



**CONSTRUCTION GUIDELINES FOR
SECOND-STORY EXHIBITION BOOTHS IN THE
TAIPEI WORLD TRADE CENTER EXHIBITION HALL**

In view of an increasing demand for exhibition space, these Guidelines have been established for the construction of second-story booths. To set up second-story booths, exhibitors in the trade shows must comply with the Guidelines to ensure the safety and overall tidiness of the exhibition site.

1. The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
2. With booth units measuring 3m x 3m, trade show exhibitors must rent at least four units, totaling an area of 6m x 6m, in order to be eligible to apply for the construction of two-story booths.
3. With booth units measuring 3m x 2m, exhibitors must rent at least four units, totaling an area of 6m x 4m, in order to be eligible to apply for the construction of two-story booths.
4. To apply for the construction of two-story booths in any TAITRA's Taipei Trade Show, exhibitors must submit the following data to the organizer by registered mail 30 days prior to the move-in day. Construction cannot begin without prior written approval from TAITRA.
 - (1) One copy of the application form
 - (2) One copy of the booth layout plan
 - (3) One copy of the construction plan (including floor plan, perspective view and side view drawings with specific dimensions, a list of the building material, the floor loading and the maximum number of people allowed on the second floor), the structure design and calculation report, all of which must be approved and signed by a licensed architect, or a civil engineer or a structural engineer. All drawings need to have a scale of no less than 50:1.
 - (4) A copy of the architect, civil engineer or structural engineer's license or certificate, attesting to membership from the related professional associations, as well as the safety confirmation report on second-story booths (See Form 2, 2-1).
5. Charge for the use of the second-story of the booth is based on the floor area (including staircases). The rate for second floor space shall be set in accordance with the date of full payment, as listed:

Payment Date	Payment Rate
Feb. 24, 2008 or earlier	50% of ground floor unit rate
Feb. 25- March 9, 2008	70% of ground floor unit rate
After March 9, 2008	100% of ground floor unit rate



6. After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
7. The architect, civil engineer or structural engineer who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
8. The floor of the second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the second-story booths should not exceed 4 meters.
9. The second-story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the second-story.
10. The total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
11. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.
12. If the floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum loading and number of people allowed on the second-story should be displayed in the staircase. The exhibitors should take responsibility for monitoring the number of people on the second-story.
13. The floor loading capacity of the second-story should be no less than 200 kg/m², and that of the staircase no less than 300 kg/m².
14. The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.
15. After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the responsible company from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.



MOTORCYCLE TAIWAN

April 9-12, 2008

*Prime the Pump of Action
at Asia's Best*



The 3rd Taiwan Int'l Motorcycle Industry Show

16. If the construction and design plan for second-story booths approved and signed by an architect, civil engineer, or, structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.
17. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Halls.
18. Limited to the ceiling height, the constructor should take most care not to bump or make contact with the fire sprinkler. For safety reasons, spotlights should not be placed directly below fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.
19. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.