (2) Exhibitor identification badges: These are used for identification purposes during the exhibition. 4 badges are provided per booth rental, with an additional 2 badges for each extra booth rented. Each exhibitor can receive a maximum of 50 badges. If lost, replacement requests or additional requests will incur a handling fee of NT\$200 per badge. Please access the TMTS Exhibit Information Submission System to fill in the exhibitor ID badge information. Failure to complete online applications and submission of the "Attachment 02\_Pre-Work Occupational Safety and Health Pledge" and "Attachment 03\_Booth Fitout Affidavit" will result in the denial of exhibitor badges. Exhibitors can collect their identification badges from the main service desk on the first floor of Halls 1 and 2 from March 22 to March 26 during the entry period. Lost badges will not be reissued..  
**(See Attachments 1, 2 and 3)**

## 8. Booth Fitout Decoration and Equipment

- (1) All booths at Halls 1 and 2 shall use fire-retardant materials for carpets, curtains, draperies and display boards, etc., and affix fire-retardant labels certified by a professional organization on the conspicuous corners of the materials, and shall have the fire-retardant materials ready on site from the time of fitout to the end of the TMTS. Exhibitors must keep valid documentation for the fire-retardant materials used from setup until the end of the exhibition, available for inspection by fire authorities. If there is any violation of the regulations, the exhibitor shall be held responsible for any fines issued to the organizer or any accidental liabilities arising therefrom ([Notice on the Use of Fire-Retardant Materials for Fitout and Decoration of Exhibition Booths in Nangang Exhibition Center](#)).
- (2) Exhibitors using booth spaces that include wrapping (covering) pillars in whole or in part, whether or not they aesthetically enhance the wall surface, must comply with the "Agreement to Adhere to Pillar/Adjacent Pillar Beautification Guidelines." They should submit the booth's design plan (including plan and elevation drawings) by January 31 via the TMTS Exhibition Information Submission System for application. Approval for pillar beautification must be obtained before implementation. **(See Attachment 3)**
- (3) For "Continuous Decorative Walls of 6 Meters or More in Length", "Application for Erection of Booths with 2 Stories or Above", "super-high building height of 4 meters or more", "Suspended Balloons in Booths", "Stage and Sound System Setup within Booth", "Setting Up a Video Wall", please read the relevant regulations in detail and submit the application form to the Exhibitor Information Submission System before January 31, and should be carried out only after obtaining the setup permit. **(See Attachment 3)**
- (4) Except for the standard booths with basic furnishings, all other open-space booths do not include individual partitions or any display equipment or materials. Exhibitors are responsible for arranging their booths and displaying their exhibits. Exhibitors who need to rent additional furniture or open space booth setup should contact the fitout contractors for rental. **(See Attachment 5)**
- (5) Exhibitors are requested to notify the fitout decoration contractors to follow the Regulations Governing Decorations at TAITRA Exhibition Venues. **(See Chapter 5)**
- (6) The ceiling height on the 1F of Nangang Exhibition Center Hall 1 is 9 meters, and 12 meters for Hall 2. Exhibitors should estimate the required height for exhibit installations and maintain a safe distance for crane operations.

## 9. Utilities

- (1) The organizer will provide each booth with 110V/500W of electricity free of charge (according to the number of booths).
- (2) Entry period: On March 25 and 26 from 09:00 to 17:00, power (including booth electricity) is provided for exhibitors to conduct equipment tests.
- (3) During the exhibition: Power is supplied from 09:00 to 18:30.
- (4) In order to protect the safety of special exhibits, exhibitors are requested to install voltage stabilizers or uninterruptible power supply system if necessary.
- (5) If 24-hour power supply is required, or if the demand of 110V power exceeds 500W per booth, or if power supply and inlet and outlet pipes above 220V are used, application and payment must be made according to the stipulated date. **(See Attachment 4)**
- (6) Contractors are requested to pay attention to the safety of electricity consumption, apply for electricity according to the actual usage, and not to overuse to ensure the safety of participants, exhibits and the exhibition site.

## 10. Application for Temporary Telephone and Internet Rental Procedures

- (1) Chunghwa Telecom Co., Ltd. accepts exhibitor applications for temporary phones and fiber broadband internet. Phone: (02) 2720-0149. Please submit applications before February 27; late applications will not be accepted. **(See Attachment 6)**
- (2) Before 17:30 on the exhibition's closing day (March 31), please return the phone or data modem (including power cords and sockets). Exhibitors in Hall 1 on 1F should return them to the east-side Cargo Vehicle Access I Zone on the first floor, and Hall 2 exhibitors should return them to the east-side Cargo Vehicle Access P Zone on the first floor at Nangang Exhibition Center. Failure to return telephony equipment will require exhibitors to take responsibility for lost or damaged equipment at the service provider's pricing rates.
- (3) For TV playback services, exhibitors can directly request the use of digital TV set-top boxes from Chunghwa Telecom.

## 11. Notes on Importation of Foreign Exhibits

Except for products that have undergone formal import procedures and tariff payments, products can be imported in one of the following two ways based on actual needs:

- (1) Bonded import: Deliver the exhibits to the port within the designated time, fill out the Letter of Authorization form, and hand over to the designated bonded customs broker for import procedures. After the exhibition, either the customs brokers will handle the re-export of the exhibits or process the tax for import. The exhibitor bears the fees incurred. **( See Attachment 9)**
- (2) Temporary import for exhibits: Please fill in the application form and present the imported product catalogs, commercial invoices and packing lists before February 27th to apply for the Exhibitor's Certificate of Participation with TMBA, and then appoint a customs broker to carry out the duty-paid import processes with the Customs. However, the TMBA is not allowed to be the consignee of the exhibits for exhibitors. (Note: This method allows more process and lead time flexibility in handling imported items and has lower handling fees

and warehouse rent. It is recommended for low-value items with limited tax burden. **(See Attachment 10)**

## 12. Exhibitor Website Marketing Services

- (1) The TMTS exhibition website (www.tmts.tw) offers free space for exhibitors to publish company information and product details, including basic information, product images, descriptions, video streaming, and VR streaming. Please access the exhibitor system to complete the submission.
- (2) All published data should be backed up by exhibitors. If modifications or re-submissions are necessary, backup assistance cannot be provided.
- (3) TMTS 2024 promotional materials are available for download from the official website. Please click on "News" on the homepage of the website and select "Download Zone" to download related materials:
  1. Main Visual Poster
  2. Banners
  3. Exhibition DM
  4. TMTS Invitation Letter

## 13. Organizer Marketing and Promotion Plans

- (1) For TMTS official website and TMTS APP advertisement, please contact Ms. Bi-Ling Hsu at (04)2296-6999 Ext.5225, GT Marketing Co.,Ltd.
- (2) For buyer's kit, MA Machine Tool & Accessory Magazine, contact Ms. Yuan Hsiao or Ms. Yu-Chi Yeh at (04)2296-5959 Ext.112, J&M Media Corporation
- (3) For exhibition map advertisement and digital marketing, please contact Ms. Chieh-Hsi Wu at (04)2325-1784, Worldwide Services Co.,Ltd.
- (4) Eligibility:
  1. TMTS exhibitors
  2. Service industries related to trade (limited to associations, chambers of commerce, banks, shipping, air transport, customs, notary, inspection, legal, airlines, travel agencies, hotels).

## 14. Exhibitor Sponsorship

- (1) Purpose: In order to maximize the benefits of exhibitors' participation, increase their exposure and promote business opportunities, various publicity and promotional channels will be opened during the exhibition period to assist exhibitors in obtaining the greatest overall marketing impact.
- (2) Sponsorship Regulations: **Please refer to the "Exhibitor Sponsorship Regulations"** for details.

## 15. Services Provided by the Organizer

- (1) During the exhibition period, the organizer will be responsible for receiving buyers, registering visitors, guiding visitors, maintaining the order of the exhibition venue and controlling the entry of unrelated persons.
- (2) To assist visiting buyers in understanding exhibitor information, exhibition materials and publications will be distributed at the venue for domestic and international buyers' reference. Digital copies will also be sent to relevant local and overseas entities of the Ministry of Economic Affairs.
- (3) Advertisements will be placed in major international professional media and websites, promotional activities will be conducted in important exhibitions, and relevant media reporters and editors will be invited to cover the show.

- (4) Production of a dedicated website ([www.TMTS.tw](http://www.TMTS.tw)) providing information and activities for domestic and international industry members. Exhibitors are welcome to download banners and eDMs from the site.
- (5) Advertisements will be placed in domestic TV and newspapers to attract domestic and international industry members to attend.

## **16. Temporary Exhibition Staffing Services**

- (1) We provide staffing, event planning and execution services during the show to assist exhibitors in enhancing the effectiveness of their exhibits. For staff dispatching, event planning and execution services, please contact Yuen Chau Business Platform Co.,Ltd. Service items:
  1. Chinese, English, Japanese, Spanish, Korean, French, etc. Reception services or escort interpreters.
  2. Performers (Show Girl/Host/Dance Troupe...). etc.).
  3. On-site event planning and execution.
- (2) Due to numerous temporary manpower dispatch needs, exhibitors should inquire at least 30 days before the exhibition starts.

Contact Information: Ms. Jessica Wu, Vice President, Yuen Chau Business Platform Co.,Ltd.

Tel: (02)2766-6656 EXT 11 Mobile: 0918-088-038

e-mail: [jessica.wu@yuenchau.com](mailto:jessica.wu@yuenchau.com)

## **17. Transportation Information**

- (1) Parking: Nangang Exhibition Center Hall 1 and Hall 2 offer 620 and 1,290 parking spaces in their basements, respectively. Additionally, multiple private parking lots are available adjacent to the exhibition venue. Parking is on a first-come, first-served basis until full. Please refer to Figure 4 for details.
- (2) Shuttle Service: Free shuttle services will be provided during the exhibition for visitors traveling between Taichung and Taipei, facilitating their visit to Nangang Exhibition Center Hall 1 and Hall 2. Details are available on the TMTS 2024 official website's free shuttle service section.
- (3) Taxis: A taxi stand is located on B1F of Nangang Exhibition Center. Fare calculation is based on mileage. Taxi fares are based on the mileage traveled and will be charged according to the meter. Not all drivers speak English, so it is recommended that you write down the Chinese name of your destination or give the driver a map.
- (4) Taipei MRT: From the south side of Nangang Exhibition Center Hall 1 (next to 7-11), take the Bannan Line (blue line) or Wenhui Line (brown line).
- (5) Bus transportation from Nangang Exhibition Center Hall 1 to Taoyuan International Airport: From 05:00 to 22:00, buses depart every 50-75 minutes, and fares are set according to Kuo-Kuang Transportation.

## **18. Discounted Accommodation Services for Exhibitors and Overseas Buyers during the Exhibition Period**

Special room rates are offered during the exhibition period. Relevant information is available on the TMTS website at [www.tmts.tw](http://www.tmts.tw), under " Travel", " Contracted Hotel".

## Chapter 2. TMTS General Regulations for Exhibitors

Exhibitors are required to strictly comply with the "TMTS General Regulations for Exhibitors". Violators will be prohibited from participating in the next exhibition.

### (1) General Provisions

1. Exhibited items must align with the exhibition theme: Exhibitors must display products relevant to the exhibition's theme. Otherwise, they cannot exhibit. If there is any misrepresentation in the entry for exhibition, once discovered, the exhibition display will be terminated, and the fees paid will not be refunded. Moreover, the violator will be banned from the next TMTS exhibition.
2. Counterfeit products are strictly prohibited: In order to comply with the government's anti-counterfeiting measures, this exhibition strictly prohibits the display of products with inaccurate origin labeling, counterfeit trademarks, or products infringing on other people's patents or copyrights. If exhibitors knowingly display products that have been legally determined to have false labels or to infringe upon trademarks, patents, or copyrights, upon discovery, the organizers reserve the right to immediately cease the display of all their products, confiscate the exhibition fees paid, and may prohibit their participation in future exhibitions. Regarding ongoing trademark, patent, or copyright disputes arising before or during the exhibition, the organizer reserves the right to prohibit their display without objection from the exhibitors. Should the organizer become involved in litigation or incur other damages due to these issues, the exhibitor will be held responsible for compensation.

If an exhibitor is reported to have infringed on the intellectual property rights of others during the exhibition period, and the report meets one of the following conditions, the TMBA will immediately cease the exhibition of the products in question:

- (1) A court has issued a confirmed judgment on the infringement of intellectual property rights.
  - (2) The Copyright Review and Mediation Committee has determined infringement of copyrights.
  - (3) A professional institution's evaluation confirms potential patent infringement, and prior notice or simultaneous notification has been given to potential infringers, manufacturers, importers, or agents to eliminate the infringement. Failure to comply with the aforementioned infringement notification procedures, but having previously taken legal remedies, fulfilled reasonable due diligence, or when notification objectively becomes impracticable, or when there is concrete evidence indicating that the notified party is aware of the infringement dispute, shall be considered as having fulfilled the exclusionary infringement notice procedures.
3. Change of Exhibition Date and Venue: The organizer reserves the right to change the date and venue of the exhibition. If the date or venue of the exhibition has to be changed due to natural disasters or other force majeure, the organizer will not refund the fees received. If the date or location of the exhibition has to be changed due to natural disasters or other force majeure, the organizer will not be responsible for refunding the fees received and will not be liable for compensation.
  4. Withdrawal: Once exhibition fees are paid, they will not be refunded. Exhibitors who withdraw after booth allocation will forfeit their fees, which will be utilized for related exhibition expenses, and no refunds will be issued.

5. Booth Transfer (Rental): Exhibitors are prohibited from transferring or renting out their booths or exhibiting under a company name different from the one registered during application. Violations will result in immediate booth reclamation, cessation of exhibition by non-registered exhibitors, and prohibition of involvement for both the transferor and transferee in the next exhibition.
  6. Exhibition Conduct: During the exhibition, exhibitors must not generate noise exceeding 85 decibels or create smoke, exhaust, dust, foul odors, irritant gases, or volatile organic chemical solvent pollutants due to demonstrations or operational exhibits. They must provide their pollution control equipment and immediately manage any issues without cause undue disturbance to nearby booths or the exhibition area. Otherwise, the organizers may prohibit on-site demonstrations or immediately terminate the exhibition.
  7. Photography and Video Recording: exhibitors unwilling to allow photography or filming of their displayed products should place signage in both Chinese and English stating "No Photography" or "No Filming." However, holders of press cards issued by the organizers should be accommodated as much as possible for publicity purposes.
  8. Completion of Exhibitor Opinion Survey Form: Exhibitors are required to complete the "Exhibitor Opinion Survey Form" for review and improvement purposes by the organizers.
- (2) Exhibition Site Order:
1. Exhibition Hall Opening Hours: Exhibitors are allowed entry from 9:00 AM daily for equipment adjustment, booth arrangement, and beautification, enabling the prompt opening for visitors at 10:00 AM. The exhibition will continue during regular lunch hours.
  2. Display Scope: Exhibitors are only permitted to display within their respective booth spaces. Display or posting of promotional materials, distribution of records, publications, souvenirs, or any promotional information outside the booth area is prohibited. Violations will result in forced removal.
  3. Prohibited Items: Explosive, flammable and other dangerous goods and prohibited items are not allowed to be brought into the exhibition premises; if found, the Organizer may force them to be removed from the exhibition halls, and the exhibitors will be responsible for all associated costs and liabilities.
  4. Safety and Insurance:
    - (1) During the exhibition period (including pre-show set-up and post-show dismantling period), the management staff of the organizer is responsible for controlling the access entrances and exits of the exhibition venue and maintaining public order for the entry and exit of personnel and exhibits, but the exhibitors should take care of their own exhibits, decoration materials and engineering facilities. However, exhibitors should take care of their exhibits, decorative materials and engineering facilities by their own staff. For valuable exhibits, exhibitors are advised to take out their own insurance policy and hire guards to strengthen the security, and the organizer shall not be held responsible for any compensation in case of loss or damage.
    - (2) From the transportation of exhibits and decorations to and from the exhibition venue, exhibitors must independently secure insurance coverage for fire, theft, water damage, and public liability (including additional coverage for natural disasters such as typhoons, earthquakes, floods, heavy rain, and other natural calamities). The organizer shall not be held responsible for any loss or

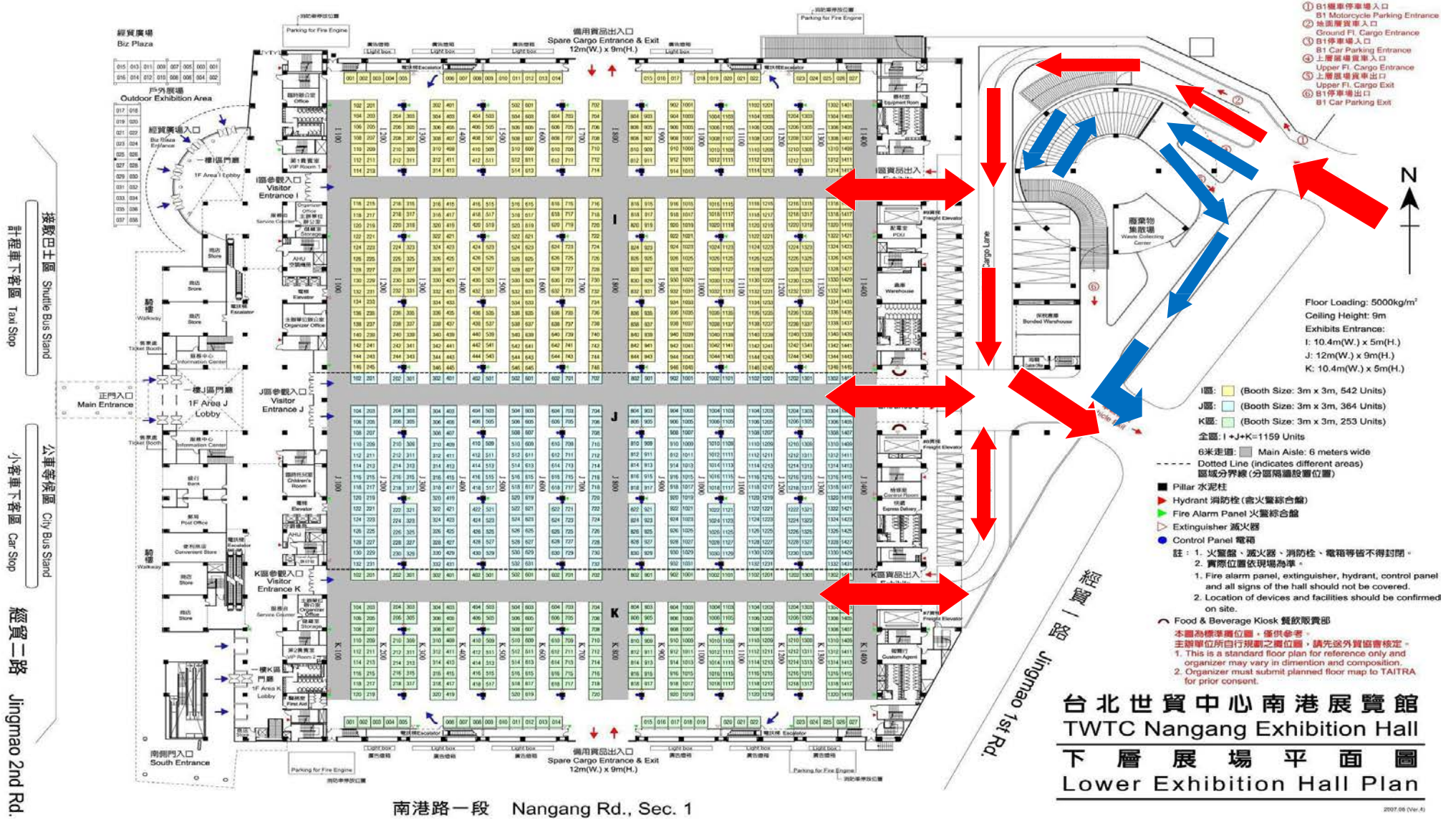
- damage of exhibits or decorations during the exhibition period.
- (3) Regarding facilities, items, and exhibited products within exhibitors' booths during the exhibition (including pre-setup and post-dismantling periods), any injury, loss, or damage incurred by employees or third parties due to improper setup, operation, maintenance, or negligent management falls under the exhibitor's sole liability and legal responsibility.
5. Vehicle Entry Management:
- (1) To ensure the safe entry and exit of exhibits, the exhibition committee has commissioned Eurotran Expo Service Co.,Ltd. to handle the operation of goods handling machines. Please refer to the "Forklift Service Application" and directly apply to the aforementioned company before February 27. **(See Attachment 7)**
  - (2) For reasons necessitating the appointment of another handling company, the exhibitor must bear all responsibilities, including insurance, safety matters, and liabilities for any damages to the exhibition facility caused by accidents. To clarify responsibilities, any exhibitor who appoints other forklift, crane, or heavy-duty truck handling services must complete the "Exhibitor's Self-Commissioning of Other Handling Company Application" and upload the contract and relevant liability insurance information to the Exhibitor Information Submission system before February 27 for review by the organizer. Failure to submit the aforementioned information on time will result in the prohibition of forklifts, cranes, or heavy-duty trucks from entering the exhibition area. Your cooperation is appreciated. **(See Attachment 11)**
  - (3) For the management of exhibits' entry, display, and removal, compliance with designated routes is required. After unloading goods, exhibitors must promptly vacate to avoid obstructing traffic and disrupting the overall operation. Each exhibitor is allowed only one vehicle for entry. Upon vehicle entry, the organizer will record the entry time, vehicle number, exhibitor's booth, and responsible person's name, and collect a deposit of NT\$2,000 for vehicle entry. If the vehicle enters the exhibition hall and leaves within one hour, the deposit will be refunded. If the vehicle leaves after that time, the organizer will forfeit the deposit.
6. Prohibition of Retail Sales and Early Withdrawal: Retail sales are prohibited in the exhibition halls during the exhibition period. In case of violation, the organizer may suspend the exhibition and prohibit the exhibitor from participating in the next exhibition.
7. Entry and Exit Credentials: Exhibitors should obtain identification badges from the service desk upon the entry of their exhibits. During the exhibition period, these badges are required for access to the exhibition area.
8. Handling of flower baskets: In order to maintain the order and cleanliness of the exhibition venue, all wreaths and elevated flower baskets should be delivered to the exhibition venue on the last day of the exhibition (March 26), and no florists will be allowed to enter or leave the exhibition venue during the exhibition period (March 27 to 31).
9. No children allowed: Children aged 12 or under 140cm are not allowed to enter the showground during the exhibition period to maintain safety and order. If entry is required, a release of liability affidavit must

be signed by the guardian.

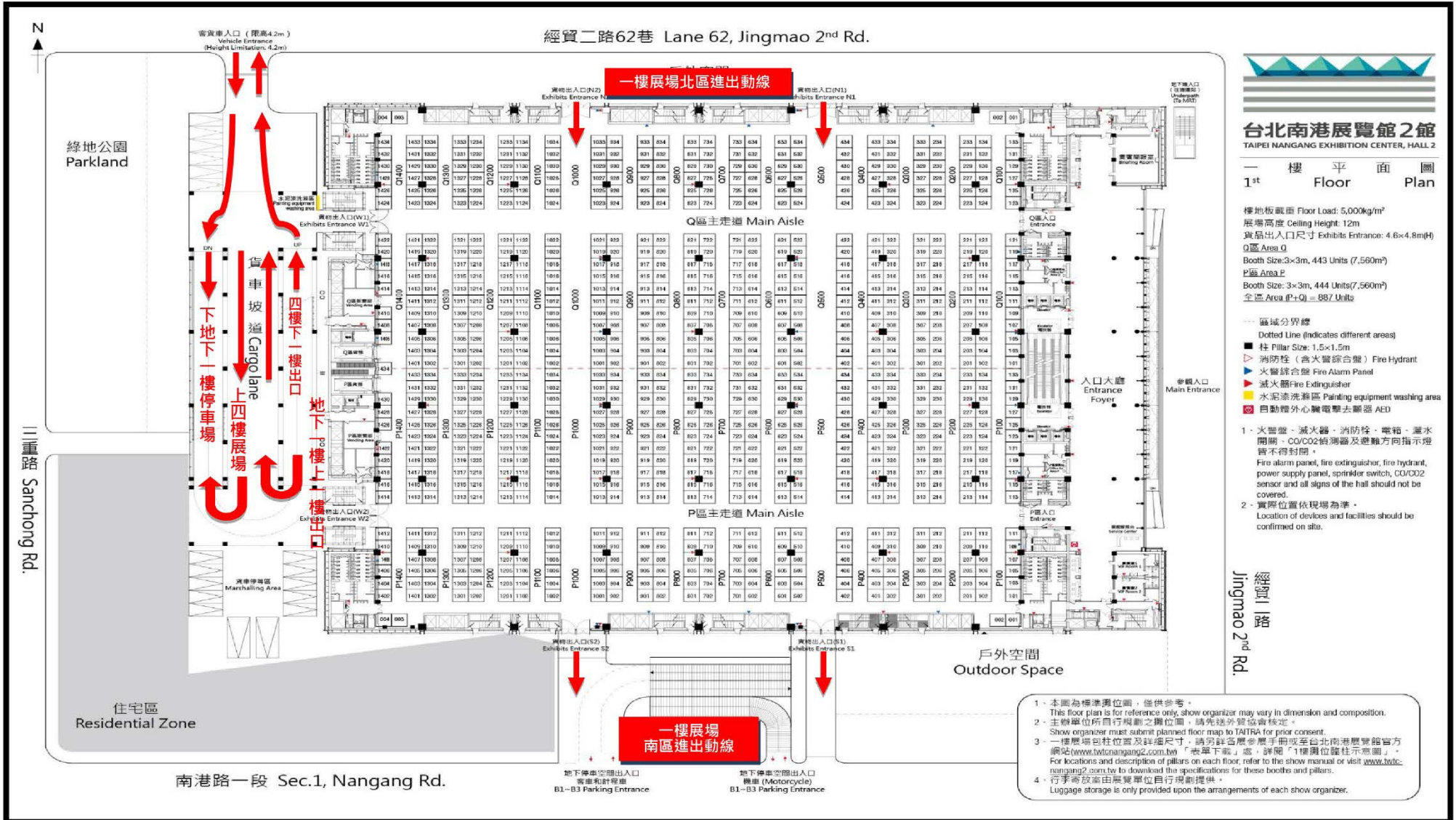
10. No one other than the organizer is allowed to distribute leaflets, engage in promotional activities or place company or personal belongings in public areas.
  11. Penalties for disrupting the exhibition order: Throughout the exhibition period, including entry and exit times, if exhibitors cause disturbances or protests at their booths or within the exhibition area due to debts, personal grievances, or other private disputes, affecting the exhibition's order or image and failing to resolve the situation effectively, the organizer reserves the right to terminate their exhibition. Fees paid will not be refunded, and if the organizer faces legal actions or incurs damages, the exhibitor will be held liable for compensation.
- (3) Violation: If an exhibitor violates these regulations and, despite warnings from the organizer, continues to breach the rules or presents an urgent situation that cannot be resolved through warnings, the organizer will immediately cease the supply of water and electricity and halt their participation in the ongoing exhibition. Additionally, the exhibitor will be prohibited from participating in future exhibitions.
- (4) In the event of matters not covered, the organizer reserves the right to amend or update these rules at any time.



[Figure 1. Nangang Exhibition Center Hall 1 - Cargo Vehicle Route Map of the Exhibition Hall] ←Towards 1F Exhibition ←Towards 4F Exhibition Hall



[Figure 2. Nangang Exhibition Center Hall 2 - Route Map for Cargo Vehicles Accessing the Exhibition Venue]



[Figure 3: Taipei MRT Route Map]



[Figure 4: Nangang Exhibition Center Parking Lot Location Map]



周邊停車場    ➡ 入口    ➡ 出口

- P1** 南港展覽1館 / 620汽車位 / 1770機車位
- P2** 南港展覽2館 / 1296汽車位 / 1136機車位 / 32大巴士
- P3** 世貿公園地下停車場 / 400汽車位 / 199機車位
- P4** 中信金融園區地下停車場 / 149汽車位
- P5** 南港軟體工業園區第三期地下停車場 / 42汽車位

交通資訊

- 1** 接駁巴士停靠站(上、下客處)
- 2** 公車停靠站
- 3** 計程車下客處
- 4** 小客車下客處
- 5** 地下一樓計程車排班區(上客處)  
※ 僅於南港展覽館展期

<b>Attachment 1</b>	Please access the <a href="#">TMTS Exhibitor Information Submission System</a> to fill in the exhibitor ID badge information. Person in Charge: TMBA Chia-Hsun Lin   TEL : 04-23507583	Application Deadline <b>2024.2.27</b>
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## Exhibitor Identification Badge Application

1. The organizer will produce an "Exhibitor Identification Badge" for each exhibitor, which can be used during set-up, exhibition and dismantling. No one will be allowed to enter the exhibition hall without the card.
2. Exhibitor Identification Badge Quantity Limit: 4 cards will be issued for each standard booth, 2 cards will be issued for each additional booth, with a maximum of 50 cards.
3. Please apply for registration according to the limited number of exhibitors. If the number of exhibits exceeds the required number, a labor cost of NT\$200 will be charged for each exhibit.
4. Please access the TMTS Exhibitor Information Submission System for application.
5. Exhibitor identification card will not be issued if this application is not accompanied by [Attachment 02\_Pre-Work Occupational Safety and Health Pledge] and [Attachment 03\_Booth Fitout Affidavit].
6. Exhibitors can get the identification badge at the service counter on the first floor of each hall during the period of March 22 to March 26, and no replacement card will be issued for the loss of the badge.

Attachment <b>2</b>	Please fill out the online form, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Chia-Hsun Lin   TEL : 04-23507583	Application Deadline <b>2024.2.27</b>
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## Pre-Work Occupational Safety and Health Pledge

We (the "Company") hereby participate in the 2024 Taiwan International Machine Tool Show (TMTS 2024) held at the Nangang Exhibition Center in Taipei, Taiwan. Before fitout work, we have participated in the Contractors' Coordination Meeting and the Occupational Safety and Health Hazard Notification Meeting at the construction site. We fully understand the occupational safety and health facilities of the construction site, as well as the safety precautions for the work, and we are willing to comply with the Occupational Safety and Health Act and other related laws and regulations for both our company and the laborers employed by our contractors during fitout work. In case of subcontracting, we will require the subcontractors to comply with the Occupational Safety and Health Act and other related laws and regulations. In the event of an occupational disaster or any other accident arising from negligence during the booth fitout or event period, we and our contractor shall be liable for all legal damages and shall indemnify the TMBA for all losses incurred as a result. During the fitout period, we and our contractors shall not damage any of your equipment or appliances, and if any damage occurs, we are willing to compensate for it or repair it without compensation. We and our contractors guarantee that our laborers will comply with the following rules during the contract period:

1. TAITRA Standard Operating Procedures Before Construction Work
2. TAITRA Occupational Safety and Health Management Standard for Contractors
3. Hazardous Factor Notification Form for Site Operations
4. We and our subcontractors should access <https://www.tainex.com.tw/> →Lease Site→Forms and Documents→Occupational Safety and Health Management and Insurance for details and understanding of occupational safety and health regulations, and we are willing to accept penalties in accordance with the regulations if there is any violation of the regulations in the course of operation.

We acknowledge that TMBA has thoroughly informed us of the aforementioned occupational safety and health regulations. We have fully read and understood the regulations regarding the working environment and precautions set by the TMBA.

To

Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Name of Exhibitor (Company):

Responsible Person:

Booth No:

Contact Person:

Phone/Extension:

Contact Person's Mobile No.:

Contact Person's Email:

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(Please Signature)

[We hereby declare that If this document is transmitted electronically, the file shall be regarded as having the same effect as the original document ]

To effectively comply with the requirements of the Taipei City Government's Labor Inspection Office, if construction personnel fail to wear the exhibition service badge as required, do not wear the designated uniform, neglect to wear a safety helmet, do not use safety harnesses for work at heights above 2 meters, do not set up control zones or command and control personnel during hoisting or forklift operations, fail to place safety cones below suspended loads, and fail to restrict unauthorized personnel from entering, the TMBA will take photographs and impose fines to ensure the safety of construction personnel.

The above personal information is solely intended for the purpose of contacting the individual who provided the information by telephone, e-mail or other means of communication. The individual who provided the data may make inquiries about or request access to their personal data, request copies to be made, request additions or corrections, request the cessation of collection, processing or use, and request erasure. If you wish to exercise these rights, please contact the organizer in charge under TAITRA.

Attachment <b>3</b>	Please fill out the form online, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Ting-Wei Lee   TEL : 04-23507583	Application Deadline <b>2024.1.31</b>
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## Booth Fitout Affidavit

We (the "Company") are participating in the 2024 Taiwan International Machine Tool Show and, together with the appointed fitout decoration company, pledge to strictly adhere to the venue's related management rules and regulations (including flame-retardant materials). We will instruct our contractors to deploy an on-site responsible person to oversee and supervise all booth fitout operations. Before the event's conclusion, all associated materials and waste, including tapes and adhesive residues on the booth, will be completely cleared and removed from the venue. In the event of any violations, we willingly accept the venue's rules for handling and take full responsibility for damages and legal liabilities.

The Company guarantees that if any financial loss, injuries, or other infringement incidents arise due to improper booth design, construction, use, or dismantling, we will bear all legal responsibilities. We further assure that the TMBA will be absolved from any civil or criminal lawsuits resulting from such incidents. Failure to meet this commitment will hold our Company liable for reimbursing all damages, including legal fees and litigation costs incurred by the exhibition.

The Company is also required to apply for the following fitout items and comply with the specifications of the event, as well as submit the application information to be uploaded to the TMTS Exhibitor Information Submission System for the organizer's review. No work will be carried out without prior application or approval.

Application for Fitout and Decorations	Result of the review (to be completed by the organizer)
<p><b>o Item 1. The rental area contains ___ pillars, we agree to comply with the pillar wrapping / temporary pillar specification</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> We shall not apply for pillar wrapping</li> <li><input type="radio"/> Apply for pillar wrapping</li> </ul>	<b>Agree/ Disagree</b>
<p><b>o Item 2. Application for erection of continuous decorative walls of 6 meters or more in length</b></p> <p>Length of the facing booth: _____ meters</p> <p>Length of continuous decorative wall surface: _____ meters, height: _____ meters</p>	<b>Agree/ Disagree</b>
<p><b>o Item 3. Application for the erection of 2 (multi)-story booths</b></p> <p>Size of rented booth: _____ sq. m</p> <p>Usable area of 2 (multi)-story booths (including staircase): _____ sq. m</p>	<b>Agree/ Disagree</b>



Application for Fitout and Decorations	Result of the review (to be completed by the organizer)
<p><b>o Item 4. Application for erection of super-high structure with height of 4 meters or more (inclusive)</b></p> <p>Size of rented booth: _____ sq. m</p> <p>Size of superstructure: _____ sq. m., Height: _____ sq. m.</p>	<p><b>Agree/ Disagree</b></p>
<p><b>o Item 5. Application for suspended balloons in booths</b></p> <p>o Large-sized advertising balloons (filled with non-flammable gas only and with the top of the balloon not exceeding 7 meters from the ground)</p> <p>o Small Decorative Balloon (filled with non-combustible gas only, with the top of the balloon not exceeding 4 meters from the ground)</p>	<p><b>Agree/ Disagree</b></p>
<p><b>o Item 6. Application for stage and audio equipment in booths</b></p>	<p><b>Agree/ Disagree</b></p>
<p><b>O Item 7. Application for installation of video wall</b></p>	<p><b>Agree/ Disagree</b></p>

**o We are applying for the above items and agree to the fitout-related regulations**

We guarantee that we will carry out the work in accordance with the design drawings, strictly comply with the "Regulations Governing Decorations at TAITRA Exhibition Venues" and the "Fitout Regulations" set out in this application form, and take full legal responsibility for the safety of the booths. If there is any damage to the facilities of the exhibition venue, such as pillars, ceilings, sprinkler systems, etc., the Company is willing to compensate for the damage at the same price after an impartial third party has assessed the extent of the damage and estimated the cost of restoration.

We (the "Company") guarantee that if any property damage, casualties, or other infringement occurs due to improper design, construction, use, or dismantling of the booths, the Company shall bear all legal liabilities, and also guarantees that the TMBA will not be subject to any civil or criminal lawsuits arising therefrom; otherwise, the Company will be liable for all damages incurred, including compensating TMBA for all damages, including litigation costs and attorney's fees.

To

Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Name of Exhibitor (Company):

Booth No:

Contact Person:

Phone/Extension:

Contact Person's Mobile No.:

Contact Person's Email:

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(Please Signature)

The full title of the fitout company:

Company Address:

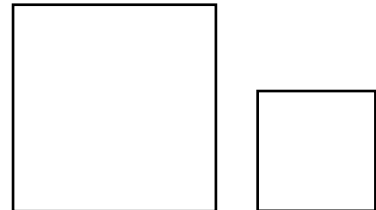
Person in charge of the work site:

Phone/Extension:

Contact Person's Mobile No.:

Contact Person's Email:

(Please affix the commissioned fitout  
company's official company seal)



<b>Attachment 3-1</b>	Please fill out the form online, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Ting-Wei Lee   TEL : 04-23507583	Application Deadline 2024.1.31
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## **Architect (Civil Engineer or Structural Engineer) Affidavit for the Erection of 2 (Multi)-story Booths**

Pertaining to \_\_\_\_\_'s participation in the Taiwan International Machine Tool Show (booth number: \_\_\_\_\_) held at the Taipei Nangang Exhibition Center and to build 2 (multi)-story booths, our firm has duly examined the design, structure, and materials of the booth and confirmed that they are structurally safe and comply with the "Regulations Governing Decorations at TAITRA Exhibition Venues" and the "TAITRA Guidelines for the Construction of a 2 (Multi)-story Booth in Hall 1 (or 2) of the Taipei Nangang Exhibition Center". We hereby agree to assume all legal responsibilities related to design and supervision of related construction work.

To

Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Architect (Civil Engineer, Structural Technician) Firm Name:

Architect (Civil Engineer, Structural Technician) Name:

Contact Address:

Tel:

Mobile number: (required)

Architect (Civil, Structural Technician) Firm Company Seal:

Architect (Civil, Structural Technician) Seal:

The above personal information will be used only for the purpose of contacting the individual who provided the information by telephone, e-mail, or other means of communication during 2023 - 2025. The individual who provided the data may make inquiries about or request access to their personal data, request copies to be made, request additions or corrections, request the cessation of collection, processing or use, and request erasure. If you wish to exercise the above rights, you may contact TAITRA.

Attachment <b>3-2</b>	Please fill out the online form, print it and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Ting-Wei Lee   TEL: 04-23507583	Application Deadline <b>2024.1.31</b>
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## Erection of a Super-High Structure (Civil Engineer, Structural Technician) Affidavit

Pertaining to \_\_\_\_\_'s participation in the Taiwan International Machine Tool Show (booth number: \_\_\_\_\_) held at the Taipei Nangang Exhibition Center and its envisaged application for the erection of a super-high structure, we have duly examined the design, structure, and materials of the booth and confirmed that they are structurally safe and in compliance with the "Regulations Governing Decorations at TAITRA Exhibition Venues". We hereby agree to assume all legal responsibilities related to design and supervision of related construction work.

To  
 Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Architect (Civil Engineer, Structural Technician) Firm Name:

Architect (Civil Engineer, Structural Technician) Name:

Contact Address:

Tel:

Mobile number: (required)

Architect (Civil, Structural Technician) Firm Company Seal:

Architect (Civil, Structural Technician) Seal:

The above personal information will be used only for the purpose of contacting the individual who provided the information by telephone, e-mail, or other means of communication during 2023 - 2025. The individual who provided the data may make inquiries about or request access to their personal data, request copies to be made, request additions or corrections, request the cessation of collection, processing or use, and request erasure. If you wish to exercise the above rights, you may contact TAITRA.

Attachment <b>3-3</b>	Please fill out the form online, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Ting-Wei Lee   TEL : 04-23507583	Application Deadline <b>2024.1.31</b>
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## Application/ Affidavit for Stage and Audio Equipment in Booths

We (the "Company") are participating in the 2024 Taiwan International Machine Tool Show. Due to exhibition requirements, we are applying to install stage audio equipment at our booth. We hereby agree to adhere to the "Regulations Governing Decorations at TAITRA Exhibition Venues" Chapter 3, Paragraph 2 "Special Fitout Facilities" - 3: "Stage and Audio Equipment" and 4: "Wireless Microphone Equipment", as well as the relevant regulations set forth by the organizer. In the event of non-compliance, the exhibitor is willing to accept unconditionally the following penalties.

Full name of the Exhibitor:

Booth No:

Name of Audio Equipment Contractor:

Contact Address:

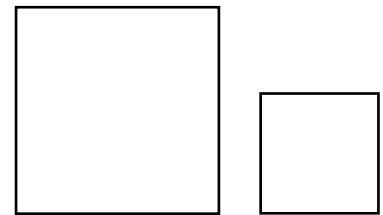
Responsible Person's Name:

Contact Name:

Company Tel:

Mobile:

Wireless Microphone Frequency Range:



(Please affix the audio equipment contractor's seal)

**We hereby agree to the application requirements and regulations**

**Agreement for stage activities or sound broadcasting time (each session should be more than 1 hour apart and limited to 15-20 minutes each time.)**

The following is a list of requirements for the installation of audio equipment:

1. Stage activities or sound broadcasting time (each session should be more than 1 hour apart and limited to 15-20 minutes each time)
2. The outer edge of the stage must be at least 50 cm from the baseline of the booth, and if the stage height exceeds 50 cm, the stage should be retracted proportionally. The number of speakers is limited to 2, facing inward towards the booth and maintaining a downward angle. The volume must be kept below 85 decibels (before the exhibition starts, compliance with the organizer's set sound volume is required). Adjacent booths are not allowed to conduct simultaneous stage activities or play audio (according to the approved schedule by the organizer, with intervals of at least 1 hour between each session, limited to 15-20 minutes per session).
3. The organizer will set up an inspection team to control and eliminate noise at all times.
4. Exhibitors shall pay a security deposit of NT\$100,000. Depending on the severity of violation, the organizer may deal with infractions in three stages:
  - (1) The 1st offense: If the sound level exceeds 85 decibels as measured on-site, a verbal warning will be issued on-site and a citation will be issued, with a note stating that the security deposit of NT\$100,000 will be forfeited for the second offense.
  - (2) The 2nd offense: If the sound level exceeds 85 decibels when measured on-site, a citation will be issued on-site and the above security deposit will be forfeited. The third offense will result in the immediate suspension

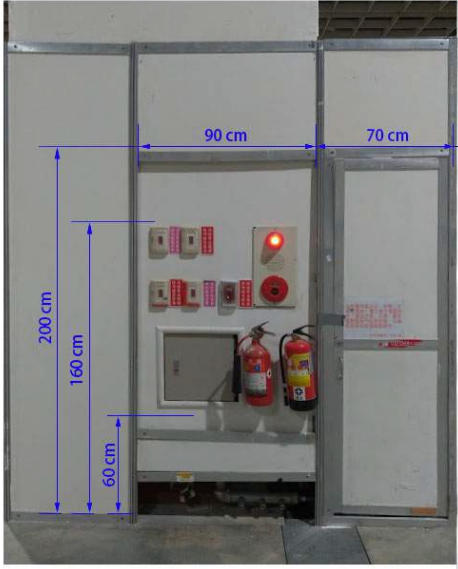
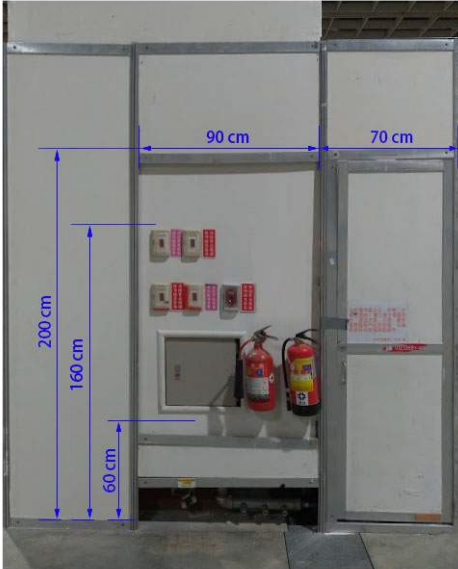
of the electrical power supply to the booth.

- (3) The 3rd offense: If the sound level exceeds 85 decibels, a citation will be issued on the spot and the power supply to the booth will be cut off immediately. The exhibitor will be prohibited from participating in the TMTS for two years.
5. Measurement method: The decibel meter is placed between 1.2 to 1.5 meters from the ground or floorboard, at a height close to ear level; the measuring point is three meters away from the sound source of the amplification facility to determine the sound level.
6. Prior approval of microphone frequencies is required before using wireless microphones. In the event of a violation by directly setting up and using microphones at the booth without prior approval, resulting in interference or affecting other conference activities within the exhibition hall, the TMBA reserves the right to immediately demand the cessation of equipment use and implement penalty measures according to the three-stage penalty process.
7. Exhibitors who bring their own wireless microphone equipment must first submit an application for microphone frequency to the Taipei Nangang Exhibition Center. Upon approval, they can set up and use the equipment. In the event of a violation by directly setting up and using microphones at the booth without prior approval, resulting in interference or affecting other events at the Taipei Nangang Exhibition Center, the Center reserves the right to immediately demand cessation of equipment use and implement penalty measures according to the third-stage penalty process outlined in these regulations.

# Fitout Regulations

## I. Pillar wrapping / temporary pillar beautification regulations

1. Exhibitors renting spaces that include pillars must adhere to the following regulations.
2. **Application Method:**
  - (1) Sign the Booth Fitout Affidavit, check the box: Item 1. The rental area contains \_\_\_ pillars/ apply for aesthetic wrapping of pillars
  - (2) Upload the following information to TMTS Exhibitor Information Submission System:
    - ①. Fitout Design Drawing (including floor plan, elevation view and side view)
3. Taipei Nangang Exhibition Center, Hall 1, 1F: Participating exhibitors are required to under review and obtain approval before entering the site for construction. The method of wrapping pillars is described below:
  - (1) The location of the pillars shall be adjacent to the existing modular partition wall (the partition wall is 215 centimeters wide in the eastward and westward elevations, 235 centimeters wide in the southward and northward elevations, and 250 centimeters in height throughout the premises).
  - (2) The addition of wall fitouts on the northern side pillars should not obstruct access to existing electrical equipment (electrical doors, pneumatic control cabinets) and fire equipment (fire alarm panels, fire extinguishers, smoke extractor switches, sprinkler switches).
  - (3) The temporary additional wall height around the pillar shall not exceed 4 meters. Any height beyond 4 meters requires a separate application for an super-high structure.
  - (4) No posters or other decorative materials may be nailed or glued to the walls of the existing modular compartments in the exhibition halls.
  - (5) If you have any questions about the above, please contact the Taipei Nangang Exhibition Center Hall 1 at (02) 2725-5200 ext. 5000.
4. Taipei Nangang Exhibition Center Hall 2, 1F: Exhibitors will be allowed to enter the exhibition hall only after approval. The method of wrapping pillars is described below:
  - (1) The finishing material on the surfaces of the pillars on the east and west sides must be raised 50 centimeters above the ground, ensuring it does not affect the electrical power source work below the pillar. However, the angle materials used to fix the finishing material wrapped around the pillars can touch the ground.
  - (2) The height of the wall of the temporary pillars shall not be higher than 4 meters. If the height of the wall is higher than 4 meters, a separate application shall be made for super-high structures.
  - (3) No posters or other decorative materials may be hung, nailed or glued to the walls of the existing modular partitions in the exhibition halls.
  - (4) If you have any questions, please contact Ching-Yao Lin from the Engineering Department of the Taipei Nangang Exhibition Center, Hall 2, at 2725-5200 ext. 6666.
5. In case of violation of the above regulations, the exhibitor booth will be promptly dismantled at the exhibitor's expense. If the fitout does not comply with fire regulations and is not rectified promptly, resulting in fines imposed by the fire department, the exhibitor shall be responsible for these fines and associated liabilities. In addition, the contractor will be fined in accordance with the regulations of the Taipei Nangang Exhibition Center.
6. For any matters not covered in these regulations, the TMBA may revise and update them from time to time.
7. Schematic diagram of the north side of the structural pillar partition wall of Taipei Nangang Exhibition Center Hall 1 on the 1F

	
<p>Pillars 1,3,5,7,9 on the north side of the partition wall (with fire alarm panel). Recommended opening size is 100x90cm for fire fighting equipment.</p> <p>One electric door (200x70cm) should be either left exposed or set up with a concealed door (which allows the original door to open)</p>	<p>Pillars 2,4,6,8,10 on the north side of the partition wall in (without fire alarm panel). Recommended opening size is 100x90cm for fire fighting equipment.</p> <p>One electric door (200x70cm) should be either left exposed or set up with a concealed door (which allows the original door to open)</p>





6. For any matters not explicitly stipulated in these regulations, please follow the guidelines outlined in the "Regulations Governing Decorations at TAITRA Exhibition Venues".
7. For any matters not covered in these regulations, the TMBA may revise and update them from time to time.
8. Unauthorized fitout work or self-erected continuous decorative walls discovered without prior approval shall be immediately dismantled or may need to apply retroactively with the organizer's consent.

### III. Regulations for the erection of 2 (multi)-story booths

1. Applicants for the project are deemed to have agreed to the following regulations.
2. **Eligibility:**
  - (1) For each exhibition booth of 3m x 3m (or 3m x 2m), at least 4 booths (inclusive) must be rented, forming a minimum arrangement of 6 meters x 6 meters (or 6 meters x 4 meters), to be eligible for the construction of 2 (multi)-story booths.
3. **Application Method:**
  - (1) Sign the Booth Fitout Affidavit and check the box: Item 3. Application for the erection of 2 (multi)-story booths
  - (2) Upload the following information to TMTS Exhibitor Information Submission System:
    - ①. Booth Design Drawing (including floor plan, front elevation and side elevation)
    - ②. Architect (Civil Engineer or Structural Engineer) Affidavit for the Erection of 2 (Multi)-story Booths (Attachment 3-1)
    - ③. Structural/architectural drawings and structural calculations (including 2nd floor load-bearing) issued by a certified and practicing structural engineer, architect, or civil engineer - 1 copy each
    - ④. Copy of structural engineer, architect, or civil engineer's license, practice certificate, and relevant association membership documents - 1 copy each
    - ⑤. Accident insurance for each person with a coverage of NT\$2 million and third-party liability insurance policy - 1 copy each. Insurance coverage should commence from the 1st day of entry to the venue until midnight on the last day of the event.
    - ⑥. The fitout contractor must provide a Fall Prevention Plan and construction drawings (including safety access equipment, construction scaffolding, guardrails, fall prevention measures, object decoration and removal support methods, etc.).
4. **Usage Fees:**
  - (1) After reviewing and approving the application, please pay the usage fee for the erection of a 2 (multi)-story structure in accordance with the payment notice issued by the TMBA.
  - (2) The standard rate of usage fees for the erection of a 2 (multi)-story structure is calculated on the basis of the total area of the 2 floors (including staircase) of the building.
  - (3) For applications submitted by January 31, 2024 (inclusive), 80% of the booth area rate will be charged. For applications submitted by February 27, 2024 (inclusive), 100% of the booth area rate will be charged. After February 29, 2024, the TMBA will stop accepting applications for 2 (multi)-story booths. The price of each special offer is subject to the payment notice issued by the TMBA.
  - (4) In addition to following the application procedures, applicants are required to pay an unauthorized usage fee of NT\$10,000. Applicants who apply during the exhibition period are required to pay a non-compliant usage fee of NT\$50,000.
5. It will take seven working days for the TMBA to review and approve applications for 2 (multi)- story booths, so please apply as soon as possible.
6. The 2(multi)-story booths are for business and trade engagements only, and cannot be used as storage rooms, product display rooms, or presentation venues.

7. If the area of the 2 (multi)-story building is 100 square meters or more, a certified structural engineer, architect, or civil engineer shall be present to supervise the construction of the building.
8. The maximum floor height of a 2-story building is limited to 2.5 meters and the total height shall not exceed 4 meters; the maximum floor height of a 3-story building is limited to 5 meters and the total height shall not exceed 6.5 meters, and so on and so forth. To ensure structural safety, all booths above 3 stories in height must be supported by a steel structure.
9. Safety parapets shall be installed around the 2 (more) floors, the height of which shall be at least 90 centimeters and not exceeding 150 centimeters from the floor slab of the 2nd floor, and the height of the internal partitions shall not exceed 150 centimeters, and so on and so forth. The height of the internal partitions shall not exceed 150 centimeters and no ceiling shall be erected.
10. The back side of the wall plate must be beautified for the safety parapets installed around the 2(multi)-story floors; if it is not, the TMBA reserves the right to appoint a designated contractor to beautify the wall on behalf of the exhibitor, and all associated costs shall be borne by the exhibitor without any objection.
11. The following rules shall be observed for multi-story fitouts with a total floor area (including staircases) of more than 100 sqm on 2 (multi)-story floors:
  - (1) Security personnel must be stationed on a full-time basis to ensure public safety and monitor fire safety during the exhibition.
  - (2) Fire extinguishers must be placed every 50 square meters on each level as conspicuous locations.
12. Booths shall not be erected in such a way as to damage any of the facilities of the exhibition hall, use nails on the floor, concrete pillars, walls, etc. of the exhibition hall, or suspend anything from the ceiling, and shall not block fire fighting facilities, utilities pipelines. The TMBA may compel the immediate removal of such items if deemed in violation of related regulations.
13. No curtains or wooden boards shall be used to cover the top of the booths. If there is any special requirement for fitout decorations, exhibitors shall submit an application and the TMBA shall examine and approve the application before the construction work is allowed to be carried out.
14. In case of 2 (multi)-story booths, the horizontal or lateral support must be provided for the lower level structure to withstand seismic or lateral forces. Failure to provide such support constitutes a major violation, leading to potential closure of the booth until immediate improvements are made, otherwise prohibiting the exhibition from taking place.
15. After obtaining the TMBA's consent for constructing a 2 (multi)-story booth, any arbitrary modifications to the booth design or violations of the regulations in this notice will result in the immediate cessation of power supply, booth closure, and a prohibition on the exhibitor from participating in events held at Hall 1 of Taipei Nangang Exhibition Center for 2 years subsequent to the event. This prohibition extends to domestic and international trade promotions, exhibitions organized by the TMBA. Contractors shall be prohibited from undertaking work at exhibition events organized by the TMBA for 2 subsequent years. Additionally, the TMBA shall not acknowledge the attesting architect/civil engineer/structural engineer's certification for 2 subsequent years.
16. For any matters not explicitly stipulated in these regulations, please follow the guidelines outlined in the "Regulations Governing Decorations at TAITRA Exhibition Venues".
17. For any matters not covered in these regulations, the TMBA may revise and update them from time to time.
18. Anyone who constructs a 2 (multi)-story booth without prior application or approval, upon discovery, must immediately dismantle it or may need to apply retroactively with the organizer's consent.

#### **IV. Regulations for Erection of a Super-High Structure with More than 4 Meters in Height (inclusive)**

1. Applicants for the project are deemed to have agreed to the following regulations.

2. **Eligibility:**

For each exhibition booth of 3m x 3m, at least 4 booths (inclusive) must be rented and in a peninsula shape (i.e., three sides facing the aisle) before applying for super-high structure approval.

3. **Application Method:**

- (1) Sign the Booth Fitout Affidavit and check the box: Item 4. Application for erection of super-high structure
- (2) Upload the following information to TMTS Exhibitor Information Submission System:
  - ①. Booth Design Drawing (including floor plan, front elevation and side elevation)
  - ②. Erection of a Super-High Structure (Civil Engineer, Architect) Affidavit (Attachment 3-2)
  - ③. 1 copy each of structural drawings and structural calculations certified by a qualified practicing structural engineer, civil engineer or architect.
  - ④. Copy of structural engineer, architect, or civil engineer's license, practice certificate, and relevant association membership documents - 1 copy each
  - ⑤. Accident insurance for each person with a coverage of NT\$2 million and third-party liability insurance policy - 1 copy each. Insurance coverage should commence from the 1st day of entry to the venue until midnight on the last day of the event.
  - ⑥. The contractor undertaking project work should provide a plan for preventing falling accidents and construction drawings (including illustrations of hazards related to working at heights such as railing heights, construction scaffold erection methods, material decoration and removal support methods, or other occupational safety and health measures required by laws to prevent falling and flying object hazards).

4. **Usage Fees:**

- (1) After review and approval, please pay the fee for erecting the super-high structure according to the payment notice issued by the TMBA.
  - (2) The fee for the use of super high-rise structures is determined based on the top view projection area of the design drawing. Each unit is considered as 18 square meters and is charged at NT\$200,000 (inclusive of tax). If the area exceeds 18 square meters, the fee is calculated by dividing the top view projection area of the super high-rise structure by 18 square meters to determine the number of units, then multiplying the units by NT\$200,000 to arrive at the total fee. If the construction area is less than 18 square meters, the fee will still be charged at NT\$200,000 for the use of a super-high structure.
  - (3) In addition to following the application procedures, applicants are required to pay an unauthorized usage fee of NT\$10,000. Applicants who apply during the exhibition period are required to pay a non-compliant usage fee of NT\$50,000.
5. For super-high structures, it will take seven working days for the TMBA to review the information, so please apply as soon as possible.
  6. A licensed structural engineer, architect, or civil engineer shall be responsible for overseeing the construction.
  7. The height of each super-high structure shall not exceed 6 meters.
  8. The wall of the super-high structure must be beautified on the back side of the wall plate where it connects with other vendors' booths. In case of non-compliance, the TMBA reserves the right to appoint a designated contractor to beautify the wall on behalf of the exhibitor, and all associated costs shall be borne by the exhibitor without any objection.
  9. Booths shall not be erected in such a way as to damage any of the facilities of the exhibition hall, use nails on the floor, concrete pillars, walls, etc. of the exhibition hall, or suspend anything from the ceiling, and shall not block fire fighting facilities, utilities pipelines. The TMBA may compel the immediate removal of such items if deemed in violation of related regulations.
  10. After obtaining our TMBA's approval for constructing super-high structures, any arbitrary alterations to the design

or violations of the regulations outlined in this notice will result in immediate cessation of power supply and closure of the booth. Additionally, the exhibitor will be barred from participating in activities held at the Taipei Nangang Exhibition Center Hall 1 for two years, including domestic and international trade promotion activities and exhibitions organized by the TMBA. Contractors shall be prohibited from undertaking work at exhibition events organized by the TMBA for 2 subsequent years. Additionally, the TMBA shall not acknowledge the attesting architect/civil engineer/structural engineer's certification for 2 subsequent years.

11. For any matters not explicitly stipulated in these regulations, please follow the guidelines outlined in the "Regulations Governing Decorations at TAITRA Exhibition Venues".
12. For any matters not covered in these regulations, the TMBA may revise and update them from time to time.
13. Those who construct super-high structures independently without prior application or approval will be required to dismantle them immediately or may need to apply retroactively with the organizer's consent.

## V. Regulations for Suspended Balloons in Booths

1. Applicants for the project are deemed to have agreed to the following regulations.
2. **Application Method:**
  - (1) Sign the Booth Fitout Affidavit and check the box: Item 5. Application for suspended balloons in booths
  - (2) Upload the following information to TMTS Exhibitor Information Submission System:
    - ①. Booth Design Drawing (with balloon dimensions, suspension points and height).
3. **Usage Fee and Deposit:**
  - (1) After review and approval, please pay the usage fee and deposit due according to the payment notice issued by the TMBA.
  - (2) To apply for a large advertising balloon, each exhibitor is limited to one balloon with a diameter of less than 2 meters, filled with ordinary air or non-flammable gas only, and with the top of the balloon no more than 7 meters above the ground, and is required to pay a deposit check of NT\$50,000 and a usage fee of NT\$10,000.
  - (3) Applications for small balloons for decorative purposes are limited to filling with ordinary air or non-combustible gas, with the top of the balloon not exceeding 4 meters from the ground, and a security deposit of NT\$50,000 must be paid.
  - (4) The security deposit should be paid by cashier's check payable to "Taiwan Machine Tool & Accessory Builders' Association" and sent together with the notice of payment by registered mail to Ms. Yu-Wen Chen at 3F, No. 27, Industrial 37 Road, Xitun District, Taichung City, Taiwan, on or before February 27.
  - (5) If there is no violation of the regulations, the deposit paid will be refunded without interest after the exhibition.
  - (6) In addition to following the relevant application procedures, applicants must pay a non-compliance fee: Applicants who apply after the application deadline and before March 26 (inclusive) must pay a non-compliance fee of NT\$10,000. For applications made during the exhibition period (March 27-31), applicants are required to pay a non-compliance fee of NT\$30,000.
4. Balloons must be fixed within the vertical range of the baseline around the rental booth and not exceed the specified height.
5. If the balloon floats up to the roof or hangs from the ceiling pipe, the exhibitor is responsible for removing it before the end of the exhibition, otherwise, the exhibitor will be liable to deduct NT\$50,000 as liquidated damages, plus the costs incurred for the removal of the balloon, and in case of insufficient deposit, the exhibitor will still be responsible for the removal of the balloon.
6. Should any property losses, injuries, or any other liability issues arise from the use of suspended balloons, the exhibitor shall bear full legal responsibility. Furthermore, the exhibitor shall ensure that the TMBA is free from

any civil or criminal liabilities or compensation claims arising from such incidents. Otherwise, the exhibitor shall cover all legal fees, attorney expenses, additional costs, and damages incurred by the TMBA.

7. Anyone who suspends balloons in the exhibition space without prior application and approval must be removed immediately or submit an application retroactively upon detection.

## VI. Stage and Audio Equipment Set Up in Booths

1. Applicants for the project are deemed to have agreed to the following regulations.
2. **Application Method:**
  - (1) Sign the Booth Fitout Affidavit and check the box: **Item 6. Application for stage and audio equipment in booths**
  - (2) Upload the following information to TMTS Exhibitor Information Submission System:
    - ①. Booth Design Drawing (with stage setback distance and speaker position marked).
    - ②. Schedule of expected stage activities or audio playback.
    - ③. Application/Affidavit for Stage and Audio Equipment in Booths (Attachment 3-3)
3. **Security Deposit:**
  - (1) After review and approval, please pay the security deposit for the stage and audio equipment setup in the booth in accordance with the payment notice issued by the TMBA.
  - (2) The security deposit should be paid by cashier's check payable to "Taiwan Machine Tool & Accessory Builders' Association" and sent together with the notice of payment by registered mail to Ms. Yu-Wen Chen at 3F, No. 27, Industrial 37 Road, Xitun District, Taichung City, Taiwan, on or before February 27.
  - (3) If there is no violation of the regulations, the deposit paid will be refunded without interest after the exhibition.
  - (4) For retroactive applications, applicants are required to pay an additional fee for non-compliance. Applicants who apply after the application deadline and before March 26 (inclusive) are required to pay a non-compliance fee of NT\$10,000. Applicants who apply during the exhibition period (March 27-31) will be required to pay a non-compliance fee of NT\$30,000. Before completing this procedure, the organizer reserves the right to forcibly dismantle or withhold power supply to the booth in question.
4. Comply with Chapter 3, Paragraph 2, "Regulations Governing Decorations at TAITRA Exhibition Venues", - 3: "Stage and Audio Equipment" and - 4: "Wireless Microphone Equipment" as well as the relevant regulations set forth by the organizer.
5. Stage activities or sound broadcasting time (each session should be more than 1 hour apart and limited to 15-20 minutes each time)
6. The outer edge of the stage must be at least 50 cm from the baseline of the booth, and if the stage height exceeds 50 cm, the stage should be retracted proportionally. The number of speakers is limited to 2, facing inward towards the booth and maintaining a downward angle. The volume must be kept below 85 decibels (before the exhibition starts, compliance with the organizer's set sound volume is required). Adjacent booths are not allowed to conduct simultaneous stage activities or play audio (according to the approved schedule by the organizer, with intervals of at least 1 hour between each session, limited to 15-20 minutes per session).
7. The organizer will set up an inspection team to control and eliminate noise at all times.
8. Exhibitors shall pay a security deposit of NT\$100,000. Depending on the severity of violation, the organizer may deal with infractions in three stages:
  - (1) The 1st offense: If the sound level exceeds 85 decibels as measured on-site, a verbal warning will be issued on-site and a citation will be issued, with a note stating that the security deposit of NT\$100,000 will be forfeited for the second offense.
  - (2) The 2nd offense: If the sound level exceeds 85 decibels when measured on-site, a citation will be issued on-site and the above security deposit will be forfeited. The third offense will result in the immediate suspension

- of the electrical power supply to the booth.
- (3) The 3rd offense: If the sound level exceeds 85 decibels, a citation will be issued on the spot and the power supply to the booth will be cut off immediately. The exhibitor will be prohibited from participating in the TMTS for two years.
9. Measurement method: The decibel meter is placed between 1.2 to 1.5 meters from the ground or floorboard, at a height close to ear level; the measuring point is three meters away from the sound source of the amplification facility to determine the sound level.
10. Prior approval of microphone frequencies is required before using wireless microphones. In the event of a violation by directly setting up and using microphones at the booth without prior approval, resulting in interference or affecting other conference activities within the exhibition hall, the TMBA reserves the right to immediately demand the cessation of equipment use and implement penalty measures according to the three-stage penalty process.
11. Exhibitors who bring their own wireless microphone equipment must first submit an application for microphone frequency to the Taipei Nangang Exhibition Center. Upon approval, they can set up and use the equipment. In the event of a violation by directly setting up and using microphones at the booth without prior approval, resulting in interference or affecting other events at the Taipei Nangang Exhibition Center, the Center reserves the right to immediately demand cessation of equipment use and implement penalty measures according to the third-stage penalty process outlined in these regulations.

## VII. Application for Setting Up a Video Wall

1. Applicants for the project are deemed to have agreed to the following regulations.
2. Application Method:
  - (1) Sign the Booth Fitout Affidavit and check the box: Item 7. Application for installation of video wall
  - (2) Upload the following information to TMTS Exhibitor Information Submission System:
    - ①. Booth Design Drawing (with location of video wall shown).
3. The height of the video wall shall not exceed 2.5 meters, and the front of the television wall must be at least 1 meter away from the booth baseline (the side closer to the booth) or form an angle of more than 30 degrees with the booth baseline.
4. If more than 2.5 meters in height is required, the maximum height shall not exceed 4 meters and the front of the video wall must be at least 2 meters from the aisle edge or at an angle of 30 degrees or more from the aisle edge.
5. The sound volume of the video wall shall not exceed 85 decibels.
6. The video wall should be equipped with anti-toppling devices (such as adding lateral brackets, securing steel cables and nylon ropes, and placing a steel plate under the video wall base to avoid uneven forces during earthquakes, preventing collapse). Failure to install these constitutes a violation of regulations.
7. The video shown must be in line with the theme of the exhibition and must not violate good morals.
8. Any exhibitor setting up a video wall that violates the aforementioned regulations upon verification shall have the power supply suspended, and the exhibitor's participation in the next edition of TMTS will be prohibited.
9. If the exhibitor installs a video wall without prior approval, no electricity will be supplied.

<b>Attachment 4</b>	Please go to <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Unit in Charge: Hong Guan Enterprise Co., Ltd. Hall 1, 1F: Ms. Chu / Hall 1, 4F: Ms. Tseng / Hall 2, 1F: Ms. Hsu Tel: 02-2948-9493	Application Deadline <b>2024.2.27</b>
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## Utilities Application

1. The TMBA provides free basic 110V 0.5KW electricity for each booth, and is accumulative based on the number of booths rented. If the electricity usage does not exceed the accumulative free basic 110V usage and does not require 220V or higher power usage, water, compressed air, or 24-hour electricity, no additional charges will apply. However, booth holders still need to provide a booth utilities diagram. Failure to complete this before the application deadline will lead to default installation by the TMBA in the corners of the booth. Any on-site adjustments will be subject to additional charges.
2. For electricity usage that surpasses the accumulated free basic 110V amount or requires 220V or higher power, water, compressed air, or continuous 24-hour usage, applicants must complete the application form and pay the fees within the stipulated period.
3. In order to maintain the safety of electricity consumption, a power distribution box will be provided at the exhibitors' booths according to the exhibitors' application information. When planning for the set up of booths, exhibitors are requested to reserve space for the power distribution box and mark it on the attached "Location Diagram of Utilities" and send it back to the TMBA in order to cooperate with relevant work.
4. Please refer to the "Electrical Equipment Power Consumption Reference Table" for the indicative power consumption of each electrical equipment.
5. In case of (1) unauthorized connection of utilities (water and electricity); (2) failure to pay the bill by the due date; (3) overloading of electricity without applying for it according to the actual situation of electricity consumption; (4) other irregularities and unsafe use of electricity, the TMBA may directly disconnect the power supply without further notice. Any resulting losses will be the responsibility of the exhibitor.
6. Cancellation or changes must be requested in writing ten days before the first day of entry, with an 80% refund for the paid fee. Late requests will not be accepted for changes or refunds granted.
7. General electricity (110V) is supplied by a power distribution box. One 110V power distribution box will be provided for free basic electricity plus additional applications. Power (220V, 380V, 440V) is supplied from a separate power distribution box. Water supply (1/2 inch) and drainage (3/4 inch) are equipped with ball valves only, with exhibitors responsible for installing pipelines, faucets, water containers, and sinks. In case of leaks or flooding causing losses to the TMBA or other exhibitors, the exhibitor will be held liable for full compensation. Compressed air (1/2 inch) is only available for ball valves and female connectors.
8. Early application for utilities will enjoy a 10% discount, but the discount will be void if payment is not made by the due date.
9. Please refer to "Fee Standards for Plumbing and Electricity Work" for fee standards. Late application for utilities facilities will be subject to a late application fee based on the original application fee, please refer to Article 12 of these instructions.
10. In the event of interruption of power supply by Taiwan Power Company or temporary failure of our electrical equipment, no compensation will be granted.
11. If the total capacity of the exhibitor's application exceeds the capacity of the existing power supply circuit of the Taipei Nangang Exhibition Center, further applications will not be accepted. During the exhibition period, if the total capacity of electricity used by the exhibitors exceeds the applied capacity, the excess will be charged upon verification by the TMBA. If the excess electricity consumption affects the operation of the power system, the TMBA reserves the right to disconnect the power supply without prior notice, and the exhibitors shall be responsible for any losses incurred.
12. Application and Billing Rules:
  - (1) All applications are made online, please go to Exhibitor Information Submission System to fill in the form.
  - (2) Billing Rules:
    - ①. Apply and complete payment before January 24, 2024 to enjoy a 10% discount.
    - ②. January 25, 2024 - February 25, 2024: applicants will be charged the standard rate.
    - ③. February 26, 2024 - March 15, 2024: an additional 30% late fee.
    - ④. After March 16, 2024 (inclusive of same-day requests): 50% late application fee will be charged.



Attachment

**5-1**
**Furniture and Equipment Rental Application  
Hall 1 - HUEI YOW BUSINESS CO., LTD.**

 Application Deadline  
2024.2.27

# Application Form for Rental of Equipment in Hall 1


 Exhibition Title: 2024 TMTS Taiwan International Machine Tool Show

 Date: 2024/03/27-31

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

Booth No: \_\_\_\_\_

## Application Form A

 Please return the form for a valid order  
HUEI YOW BUSINESS CO., LTD.

Contact Person: Pei-Chi Li

 Exhibition Venue Commercial Space Planning &  
Construction Exhibition Marketing

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw

E-mail : ina@ms17.hinet.net

Please check the box below (multiple selections allowed):  Basic Booth,  Additional Equipment Rental,  Special Fitout Design, please assign someone to contact us.

1. Clean Space Booth\_Taipei Nangang Exhibition Center Basic Fitout NT\$5,000 (before tax). Surcharges apply for affixing company logo.

### Basic Standard Booth includes the following:

- |  |                                     |                |
|--|-------------------------------------|----------------|
| 1. Basic fitout decoration               | 5. One power socket                 | 9. Trash bin*1 |
| 2. Company signboard name (default font) | 6. Projection light (white light)*5 |                |
| 3. Reception table *1                    | 7. Booth number*1                   |                |
| 4. Folding chairs *1                     | 8. 3m*3m carpet (dark blue)         |                |

Name of booth signboard (lintel): \_\_\_\_\_

Number of basic partitions requested: \_\_\_\_\_ Grids \* NT\$5,000 = NT\$(A) --If the exhibitor chooses to use default fitout arranged by TMBA, the exhibitor does not need to fill out field A--

## II. Add-on single-item equipment table:

Furniture Item						
No.	Code	Item	Specification	Unit Price	Quantity	Total
01	P	White Backboard	100*H250cm	1,100		
02	1PC	Color-Matching Partition	100*H250cm	605		
03	1PCD	Color-Matching Partition	100*H250cm	1,210		
04	RT	Reception Table	100*50*H75	660		
05	MT-G	Glass Round Table	Dia 75*H75	800		
06	FC	Folding Chair		120		
07	SFC	Small Round Folding	With/without backrest (Please	120		
08	BT	High Bar Table - Black	Dia 60*H106	1,000		
09	BS	Creative Bar Stool	Seat Cushion 27*32.5/Seat	500		
10	BT-W	Bar Table - White	Dia 60*H90(Height Adjustable)	1,200		
11	BS-W	Flying Saucer White Bar	Height Adjustable	900		
12	MT-W	Conference Folding	120*60/180*60	700/800		
13	TC	Tablecloth	Beige	300		
14	CAP	Carpet (Fire Retardant)	New_with plastic film	1,650		
15	SW	Shelf (Flat/Tilted)	100*30	210/250		
16	SW-G	Glass Shelf	100*30	300		
17	SC-1	High Glass Cabinet 100*50*H200	One side unsealed (recessed downlight optional extra) With glass door/cabinet H50	3,960 5,280		

# Hall 1 Equipment Rental Application Form



## Application Form B

 Exhibition Title: 2024 TMTS Taiwan International
Machine Tool Show

 Date: 2024/03/27-31

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

Booth No: \_\_\_\_\_

Please return the form for a valid order

HUEI YOW BUSINESS CO., LTD.

Contact Person: Pei-Chi Li

Exhibition Venue Commercial Space Planning &amp;

Construction Exhibition Marketing

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw

E-mail : ina@ms17.hinet.net

Furniture Item						
No.	Code	Item	Specification	Unit Price	Quantity	Total
18	SC-2	High Glass Cabinet 50*50*H250	One side unsealed (recessed downlight optional extra) With Glass Door (recessed downlight optional extra) / Cabinet H75	3,630 4,400		
19	SC-3	Low Glass Cabinet 100*50*H100	Without lock(In-cabinet jewelry light optional extra) With lock (In-cabinet jewelry light optional extra)	2,200 2,420		
20	SC-4	High Glass Cabinet 100*50*H250	One side unsealed (recessed downlight optional extra) With Glass Door (recessed downlight optional extra) / Cabinet H75	4,345 5,500		
21	DB-Q1	1/4 Round Display Stand Dia 100cm	H50/75/100	605/726/924		
22	DB-Q2	1/4 Round Display Stand Dia 200cm	H50/75/100	1,188/1,320/1,45200		
23	DB-S	Fan Type Display Cabinet	H75/H100	1,188/1,320		
24	DB	Display Cabinet	100*70*H75or100/with door	1,080/1,320(with door)		
25	DB11/D	Display Cabinet	100*50*H100 w/door & lock	840/1,080		
26	DB17/D	Display Cabinet	100*50*H75/with door and lock	660/960		
27	DB15/D	Display Cabinet	100*50*H50/with door and lock	540/780		
28	DB5	Display Cabinet	50*50*H100/H75/H50	600/540/480		
29	DB11-S	Display Cabinet_With Shelf H75 with Lock	100*50*H100	1,320		
30	FD	System Furniture Folding Door	W100*H200/with Lock	1,100		
31	SD	System Furniture Wooden Door_with Threshold	W100*H200/with Lock	2,750		
32	Q2T	1/4 Circle Staircase Display Cabinet	Dia 200/H75/H100	2,035		
33	HR2T	Semicircle Staircase Display Cabinet	Dia 200/H75/H100	3,960		
34	2T-1	Staircase Display Cabinet - With Door	100*50*H75/H100	1,716		
35	2T-2	Staircase Display Cabinet - With Door	100*50*H50/H75	1,452		
36	TV-S	TV TRUSS stand (TV optional extra)	H200	1,300		
37	TV-EB	TV wall plate (Separate for TV)	W100*H50	1,100		
38	TV-B	TV Wall Lock Board (TV optional extra)	W100*H100/H250	1,100/2,200		
39	HB-9/12	Wire Mesh-90/120	W90*H90/H120	840/960		
40	HB-15/18	Wire Mesh-150/180	W90*H150/H180	1,020/1,080		
41	DP50	Pegboard (without hook)	Replacement price/rental price (50*H250)	200/480		
42	DP100	Pegboard (without hook)	Replacement price/rental price (100*H250HH)	300/960		
43	H	Perforated Board Hooks (for sale, rental not available)	5/10/15cm	25/25/30		
44	PH	Hooks (for sale, rental not available)	S-shaped hook	30		
45	HH	Wire Mesh Hook (for sale, rental not available)		30		
46	DM	Catalog Rack (Freestanding)	W*30H*177	900		
47	AW	Trash Bin		100		
48	SB-S	Signage	Small 40*50 Large 60*80	800		
49	ES	Event Signage	40*50	800		
50	PP	Bonsai	Small/Medium/Large (please circle)	200/250/350		
51	CB	Name Card Collection Box		600		
52	VR	Red Velvet Fence	Fence *1 + red rope *1	500		
53	RB	Retractable Fence	Fence *1 + rope *1	900		
Continued on next page_Plumbing, Electrician & Appliances~~			Subtotal of Furniture Items: _____(B)			

# Hall 1 Rental Equipment Application Form


 Exhibition Title: 2024 TMTS Taiwan International

Machine Tool Show

 Date: 2024/03/27-31

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

Booth No: \_\_\_\_\_

## Application Form C

Please return the form for a valid order

HUEI YOW BUSINESS CO., LTD.

Contact Person: Pei-Chi Li

Exhibition Venue Commercial Space Planning &amp;

Construction Exhibition Marketing

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw

E-mail : ina@ms17.hinet.net

### Plumbing, Electrician & Appliances (this major category covers hardware costs, excluding electricity charges)

No.	Code	Item	Specification	Unit Price	Quantity	Total
01	SP-13	13W LED Spotlight	Warm/White(Please circle)	265/395		
02	SL-13	13W LED Long Arm	Warm/White(Please circle)	360/420		
03	CL-13	13W LED Downlight	Warm/White(Please circle)	360/480		
04	L-30	30W LED Short	Warm/White(Please circle)	短 960/長 1050		
05	L-70	70W LED Short	Warm/White(Please circle)	1,980		
06	FL-W/C	Daylight/Full Day &	28W(T5)	360/480		
07	IL	5W LED In-Cabinet	Warm/White(Please circle)	840		
08	OSP/UA	Power Strip (6	Sockets optional extra	420		
09	PWR-1	110V Socket	5A/10A/15A	265/420/540		
10	PWR-2	220V Socket	5A/10A/15A	420/660/960		
11	SK	Small Sink	43*37 without feet_need to apply to	1,650		
			43*37 with feet_need to apply to	3,300		
12	IB/CM	Small	50*50*H85cm/40*40*H40cm	3,000/5,000		
13	TV	TV + DVD	42"/55"	6,500/10,000		
14	WD-V	Water dispenser + three	Vertical 33*33*H100/Bucket	2,800		
15	WD-D	Water dispenser + three	Table 40*40*H50/Bucket height	2,800		

Sub-total of Plumbing, Electrician &amp; Appliances: \_\_\_\_\_(C)

(A)+(B)+(C) Total NT\$ \_\_\_\_\_

5% Tax NT\$ \_\_\_\_\_

Total Applied NT\$ \_\_\_\_\_

#### Description:

- The order will be deemed effective after the buyer's signature.
- Add-on items not included in this contract and will be charged separately.
- In case of **damage or loss**, **listed price for the rented items shall be charged**.
- Rented items in the contract will not be refunded if returned after setup at the venue.
- Payment for the contract will be invoiced and requested within a week after the exhibition's setup is complete. Payment period is within one month.
- Amounts below NT\$2000 will be charged on the spot.
- During post-event dismantling, waste not included in the contract by exhibitors will not be cleared by the fitout company.

 If any waste materials are left behind, **a fee of NT\$30 will be charged according to the size of the exhibition area.**

 Please fill in the following information in order for us to issue a GUI invoice:

Invoice issued to: \_\_\_\_\_

GUI number: \_\_\_\_\_




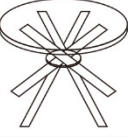
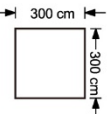

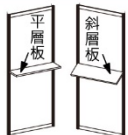



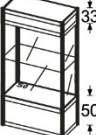

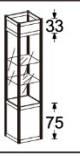



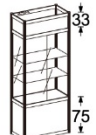
Invoice address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Exhibitor Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

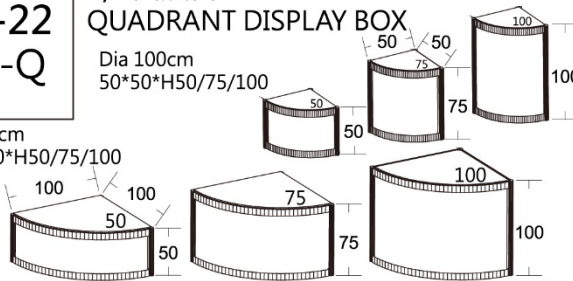
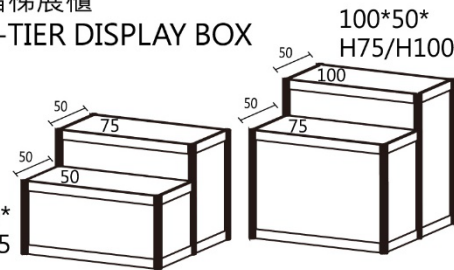
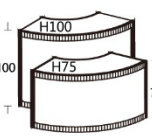
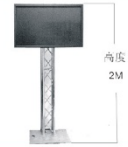
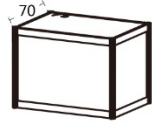

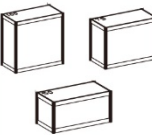

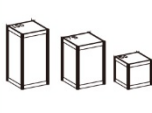
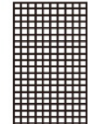
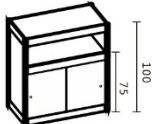
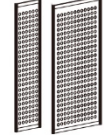


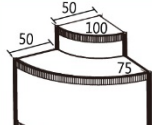

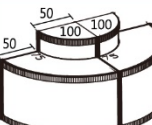

Fax: \_\_\_\_\_ E-MAIL : \_\_\_\_\_

**Affix company seal and check**
**signature and seal position**
**(Please affix seal legibly)**

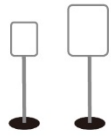




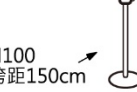
# 設備示意圖-1

傢俱項目					
01~03 P/1PC/ 1PCD	組合白色背板 貼色隔板-單/雙面 PANEL		12 MT-W	會議折疊桌 MEETING LONG TABLE 120*60/180*60	
04 RT	接待桌 RECEPTION TABLE 100*50*H75cm		13 TC	桌巾_米黃 TABLE CLOTH 120*240	
05 MT-G	玻璃圓桌 MEETING TABLE Dia 75*H75cm		14 CAP	地毯 CARPET 3M*3M	
06 FC	折椅 FOLDING CHAIR		15 SW	層板(平/斜) SHELF (FLAT/SLOPE) 100*30	
07 SFC	小圓折椅_有/無背 SMALL FOLDING CHAIR		16 SW-F	玻璃層板 SHELF (GLASS) 100*30	
08 BT	高吧桌-黑 BAR TABLE Dia 60*H106		17 SC-1	高玻璃櫃 TALL SHOWCASE 100*50*H200	
09 BS	創意高腳吧椅 BAR STOOL 椅墊27x32.5 椅座高x72總高x93		18 SC-2	高玻璃櫃 TALL SHOWCASE 50*50*H250	
10 BT-W	白色酒吧桌 WHITE BAR TABLE Dia 60*H90 (ADJUSTABLE)		19 SC-3	矮玻璃櫃 COUNTER SHOWCASE 100*50*H100	
11 BS-W	飛碟白色酒吧椅 WHITE BAR STOOL ADJUSTABLE		20 SC-4	高玻璃櫃 TALL SHOWCASE 100*50*H250	











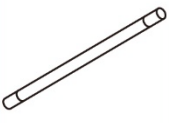



設備示意圖-2

<p><b>21-22</b> DB-Q</p>	<p>1/4圓展台 QUADRANT DISPLAY BOX Dia 100cm 50*50*H50/75/100</p> 	<p><b>34-35</b> 2T-1~2</p>	<p>階梯展櫃 2-TIER DISPLAY BOX 100*50* H75/H100</p> 		
<p><b>23</b> DB-S</p>	<p>扇型展示櫃 DISPLAY-SECTOR Dia 200/H75/H100</p>		<p><b>36</b> TV-S</p>	<p>電視TRUSS立架 (電視另計) TV TRUSS STAND H200(TV EXCLUDED)</p>	
<p><b>24</b> DB</p>	<p>展示櫃 DISPLAY BOX 100*70*H75or100</p>		<p><b>37</b> TV-EB</p>	<p>電視掛板(電視另計) EXTRA BOARD_FOR TV W100*H50 (TV EXCLUDED)</p>	
<p><b>25-27</b> DB11~15</p>	<p>展示櫃 DISPLAY BOX 100*50* H50/H75/H100</p>		<p><b>38</b> TV-B</p>	<p>電視鎖壁厚板(電視另計) WOODEN BACKBOARD _FOR TV W100*H100/H250 (TV EXCLUDED)</p>	
<p><b>28</b> DB5</p>	<p>展示櫃 DISPLAY BOX 50*50* H50/H75/H100</p>		<p><b>39-40</b> HB</p>	<p>鐵網 HANGER BOARD (IRON) W90*H90/120/150/180</p>	
<p><b>29</b> DB11-S</p>	<p>展示櫃_附夾層H75附鎖 DISPLAY BOX WITH INTERLAYER AND DOOR 100*50*H100</p>		<p><b>41-42</b> DP50 DP100</p>	<p>洞洞板 PEGBOARD 50*H250 100*H250</p>	
<p><b>30-31</b> FD~SD</p>	<p>系統折門 FOLDING DOOR 木門 SYSTEM DOOR W100*H200</p>		<p><b>43-45</b> H/PH /HH</p>	<p>洞洞板鉤5/10/15cm PEGBOARD HOOK 掛圖鉤PHOTO HOOK 鐵網掛鉤HANGER HOOK</p>	
<p><b>32</b> Q2T</p>	<p>1/4圓階梯展櫃 QUADRANT 2-TIER DISPLAY BOX Dia 200/H75/H100</p>		<p><b>46</b> DM</p>	<p>目錄架_立式 BROCHURE STAND 寬x30高x177</p>	
<p><b>33</b> HR2T</p>	<p>半圓階梯展櫃 HALF ROUND 2-TIER DISPLAY BOX Dia 200/H75/H100</p>		<p><b>47</b> AW</p>	<p>垃圾桶 TRASH CAN</p>	

### 設備示意圖-3

48 SB-S	指示牌 SIGN BOARD W40*H50/W60*H80		51 CB	名片箱 NAME CARD BOX (ACRYLIC)	
49 ES	活動指示牌 EVENT SIGN BOARD 40*50		52 VR	紅絨欄杆H90 VELVET ROPE	
50 PP	盆景 POTTED PLANT L/M/S 大約H90cm/ 中約H50cm/小約H40cm		53 RB	伸縮欄杆H100 RETRACTABLE BARRIER	

#### 水電及電器項目

01 SP-13	13W LED投射燈 SPOTLIGHT 黃光/白光		08 OSP	排插(六孔) 6 OUTLET SURGE PROTECTOR PS:插座另計 (SOCKET EXCLUDED)	
02 SL-13	13W LED長臂燈 ARM SPOTLIGHT 黃光/白光		08 UA	萬用插座 UNIVERSAL ADAPTER PS:插座另計 (SOCKET EXCLUDED)	
03 CL-13	13W LED嵌燈 CEILING LIGHT 黃光/白光		09~10 PWR-1 PWR-2	110V/220V插座 POWER OUT-LET (SOCKET) 5a/10a/15a	
04 L-30	30W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		11 SK	小水槽 SINK 43*37	
05 L-70	70W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		12 IB/CM	小冰箱/咖啡機 REFRIGERATOR COFFEE MACHINE	
06 FL-W FL-C	白色/有色日光燈 FLUORESCENT TUBE WHITE/COLOR 28W(T5)		13 TV	電視 TELEVISION	
07 IL	5W LED櫃內珠寶燈 LED INTERIOR LAMP (FOR COUNTER SHOWCASE) 黃光/白光		14~15 WD-V WD-D	立式/桌上飲水機 WATER DISPENSER VERTICAL/DESK _WITH WATER*3	

Attachment <b>5-2</b>	<b>Furniture and Equipment Rental Application</b> <b>Hall 2 - BIG DOME CORPORATION</b>	Application Deadline <b>2024.2.27</b>
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## Hall 2 Rental Equipment Application Form

Exhibition Title: 2024 TMTS Taiwan International Machine Tool Show

Exhibition Date: 2024/03/27-31

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

Booth No: \_\_\_\_\_



## Application Form A

Please return the form for a valid order

BIG DOME CORPORATION Contact Person: Ms. Yi-Ju Ku

Tel : 886-4-2335-6650

Fax : 886-4-2335-6651

Web Site : www.bigdome.com.tw

E-mail Anna\_Ku@bigdome.com.tw

Please check the following boxes (multiple selections possible):  Basic Booth  Additional Equipment Rental  For special fitout design, please assign someone to contact us. 1. Clean Space Booth\_Taipei Nangang Exhibition Center Basic Fitout NT\$5,000 (before tax). Surcharges apply for affixing company logo.

### Basic Standard Booth Includes

- |  |                                     |                |
|--|-------------------------------------|----------------|
| 1. Basic Fitout Decoration*1             | 5. Socket*1                         | 9. Trash bin*1 |
| 2. Company signboard name (default font) | 6. Projection light (white light)*5 |                |
| 3. Reception Table *1                    | 7. Booth number*1                   |                |
| 4. Folding chairs *2                     | 8. 3m*3m carpet (dark blue)         |                |

Signboard name (intel): \_\_\_\_\_  
 Number of basic partitions applied: \_\_\_\_\_ Grid\* NT\$5,000=NT\$ (A)NT\$----If the exhibitor chooses to use default fitout arranged by TMBA, the exhibitor does not need to fill out field A--

### II. Add-on single-item equipment table:

#### Furniture Item

No.	Code	Item	Specification	Unit Price	Quantity	Total
01	P	White Backboard Combination	100*H250cm	1,100		
02	IPC	Color-Matching Partition Board: Single-sided	100*H250cm	605		
03	IPCD	Color-Matching Partition Board: Double-sided	100*H250cm	1,210		
04	RT	Reception Table	100*50*H75	660		
05	MT-G	Glass Round Table	Dia 75*H75	800		
06	FC	Folding Chair		120		
07	SFC	Small Round Folding Chair	With/without backrest (Please circle)	120		
08	BT	High Bar Table - Black	Dia 60*H106	1,000		
09	BS	Creative Bar Stool	Seat Cushion 27*32.5/Seat H*72/AH93	500		
10	BT-W	Bar Table - White	Dia 60*H90(Height Adjustable)	1,200		
11	BS-W	Flying Saucer White Bar Stool	Height Adjustable	900		
12	MT-W	Conference Folding Table	120*60/180*60	700/800		
13	TC	Tablecloth	Beige	300		
14	CAP	Carpet (Fire Retardant)	New_ with plastic film	1,650		
15	SW	Shelf (Flat/Tilted)	100*30	210/250		
16	SW-G	Glass Shelf	100*30	300		
17	SC-1	High Glass Cabinet 100*50*H200	One side unsealed (recessed downlight optional extra) With glass door/cabinet H50 (recessed downlight optional extra)	3,960 5,280		

# Hall 2 Rental Equipment Application Form

 Exhibition Title: 2024 TMTS Taiwan International Machine Tool Show

 Exhibition Date: 2024/03/27-31

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

Booth No: \_\_\_\_\_



# Application Form B

Please return the form for a valid order

BIG DOME CORPORATION Contact Person: Ms. Yi-Ju Ku

Tel : 886-4-2335-6650

Fax : 886-4-2335-6651

Web Site : www.bigdome.com.tw

E-mail Anna\_Ku@bigdome.com.tw

Furniture Item						
No.	Code	Item	Specification	Unit Price	Quantity	Total
18	SC-2	High Glass Cabinet 50*50*H250	One side unsealed (recessed downlight optional extra) With Glass Door (recessed downlight optional extra) / Cabinet H75	3,630 4,400		
19	SC-3	Low Glass Cabinet 100*50*H100	Without lock(In-cabinet jewelry light optional extra) With lock (In-cabinet jewelry light optional extra)	2,200 2,420		
20	SC-4	High Glass Cabinet 100*50*H250	One side unsealed (recessed downlight optional extra) With Glass Door (recessed downlight optional extra) / Cabinet H75	4,345 5,500		
21	DB-Q1	1/4 Round Display StandDia 100cm	H50/75/100	605/726/924		
22	DB-Q2	1/4 Round Display StandDia 200cm	H50/75/100	1,188/1,320/1,452		
23	DB-S	Fan Type Display Cabinet	H75/H100	1,188/1,320		
24	DB	Display Cabinet	100*70*H75or100/with door	1,080/1,320(附門)		
25	DB11/D	Display Cabinet	100*50*H100 w/door & lock	840/1,080		
26	DB17/D	Display Cabinet	100*50*H75/with door and lock	660/960		
27	DB15/D	Display Cabinet	100*50*H50/with door and lock	540/780		
28	DB5	Display Cabinet	50*50*H100/H75/H50	600/540/480		
29	DB11-S	Display Cabinet_With Shelf H75 with Lock	100*50*H100	1,320		
30	FD	System Furniture Folding Door	W100*H200/with Lock	1,100		
31	SD	System Furniture Wooden Door_with Threshold	W100*H200/with Lock	2,750		
32	Q2T	1/4 Circle Staircase Display Cabinet	Dia 200/H75/H100	2,035		
33	HR2T	Semicircle Staircase Display Cabinet	Dia 200/H75/H100	3,960		
34	2T-1	Staircase Display Cabinet - With Door	100*50*H75/H100	1,716		
35	2T-2	Staircase Display Cabinet - With Door	100*50*H50/H75	1,452		
36	TV-S	TV TRUSS stand (TV optional extra)	H200	1,300		
37	TV-EB	TV wall plate (Separate for TV)	W100*H50	1,100		
38	TV-B	TV Wall Lock Board (TV optional extra)	W100*H100/H250	1,100/2,200		
39	HB-9/12	Wire Mesh-90/120	W90*H90/H120	840/960		
40	HB-15/18	Wire Mesh-150/180	W90*H150/H180	1,020/1,080		
41	DP50	Pegboard (without hook)	Replacement price/rental price (50*H250)	200/480		
42	DP100	Pegboard (without hook)	Replacement price/rental price (100*H250)	300/960		
43	H	Perforated Board Hooks (for sale, rental not available)	5/10/15cm	25/25/30		
44	PH	Hooks (for sale, rental not available)	S-Shape	30		
45	HH	Wire Mesh Hook (for sale, rental not available)		30		
46	DM	Catalog Rack (Freestanding)	W*30 H*177	900		
47	AW	Trash Bin		100		
48	SB-S	Signage	Small 40*50 Large 60*80	800		
49	ES	Event Signage	40*50	800		
50	PP	Bonsai	Small/Medium/Large (please circle)	200/250/350		
51	CB	Name Card Collection Box		600		
52	VR	Red Velvet Fence	Fence *1 + red rope *1	500		
53	RB	Retractable Fence	Fence *1 + rope *1	900		

Continued on next page Plumbing, Electrician &amp; Appliances~~ Subtotal of Furniture Items:

(B)



# Hall 2 Rental Equipment Application Form

Exhibition Title: 2024 TMTS Taiwan International Machine Tool Show  
 Exhibition Date: 2024/03/27-31  
 Exhibitor: \_\_\_\_\_  
 Booth No: \_\_\_\_\_



# Application Form C

Please return the form for a valid order  
 BIG DOME CORPORATION Contact Person: Ms. Yi-Ju Ku  
 Tel : 886-4-2335-6650  
 Fax : 886-4-2335-6651  
 Web Site : www.bigdome.com.tw  
 E-mail Anna\_Ku@bigdome.com.tw

Plumbing, Electrician & Appliances (this major category covers hardware costs, excluding electricity charges)						
No.	Code	Item	Specification	Unit Price	Quantity	Total
01	SP-13	13W LED Spotlight	Warm/White(Please circle)	265/395		
02	SL-13	13W LED Long Arm Light	Warm/White(Please circle)	360/420		
03	CL-13	13W LED Downlight	Warm/White(Please circle)	360/480		
04	L-30	30W LED Short Arm/Long Arm Light	Warm/White(Please circle)	Short 960/ Long 1,050		
05	L-70	70W LED Short Arm/Long Arm Light	Warm/White(Please circle)	1,980		
06	FL-W/C	Daylight/Full Day & Daylight	28W(T5)	360/480		
07	IL	5W LED In-Cabinet Jewelry Light	Warm/White(Please circle)	840		
08	OSP/UA	Power Strip (6 sockets)/Universal Socket	Sockets optional extra	420		
09	PWR-1	110V Socket	5A/10A/15A	265/420/540		
10	PWR-2	220V Socket	5A/10A/15A	420/660/960		
11	SK	Small Sink	43*37 without feet_need to apply to TMBA for water inlet and outlet	1,650		
			43*37 with feet_need to apply to TMBA for water inlet and outlet	3,300		
12	IB/CM	Small refrigerator/coffee maker	50*50*H85cm/40*40*H40cm	3,000/5,000		
13	TV	TV + DVD	42"/55"	6,500/10,000		
14	WD-V	Water dispenser + three buckets	Vertical 33*33*H100/Bucket height 60	2,800		
15	WD-D	Water dispenser + three buckets	Table 40*40*H50/Bucket height 60	2,800		
Sub-total of Plumbing, Electrician & Appliances: _____						(C)
(A)+(B)+(C) Total					NT\$	_____
5% Tax					NT\$	_____
Total Applied					NT\$	_____

- The order will be deemed effective after the buyer's signature.
- Add-on items not included in this contract and will be charged separately. No discount.
- In case of **damage or loss, listed price for the rented items shall be charged.**
- Rented items in the contract will not be refunded if returned after setup at the venue.
- Payment for the contract will be invoiced and requested within a week after the exhibition's setup is complete. Payment period is within one month.
- During post-event dismantling, waste not included in the contract by exhibitors will not be cleared by the fitout company.

If any waste materials are left behind, a fee of NT\$30 will be charged according to the size of the exhibition area.

Please fill in the following information in order for us to issue a GUI invoice:

Invoice issued to:  
 GUI number: \_\_\_\_\_  
 Invoice address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Exhibitor Contact: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

**Affix company seal and check signature and seal position (Please affix seal legibly)**

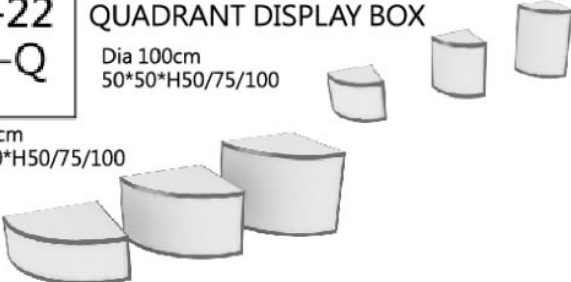
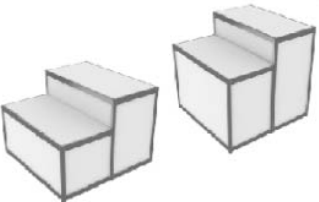







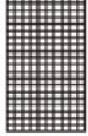










設備示意圖-1

傢俱項目					
01~03 P/1PC/ 1PCD	組合白色背板 貼色隔板-單/雙面 PANEL		12 MT-W	會議折疊桌 MEETING LONG TABLE 120*60/180*60	
04 RT	接待桌 RECEPTION TABLE 100*50*H75cm		13 TC	桌巾_米黃 TABLE CLOTH 120*240	
05 MT-G	玻璃圓桌 MEETING TABLE Dia 75*H75cm		14 CAP	地毯 CARPET 3M*3M	
06 FC	折椅 FOLDING CHAIR		15 SW	層板(平/斜) SHELF (FLAT/SLOPE) 100*30	
07 SFC	小圓折椅_有/無背 SMALL FOLDING CHAIR		16 SW-F	玻璃層板 SHELF (GLASS) 100*30	
08 BT	高吧桌-黑 BAR TABLE Dia 60*H106		17 SC-1	高玻璃櫃 TALL SHOWCASE 100*50*H200	
09 BS	創意高腳吧椅 BAR STOOL 椅墊27x32.5 椅座高x72總高x93		18 SC-2	高玻璃櫃 TALL SHOWCASE 50*50*H250	
10 BT-W	白色酒吧桌 WHITE BAR TABLE Dia 60*H90 (ADJUSTABLE)		19 SC-3	矮玻璃櫃 COUNTER SHOWCASE 100*50*H100	
11 BS-W	飛碟白色酒吧椅 WHITE BAR STOOL ADJUSTABLE		20 SC-4	高玻璃櫃 TALL SHOWCASE 100*50*H250	

# 設備示意圖-2




<p><b>21-22</b> DB-Q</p>	<p>1/4圓展台 QUADRANT DISPLAY BOX Dia 100cm 50*50*H50/75/100</p> 	<p><b>34-35</b> 2T-1~2</p>	<p>階梯展櫃 2-TIER DISPLAY BOX 100*50* H75/H100</p> 	
<p><b>23</b> DB-S</p>	<p>扇型展示櫃 DISPLAY-SECTOR Dia 200/H75/H100</p> 		<p><b>36</b> TV-S</p>	<p>電視TRUSS立架 (電視另計) TV TRUSS STAND H200(TV EXCLUDED)</p> 
<p><b>24</b> DB</p>	<p>展示櫃 DISPLAY BOX 100*70*H75or100</p> 		<p><b>37</b> TV-EB</p>	<p>電視掛板(電視另計) EXTRA BOARD_FOR TV W100*H50 (TV EXCLUDED)</p> 
<p><b>25-27</b> DB11~15</p>	<p>展示櫃 DISPLAY BOX 100*50* H50/H75/H100</p> 		<p><b>38</b> TV-B</p>	<p>電視鎖壁厚板(電視另計) WOODEN BACKBOARD _FOR TV W100*H100/H250 (TV EXCLUDED)</p> 
<p><b>28</b> DB5</p>	<p>展示櫃 DISPLAY BOX 50*50* H50/H75/H100</p> 		<p><b>39-40</b> HB</p>	<p>鐵網 HANGER BOARD (IRON) W90*H90/120/150/180</p> 
<p><b>29</b> DB11-S</p>	<p>展示櫃_附夾層H75附鎖 DISPLAY BOX WITH INTERLAYER AND DOOR 100*50*H100</p> 		<p><b>41-42</b> DP50 DP100</p>	<p>洞洞板 PEGBOARD 50*H250 100*H250</p> 
<p><b>30-31</b> FD~SD</p>	<p>系統折門 FOLDING DOOR 木門 SYSTEM DOOR W100*H200</p> 		<p><b>43-45</b> H/PH /HH</p>	<p>洞洞板鉤5/10/15cm PEGBOARD HOOK 掛圖鉤PHOTO HOOK 鐵網掛鉤HANGER HOOK</p> 
<p><b>32</b> Q2T</p>	<p>1/4圓階梯展櫃 QUADRANT 2-TIER DISPLAY BOX Dia 200/H75/H100</p> 		<p><b>46</b> DM</p>	<p>目錄架_立式 BROCHURE STAND 寬x30高x177</p> 
<p><b>33</b> HR2T</p>	<p>半圓階梯展櫃 HALF ROUND 2-TIER DISPLAY BOX Dia 200/H75/H100</p> 		<p><b>47</b> AW</p>	<p>垃圾桶 TRASH CAN</p> 

### 設備示意圖-3

48 SB-S	指示牌 SIGN BOARD W40*H50/W60*H80		51 CB	名片箱 NAME CARD BOX (ACRYLIC)	
49 ES	活動指示牌 EVENT SIGN BOARD 40*50		52 VR	紅絨欄杆H90 VELVET ROPE	
50 PP	盆景 POTTED PLANT L/M/S 大約H90cm/ 中約H50cm/小約H40cm		53 RB	伸縮欄杆H100 RETRACTABLE BARRIER	

#### 水電及電器項目

01 SP-13	10W LED投射燈 SPOTLIGHT 黃光/白光		08 OSP	排插(六孔) 6 OUTLET SURGE PROTECTOR PS:插座另計 (SOCKET EXCLUDED)	
02 SL-13	10W LED長臂燈 ARM SPOTLIGHT 黃光/白光		08 UA	萬用插座 UNIVERSAL ADAPTER PS:插座另計 (SOCKET EXCLUDED)	
03 CL-13	10W LED嵌燈 CEILING LIGHT 黃光/白光		09~10 PWR-1 PWR-2	110V/220V插座 POWER OUT-LET (SOCKET) 5a/10a/15a	
04 L-30	30W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		11 SK	小水槽 SINK 43*37	
05 L-70	70W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		12 IB/CM	小冰箱/咖啡機 REFRIGERATOR COFFEE MACHINE	
06 FL-W FL-C	白色/有色日光燈 FLUORESCENT TUBE WHITE/COLOR 28W(T5)		13 TV	電視 TELEVISION	
07 IL	5W LED櫃內珠寶燈 LED INTERIOR LAMP (FOR COUNTER SHOWCASE) 黃光/白光		14~15 WD-V WD-D	立式/桌上飲水機 WATER DISPENSER VERTICAL/DESK _WITH WATER*3	

Attachment <b>6-1</b>	<b>Taipei Nangang Exhibition Center Hall 1 Chunghwa Telecom Temporary Fiber Optic Internet Service Leasing Services</b>	Application Deadline 2024.2.27
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**Exhibition Name: TMTS2024 Taiwan International Machine Tool Show**
**Application**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

<b>Circuit No.:</b>	<b>Form Serial No.:</b>	<b>HN :</b>
<b>Company Name:</b>		
<b>GUI Number:</b>	<b>Responsible Person:</b>	
<b>Billing Address:</b>		
<b>Installation Address</b>	Date:                      Implementation Date:                      Return Date: Installation Address: No.1, Jingmao 2nd Road, Nangang District, Taipei, Taiwan Exhibition Area:                      Booth No.:                      Booth Area: m <sup>2</sup> Taipei Nangang Exhibition Center Hall 1 Conference Room No:	
<b>Installation Contact</b>	Name:                      Mobile No.: <hr/> Contact Tel:                      Email :	
<b>MICE Events Contact Person</b>	Name:                      Mobile No.: <hr/> Contact Tel:                      Email :	
<b>Rental Period</b>	Exhibition Period: Click here to enter the date. ~Click here to enter the date. Cost for a total of ____ days, Scheduled installation date: Click here to enter the date. Scheduled dismantling date: Click here to enter the date.	
<b>Transmission Rate (bps) (Download/Upload)</b>	<input type="checkbox"/> 10M/10M ____Lines <input type="checkbox"/> 20M/20M ____Lines <input type="checkbox"/> 50M/50M ____Lines <input type="checkbox"/> 100M/100M ____Lines <input type="checkbox"/> 200M/200M ____Lines <input type="checkbox"/> 300M/300M ____Lines <input type="checkbox"/> 500M/500M ____Lines Remarks: ✦ 20M/20M(inclusive) or below rate, for 8 fixed IPs ✦ 50M/50M(inclusive) or above rate, 16 fixed IPs ✦ "Line" is a network unit, if you need two circuits, fill in <u>2</u> lines.	
<b>Customer Signature</b>	<b>(Please affix company seal and the seal of the person in charge)</b>	

Attachment <b>6-1</b>	<b>Taipei Nangang Exhibition Center Hall 1</b> <b>Chunghwa Telecom Temporary Fiber</b> <b>Optic Internet Service Leasing Services</b>	Application Deadline 2024.2.27
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### [Description of Temporary Fiber Optic Internet Service Charges ]

1. Fiber optic cable network charges are one-time project prices (including installation and setup fees).
2. Temporary fiber optic Internet service charges are payable at the time of application.
3. Fee Schedule (1 line): The following fees are all inclusive of tax.

Number of days of the exhibition Internet Speed	1 day	2 days	3 days	4 days	5 days	6 days	7 days	8 Days
10M/10M	\$ 5,300	\$ 5,800	\$ 6,175	\$ 6,450	\$ 6,700	\$ 6,950	\$ 7,200	\$ 7,450
Promotional Code	(YW08)	(YW15)	(YW22)	(YW29)	(YW36)	(YW43)	(YW50)	(YW57)
20M/20M	\$ 5,820	\$ 6,520	\$ 7,045	\$ 7,430	\$ 7,780	\$ 8,130	\$ 8,480	\$ 8,830
Promotional Code	(YW09)	(YW16)	(YW23)	(YW30)	(YW37)	(YW44)	(YW51)	(YW58)
50M/50M	\$ 6,600	\$ 7,600	\$ 8,350	\$ 8,900	\$ 9,400	\$ 9,900	\$10,400	\$10,900
Promotional Code	(YW10)	(YW17)	(YW24)	(YW31)	(YW38)	(YW45)	(YW52)	(YW59)
100M/100M	\$ 7,640	\$ 9,040	\$10,090	\$10,860	\$11,560	\$12,260	\$12,960	\$13,660
Promotional Code	(YW11)	(YW18)	(YW25)	(YW32)	(YW39)	(YW46)	(YW53)	(YW60)
200M/200M	\$10,552	\$13,072	\$14,962	\$16,348	\$17,608	\$18,868	\$20,128	\$21,388
Promotional Code	(YW12)	(YW19)	(YW26)	(YW33)	(YW40)	(YW47)	(YW54)	(YW61)
300M/300M	\$12,736	\$16,096	\$18,616	\$20,464	\$22,144	\$23,824	\$25,504	\$27,184
Promotional Code	(YW13)	(YW20)	(YW27)	(YW34)	(YW41)	(YW48)	(YW55)	(YW62)
500M/500M	\$ 16,740	\$ 21,640	\$ 25,315	\$ 28,010	\$30,460	\$32,910	\$35,360	\$37,810
Promotional Code	(YW14)	(YW21)	(YW28)	(YW35)	(YW42)	(YW49)	(YW56)	(YW63)

Attachment <b>6-1</b>	<b>Taipei Nangang Exhibition Center Hall 1</b> <b>Chunghwa Telecom Temporary Fiber</b> <b>Optic Internet Service Leasing Services</b>	Application Deadline 2024.2.27
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## [Application Procedures and Payment Methods for Temporary Fiber Optic Internet Service]

### 1. Pre-payment of temporary fiber optic Internet service rental fee

Payment Method	<ol style="list-style-type: none"> <li>1. All temporary <b>fiber optic circuit fees and telephone security deposits will be paid in one lump sum at the time of application.</b></li> <li>2. Payment should be made in cash, by <u>cashier's check from the Bank of Taiwan</u>, or by <u>cashier's check</u> from a general financial bank.</li> <li>3. If the payment is made by <u>check of the Bank of Taiwan</u> or by <u>cashier's check of a general financial bank</u>, please send the check together with the application form to the designated temporary telephone service counter by registered mail, and Chunghwa Telecom will send back the invoice and security deposit receipt by registered mail according to the billing address.   <span style="color: red;">Payable to: Chunghwa Telecom Company Ltd., Taipei Operations Office</span> </li> <li>4. <b>The above charges do not include local telephone rental and call charges. (Payment of this fee will be notified by way of payable bill after the exhibition.)</b></li> </ol>
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### 2. [How to apply]

1. By mail: Fill out the application form and send it by registered mail to the provided mailing address, and **complete the application 14 days before the scheduled exhibition date.**
2. Address: No. 130, Songren Road, Xinyi District, Taipei, Taiwan
3. Attn: Chunghwa Telecom Taipei East District Service Center Temporary Phone Unit, Tel: 02-27200149
4. The documents to be included are as follows:
  - (1) Seal use application form:  
The customer's name should be the company registered to participate in the exhibition, and the company and the person in charge should be affixed with their respective seals [rubber or plastic stamps will not be accepted], and the characters engraved in the seal must be consistent with the customer's name.
  - (2) A copy of the front and back of the company's Business Registration Certificate/Change of Business Registration Form and the identity card of the person in charge.
  - (3) **Floor plan of the exhibition booth (with lines marked).**
  - (4) **Payment check**

### 3. [How to return the modem and the phone]

Where to return: Return the modem equipment to the **east side of Area I**, Hall 1, Taipei Nangang Exhibition Center. After the exhibition period, please return the telephone and modem (including all power cords and sockets) and obtain a receipt slip. If equipment is lost or damaged, the client will be charged for the loss at the scheduled price set by Chunghwa Telecom.

**Exhibition Center Service and Troubleshooting Hotline: 02-26559456**

Attachment <b>6-2</b>	<b>Taipei Nangang Exhibition Center Hall 1                  Chunghwa Telecom Temporary                  Telephone Rental Application Form</b>	Application Deadline 2024.2.27
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Contact No.:		Telephone Equipment Return Form Serial No.:	
Telephone No.:		(This field should be filled in by Chunghwa Telecom staff)	
<b>Exhibition Date:</b>		Installation Date:	Return Date:
Company Name:		GUI No.:	
Representative:		ID No.:	
Billing Address:			
Installation Contact	Name:	Contact Tel:	
Date of Installation and Address	Exhibition Period:	Installation Date:	Return Date:
	Exhibit Area:	Booth No:	
	Total number of lines required for this booth _____		
International Direct Calls	<input type="checkbox"/> Required <input type="checkbox"/> Not required [Please check the corresponding box]		
Phone Provided	<input type="checkbox"/> Required <input type="checkbox"/> Not required [Please check the corresponding box]		
Organizer	Name of the organization:		
	Contact Person:	Contact Tel:	
Customer Signature	(Please affix company seal and the seal of the person in charge)		
Processed by			
Remarks:	1. Each telephone line requires a connection fee of NT\$1,000, a security deposit of NT\$3,000 (the security deposit is refundable 20 days after dismantling and return) totaling NT\$4,000, <u>as well as a daily telephone rental fee of NT\$15/day and a usage fee of NT\$1.6/3 minutes (this is an estimate, the actual amount is subject to billing by the Billing Department).</u> 2. Temporary fiber optic and temporary telephone applications are exempt from security deposit requirements. 3. Application must be completed 14 days prior to the exhibition and a floor plan must be provided (with the locations of the wires marked). 4. For installation or technical problems, please contact the installation team: Taipei Nangang Exhibition Center Installation Team Tel: (02)26559456		

**Exhibition Name:** TMTS2024 Taiwan International Machine Tool Show

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

Chunghwa Telecom Taipei East District Service Center Temporary Phone Unit

Address: No.130, Songren Road, Xinyi District, Taipei City, Taiwan, Contact [Tel:02-27200149](tel:02-27200149)



Attachment <b>6-2</b>	<b>Taipei Nangang Exhibition Center Hall 1</b> <b>Chunghwa Telecom Temporary</b> <b>Telephone Rental</b>	Application Deadline 2024.2.27
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### [Description of Temporary Telephone Service Charges]

Application Item	Charging Method
Temporary Telephone Service without Temporary Fiber Optic Internet Service Application	Connection fee of NT\$1,000 per line and security deposit of NT\$3,000 per line
Temporary Telephone Service with Temporary Fiber Optic Internet Service Application	Connection fee of NT\$1,000 per line, no security deposit

### [Application Procedures and Payment Methods for Temporary Local Telephone Service]

#### 1. Payment of temporary local call service rental fee in advance

Payment Method	<ol style="list-style-type: none"> <li>1. All temporary <b>fiber optic circuit fees and telephone security deposits will be paid in one lump sum at the time of application.</b></li> <li>2. Payment should be made in cash, by <u>cashier's check from the Bank of Taiwan</u>, or by <u>cashier's check</u> from a general financial bank.</li> <li>3. If the payment is made by <u>check of the Bank of Taiwan</u> or by <u>cashier's check of a general financial bank</u>, please send the check together with the application form to the designated temporary telephone service counter by registered mail, and Chunghwa Telecom will send back the invoice and security deposit receipt by registered mail according to the billing address.  <b>Payable to: Chunghwa Telecom Company Ltd., Taipei Operations Office</b></li> <li>4. The above charges do not include local telephone rental and call charges. (Payment of this fee will be notified by way of payable bill after the exhibition.)</li> </ol>
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#### 2. [How to apply]

1. Delivery: Send the completed application by registered mail to the delivery address and complete the application at least **14 days before the commencement of the exhibition**.
2. Address: No. 130, Songren Road, Xinyi District, Taipei, Taiwan
3. Attn: Chunghwa Telecom Taipei East District Service Center Temporary Phone Unit, Tel: 02-27200149
4. The documents to be included are as follows:
  - (1) Seal use application form:  
The customer's name should be the company registered to participate in the exhibition, and the company and the person in charge should be affixed with their respective seals [rubber or plastic stamps will not be accepted], and the characters engraved in the seal must be consistent with the customer's name.
  - (2) A copy of the front and back of the company's Business Registration Certificate/Change of Business Registration Form and the identity card of the person in charge.
  - (3) **Floor plan of the exhibition booth (with lines marked).**
  - (4) **Payment check**

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Where to return: Return the modem equipment to the **east side of Area I**, Hall 1, Taipei Nangang Exhibition Center. After the exhibition period, please return the telephone and modem (including all power cords and sockets) and obtain a receipt slip. If equipment is lost or damaged, the client will be charged for the loss at the scheduled price set by Chunghwa Telecom.

**Exhibition Center Service and Troubleshooting Hotline: 02-26559456**

Attachment <b>6-3</b>	<b>Taipei Nangang Exhibition Center Hall 2</b> <b>Chunghwa Telecom Temporary Fiber</b> <b>Optic Internet Service Leasing</b> <b>Application Form</b>	Application Deadline 2024.2.27
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**Exhibition Name: TMTS2024 Taiwan International Machine Tool Show**
**Application Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

<b>Circuit No.:</b>	<b>Form Serial No.:</b>	<b>HN:</b>
<b>Company Name:</b>		
<b>GUI Number:</b>	<b>Responsible Person:</b>	
<b>Billing Address:</b>		
<b>Installation Address</b>	Date:	Implementation Date:
	Return Date:	Installation Address: No.2, Jingmao 2nd Road, Nangang District, Taipei, Taiwan
Exhibition Area:		Booth No.:
Booth Area:		m <sup>2</sup>
Taipei Nangang Exhibition Center Hall 2 Conference Room No:		
<b>Installation Contact</b>	Name:	
	Mobile No.:	
Contact Tel:	Email :	
<b>MICE Events Contact Person</b>	Name:	
	Mobile No.:	
Contact Tel:	Email :	
<b>Rental Period</b>	Exhibition Period: Click here to enter the date. ~Click here to enter the date. Cost for a total of ____ days,	
	Scheduled installation date: Click here to enter the date. Scheduled dismantling date: Click here to enter the date.	
<b>Transmission Rate (bps) (Download/Upload)</b>	<input type="checkbox"/> 10M/10M __Lines <input type="checkbox"/> 20M/20M __Lines <input type="checkbox"/> 50M/50M __Lines <input type="checkbox"/> 100M/100M __Lines <input type="checkbox"/> 200M/200M __Lines <input type="checkbox"/> 300M/300M __Lines <input type="checkbox"/> 500M/500M __Lines	
	Remarks: ✦ 20M/20M(inclusive) or below rate, for 8 fixed IPs ✦ 50M/50M(inclusive) or above rate, 16 fixed IPs ✦ "Line" is a network unit, if you need two circuits, fill in <u>2</u> lines.	
<b>Customer Signature</b>	<b>(Please affix company seal and the seal of the person in charge)</b>	

Attachment <b>6-3</b>	<b>Taipei Nangang Exhibition Center Hall 2</b> <b>Chunghwa Telecom Temporary Fiber</b> <b>Optic Internet Service Leasing Services</b>	Application Deadline 2024.2.27
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**[Description of Temporary Fiber Optic Internet Service Charges ]**

1. Fiber optic cable network charges are one-time project prices (including installation and setup fees).
2. Temporary fiber optic Internet service charges are payable at the time of application.
3. Fee Schedule (1 line): The following fees are all inclusive of tax.

Number of days of the exhibition  Internet Speed	1 day	2 days	3 days	4 days	5 days	6 days	7 days	8 Days	9 Days	10 Days
	10M/10M	\$ 5,300	\$ 5,800	\$ 6,175	\$ 6,450	\$ 6,700	\$ 6,950	\$ 7,200	\$ 7,450	\$7,700
Promotional Code	(YW08)	(YW15)	(YW22)	(YW29)	(YW36)	(YW43)	(YW50)	(YW57)	(YW64)	(YW71)
20M/20M	\$ 5,820	\$ 6,520	\$ 7,045	\$ 7,430	\$ 7,780	\$ 8,130	\$ 8,480	\$ 8,830	\$9,180	\$9,530
Promotional Code	(YW09)	(YW16)	(YW23)	(YW30)	(YW37)	(YW44)	(YW51)	(YW58)	(YW65)	(YW72)
50M/50M	\$ 6,600	\$ 7,600	\$ 8,350	\$ 8,900	\$ 9,400	\$ 9,900	\$ 10,400	\$ 10,900	\$11,400	\$11,900
Promotional Code	(YW10)	(YW17)	(YW24)	(YW31)	(YW38)	(YW45)	(YW52)	(YW59)	(YW66)	(YW73)
100M/100M	\$ 7,640	\$ 9,040	\$ 10,090	\$ 10,860	\$ 11,560	\$ 12,260	\$ 12,960	\$ 13,660	\$14,360	\$15,060
Promotional Code	(YW11)	(YW18)	(YW25)	(YW32)	(YW39)	(YW46)	(YW53)	(YW60)	(YW67)	(YW74)
200M/200M	\$ 10,552	\$ 13,072	\$ 14,962	\$ 16,348	\$ 17,608	\$ 18,868	\$ 20,128	\$ 21,388	\$22,648	\$23,908
Promotional Code	(YW12)	(YW19)	(YW26)	(YW33)	(YW40)	(YW47)	(YW54)	(YW61)	(YW68)	(YW75)
300M/300M	\$ 12,736	\$ 16,096	\$ 18,616	\$ 20,464	\$ 22,144	\$ 23,824	\$ 25,504	\$ 27,184	\$28,864	\$30,544
Promotional Code	(YW13)	(YW20)	(YW27)	(YW34)	(YW41)	(YW48)	(YW55)	(YW62)	(YW69)	(YW76)
500M/500M	\$ 16,740	\$ 21,640	\$ 25,315	\$ 28,010	\$ 30,460	\$ 32,910	\$ 35,360	\$ 37,810	\$40,260	\$42,710
Promotional Code	(YW14)	(YW21)	(YW28)	(YW35)	(YW42)	(YW49)	(YW56)	(YW63)	(YW70)	(YW77)

Attachment <b>6-3</b>	<b>Taipei Nangang Exhibition Center Hall 2</b> <b>Chunghwa Telecom Temporary Fiber</b> <b>Optic Internet Service Leasing Services</b>	Application Deadline 2024.2.27
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## [Application Procedures and Payment Methods for Temporary Fiber Optic Internet Service]

### 1. Pre-payment of temporary fiber optic Internet service rental fee

Payment Method	<ol style="list-style-type: none"> <li>1. All temporary <b>fiber optic circuit fees and telephone security deposits will be paid in one lump sum at the time of application.</b></li> <li>2. Payment should be made in cash, by <u>cashier's check from the Bank of Taiwan</u>, or by <u>cashier's check</u> from a general financial bank.</li> <li>3. If the payment is made by <u>check of the Bank of Taiwan</u> or by <u>cashier's check of a general financial bank</u>, please send the check together with the application form to the designated temporary telephone service counter by registered mail, and Chunghwa Telecom will send back the invoice and security deposit receipt by registered mail according to the billing address.   <span style="color: red;">Payable to: Chunghwa Telecom Company Ltd., Taipei Operations Office</span> </li> <li>4. <b>The above charges do not include local telephone rental and call charges. (Payment of this fee will be notified by way of payable bill after the exhibition.)</b></li> </ol>
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### 2. [How to apply]

1. Delivery: Send the completed application by registered mail to the delivery address and complete the application at least **14 days before the commencement of the exhibition.**
2. Address: No. 130, Songren Road, Xinyi District, Taipei, Taiwan
3. Attn: Chunghwa Telecom Taipei East District Service Center Temporary Phone Unit, Tel: 02-27200149
4. The documents to be included are as follows:
  - (1) Seal use application form:  
The customer's name should be the company registered to participate in the exhibition, and the company and the person in charge should be affixed with their respective seals [rubber or plastic stamps will not be accepted], and the characters engraved in the seal must be consistent with the customer's name.
  - (2) A copy of the front and back of the company's Business Registration Certificate/Change of Business Registration Form and the identity card of the person in charge.
  - (3) **Floor plan of the exhibition booth (with lines marked).**
  - (4) **Payment check**

### 3. [How to return the modem and the phone]

Where to return: Return the modem equipment to Hall 2, Taipei Nangang Exhibition Center. After the exhibition period, please return the telephone and modem (including all power cords and sockets) and obtain a receipt slip. If equipment is lost or damaged, the client will be charged for the loss at the scheduled price set by Chunghwa Telecom.

**Exhibition Center Service and Troubleshooting Hotline: 02-27889944**

Attachment <b>6-4</b>	<b>Taipei Nangang Exhibition Center Hall 2                  Chunghwa Telecom Temporary                  Telephone Rental Application Form</b>	Application Deadline 2024.2.27
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Contact No.:		Telephone Equipment Return Form Serial No.:	
Telephone No.:		(This field should be filled in by Chunghwa Telecom staff)	
<b>Exhibition Date:</b>		Installation Date:	Return Date:
Company Name:		GUI No.:	
Representative:		ID No.:	
Billing Address:			
Installation Contact	Name:	Contact Tel:	
Date of Installation and Address	Exhibition Period:	Installation Date:	Return Date:
	Exhibit Area:	Booth No:	
	Total number of lines required for this booth _____		
International Direct Calls	<input type="checkbox"/> Required <input type="checkbox"/> Not Required [Please check box]		
Phone Provided	<input type="checkbox"/> Required <input type="checkbox"/> Not Required [Please check box]		
Organizer	Name of the organization:		
	Contact Person:	Contact Tel:	
Customer Signature	(Please affix company seal and the seal of the person in charge)		
Processed by			
Remarks:	1. Each telephone line requires a connection fee of NT\$1,000, a security deposit of NT\$3,000 (the security deposit is refundable <b>20</b> days after dismantling and return) totaling NT\$4,000, as well as a <u>daily telephone rental fee of NT\$15/day and a usage fee of NT\$1.6/3 minutes</u> ( <b>this is an estimate, the actual amount is subject to billing by the Billing Department</b> ). 2. Temporary fiber optic and temporary telephone applications are exempt from security deposit requirements. 3. Application must be completed <b>14 days</b> prior to the exhibition and a floor plan must be provided ( <b>with the locations of the wires marked</b> ). 4. For installation or technical problems, please contact the installation team: Taipei Nangang Exhibition Center Installation Team Tel: 02-27889944		

**Exhibition Name:** TMTS2024 Taiwan International Machine Tool Show

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

Chunghwa Telecom Taipei East District Service Center Temporary Phone Unit

Address: No.130, Songren Road, Xinyi District, Taipei City, Taiwan, Contact [Tel:02-27200149](tel:02-27200149)

Attachment <b>6-4</b>	<b>Taipei Nangang Exhibition Center Hall 2                  Chunghwa Telecom Temporary                  Telephone Rental Application Form</b>	Application Deadline 2024.2.27
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### [Description of Temporary Telephone Service Charges]

Application Item	Charging Method
Temporary Telephone Service without Temporary Fiber Optic Internet Service Application	Connection fee of NT\$1,000 per line and security deposit of NT\$3,000 per line
Temporary Telephone Service with Temporary Fiber Optic Internet Service Application	Connection fee of NT\$1,000 per line, no security deposit

### [Application Procedures and Payment Methods for Temporary Local Telephone Service]

#### 1. Payment of temporary local call service rental fee in advance

Payment Method	<ol style="list-style-type: none"> <li>1. All temporary <b>fiber optic circuit fees and telephone security deposits will be paid in one lump sum at the time of application.</b></li> <li>2. Payment should be made in cash, by <u>cashier's check from the Bank of Taiwan</u>, or by <u>cashier's check</u> from a general financial bank.</li> <li>3. If the payment is made by <u>check of the Bank of Taiwan</u> or by <u>cashier's check of a general financial bank</u>, please send the check together with the application form to the designated temporary telephone service counter by registered mail, and Chunghwa Telecom will send back the invoice and security deposit receipt by registered mail according to the billing address.  <b>Payable to: Chunghwa Telecom Company Ltd., Taipei Operations Office</b></li> <li>4. The above charges do not include local telephone rental and call charges. (Payment of this fee will be notified by way of payable bill after the exhibition.)</li> </ol>
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#### 2. [How to apply]

1. Delivery: Send the completed application by registered mail to the delivery address and complete the application at least **14 days before the commencement of the exhibition .**
2. Address: No. 130, Songren Road, Xinyi District, Taipei, Taiwan
3. Attn: Chunghwa Telecom Taipei East District Service Center Temporary Phone Unit, Tel: 02-27200149
4. The documents to be included are as follows:
  - (1) Seal use application form:  
The customer's name should be the company registered to participate in the exhibition, and the company and the person in charge should be affixed with their respective seals [rubber or plastic stamps will not be accepted], and the characters engraved in the seal must be consistent with the customer's name.
  - (2) A copy of the front and back of the company's Business Registration Certificate/Change of Business Registration Form and the identity card of the person in charge.
  - (3) **Floor plan of the exhibition booth (with lines marked).**
  - (4) **Payment check**

#### 3. [How to return the modem and the phone]

Where to return: Return the modem equipment to Hall 2 of Taipei Nangang Exhibition Center. After the exhibition period, please return the phone and modem (including power cord and socket) and obtain a receipt for payment, and any loss or damage should be compensated according to the price set by Chunghwa Telecom.

**Exhibition Center Service and Troubleshooting Hotline: 02-27889944**

<b>Attachment 7 &amp; 8</b>	Please go to <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Unit in Charge: Eurotran Expo Service Co.,Ltd.   Tel: 02-27856000 Jimmy Kuo #EXT105 / jimmy.kuo@eurotran.com Hsin-Ying Yang #EXT106 / jasmine.yang@eurotran.com	Application Deadline <b>2024.2.27</b>
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## **Forklift Service Application, Crane and Unpacking Service Application**

In order to ensure the safety of exhibits entering and exiting the exhibition halls, TMTS has commissioned Eurotran Expo Service Co., Ltd to carry out the transportation and logistics of the exhibits. Exhibitors who would like to appoint Eurotran to perform forklift, crane and unpacking services should apply through TMTS Exhibitor Information Submission System.

<b>Attachment 9</b>	Please go to <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Unit in Charge: Eurotran Expo Service Co.,Ltd.   Tel: 02-27856000 Jimmy Kuo #EXT105 / jimmy.kuo@eurotran.com	Application Deadline <b>2024.2.27</b>
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## Bonded Exhibit Customs Clearance Application Form

We (the "Company") would like to participate in the 2024 Taiwan International Machine Tool Show (TMTS) to be held at Hall 1, Taipei Nangang Exhibition Center, and we agree to comply with the customs regulations of the Republic of China (R.O.C.), including the following key points:

1. The Taiwan Machine Tool & Accessory Builders' Association (TMBA) will be the consignee of the bonded exhibits.
2. Bonded goods shall not be sold or consumed on-site (including sampling or tasting).
3. Upon the conclusion of the TMTS, all bonded goods must be handed over to TMBA's designated customs clearance broker for transfer to the designated bonded warehouse. Only after this transfer can the customs clearance for import or re-export procedures be initiated.
4. Within 3 months following the exhibition, the bonded goods must be cleared from the bonded warehouse designated by the exhibition venue. Should there be any delay, the TMBA is at liberty to handle the bonded goods in accordance with the law.
5. The Company will comply with the rental charges for the bonded warehouse stipulated by TMBA, along with the fees for various services provided by TMBA's designated customs clearance broker, and the charges for tax and duties, within the specified timeframe.

To  
Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Exhibitor Company Name:  
Booth No:  
Contact Person:  
Phone/Extension:  
Contact Person's Mobile No.:  
Contact Person's Email:

\_\_\_\_\_  
(Please Signature)

Year      Month      Day

1. Please carefully review this application and sign it. Along with the bonded goods clearance documents (including the bill of lading, commercial invoice, packing list, etc.), and kindly send them via email to our designated customs clearance broker: Eurotran Expo Service Co., Ltd., Attention: Jimmy Kuo, Phone: 02-27856000#105, Email: [jimmy.kuo@eurotran.com](mailto:jimmy.kuo@eurotran.com)
2. If this application form is not signed by your company, we regret to inform you that we will be unable to process matters related to the storage and exhibition of bonded goods.



<b>Attachment 10</b>	Please fill out the form online, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Yu-Ping Liu   TEL : 04-23507583	Application Deadline <b>2024.2.27</b>
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## Application for Bonded Import of Exhibits

We, \_\_\_\_\_, hereby confirm our participation in the 2024 Taiwan International Machine Tool Show (2024 TMTS) hosted at Taipei Nangang Exhibition Center. We intend to import the exhibition items \_\_\_\_\_([Product Name and Model]) for display from \_\_\_\_\_ [Country Name] using \_\_\_\_\_ [Air Freight/Sea Freight] through \_\_\_\_\_ [Customs Office Name]. We have enclosed the product specifications, packing list, and copies of commercial invoices as attachments for your reference.

To  
Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Name of Exhibitor (Company):

Responsible Person:

Booth No:

Contact Person:

Phone/Extension:

Contact Person's Email:

\_\_\_\_\_  
(Please Signature)

Appointed Customs Clearance Broker:

Contact Person:

Phone/Extension:

Contact Person's Email:

Mailing Address:

Attachment <b>11-1</b>	Please fill out the form online, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> .	Application Deadline <b>2024.2.27</b>
	Person in Charge: TMBA Kuan-Chin Wu   TEL : 04-23507583	

## Taipei Nangang Exhibition Center Forklift Entry Application Form

(Exhibitors commissioning Eurotran need not apply)

Name of Exhibitor (Company):  Company GUI No.: Booth No: Responsible Person's Name:	Exhibition/Event Name: 2024 TMTS	
On-site Contact Person: Office Contact No.: Mobile:	Application for Forklift Entry Details, Entry Period, and Staying Position  <b>(*If forklift entry is required on the dismantling day, please apply in advance)</b>	
Expected Entry Day Forklift Contractor: Power Source: <input type="checkbox"/> Gas <input type="checkbox"/> Battery <input type="checkbox"/> Petrol <input type="checkbox"/> Diesel Maximum Lifting Capacity:                      Tons / Vehicle's Net Weight:    Tonnage Qty :    Vehicles Expected Duration of Stay    Year    Month    Day    Hour    Minute Location of stay within the venue:                      Zone Around No. Booth Location of stay within the venue:                      Zone Around No. Booth		
Expected Dismantling Day Forklift Contractor: Power Source: <input type="checkbox"/> Gas <input type="checkbox"/> Battery <input type="checkbox"/> Petrol <input type="checkbox"/> Diesel Maximum Lifting Capacity:                      Tons / Vehicle's Net Weight:    Tonnage Qty :    Vehicles Expected Duration of Stay    Year    Month    Day    Hour    Minute Location of stay within the venue:                      Zone Around No. Booth Location of stay within the venue:                      Zone Around No. Booth		
Forklift Entry Application Instructions: (1) <b>Application Window:</b> To ensure the safety of the Nangang Exhibition Center's structure, floor, personnel, and facilities, as well as the air quality within the exhibition hall, forklifts entering or exiting the venue must be applied for and approved by the Taipei Nangang Exhibition Center through the exhibition/ event organizer, following the regulations below, before carrying out any operations within the premises. (2) <b>Eligibility and Application Procedures:</b> Forklifts must be a justifiable necessity for the exhibition/event. Exhibitors should submit this application form to the organizer of the exhibition/event 6 days prior to the entry of the forklift, and the organizer of the exhibition/event should submit the application to the management team of Taipei Nangang Exhibition Center 3 days prior to the entry of the forklift. The Taipei Nangang Exhibition Center will decide whether to approve or reject the application based on safety and order considerations. (3) <b>Safety Responsibility:</b> The maximum floor loading capacity of Taipei Nangang Exhibition Center is 5,000 kg/sq.m. on the 1st floor and 2,000 kg/sq.m. on the 4th floor. The applicant shall assume full responsibility for any injury to the facility or personnel caused by the weight, operation or otherwise of the forklift or its load. Forklift loading limitations: (1) A single forklift shall not lift more than 18 tons on the 1F and 8 tons on the 4F. (2) The distance between two adjacent forklift trucks lifting different goods shall be maintained at least 6 meters.		
Seal or signature of the responsible person of the applicant organization (company)	Organizer	Management Team

Attachment <b>11-2</b>	Please fill in the online form, affix the company seal and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Kuan-Chin Wu   TEL : 04-23507583	Application Deadline <b>2024.2.27</b>
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## Affidavit for Appointing Other Handling Companies (Exhibitors commissioning Eurotran need not apply)

We (the "Company") are participating in the 2024 Taiwan International Machine Tool Show (TMTS). We hereby state that we intend to independently commission the following handling companies (forklift company, crane company, or trucks equipped with lifting cranes) to load and unload the exhibits, without commissioning the forklift company recommended by Taiwan Machine Tool & Accessory Builders' Association (TMBA) to handle the exhibits.

We hereby guarantee that if any improper handling or operations by the independently commissioned handling company result in damage to machinery or equipment, injury or loss of life to personnel, damage to the structure or floor of the exhibition building, damage to booth decorations, or any other infringement accidents, we shall bear sole responsibility for compensation and legal liabilities. Furthermore, we guarantee to indemnify the TMBA from any civil or criminal prosecution arising from these incidents. Otherwise, we shall assume responsibility for all damages incurred by the TMBA, including legal fees and litigation costs.

To

Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Name of Exhibitor (Company):

Responsible Person:

Booth No:

Contact Person:

Phone/Extension:

Contact Person's Email:

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(Please Signature)

The entrusted transport and moving company :

Responsible Person:

Phone/Extension:

Mobile No.:

<b>Attachment</b>  <b>11-3</b>	Please fill out the form online, print it, and upload it to <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Kuan-Chin Wu   TEL : 04-23507583	Application Deadline <b>2024.2.27</b>
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## Forklift Entry Service Agreement (Exhibitors commissioning Eurotran need not apply)

Exhibitors are requested to forward to their respective commissioned handling and transportation companies for completion.

Signatory: The Company (hereinafter referred to as the "Signatory")  
 In order to cooperate with the Taiwan Machine Tool & Accessory Builders' Association (hereinafter referred to as the "TMBA") in organizing the 2024 Taiwan International Machine Tool Show (TMTS), and to provide exhibitors with unloading services for machinery exhibits, the Signatory hereby agrees as follows:

1. The Signatory shall, in accordance with this agreement and the relevant regulations of the TMBA, provide unloading services for machinery exhibits to exhibitors participating in international exhibitions and other events organized by the TMBA. The Signatory guarantees compliance with professional ethics and the provisions of this agreement to arrange and execute matters related to unloading machinery exhibit services.
2. The Signatory represents and warrants that it will fulfill the terms of this Agreement and shall be solely responsible for all liabilities arising out of the unloading of machine exhibits.
3. The Signatory is not an employee, agent, or representative of the TMBA and does not hold any contractual relationship such as delegation or commission with the TMBA. Without the written consent of the TMBA, the Agreement Signatory may not directly act as an agent or representative for any legal acts on behalf of the TMBA.
4. Any dispute or controversy between the Signatory and the exhibitor or third parties shall be resolved by the Signatory as soon as possible.
5. The Signatory shall insure against the carrier's liability for goods transport and accidental liability of the fitout contractor (i.e., third-party liability insurance). The Signatory shall complete the relevant procedures for the aforementioned insurance and submit a copy of the insurance policy to the Exhibitor Information Submission System for the TMBA's record within 7 days before the commencement of the TMTS. Otherwise, the TMBA reserves the right to refuse the Signatory's execution of machinery unloading services at the Taipei Nangang Exhibition Center and reserves the right to claim indemnification for all damages, and the Signatory agrees to no objections to this regard. If necessary, the TMBA may request the Signatory to submit the original insurance policy for verification.

Signatory Company Name:

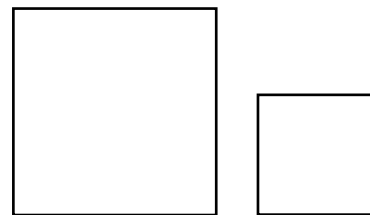
Responsible Person:

Contact Person:

Phone/Extension:

Contact Person's Email:

Mobile No.:



(Please affix the exhibitor  
company's official company  
seal)

Attachment <b>12 &amp; 13</b>	Please go to <a href="#">TMTS Exhibitor Information Submission System</a> to apply online Person in Charge: TMBA Hsiu-Chi Chuang   TEL : 04- 23507583	Application Deadline <b>2024.2.27</b>
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## Registration for Exhibits Over 1 Ton / Entry Regulations for Heavy Vehicles Over 15 Tons

1. To maintain the structural integrity, flooring, personnel, and facilities' safety within the Taipei Nangang Exhibition Center, any vehicles with a total body weight exceeding 15 tons (as specified in the vehicle's body or driving license) or any tonnage of cranes or forklifts, or vehicles with a height exceeding 4 meters (including over-height container trucks of 4.25 meters), shall be subject to the following regulations, requiring exhibitors to apply in advance to the exhibition or event organizer as per actual requirements before conducting entry operations.
2. Eligibility and Procedure: Subject vehicles under application must be a justifiable necessity for the exhibition/event. Before the vehicle's entry, exhibitors should attach a copy of the vehicle's driving license or relevant passes, and within the stipulated time, submit the application through the TMTS Exhibitor Information Submission System. After the initial review by the organizer, the Taipei Nangang Exhibition Center may further decide whether to approve entry based on safety and order considerations.
3. Nangang Exhibition Center, Hall 1: The lower level exhibition area (1st floor) has a maximum load-bearing capacity of 5 tons/square meter, and the cloud area (4th floor) has a maximum load-bearing capacity of 2 tons/square meter. Vehicles entering should, as required, bring and install tools (such as steel beams, steel plates, cushioned baseboards, or sleepers) to increase the bottom area and reduce concentrated load-bearing to maintain the exhibition venue's safety. In the event that damage is caused to facilities or personnel due to the weight, operation, or other reasons related to the vehicle or its cargo, the organizer shall assume full responsibilities. (Note: Cargo entrances and exits for each area of Hall 1 of Taipei Nangang Exhibition Center: Lower Exhibition Hall (1st floor) Zone I: 5.0 meters high, 9.9 meters wide; Zone J: 4.5 meters high, 11.6 meters wide; Zone K: 5.0 meters high, 10.0 meters wide; Cloud Exhibition Hall (4th floor) Zone L: 4 meters high, 11.0 meters wide; Zone M: 8.5 meters high, 11.9 meters wide; Zone N: 4.0 meters high, 10.1 meters wide. If the total height of loaded goods exceeds the aforementioned goods entry and exit limits, disassembly and separate loading are required for entry and exit. Failure to handle this appropriately leading to damage to the exhibition facilities will result in liability for compensation. )
4. Nangang Exhibition Center, Hall 2: The 1st-floor exhibition area has a maximum load-bearing capacity of 5 tons/sqm, and the 4th-floor exhibition area has a maximum load-bearing capacity of 2 tons/sqm. Vehicles entering should, as required, bring and install tools (such as steel beams, steel plates, cushioned baseboards, or sleepers) to increase the bottom area and reduce concentrated load-bearing to maintain the exhibition's safety. In the event that damage is caused to facilities or personnel due to the weight, operation, or other reasons related to the vehicle or its cargo, the organizer shall assume full responsibilities. (Note: The cargo entrances and exits of Hall 2 of the Taipei Nangang Exhibition Center are 4.8 meters high and 4.6 meters wide for Zones P and Q on the 1st floor and Zones R and S on the 4th floor. If the total height of loaded goods exceeds the aforementioned goods entry and exit limits, disassembly and separate loading are required for entry and exit. Failure to handle this appropriately leading to damage to the exhibition facilities will result in liability for compensation. )
5. Restrictions on Operation Time and Location: Please operate vehicles entering the venue according to the approved time and location.
6. Notes:
  - (1) All heavy vehicles are required to present a weighing certificate within 24 hours to prove that their total weight does not exceed the weight limit of the exhibition hall. Anyone who exceeds the weight limit, fails to present the weighing certificate, fails to apply for admission and obtain approval in advance, or whose on-site inspector determines that there is a concern about the vehicle's load is prohibited from entering the exhibition hall.
  - (2) Vehicles meeting the above criteria will have their drivers issued the "Driving Safety Notice for Vehicles at the Taipei Nangang Exhibition Center" by on-site inspection personnel. After careful reading, sign-off, and payment of the temporary parking fee at the venue, entry for operations is permitted.
  - (3) For inquiries regarding the relevant application procedures or weight restrictions and regulations, please contact the Taipei Nangang Exhibition Center at telephone number 02-27255200, extension 5517 for Hall 1 and extension 6643 for Hall 2.

Attachment <b>14</b>	Please go to <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Person in Charge: TMBA Pin-Hsuan Chao   TEL : 04-23507583	Application Deadline <b>2024.2.27</b>
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## Application for Promotion of Activities at Booths

1. If your company is organizing public activities at the booth during the exhibition period, please provide the following information, which will be posted on the TMTS official website and APP after approval.
2. Please access the TMTS Exhibitor Information Submission System for application.

Attachment <b>15</b>	Please go to <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Person in Charge: TMBA Pin-Hsuan Chao   TEL : 04-23507583	Application Deadline <b>2024.1.31</b>
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## Conference Room Rental

1. In order to facilitate the exhibitors to promote their products and services, the TMBA will provide conference rooms and various conference facilities in Taipei Nangang Exhibition Center for rental during the exhibition period to hold related technical and marketing seminars or new product launches.
2. Schedule: Considering the booth locations of exhibitors and the scheduled event times, the organizer (TMBA) will notify each exhibitor separately after determining the seminar schedule based on the order of application and venue availability, and request payment.
3. Professional activities held by exhibitors in the conference rooms during the exhibition period will be promoted collectively at the event agenda.

For the fee structure and explanation of room rentals in Hall 1, please refer to the following webpage:

<https://www.tainex.com.tw/en/venue/app-room/1>

<https://www.tainex.com.tw/en/venue/app-room/2>