Form 4

General Regulations for Exhibitors at TAITRA's Taiwan International Trade Shows

Last Revised: September 9, 2025

＊General Provisions

1. These regulations are issued by the Taiwan External Trade Development Council (TAITRA, hereinafter referred to as the "Organizer").
2. The registration information, exhibition regulations, exhibitor handbook, and all related materials (hereinafter collectively referred to as "Exhibition Information") form an integral part of these Regulations. They apply to exhibitors, co-exhibitors, their subsidiaries, branches, contractors, service providers, and the personnel of the aforementioned entities (hereinafter collectively referred to as "Exhibitors").
3. By registering, Exhibitors are deemed to have fully read, understood, and accepted the Exhibition Information and these Regulations. Exhibitors unconditionally agree to comply with them and authorize the Organizer to use the information provided for exhibition purposes, including but not limited to publishing the "Official Directory" and other promotional materials.
4. The Organizer has full authority to interpret, determine, and enforce whether an Exhibitor's conduct from registration through the close of the Exhibition (including move-in and move-out periods) complies with these Regulations. Exhibitors may not raise objections to the Organizer's decisions.
5. Prior to the Exhibition, the Organizer will publish the Exhibition Information and these Regulations on the official exhibition website for all Exhibitors to review and print. Exhibitors shall not claim exemption from these Regulations by reason of not having received or been aware of the Exhibition Information, or for any other reason.
6. Venue regulations of facilities hosting TAITRA international trade shows are also considered part of these Regulations. They will be available on the respective venue websites for Exhibitors to review and print. Exhibitors shall not claim exemption from these Regulations by reason of unawareness or for any other reason. (Nangang Exhibition Center: https://www.tainex.com.tw/; Taipei World Trade Center Exhibition Hall 1: https://www.twtc.com.tw/)
7. The Organizer reserves the right to amend these Regulations at any time regarding matters not expressly covered herein.

＊Exhibition Registration

1. The Organizer may refuse the participation of executive organizers of competing exhibitions, their subsidiaries, agents, or related enterprises. If any party is found to have deceptively registered to exhibit, their participation will be terminated immediately, all fees paid will be non-refundable, and they must vacate the venue at once. The Organizer is not responsible for any damages or losses incurred by such Exhibitors, including but not limited to business losses and removal costs. The Organizer retains full authority to determine, interpret, and enforce this provision without objection.
2. The Organizer reserves the right to assign floor space, booth location, and the number of booths based on product categories, registration status, and booth demand. The Organizer also retains the right to decide whether to accept applications, adjust booth areas, and approve the requested number of booths, taking into account the nature of the products exhibited and the applicant's record of participation in the Organizer's international trade shows or other domestic and overseas promotional events.
3. If an Exhibitor withdraws for reasons not attributable to the Organizer, the exhibition deposit will not be refunded once paid. Exhibitors who withdraw after booth assignment will not receive any refund of exhibition fees, regardless of the reason.
4. The Organizer may change the exhibition date or venue, or cancel the exhibition. If such changes or cancellations are required due to natural disasters, notifiable infectious diseases (e.g., COVID-19), or other force majeure events, all fees paid (including deposits) will be non-refundable. The Organizer is not liable for any resulting damages.
5. To ensure the proper handling of the exhibition, the Organizer may implement health and safety

measures (e.g., infectious disease prevention, public health requirements) in compliance with applicable laws and prevailing conditions. Exhibitors agree to comply with such measures from registration through the close of the exhibition and accept the health risks involved (including but not limited to infection, quarantine, or restricted access). Exhibitors shall not bring civil, criminal, or administrative claims against the Organizer regarding these measures.

＊During the Exhibition Period and Move-In/Move-Out

1. Unless otherwise specified, persons under 12 years of age are prohibited from entering the Exhibition to ensure safety and order.
2. Exhibitors shall collect one identification badge per person at the location designated by the Organizer during move-in. Badges must be worn at all times when entering or leaving the venue throughout the Exhibition period (including move-in and move-out).
3. Lending or transferring an Exhibitor badge to any third party—whether or not they are another Exhibitor—is strictly prohibited. Once verified, the Organizer may confiscate the badge on site and bar both the Exhibitor who lent or transferred it and the recipient from registering for the next Exhibition. The Organizer shall not be liable for any damages suffered by violators and reserves the right to seek compensation for damages and losses caused. All badge holders are deemed personnel of the Exhibiting entity, and this presumption shall not be rebutted. Any violation by a badge holder shall be deemed a violation by the Exhibitor, who shall bear full legal responsibility for the holder's actions.
4. During move-in and move-out, Exhibitors and related personnel shall prepare and correctly wear their own hard hats while inside the exhibition venue. Failure to do so constitutes a violation of occupational safety and health laws, for which the Exhibitor and its personnel shall bear sole legal responsibility. The Organizer assumes no liability in such cases.
5. Exhibitors may not bring exhibited products into or out of the venue between 9 a.m. and 6 p.m. each day of the Exhibition (until 3 p.m. on the final day), except for light personal belongings. Additional exhibited products may only be moved into the venue between 8 a.m. and 9 p.m. on the first day of the Exhibition, or between 8:30 a.m. and 9 a.m. on subsequent days.
6. Exhibitors who do not wish their exhibited products to be photographed or filmed by visitors shall display signs in both Chinese and English stating "Do Not Take Photos" or "Do Not Record Videos." However, Exhibitors must cooperate with the Organizer's contracted photographers and accredited reporters carrying Organizer-issued PRESS badges for purposes of event promotion.
7. Exhibitors shall implement appropriate security and safety measures for their exhibited products, and post required notices and warnings in both Chinese and English in a clear and visible manner in accordance with applicable law. Booths must be kept clean and unobstructed at all times. Exhibitors are responsible for ensuring the safety of their personnel and visitors, maintaining a safe distance between people and equipment, and deploying additional staff when crowding occurs to prevent collisions or other accidents. If an accident occurs in an Exhibitor's booth, the Exhibitor shall immediately handle the situation. Should such accidents or disputes result in claims, compensation demands, or litigation involving the Organizer, the Exhibitor shall unconditionally and fully indemnify the Organizer for all damages and expenses incurred.
8. Exhibitors shall verify that booth water and electricity installations are functioning properly. Once the installations have been accepted in the presence of the Organizer's designated contractor, the Exhibitor shall bear full responsibility for any subsequent malfunctions or issues.
9. After the Exhibition closes, Exhibitors shall restore their booths to vacant space within the time specified by the Organizer and remove all items not belonging to the venue (including but not limited to exhibited products, booth decorations, and personal belongings). The Organizer is not responsible for safekeeping exhibits. Any items remaining after move-out shall be deemed abandoned, and the Exhibitor shall forfeit all rights of ownership. The Organizer may dispose of such items at its sole discretion, and the Exhibitor shall bear all related costs, including removal and disposal. Such incidents may be recorded and considered in future exhibition applications.
10. Exhibitors intending to use livestreaming, digital interactive devices, or other technologies involving the capture of visitors' images must notify the Organizer in advance in writing and

ensure compliance with applicable laws, including the Personal Data Protection Act and regulations protecting individuals' right to their image, to safeguard visitor rights.

11. Exhibitors are strictly prohibited from using equipment with facial recognition functions for data collection, identification, or comparison. The Organizer may require removal of such equipment, termination of the technology, and immediate cessation of related activities.
12. Exhibitors acknowledge and agree that the Organizer may take photographs, videos, audio recordings, and live broadcasts within the Exhibition venue and related activities, and may use such materials for promotional purposes without prior notice or remuneration. Exhibitors shall inform their personnel, vendors, suppliers, and visitors of this practice and are responsible for securing their consent. Should any claim of personal data infringement be made against the Organizer, the Exhibitor shall provide proof of consent from the relevant parties and shall indemnify the Organizer for all resulting damages, including but not limited to attorneys' fees.
13. If the organizer discovers an Exhibitor engages in any of the following conduct and fails to correct the issue as required, the Organizer may cancel the Exhibitor's qualification, terminate participation, or suspend utilities (water and electricity). All fees paid shall be forfeited. The Exhibitor shall be barred from participating in Organizer-run exhibitions for at least two editions, and all accumulated exhibition years shall be reset to zero. The Organizer is not responsible for any losses or damages the Exhibitor may incur as a result of these actions. If the Organizer suffers damages or becomes involved in litigation as a result, the Exhibitor shall bear all compensation liabilities, including but not limited to attorney and court fees, and may not raise objections:
    (1) Submitting forged or false documents, materials, or fraudulently using another party's name.
    (2) Refusing to comply with Organizer rules for entry and exit of the venue.
    (3) Entering or leaving the venue with another person's identification documents, or altering/forging such documents.
    (4) Discrepancies between the product catalog submitted at registration and actual products displayed.
    (5) Failure to pay exhibition fees at least ten days prior to the opening.
    (6) Refusing or withdrawing authorization for the Organizer to use Exhibitor information for the Official Directory.
    (7) Leaving rented booths empty or unattended during the Exhibition.
    (8) Continuing to sell, display, or advertise products suspected of infringing others' intellectual property rights.
    (9) Exhibiting products or using display methods in violation of the Civil Code, Consumer Protection Act, Fair Trade Act, Commodity Labeling Act, Commodity Inspection Act, Act Governing Food Safety and Sanitation, or other applicable laws and regulations.
    (10) Exhibiting products or using display methods likely to disrupt public order or offend public morals.
    (11) A third party presents a settlement letter, civil judgment, or criminal conviction (final or not) proving infringement by the Exhibitor's products.
    (12) Booth signage or decoration inconsistent with the Chinese or English information provided in registration.
    (13) Subletting or transferring booths, or exhibiting under the name of a non-registered entity (including sponsors, affiliated enterprises (parent or subsidiary companies), or branches or subsidiaries of the originally registered company in other regions).
    (14) Exhibiting products manufactured, produced, sold in, or imported from regions prohibited by the Taiwan government, or otherwise prohibited by law.
    (15) Exhibiting products inconsistent with the Exhibition theme.
    (16) Engaging in retail sales within the Exhibition venue.
    (17) Publicly displaying music, videos, images, graphics, or other materials likely to infringe intellectual property rights.
    (18) Displaying products or posting, distributing promotional materials outside the booth area,

including public facilities, pathways, walls, and pillars.

(19) Conducting promotional activities or placing corporate/personal items in public areas.

(20) Packing products early, moving out prematurely, or engaging in similar conduct.

(21) Leaving products or personal belongings in the venue after move-out.

(22) Engaging in inappropriate conduct such as aggressive sales tactics or restricting visitors' personal freedom. Upon verification, the Organizer may order immediate withdrawal from the Exhibition or bar future participation.

＊Decoration and Construction

1. Except for the start-up area and standard booths where decoration charges are included, all booths are provided as bare space without carpets or partitions. Exhibitors must arrange their own basic decoration, which shall include at minimum carpeting, wall partitions, and exhibitor signage. Exhibitors may not use the bare ground as an exhibition booth.
2. Before beginning booth decoration, Exhibitors must submit the required documents—including a decoration affidavit and applications for water and electricity—within the deadlines set by the Organizer. Failure to comply with these deadlines, resulting in delays or loss of rights, shall be the sole responsibility of the Exhibitor. No refunds or adjustments to participation terms will be granted.
3. Exhibitors intending to install stage sound equipment, aerial balloons, two-story booths, or decorations exceeding 4 meters in height must obtain prior approval from the Organizer (see the Exhibition Handbook for details). Without approval, the Exhibitor must dismantle such structures immediately at its own expense or promptly submit an application upon discovery by the Organizer. The Organizer is not liable for any resulting damages or losses.
   (1) If such equipment or structures are erected without approval, an additional usage fee of NT$100,000 will be charged for the violation.
   (2) Applications submitted after the deadline but before the Exhibition opens shall incur a violation usage fee of NT$10,000.
   (3) Applications submitted during the Exhibition period (Mar. 24 to 27, 2027) shall incur an illegal usage fee of NT$30,000.
4. Exhibitors shall ensure that third-party vendors (including decorators and construction personnel) comply with the Occupational Safety and Health Act. Requirements include, but are not limited to: proper wearing of hard hats at all times, prohibition of topless work, prohibition of gambling, prohibition of smoking or chewing betel nuts, and prohibition of unprotected use of ultra-high ladders.
   (1) If violations result in the Organizer or venue being penalized by authorities, the Exhibitor shall unconditionally indemnify the Organizer and venue for all damages, including administrative and criminal fines. Exhibitors acknowledge that the Organizer has fulfilled its duty to inform and publicize these rules, and may not claim exemption based on lack of knowledge.
   (2) In the event of a major accident caused by such violations that hinders Exhibition progress or affects public safety, the Organizer may cancel the Exhibitor's qualification depending on severity, and reserves the right to seek damages according to law.
5. When constructing walls using venue columns, Exhibitors must leave openings to fully expose fire and electrical equipment (e.g., fire alarms, sprinklers, extinguishers, distribution boxes, grounding panels). No partitions, locks, obstructions, or stacked items may block access, use, inspection, or maintenance of such facilities.
6. Compartments housing refrigeration equipment must remain unlocked and unobstructed to allow Organizer night patrol staff to check power supply. If access is denied and damages result, liability rests solely with the Exhibitor.
7. If an Exhibitor engages in any of the following conduct and, after being notified, fails to correct within the time limit set by the Organizer, the Organizer may cancel participation, terminate utilities, and forfeit all fees paid. The Exhibitor will be barred from Organizer-run exhibitions for at least two editions, and accumulated years of participation will be reset to zero. The Organizer bears no liability for any resulting damages or losses suffered by the Exhibitor. If the Organizer incurs

damages or litigation as a result, the Exhibitor shall bear full compensation liability, including attorney and court fees, without objection:

(1) Using bare ground as an exhibition booth.
(2) Installing stage sound equipment, aerial balloons, two-story booths, or decorations over 4 meters without prior application and approval.
(3) Failing to comply with fire safety rules in column wrapping operations, or obstructing access to electrical boxes in enclosed columns (e.g., by locks or other barriers).

＊Occupational Safety and Health

1. If an Exhibitor engages in conduct that disrupts public order, offends public morals, harms the image of the exhibition venue, endangers public health or safety, or otherwise hinders the order or quality of the Exhibition, and fails to correct the issue after discovery and request by the Organizer, the Organizer may immediately cancel the Exhibitor's qualification, terminate participation, or suspend water and electricity. All fees paid shall be forfeited. Violators shall be barred from participating in TAITRA-organized exhibitions for at least two editions, and accumulated years of participation shall be reset to zero. The Organizer shall not be liable for any losses or damages suffered by the Exhibitor as a result. If the Organizer incurs damages or becomes involved in litigation, the Exhibitor shall bear full liability for compensation (including but not limited to attorney's fees and court costs) and may not raise objections.

   The above violations include, but are not limited to:

   (1) Using drones for aerial photography without Organizer approval.
   (2) Creating noise of 85 decibels or above.
   (3) Emitting smoke, exhaust, dust, foul odors, irritating gases, or volatile organic solvents during demonstrations or operations without adequate pollution-control equipment, thereby affecting neighboring booths or the Exhibition as a whole.
   (4) Improper or negligent installation, operation, maintenance, or management of booth facilities, items, or exhibits causing injury, death, or property damage to Exhibitor staff, Organizer staff, managers, or third parties.
   (5) Causing a fire through booth design, construction, or improper use of electrical appliances.
   (6) Harassing, using indecent language, ranting, insulting, intimidating, coercing, or harming staff, fellow Exhibitors, visitors, or other personnel.
   (7) Using inappropriate mobility devices such as two-wheeled transporters, skateboards, or similar equipment inside the venue.
   (8) Drunkenness and similar inebriated behavior at the exhibition venue.
   (9) Carrying prohibited articles, explosives, flammable materials, or other dangerous items that may cause injury, property damage, or threaten order and safety.
   (10) Wearing foul-smelling clothing, slippers, or carrying unclean items that damage the venue's image.
   (11) Failing to ensure the safety of Exhibitor personnel and visitors, including maintaining safe distances from equipment and machinery.
   (12) Any other conduct affecting venue order, exhibition progress, or the safety of people and property.

＊Insurance

1. During the Exhibition period (including move-in and move-out), Exhibitors shall assign personnel to safeguard exhibited products, decoration materials, engineering facilities, and equipment. Valuable exhibits must be insured at the Exhibitor's own expense, and security personnel should be engaged as needed. The Organizer bears no responsibility for any loss or damage.
2. From the time exhibits and decoration materials are delivered to the venue until they are removed after the Exhibition, Exhibitors shall obtain, at their own expense, adequate insurance coverage. Such coverage shall include, but is not limited to: fire insurance, theft insurance, water damage insurance, and public liability insurance (including supplementary coverage for natural disasters such as typhoons, earthquakes, floods, and heavy rain). Exhibitors are solely responsible for the operation, maintenance, and safety of their rented booth space, facilities, and personnel, and must

ensure this relevant insurance is effective throughout move-in, the Exhibition, and move-out.

3. When Exhibitors organize activities in their booths, they must provide participants with clear on-site safety information and precautions, and shall be fully responsible for maintaining participant safety. In the event of injury, accident, or dispute among participants, the Exhibitor shall immediately handle the matter and bear all related legal liabilities. If such incidents result in claims, demands for indemnification, or litigation against the Organizer, the Exhibitor must unconditionally compensate the Organizer for all damages and expenses incurred, including legal fees.

＊Protest or Petition

1. If an Exhibitor engages in any of the following conduct and, after discovery by the Organizer, fails to make corrections as required, the Organizer may disqualify the Exhibitor, terminate participation, or suspend utilities (water and electricity). All fees paid shall be forfeited. The Exhibitor shall be barred from Organizer-held Exhibitions for at least two years, and accumulated years of participation shall be reset to zero. The Organizer shall not be liable for any losses or damages arising therefrom. If the Organizer incurs damages or becomes involved in litigation as a result, the Exhibitor shall bear full compensation liability (including but not limited to attorney's fees and court costs) and may not raise objections:
   (1) Allowing disputes not caused by the Organizer to escalate into disturbances, public petitions, or protests at the Exhibitor’ s booth or within the Exhibition venue, thereby affecting order or damaging the image of the Exhibition.

＊Information Security

1. Special Clauses for Information Security
   (1) Exhibitors shall maintain information and communication security, comply with the Cyber Security Management Act, its implementing regulations, and all cybersecurity rules and standards promulgated by the Executive Yuan, and observe the cybersecurity measures required by the Organizer. Upon discovering any cybersecurity incident affecting the Organizer, the exhibition venue, or the Exhibitor, the Exhibitor shall notify the Organizer within thirty minutes, cooperate fully, and follow all emergency response measures.
   (2) For information and communications software, hardware, or services used in the Exhibitor's business operations, if the competent authority publishes a list of manufacturers or products deemed to endanger national cybersecurity under the Principles for Agencies to Restrict the Use of Products that Endanger National Cybersecurity, Exhibitors are prohibited from using any products from these manufacturers or those listed. This prohibition applies equally to any subsequent adjustments or updates to the list.
   (3) If Exhibitors use LED message boards, electronic screens, or other devices to display content to the public, they must ensure that the content is lawful and does not offend public morals or disrupt social order. If inappropriate content is displayed due to hacking or other unauthorized interference, the Exhibitor shall immediately terminate the broadcast and comply with the notification and response requirements set forth in Paragraph 1 of this Article.
   (4) If the Organizer suffers damages due to an Exhibitor's violation of this Article—including but not limited to claims, demands for compensation, or litigation—the Exhibitor shall compensate the Organizer for all direct and indirect damages, including but not limited to attorney and court fees. If the rights of third parties are harmed, the Exhibitor shall also assume full liability without delay.

Signature: _____ Date: _____