

## TMTS 2026: Move-in & Move-out Intractions for Exhibitors

Dear Exhibitors,

To ensure a smooth move-in/out process, TMTS 2026 has implemented scheduled time slots and area control passes. Please refer to the official website for the layout plan ( **Home > Exhibitor > Announcement** : <https://www.tmts.tw/en/exhibitor/news/47> )

### 1. Exhibition Period Guidelines

#### (1) Mar 25 (Wed) - Mar 27 (Fri):

- 08:30 - 09:30: Move-in for light exhibits is allowed before visitors enter.
- 09:30 - 17:30: No handcarts allowed on the show floor during opening hours.  
Exhibition lights will be turned off at 18:30, and booth water/power supply will be cut off at 18:00 daily.

#### (2) Mar 28 (Sat):

- 08:30 - 09:30: Move-in for light exhibits is allowed.
- 09:30 - 16:00: No handcarts allowed. For nighttime move-out details, please refer to Section 3.

### 2. Move-in & Setup Guidelines

#### (1) Exhibitors:

- Mar 20 - 23 (08:00 - 17:00): Vehicles must enter by 16:00 daily. Trucks are only permitted to enter if both the exhibitor representative and a forklift are on-site to prevent unauthorized unloading and blocked aisles. If delaying your move-in, you must notify the organizer and forklift contractor in advance with exhibit dimensions/weights, and assign on-site staff for coordination.
- Mar 24 (08:00 - 17:00): Power supply for machine testing starts at 08:00. No vehicles allowed; light exhibits can be moved via handcarts. (On-site forklifts are exempt).

#### (2) Contractors / Decorators:

- Mar 20 - 23 (08:00 - 17:00): Vehicles must enter by 16:00 daily. Please coordinate construction and machine placement sequence with exhibitors in advance. Carpet installation is permitted.
- Mar 24 (08:00 - 17:00): No vehicles allowed, but booth decoration may continue.

#### (3) Logistics / Freight Forwarders: Vehicles may enter the 1F rear loading bay via Qiaoda Rd. without queuing. Use freight elevators for 4F deliveries.

### 3. Move-out & Dismantling Guidelines

#### (1) Mar 28 (Sat):

- 16:00 - 18:00: Early move-out is strictly prohibited; violators will be disqualified from

future exhibitions. Power supply ends at 17:30. Only aisle carpet removal and hand-carried exhibits move-out are allowed. No vehicles permitted.

- 18:00 - 20:00: Trucks may enter for loading per schedule. (Unscheduled exhibitors cannot move machinery out during this time).

(2) Mar 29 (Sun) - Mar 30 (Mon), 08:00 - 17:00: Vehicles may enter and move out according to the schedule.

#### 4. Exhibit Handling & Forklift Services

(1) Official forklift contractors are Feng-Cheng (1F) and Ji-Feng (4F). Apply via the Exhibitor Portal by Feb 26, 2026.

(2) If using third-party contractors, exhibitors are responsible for all insurance, safety, and liability. A "Letter of Undertaking for Self-Appointed Handling Company" must be signed and uploaded by Feb 26, 2026; otherwise, external contractors will be denied entry.

#### 5. Exhibitor Badges & Banquet

(1) Paper badges will not be provided. Please apply for an account via the Exhibitor Portal and use the TMTS APP for admission.

(2) "Exhibitor Night" Banquet: Mar 25, 18:00 at the Conference Center (3F, Xidadun Room).

#### 6. Booth Decoration, Water & Power Supply

(1) Raw space booths do not include carpets, partitions, or furnishings; exhibitors must handle their own setup.

(2) Safety First: Provide accident insurance for construction staff. Hard hats are mandatory during move-in/out (rentals available at 1F lobby for NT\$400 deposit). Work above 2 meters requires safety platforms, harnesses, and hard hats.

(3) All setups must be completed by Mar 24, 17:00. Overtime work must be applied for by 14:00 daily. Overtime fees apply:

Overtime Condition (Per Area)	Move-in & Move-out Period	Exhibition Period
1 Exhibitor per Area	NT\$65,000 / hour	NT\$125,000 / hour
2 Exhibitors per Area	NT\$40,000 / hour	NT\$70,000 / hour
3 or more Exhibitors per Area	NT\$30,000 / hour	NT\$50,000 / hour

(4) Exhibitors must safeguard their own valuables; the organizer is not liable for losses.

(5) Move-out: Contractors must completely clear all materials, waste, and floor tape. Any uncleaned waste or venue damage will be deducted from the decoration deposit.

(6) Do not dump machine coolant or oil into floor cable trenches.

#### 7. Exhibition Dates & Hours

(1) Show Dates: Mar 25 (Wed) - Mar 28 (Sat).

(2) Hours: Mar 25-27 (09:30 - 17:30); Mar 28 (09:30 - 16:00).

(3) Exhibitor daily entry time: 08:30.

#### 8. Admission Guidelines

(1) Overseas Buyers: Pre-register online or via TMTS APP, or exchange a business card at the 4F counter.



- (2) Domestic Professionals: Pre-register online or via TMTS APP and scan the Entry QR Code.
- (3) Children under 12 or under 140cm require parental accompaniment and a signed safety waiver.

## 9. Official TMTS Contractors

- (1) Apply for services via the Exhibitor Portal.
- (2) Forklifts: Feng-Cheng (1F, 04-7323577) / Ji-Feng (4F, 04-2380-1000).
- (3) Water & Power: Hong Kuan Enterprise Ltd. (02-2948-9493).
- (4) Shell Scheme: HUEI YOW EXHIBITION DESIGN (02-8789-8300).
- (5) For further details, refer to the Exhibitor Manual on [www.tmts.tw](http://www.tmts.tw)