



GENERAL INFORMATION AND REGULATIONS

1. Dates & Time

Move-in	April 7-8, 2008 7 a.m. – 8 p.m.	Vehicles are not permitted to enter the showground after 5 p.m. during move-in days.
Show dates	April 9-10, 2008 9 a.m. – 5 p.m.	9 a.m. – 5 p.m. Trade & by invitation only
	April 11-12, 2008 9 a.m. – 5 p.m.	Also open to public by admission (NT\$200 per ticket). Children under 12 years of age or 140 cm of height are not admitted to the showground
Move-out	April 12, 2008 5 p.m. – 7 p.m.	Hand-carried exhibits only. Vehicles are not permitted to enter the showground.
	April 13, 2008 7 a.m. – 7 p.m.	Exhibitors remove all the exhibits and booth construction/decoration materials.

2. Venue :

TWTC Exhibition Hall 1 : 5, Hsin-yi Road, Sec. 5, Taipei, Taiwan

Motorcycle Taiwan 2008 comes concurrently with Taipei Int'l Automobile Electronics Show 2008 at the above-mentioned venues.

3. Facilities and services :

TWTC Exhibition Hall 1

Items	Location
(1) Post Office, Bank, Cashier	Near the plaza entrance
(2) Restaurant(coffee, buffet, snack bar, fast food)	2 nd & 5 th floor(Restaurant, Family Mart, Sub Way Sandwich)
(3) Conference Rooms	2 nd floor
(4) Press Room	2A19, 2 nd floor
(5) First Aid	Near the main entrance by Hsin- Yi Rd.
(6) TAITRA Bookstore	Near the main entrance by Hsin- Yi Rd.
(7) Copy and Fax	Family Mart, 2 nd floor near restaurant
(8) Telephone (Local & International)	Main Entrance and Plaza Entrance ※ Phone cards can be purchased at the TAIIRA book store
(9) TAITRA Lounge	Show Ground
(10) Forwarders	(1)Triumph Express Service, Rm. 2A21, 2 nd Fl. (2)Eurotran Expo Service, Rm. 2A20, 2 nd Fl.



4. Booth Facilities

The booth is 3m x 3m **Raw Space only**, including 500 watts (110V) electricity power supply. Booth facilities are available on a rental basis from preferred contractor. Official contractor or the official contractor :

Official Contractor

Uniplan Taiwan Corp.

Ms. Joanne Chang

Tel:886-2-2722-7777 Ext.12, 10 Fax:886-2-2729-3455

Jo-chang@uniplan.com.tw; ry-hu@uniplan.com.tw

5. Electricity and Water/Drainage Installation

- (1) Each booth is supplied with 110 Volts 500 watts power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply in the name of the exhibitor and fill out the Form 3. (See Page 37-39)
- (2) Discount and surcharges will be charged in accordance with the stamped receipt date of application as listed :

Days receiving the application	Payment term(Discount / Surcharge)
Before March 4, 2008	20% Discount Charge
March 5 – March 19, 20078	Set price (See page 38)
After March 19	20% Overdue Charge

6. Exhibits Move-in and Move-out

- (1) Cargo consigned directly to the exhibition site should follow the designated routes into exhibition hall (please see floor plan).
- (2) Exhibitors, their agents, and contractors are responsible for the installation and dismantling of their exhibits. Exhibitors should finish arranging their booth decoration and exhibit displays within the dates and time stipulated by the organizer.
- (3) Please refer to “Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall” (See page 16) for detailed decoration rules.

7. Show days

- (1) No exhibits can be moved in or out during show hours. If exhibit has to be carried in, it should be done from 8:10 a.m. to 9:00 a.m. on the first show day and from 8:30 a.m. to 9:00 a.m. on the rest of the show days.
- (2) Exhibitors should display their company name and booth number on their sign-boards within the booth area.
- (3) Exhibitors should keep their booths open and staffed at all times during show hours. The organizer reserves the right to restrict noise level to no more than 85 dB.
- (4) The organizer reserves the right to determine the acceptability and extent of product demonstrations.
- (5) Should any rented space remain unoccupied on the opening day without justifiable cause, the organizer reserves the right to rent the said space to another exhibitor or use the said space in any other manner deemed suitable.



- (6) The exhibitor shall not assign, sublet, or apportion the whole or any part of the assigned space or have representatives, equipment, or materials from firms other than his own in the exhibition space.
- (7) No exhibits can be moved out during show hours.

8. Exhibitor Information Packs

- (1) All exhibitors should register at the registration counter upon arrival at the exhibition hall to collect their badges and other information.
- (2) Four exhibitor badges will be offered with the first booth and two more for each additional booth. These will serve as entry pass. In addition, each exhibitor is offered 50 invitation cards per booth for inviting local potential buyers to visit the show. Local buyers must bring their invitation cards together with 2 name cards to the Show, so that admission tickets can be issued on site.
- (3) All exhibitors are entitled to have their names, addresses and exhibit profile listed in the Official Directory published by the organizer. Each exhibitor will obtain one free copy of the Official Directory.

9. Telephones/ADSL

Telephone connection to booth may be ordered only by the exhibitor's representative or agent in Taiwan. The representative or agent must apply directly to : Chunghwa Telecom Corp. Ltd.

(Taipei Eastern Area Service Center, Northern Taiwan Unit Group)

130 Sung Jen Rd., Taipei, Taiwan.

Tel : 886-2-2720-0149 (Installation) Tel : 886-2-2720-0290 (Deposit Refund)

Charges are as follows :

- (1) Refundable Deposit : NT\$3,000 per telephone set.
- (2) Installation Charge : NT\$1,000 per set.
- (3) Chunghwa Telecom will bill the subscriber for all calls within three months following the show.

10. Floor Cleaning

The organizer is responsible for daily cleaning of the public areas and passageways only.

Exhibitors will have to take care of their own booths. Please put garbage container along side the passageway of your booth(s) after show hours to be taken away.

11. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer **accepts no responsibility for any loss or damage** which may befall the person or property of the exhibitor regardless of the cause.
- (2) Particular care should be taken on the final evening of the show when the risk of loss of good is the greatest. Exhibitors should not leave their booths unattended especially during this period of time.
- (3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including fire, theft, flood and accident. Coverage should be for the duration of the exhibition (including move-in and move-out) and should include :
 - a. Exhibits and other items located in the booths.



- b. Public liability.
- c. Third party liability.
- d. Expenses incurred due to cancellation or postponement of the exhibition.

(4) Exhibitors are also advised to insure their exhibits while in storage. The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

12. Wall Television / Sound System (deposit required)

If exhibitors have video films or sound system to promote your products, you need to make an application in advance. (Form 7)

13. Accommodations

The organizer will assist exhibitors, buyers and visitors in arranging hotel accommodations with a selection of hotels in Taipei. Please refer to the hotel list (See page 24-25) with special rate and visit the official website at www.motorcycl taiwan.com.tw to make hotel reservation.

14. Advertising in the Official Directory

(1) Exhibitors are eligible to place their information in the Official Directory's **Compact Disc** so as to give their products maximum market exposure.

Please use Form 6 (**Free-of-charge**).

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

(3) Those wishing to reserve advertising space (Form 5) should contact the official publishing agent at :

Mr. Camby Wang

China Economic News Service

5F, 555 Chung-Hsiao E. Road, Sec. 4, Taipei, 110 Taiwan

Tel : 886-2-2768-1234 Ext. 2029

Fax : 886-2-2749-3990

E-mail: camby@cens.com

15. The display of any animal, plant or related specimen should strictly conform to the requirements stipulated in the "Convention on International Trade in Endangered Species of Wild Fauna and Flora", "Taiwan's Animal Protection Law", and other legislation in effect.

16. Unforeseen Occurrences

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