

|   |           |
|---|-----------|
| <b>I. CHECK LIST .....</b>  | <b>1</b>  |
| <b>II. GENERAL INFORMATION.....</b>                                 | <b>2</b>  |
| 1. VENUE.....   | 2         |
| 2. SHOW INFORMATION.....  | 2         |
| 3. BOOTH SETUP/DISMANTLING, EXHIBITS MOVE-IN & MOVE-OUT HOURS ..... | 2         |
| 4. SHOWGROUND FACILITIES & SERVICES .....                           | 2         |
| 5. OFFICIAL CONTRACTORS (BOOTH SETUP AND FACILITIES) .....          | 3         |
| 6. ELECTRICITY AND WATER/DRAINAGE INSTALLATION.....                 | 3         |
| 7. EXHIBITOR BADGES .....   | 4         |
| 8. VISITOR ONLINE PRE-REGISTRATION .....                            | 4         |
| 9. SHOWGROUND FACILITIES AND SERVICES.....                          | 5         |
| 10. TRANSPORTATION .....  | 5         |
| 11. FLOOR CLEANING.....   | 5         |
| 12. SECURITY AND INSURANCE .....                                    | 6         |
| 13. FREE WI-FI SERVICE .....  | 6         |
| 14. TELEPHONE AND ADSL RENTALS .....                                | 7         |
| 15. DURING SHOW DAYS.....   | 8         |
| 16. VENUE & SHOW DATES CHANGE .....                                 | 8         |
| 17. FDA LAWS & REGULATIONS .....                                    | 8         |
| 18. ACCOMMODATIONS.....   | 8         |
| <b>III. TERMS AND REGULATIONS FOR PARTICIPATION.....</b>            | <b>9</b>  |
| <b>FORM 1: SAFETY AND HEALTH TERMS OF AGREEMENT.....</b>            | <b>20</b> |
| <b>FORM 2: BOOTH CONSTRUCTION ASSURANCE.....</b>                    | <b>21</b> |
| <b>FORM 3: ELECTRIC POWER SUPPLY APPLICATION .....</b>              | <b>22</b> |
| <b>FORM 4: BOOTH LAYOUT.....</b>                                    | <b>24</b> |
| <b>FORM 5: BOOTH FACILITY RENTAL.....</b>                           | <b>25</b> |

## I. CHECK LIST

The following checklist is designed to guide and help the international exhibitor to plan the work schedule for attending **Taipei Int'l Wine & Spirits Festival 2025** and other theme events. If the services are required, please return the completed forms. Services can't be guaranteed if the related forms are returned after the deadline.

| CheckV | Form No. | Page | Item   | Deadline |  |  |
|--------|----------|------|--|----------|--|--|
|        |          |      |  |          | Contact  | Tel/E-mail   |
|        | Form1    | 20   | Safety and Health Terms of Agreement                                   | Oct.17   | Chanchao Int'l Co.Ltd.<br>Minna Tai              | +886-2-26596000 #342<br>domestic@chanchao.com.tw                                 |
|        | Form2    | 21   | Booth Contractor Assurance   | Oct.17   |  |  |
|        | Form3    | 22   | Estimated Power Consumption for Electrical Appliances                  | Oct.17   |  |  |
|        | Form4    | 24   | Booth layout (include socket location )                                | Oct.17   |  |  |
|        | Form5    | 25   | Booth Facility Rental  | Oct.17   | Tian-Li Co., Ltd.<br>Judy Chen                   | +886-2-8961-3995<br>0988-336-929<br>tianlijudy@gmail.com                         |
|        |          |      | Official freight forwarder   | Nov.05   | Eurotran Expo Service<br>Miss Yang/<br>Miss Chiu | +886-2-27856000#106/106<br>jasmine.yang@eurotran.com<br>tricia.chiu@eurotran.com |
|        |          |      | Telephone/ADSL rent<br>(Directory apply to Chunghwa Telecom Corp. Ltd) | Oct.23   | Chunghwa Telecom Corp. Ltd                       | +886- 2-27200149<br>+886-0800-080123   |

### Taipei Int'l Wine & Spirits Festival 2025

#### Organizer

Chan Chao Int'l Co. Ltd

<http://www.chanchao.com.tw>

Tel: +886-2-2659-6000 Fax: +886-2-2659-5440

Sales Assistant Manager – Brian Lee ext.307 [brian@chanchao.com.tw](mailto:brian@chanchao.com.tw)  
Overseas Sales– Sophia Chen ext.131 [sophia@chanchao.com.tw](mailto:sophia@chanchao.com.tw)  
Sales Assistant– Minna Tai ext.342 [domestic@chanchao.com.tw](mailto:domestic@chanchao.com.tw)

## II. GENERAL INFORMATION

### 1. Venue

Taipei World Trade Center Nangang Exhibition Hall 2  
(No. 2, Jingmao 2nd Rd., Nangang Dist., Taipei City, Taiwan)

### 2. Show information

Organizer: Chanchao International Co., Ltd.

Executive: Entrance ticket (For visitors):

- Oversea Visitors: Please finish online pre-registration process.

Registration:

Taiwan Int'l Wine Expo 2025: <https://reurl.cc/x7ndk4>

-Local Visitors: Admission fee is required,(Full Admission: NTD200; Discount: NTD100)

### 3. Booth Setup/Dismantling, Exhibits Move-in & Move-out Hours

| Date   | Time        | Items                 |
|--|-------------|-----------------------|
| Nov. 12 (Wed.)                                   | 05:00~17:00 | Booth Set up/move-in  |
| Nov. 13 (Thur.)                                  | 05:00~17:00 | Exhibits item move-in |
| Nov. 14-17 (Fri.-Mon.)                           | 10:00~18:00 | SHOW DATE             |
| Nov. 17 (Mon.)                                   | 18:00~23:00 | Exhibition Move-out   |
| * Exhibitor's Entrance Time : Nov. 14-17 - 09:00 |             |                       |

1) Please arrive on time to guard against any loss of goods.

### 4. Showground Facilities & Services

| Showground Services          | Location                           |
|------------------------------|------------------------------------|
| 1. Information Center        | Ground Level, Lobby, Main Entrance |
| 2. Conference Rooms          | 7th Floor                          |
| 3. Press Room                | 1F                                 |
| 4. First Aid                 | Ground Level                       |
| 5. Breastfeeding Room        | Ground Level                       |
| 6. Electricity/Water Service | Ground Level, Information Center   |
| 7. Express Courier           | Ground Level, Information Center   |
| 8. Luggage Storage Room      | Ground Level                       |
| 9. Parking Area              | Basement 1                         |
| 10.Café/Buffer/Restaurant    | Basement 1                         |
| 11.Fast Food/ Snack Bars     | Basement 1                         |
| 12.Convenience Store         | Basement 1                         |

## 5. Official Contractors (Booth Setup and Facilities)

- (1) The official contractor of Taipei Int'l Wine & Spirits Festival 2025 Exhibition is **TIAN-LI Co., Ltd.**  
For details, please refer to “Official Contractor” on the exhibitor page 25.
- (2) Exhibitors signed up for “Raw Space” booths (i.e. space without equipment, water or power outlets) should contact official contractor or arrange setup with other decoration contractors.
- (3) Exhibitors signed up for “Shell Scheme” booths (i.e. standard booth including regular facilities) but requiring additional equipment such as furniture or extra lighting must rent them from the contractor of the “Shell Schemes”. The decoration contractor officially commissioned for Shell Schemes on T Taipei Int'l Wine & Spirits Festival 2025 is Tian-Li Co., Ltd.
- (4) Exhibitors shall pay due attention to the price and the deadline of each invoice and make payment on time and shall also read through all regulations and clarify any questions with the contractor so as to avoid any dispute.

## 6. Electricity and Water/Drainage Installation

- (1) Each 9sqm booth is supplied with 5Amp/110V power free of charge. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply using the same name.
- (2) Lighting, power for exhibits (220V, 380V & other specification), water & 24 hrs usage should fill in the application form and make payment before deadline.
- (3) Exhibitors without application will not be supplied the normal water & electricity; the kinetic power will not be provided if it exceeds the exhibition capacity limit.
- (4) Due to limitation to provide water in sections of the exhibition hall, the organizer will not be able to provide water if exhibitors do not apply.
- (5) Surcharges will be applied in accordance with the stamped receiving date of application as listed:

| Receiving Date of Application                      | Payment Terms (Discount/Surcharge) |
|--|------------------------------------|
| Before Oct.17 <sup>th</sup> 2025                   | Set Price                          |
| Oct.17 <sup>th</sup> - Nov.11 <sup>th</sup> , 2025 | 30% Overdue Charge                 |
| After Nov.12 <sup>th</sup> , 2025                  | 50% Overdue Charge                 |

Applications after Nov.12<sup>th</sup>, 2025 will be accepted only if there is still enough time for installation.

- (6) Please inform the organizer before if there is any changes. Otherwise, any loss cause by the delay will be on exhibitor's duty.

(7) Under any of the circumstances mentioning below: un-applied, private linkage, unpaid, overload, violating, unsafe usage, the organizer will cease to provide water & electricity without further notice, any loss caused by will be exhibitor's responsibility.

*\*1. The Show Management shall not be held accountable or liable for, any damage, loss, harm or injury to any person or the property of the Exhibitors or of the exhibitor's officers, and/or employees, agents, and visitors which result from theft, fire, water, accident natural disasters or any other cause.*

*\*2. Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.*

## 7. Exhibitor Badges

(1) Exhibitors should collect their badges during move-in hours at the reception counter after presenting their business cards. Exhibitor could claim the badge on Nov.12<sup>th</sup>/ 13<sup>th</sup>

## 8. Visitor Online Pre-Registration

### Entrance ticket (For visitors):

- **Exhibition:** Please finish online pre-registration process.

Registration: Food industry- <https://www.chanchao.com.tw/food/en/visitor.asp>

Tea- <https://www.chanchao.com.tw/tea/en/visitor.asp>

Coffee- <https://www.chanchao.com.tw/coffee/en/visitor.asp>

Wine- <https://www.chanchao.com.tw/twsf/taipei/en/visitor.asp>

## Ways to Promote Your Company

### Instructions:

**Step1.** Please login your account to our official website

<https://www.chanchao.com.tw/ExhibitorServiceTW/en/>

**Step2.** Please upload company logo and confirm the contact person.

**Step3.** Please fill the Directory entry before **Nov.11<sup>th</sup>, 2025.**

**Step4.** Please upload 10 products and 3 press release, it will show on official website.

## 9. Showground Facilities and Services

| Facilities and Services |   | Location and Information  |
|-------------------------|---|---|
| Arriving and Departing  | Contractor for On-site Booth Setup and Facilities | Tian-Li Co., Ltd.<br>+886-2-8961-3995<br>0988-336-929<br>Judy Chen<br>tianlijudy@gmail.com  |
|                         | Forwarders  | Eurotran Expo Service Co., Ltd<br>+886-2-27856000<br>Official forwarder<br>ext 106 Miss Jasmine Yang / jasmine.yang@eurotran.com<br>ext 101 Miss Tricia Chiu / tricia.chiu@eurotran.com |
|                         | Electricity Service                               | Information Counter, 1 <sup>st</sup> Floor (near Entrance P)  |
|                         | Express Courier                                   | HCT Logistics   |
| Utilities               | Free Internet Service                             | Accessible over 1 <sup>st</sup> , 4 <sup>th</sup> of showground   |
|                         | ATM   | Area P Lobby, 1 <sup>st</sup> Floor & B1  |
| Show Organizer          | Show Management Office                            | Information Counter, 1 <sup>st</sup> Floor (near Entrance P)  |

## 10. Transportation

| Service      | Route/ Location   | Schedule/ Notes   |
|--------------|---|---|
| Taxi         | Drop-off Point: Area P Entrance<br>Pick-up Point: B1  | * Passengers can only hail a taxi on Floor B1 during show period.   |
| Airport      | Taoyuan Int'l Airport --><br>Nangang Exhibition Center  | <ul style="list-style-type: none"> <li>Bus Leaving Hours (Bus leaves every 20-30 mins):<br/>From Taipei Nangang Exhibition Center: 05:00 a.m. - 23:00 p.m.<br/><br/>From Taoyuan International Airport:<br/>06:20 a.m. - 00:30 a.m</li> </ul> |
| Parking Lots | B1, Taipei Nangang Exhibition Center Hall 2<br>P2, P3, P4, P5 Outdoor Parking Lots, North side of Taipei Nangang Exhibition Center Hall 2<br>(Charged by hours) |   |

## 11. Floor Cleaning

The organizer is responsible for daily cleaning of the public areas and passageways only. Exhibitors have to clean their own booths.

## 12. Security and Insurance

- (1) While every reasonable precaution is taken with regard to ground security, the organizer accepts no responsibility for any losses or damages which may befall the person or property of the exhibitor regardless of cause.
- (2) Particular care should be taken on the final evening of the show when the risk of loss of goods is at its 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, and
  - d. Expenses incurred due to cancellation or postponement of the exhibition.
- (4) Exhibitors are also advised to insure their exhibits for the time in which they are in storage. The organizer is not liable for any damage, loss, distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.

## 13. Free Wi-Fi Service

- (1) This free service only allows users to receive dispatch and e-mails. If you need to download massive amounts of data, we suggest that you rent ADSL.
- (2) Note that this free service without flow control is not usually recommended for audio or video streaming or massive downloads. Please retry if you are unable to connect internet.
- (3) The organizer has no responsibility for any loss of business cause by the quality of the free Wi-Fi service.
- (4) Please take necessary steps to protect your data.

## 14. Telephone and ADSL Rentals

### 1. Telephone Rentals

**(1) Please apply Form in advance directly from: Chunghwa Telecom Corp. Ltd**

(2) Telephone connections to booths may be ordered only by the exhibitor's representative or agent in Taiwan. The representative/agent must apply in advance directly to: Chunghwa Telecom Corp. Ltd. Northern Taiwan Unit Group, Taipei Eastern Area Service Center. (130 Sung Jen Rd., Taipei, 110, TAIWAN)

Tel : 886-2-2720-0149 (Installation)

Tel : 886-2-2720-0290 (Refund of Deposit)

**(3) Deadline of application: Oct.23<sup>th</sup>**

(4) Price list:

|  |   |
|--|---|
| Refundable Deposit   | NT\$3,000 per telephone set             |
| Installation Charge  | NT\$1,000 per telephone set (no refund) |
| Please note that rented telephone set(s) should be handed back at information counter, 1F area J before <b>17:30 on Nov 17<sup>th</sup> 2025</b> . Organizer does not take the responsibility to the loss of telephone sets. |   |

### 2. ADSL Rental

**(1) Please apply Form in advance directly from: Chunghwa Telecom Corp. Ltd**

(2) ADSL usage is connecting to the telephone set, connections to booths may be ordered only by the exhibitor's representative or agent in Taiwan. The representative/agent must apply in advance directly to: Chunghwa Telecom Corp. Ltd. Northern Taiwan Unit Group, Taipei Eastern Area Service Center. (130 Sung Jen Rd., Taipei, 110, TAIWAN)

Tel : 886-2-2720-0149 (Installation) / 886-2-2783-6676 (Nangang) / Tel : 886-2-2720-0290 (Refund of Deposit)

**(3) Deadline of application: Oct.23<sup>th</sup>**

(4) Price list:

|  |                               |
|--|-------------------------------|
| Refundable Deposit   | NT\$3,000 per telephone set   |
| Installation Charge  | NT\$2,500 per set (no refund) |
| Usage fee  | Cost from deposit fee         |
| Please note that rented telephone set(s) should be handed back at information Counter, upper level, area J before <b>17:30 on Nov 17<sup>th</sup> 2025</b> . Organizer does not take the responsibility to the loss of telephone sets. |                               |



## 15. During Show Days

- (1) *All construction, equipment, exhibit products or decoration should be done before 17:00, Nov 13*
- (2) No exhibits can be moved in or out during show hours. If an exhibit has to be carried in, it should be done between 9:00 a.m. to 10:00 a.m.
- (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 85dB and to require suitable methods of operation and display of materials.
- (4) The exhibitor shall not assign, sublet, or apportion any part of the assigned space assigned to others or have representatives, equipment, or materials from other firms appear in the exhibition space.
- (5) No exhibits can be moved out during show hours.
- (6) Exhibitors are strictly prohibited from occupying the aisles or public areas, as well as handing out brochures outside their booth stand. The organizer will confiscate all items in violation of the above without recourse for compensation. Violations will be recorded and participation in future show events will be affected.
- (7) The organizer is responsible for daily cleaning of public areas and passageways only, exhibitors have to take care of the cleanliness of their own booths.

## 16. Venue & Show Dates Change

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the Exhibition, the Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

## 17. FDA Laws & Regulations

Any customs in porting items ex. medical device, equipment, drugs, food (include healthy food, vitamin...ect.) have to follow the laws & regulations of FDA (Food and Drug Administration, Department of Health, Executive Yuan), detail information please refer to FDA

## 18. Accommodations

**Official contract hotels show as below; please contact the hotel to know more detail discounts and services.**

☛ <https://www.chanchao.com.tw/en/expoHotel.asp>

Special room rates listed below/above are provided by each hotel. Hotels directly charge expenses to the guests and organizer will not cover any outstanding expenses.

### III. TERMS AND REGULATIONS FOR PARTICIPATION

**\*Exhibiting companies and booth contractors are required to follow the regulations made by Organizer.**

1. According to TAITRA's Regulations for Decoration Contractors, the contractor must fill out the registration form with related documents attached and register with the management committee of TAITRA and leave a deposit, before being permitted to work on the exhibition grounds. Taipei Nangang Exhibition Hall is managed by TAITRA Nangang Exhibition Center (here after referred to as “the Center”). TAITRA reserves the right to deny entry into Taipei Nangang Exhibition Hall if the contractor does not complete the registration process.

#### **2. Registration, Entry/Exit Controls, Payment /Refund of Deposit**

- (1) Booth Contractors must register at the Management Department of TAITRA (the Venue Management Section) and leave a deposit. Addresses of department branches:

a. *Exhibition Hall 1, Taipei World Trade Center (Venue Management Section)*

Tel: +886-2725-5200 ext. 2276/2213.

b. *Taipei Nangang Exhibition Center (Venue Management Section)*

Tel: +886-2725-5200 ext. 5531

All staff must display the exhibition service badge or wear the official uniform approved by TAITRA, or display the working badge issued by the organizer before being allowed inside the exhibition grounds.

- (2) Each contractor involved in the decoration process - staffing firms, assemblers, carpenters, craftsmen, painters, carpeting companies, utility companies, stereo installation specialists, lighting specialists, transporters, metal workers, forklift operators, importers/exporters and other companies must register separately from the main designing firm/decoration company.

#### **3. Labor Safety and Health Items for Compliance**

To prevent occupational hazards and maintain labor safety, the organizer shall comply with government labor safety laws as well as “TAITRA’s Pre-construction Safety & Health Declaration for Nangang Exhibition Hall”; “Rules of TAITRA for Contractor’s Standard Pre-construction Work on Nangang Exhibition Hall”; “Guidelines of TAITRA on Contractor’s Safety & Health Management”; “Submission of Notification Reports on Damages to Nangang Exhibition Under Contract”, and “Notification of Hazardous Factors for Construction Site”, and other related regulations.

The abovementioned labor safety and health regulations may be downloaded from the following website: [twtcnangang.com.tw](http://twtcnangang.com.tw) – Exhibition Hall services and facilities – Labor Safety Management Rules.

#### **4. Construction Guidelines for Exhibition Booths**

- (1) According to fire-precaution regulations of Nangang Exhibition Hall, both exhibition areas located on the ground and the fourth floors (lower exhibition ground and upper exhibition ground), which are divided into 8 districts each by walking aisles with a net width of 6.1 meters. (For automobile exhibitions, the said width shall be 7.4 meters or greater.) Every district should not exceed 3,000 square meters to prevent any accidental fire from spreading. Pursuant to Article 11 of the Firefighting Act, the renovation for the exhibition area and all exhibition booths should be in compliance with the requirements for the use of materials with flame-retardant marks. These include carpets, window blinds, curtains, advertising billboards and other designated flame-retardant items. Fire prevention materials should be clearly marked with inspection labels. For the duration the contractor is on the premises it must have available documents attesting to the non-combustible or fire-preventing qualities of the materials for the reference of fire control and building control units. Any violation of these laws

and regulations that results in the Center being issued a fine, or if an accident occurs for which the contractor is responsible, the organizer and contractor(s) shall be fully liable.

(For details on rules governing non-combustible and fire-prevention materials, “Specifications on Use of Non-Combustible and Fire-Prevention Materials Required for Booths and Decorations at Nangang Exhibition Hall”.)

- (2) Exhibition booths must be properly erected and decorated. The exhibition company’s name and booth number should be clearly displayed in the booth.
- (3) The maximum height of a booth is 2.5 meters (including exhibits and partition walls).

Depending on the situation, company or product signage can be erected to a height not exceeding 4 meters from the floor. In the case of booths along the aisle, the length of their walls shall not be longer than 50% of their length along the aisle. In addition, the length of any continuous sealed wall shall not exceed 9 meters. Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the organizer must provide the Center’s Business Development Section with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary prior to 10 days before the show. They shall furthermore be required to pay an “Excess Fee” (NT\$100,000 per booth). An exhibitor is required to have anted four or more booths before being permitted to build structures that exceed the maximum allowed height of 6 meters each, where booth exteriors must be set back at least 1 meter from walking aisles. Furthermore, the rear part of the wall must be decorated. If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. The “Excess fee”, which is NT\$100,000 (tax included) based on 18 square meters as one unit shall be calculated based on the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT\$100,000. Where the booth area is less than 18 square meters, the exhibitors shall still be charged NT\$100,000.

- (4) Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, the Center will not supply electricity. Exhibitor(s) and contractors are liable for damage to facilities and injury or death of any staff member.
- (5) The construction of an enclosed area should not cover more than one-half of the rented space.
- (6) Booth and exhibit decorations (including signs, flags, plants, carpets, and lights) should not be placed or be extended beyond one's own booth(s). Additional air conditioners may not be installed. Any exhibitor that fails to make changes as directed will have their electricity cut off by the Center.
- (7) No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or columns. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the organizer or the exhibitor(s) and the decoration contractor.
- (8) Exhibitors are strictly prohibited from cordoning off electrical boxes, firefighting equipment, emergency exits and signage thereof. Decorations or exhibits may not conceal firefighting equipment, air-quality monitors or emergency exits. Blocking passenger or freight elevators is strictly prohibited. Any exhibitor that fails to make changes as directed will have their decorations dismantled by the Center at the cost of the organizer or the exhibitor(s) and the decoration contractor.
- (9) No neon, flashing, spinning, jumping and string lights (except if these are exhibition items within the

booth) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.

(10) Television walls or screen walls must adhere to the following regulations so that visitors do not block aisle access to neighboring booths.

- a. Walls must not exceed 2.5 meters in height. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
- b. If the wall needs to exceed 2.5 meters in height then it should not be higher than 4 meters and the front of the wall should be at least 2 meters from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
- c. The films/videos shown must fit the theme of the exhibition/event and cannot be sexually explicit or against accepted social customs and norms.
- d. If the organizer or the exhibitor (s) violates any of the items listed above and refuses to make improvements, TAITRA will shut off power to the booths.

(11) Exhibitors wishing to raise balloons within one's own booths are required to apply for approval prior to 10 days before the show opens. Balloons hung without the approval of the Center will be removed, and the fee will be the responsibility of the organizer or the exhibitor (s). Please obtain information about the request process and the form from the organizer. Balloons are allowed inside the booths only. Each large advertising balloon will be charged NT\$10,000(exclude tax) and cannot be over 7 meters from the ground and smaller decorative balloons cannot be over 4 meters from the ground. Violators will be penalized for the following violations: balloons floating up to the ceiling, balloon strings hanging on the ceiling or on the pipelines in the ceiling, or balloons left behind after move-out. Violators will be penalized NT\$10,000(exclude tax) for each balloon and NT\$10,000 (exclude tax)for strings on the ceiling. The organizers will be solely liable for damages that occur because of balloons. Please log onto the website for the Rules on Application; application form and declaration which are contained in the Exhibitor Manual.

(12) Guideline for setting up stages and stereo equipment:

- a. To install a stage or stereo equipment with output greater than 20 watts, the exhibitor must provide a design illustration (the location of the stage and speakers, and the activities and/or times that the equipment will be turned on must be clearly stated) and leave a deposit (the amount charged will depend on the guidelines for each exhibition, but on average at least NT\$50,000). The exhibitor must submit a request prior to 20 days before the exhibition to the organizer. The exhibitor must submit a request in writing signed with a signature promising that all of the abovementioned guidelines will be followed. Please refer to the Exhibition Work Handbook for the Application Rules and application form. Stages and/or stereo equipment installed without permission will be dismantled and no power will be provided to the booth.
- b. The organizer must fill out and send the "Stage and Stereo Equipment Request Form with Recognizance", directory of the exhibiting companies, and booth layouts to the Venue Management Section prior to 10 days before the exhibition (a stereo play time chart must also be submitted before the exhibition.)
- c. The edge of the stage must be at least 2 meters away from the edge of the aisle. At most two speakers are allowed except where the Center has given approval. Speakers must face inward and be placed at a downward angle. The volume cannot exceed 85 decibels

(calibration must be performed with the organizer before the exhibition begins). No two neighboring booths can run stage activities or play stereos at the same time.

- d. The organizer must ensure that exhibitors follow the abovementioned guidelines and the Center may organize an inspection team to enforce these rules. The Center will perform checks regardless of whether the organizer cooperates. Organizers that do not cooperate and are in violation will be issued fines (to be deducted from the deposit.) The organizer is responsible for keeping track of violating parties, fining them and making sure improvements are made.
- e. There are three degrees of penalties for violations:

**First Degree:** If test results show that sound is louder than the limit and the violator does not correct the situation after receiving an oral warning, a ticket will be issued and the violator will be notified that the next offense will result in a fine.

**Second Degree:** If no improvements are made upon subsequent checks, fines will be issued: NT\$1,000 for the second check, NT\$4,000 for the third check, NT\$10,000 for the fourth check, NT\$15,000 for the fifth check, and NT\$20,000 for the sixth check (the organizer is allowed to increase or decrease the amount levied on exhibitors based on its prior exhibition experience.)

**Third Degree:** If the violating party still refuses to cooperate after five fines, no power will be provided to the booth. Other violations committed by the decoration contractor or stereo specialists will be dealt with according to Article 8 of these Regulations Governing Booth Decorations.

- f. Volume testing: A decibel meter will be used at a height of 1.2 to 1.5 meters, close to the average height of human ears, and placed 3 meters parallel from the sound source.
- g. An exhibitor who uses its own wireless microphone shall be required to file its microphone frequency with the Center's Client Service Section for approval before being allowed to set up the same for use. Where the use of wireless microphone is without the Center's approval such that it interferes with or affects other meetings in the Hall, the Center can, in addition to demanding cessation of the use of the relevant equipment, levy a fine based on Third Degree in Point 5 herein.
- h. If the exhibitor(s) follows the above guidelines, the deposit will be returned in full after the exhibition.

### (13)Utilities:

- a. Each booth is to submit an application to the organizer for the amount of electricity and water needed. Privately accessing power without permission is prohibited, and violators will have electricity cut and their booth closed. Contractors involved in such violations will lose their registration as contractors, and in order for TAITRA to maintain public safety in each Exhibition Hall, all lighting and illumination equipment in each booth must be installed by a commissioned electrical equipment business holding a Class A or above license, and this business must complete registration with the relevant unit of TAITRA to provide and set up water and electrical facilities. Exhibitors are strictly prohibited from bringing their own equipment and installing it (with the exception of display lighting), and violators will have their electricity cut and booth closed. In the event of a threat to public safety, damage to property, or injury and loss of life, the exhibitor is fully liable.
- b. In order to avoid an overload, damage to equipment, spikes in electrical power, fire or other accidents, it is forbidden to dismantle or damage exhibition facilities or to access electricity on the premises and connect it with incompatible electrical facilities. Any facilities found in violation will be automatically dismantled at the cost of the violating company or contractor

and the violating booth will have its supply of electricity cut.

- c. No neon, flashing, spinning, jumping and string lights (except if these are exhibition items) are allowed. Power will be cut to violating booths that fail to make changes as directed. Lights may not be turned upwards in order to prevent miscellaneous items from falling onto light covers and starting fires.
  - d. Cable trenches are for cable only. To prevent short circuits, fire and other accidents, pouring water into cable trenches is strictly prohibited.
  - e. Any contractor found in violation of the above-mentioned provisions may be fined NT\$100,000 for each violation; any contractor found in violation twice during one month or three times during one year (inclusive) or more, will be prohibited from working on the premises for six months.
  - f. During move-in (except on the day prior to the exhibition): Compressed air and ceiling lighting will be provided during normal operating hours, for use during decoration and layout of exhibition booths. No electricity is provided. Where the renovation contractor has other power requirements they can apply to the service counter for the organizer to apply for power supply during the relevant period of time.
  - g. Exhibitors who request utilities (including those who require 24-hour uninterrupted utilities) should have contingency devices (such as an uninterruptable power supply) ready. TAITRA is not liable for any damages and power/water interruption caused by the Taiwan Power Company or by malfunctions of facilities in the hall.
- (14) Exhibitors who desire to build a second-story booth must submit a request and pay in advance (refer to the Exhibition Work Handbook to obtain information on procedures and the form, or contact the Nangang Exhibition Center Business Development Section).
- (15) Occupying public areas (the front gate, lobby, sidewalks around the premises, plaza, rest area, underground parking lot, loading dock, freight elevator and other areas) is strictly prohibited. Setting up stages, moving billboards, flags, or hanging advertisements, posters, flower baskets and other hanging items in these areas are strictly prohibited as well, except in cases where the organizer has applied for and obtained permission from the Center.
- (16) The Nangang Exhibition Hall's lower level (lower ground) has 60 columns. Regardless of an exhibitor's intent to decorate all or part of a column within the booth area, an "Application to Reserve a Column for Beautification and Decoration" including an attached booth design (with floor space, and three-dimensional design of facilities) is to be submitted 25 days in advance of the event to exhibition organizers. Once exhibition organizers give permission, the contractor can apply to the Center 15 days prior to the event at the Nangang Exhibition Hall to obtain permits before the column may be reserved and decorated.

Guidelines for Column Beautification and Decoration: (1) Column must be in juxtaposition to the wall of existing modular facilities for exhibition (wall width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls); (2) Additional walls on the north side of the Hall must have a hidden door (doors must exceed 70cm in width and 200cm in height or the opening may be exposed in the compartment wall); a space at least 110cm high and 60cm wide should remain to accommodate direct access to sprinkler switches, compressed air pipes control valve box; no wall or object may conceal them. (3) Additional walls on the eastern side of the Hall (facing Jingmao Road) must leave a space at least 140cm high and 110cm wide to accommodate direct access to the fire control panel, sprinkler switches, and ground fire extinguishers; no wall or object may conceal them. (4) The height of the wall around the column may not exceed 4 meters; (5) In the event the above mentioned provisions are violated, the facilities will be taken down, costs for which shall

be born by the exhibitor. In the event of guideline violations that are not corrected in a timely manner, resulting in fire prevention authorities issuing a penalty, the fines and related liabilities shall be the sole responsibility of the exhibition organizers and exhibitors. Violating contractors will be fined according to Hall decoration regulations.

## **5. Matters for Attention During Set-up and Move-in**

- (1) All contractors must have third party liability insurance. The organizer will be legally and financially liable for any damages to the facilities and lives lost. The exhibition organizer shall procure public accident insurance during the period of exhibition (including Move-in and Move-out periods). It shall submit a photocopy of the said insurance policy not less than 5 days before Move-in to the Center's management unit for review. See Article 10 of the Hall's Rules on Lease of Exhibition Premises.
- (2) Unregistered contractors should register according to the process outlined in article 2 and have exhibition hall service badges (or uniforms), or request the working badge for the exhibition from the organizer prior to 15 days before the exhibition begins. Otherwise the contractor will not be allowed to enter the grounds to carry out work. The organizer has the right to ask anyone without proper ID or uniforms to leave the premises.
- (3) The organizer must supply to exhibitors working badges for contractors and staff so they will be allowed to enter the grounds.
- (4) The organizer must submit 16 sample copies of the exhibition working badge to the Venue Management Section of the Center prior to three days before move-in for reference of Center security personnel.
- (5) In order to ascertain the booth's exact point and the corresponding location, exhibitors are required to instruct their designers to measure the site before undertaking booth design and planning.

## **6. Matters for Attention During Construction**

- (1) Control and request for entry of vehicles:
  - a. There are three areas in the ground level exhibition hall (lower ground): I, J, and K. There are a total of 60 columns inside the exhibition hall (existing walls' width on the east and west side is 213cm and width on the north and south side is 235cm each; height is 250cm for all walls). There are two to three electrical boxes on the south and west side of each column and an air valve box on the North side and a fire alarm wall unit is placed on every other column on the east. There are three areas in the upper level exhibition hall (4F): L, M, and N, with no columns inside (about 180 meters x 126 meters). All trucks must enter through the Eastern entrance of the hall (Jingmao 1<sup>st</sup> Road vehicle entrance). To get to the 4th level exhibition hall, vehicles must enter using the truck ramp (or the spiral ramp – width of 11.4 meters with a height restriction of 6 meters; vehicles shall have a maximum height of 4 meters). Sizes for cargo entrance for each area are listed below:

Area L: Height 4 meters, Width 11 meters

Area M: Height 8.5 meters, Width 11.9 meters

Area N: Height 4 meters, Width 10.1 meters

The maximum height of trucks allowed to enter the 1st and 4th floors is 4 meters. For the entrance of trucks over 4 meters high (with or without goods) into the premises, requests must be submitted to the Venue Management Section of the Center (including trucks over 4.25 meters high). After obtaining permission, they can enter via the designated route at the designated time.

b. The maximum load for the 1st floor of the exhibition hall is 5 tons / square meter, and for the 4th floor of the exhibition hall is 2 tons / square meter. No overweight, oversized vehicles or items (vehicles and items that do not fit the above guidelines) are allowed inside. Overweight and/or oversized items for exhibition or decoration must be disassembled before entry is permitted. The organizer will be responsible for any damages.

c. Regulations on loading of vehicles entering and leaving exhibition hall:

| <b>Ground floor Exhibition Hall (including entrance driveway)</b> |   |
|---|---|
| 1. Vehicle load (include total weight of vehicle and goods)       | <p>(1) 20 tons for dual-axle; 43 tons for those with more than two axles;</p> <p>(2) Safety distance between any two vehicles is more than 6 meters.</p>  |
| 2. Restrictions on load of forklift                               | <p>(1) An individual forklift's total load should not exceed 18 tons;</p> <p>(2) Where 2 forklifts are handling different goods, they should maintain a distance of at least 6 meters;</p> <p>(3) For goods which exceed 18 tons (but in any case not exceeding 36 tons), two forklifts are allowed to work in conjunction provided that they must maintain a distance of at least 4 meters.</p> <p>(4) Each lifting and unloading shall not last longer than 50 minutes.</p>   |
| 3. Restrictions on load of cranes                                 | <p>(1) An individual crane's total load should not exceed 27 tons; here 2 cranes are handling different goods, they should maintain a distance of at least 9 meters;</p> <p>(2) For cranes with a maximum load of less than 18 tons, wooden or steel board (of any specifications) must be used to pad the load support. For cranes with a maximum load of more than 18 tons, before loading sleeper should be used to pad the load support. The padding materials should not be less than 90cm (length) x 90cm (width) x 15cm (height).</p> <p>(3) Each lifting and unloading shall not last longer than 50 minutes.</p> |

The use of vehicles with a gross weight of over 15 tons (based on the load indicated on the vehicle or vehicle license) or cranes (hoist); forklift and hoist-truck of any tonnage in the exhibition hall shall require an application to the Center by the organizer 20 days in advance by way of submission of "Application Form of Taipei Nangang Exhibition Hall for Access by Heavy Vehicles". When entering the exhibition hall, the "ground weigh form" shall be submitted for Nangang Center's approval before being allowed access during the permitted time period.

d. Trench on the floor:

- (a) There is a trench every 9 meters from south to north (total of 13 trenches, each trench being 30cm wide and 35cm deep) on the 1<sup>st</sup> and 4<sup>th</sup> floors.



- (b) There are 8 trenches from east to west on the 1<sup>st</sup> floor of the exhibition hall, and 10 trenches from east to west on the 4<sup>th</sup> floor of the exhibition hall.
- (c) The east-west trenches are connected with the south-north trenches and are reserved for laying power lines and telecommunication cables.
- e. Drainage boxes are provided: There is one drainage box on either side of each (S - N) trench every 6 meters. Exhibitors may apply to use drainage boxes for water drainage.
- f. Three large freight elevators are on the East side of the hall. The height of the door for each is 3 meters and the width for each is 3 meters (the net height of the lift is 3.3 meters), and the depth is 7.8 meters. The maximum load for each elevator is 6 tons (no vehicles shall be driven into any cargo elevator).
- g. The organizer should implement the procedures outlined below for vehicle control in order to maintain order, safety and air quality inside the exhibition halls:
  - (a) Passenger vehicles (sedans) are not allowed inside the exhibition hall. Vehicles driving into the surrounding area must not exceed the speed limit (10 kilometers per hour.) Compensation must be paid for any intentional or accidental damage. Engines must be turned off inside the hall.
  - (b) Trucks carrying construction materials and exhibition goods must enter the halls according to the schedule set by the organizer. For those that do not follow the regulations, depending on the situation, the guards have the authority to deny entrance.
  - (c) For a truck entering the exhibition halls, a temporary fee of NT\$1,000 must be paid at the entrance (for mechanical or larger exhibitions higher amounts are required). 100% of the fee will be returned upon move-out within one hour. For every hour overstayed, NT\$200 will be deducted (the time count begins upon entering).
  - (d) No excavators are allowed.

(2) Procedures during move-in and other matters:

- a. The utility contractor must submit a copy of the installation plan to the Nangang Exhibition Center's Technical Support Section for reference; otherwise the contractor will not be allowed to perform work on the grounds. The contractor must apply to the Center's Technical Support Section and Venue Management Section after it has received permission from the exhibition organizer, and then come in during the time between exhibitions to lay cable and perform work. If work must be performed during grounds lease periods or overtime work is needed, the contractor must also obtain permission from the organizer.
- b. Carpeting specialists must submit a copy of the installation plan to the Venue Management Section for reference; otherwise the specialists will not be allowed to work on the grounds. For exhibitions of large machinery or heavy objects, the specialists must submit a request to facility department and Technical Support Section to enter the grounds early during the time between exhibitions. The contractor can begin working after obtaining permission. If work must be performed during grounds lease periods or overtime work is needed, the contractor must get permission from the organizer.
- c. The time for painters and craftsmen to enter depends on the progress of woodwork and system assemblage. For washing instruments used with water soluble paints, they shall go only to the washroom in each exhibition area (Those on the 1st floor are numbered: 0177-2, 0194-1, 01103; those on the 4th floor are numbered 0498 and 04106). No washing instruments can be used with oil-based paints in the Hall and paint mixing is not allowed to be conducted in the

bathrooms. The contractors are responsible for disposing sticky waste such as wallpaper.

d. Water deliveries, flower deliveries, and lunchbox vendors are not allowed inside the exhibition grounds and their vehicles are not allowed inside (those sending potted plants are allowed inside for decoration purposes).

- (3) For safety reasons, aisles may not be occupied for decoration/display purposes. These things should be done inside each booth.
- (4) If the decoration is chiefly made of wood, then it should be made ready outside the exhibition hall before move-in and assembly.
- (5) No steel nails, spray paint, soldering and electrical saws are allowed. Any violations will result in power being cut off.
- (6) Please place PVC cloth or board on the ground before painting and take care not to stain the ground.
- (7) Carpeting: Carpets should not be glued directly to the floor. A 10-centimeter wide double-glued tape must be used along the edge of the carpet to stick down the carpet. Make sure all the tapes are cleaned and disposed during move-out. Those who do not clean after the exhibition will be banned from working inside the booth for six months.
- (8) Disposing of the construction materials:
  - a. Package and construction materials, which are to be disposed of, should be removed each day and should not be placed in the aisle.
  - b. It is strictly prohibited to pour leftover paints into sinks and toilets. Brushes used with water soluble paints must be washed inside mop wash basins in designated bathrooms. The organizer, exhibitors and contractors will have to pay for the cleaning fee if violations occur.
  - c. Wastes not disposed of in time are the responsibility of the organizer, with the exhibitor(s) and contractor solely responsible for the costs. If work for the next and/or later exhibition(s) is interrupted, the organizer, exhibitor(s) and contractors will be responsible for the losses.
- (9) The organizer, exhibitor(s) and decoration contractor will be responsible for any damages to the facilities, financial losses and deaths caused by improperly performed work.
- (10) No alcoholic beverages, betel nut or chewing gum is allowed inside the premises. For the sake of everyone's public image, all workers must wear proper clothing and sandals are not allowed.
- (11) No decoration materials can be placed inside the space outlined by the yellow net areas inside and outside the exhibition grounds. Any violation will result in a six month ban from working inside.
- (12) Safety insurance:
  - a. During the exhibition/event period the exhibitor(s) should look after the items, materials, decorations, and other facilities during construction/installation and have them insured. The Center will not be responsible for any damages.
  - b. During the exhibition/event period (including decorations before the actual exhibition and post-dismantling), any deaths or financial loss of staff or third parties caused by improper installation, operation, maintenance or management of the facilities, items for exhibition, and others will be the responsibility of the exhibitor(s) and the contractor(s) and not of the Center. The exhibitor(s) and the contractor(s) are responsible to implement safety measures and are required to have public liability insurance beforehand.

## 7. Matters for Attention Before Booth Dismantling and During Move-out

- (1) All items for exhibition, materials for decoration, and waste must be completely cleaned up and transported away from the exhibition grounds before the end of the move-out period and must not affect the proceeding of next and/or later exhibitions. Where there is an eventless day following the move-out period, all the items, materials and wastes may be transported off the ground during that time, with an additional lease fee charged. No excavators are allowed by the Hall inside the exhibition grounds. The organizer must consider the length of time needed for performing move-in/out work and request reasonable length of time for work.
- (2) The maximum load for the floor of the exhibition ground on the 4th floor exhibition hall is 2 tons / square meter, and 5 tons / square meter on the 1st floor exhibition hall. The organizer is responsible to install bases and bearings (steel beams, boards, and ties) that reduce the concentrated contact of the weight of the vehicles and cargo with the floor to prevent damaging the floor. The organizer will be solely responsible for damages and/or injuries to the facilities and/or staff because of the operation of vehicles or the cargo they carry, or any other equipment, instruments, and others (note: items for exhibition or decoration must be dismantled before transporting inside and outside if their sizes exceed the maximum height and width of the entrances/exits. The organizer will be responsible for any damage on the facilities caused by improper handling).

## 8. Penalties for Other Violations

Where there are violations of the regulations in this document, in addition to the above penalties and depending on the circumstances, the Center has to right to:

- (1) Cut off water supply and power.
- (2) Close down booths and stop the exhibition at the cost of the organizer or the exhibitor.
- (3) Prohibit the organizer or the exhibitor(s) from holding or participating in the exhibition for two years.
- (4) If the booth contractors violate any of the above mentioned regulations, depending on the circumstance, the Center has the right to:

- a. In the case of workers smoking/chewing betel nut:

**First-time offender** for smoking/chewing betel nut: Issuance of warning letter with no fine imposed; the renovation contractor (or main contractor) shall be required to demand rectification by the offender.

**Second-time offender:** Issuance of warning letter and fine of NT\$500;

**Third-time offender:** Issuance of warning letter and fine of NT\$1,000.

For each subsequent offense an additional amount of NT\$500 shall be levied, with the said fine to be levied on the contractor which employs the offender. Where there is no direct employer, the fine shall be levied on the main contractor for the booth (where no direct fine is imposed on the offender).

The above cumulative fine is with respect to a repeat offender. In the case of the same offense committed by different offenders, each offender shall be treated separately with respect to the cumulative fine.

- b. Other infringements depending on their severity and the number of infringements: Issuance of a NT\$2,000 to NT\$5,000 fine depending on the seriousness of the violation and the number of times for the violation (fines will be deducted doubly from the deposit if the payment is post

due). For each serious accident such as fire and others caused by the violation of article 3 or 5, the violator will be fined NT\$20,000 per incident.

- c. The Nangang Exhibition Center managing staff has the right to take photos for reference and force the work to stop and evicted off the exhibition grounds.
- d. Any exhibitor refusing to rework improperly installed decorations as directed will have the decorations dismantled by the Center prior to the show at the exhibitor's own expense, and double the cost will be deducted from the deposit.
- e. Depending on the seriousness of the violation, the contractor may be banned from one to two years from entering any of TAITRA's exhibition grounds.

**9. The above regulations shall also apply to all other space in the Hall (including outdoor exhibition grounds).**

**10. All matters not covered herein shall be pursuant to any amendments announced by TAITRA.**

## Form 1: SAFETY and HEALTH TERMS of AGREEMENT

(Return before **Oct.17<sup>th</sup>. 2025**, Email: Domestic@chanchao.com.tw)

After attending Taipei Int'l Wine & Spirits Festival 2025 space allocation meeting as well as workers safety meeting, the undersigned parties have fully understood workers safety and health regulations required by the Taiwan External Trade Development Council (TAITRA). The undersigned parties and any other affiliated parties will duly comply with governmental worker health and safety regulations and TAITRA guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from TAITRA, and are fully responsible for all compensation or repairs in the event of damage.

1. The undersigned parties and any other affiliated parties guarantee to comply with the following regulations during the operational period :
  - The Standard Pre-Construction Procedures for NANGANG Exhibition Hall Exhibitors
  - The Worker Safety and Health Management Procedures for NANGANG Exhibition Hall Exhibitors
  - Hazards Report for NANGANG Exhibition Hall Exhibitors.
  - On-Site Hazards Notification for NANGANG Exhibition Hall.
2. The above-mentioned regulations can be found on the website of NANGANG Exhibition Hall at : <http://www.twtcnangang.com.tw/>

This form is addressed to : Taiwan External Trade Development Council

Name of Exhibitor : \_\_\_\_\_

Name of Company Representative : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

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

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) lack of required entry and work permits, lack of any required uniforms, lack of safety helmets, unfastened safety belts at heights of 1.5 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules.

Please complete and mail this form by registered post before **Oct.17<sup>th</sup>. 2025** to Email to [domestic@chanchao.com.tw](mailto:domestic@chanchao.com.tw)

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of NANGANG Exhibition Hall

Signature of Company Representative : \_\_\_\_\_ Date \_\_\_\_\_

## Form 2: BOOTH CONSTRUCTION ASSURANCE

(Return before **Oct.17<sup>th</sup>. 2025**, Email: Domestic@chanchao.com.tw)

\* To be filled in by exhibitor below

|                               |                     |            |                                  |
|-------------------------------|---------------------|------------|----------------------------------|
| Exhibitor Company Name: _____ |                     |            |                                  |
| Booth No.:                    | No. of Booth: _____ |            |                                  |
| Address: _____                |                     |            |                                  |
| Contact Person:               | _____               | Tel: _____ | Ext. No.: _____ Fax: _____       |
| Contractor Name: _____        |                     |            |                                  |
| Contact Person:               | _____               | Tel: _____ | Ext. No.: _____ Mobile No: _____ |

\* To be filled in by Contractor below

1. If there are any improper practices caused from booth design, execution, usage or removal, which result in any loss of property, casualties, or violation of rights, we will assume responsibility for all compensation, civil liability and lawsuit, and guarantee the organizer and TAITRA will be unbound from any civil, criminal accusations, or we will compensate for the entire lawsuit expense.
2. If the waste and left over of the furnishing material are strictly complied with “TWTC Exhibition Hall decoration guidelines”, “Rules & Regulation of Organizer”, that will be removed within the move-out time. We will unconditionally render NTD 50,000 per booth as cleaning fee if the rules are violated as such.

Hereby

Organizer: Chan-Chao International Co., Ltd.

Contractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mail: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Company Stamp:

Person in Charge Signature & Stamp:

\_\_\_\_\_

\_\_\_\_\_

## Form 3: Electric Power Supply Application

(Return before **Oct.17<sup>th</sup>. 2025**, Email: [Domestic@chanchao.com.tw](mailto:Domestic@chanchao.com.tw))

Please order your additional requirement and attach layout plan with indication the location of the DB  
(Distribution board) on **Form 4: Booth layout**

**Each booth is supplied with 110V / 500W (with NFB and DB) power free of charge**

- ☐ Not over basic electric power supply.
- ☐ Additional requirement electric power supply of :

(A) ☐ 5A ☐ 10A ☐ 15A ☐ 20A ☐ 30A ☐ 40A ☐ 50A ☐ 60A ☐ 90A ☐ 120A ☐ 150A  
☐ 180A ☐ 220A ( with NFB and DB, **Contact your decoration company, if you need sockets.** )

**(B) Heavy-Duty power supply 220V/380V/440V (with NFB and DB )**

Level: 15A, 20A, 30A, 40A, 50A, 60A, 75A, 100A, 125A, 150A

( b1 ) 3Ø 3W 220V 60HZ : 1. \_\_\_\_\_ A ; 2. \_\_\_\_\_ A ; 3. \_\_\_\_\_ A ; 4. \_\_\_\_\_ A ; 5. \_\_\_\_\_ A

( b2 ) 3Ø 3W 380V 60HZ : 1. \_\_\_\_\_ A ; 2. \_\_\_\_\_ A ; 3. \_\_\_\_\_ A ; 4. \_\_\_\_\_ A ; 5. \_\_\_\_\_ A

( b3 ) 3Ø 3W 440V 60HZ : 1. \_\_\_\_\_ A ; 2. \_\_\_\_\_ A ; 3. \_\_\_\_\_ A ; 4. \_\_\_\_\_ A ; 5. \_\_\_\_\_ A

**(C) 24-hour power supply : (With NFB and DB)**

( c1 ) 1Ø 110v 60HZ : 5A \_\_\_\_\_ set(s) ; 15A \_\_\_\_\_ set(s) ; 20A \_\_\_\_\_ set(s)

( c2 ) 3Ø 3W 220V 60HZ : 15A \_\_\_\_\_ set(s) ; 20A \_\_\_\_\_ set(s) ; 30A \_\_\_\_\_ set(s) ; \_\_\_\_\_ A \_\_\_\_\_ set(s)

( c3 ) 3Ø 3W 380V 60HZ : 15A \_\_\_\_\_ set(s) ; 20A \_\_\_\_\_ set(s) ; 30A \_\_\_\_\_ set(s) ; \_\_\_\_\_ A \_\_\_\_\_ set(s)

( c4 ) 3Ø 3W 440V 60HZ : 15A \_\_\_\_\_ set(s) ; 20A \_\_\_\_\_ set(s) ; 30A \_\_\_\_\_ set(s) ; \_\_\_\_\_ A \_\_\_\_\_ set(s)

**(D) Water / Drainage Installation**

( d1 ) Water inlet and outlet : \_\_\_\_\_ set(s)

**(E) Compressed Air** \_\_\_\_\_ set(s) (Pressure about 8kg/cm<sup>2</sup>)

※The fee calculated of the additional electric power please refer to the accompanying from next page ※

**Total Amount :**

(A) \_\_\_\_\_ +(B) \_\_\_\_\_ +(C) \_\_\_\_\_ +(D) \_\_\_\_\_ +(E) \_\_\_\_\_ =NTD\$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number / amount: \_\_\_\_\_ / \_\_\_\_\_

Applicant: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:**

## Notice:

1. **All electrical works should be carried out by the Official Contractor only.**
2. An extra 30% addition fee will be enforced after the deadline and on site.
3. Any relocating at show site that if the displacement distance of more than 3 m will incur a **50% of rental price** for items.
4. If the equipment need ground connection, please notice with “+N”, addition fee is needed for this service.
5. Electricity usage for compressed air system is not included.
6. The above prices are for one construction only, second construction will cost addition fee, please make sure all your electricity requirement and booth layout before you apply.
7. For the safety of electricity usage in TWTC Nangang Exhibition Hall, each exhibitor will have an electricity distribution board (DB) in the booth. Exhibitor should plan the DB box location and notice the organizer in case of any miss placement.
8. Exhibitors are not allowed to connect their own electrical fittings. (No individual generators are allow to be used)
9. Under any of the circumstances mentioning below: un-applied, private linkage, unpaid, overload, violating, unsafe usage, the organizer will cease to provide water & electricity without further notice, any loss caused by will be exhibitor's responsibility.
10. Exhibitors are required to bring their own adaptors for linking up their equipment with water piping.  
If any further assistance is needed, please contact with Chan-Chao International – Minna Tai  
+886-2-2659-6000 ext.342

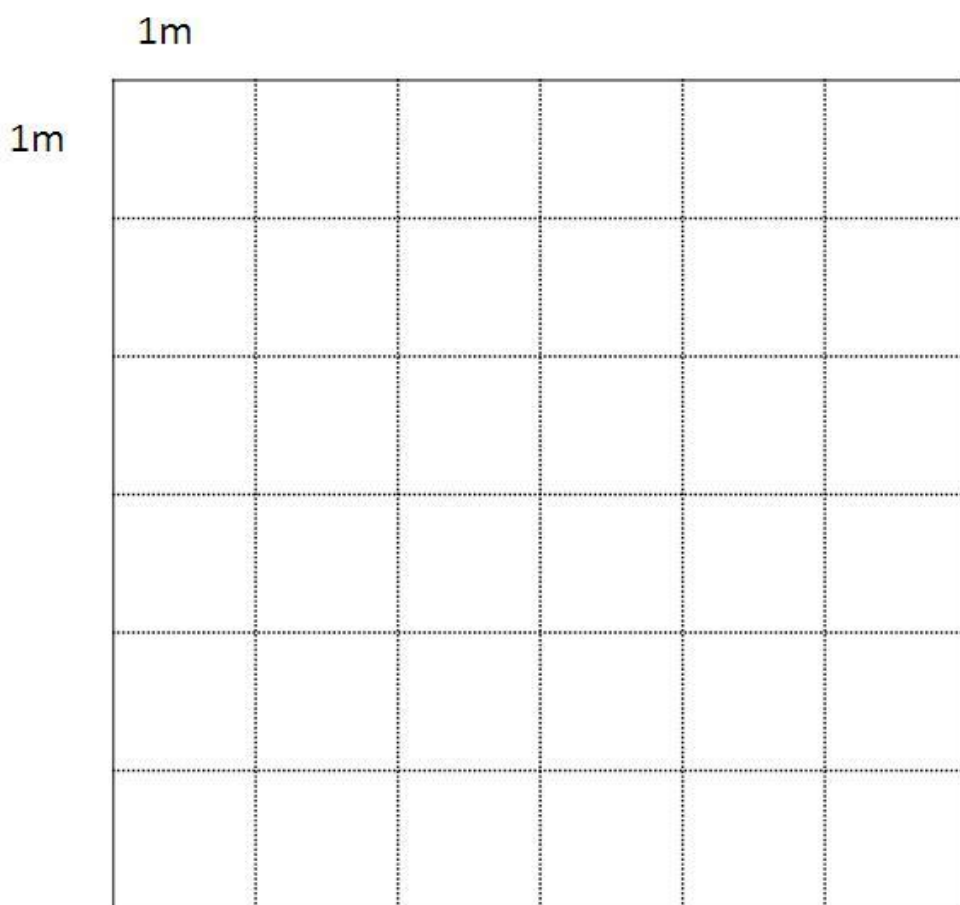
| No. | Items                     | NTDS   | No. | Items                         | NTDS   |
|-----|---------------------------|--------|-----|-------------------------------|--------|
| 1   | 110V 5A (500W)            | 750    | 30  | 3Ø 440V power supply 15A      | 9,339  |
| 2   | 110V 10A (1,000W)         | 1,500  | 31  | 3Ø 440V power supply 20A      | 12,095 |
| 3   | 110V 15A (1,500W)         | 2,250  | 32  | 3Ø 440V power supply 30A      | 16,359 |
| 4   | 110V 20A (2,000W)         | 3,000  | 33  | 3Ø 440V power supply 40A      | 19,997 |
| 5   | 110V 40A                  | 6,000  | 34  | 3Ø 440V power supply 50A      | 24,044 |
| 6   | 110V 60A                  | 9,000  | 35  | 3Ø 440V power supply 60A      | 30,386 |
| 7   | 110V 90A                  | 13,500 | 36  | 3Ø 440V power supply 75A      | 36,304 |
| 8   | 110V 120A                 | 18,000 | 37  | 1Ø 24hr 110V5A(500W)          | 2,319  |
| 9   | 110V 150A                 | 22,500 | 38  | 1Ø 24hr 110V15A (1,500W)      | 3,169  |
| 10  | 110V 180A                 | 27,000 | 39  | 1Ø 24hr 110V20A (2,000W)      | 3,692  |
| 11  | 110V 220A                 | 33,000 | 40  | 220V 24-hour power supply 15A | 10,569 |
| 12  | 3Ø 220V power supply 15A  | 3,681  | 41  | 220V 24-hour power supply 20A | 15,889 |
| 13  | 3Ø 220V power supply 20A  | 6,869  | 42  | 220V 24-hour power supply 30A | 20,997 |
| 14  | 3Ø 220V power supply 30A  | 9,234  | 43  | 220V 24-hour power supply 40A | 24,869 |
| 15  | 3Ø 220V power supply 40A  | 11,740 | 44  | 220V 24-hour power supply 50A | 28,853 |
| 16  | 3Ø 220V power supply 50A  | 14,367 | 45  | 220V 24-hour power supply 60A | 37,556 |
| 17  | 3Ø 220V power supply 60A  | 18,774 | 46  | 380V 24-hour power supply 15A | 17,406 |
| 18  | 3Ø 220V power supply 75A  | 21,790 | 47  | 380V 24-hour power supply 20A | 21,685 |
| 19  | 3Ø 220V power supply 100A | 28,706 | 48  | 380V 24-hour power supply 30A | 29,690 |
| 20  | 3Ø 220V power supply 125A | 35,229 | 49  | 380V 24-hour power supply 40A | 36,459 |
| 21  | 3Ø 220V power supply 150A | 42,090 | 50  | 380V 24-hour power supply 50A | 43,341 |
| 22  | 3Ø 380V power supply 15A  | 8,548  | 51  | 380V 24-hour power supply 60A | 54,942 |
| 23  | 3Ø 380V power supply 20A  | 11,039 | 52  | 440V 24-hour power supply 15A | 19,037 |
| 24  | 3Ø 380V power supply 30A  | 14,775 | 53  | 440V 24-hour power supply 20A | 23,857 |
| 25  | 3Ø 380V power supply 40A  | 17,887 | 54  | 440V 24-hour power supply 30A | 32,950 |
| 26  | 3Ø 380V power supply 50A  | 21,404 | 55  | 440V 24-hour power supply 40A | 40,806 |
| 27  | 3Ø 380V power supply 60A  | 27,219 | 56  | 440V 24-hour power supply 50A | 48,774 |
| 28  | 3Ø 380V power supply 75A  | 32,345 | 57  | Water / Drainage Installation | 5,000  |
| 29  | 3Ø 380V power supply 100A | 42,781 | 58  | Compressed Air                | 5,800  |

\*All prices above cover all show days and include taxes.



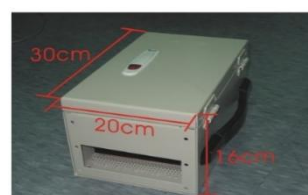
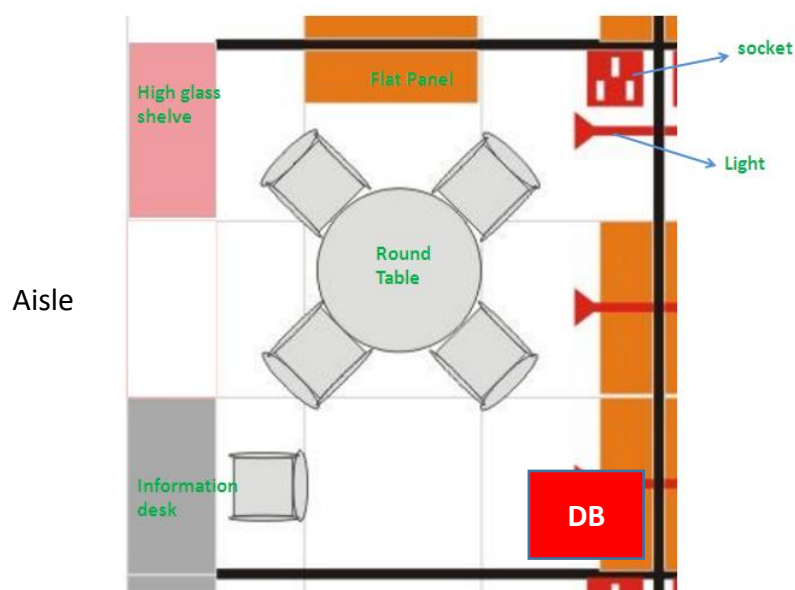
## Form 4: Booth Layout

For a better understanding of booth facility location, please indicate the exact location on the floor plan below; include electrical box(please abbreviate DB) and water sink location:



**\*Any relocating at show site that if the displacement distance of more than 3 m will incur a 50% of rental price for items.**

Example:



## Form 5: Booth Facility Rental

**TIAN LI CO., LTD.**

**Application for Furniture**

**Taipei Int'l Wine & Spirits Festival 2025**

Mobile : 0988-336-929

Email : tianlijudy@gmail.com

**Company Name :**

**Exhibitor :**

**Booth No :**

**Contact : Judy Chen**

| No      | Item            | Specification | Unit Price | Q'ty | Amount | No | Item                            | Specification | Unit Price | Q'ty | Amount |
|---------|-----------------|---------------|------------|------|--------|----|---------------------------------|---------------|------------|------|--------|
| 1       | Reception       | 100x50x75     | 20         |      |        | 22 | DVD Player                      | NTSC Systems  | 150        |      |        |
| 2       | Folding chair   |               | 5          |      |        | 23 |                                 | All Systems   | 170        |      |        |
| 3       | Round Table     | φ75(Glass)    | 35         |      |        | 24 | LCD TV                          | 50 inch       | 370        |      |        |
| 4       | Meeting Table   | 120x60x75cm   | 40         |      |        | 25 |                                 | 42 inch       | 330        |      |        |
| 5       |                 | 180x60x75cn   | 45         |      |        | 26 |                                 | 32 inch       | 300        |      |        |
| 6       | Shelf           | 100×30(Flat)  | 7          |      |        | 27 | Catalog Stand                   | A4            | 32         |      |        |
|         |                 | 100×30(slope) | 10         |      |        | 28 | Socket                          | 110V          | 10         |      |        |
| 7       | Pegboard        | 100×250cm     | 16         |      |        | 29 | Photo Hook                      |               | 1          |      |        |
|         |                 | 50×250cm      | 10         |      |        | 30 | Glass Showcase                  | 100x50x100cm  | 70         |      |        |
| 8       | Folding Door    | 100x250       | 50         |      |        | 31 |                                 | 100x50x250cm  | 160        |      |        |
| 9       | Dustbin         |               | 5          |      |        | 32 | 1/4 Display Counter (Round)H100 |               | 40         |      |        |
| 10      | Name Box        |               | 20         |      |        | 33 | 1/4 Display Counter (Round)H75  |               | 30         |      |        |
| 11      | Draw-bar        | (10cm)        | 1          |      |        | 34 | Bar table                       |               | 35         |      |        |
|         |                 | (5cm)         | 0.7        |      |        | 35 | BarStool                        |               | 35         |      |        |
|         |                 | (3cm)         | 0.5        |      |        | 36 |                                 |               |            |      |        |
| 12      | Display Counter | 100×50×100cm  | 30         |      |        | 37 |                                 |               |            |      |        |
|         |                 | 100×50×75cm   | 25         |      |        | 38 |                                 |               |            |      |        |
|         |                 | 100×50×50cm   | 20         |      |        | 39 |                                 |               |            |      |        |
|         |                 | 50×50×100cm   | 15         |      |        | 40 |                                 |               |            |      |        |
|         |                 | 50×50×75cm    | 13         |      |        | 41 |                                 |               |            |      |        |
|         |                 | 50×50×50cm    | 10         |      |        | 42 |                                 |               |            |      |        |
| 13      | Logo            | 10cm          | 5          |      |        | 43 |                                 |               |            |      |        |
| 14      | Spotlight       | 10W-yellow    | 10         |      |        | 44 |                                 |               |            |      |        |
| 15      |                 | 10W-white     | 12         |      |        | 45 |                                 |               |            |      |        |
| 16      |                 | 40W/20W       | 15         |      |        | 46 |                                 |               |            |      |        |
| 17      |                 | 52W-yellow    | 35         |      |        | 47 |                                 |               |            |      |        |
| 18      |                 | 52W-white     | 35         |      |        | 48 |                                 |               |            |      |        |
| 19      | Plant           | L Size        | 10         |      |        | 49 |                                 |               |            |      |        |
| 20      |                 | M Size        | 9          |      |        | 50 |                                 |               |            |      |        |
| 21      |                 | S Size        | 7          |      |        | 51 |                                 |               |            |      |        |
| Total : |                 |               |            |      |        |    |                                 |               |            |      |        |



# ***TIAN LI CO., LTD.***

***Application for Furniture***

## **Standard booths basic equipment:**

### **A. Compartment**

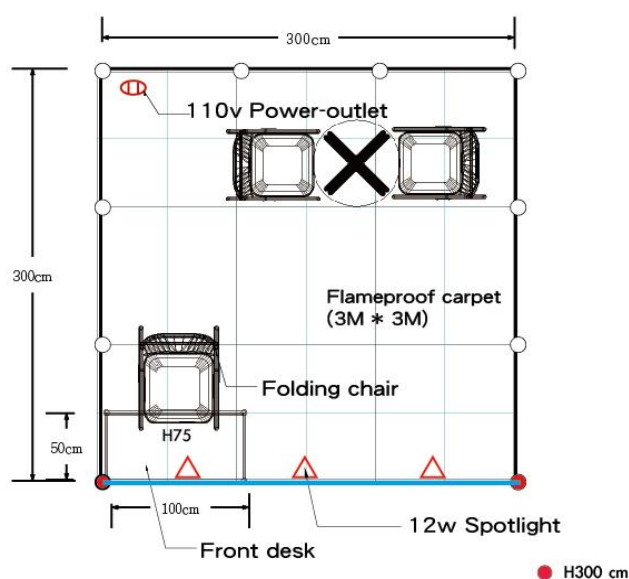
Flameproof screens and modular system (white)

### **B. Allocate**

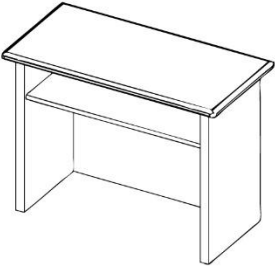


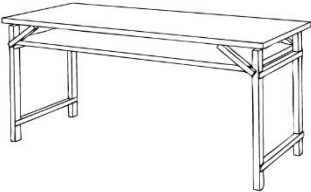
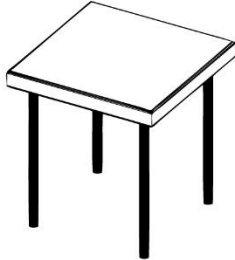

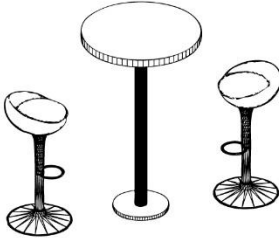
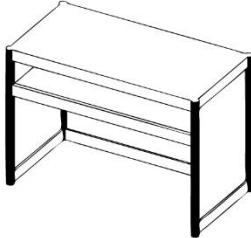
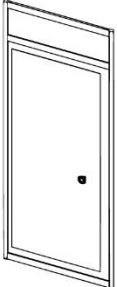
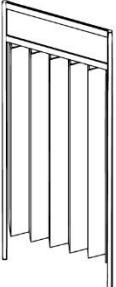
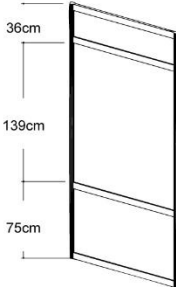

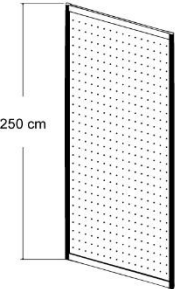
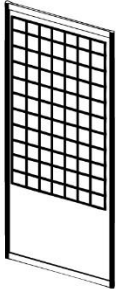
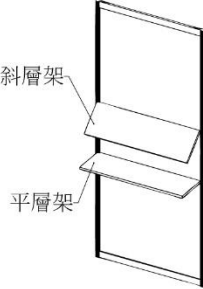
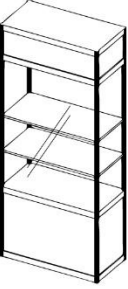
1. Flameproof carpet (3M \* 3M)
2. Glass round table (diameter 75) \*1
3. Front desk \*1
4. Folding chair \*3
5. H50cm White signboard \*1
6. Spotlight(12W white color) \*3
7. Power-outlet(110V/5A) \*1
8. Company Name \*1
9. Booth No \*1

### **C. Electricity**

If more than basic electricity than 500w power usage,  
for an additional fee. Power supply and application shall  
apply organizer ~


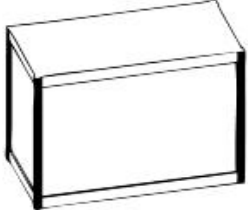
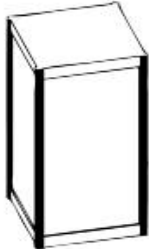

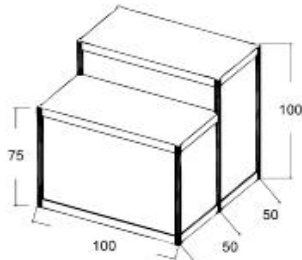
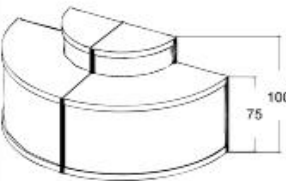
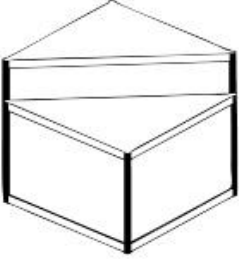
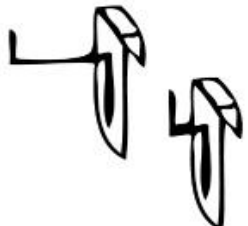


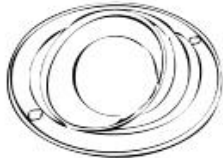


## 攤位設備租用示意圖

|   |   |  |   |
|---|---|--|---|
|    |    |    |    |
| 接待桌 100x50x75(H)<br>Square Table (wood)   | 折疊椅<br>Folding Chair  | 圓形會議桌(ø75cm)<br>Class Round Table  | 長方會議桌(120X60X75H)<br>Meeting Table  |
|   |   |    |    |
| 方桌 70x70x75(H)  | 高吧椅   | 高吧桌&杯型椅(ø50cm)   | 組合接待桌100x50x75(H)<br>Square Table (wood)  |
|  |  |  |  |
| 組合木工門(100x250H)<br>Wood Door  | 組合折門(100x250H)<br>Folding Door  | 透明壓克力板(100x250H)   | 白條壓克力板(100x250H)  |
|  |  |  |  |
| 洞洞板(100x250H)<br>Peaboard   | 黑色鐵網(90x180H)   | 層板(平/斜)(100x30)<br>Flat / Slant Shelf  | 玻璃高櫃(100x50x250H)<br>Glass Showcase   |

附件一

## 攤位設備租用示意圖

|   |   |  |   |
|---|---|--|---|
|    |    |    |    |
| 1/4圓玻璃高櫃(50x50x250H)<br>Glass Showcase  | 玻璃矮櫃(100x50x100H)<br>Glass Showcase   | 可鎖櫃 100x50x75(H)<br>Lockable Showcase  | 展示櫃 100x50x75(H)<br>Showcase  |
|   |    |    |   |
| 展示櫃 50x50x75(H)<br>Showcase   | 1/4弧型展台 50x50x75(H)<br>Quabrant Display Cube  | 彎月形展櫃(100x50x75H)<br>Showcase  | 高低展櫃 100x50x100H<br>100x50x75H<br>Showcase  |
|  |  |  |  |
| 半圓高低展櫃 50x50x100H<br>100x100x75H<br>Showcase  | 一米對角高低展櫃 100x100x75H<br>100x100x100H<br>Triagle Showcase                            | 洞洞板掛勾<br>Dragbar   | 掛圖勾<br>Photo Hook   |
|  |  |  |  |
| 投射燈 (12W)<br>12W Spotlight  | 長臂燈 (12W)<br>12W Long Arm Spotlight   | 嵌燈 (18W)<br>18W Down Light   | 插座 (110/220V)<br>Power Out-Let (110/220V)   |

附件一



## 攤位設備租用示意圖

|  |   |   |  |
|--|---|---|--|
|   |  |   |   |
| <p>名片箱<br/>Business Card Box</p>   | <p>垃圾桶,煙灰缸<br/>Dustbin,Ashtray</p>  | <p>盆景<br/>Bonsai</p>  | <p>液晶電視<br/>LED TV</p>   |
|  |  |  |  |
| <p>目錄架(A4)<br/>A4 Catalog Holder</p>   | <p>伸縮圍欄<br/>Barricade</p>   | <p>活動水槽</p>   | <p>指示說明架</p>   |

附件一