



# TMTS 2026

TAIWAN INTERNATIONAL MACHINE TOOL SHOW

Exhibitor Manual

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## Foreword

Dear Exhibitors,

Welcome to the Taiwan International Machine Tool Show 2026 (TMTS 2026)!

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 industry development trends, the theme of this year’s exhibition is set as “**AI-Powered Sustainable Manufacturing**,” building upon the achievements of the previous exhibition’s digital and green transformation. This year, we will focus on the introduction of AI into production processes and efficiency optimization, with a central theme of moving toward sustainable, intelligent manufacturing. The exhibition includes the following ten major elements. Exhibitors are encouraged to focus on showcasing products and technologies related to the exhibition’s central theme, thereby demonstrating the continuous pursuit of technological innovation, transformation, and upgrading within Taiwan’s machine tool industry.

The five major exhibition elements of “Digital Transformation” include AI-Driven Production, Smart Connectivity, Human-Robot Collaboration, Digital Twin, and Big Data Management. 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 Saving, Resource Efficiency, Environmental Certification, 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.

This year’s exhibition introduces three core themes: “AI-Powered Sustainable Manufacturing,” “Ecosystem Co-Exhibition,” and “Showroom-Factory Experience in Taichung,” aiming to continue building the most comprehensive smart manufacturing demonstration platform. As the exhibition dates draw near, the organizing body of the exhibition is launching integrated online and offline marketing by releasing information on spotlight exhibitors in advance, enabling global buyers to grasp the show’s highlights ahead of time.

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

Tel: (04) 2350-7583

Fax: (04) 2350-1596

E-mail: [tmts2026@tmba.org.tw](mailto:tmts2026@tmba.org.tw)

## Pre-Exhibition Checklist

Completed	Form	Item	Deadline	Contact Window
	Attachment 1*	Exhibitor Identification Badge Application	March 24	Organizer TMBA: Michelle Lin
	Attachment 2*	Pre-Work Occupational Safety and Health Pledge	February 27	Organizer TMBA: Michelle Lin
	Attachment 3*	<b>Booth Fitout Undertaking Letter</b> <ul style="list-style-type: none"> <li>- Application for Aesthetic Wrapping of Pillars</li> <li>- Application for Erection of Continuous Decorative Walls of 6 Meters or More in Length</li> <li>- Application for Erection of Booths with 2 Stories or Above</li> <li>- Application for Erection of a Super-High Structure of 4 Meters or More in Height</li> <li>- Application for Suspended Balloons in Booths</li> <li>- Application for Stage and Sound System Setup within Booth</li> <li>- Application for Setting Up a Video Wall</li> </ul>	January 30	Organizer TMBA: Erica Li
	Attachment 4*	Utilities Application	February 27	<b>Hong Guan Enterprise Co., Ltd.</b> 1F: Ms. Chu, 4F: Ms. Tseng Tel: 02-2948-9493 hk168.hk@msa.hinet.net
	Attachment 5	Furniture and Equipment Rental Application	February 27	<b>HUEI YOW BUSINESS CO., LTD.</b> Tel: 02-87898300 ina@ms17.hinet.net
	Attachment 6	Temporary Telephone and Internet Rental	To Be Announced	Chunghwa Telecom (To Be Announced)
	Attachment 7	Forklift, Crane, and Unpacking Service Application (1F: Fongcheng, 4F: Jifeng)	February 26 February 26	<b>1F - Fongcheng Forklift Co.</b> Tel: 04-732-3577 fengcheng2014@gmail.com <b>4F - Jifeng Machinery Lifting Co.</b> Tel: 04-2380-1000
	Attachment 9	Application for Bonded Import of Exhibits	February 26	Organizer TMBA: Vivian Liu
	Attachment 10	Application for Self-Appointed Moving/Transport Company	February 26	Organizer TMBA: Tasha Cheng
	Attachment 11	Registration of Exhibits over 1 Ton in Weight	January 30	Organizer TMBA: Zack Chuang
	Attachment 12	Application for Admission of Vehicles	January 30	Organizer TMBA: Zack Chuang
	Attachment 13	Application for Promotion of Activities at Booths	March 10	Organizer TMBA: Tasha Cheng
	Attachment 14	Application for Recommended/Invited Buyer Program	January 30	Organizer TMBA: Mia 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 | tmts2026@tmba.org.tw



## Chapter 1 Exhibiting Regulations

### I. Exhibition Dates and Visiting Hours

- (I) Exhibition Dates: Wednesday, March 25 to Saturday, March 28, 2026; 4 days in total.
- (II) Visiting hours: March 25 to 27, 09:30-17:30  
March 28, 09:30-16:00
- (III) How to visit: Domestic and overseas buyers can register online ([www.tmts.tw/visit](http://www.tmts.tw/visit)) and download the TMTS APP on their mobile phones to register for admission.
- (IV) During the exhibition period, exhibitors will be admitted at 8:30 a.m. daily.
  - ※ In order to avoid loss of exhibits or personal belongings, the exhibitors' staff should enter their respective booths on time.

### II. Exhibition Venue

Taichung International Convention and Exhibition Center: No. 1000, Section 3, Liming Road, Xitun District, Taichung City

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

- (I) The organizer will announce and communicate the move-in details separately one month prior to the exhibition.
- (II) Please contact your respective fit out supplier for booth carpet laying time.
- (III) If you need to work overtime, please contact the organizer by 15:00 on the same day. For the calculation of overtime fee, please refer to Point 7 of Section 5 Notes for the Entry and Exit of Exhibits.
- (IV) Entry of vehicles and machinery will be subject to controls on March 24, and exhibition-related items should be brought in by handcart.**
- (V) No entry shall be permitted unless qualified safety helmets are worn during the setup period.**

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

- (I) 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.
- (II) Exhibitors who pack their exhibits and remove them from the exhibition hall before 16:00 on March 28 will be recorded by the organizer, which will affect the exhibitors' rights to participate in future shows. Therefore,

please comply with the instructions from the organizer to maintain the image of the TMTS.

- (III) 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.
- (IV) Exhibitors sign 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 liabilities for legal claims and damages. Any violation will be handled according to regulations.

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

- (I) 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 designated routes (detailed plans will be communicated separately via letter prior to the exhibition).
  - 1. The Taichung International Convention and Exhibition Center implements separate lanes for pedestrians and vehicles. During the exhibit entry and exit periods, all vehicles must enter and exit through the designated cargo vehicle entrances and exits.
  - 2. Vehicles of exhibitors on the 4th floor should enter the 4th floor of the exhibition hall through the C-2 ramp located on the southwest side, off Qiaoda Road.
  - 3. Temporary parking is prohibited on the 3-meter aisle. Vehicles should be parked on the 6-meter main aisle for unloading, with objects transported by trolley to the designated point.
- (II) The maximum height limit for cargo vehicles throughout the exhibition hall is 4 meters.
- (III) 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 26. **(See Attachment 12)**
- (IV) 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 move-in. Upon vehicle entry, exhibition staff will register the entry time, license plate number, booth number of the goods owner, and the name of the vehicle's responsible person. Additionally, a vehicle move-in security deposit of NT\$3,000 shall be collected in advance. The deposit will be fully refunded if the vehicle exits the exhibition hall within one hour of entry. Vehicles exiting after the one-hour limit will be charged a penalty of NT\$200 per hour (calculated from the time of entry).
- (V) To preserve the flooring of the Taichung International Convention and Exhibition Center, grapple trucks are strictly prohibited from entering the hall. It is essential for exhibitors to comply with this directive.
- (VI) Any vehicle parked in a manner obstructing traffic, despite warnings, constitutes a violation by the corresponding exhibitor. The organizer will identify the exhibitor (including the appointed fitout vendor)

responsible for the vehicle and prohibit their participation in the next exhibition.

- (VII) All booth fitout decoration and setups must be completed before 18:00 on March 24. For any work requiring overtime, overtime fees will apply. Overtime fees are calculated at NT\$65,000 per hour for one exhibitor in a designated zone, NT\$40,000 per hour per exhibitor for two exhibitors in a designated zone, and NT\$30,000 per hour per exhibitor for three or more exhibitors in a designated zone (application required before 3:00 p.m. daily).
- (VIII) During the move-in period, vehicles should leave the exhibition hall by 5:00 p.m. every day and are not allowed to re-enter the exhibition hall.
- (IX) 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.
- (X) The use of generators is prohibited in the exhibition hall.
- (XI) 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.

## **VI. Special Notes**

- (I) During the exhibition period, large exhibits are no longer allowed to be brought into or taken out of the venue. Exhibitors needing to replenish small portable items may do so between 8:30 a.m. and 9:30 a.m. daily before the exhibition begins.
- (II) To maintain order and safety at the exhibition venue, exhibitors wishing to remove small portable exhibits or exhibits that are not wider than 70 centimeters and can fit in a handcart (excluding pallet truck) must apply at the service desk, complete the release slip, and have the exhibits photographed by staff. The exhibits will not be released until approval is granted. The release slip is valid until 12:00 noon on the last day of the show (March 28). No exhibits may be taken away from the exhibition venue between 12:00 noon and 16:00 on that day.
- (III) 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.
- (IV) 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.
- (V) 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.
- (VI) Products not authorized for import by the government are prohibited from exhibition in this venue.
- (VII) 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.
- (VIII) 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.
- (IX) 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.
  - (X) Exhibits that do not conform to the stipulated categories of this exhibition are not permitted to be displayed in the booths. 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.
  - (XI) 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.
  - (XII) Retail sales are prohibited during the TMTS. Packing or dismantling of exhibits before 4:00 p.m. on March 28 is also prohibited. Violations discovered during inspections will result in prohibition from future TMTS or other exhibitions organized by the TMBA.
  - (XIII) Exhibitors must procure property insurance for their exhibits and decoration materials. Exhibitors shall be fully responsible for any loss of property during the exhibition period (including the move-in setup period before the exhibition and the move-out dismantling period after the exhibition).
  - (XIV) Please refer to the attached figures for the locations of the parking lots around the Taichung International Convention and Exhibition Center and driving directions.
  - (XV) To ensure the safety of exhibition facilities and to prevent machinery exhibits from exceeding the entry and exit limitations, exhibitors must accurately fill out a detailed list of machinery exhibits for the organizer's assessment. Any false information leading to damage of the exhibition facilities will result in the exhibitor being held liable for all legal claims.
  - (XVI) Free Wi-Fi service will be provided at the Taichung International Convention and Exhibition Center. To prevent wireless signal interference within the venue and ensure public access to the Wi-Fi network, exhibitors are prohibited from setting up their own wireless network equipment, including Wi-Fi access points, 3G/4G wireless routers, and mobile Wi-Fi hotspots.

## **VII. Exhibition Related Promotional Materials and Documents**

- (I) Visitor invitation letters: Exhibitors may log into the TMTS Exhibitor Zone to download the letters and use them to invite domestic and international buyers to visit the show.
- (II) Exhibitors must uniformly complete the registration process through the official APP designated by the

organizer. After downloading the APP, exhibitors can input the information for all the participating staff members from the company at once, and the login account and password may be provided to colleagues within the company for use.

## VIII. Booth Fitout Decoration and Equipment

- (I) 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 (Guidelines for the Use of Flame-Retardant Materials in Exhibition Booths at the Taichung International Convention and Exhibition Center <https://www.ticec.com.tw/wSite/public/Attachment/f1761200740270.pdf>).
- (II) Exhibitors whose booth area includes all or part of a pillar, regardless of whether or not they plan to add decorative wall coverings, must sign the agreement to comply with the pillar wrapping/adjacent pillar beautification specifications, and submit the signed agreement through the TMTS Exhibitor Information Submission System along with an application that includes the booth design drawings (including floor plans and elevations) by January 30. Pillar wrapping and beautification may proceed only after receipt of the construction permit. **(See Attachment 3)**
- (III) For “Erection of Continuous Decorative Walls of 6 Meters or More in Length,” “Erection of Booths with 2 Stories or Above,” “Erection of Super-High Structures of 4 Meters or More in Height,” “Suspended Balloons in Booths,” “Stage and Audio Equipment in Booths,” or “Setting Up a Video Wall,” exhibitors are required to read the relevant regulations in detail and submit the application form through the Exhibitor Information Submission System by January 30. Construction may proceed only after receipt of the construction approval. **(See Attachment 3)**
- (IV) 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)**
- (V) Exhibitors are requested to notify the fitout decoration contractors to follow the Regulations Governing Decorations at TAITRA Exhibition Venues. **(See Chapter III)**

## IX. Utilities

- (I) The organizer will provide each booth with 110V/500W electricity (accumulated based on the total number of booths) free of charge.
- (II) During the move-in period: On March 24, from 09:00 to 17:00, power (including electricity for general booth

use and for powering machinery) will be provided for exhibitors to conduct machine testing.

- (III) During the exhibition: Power is supplied from 09:00 to 18:30.
- (IV) In order to protect the safety of special exhibits, exhibitors are requested to install voltage stabilizers or uninterruptible power supply system if necessary.
- (V) 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)**
- (VI) 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.

## **X. Application for Temporary Telephone and Internet Rental Procedures**

Relevant matters are currently being planned and prepared, and will be officially announced once confirmed.

## **XI. Notes on Importation of Foreign Exhibits**

Aside from products for which official import procedures have been completed and customs duties have been paid, import procedures may be carried out according to actual needs:

Temporary importation under bond: Please fill in the application form and submit one copy of each of the import product catalog, commercial invoice, and packing list to the TMBA by February 26 to apply for the Exhibitor's Certificate of Participation. After that, exhibitors are required to commission a customs broker to carry out the temporary importation under bond procedure with the Customs. However, exhibitors may not name TAITRA as the consignee of exhibits. **(See Attachment 9)**

## **XII. Exhibitor Website Marketing Services**

- (I) To assist exhibitors in promoting their business and increasing their exposure, the official TMTS exhibition website ([www.tmts.tw](http://www.tmts.tw)) offers free space for exhibitors to publish company information and product details, including exhibitors' basic profiles, product images, textual descriptions, video streaming, and VR streaming. Please access the exhibitor system to fill in the information.
- (II) All published data should be backed up by exhibitors. If modifications or re-submissions are necessary, backup assistance cannot be provided.
- (III) TMTS 2026 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

### **XIII. Exhibitor Sponsorship**

- (I) Purpose: To maximize the exhibitors' benefits of participation in the exhibition, increase their exposure, and promote business opportunities, various publicity and promotional channels will be opened during the exhibition period to assist the exhibitors in obtaining the greatest overall marketing results.
- (II) 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).
- (III) Please see the official website announcement for the specific sponsorship items.

### **XIV. Services Provided by the Organizer**

- (I) 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 people.
- (II) 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.
- (III) 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.
- (IV) A dedicated website for this exhibition ([www.TMTS.tw](http://www.TMTS.tw)) has been created to provide domestic and international industry members with information and activities related to the exhibition. Exhibitors are welcome to download banners and eDMs directly from the website.
- (V) Advertisements will be placed in domestic TV and newspapers to attract domestic and international industry members to attend.

### **XV. Temporary Exhibition Staffing Services**

- (I) 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, or event 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 girls/hosts/dance troupes, etc.).
  3. On-site event planning and execution.
- (II) 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

## **XVI. Transportation Information**

- (I) Parking Spaces:
1. The Taichung International Convention and Exhibition Center: The exhibition hall's B1 and B2 levels have approximately 700 parking spaces each for cars and scooters/motorcycles.
  2. North side of Central Park: 401 car parking spaces and 427 scooter/motorcycle parking spaces, located approximately 800 meters from the Convention and Exhibition Center, about a 10-minute walk.
  3. Ganglong Jingmao 9th Road Intersection: Scooter/motorcycle and YouBike parking spaces are available, located 120 meters from the Convention and Exhibition Center, about a 2-minute walk.
  4. Shuinan Transit Center: The Convention and Exhibition Center is adjacent to the Shuinan Transit Center, which is anticipated to be completed and operational in 2026. The Shuinan Transit Center provides 614 car parking spaces and 1,253 scooter/motorcycle parking spaces, located 600 meters from the Convention and Exhibition Center, about an 8-minute walk.
- (II) Shuttle Service: Free shuttle services will be provided during the exhibition period for visitors traveling between the Taichung International Convention and Exhibition Center and the HSR Taichung Station. Details are available on the shuttle service page of the official TMTS 2026 website.
- (III) Taichung Mass Rapid Transit (MRT):
- Take the MRT Green Line to either the Wenxin Yinghua Station or the Wenhua Senior High School Station, then ride a taxi for approximately 10 minutes (4 km) to reach the Convention and Exhibition Center. Alternatively, you may ride a YouBike from either station to the Ganglong Jingmao 9th Road Intersection station (approximately 14 minutes), then walk for 2 minutes (120 meters) to arrive at the Convention and Exhibition Center.
- (IV) Taichung City Bus:
1. Take routes 8, 88, 157, 354, or 529 bus routes, and alight at the Liming Kaixuan Intersection stop or the Liming Zhongke Intersection stop to reach the Convention and Exhibition Center.
  2. Take bus routes 6, 54, 61, 108, 154, 500, 651, 850, 1826, 1851, 1861, 1863, 1866, or 1866B, and alight at the Xiangangwei stop. The Convention and Exhibition Center can then be reached by walking for approximately 13 minutes.
- (V) YouBike: You may ride a YouBike to a station near the Convention and Exhibition Center.



1. Ganglong Jingmao 9th Road Intersection: Located 120 meters from the Convention and Exhibition Center, about a 2-minute walk.
2. Jingmao 5th Qiaoda 8th Street Intersection: Located 700 meters from the Convention and Exhibition Center, about a 10-minute walk.

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

Discounted room rates are offered during the exhibition period. Relevant information is available on the TMTS exhibition website at [www.tmts.tw](http://www.tmts.tw), under the “Travel & Accommodation” section, item “Partner Hotels.”

## **Chapter 2 TMTS General Regulations for Exhibitors**

- (I) Exhibitors are required to strictly comply with the “TMTS General Regulations for Exhibitors.” Violators will be prohibited from participating in the next exhibition. Fitout construction contractors must complete the registration form and submit the necessary documents to the organizer to register as an official contractor. The organizer reserves the right to refuse entry to the exhibition venue for construction work by any contractor failing to complete the registration process as required.
- (II) Procedures for Fitout Construction Contractor Registration, Move-In/Move-Out Control, and Security Deposit Submission/Refund:
  1. Contractors must apply for the issuance of the Exhibition Staff Passes, complete the security deposit submission, and prepare the following documents before January 30:
    - a. Attachment 2 <Pre-Work Occupational Safety and Health Pledge>
    - b. Attachment 3 <Booth Fitout Undertaking Letter> (To be completed by the commissioning exhibitor through the “Exhibitor Information Submission System” and sealed/stamped by the fitout construction contractor)
    - c. Photocopy of the Business Registration Certificate
    - d. Security deposit starting from NT\$100,000, payable to: Taiwan Machine Tool & Accessory Builders’ Association (TMBA)
    - e. Detailed list of commissioning exhibitor(s)
    - f. Following the conclusion of the exhibition, the original security deposit will be refunded without interest, provided there are no penalties for violations or claims for damages.
- (III) 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 (Lease): Exhibitors are prohibited from transferring or leasing the booth they have rented and from participating in the exhibition under a company name different from the one registered during application. Should any violation occur, the organizer shall immediately reclaim the transferred booth, stop the non-registered company from continuing the exhibition, and prohibit both the transferor and transferee from participating 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 visitors to photograph or film their exhibited products should place signage in both Chinese and English stating “No Photography” or “No Filming.” However, holders of press badges issued by the organizer 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.

(IV) Exhibition Site Order:

1. Exhibition Hall Opening Hours: Exhibitors are allowed entry from 8:30 a.m. daily for equipment adjustment, booth arrangement, and beautification to enable the punctual opening for visitors at 09:30 a.m. 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 setup and post-show dismantling periods), the management staff of the organizer are responsible for controlling the entrances and exits of the exhibition venue, and maintaining public order for the entry and exit of personnel and exhibits. However, exhibitors must arrange their own personnel to safeguard their exhibits, decoration materials, and engineering facilities. For valuable exhibits, exhibitors are advised to obtain their own insurance coverage and hire guards to strengthen security. The organizer shall not be held responsible for any compensation in case of loss or damage.
  - (2) For the period from the transportation of exhibits and decoration materials into the exhibition venue to their removal from the 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 decoration materials at the exhibition venue during the aforesaid period.
  - (3) Exhibitors shall bear all compensation and legal liability arising from any injury or death, or property loss or damage sustained by their staff or any third party due to the improper installation,

operation, maintenance, or management of, or negligence related to, the facilities, goods, or exhibits in the exhibitor's booths during the exhibition period (including the pre-show setup and post-show dismantling periods).

5. Vehicle Entry Management:
  - (1) To ensure the safe entry and exit of exhibits into/from the exhibition venue, the exhibition has commissioned Fongcheng Forklift Co. to handle the operation of goods handling machines. Please refer to the "Forklift Service Application" and apply directly to the aforementioned company by February 26. **(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 26 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 10)**
  - (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, license plate number, booth number of the goods owner, and the name of the vehicle's responsible person. In addition, a security deposit of NT\$1,000 for vehicle entry will be collected in advance. If a vehicle enters the exhibition hall and leaves within one hour, the security deposit will be refunded in full. If a vehicle leaves after the time limit, a fine of NT\$200 will be imposed for every additional hour or fraction thereof. (The parking time commences upon entry.)
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. Failure to complete Attachment 2 <Pre-Work Occupational Safety and Health Pledge> and Attachment 3 <Booth Fitout Undertaking Letter> will result in denial of entry during the move-in and move-out periods.
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 move-in period (March 24), and no florists will be allowed to enter or leave the exhibition venue during the exhibition period (March 25 to 28).
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 the move-in and move-out periods, if an exhibitor causes disturbances or protests at their booth or within the exhibition venue due to debts, personal grievances, or other private disputes, affecting the exhibition's order or image, and fails to resolve the situation effectively, the organizer reserves the right to terminate the exhibitor's exhibition, and all fees paid will not be refunded. If the organizer consequently faces legal actions or incurs damages, the exhibitor will be held liable for all compensation.
- (V) 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.
- (VI) In the event of matters not covered, the organizer reserves the right to amend or update these rules at any time.

## Chapter 3 Regulations Governing Decorations at TAITRA Exhibition Venues

(exhibitors are requested to notify their fitout decoration contractors to follow the Regulations).

### (I) General Provisions

- I. The Taiwan External Trade Development Council (hereinafter referred to as "TAITRA") operates the Taichung International Convention and Exhibition Center based on an entrusted operation contract signed with the Ministry of Economic Affairs. To govern the fitout operations of renters, fitout decoration contractors, and exhibitors during exhibitions and events held at the aforementioned venue, TAITRA has specially formulated the Regulations Governing Decorations at TAITRA Exhibition Venues and related attachments, including but not limited to various forms (hereinafter collectively referred to as the "Regulations") for mutual compliance.
- II. These Regulations shall apply to the fitout decoration operations in both the indoor and outdoor spaces of the aforementioned venue, unless specific circumstances of individual spaces are stipulated separately in a dedicated chapter.
- III. These Regulations shall become effective from the date of public announcement, following their approval by the TAITRA Secretary-General. The same shall apply to any amendments. Unless otherwise stipulated or unless TAITRA provides written consent for the continued use of an older version of the regulations for a specified period, renters and fitout decoration contractors must follow the latest publicly announced version of the Regulations when carrying out fitout decoration operations, and shall be responsible for monitoring public announcements regarding any updates to the Regulations.
- IV. Unless specifically stipulated otherwise for fitout decoration contractors, should any violation of the

Regulations occur, it is the renter who shall be responsible for handling the matter and providing compensation or remedial measures. The renter must incorporate the contents of the Regulations into their contract with the exhibitors, and shall, throughout the construction period at the exhibition venue, assign personnel qualified in occupational safety and health management to supervise the exhibitors' construction work in accordance with the Regulations, with a copy of the qualification certificate provided. Relevant qualification certificates include but are not limited to: the certificate for Occupational Safety (and Health) Specialist, Occupational Safety and Health Administrator, Class A (B, C) Occupational Safety and Health Operations Supervisor, Industrial Safety Engineer, or Industrial Hygiene Engineer, or proof of qualifications equivalent to the above certificates.

- V. Unless otherwise provided by the laws and regulations, fitout decoration operations at the aforesaid exhibition venue managed by TAITRA shall be governed exclusively by these Regulations. Should there be any ambiguity or omission in the Regulations, the matter shall be supplemented in accordance with the relevant laws and regulations of the Republic of China, and TAITRA reserves the right of final interpretation.
- VI. The definitions of the terms used in the Regulations are as follows:
  1. Renter: The organizer of an exhibition or event.
  2. Fitout Decoration Contractor: A business entity engaged in fitout decoration-related work, including but not limited to manpower agencies; assembly, carpentry, graphic arts, painting, carpeting, plumbing and electricity, audio, lighting, logistics, steel fabrication, forklift operation, and customs brokerage service providers; and other related service providers.
  3. Management Unit: An internal unit responsible for the operation and management of each of TAITRA's venues.
- VII. To ensure that all fitout decoration construction personnel entering and exiting TAITRA's exhibition venues fully understand and strictly comply with the safety regulations and relevant fitout decoration operation rules for the venues, thereby ensuring the safety of construction personnel and TAITRA's hardware facilities during construction, TAITRA hereby stipulates the following: All fitout decoration construction personnel must first take courses on, and thereby train for, the "TAITRA Exhibition Venue Construction Safety Guidelines" (TAITRA also encourages construction personnel to obtain the valid Taipei City Government Occupational Safety Card). Only upon presentation of a signed application/undertaking form may construction personnel apply for the "TAITRA Convention and Exhibition Venue Service Badge." Personnel without the Service Badge shall not be permitted to enter any venue for construction work. The operating procedures for the application/undertaking form and the "Convention and Exhibition Venue Service Badge" are detailed in the Attachments. All fitout decoration construction personnel entering and exiting the Taichung International Convention and Exhibition Center must possess the "Taiwan Occupational Safety Card." Personnel without the Taiwan Occupational Safety Card shall not be permitted to enter any venue for construction work.
- VIII. The renter of an exhibition venue and their exhibitors or contractors, when performing operations at the exhibition venue, must comply with the regulations stipulated in the "TAITRA Exhibition Venue Operational Guidelines," the "Exhibition Operation Manual," and the "Regulations Governing Decorations at TAITRA

Exhibition Venues.” Any violation shall be handled in accordance with the relevant penal provisions.

## **(II) Occupational Safety and Health Matters**

- I. To prevent occupational hazards and ensure worker safety, a renter shall comply with the occupational safety and health laws and regulations established by the government, and shall proceed in accordance with relevant regulations, including the “TAITRA Pre-Work Occupational Safety and Health Pledge,” the “TAITRA Pre-Construction Standard Operating Procedures for Contractors,” the “TAITRA Occupational Safety and Health Management Standard for Contractors,” and the “Hazardous Factor Notification Form for Site Operations.” Only after completing and submitting the “Pre-Work Occupational Safety and Health Pledge” may construction personnel enter the exhibition venue for work, and the document shall be made available for review by the competent authority.
- II. TAITRA’s relevant Occupational Safety and Health regulations can be downloaded from the following websites: Taichung International Convention and Exhibition Center:  
<https://www.ticec.com.tw/wSite/mp?mp=2>  
(Homepage -> Organizers -> Venue/Equipment -> Downloads -> Safety (OSH) -> OSH Management Documents)
- III. Construction personnel entering the venue for work shall wear identification gear (such as uniforms, vests, safety helmets, or armbands) bearing their company name.
- IV. Should an occupational accident occur during the period of a meeting, exhibition, or event (including move-in and move-out), the renter shall immediately take necessary measures such as first aid and rescue, and shall jointly conduct an investigation with the venue management unit.  
When any of the following occupational accidents occurs, except for necessary first aid and rescue efforts, the employer shall not move or tamper with the accident scene without permission from the judicial or labor inspection authority, and shall report the incident to the labor inspection agency within eight hours:
  1. An accident resulting in a fatality.
  2. An accident involving three or more injured persons.
  3. An accident involving one or more injured persons who require hospitalization.
  4. Other accidents designated and announced by the central competent authority. Contractors must complete the registration form and submit the necessary documents to the organizer to register as an official contractor. The organizer reserves the right to refuse entry to the exhibition venue for construction work by any contractor failing to complete the registration process as required.

## **(III) Booth Fitout Regulations**

- I. Design and Structure:
  1. The height of single-story booth structures shall not exceed 4 meters.
  2. Exhibitors constructing “booths with 2 stories or above” or “super-high booths” must first submit an

application to the renter, obtain approval from the management unit, and pay the “venue fee” before construction may commence. The 1F conference hall of the convention center shall not be used for the construction of “booths with 2 stories or above” or “super-high booths,” and the following regulations must be adhered to:

(1) Booths with 2 Stories or Above:

- i. Exhibitors must rent a minimum of four standard booths in order to be eligible to apply.
- ii. For 2-story (or multi-story) booth structures where the total floor area (including stairs) is 100 square meters or more and that include multi-story fitout decorations, the certified structural engineer, architect, or civil engineer shall be present on site and responsible for supervision. Furthermore, a fire extinguisher shall be placed in a conspicuous location for every 50 square meters on both the upper and lower floors. In addition, full-time, on-site security personnel must be hired to be responsible for public safety and dedicated fire watch during the exhibition period.
- iii. The maximum floor height of a 2-story structure is 2.5 meters, and the total height shall not exceed 4 meters; the maximum floor height of a 3-story structure is 5 meters, and the total height shall not exceed 6.5 meters; and so on and so forth. To ensure structural safety, all booths with 3 stories or above must be supported by a steel structure.
- iv. A renter must submit the following documents 15 days prior to the exhibition: the application form(s) for the construction of booths with 2 stories or above; the undertaking letter from the/each exhibitor constructing booths with 2 stories or above; the undertaking letter and a photocopy of the professional license and business/practice registration certificate of the architect (or civil or structural engineer) for each such booth; the certified structural calculation report(s) and design drawings and specifications; a duplicate copy of the public liability and third-party liability insurance policy for each such booth; a photocopy of the association/guild membership certificate of the architect (or civil or structural engineer) for each such booth; and other relevant documents.
- v. Fee Calculation Method:  
The fee is calculated based on the total area of the second floor (including stairs), charged at 50% of the standard 1F booth rental rate for an equivalent area, and must be paid 10 days prior to the move-in date.

(2) Super-High Booths:

- i. Exhibitors must rent a minimum of four standard booths in order to be eligible to apply.
- ii. The structure of super-high booths constructed by exhibitors shall not exceed 6 meters in height.
- iii. A renter must submit the following documents 15 days prior to the exhibition: the application form(s) for the construction of a super-high booth; the undertaking letter from the/each exhibitor constructing a super-high booth; the undertaking letter and a photocopy of the professional license and business/practice registration certificate of the architect (or



- civil or structural engineer) for each such booth; the certified structural calculation report(s) and design drawings and specifications; a duplicate copy of the public liability and third-party liability insurance policy for each such booth; a photocopy of the association/guild membership certificate of the architect (or civil or structural engineer) for each such booth; and other relevant documents.
- iv. The usage fee for a super-high booth is calculated based on the top-view projected area in the design drawings. One unit is defined as 18 square meters and is charged at NT\$100,000 (tax included). If the area exceeds 18 square meters, the number of units shall be calculated by dividing the top-view projected area of the super-high structure by 18 square meters, and the total fee shall be calculated by multiplying the number of units by NT\$100,000. If the construction area is less than 18 square meters, the usage fee will be NT\$100,000.
  3. If, due to special requirements, the planned booth height, number of stories, or floor area of booths with 2 stories or above exceeds the limits set forth in Points 2 and 3 of this Chapter (Booths with 2 Stories or Above and Super-High Booths), the following applies: In addition to submitting the relevant undertaking letters and certification by an architect (or structural or civil engineer), the certified architect (or civil or structural engineer) for the booth must personally be present on site and be responsible for supervision, and shall notify the renter and the management unit to conduct joint safety inspections. Detailed instructions are provided in the Exhibition Operations Manual's Attachment "Notice on Constructing Booths with 2 Stories or Above" and Attachment "Notice on Constructing Super-High Structures."
  4. The occupation of public areas inside and outside the venue is strictly prohibited. Some examples of such public areas are main entrances, lobbies, surrounding sidewalks, plazas, rest areas, elevators, staircases, public walls, emergency exits, open spaces, aisles/walkways, power boxes, floor outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking lots, loading/unloading zones, and service lift areas. In the aforementioned public areas, exhibitors are strictly prohibited from, among others, placing or erecting monumental signs, movable signboards, and flagpoles; hanging advertising materials; posting promotional flyers/posters; and placing flower baskets. Violators will be penalized with 1 penalty point. (However, this restriction shall not apply if the renter has submitted an application, obtained approval from the management unit, and paid the requisite fee.)
  5. If the booth design includes a raised floor, safety warnings must be provided, and ramps shall be installed at potential booth entrances/exits as required by the circumstances.
  6. Booth construction and the placement of exhibits and decorative items (including signs, flags, potted plants, carpets, spotlights, etc.) shall not extend beyond the vertical space defined by the booth's ground perimeter.
  7. No items shall be hung from the ceiling, lighting fixtures, indicator lights, air conditioners, or pipes. Posters or promotional materials shall not be posted on walls or pillars. If a violation occurs and is not corrected after notification, in addition to recording 1 penalty point for the violation, TAITRA may forcibly remove the items and the removal costs shall be borne by the renter.

8. An exhibitor whose booth area includes all or part of a pillar must fill out the “Pillar Wrapping and Beautification Decoration Application Form,” accompanied by the booth design drawings (including floor plans and elevations), in order for the renter to apply to the management unit 15 days prior to the exhibition opening. The pillar wrapping and beautification may proceed only after the construction permit is obtained. Instructions for pillar wrapping are as follows: When adding a wall to cover a pillar, suitable openings must be created in the new wall panel to ensure existing equipment such as a fire alarm panel, a sprinkler control valve, a fire extinguisher, an electrical distribution box, or a grounding panel remains directly exposed through the wall. Furthermore, the front of such equipment shall not be obstructed by partition walls or any objects. The height of the newly added temporary pillar covering wall shall not exceed 4 meters; if it exceeds 4 meters, a separate application for a super-high booth must be submitted. If the above and related regulations are violated and the violation is not immediately corrected after notification from TAITRA, 1 penalty point will be recorded, and the structure will be subject to immediate demolition, with the demolition cost borne jointly and severally by the renter and the exhibitor. Furthermore, if the construction does not comply with the legal regulations and the non-compliance is not corrected in time, resulting in a fine issued by the fire safety authority, the fine and all related liability shall be the joint and several responsibility of the renter and the exhibitor. Additionally, the construction unit will be penalized with 2 penalty points.
9. When the span length of a booth backdrop, advertising signboard, or other similar object exceeds 9 meters, lateral or horizontal supports must be installed. Failure to install such supports constitutes a major violation of the Regulations, and the booth is subject to closure as a result, with immediate correction required. If the required correction is not immediately made, the booth will be prohibited from exhibiting. If a booth cannot install appropriate supports due to the needs of an exhibit, a certified structural calculation report and design drawings and specifications certified by a structural engineer must be provided.
10. When the span length of an overhead decorative beam or other similar structure (including coverings and ceilings) exceeds 6 meters, appropriate supports (vertical column drops) must be installed. If the structure sags visibly, which constitutes a major violation of the Regulations, the booth is subject to closure, with immediate correction required. If the required correction is not immediately made, the booth will be prohibited from exhibiting. If a booth cannot install appropriate supports due to the needs of an exhibit, a certified structural calculation report and design drawings and specifications certified by a structural engineer must be provided.
11. At both ends of the horizontal structural elements (rods) spanning two continuous booths with a length of 6 meters or more, vertical columns or supports of adequate stiffness and cross-section must be installed. Such horizontal structural elements shall not be placed directly on inadequate supports, such as wooden partition walls or simple panels. Should the requirements regarding the horizontal structural elements be violated, which constitutes a major violation of the Regulations, the booth is subject to closure, with immediate correction required. If the required correction is not immediately made, the booth will be prohibited from exhibiting.

12. In the case of booths with 2 stories or above, the lower-level structure of the booths must be provided with horizontal or lateral supports to withstand shaking from seismic or horizontal forces. Failure to provide such supports constitutes a major violation of the Regulations, and the booths are subject to closure as a result, with immediate correction required. If the required correction is not immediately made, the booths will be prohibited from exhibiting.
13. The base of a steel truss, circular truss, structural steel column, or other similar component must be equipped with a steel base plate (the base plate shall not be made of wood, plastic, acrylic, or other similar materials). Furthermore, the steel base plate must be secured by a minimum of four bolts. Failure to install a steel base plate or secure it with at least four bolts constitutes a general violation of the Regulations. The steel plate is required to prevent stress concentration on, and consequent damage to, the floor, and to help maintain the structural stability of the booth in case of earthquakes or external forces causing shaking.
14. TAITRA entrusts the Taichung City Civil Engineers Association to appoint licensed engineers during the move-in period to inspect the safety of the decoration structures. If, during the inspection, violations that are not listed in the Regulations but are confirmed by the engineer to be violations are discovered, the renter and the fitout decoration contractor(s) involved shall be requested to correct the violations within a specified period. If the violations are confirmed to be major violations but are not corrected, the booth(s) involved is/are subject to closure and exclusion from the exhibition.
15. Fitout construction drawings and specifications must include hazard prevention diagrams and descriptions related to working at height, such as guardrail height, scaffolding erection methods, support methods for decoration material installation and dismantling, or other documents detailing fall and falling object hazard prevention measures required by the occupational safety and health regulations.
16. During the exhibition construction period, a one-time inspection will be conducted in the move-in stage, in coordination with the architect's (or civil or structural engineer's) inspection schedule. This inspection will be carried out jointly with the fire safety manager, colleagues from the in-house engineering team, occupational safety and health personnel, on-site security staff, and the renter.
17. The exhibition spaces on the 1st and 4th floors are each divided into four separate exhibition booth zones by an aisle with a net width of 6.1 meters (for car exhibitions, this aisle must be 7.4 meters or wider). The area of each zone shall not exceed 3,000 square meters. Any decorative structures placed in the public corridor areas must have protective, non-slip measures, such as carpeting, placed beneath the structures' supporting points.
18. The placement of movable signboards and monumental signs in public areas must comply with the specified dimensions and locations. The renter must apply to the business operations unit in advance and may place such structures only after obtaining approval and paying the required fees.
19. The hanging of flags must comply with the specified dimensions and locations. The renter must provide the graphic files of the flags and apply to the business operations unit in advance. Flags may be hung only after obtaining approval and paying the required fees.

20. It is strictly prohibited to use pushpins, sewing pins, double-sided tape, or hook-and-loop fasteners (Velcro) to affix posters or promotional materials to meeting room partitions, walls, or public area walls; such materials must be hung using the picture hanging rail system.
21. It is strictly prohibited to smoke, drink, store miscellaneous items, or rest in the electrical room.

## II. Special Fixtures and Equipment

1. Video Walls and Large Display Screens: The following must be observed if equipment, such as video walls or large display screens, is to be installed:
  - (1) For equipment with a height of less than 2.5 meters, its front side must be at least 1 meter away from the booth baseline or form an angle of 30 degrees or more with the booth baseline.
  - (2) If the required height exceeds 2.5 meters, the maximum height shall not exceed 4 meters, and the front side of the equipment must be at least 2 meters away from the booth baseline or form an angle of 30 degrees or more with the booth baseline.
  - (3) A video wall must be equipped with anti-toppling devices (such as by adding lateral brackets, steel cables, and nylon ropes, and by placing a steel plate under the video wall base to avoid uneven force distribution during earthquakes, thereby preventing collapse). Failure to install such devices constitutes a general violation of the Regulations.
  - (4) During the installation and dismantling of a video wall, if personnel are to work at a height of 2 meters or more, a work platform must be erected. The platform must be fully decked, and fall prevention measures must be implemented around the perimeter of the platform. These measures include: hanging vertical safety nets or installing a safety lifeline to which the safety harness worn by the personnel must be securely attached (this method is only permitted for working heights of 3.8 meters or more).
  - (5) The video shown must be in line with the theme of the exhibition or event and must not violate good morals.
2. Suspended Balloons:
  - (1) If there is a need to set up suspended balloons within the vertical perimeter of the booth baseline, an application must be submitted to the management unit and the fees must be paid 10 days prior to the opening of the exhibition. Any balloon that is suspended without prior application will be forcibly dismantled and the renter will bear the cost of dismantling. Suspended balloons are restricted to installation within the booth area and must be fixed to prevent drifting. The top of any large advertising balloon shall not exceed 7 meters from the ground, and a fee of NT\$10,000 will be charged per balloon. Furthermore, the top of any small decorative balloon shall not exceed 4 meters from the ground. If balloons that float up to the exhibition hall ceiling or are suspended from ceiling ducts with lines/threads are not removed before the event closes, a fine of NT\$10,000 will be imposed for each balloon. A fine of NT\$10,000 will also be imposed for each line/thread left on the ceiling. Should any accident occur due to suspended balloons, the renter shall bear full responsibility for all legal liability and damage compensation.
  - (2) Suspended balloons are restricted to being filled with ordinary air or non-flammable gas.

3. Stage and Audio Equipment: The following must be complied with when setting up stages and audio equipment within the booth area:
  - (1) Speakers must face the inside of the booth area and maintain a downward angle. The volume must be maintained below 85 decibels. Adjacent booths are prohibited from simultaneously conducting stage activities or playing audio.
  - (2) The renter must ensure its contractors comply with the above regulations. Should there be any violation, the management unit will impose a fine on the renter in accordance with the following regulations.
  - (3) Violations will be processed in three stages:

First Stage: For violations such as the measured volume exceeding the stipulated decibel limit, a warning notice will be issued if the situation is not immediately rectified following a verbal warning. The notice will state that a fine will be imposed for any subsequent violation.

Second Stage: If a re-inspection confirms that the violation has still not been rectified, a notice of violation will be issued immediately, and fines will be imposed sequentially as follows: NT\$1,000 for the first offense, NT\$4,000 for the second offense, NT\$10,000 for the third offense, NT\$15,000 for the fourth offense, and NT\$20,000 for the fifth offense.

Third Stage: If the exhibitor refuses to rectify the situation and the cumulative number of fines reaches five instances, TAITRA will stop supplying power to that booth.
4. Wireless Microphone Equipment: The renter must submit the microphone frequency to the management unit for approval and verification, and proceed with setup and use only after obtaining the approval. Should equipment be set up and used at the booth without approval, causing interference with or affecting other meetings or activities in the hall, TAITRA will immediately demand that the equipment cease operation and will process the violation according to the three-stage penalty system outlined above.
5. Rigging Point Services: Please proceed in accordance with the “Notice on Construction for Truss-Based Rigging at Exhibition Venue.” If you have any requirements, please contact the organizer.

### III. Water, Electricity, and Fitout Decoration Management:

1. Requests for the use of water and electricity at the booth must be submitted to the renter. The renter is then responsible for compiling and submitting all such requests to the management unit. It is strictly forbidden to privately tap into the power supply without prior application. Violators will not only have their power supply immediately stopped, but they will also be subject to prohibition from exhibiting at the booth. If a fitout contractor violates this regulation, their registration as an official fitout contractor may be revoked.
2. During the move-in period (excluding the day immediately prior to the exhibition), compressed air and ceiling lighting will be supplied at the exhibition venue according to opening hours for use in booth construction and setup; power for booth use, however, will not be supplied. If a fitout company

requires other temporary work power, they may apply at the renter's service counter, and the organizer will supply the power according to the time requested.

3. All applicants for water and electricity (including those requesting 24-hour continuous supply of water and electricity) must independently install protection measures (such as uninterruptible power supply systems). TAITRA shall not be held liable for compensation in the event of an interruption to the power or water supply from the utility company, or a temporary malfunction of the exhibition hall's power or water equipment.
4. The provision and installation of booth lighting and lighting fixtures must be entrusted to a utility contractor who holds a grade A or higher electrical installation enterprise certificate, and who is fully registered with the relevant TAITRA unit. Exhibitors are strictly forbidden from bringing in or installing these items themselves (excluding lighting fixtures intended as exhibits). Violators will have their power supply stopped and may be prohibited from exhibiting at the booth. Should a violation cause public danger, property loss, personal injury, or death, the renter and the violating exhibitor shall be held jointly and severally liable for compensation and legal responsibility.
5. It is strictly forbidden to dismantle or damage the exhibition venue's electrical facilities, or to connect electrical accessories that are incompatible with those facilities. This is to prevent equipment overload or malfunction that could lead to accidents such as power trips or electrical fires. Any violating equipment discovered will be forcibly dismantled, and the costs of dismantling shall be jointly and severally borne by the violating exhibitor and the fitout contractor. Furthermore, power supply to the violating booth will be stopped.
6. The installation of neon lights and dynamic lighting, such as flashing, chasing, or rotating lights/strip lights, is prohibited (excluding lighting products intended as exhibits within the booth). If a violation is not rectified after notification, the booth's power supply will be stopped. All lighting fixtures must not be directed upward. This is to prevent fallen objects from settling on lampshades and potentially igniting due to heat, creating a dangerous situation.
7. The wiring trenches in any TAITRA exhibition hall are for wiring use only. It is strictly forbidden to drain water into these trenches, lest accidents such as power trips or electrical fires occur.
8. Self-installation of air conditioning equipment within the booth without the consent of TAITRA is prohibited. A violation will result in TAITRA issuing a violation notice to the exhibitor and the renter, demanding self-dismantling within two hours. If the air conditioning equipment is not removed within the time limit, a fine of NT\$10,000 (tax included) may be imposed, and the power line to the air conditioning equipment will be immediately disconnected. All resulting fees and fines will be deducted from the security deposit paid by the renter.
9. To strengthen electrical safety at the exhibition venue, all renters, exhibitors, and fitout contractors must cooperate to implement the following three-tier electrical safety quality control mechanism:
  - (1) First Tier, Self-Management:
    - a. Exhibitions: A self-management inspection of the electrical safety of a booth must be conducted during the move-in period by a utility and fitout contractor holding a grade A

- electrical installation enterprise registration license. The self-inspection form must be submitted to the management unit either 2 hours prior to the power-on time or before the end of the move-in on the preceding day. Failure to complete the inspection of electrical safety or a failed inspection will result in the temporary withholding of power. The power supply will be restored only after the electrical safety check has been completed and all deficiencies have been rectified.
- b. Events: When a temporary utility setup contractor connects wiring from the power supply side of the distribution board to the power switch at the event site, insulation testing of the electrical circuits must be conducted. On the load side (after the switch) of the event's distribution box, it is an electrical installation contractor's responsibility to connect the power wiring to the event equipment, and this contractor must perform self-inspection of electrical insulation and load distribution capacity safety and submit the records.
- (2) Second Tier, Management Unit Audit:
- a. Exhibitions: The management unit's utility maintenance contractor and the organizer's electricians shall complete the electrical safety inspection for the exhibition booths before power-on. Booths that fail the inspection will have their power temporarily withheld, and a notice for rectification will be posted. Power will be supplied to the booth only after the required rectification is completed and the management unit has verified the fix through inspection.
  - b. Events: The organizer's electricians and the Taichung International Convention and Exhibition Center's utility maintenance contractor must complete the electrical insulation testing for the load before power is supplied for the event.
- (3) Third Tier, Third-Party Audit:
- a. Exhibitions: Personnel dispatched by a contractor registered in the electrical equipment inspection and maintenance industry shall patrol and inspect the substation, the exhibition venue's distribution boards, and other related electrical equipment on the day power is supplied during move-in.
  - b. Activities: Depending on the scale of the activity, a mechanical and electrical consultant shall be commissioned to patrol and inspect the activity's electrical facilities during the maximum load testing process, thereby ensuring load balance and electrical safety, and the consultant must submit the safety inspection records for review. During the maximum load testing period, construction personnel from the electrical installation contractor, the exhibition hall utility maintenance contractor, and the temporary utility setup contractor must be present on site to cooperate with the audit.
- (4) The electrical switchboxes within the exhibition venue are strictly prohibited from being opened without authorization when not in use, and from being used for ventilation or exhaust purposes.
- (5) All electrical connections must comply with Article 276 of the Occupational Safety and Health Facilities Rules. Specifically, the opening and closing mechanism of a switch must be reliable,



and switches equipped with a locking device must be locked after operation.

- (6) Areas outside the exhibition space of the exhibition hall, such as meeting rooms and public corridors, shall be managed according to similar regulations as deemed appropriate based on the circumstances.

#### IV. Fire Safety Management:

1. All single-story exhibition booths with an enclosed ceiling design, or all 2-story (multi-story) booths (regardless of whether the ceiling is enclosed or not), must be equipped with at least two 10-lb ABC dry chemical fire extinguishers. Furthermore, one additional fire extinguisher must be added for every 50 square meters of additional enclosed ceiling area.
2. In accordance with Article 11 of the Fire Services Act, the fitout and decoration of the entire area of the TAITRA Taichung International Convention and Exhibition Center, including the exhibition booths, must use materials bearing a flame-retardant mark. Relevant materials include carpets, curtains, drapes/screens, advertising display boards, and other designated flame-retardant items, and the flame-retardant mark approved by the competent authority must be affixed to a conspicuous corner of such a material. Exhibitors must also prepare and have available on site the valid certification documents for all the flame-retardant materials they use, for the entire period from the start of the move-in/fitout until the end of the exhibition, to be reviewed and inspected by the fire department. Should there be any violation of the laws or regulations, resulting in TAITRA being issued a fine or otherwise incurring liability, the renter and the violating exhibitor shall bear all responsibility for the resulting consequences. (For regulations and detailed instructions regarding the use of flame-retardant materials, please refer to the “Guidelines for the Use of Flame-Retardant Materials in Exhibition Booths at the TAITRA Taichung International Convention and Exhibition Center.”) Relevant flame-retardant items include:
  - (1) Carpets: Woven carpets, tufted carpets, synthetic fiber carpets, artificial turf, and other floor coverings.
  - (2) Curtains: Fabric curtains (including standard fabric curtains, vertical blinds, and horizontal blinds).
  - (3) Drapes and Screens: Drapes and screens used for stages or photo studios.
  - (4) Advertising Display Boards: Composite boards used for indoor advertising displays.
  - (5) Other Designated Flame-Retardant Items: Construction canvas with a mesh size of 12 mm or less.
3. Additional Notes on Flame-Retardant Materials:
  - (1) The purpose of flame-retardant items is to prevent the expansion of small fire sources, thereby inhibiting the fire in its initial stage of combustion so that it does not continue to spread. Alternatively, they function to obstruct a fire and delay the speed at which it propagates.
  - (2) Flame-retardant items are not non-combustible themselves; rather, they are simply more difficult to ignite than ordinary materials. For example, items such as curtains are inherently combustible. However, after a flame-retardant treatment, they become less likely to burn. Therefore,



flame-retardant materials should not be confused with non-combustible materials like steel or concrete. When items that have undergone a flame-retardant treatment come into contact with a fire source, the time required for ignition and combustion is longer than for ordinary materials. Furthermore, for items that have already caught fire, the treatment will delay the time required for the flames to spread and expand, or in the case of a small fire source, will cause self-extinguishment of the fire.

- (3) All the booths at the exhibition venue shall use flame-retardant materials for carpets, curtains, drapes/screens, and advertising display boards, with the flame-retardant marks certified by a professional organization affixed to a conspicuous corner of such a material.
  4. Regulations for a Renter's Use of Gas and Open Flames:
    - a. Only certified gas cylinders with qualification labels may be used, and each booth must prepare on their own at least two 10-lb fire extinguishers.
    - b. Public liability insurance must be purchased, and the sum insured shall not be lower than the amount stipulated in the "Taichung City Enforcement Rules for Mandatory Public Liability Insurance at Consumer Premises," which is NT\$48,000,000.
    - c. The Exhibition (Activity) Protection Plan (including the Emergency Evacuation Plan) must first be submitted. After review and verification by the Association, the plan shall then be submitted to the Taichung City Fire Department Eighth Brigade and Shuinan Fire Station for verification and filing.
    - d. All gas supplies must be equipped with an excess flow shut-off device.
    - e. The total amount of gas for each exhibitor shall not exceed 80 kilograms (including reserve gas). Additionally, a gas leak alarm must be installed.
    - f. The "Undertaking Letter for the Use of Open Flames" must be completed and submitted to the management unit.
  5. It is strictly forbidden to block or enclose distribution boxes, fire safety equipment, emergency exits, and all types of signs. It is also strictly forbidden for any decorations, materials, or exhibits to obstruct the guest elevator traffic flow. If a violation is not corrected after notification, the renter will incur 1 penalty point, and the management unit will forcibly remove the obstructing items with the removal costs borne by the renter.
- V. Painting:
1. Painting operations at the exhibition venue must exclusively use water-soluble paint.
  2. Construction units must promptly clean up the adhesive waste material from decorative stickers and dispose of it in a trash can.
  3. The ground must not be stained during painting; a PVC sheet or plywood must be laid on the floor before construction begins.
  4. It is strictly forbidden to pour remaining paint into restroom sinks or toilets. Painting tools must be washed in the designated washing room. Should any violation occur, all the related removal and cleaning costs shall be borne by the renter.

- VI. Carpets: It is forbidden to install carpets by applying adhesive directly to the floor. Instead, a non-residual adhesive tape must be applied to the perimeter of the floor area where the carpet is to be laid, running approximately 10 cm in width inside the perimeter, before cloth-backed double-sided tape is applied over this non-residual tape to secure the carpet adhesively in place. When removing the carpet, the adhesive tapes must also be cleaned up and transported away from the exhibition hall along with the carpet.
- VII. Others
1. Service providers for delivery of water, flowers, meal boxes, etc. and those distributing promotional materials such as DMs are prohibited from soliciting sales within the exhibition venue.
  2. The use of steel nails, spray paint, electric welding, and electric saws is strictly prohibited within the exhibition venue to prevent noise and air pollution.
  3. Construction waste and packaging materials must be removed daily and must not be left in the aisles, as doing so obstructs traffic and compromises safety. For waste materials not cleared by the deadline, the renter shall be responsible for their complete removal and shall bear all associated costs. Should subsequent exhibition operations be affected due to the overdue retention of waste materials, the renter shall be held responsible.
  4. The use of fuel-powered generators is prohibited within the exhibition venue.
  5. Do not damage or use nails on exhibition venue facilities, including floors, walls, pillars, and ceilings, etc.
  6. To ensure accessibility for use and inspection/maintenance, distribution boxes (holes), tap water control holes, drainage holes, and faucets installed on/in the floor and walls/pillars must not be covered or blocked.

#### **(IV) Move-in and Move-out Management**

- I. Vehicle Control:
1. Only electric or gas-powered forklifts with a capacity of 2.5 tons or less are permitted for operation inside the venue. For diesel-powered forklifts, a renter must submit an application to and receive approval from the corresponding venue in order for the forklifts to be allowed entry for operation (this restriction does not apply to machinery exhibitions).
  2. When trucks enter the venue, a refundable security deposit of NT\$1,000 per vehicle must be paid at the entrance. (The security deposit for each vehicle at a large machinery exhibition is NT\$3,000.) The deposit will be fully refunded if a vehicle exits the exhibition venue within one hour of entry. For vehicles that exceed the one-hour limit, a surcharge of NT\$200 will be collected for every hour over the limit (the time calculation starts upon entry, and higher amounts may be set for machinery or large-scale exhibitions). The vehicle speed within the exhibition venue must not exceed 10 km/h. Vehicles entering the venue must shut off their engines immediately after reaching their designated positions. Trucks carrying decoration materials and/or other items must enter the exhibition venue according to the time and sequence scheduled by the renter. Depending on the current conditions inside

the exhibition venue, security personnel reserve the right to prohibit vehicles from entering the venue if they do not comply with the scheduled time.

3. Passenger cars are not permitted to enter the exhibition hall, with the exception of passenger-cargo dual-purpose vehicles, which must be verified by the vehicle registration certificate.
4. Floor Load Limits (Exhibits): The floor load for the exhibition area on the 1st floor of the exhibition hall is restricted to 5 metric tons per square meter, while the 4th-floor exhibition area floor load is restricted to 2 metric tons per square meter. The floor load for the 1st-floor conference hall of the conference center is restricted to 5 metric tons per square meter. The floor load for the stage area in the 3rd-floor conference hall is limited to 2 metric tons per square meter, and that for the non-stage area is limited to 1.2 metric tons per square meter. Furthermore, vehicles or items that exceed the stipulated limits in width or height for the cargo entrance and the freight elevator are strictly prohibited from entering the exhibition venue. Any party that fails to take proper care and subsequently causes damage to the exhibition venue's facilities must assume responsibility for all the related compensation.
5. The relevant regulations regarding the load limits are shown in the table below:

(1) 1F Exhibition Area of the Exhibition Hall (including the entrance lane for vehicles)

Regulations on the Load Limits for Vehicles Entering and Exiting the Exhibition Venue	
Floor Load Limits (Exhibits)	5 tons per square meter. The maximum load limit per booth (calculated as 9 square meters) is 45 tons (including the weight of machinery, display facilities, and personnel).
Truck Load Limits	<ol style="list-style-type: none"> <li>a. 20 tons for a 2-axle truck; 35 tons for a 3-axle truck; 44 tons for a 4-axle truck.</li> <li>b. The safe distance between two vehicles shall be 6 meters or more.</li> <li>c. Maximum vehicle length is 16 meters.</li> </ol>
Forklift Load Limits	<ol style="list-style-type: none"> <li>a. The total lifted weight for a single forklift may not exceed 18 tons.</li> <li>b. The distance between two adjacent forklifts simultaneously lifting different goods shall be maintained at 6 meters or more.</li> <li>c. For goods exceeding 18 tons (and not exceeding 36 tons), two forklifts may be used in collaborative operation, provided that the distance between them is maintained at 4 meters or more.</li> <li>d. The duration for each lift, from initial hoist to completion of unloading, shall not exceed 50 minutes.</li> </ol>
Crane Lifting Load Limits	<ol style="list-style-type: none"> <li>a. The lifting capacity for a single crane shall not exceed 27 tons. When two adjacent cranes are simultaneously lifting different goods, the distance between them must be maintained at 9 meters or more.</li> <li>b. Cranes with a maximum lifting capacity of 18 tons or less must, prior to operation, have their load-bearing outriggers cushioned underneath with either a wooden board (at least 15 cm thick) or a steel plate (at least 1.5 cm</li> </ol>

	<p>thick). Cranes with a maximum lifting capacity exceeding 18 tons must, prior to operation, have their load-bearing outriggers cushioned underneath with sleeper material, and the dimensions of this sleeper material shall not be smaller than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>c. The duration for each lift, from initial hoist to completion of unloading, shall not exceed 50 minutes.</p>
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(2) 4F Exhibition Area of the Exhibition Hall (including the ramp and the unloading platform)

Regulations on the Load Limits for Vehicles Entering and Exiting the Exhibition Venue	
Floor Load Limits (Exhibits)	2 tons per square meter. The maximum load limit per booth (calculated as 9 square meters) is 18 tons (including the weight of machinery, display facilities, and personnel).
Truck Load Limits	<p>a. 15 tons for a 2-axle truck; 25 tons for a 3-axle truck; 35 tons for a 4-axle truck.</p> <p>b. The safe distance between two vehicles shall be 6 meters or more.</p> <p>c. Maximum vehicle length is 14 meters.</p>
Forklift Load Limits	<p>a. The total lifted weight for a single forklift may not exceed 8 tons.</p> <p>b. The distance between two adjacent forklifts simultaneously lifting different goods shall be maintained at 6 meters or more.</p> <p>c. For goods exceeding 8 tons (and not exceeding 16 tons), two forklifts may be used in collaborative operation, provided that the distance between them is maintained at 4 meters or more.</p> <p>d. The duration for each lift, from initial hoist to completion of unloading, shall not exceed 50 minutes.</p>
Crane Lifting Load Limits	<p>a. The lifting capacity for a single crane shall not exceed 12 tons. When two adjacent cranes are simultaneously lifting different goods, the distance between them must be maintained at 9 meters or more.</p> <p>b. Cranes with a maximum lifting capacity of 8 tons or less must, prior to operation, have their load-bearing outriggers cushioned underneath with either a wooden board (at least 15 cm thick) or a steel plate (at least 1.5 cm thick). Cranes with a maximum lifting capacity exceeding 8 tons must, prior to operation, have their load-bearing outriggers cushioned underneath with sleeper material, and the dimensions of this sleeper material shall not be smaller than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>c. The duration for each lift, from initial hoist to completion of unloading, shall not exceed 50 minutes.</p>

6. For any truck with a gross vehicle weight of 15 metric tons or more (as specified on the vehicle body or in the vehicle registration license), or a crane, forklift, or cargo truck of any tonnage, an application for entry into the venue must be filed. The renter must complete the “TAITRA Taichung International Convention and Exhibition Center Heavy Vehicle Entry Application Form” and submit it to the management unit of the Taichung International Convention and Exhibition Center five days prior to the vehicle’s scheduled entry (exit) date. Upon entry, a “weighbridge ticket” issued within the last 24 hours must be presented. Following approval by the Taichung International Convention and Exhibition Center, entry for operation will be permitted only within the authorized time slot.
7. Method of Collecting the Air Pollution Control Fee for Entry into the Venue for Operation by Cranes (and Cargo Trucks with Lifting Capability):
  - (1) Entry for operation during working hours (6:00 a.m. to 7:00 p.m. on weekdays): The applicant unit must complete the “Crane (and Cargo Truck with Lifting Capability) Entry and Operation Application Form” and deliver it to the TAITRA Venue Management Department no later than 2 working days prior to entry. Upon entry, a security deposit of NT\$2,000 must also be paid (a higher amount may be set separately for machinery or large-scale exhibitions). The vehicle user must connect the adapter and aluminum flexible duct provided by the on-site security personnel to the vehicle’s exhaust pipe outlet, and must return the adapter and aluminum flexible duct to the security personnel upon completion of the operation.
  - (2) The air pollution control fee is charged at NT\$500 for the first hour, and NT\$300 for every subsequent hour. The billing time shall be calculated from the vehicle’s requested entry time until its exit from the venue. Any period of less than one hour shall be calculated as a full hour. For applications for vehicle entry that are not delivered to the TAITRA Venue Management Department at least two working days in advance, the fee shall be increased by 50% based on the standard rates listed above.
8. Grapple trucks are prohibited from entering the venue. Renters are requested to encourage a reduction in the number of wooden-structure booths.
9. Vehicle Entry Routes
  - (1) Exhibition Hall
    - a. 1F Exhibition Area: Large trucks shall enter via the C-1 ramp on Qiaoda Road on the southwest side (ramp width: 7.8 meters; vehicle height limit: 4 meters).
    - b. 4F Exhibition Area: Large trucks shall enter via the C-2 ramp on Qiaoda Road on the southwest side (ramp width: 8.5 meters; vehicle height limit: 4 meters).
    - c. Small trucks may enter the B2 parking lot via the D ramp on Qiaoda Road on the southeast side (ramp width: 6.5 meters; vehicle height limit: 4 meters). They can then proceed to the 1F and 4F exhibition areas via Freight Elevators No. 5 and No. 7.
  - (2) Conference Center
    - a. 1F Shuinan Hall: Small trucks shall enter via the Zhongke Road entrance/exit on the east

- side of the Convention and Exhibition Center, and proceed via the corridor next to Freight Elevator No. 12.
  - b. 3F Xidadun Hall: Small trucks shall enter via the Zhongke Road entrance/exit on the east side of the Convention and Exhibition Center, proceed to the 3rd floor via Freight Elevator No. 13, and then enter through the FSD13 roller shutter door.
  - c. The FSD13 roller shutter door has a height limit of 2.7 meters and a width of 4 meters.
10. Heights and Widths of Cargo Entrances/Exits
- (1) Exhibition Hall: Height limit of 4 meters
    - a. 1F South-Side Exhibition Area E: 5.6 meters wide, 2 locations.
    - b. 1F South-Side Exhibition Area F: 5.6 meters wide, 2 locations.
    - c. 4F South-Side Exhibition Area G: 2.2 meters high, 3.35 meters wide, 1 location (one-way).  
If the height exceeds 2.2 meters, entry/exit must be made through Exhibition Area H.
    - d. 4F South-Side Exhibition Area H: 5.6 meters wide, 2 locations (two-way).
  - (2) Conference Center: Height limit of 2.7 meters
    - a. 1F Shuinan Hall South-Side FSD13 Roller Shutter Door: 3.8 meters wide, 1 location.
    - b. 3F Xidadun Hall South-Side FSD13 Roller Shutter Door: 3.75 meters wide, 1 location.
11. Freight Elevator Dimensions and Load Capacity (Vehicles are prohibited from entering; only hydraulic pallet jacks and aerial work platforms are permitted.)
- (1) Freight Elevator No. 5: B1 entrance/exit height: 2.25 meters; height: 3.25 meters; width: 3 meters; depth: 6.8 meters; load capacity: 6 metric tons.
  - (2) Freight Elevator No. 6: Height: 2.2 meters; width: 2.3 meters; depth: 3.4 meters; load capacity: 3 metric tons.
  - (3) Freight Elevator No. 7: B1 entrance/exit height: 2.25 meters; height: 3.25 meters; width: 3 meters; depth: 6.8 meters; load capacity: 6 metric tons.
  - (4) Freight Elevator No. 12: Height: 2.25 meters; width: 1.6 meters; depth: 4.7 meters; load capacity: 5 metric tons.
  - (5) Freight Elevator No. 13: Height: 2.9 meters; width: 3 meters; depth: 7.8 meters; load capacity: 6 metric tons.
  - (6) The goods being transported shall not exceed the specifications indicated for the aforementioned freight elevators, and attention must be paid to the changes in ceiling height between the various entrances/exits and corridors to prevent collisions.

## II. Move-In Operating Procedures

1. Fitout decoration contractors must complete their site clearance before the end of the move-in period on the day preceding the exhibition opening. Failure to complete this on schedule requires the contractor to apply for extended venue usage and pay the related fee per the regulations. Should minor adjustments be necessary on the exhibition opening day, a fitout decoration contractor may only carry light, portable tools and materials, and these adjustments must be completed after the exhibitors enter the venue but before the exhibition begins in order to maintain the exhibition's image and the security

of the exhibition hall.

2. An electrical and plumbing contractor must submit one copy of the floor plan(s) for the contracted booth(s) to the management unit for review and record prior to commencing move-in and construction. Failure to do so will result in their being prohibited from beginning construction. After receiving approval from the renter, the electrical and plumbing contractor may apply to the management unit to enter the venue at an early time during the exhibition lull period in order to lay cables/wires. Construction may commence only after receiving approval from the management unit. An application for advance entry or overtime operation during the period already rented for the exhibition must also obtain the renter's consent in advance.
3. For large machinery exhibitions or heavy equipment exhibitions, a carpet contractor shall apply to the management unit for advance entry during the exhibition lull period. They may enter the venue to carry out booth carpet installation only after receiving approval, and must also pay for the related utility fees and security fees incurred. An application for advance entry or overtime operation during the period already rented for the exhibition must obtain the renter's consent in advance.
4. If booth fitout decoration involves the use of wood structures, all construction must be completed outside the exhibition venue and then transported to the venue for assembly.
5. The renter must require all exhibitors and fitout decoration contractors to procure either construction all risks insurance or installation all risks insurance for all fitout decoration work. The insurance policies must include coverage for all construction risks or all installation risks, third-party liability insurance, and employer's liability insurance. Should any construction work for fitout decoration cause damage to facilities or result in personal injury or death, the renter shall be fully responsible for compensation and bear all legal liabilities.
6. Those who have not applied to the management unit for a Convention and Exhibition Venue Service Badge must submit a late application for the badge, as stipulated in the Regulations, at least 15 days before the exhibition opens in order to be permitted to enter the venue for construction.
7. The renter shall submit a sample copy of the Convention and Exhibition Venue Service Badge to the management unit 3 days prior to the commencement of fitout decoration move-in, for use by security personnel at the exhibition venue entrance for identification purposes.
8. In order to accurately determine the location(s) and corresponding position(s) of the booth(s) to be fit out and decorated, a fitout decoration contractor is required to visit the booth(s) to measure the booth dimensions prior to booth planning and design.

### III. Move-Out Operating Procedures

1. All fitout decoration contractors who have affixed tape to the floor must complete the removal of the tape and all residual adhesive immediately following the conclusion of the exhibition.
2. All fitout decoration contractors shall maintain the integrity of any glass products (including decorative items and exhibits) during move-out and must dispose of them themselves. Glass products shall not be disposed of by breaking them. Violators will be penalized according to the fine stipulation of NTD 2,000 to NTD 5,000 per instance.

3. All exhibits, decoration materials, and waste must be completely cleared and removed from the exhibition venue before the move-out deadline, and must not interfere with the operations of the subsequent (or follow-up) exhibition. If the venue schedule allows for a clear day immediately following the move-out deadline, contractors who are unable to clear the venue by the deadline may remove their items on the following day; however, an additional venue rental fee will be charged.
4. To reduce the concentrated load of vehicles and cargo, and to maintain the safety of the exhibition venue, the renter shall supervise contractors to provide, based on actual needs, tools that can increase surface area at the base (such as steel beams, steel plates, base plates, or wooden sleepers). The renter shall bear full responsibility for any damage to facilities or injury to personnel caused by the weight, operation, or any other reason related to vehicles or their loaded cargo. (Note: If an exhibit or decorative item exceeds the height or width limits of the exhibition venue entrances or exits, it must be disassembled and separately packaged before being allowed to enter or exit. Should failure to handle this appropriately lead to damage of exhibition venue facilities, the responsible party must bear the corresponding compensation liability.)

## **(V) Liabilities**

### **I. Risk Allocation**

1. During the exhibition or event period, participating exhibitors must assign personnel to look after their exhibits, materials, decoration, and engineering facilities, and must arrange insurance themselves as required. TAITRA shall not be held liable for compensation in the event of loss or damage.
2. If the facilities, exhibits, or other items in a booth cause personal injury, death, or property loss to the booth's personnel or a third party during the exhibition or event period (including the pre-show setup and post-show dismantling periods) due to improper installation, operation, maintenance, or management, or negligence, the corresponding exhibitor and their contracted fitout decoration contractor responsible for the incident shall be liable for all compensation and legal responsibilities, and TAITRA shall be held harmless. Exhibitors and their contracted fitout decoration contractors must enhance the safety protection measures and procure insurance themselves.
3. To maintain the safety of exhibits, the renter is requested to install additional surveillance cameras in the exhibition venue, and participating exhibitors are requested to properly look after their exhibits and personal property. If necessary, exhibitors may install surveillance cameras at their own booths. TAITRA shall not be responsible for any damage or loss incurred to exhibits or personal property.
4. In the event that facilities within the convention and exhibition venue are damaged by construction or transportation operations, the responsible party shall be liable for repair or compensation. Should property loss or personal injury/death occur due to careless construction, the renter shall be solely responsible for handling the matter and bearing all corresponding legal liabilities.

### **II. Violation Processing**

1. Smoking is strictly prohibited within TAITRA Exhibition Venues. Penalties for violating the smoking



prohibition are as follows:

First Instance: A violation notice will be issued with no penalty points. The fitout decoration contractor employing the smoker must ensure the smoker rectifies their behavior.

Second Instance: A violation notice will be issued and 1 penalty point will be recorded.

Third Instance: A violation notice will be issued and 2 penalty points will be recorded.

Regarding subsequent violations, each additional instance of smoking will result in 1 further penalty point being recorded. The penalty points will be assigned to the fitout decoration contractor that the smoker is affiliated with. Upon accumulating 3 penalty points, the fitout decoration contractor will lose its registration qualification for one year. During this period of disqualification, the contractor shall not be permitted to enter TAITRA Exhibition Venues for construction.

2. The consumption of alcohol (including alcoholic beverages), chewing of betel nut, or chewing of gum is strictly prohibited within the exhibition venue. To maintain the professional image and safety, going shirtless, wearing sandals/slippers, or bringing pets into the exhibition venue is also prohibited. However, this prohibition shall not apply if the entry of a pet is required for display purposes, provided that a prior application has been submitted to and approved by TAITRA.
3. Unless otherwise stipulated in the Regulations, TAITRA may take the following actions when a renter, exhibitor, or fitout decoration contractor violates the Regulations:
  - (1) Disconnection of water and electricity supply.
  - (2) Closure of booth and prohibition of exhibition.
  - (3) Prohibiting the renter, fitout decoration contractor, or exhibitor from participating in exhibitions organized or attended by TAITRA for a period of 2 years.
  - (4) Based on the severity of the circumstances, one or more of the following punitive measures may be taken against the renter and/or the fitout decoration contractor:
    - a. For each instance of violation, the renter may be fined an amount ranging from NTD 2,000 to NTD 5,000 (if the fine is overdue, it may be deducted from the security deposit at double the amount), and/or a fitout decoration violation notice (no penalty points) may be issued to the fitout decoration contractor. The recipient of the notice must rectify the violation within the specified time limit. If the rectification is not completed by the deadline, 1 penalty point will be recorded for a general violation or 2 penalty points will be recorded for a major violation (penalty points are calculated separately for each booth and then totaled). If a fitout decoration contractor accumulates 5 penalty points within one year, their Service Badge will be revoked and they shall be prohibited from entering any TAITRA Exhibition Venue for construction for a period of 12 months.
    - b. For any violation of the Regulations that leads to another major safety incident, a fine of NTD 20,000 shall be levied for each violation. If the violation involves an act of violence against exhibition venue security personnel, the initial offense shall incur a fine of NTD 10,000. Each subsequent re-offense will incur an additional fine of NTD 10,000, cumulative with previous fines.

- c. If a violation is not rectified according to the management unit's regulations after a warning has been issued, the structure in question is subject to immediate compulsory dismantling. The dismantling costs shall be the joint and several responsibility of the renter and the corresponding fitout decoration contractor, or may be deducted directly from their security deposit at double the amount.
- 4. In the event of a major violation or persistent refusal to comply with the occupational safety and health regulations despite repeated warnings, a formal letter will be sent to notify the renter, with copies also sent to the commissioned organizer and the relevant fitout decoration contractor(s).

**Chapter 4** **These Regulations serve only as a set of guiding principles. Should there be any matters not fully covered herein, TAITRA shall formulate and issue additional provisions, which will be published separately on the official websites of the Taichung International Convention and Exhibition Center and TMTS.**

【Attached Figure 1. Mass Transit Information】



【Attached Figure 2. Transportation Information】



**1** 南下：下大雅系統交流道 (往潭子) → **74** → 北屯一出口 → 直行環中路 → 左轉廣福路 → 左轉黎明路 → 抵達TICEC (地下停車場)。

北上：下大雅交流道 (往中清路) → 右轉環中路 → 左轉凱旋路 → 左轉黎明路 → 抵達TICEC (地下停車場)。

**74** 西行：北屯一出口下匝道 → 直行環中路 → 左轉廣福路 → 左轉黎明路 → 抵達TICEC (地下停車場)。

東行：北屯一出口下匝道 → 直行環中路 → 右轉凱旋路 → 左轉黎明路 → 抵達TICEC (地下停車場)。

歡迎使用台中交通網  
App查詢路況資訊



停車  
資訊

P1 台中國際會展中心 (汽712 機712)

P2 中央公園北側停車場 (汽401 機427)

P3 經貿6停車場 (汽665)

P4 經貿8停車場 (汽610)



Android



ios



【Attached Figure 3. Road Segments Requiring Attention for Large Vehicles】



Attachment <b>1</b>	Please go to the <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Person in Charge: TMBA Michelle Lin   TEL: 04-23507583	Application Deadline <b>2026.3.24</b>
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## Exhibitor Identification Badge Application

1. Participating exhibitors must complete the registration process uniformly via the TMTS Exhibitor Information Submission System.
2. The TMTS Exhibitor Information Submission System allows for the entry of information of all the participating personnel of a company in a single submission, and the account and password may be provided to company colleagues for use.
3. TMTS 2026 will be paperless and will no longer issue printed exhibitor badges. Each of the participating personnel must download the official APP to access their exhibitor badge. Please scan the QR Code to download the APP:



**Please go to the [TMTS Exhibitor Information Submission System](#) to apply online.**

Attachment 2	Please fill in the online form, affix the company seal, and upload it to the <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Michelle Lin   TEL: 04-23507583	Application Deadline 2026.2.27
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## Pre-Work Occupational Safety and Health Pledge

We (the “Company”) hereby confirm our participation in the 2026 Taiwan International Machine Tool Show (from March 25, 2026 to March 28, 2026), organized by your esteemed Association and held at the Taichung International Convention and Exhibition Center. Before construction begins, we have attended the Site Safety and Health Hazard Notification Meeting held at your Association. We fully understand the safety and health facilities and work safety precautions at the construction site. During the construction period, all the laborers employed by us and by our contractors agree to strictly comply with the occupational safety and health laws and other relevant legal regulations. If subcontracting is involved, we will inform the subcontractors that they must also strictly comply with the occupational safety and health laws and other relevant legal 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 construction period, we and our subcontractors shall not damage any of your equipment or appliances, and if any damage occurs, we are willing to provide compensation based on the replacement cost of new items or restore the damaged items to their original condition.

**We and our subcontractors guarantee that we will require all the employed laborers to strictly comply with the following regulations during the operational period:**

1. TAITRA Hazardous Factor Notification Form for Site Operations
2. Regulations Governing Decorations at TAITRA Taichung International Convention and Exhibition Center
3. TAITRA Standard Operating Procedures Before Construction Work
4. TAITRA Occupational Safety and Health Management Standard for Contractors

We and our subcontractors shall thoroughly understand the relevant occupational safety regulations and agree to accept penalties in accordance with the regulations should any violation occur during the operational period.

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 of the Company:

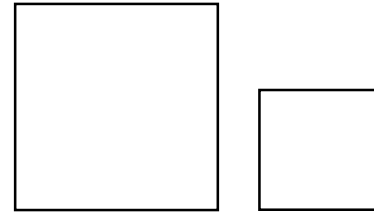
Booth No:

Contact Person:

Phone/Extension:

Contact Person's Mobile No.:

Contact Person's Email:



(Please affix the seal of the  
exhibitor company)

【 We hereby declare that if this document is transmitted electronically, the transmitted file shall be regarded as having the same effect and validity as the original document. 】

To effectively comply with the requirements of the Taichung City Labor Inspection Office, and to ensure the safety of construction personnel, the TMBA will take photographs of, and impose fines for, construction personnel failing to: wear the Convention and Exhibition Service Badge as required, wear the designated uniform, wear a safety helmet, use safety harnesses for work at heights above 2 meters, appoint personnel for supervising and controlling the operating area during hoisting or forklift operations, place safety cones below suspended loads, or restrict unauthorized personnel from entering the area. The above personal information will only be used by TAITRA for the purpose of contacting, by telephone, e-mail, or other means of communication, the individual who provided the information. 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.

**Please go to the TMTS Exhibitor Information Submission System to apply online.**



<b>Attachment</b> <b>3</b>	Please fill in the online form, affix the company seal, and upload it to the <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Erica Li   TEL: 04-23507583	Application Deadline <b>2026.1.30</b>
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## Booth Fitout Undertaking Letter

We (the “Company”) are participating in the 2026 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.

Fitout Items Applied for by the Company	Review Results (to be completed by the organizer)
<input type="checkbox"/> <b>Item 1. The rented area includes ____ pillars. The Company agrees to comply with the pillar wrapping/adjacent pillar beautification specifications.</b> <input type="checkbox"/> Pillar wrapping and beautification is not applied for <input type="checkbox"/> Pillar wrapping and beautification is applied for	<b>Agree/Disagree</b>
<input type="checkbox"/> <b>Item 2. Application for the erection of continuous decorative walls of 6 meters or more in length</b> Length of the booth side corresponding to the wall: ____m Length of the continuous decorative wall: ____m, height: ____m	<b>Agree/Disagree</b>
<input type="checkbox"/> <b>Item 3. Application for the erection of 2 (multi)-story booths</b> Area of the rented booths: ____sq. m Usable area of 2 (multi)-story booths (including staircase): _____sq. m	<b>Agree/Disagree</b>

Fitout Items Applied for by the Company	Review Results (to be completed by the organizer)
<input type="checkbox"/> <b>Item 4. Application for the erection of super-high structures of 4 meters or more in height</b> Area of the rented booths: _____sq. m Size of super-high structure: _____sq. m, height: _____m	Agree/Disagree
<input type="checkbox"/> <b>Item 5. Application for suspended balloons in booths</b> <input type="checkbox"/> Large-sized advertising balloons (filled with non-flammable gas only, and with the top of each balloon not exceeding 7 meters from the ground) <input type="checkbox"/> Small decorative balloons (filled with non-flammable gas only, and with the top of each balloon not exceeding 4 meters from the ground)	Agree/Disagree
<input type="checkbox"/> <b>Item 6. Application for stage and audio equipment in booths</b>	Agree/Disagree
<input type="checkbox"/> <b>Item 7. Application for setting up a video wall</b>	Agree/Disagree

☐ **The Company is applying for the above items and agrees to comply with 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.

☐ **The Company is applying for the above items and agrees to comply with the flame-retardant regulations.**

☐ **The Company understands that the fitout contractor must comply with the fitout regulations, that the application form must be completed, and that a security deposit of NT\$100,000 must be paid.**

To

Taiwan Machine Tool &amp; Accessory Builders' Association (TMBA)

Name of Exhibitor (Company):

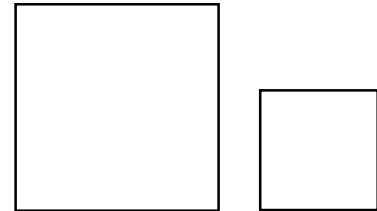
Booth No:

Contact Person:

Phone/Extension:

Contact Person's Mobile No.:

Contact Person's Email:

(Please affix the exhibitor company's  
large and small seals)

The full title of the fitout company:

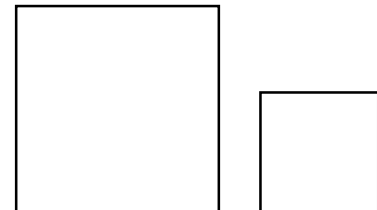
Company Address:

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 large and small seals)

**Please go to the TMTS Exhibitor Information Submission System to apply online.**

Attachment

3- 1

Please fill in the online form, affix the company seal, and upload it to the [TMTS Exhibitor Information Submission System](#).

Person in Charge: TMBA Erica Li | TEL: 04-23507583

Application Deadline

2026.1.30

## Architect's (or Civil/Structural Engineer's) Letter of Undertaking for the Construction of Booths with 2 Stories or Above

Regarding the application of \_\_\_\_\_ Company, which is participating in the Taiwan International Machine Tool Show, organized by your esteemed Association and held at the TAITRA Taichung International Convention and Exhibition Center, (Booth No.: \_\_\_\_\_), to construct 2-story (multi-story) booths, our firm has duly examined the design, structure, and materials of the booths, and confirmed that they are structurally safe and comply with the "Regulations Governing Decorations at TAITRA Taichung International Convention and Exhibition Center" and the "Notice on Constructing Booths with 2 Stories or Above at the TAITRA Taichung International Convention and Exhibition Center." We hereby agree to assume all legal responsibilities related to the design and supervision of related construction work.

To

Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Architect (Civil Engineer, Structural Technician) Firm Name:

Contact Address:

Architect (Civil Engineer, Structural Technician) Name:

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, by telephone, e-mail, or other means of communication during 2025-2027, the individual who provided the information. 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.

**Please go to the TMTS Exhibitor Information Submission System to apply online.**

Attachment

3- 2

Please fill in the online form, affix the company seal, and upload it to the [TMTS Exhibitor Information Submission System](#).

Person in Charge: TMBA Erica Li | TEL: 04-23507583

Application Deadline

2026.1.30

## Structural Engineer's (or Civil Engineer's or Architect's) Letter of Undertaking for the Erection of a Super-High Structure

Regarding the application of \_\_\_\_\_ Company, which is participating in the Taiwan International Machine Tool Show, organized by your esteemed Association and held at the TAITRA Taichung International Convention and Exhibition Center, (Booth No.: \_\_\_\_\_), to construct a super-high structure, our firm has duly examined the design, structure, and materials of the booths, and confirmed that they are structurally safe and comply with the "Regulations Governing Decorations at TAITRA Exhibition Venues." We hereby agree to assume all legal responsibilities related to the 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, by telephone, e-mail, or other means of communication during 2025-2027, the individual who provided the information. 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.

**Please go to the TMTS Exhibitor Information Submission System to apply online.**

Attachment  
3-3

Please fill in the online form, affix the company seal, and upload it to the [TMTS Exhibitor Information Submission System](#).

Person in Charge: TMBA Erica Li | TEL: 04-23507583

Application Deadline  
2026.1.30

## Application/Letter of Undertaking for Stage and Audio Equipment in Booths

We (the “Company”) are participating in the 2026 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 Company:

Booth No:

Name of Audio Equipment Contractor:

Contact Address:

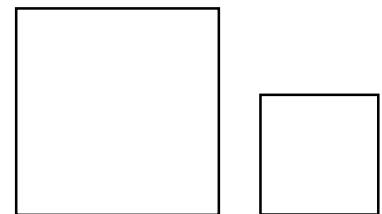
Responsible Person’s Name:

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

☐ We hereby agree to the schedule for stage activities or audio playback (each session should be at least 1 hour apart from the next and is limited to 15-20 minutes).

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 2 meters from the baseline of the booth. The number of speakers is limited to 2, with each speaker facing inward toward the booth and maintaining a downward angle. The volume must be kept below 85 decibels (before the exhibition starts, the volume of the speakers must be set in cooperation with the organizer). Adjacent booths are not allowed to conduct simultaneous stage activities or audio playback (according to the schedule approved by the organizer, each session should be at least 1 hour apart from the next and is limited to 15-20 minutes).
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 Taichung International Convention and Exhibition Center, and proceed with setup and use only after obtaining the approval. Should equipment be set up and used at the booth without approval, causing interference with or affecting other meetings or activities in the Center, the Center will immediately demand that the equipment cease operation and will process the violation according to the third-stage penalty provision stated above.

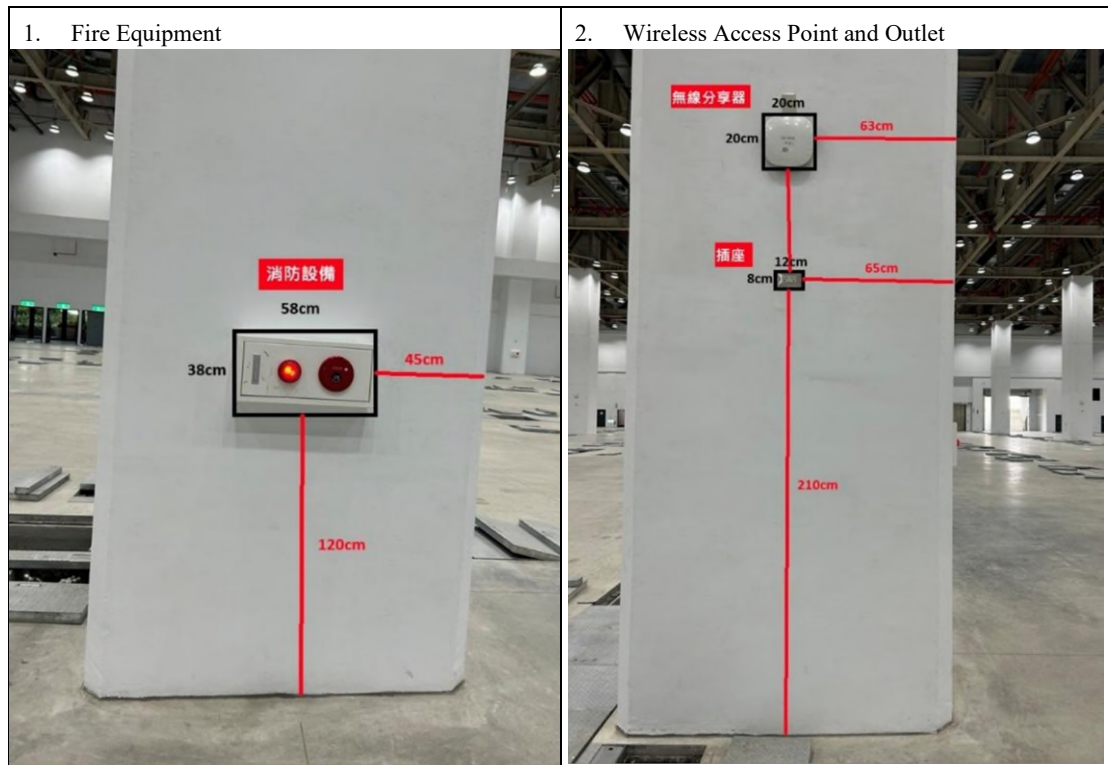
**Please go to the TMTS Exhibitor Information Submission System to apply online.**



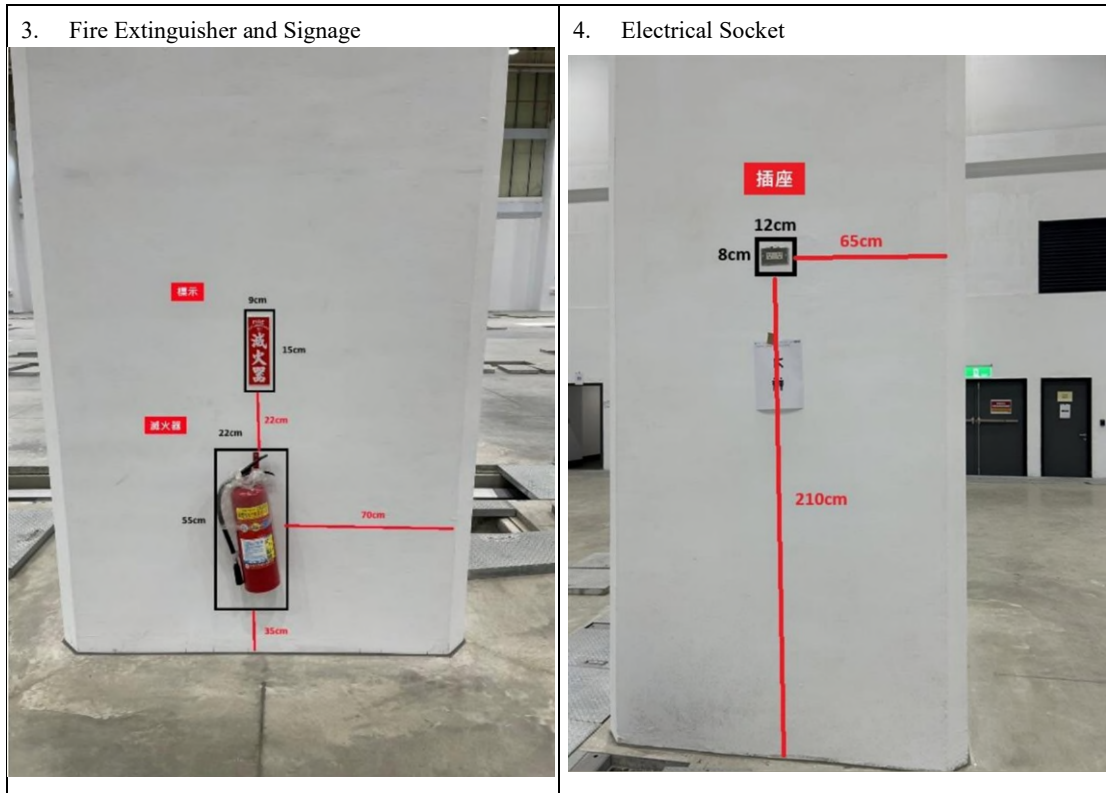
## Booth Fitout Regulations

### I. Pillar Wrapping/Adjacent Pillar Beautification Regulations

1. Exhibitors renting spaces that include pillars must adhere to the following regulations.
2. Application Method:
  - (1) Sign the Booth Fitout Undertaking Letter, 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. Only after receiving approval following a mandatory review may exhibitors enter the venue for work. The method of wrapping pillars is described below:
  - (1) Pillar dimensions: 1F pillars measure 160\*160 cm, and 4F pillars measure 130\*130 cm. Fire extinguisher locations, fire alarm transmitter locations, and wireless access point (AP) openings must be reserved. The height for all is 250 cm, and the width of south-facing wall surfaces and north-facing wall surfaces is 235 cm (all heights are 250 cm).
  - (2) The addition of wall fitouts on pillars should not obstruct access to existing electrical equipment (such as electrical doors, pneumatic control cabinets, and wireless Aps) or fire equipment (such as fire alarm panels, fire extinguishers, smoke extractor switches, and 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) If you have any questions about the above, please contact the TAITRA Taichung International Convention and Exhibition Center (TEL: (02)2725-5200, ext. 76003, Construction Group, Mr. Lin)
4. Diagram of Dimensions for Pillar Wrapping and Beautification at the Taichung International Convention and Exhibition Center







## II. Regulations for the Erection of Continuous Decorative Walls of 6 Meters or More in Length

- Applicants for the project are deemed to have agreed to the following regulations.
- Application Method:**
  - Sign the Booth Fitout Undertaking Letter and check the box: Item 2. Application for erection of continuous decorative walls of 6 meters or more in length
  - Upload the following information to TMTS Exhibitor Information Submission System:
    - Fitout Design Drawing (including floor plan, elevation view and side view)
- For aisle-facing booths, the height of the constructed walls must be less than 50% of the length of the wall facing the booth area, with a continuous enclosed wall height not exceeding 9 meters. Description:
  - For a booth with a width of 6 meters, only a continuous wall of 3 meters can be constructed.
  - For a continuous wall of 9 meters, the booth must have a width of 18 meters.
  - For larger booths wider than 18 meters, the maximum continuous wall length allowed remains at 9 meters.
- Continuous decorative walls exceeding 6 meters (inclusive) in length are limited to a height of 2.5 meters.
- Upon approval for constructing continuous decorative walls, any arbitrary alterations to the booth design or violations of these regulations will result in an immediate power supply cutoff and booth closure by the TMBA. Moreover, the exhibitor will be barred for a period of 2 years from participating in events held at the Taichung International Convention and Exhibition Center and all domestic and international trade promotion activities and exhibitions organized by the TMBA. The construction contractor will also be prohibited for a period of 2 years from taking on projects within any exhibition hall operated and managed by the TMBA.
- For any matters not explicitly stipulated in these regulations, please follow the guidelines outlined in the "Regulations Governing Decorations at TAITRA Exhibition Venues".
- For any matters not covered in these regulations, the TMBA may revise and update them from time to time.
- 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-Story (Multi-Story) Booths

1. Applicants for the project are deemed to have agreed to the following regulations.
2. **Application 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 Undertaking Letter 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. Undertaking Letter from the Architect (Civil or Structural Engineer) for the Erection of Two-Story (or 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 usage fee for a 2-story (multi-story) booth is calculated based on the total area of the second floor (including stairs), charged at 50% of the standard 1F booth rental rate for an equivalent area, and must be paid 10 days prior to the move-in date.
  - (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. 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 firefighting facilities, utilities pipelines. The TMBA may compel the immediate removal of such items if deemed in violation of related regulations.
  13. All single-story exhibition booths with an enclosed ceiling design, or all 2-story (multi-story) booths (regardless of whether the ceiling is enclosed or not), must be equipped with at least two 10-lb ABC dry chemical fire extinguishers. Furthermore, one additional fire extinguisher must be added for every 50 square meters of additional enclosed ceiling area.
  14. No curtains or wooden boards shall be used to cover the top of booths. If there is any special requirement for fitout decorations, exhibitors shall submit an application, and the construction work is allowed to be carried out only after the application is reviewed and approved by the TMBA.
  15. 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.
  16. After obtaining the TMBA's consent for constructing 2-story (multi-story) booths, any arbitrary alterations to the booth design or violations of these regulations will result in an immediate power supply cutoff and booth closure by the TMBA. Moreover, the exhibitor will be barred for a period of 2 years from participating in events held at the Taichung International Convention and Exhibition Center and all domestic and international trade promotion activities and exhibitions organized by the TMBA. The construction contractor will also be prohibited for a period of 2 years from taking on projects within any exhibition hall operated and managed by the TMBA. Additionally, the TMBA shall not acknowledge the attesting architect/civil engineer/structural engineer's certification for 2 subsequent years.
  17. Any matters not explicitly stipulated in these regulations shall be handled according to the "Regulations Governing Decorations at TAITRA Taichung International Convention and Exhibition Center."
  18. For any matters not covered in these regulations, the TMBA may revise and update them from time to time.
  19. 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 the Erection of Super-High Structures of 4 Meters or More in Height

1. Applicants for the project are deemed to have agreed to the following regulations.
2. **Application 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 Undertaking Letter 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. Undertaking Letter from the Civil Engineer or Architect for the Erection of a Super-High Structure (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 usage fee for a super-high structure is calculated based on the top-view projected area in the design drawings. One unit is defined as 18 square meters and is charged at NT\$100,000 (tax included). If the area exceeds 18 square meters, the number of units shall be calculated by dividing the top-view projected area of the super-high structure by 18 square meters, and the total fee shall be calculated by multiplying the number of units by NT\$100,000. If the construction area is less than 18 square meters, the usage fee for the super-high structure will be NT\$100,000.
  - (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 firefighting facilities, utilities pipelines. The TMBA may compel the immediate removal of such items if deemed in violation of related regulations.
  10. After obtaining the TMBA's approval for constructing a super-high structure, any arbitrary alterations to the design or violations of these regulations will result in an immediate power supply cutoff and booth closure by the TMBA. Moreover, the exhibitor will be barred for a period of 2 years from participating in events held at the Taichung International Convention and Exhibition Center and all domestic and international trade promotion

activities and exhibitions organized by the TMBA. The construction contractor will also be prohibited for a period of 2 years from taking on projects within any exhibition hall operated and managed by the TMBA. 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 Undertaking Letter 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 Security 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. Elly Chen at 3F., No. 27, Gongyequ 37th 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 24 (inclusive) must pay a non-compliance fee of NT\$10,000. For applications made during the exhibition period (March 25-28), 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. Regulations for Stage and Audio Equipment in Booths

1. Applicants for the project are deemed to have agreed to the following regulations.
2. **Application Method:**
  - (1) Sign the Booth Fitout Undertaking Letter 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/Letter of Undertaking 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. Elly Chen at 3F., No. 27, Gongyequ 37th 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 24 (inclusive) are required to pay a non-compliance fee of NT\$10,000. Applicants who apply during the exhibition period (March 25-28) 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 2 meters from the baseline of the booth. The number of speakers is limited to 2, with each speaker facing inward toward the booth and maintaining a downward angle. The volume must be kept below 85 decibels (before the exhibition starts, the volume of the speakers must be set in cooperation with the organizer). Adjacent booths are not allowed to conduct simultaneous stage activities or audio playback (according to the schedule approved by the organizer, each session should be at least 1 hour apart from the next and is limited to 15-20 minutes).
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 Taichung International Convention and Exhibition Center, and proceed with setup and use only after obtaining the approval. Should equipment be set up and used at the booth without approval, causing interference with or affecting other meetings or activities in the Center, the Center will immediately demand that the equipment cease operation and will process the violation according to the third-stage penalty provision stated above.

## VII. Regulations 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 Undertaking Letter 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.

**Please go to the TMTS Exhibitor Information Submission System to apply online.**

<b>Attachment 4</b>	Please go to the <a href="#">TMTS Exhibitor Information Submission System</a> to apply online.  Unit in Charge: Hong Guan Enterprise Co., Ltd.  1F: Ms. Chu /4F: Ms. Tseng Tel: 02-2948-9493	Application Deadline <b>2026.2.27</b>
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## Utilities Application

- 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.
- 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.
- 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 setup 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.
- Please refer to the "Electrical Equipment Power Consumption Reference Table" for the indicative power consumption of each electrical equipment.
- 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.
- 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.
- 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. Industrial power (220V, 380V) 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.
- Early application for utilities will enjoy a 10% discount, but the discount will be void if payment is not made by the due date.
- 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.
- In the event of interruption of power supply by Taiwan Power Company or temporary failure of our electrical equipment, no compensation will be granted.
- 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.
- Application and Billing Rules:
  - All applications are made online, please go to Exhibitor Information Submission System to fill in the form.
  - Billing Rules:
    - Apply and complete payment before January 26, 2026 to enjoy a 10% discount.
    - Standard fee applies for applicants during the period from January 27 to February 26, 2026.
    - February 27, 2026 - March 15, 2026: an additional 30% late fee.
    - After March 16, 2026 (inclusive): an additional 50% late application fee will be charged.

**Please go to the [TMTS Exhibitor Information Submission System](#) to apply online.**



Attachment  
**5** Furniture and Equipment Rental Application  
**HUEI YOW EXHIBITION DESIGN**

Application Deadline  
2026.2.27

## Application Form for Rental of Equipment

Exhibition Title: TMTS 2026 Taiwan International Machine Tool Show

Exhibition Dates: 2026/03/25-28

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

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



## Application Form A

Please return the form for a valid order

HUEI YOW EXHIBITION DESIGN Contact Persons: Ms. Pei-Chi Li/Ms. Yu-Ting Lai

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 following (multiple selections allowed):

☐ Basic Booth ☐ Rental of Additional Equipment ☐ Special Fitout Design (Please assign someone to contact us)

I. Space-Only Booth\_Taichung International Convention and Exhibition Center Basic Fitout NT\$5,000 (before tax) per unit. A separate charge applies for company logo placement.

### Items Included in a Basic Standard Booth

- |  |                                     |                |
|--|-------------------------------------|----------------|
| 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 *2                     | 8. 3m*3m carpet (dark blue)         |                |

Signboard name (lintel): \_\_\_\_\_

Number of basic partitions applied: \_\_\_\_Unit(s)\*\$5,000=NT\$ \_\_\_\_ (A)--If the exhibitor chooses to use default fitout arranged by the TMBA, field A need not be filled out--

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

Furniture Items						
No.	Code	Item	Specification	Unit Price	Quantity	Total
01	P	White Backboard	100*H250cm	1,100		
02	1PC	Color-Matching Partition	100*H250cm	700		
03	1PCD	Color-Matching Partition	100*H250cm	1,400		
04	RT	Reception Table	100*50*H75	660		
05	MT-G	Glass Round Table	Dia 75*H75	800		
06	FC	Folding Chair	Black/White	120/240		
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(Hight 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	4,000 5,500		

# Application Form for Rental of Equipment

Exhibition Title: TMTS 2026 Taiwan International Machine Tool Show

Exhibition Dates: 2026/03/25-28

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

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



## Application Form B

Please return the form for a valid order

HUEI YOW EXHIBITION DESIGN Contact Persons: Ms. Pei-Chi Li/Ms. Yu-Ting Lai

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](http://www.hydesign.com.tw) E-mail: [ina@ms17.hinet.net](mailto:ina@ms17.hinet.net)

Furniture Items						
No.	Code	Item	Specification	Unit Price	Quant	Total
18	SC-2	High Glass Cabinet 50*50*H250	One side unsealed (recessed downlight optional extra) With Glass Door (recessed)	3,800 4,500		
19	SC-3	Low Glass Cabinet 100*50*H100	Without lock(In-cabinet jewelry light optional extra) With lock (In-cabinet jewelry	2,200 2,400		
20	SC-4	High Glass Cabinet 100*50*H250	One side unsealed (recessed downlight optional extra) With Glass Door (recessed)	4,500 5,500		
21	DB-Q1	1/4 Round Display Stand Dia	H50/75/100	600/750/950		
22	DB-Q2	1/4 Round Display Stand Dia	H50/75/100	1,200/1,320/1,45000		
23	DB-S	Fan Type Display Cabinet	H75/H100	1,200/1,300		
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	660/960		
27	DB15/D	Display Cabinet	100*50*H50/with door and	540/780		
28	DB5	Display Cabinet	50*50*H100/H75/H50	600/540/480		
29	DB11-S	Display Cabinet_With Shelf	100*50*H100	1,320		
30	FD	System Furniture Folding	W100*H200/with Lock	1,100		
31	SD	System Furniture Wooden	W100*H200/with Lock	2,750		
32	Q2T	1/4 Circle Staircase Display	Dia 200/H75/H100	2,050		
33	HR2T	Semicircle Staircase Display	Dia 200/H75/H100	4,000		
34	2T-1	Staircase Display Cabinet -	100*50*H75/H100	1,750		
35	2T-2	Staircase Display Cabinet -	100*50*H50/H75	1,450		
36	TV-S	TV TRUSS stand (TV optional	H200	1,500		
37	TV-EB	TV wall plate (Separate for	W100*H50	1,100		
38	TV-B	TV Wall Lock Board (TV	W100*H100/H250	1,100/2,200		
39	HB-9/12	Wire Mesh-90/120	W90*H90/H120	850/1000		
40	HB-15/18	Wire Mesh-150/180	W90*H150/H180	1,050/1,100		
41	DP50	Pegboard (without hook)	Replacement price/rental price	200/500		
42	DP100	Pegboard (without hook)	Replacement price/rental price	300/1000		
43	H	Perforated Board Hooks (for	5/10cm	25		
44	PH	Hooks (for sale, rental not	S-shaped hook	30		
45	HH	Wire Mesh Hook (for sale,		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	250/300/400		
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)

# Application Form for Rental of Equipment

Exhibition Title: TMTS 2026 Taiwan International Machine Tool Show

Exhibition Dates: 2026/03/25-28

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

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

HUEI YOW EXHIBITION DESIGN Contact Persons: Ms. Pei-Chi Li/Ms. Yu-Ting Lai

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



## Application Form C

Please return the form for a valid order

Plumbing, Electricity, and 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 legs_Requires application to the TMBA for water inlet and drainage connections	1,650		
			43*37, with legs_Requires application to the TMBA for water inlet and drainage connections	3,300		
12	IB/CM	Small refrigerator	50*50*H85cm	3,000		
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 & Appliances:					------(C)	
(A)+(B)+(C) Total					NT\$	
5% Tax					NT\$	
Total Applied					NT\$	

### Description:

- I. The contract/order form becomes effective after the buyer's signature and seals.
- II. On-site add-on items are not included in this contract/order form and will be charged separately. A surcharge of 50% will be applied to each item.
- III. For all rented items, compensation must be paid for any **damage or loss, according to the prices listed above.**
- IV. After the contract is signed, no refund will be given for any rented item that is returned on site after booth fitout.
- V. Please remit the contract payment to the designated bank account two weeks prior to the exhibition setup. For account details, please contact us via email..
- VI. Amounts less than NT\$3,000 will be collected on site.
- VII. During move-out, all waste materials that belong to the exhibitor but are not included in the contract will not be cleared by the fitout company.

If any waste materials, such as printed output, are left behind after move-out, a **fee of NT\$50 per cai of area (equivalent to per square foot) will be charged.**

- VIII. For exhibitors who have purchased the basic booth package but outsource additional decoration, only the carpet will be provided by our company.

**Area for Large and Small  
Company Seals and Signature  
(Please affix the seals legibly)**

Please complete the following information in order for us to issue a **Government Uniform Invoice**:

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

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

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

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

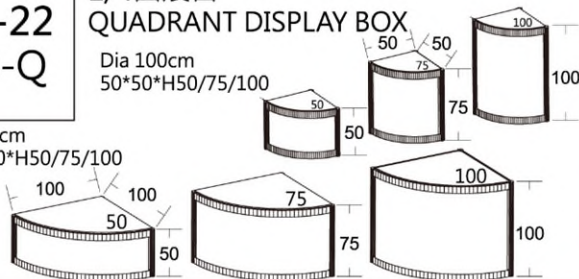
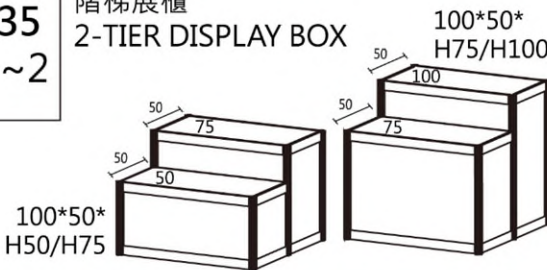


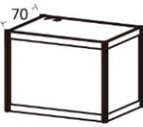

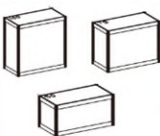


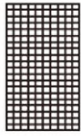
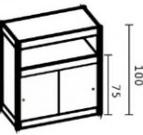
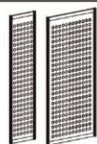
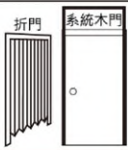

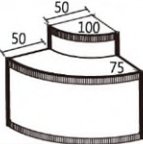

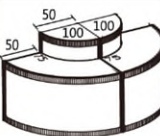

Fax: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

# 設備示意圖-1

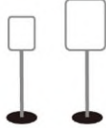




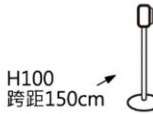
傢俱項目					
01~03 P/1PC/ 1PCD	組合白色背板 貼色隔板-單/雙面 PANEL		12 MT-W	會議折疊桌 MEETING LONG TABLE 120*60/180*60	
04 RT	接待桌 RECEPTION TABLE 100*50*H75cm		13 TC	桌巾_米黃 TABLE CLOTH 120*240	
05 MT-G	玻璃圓桌 MEETING TABLE Dia 75*H75cm		14 CAP	地毯 CARPET 3M*3M	
06 FC	折椅 FOLDING CHAIR		15 SW	層板(平/斜) SHELF (FLAT/SLOPE) 100*30	
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

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

# 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>7 &amp; 8</b>	Service Provider-1F: Fongcheng Forklift Co. Email: fengcheng2014@gmail.com Tel: 04-7323577	Service Provider-4F: Jifeng Machinery Lifting Co. Tel: 04-23801000	Application Deadline 2026.2.26
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## Forklift Service Application, Crane and Unpacking Service Application

I. The fee standards for commissioned machine transport/handling are as follows:

1. <b>Forklift Mobile Services</b>	Per-Piece Weight	Per-Piece Price
● The services include unloading from a truck and one-time delivery/positioning to a booth upon move-in, and lifting from the booth onto a truck upon move-out.	1.0 ton and below (including 1.0 ton)	NT\$1,000 per piece
● If an exhibit that has been positioned needs further movement or needs coordination of a forklift for assembly, please refer to Description (III) for the pricing.	Above 1.0 ton up to and including 2.0 tons	NT\$2,000 per piece
● For goods weighing over <b>20 tons</b> , goods requiring crane lifting, or fees related to container loading/unloading, please call for separate negotiation.	Above 2.1 ton up to and including 4.4 tons	NT\$1,200/ton
● The fee standard is based on the actual weight and the volumetric (dimensional) weight, with the charge levied based on the greater of the two.	Above 4.5 ton up to and including 6.9 tons	NT\$1,300/ton
● If there are <b>special dimensions</b> or <b>if the required forklift forks exceed 180 cm</b> , the fee will be subject to separate negotiation.	Above 7.0 ton up to and including 9.9 tons	NT\$1,400/ton
● Actual weight vs volumetric weight: the greater value prevails.	Above 10 ton up to and including 19.9 tons	NT\$1,500/ton
	Above 20 ton up to and including 21.9 tons	NT\$1,600/ton
	Over 22 tons	To be negotiated separately
Remarks: All prices quoted above are exclusive of the 5% Business Tax (Value-Added Tax).		
2. <b>Unpacking Service</b>	NT\$2,100/cubic meter (Minimum charge of 1 cubic meter per piece) (Tax included)	
3. <b>Packing Service</b>	NT\$2,100/cubic meter (Minimum charge of 1 cubic meter per piece) (Tax included)	

II. Description:

- (I) The above-listed fees cover only the following: during move-in, unloading machinery from a truck and transporting it to a booth for positioning (limited to one-time positioning only); and during move-out, lifting the machinery from the booth onto a truck. The above-listed fees do not include the unpacking fee or the machine assembly and installation fee.
- (II) If services for container stuffing/de-stuffing and crane operation are required, please contact the Fengcheng Forklift Company personnel for the 1F and the Jifeng Machinery Lifting Company personnel for the 4F. The fees will be **quoted separately**.
- (III) If a forklift is required for machine assembly and installation, the fees are as follows: NT\$2,000 per hour (tax excluded) for a 2.5-ton forklift, NT\$4,000 per hour (tax excluded) for a 4.5-ton forklift, and NT\$6,000 per hour (tax excluded) for an 8-ton forklift.
- (IV) If assistance is required to load a machine onto a baseplate or to remove the machine from the baseplate, the pricing will be calculated according to the fee standards in (III).
- (V) Should the actual weight of a machine exceed the declared weight, or should the number of pieces of machinery be inaccurately reported, the exhibitor company shall be responsible



for covering the difference in handling fees, and shall bear full responsibility for any accidents resulting therefrom.

- (VI) Handling fees must be paid to the designated personnel of the handling company during the move-in setup period, either by immediate check or in cash.
- (VII) Should the handling company cause damage to machinery due to negligence during the handling process, the compensation amount shall be limited to 10 times the single service fee actually received, with a maximum compensation limit of NT\$1,000,000. It is recommended that your company purchase additional transport accident insurance to safeguard its interests.

**Please go to the TMTS Exhibitor Information Submission System to apply online.**

**Attachment  
9**

Please fill in the online form, affix the company seal, and upload it to the [TMTS Exhibitor Information Submission System](#).

Person in Charge: TMBA Vivian Liu | TEL: 04-23507583

Application Deadline  
2026.2.26

## Application for Bonded Import of Exhibits

We, \_\_\_\_\_, intend to participate in the 2026 Taiwan International Machine Tool Show, organized by your esteemed Association and held at the Taichung International Convention and Exhibition Center, and to import exhibit items \_\_\_\_\_ (Name and Model Number of Exhibit) from \_\_\_\_\_ (Country Name) via \_\_\_\_\_ (Specify Air or Sea Freight) through the \_\_\_\_\_ (Customs Office Name) Customs. Please find the enclosed product catalog, packing list, and copies of commercial invoices. We kindly request that you provide a Certificate of Exhibition Letter to facilitate the bonded import of the exhibits with the Customs Office.

To

Taiwan Machine Tool & Accessory Builders' Association (TMBA)

Name of Exhibitor (Company):

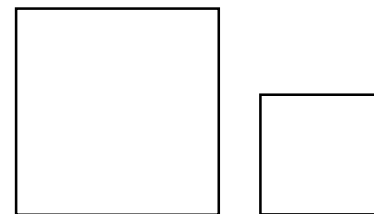
Responsible Person:

Booth No:

Contact Person:

Phone/Extension:

Contact Person's Email:



(Please affix the exhibitor company's large and small seals)

Appointed Customs Clearance Broker:

Contact Person:

Phone/Extension:

Contact Person's Email:

Mailing Address:

<b>Attachment</b> <b>10-1</b>	Please fill in the online form, affix the company seal, and upload it to the <a href="#">TMTS Exhibitor Information Submission System</a> . Person in Charge: TMBA Tasha Cheng, TEL: 04-23507583	Application Deadline 2026.2.26
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## Taichung International Convention and Exhibition Center Forklift Entry Application Form

(Exhibitors commissioning Fongcheng/Jifeng need not apply)

Name of Exhibitor (Company):	Exhibition/Event Name: 2026 TMTS		
Company GUI No.:	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>		
Booth No:	Expected Entry Day		
Responsible Person's	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		
Name:	Quantity: _____ Vehicles Expected Duration of Stay _____ A total of _____ (Hours), starting from _____ (Year) (Month) (Day) (Hour) (Minute)		
On-site Contact	Location of Stay Within the Venue: _____ Zone, Around Booth No. Location of stay within the venue: _____ Zone, Around Booth No.		
Person:	Expected Dismantling Day		
Office Contact No.:	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		
Mobile:	Quantity: _____ Vehicles Expected Duration of Stay _____ A total of _____ (Hours), starting from _____ (Year) (Month) (Day) (Hour) (Minute) Location of Stay Within the Venue: _____ Zone, Around Booth No. Location of stay within the venue: _____ Zone, Around Booth No.		
<b>Forklift Entry Application Instructions:</b> (1) <b>Application Window:</b> To ensure the safety of the structure, floor slabs, personnel, and facilities of the Taichung International Convention and Exhibition Center, as well as the air quality of the exhibition area, the entry and exit of forklifts into/from the venue must be applied for by the exhibition/event organizer to the Taichung International Convention and Exhibition Center according to the following regulations, and forklifts may enter the venue for work only after approval. (2) <b>Eligibility and Application Procedures:</b> Forklifts must be a justifiable necessity for the exhibition/event. Exhibitors must submit this application form to the exhibition/event organizer at least 6 days prior to the forklift entry applied for, and the exhibition/event organizer must submit the application to the management team of the Taichung International Convention and Exhibition Center at least 3 days prior to the forklift entry applied for. The Taichung International Convention and Exhibition Center may decide whether to approve the application or not based on safety and order considerations. (3) <b>Safety Responsibility:</b> The maximum floor loading capacity of the Taichung International Convention and Exhibition Center is 5,000 kg/sq. m. for the 1st floor and 2,000 kg/sq. m. for 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 and signature of the responsible person of the applicant organization (company)		Organizer	Management Team

**Attachment  
10- 2**Please fill in the online form, affix the company seal, and upload it to the [TMTS Exhibitor Information Submission System](#).

Person in Charge: TMBA Tasha Cheng | TEL: 04-23507583

Application Deadline  
2026.2.26

## Letter of Undertaking for Appointing Other Handling Companies (Not applicable for exhibitors commissioning Fongcheng/Jifeng)

We (the “Company”) are participating in the 2026 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 guarantees 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 &amp; Accessory Builders’ Association (TMBA)

Name of Exhibitor (Company):

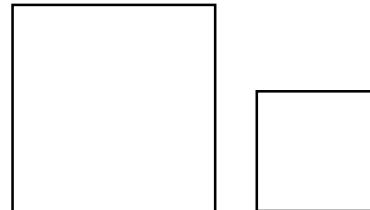
Responsible Person:

Booth No:

Contact Person:

Phone/Extension:

Contact Person’s Email:



(Please affix the exhibitor company’s large and small seals)

The entrusted transport and moving company :

Responsible Person:

Phone/Extension:

Mobile No.:

Attachment  
**10- 3**

Please fill in the online form, affix the company seal, and upload it to the [TMTS Exhibitor Information Submission System](#).

Person in Charge: TMBA Tasha Cheng | TEL: 04-23507583

Application Deadline  
**2026.2.26**

## **Forklift Entry Service Agreement** (Not applicable for exhibitors

**commissioning Fongcheng/Jifeng)** Exhibitors are requested to forward this form to their respective commissioned handling 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 2026 Taiwan International Machine Tool Show (TMTS), and to provide exhibitors with unloading services for machinery exhibits, the Signatory hereby agrees as follows:

- I. 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.
- II. 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.
- III. 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.
- IV. Any dispute or controversy between the Signatory and the exhibitor or third parties shall be resolved by the Signatory as soon as possible.
- V. The Signatory must secure Cargo Transporter’s Liability Insurance and Construction Contractor’s Public Liability Insurance (i.e., third-party liability insurance). All necessary insurance procedures must be completed, and copies of the insurance policies uploaded to the Exhibitor Information Submission System for the TMBA’s record, at least 7 days before the exhibition opens. Failure to comply grants the TMBA the right to not only refuse the Signatory permission to perform any unloading services at the Taichung International Convention and Exhibition Center, but also seek full compensation for any resulting damages, to which the Signatory agrees without objection. If necessary, the TMBA may request the Signatory to submit the original insurance policy for verification.

Signatory Company Name:

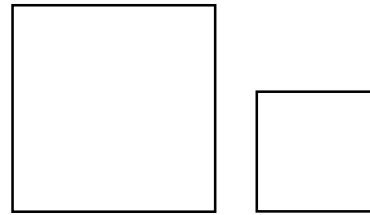
Responsible Person:

Contact Person:

Phone/Extension:

Contact Person's Email:

Mobile No.:



(Please affix the exhibitor  
company's large and small  
seals)

Attachment Attachment <b>11 &amp; 12</b>	Please go to the <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Person in Charge: TMBA Zack Chuang   TEL: 04-23507583	Application Deadline <b>2026.2.22</b>
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## Registration of Exhibits Weighing 1 Ton or More/ Entry Regulations for All Vehicles

1. To maintain the safety of the structure, floor slabs, personnel, and facilities of the Taichung International Convention and Exhibition Center, the entry and exit of any vehicle or of a crane/forklift of any tonnage must be applied for by the requesting exhibitor to the exhibition or event organizer in advance according to actual needs and the following regulations, and the vehicle or crane/forklift may enter the venue for work only after the application is approved.
2. Eligibility and Procedure: Subject vehicles under application must be a justifiable necessity for the exhibition/event. For a vehicle weighing 15 tons or more, an application must be submitted, along with a copy of the vehicle's registration certificate or of a relevant pass, through the TMTS Exhibitor Information Submission System within the stipulated time limit. After an initial review by the organizer, the Taichung International Convention and Exhibition Center may decide whether to approve the application or not based on safety and order considerations.
3. The Taichung International Convention and Exhibition Center: The lower-level exhibition area (1st floor) has a maximum floor loading capacity of 5 metric tons/square meter, and the Cloud Exhibition Hall (4th floor) has a maximum floor loading capacity of 2 metric tons/square meter. To reduce the concentrated load of vehicles and maintain the safety of the exhibition venue, vehicles entering the venue should, as required, bring and install tools that can increase surface area at the base (such as steel beams, steel plates, base plates, or wooden sleepers). In the event that damage is caused to facilities or personnel due to the weight, operation, or any other reason related to vehicles or their loaded cargo, the corresponding exhibitors shall assume full responsibilities. (Note: Cargo entry/exit points for each zone of the Taichung International Convention and Exhibition Center have the following dimensions: Zones E and F of the 1F exhibition are: 4 meters high, 5.7 meters wide; Zones G and H of the 4F exhibition area : 4 meters high, 5.7 meters wide. If the total height of a loaded cargo exceeds the aforementioned cargo entry/exit limitations, the cargo must be disassembled and separately packed before entry or exit is permitted. If the exhibitor fails to handle the cargo properly, resulting in damage to venue facilities, the exhibitor shall bear the corresponding compensation liability.)
4. Restrictions on Operation Time and Location: Please operate vehicles entering the venue according to the approved time and location.
5. Notes:
  - (1) Vehicles weighing 15 tons or more are required to present a weighbridge ticket issued within 24 hours to



prove that their total weight does not exceed the weight limit of the exhibition hall. Any vehicle that exceeds the weight limit, fails to present the required weighbridge ticket, or 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 shall be prohibited from entering the venue.

- (2) If an entering vehicle complies with all the above regulations, its driver will be issued the "Driving Safety Notice for Vehicles at TAITRA Taichung International Convention and Exhibition Center" by the on-site inspection personnel, and the vehicle may enter the venue for work only after the notice has been carefully read and signed off and the temporary parking fee at the venue has been paid.
- (3) For inquiries regarding relevant application procedures or weight limitations and regulations, please contact the TAITRA Taichung International Convention and Exhibition Center by phone at 02-27255200, extension 76200

**Please go to the TMTS Exhibitor Information Submission System to apply online.**

Attachment <b>13</b>	Please go to the <a href="#">TMTS Exhibitor Information Submission System</a> to apply online. Person in Charge: TMBA Tasha Cheng   TEL: 04-23507583	Application Deadline 2026.3.10
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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 applicatio

**Please go to the TMTS Exhibitor Information Submission System to apply online.**