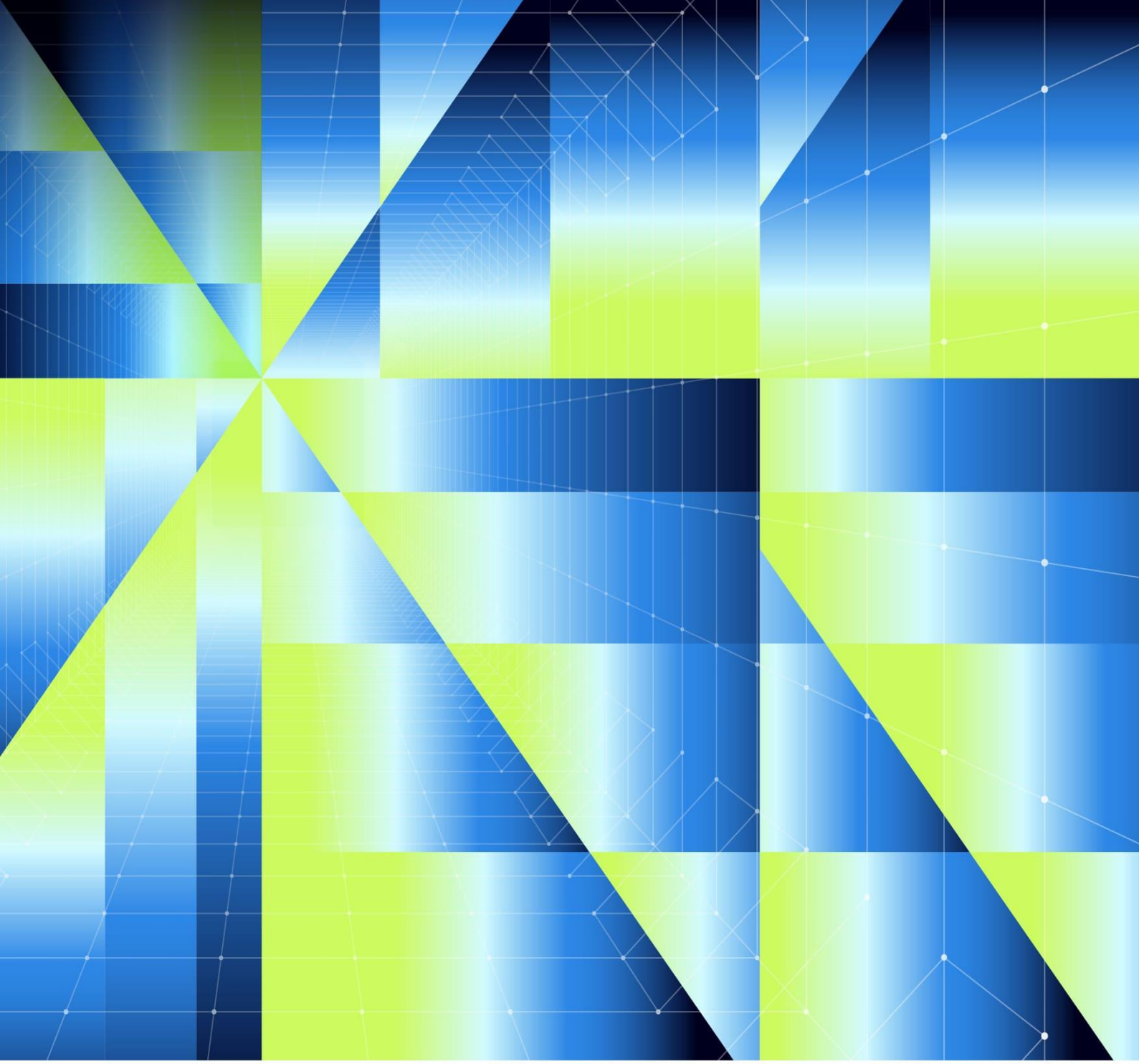


EDGE INTELLIGENCE NOW

TAITRONICS 台北國際電子產業科技展 | AIoT Taiwan 台灣國際人工智慧暨物聯網展

ORGANIZERS | TAITRA TEEMA for Taiwan ICT Industry

EXHIBITOR MANUAL

OCT.10.20–22,2026 → TaiNEX①

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Guidance on Online Fair Services

To provide better services, TAITRONICS & AIoT Taiwan 2026 offers an online application and marketing platform for exhibitors. The following instructions explain how to register for a TAITRA Member account and access the available online services.

1. TAITRA Member Registration

To integrate various TAITRA services, membership systems previously used for Taiwantrade, TAITRA trade shows, procurement meetings, seminars, and related online services have been consolidated into a single TAITRA Member account. Exhibitors may use one account and password to access these services.

Please register for a TAITRA Member account using the email address of the exhibitor contact person provided in the exhibition application.

※ Registration Procedure

Visit the official exhibition website: https://www.taitronics.tw/en/index.html

Click Login at the top-right corner of the homepage.

Enter your account name (the exhibitor contact person's email address) and click Next.

Create your password and complete the required personal information.

Enter the verification code and click Submit to complete the registration process.

If your account is locked, please contact: taitronics@taitra.org.tw

2. Forgot Password

If you forget your password, please click Forgot Password on the Member Login page.

Enter the registered email address, and the system will automatically send a verification code to your email.

Enter the verification code on the webpage.

Follow the instructions to reset your password.

3. Free Online Marketing Services

After completing the TAITRA Member registration, exhibitors may log in to the official exhibition website and access various free online marketing services through the Exhibitor section.

These services allow exhibitors to:

(1) Publish exhibitor information.

(2) Upload news releases.

(3) Upload product catalogs.

(4) Increase visibility among buyers and media representatives.

(5) Enhance exhibition promotion through online marketing channels.

(6) Service Features

Log in through the Login button at the top-right corner of the exhibition website and enter the Exhibition related Services section.

Upload up to 10 product catalogs, which will be displayed on the exhibitor's dedicated page within the Exhibitor List. Exhibitors may also provide:

(1) Company logo

(2) Product specifications

(3) Awards and recognitions

(4) News releases

(5) Contact information

The exhibition website also provides official promotional materials, including exhibition key visuals and various banner designs. These materials may be downloaded from the Download Center on the exhibition website homepage.

Checklist

The following checklist is designed to assist exhibitors in planning and preparing for their participation in TAITRONICS & AIoT Taiwan 2026. Should any of the services listed below be required, please complete and submit the relevant application forms to the designated contact person by the specified deadlines. Applications submitted after the deadlines may not be accepted, and the requested services cannot be guaranteed.

Booth set up / move-in: Oct.18-19
Show Dates: Oct.20-22
Booth moves-out: Oct. 23

Deadline (2026)	Services / Items	Contacts		Remarks
August 21	Exhibitor's News Release	TAITRA, Exhibition Dept.	Ms. Eunice Lin 886-2-2725-5200 ext.2633 *Please fill out the online application form on our official website.	
September 11	Exhibitor Main Stage Use Application	TAITRA, Exhibition Dept.	Ms. Hayley Chien 886-2-2725-5200 ext.2637 *Please fill out the online application form on our official website.	
	Forwarders (Shipping Arrangement)	Triumph Express Service Co., Ltd.	Tel：886-2-2758-7589 Email：irene@trans-link.com.tw	Page 28
		KAGI GLOBAL LOGISTICS CO., LTD.	Tel：886-3-328-0161 ext.24 Email：gary.li@kagiexpo.com.tw	
	Application for Promotional Balloon	TAITRA, Exhibition Dept.	Ms. Karolyn Li Tel：886-2-2725-5200 ext.2684 E-mail: taitronics@taitra.org.tw	Page 20、38
	Sound System & Stage Equipment Setup			Page 18、39
	Meeting Room Package		Ms. Eve Fan Tel：886-2-2725-5200 ext. 2632 E-mail: taitronics@taitra.org.tw	Page 37
September 18	Sponsorship Opportunities	TAITRA, Exhibition Dept.	Ms. Eve Fan Tel：886-2-2725-5200 ext. 2632 E-mail: taitronics@taitra.org.tw	Page 11
	Exhibitor ESG Activity Application	TAITRA, Exhibition Dept.	Ms. Hayley Chien 886-2-2725-5200 ext.2637 *Please fill out the online application form on our official website.	
	Application for Foreign Buyer Invitation Subsidy for Exhibitors	TAITRA, Exhibition Dept.	Ms. Grace Hsu/ Ms. Carren Lien 886-2-2725-5200 ext.2990, 2983 E-mail: taitronics@taitra.org.tw *A separate electronic direct mail will be issued; please apply via the subsidy website.	

Deadline (2026)	Services / Items	Contacts		Remarks
September 18	Booth Setup & Facilities (Official Contractors)	O'YA Marketing Solution & Interior Design	Tel: 886-2- 2655-2777 ext.150/256 Email: oya-t@o-ya-design.com	Page 8
		KY-POST Design International Co., Ltd.	Tel: 886-2-2346-5678 ext.141 Email: official@ky-post.com	
		Interplan International Corp.	Tel: 886-2- 2758-5450 ext.665 Email: twtc@interplan.com.tw	
	Telephone & Internet Rental	Taipei East District Branch, Chunghwa Telecom	Tel：886-2-2720-0149	Page 14
September 24	Application for Pillar Decoration	TAITRA, Exhibition Dept.	Ms. Karolyn Li Tel：886-2-2725-5200 ext. 2685 E-mail: taitronics@taitra.org.tw	Page 40
	Application for Construction of Booths Height Exceeding			Page 15、42
	Application for Construction of Second-Story Booths			Page 15、44
	1. Booth Construction Assurance 2. Safety and Health Terms of Agreement **(must be submitted)**	TAITRA, Exhibition Dept.	Mr. Ignis Hsiao Tel：886-2-2725-5200 ext. 2684 E-mail: taitronics@taitra.org.tw	Page 32 Page 33
October 2	Application for Additional Exhibitor's Badges	TAITRA, Exhibition Dept.	Mr. Ignis Hsiao Tel：886-2-2725-5200 ext. 2684 E-mail: taitronics@taitra.org.tw	Page 46
October 8	Submission of Booth Electricity Layout **(Apply Before Sep 15: 10% Discount)**	Taipei Nangang Center, Hall 1, TAITRA	Ms. Wang Tel：886-2-2725-5200 ext. 5569 Email: nangangpower@taitra.org.tw	Page 8
October 18-19	Exhibitor Badges Pick-up (4 badges per booth)	Taipei Nangang Center, Hall 1, Registration Counter	Pick up at the Exhibitors Registration Counter at TaiNEX 1 by 1. Business card 2. Filled Booth Construction Assurance Form Filled Safetyand Health Terms of Agreement Form.	

*** Application Forms for promotional activities, pillar decoration, liquid nitrogen using, electric forklifts and heavy vehicles are in Chinese edition only, please have the constructor to apply.**

1. Venue

Taipei Nangang Exhibition Center, Hall 1 (TaiNEX 1)
No. 1, Jingmao 2nd Rd., Nangang District, Taipei City, Taiwan

2. Booth Setup/Dismantling and Exhibits Move-in & Move-out Hours

	Date	Time	Items
Move-in	October 18	05 : 00 - 17 : 00	● Electricity supply for booths will begin at 9:00 AM on October 19. Please always ensure electrical safety. ● If overtime work is required, an application must be submitted to TAITRA, and an overtime fee of NT$50,000 (including tax) per hour must be paid.
	October 19		
Show Dates	October 20	09 : 00 - 17 : 00	Show Dates ***Visitor's Entrance Time** : October 20-21 10:00-17:00 October 22 **10:00-15:30**
	October 21	09 : 30 - 17 : 00	
	October 22	09 : 30 - 15 : 30	
Move-out	October 22	15 : 30 - 18 : 00	Exhibits Move-out * Vehicles are not permitted to enter.
	October 23	05 : 00 - 17 : 00	Booth Dismantling

To ensure smooth traffic flow around the exhibition venue, please note that the Nangang Police Precinct will implement traffic control measures at the entrances and exits of **TaiNEX Hall 1** during peak hours, from **7:00–9:00 AM** and **5:00–7:00 PM**.

1. During these periods, **trucks will not be permitted to enter the access roads leading to the 1st and 4th floors**. The **B1 parking lot will remain open to passenger vehicles**.
2. Vehicles may exit the venue as usual when surrounding traffic conditions are smooth. In the event of traffic congestion, **exit restrictions may be implemented depending on actual traffic conditions**.

Exhibitors and contractors are kindly requested to plan their transportation and delivery schedules accordingly.

(1) During move-in, **small passenger vehicles are denied entry to showground**. Showground entry is restricted to cargo trucks and authorized trucks.
- Vehicles are allowed access to showground exclusively from Jingmao 1st Rd. cargo entrance.
- **Vehicles are prohibited from parking on 3m lanes within the showground.** Vehicles are permitted to park on 6m lanes or outside the showground to unload their cargo to have cargocarted into showground.

(2) The maximum height clearance for trucks is 4 meters. For entry of trucks over 4 meters high (withor without goods) into the premises, requests must be submitted to the Management Section of TAITRA (including trucks over 4.25 meters in height), and after receiving permission, they can enter via the designated route at designated times.
Height and Width of Cargo Doors are as follows:
- **Ground Level(H/W) - Area I: 5m/9.9 m Area J: 4.5m/11.6m Area K: 5m/10m**
- **Sky Dome, 4th floor(H/W) - Area L: 4m/11m Area M: 8.5m/11.9m Area N: 4m/10.1m**
  Lower entrance of access ramp 8m, upper entrance/exit of access ramp 6.7m

(3) For safety precautions, an application must be submitted to allow trucks with a total weight of 15tons (based on what is labeled on the vehicle or the driver's license), or large cranes (15 tons and above) or tow trucks to enter.

(4) **Only electric forklifts (2.5 tons and below) are allowed into the showground.** For forklift rental, please have the constructor to contact Shang-Sheng Forklift : Tel : 886-2-25024216 or Yi-Chang Forklift : Tel : 886-2-85210088.

(5) **Excavators are NOT allowed.**

(6) Vehicles are not permitted to enter the showground after 5 p.m. during move-in days.

(7) Booth decoration and exhibit set up must be completed on time.

(8) One vehicle per exhibitor is allowed into the showground at a time. For a truck to enter the exhibition halls, a temporary deposit of NT$1,000 must be paid at the entrance. The entire deposit will be returned upon move-out within one hour. NT$200/hr. will be deducted from the deposit for overstaying beyond the hour allotted.

3. During Show Days

Dates	TaiNEX 1 Oct. 20-21, 2026 (Tuesday to Wednesday) 10：00 ─ 17：00 Oct. 22, 2026 (Thursday) **10：00 ─ 15：30**	
Admission Policies	Oct. 20-21	Open to International visitors and local professionals.
	Oct. 22	Open to International visitors, local professionals, and the public.
	Online Registration: https://www.taitronics.tw/en/index.html **Minors under 18 years of age will not be admitted.**	

(1) **No exhibits may be moved into or out of the exhibition hall during show hours.** If any portable exhibits must be brought in or removed, such action shall be completed during the following designated periods:
- **9:00 a.m. to 10:00 a.m. on the first and third exhibition days; or**
- **9:30 a.m. to 10:00 a.m. on the second exhibition day.**

(2) Exhibitors wishing to remove portable exhibits from the exhibition hall must first obtain an Exit Permit issued by the Show Information Center. No exhibit may be removed without prior authorization. Exit Permits shall remain valid only until 12:00 noon on the final exhibition day.

(3) No exhibits, equipment, or display materials may be removed from the exhibition hall between 2:30 p.m. and 3:30 p.m. on the final day of the exhibition.

(4) **Exhibitors shall display their company name prominently on the booth sign.** Exhibitors shall not assign, sublet, share, or otherwise approve any part of the assigned booth space to any third party, nor permit representatives, equipment, products, or promotional materials of other companies to appear within the assigned exhibition space. Any exhibitor in violation of this provision may be disqualified from participation in this exhibition for the subsequent two years.

(5) Exhibitors should keep their booths open and always staffed during show hours. TAITRA reserves the right to restrict sound levels to no more than **85 dB** and to request suitable methods of operation, demonstration, and display of materials.

(6) **Retail sales within the exhibition hall are strictly prohibited.** Any exhibitor found engaging in retail sales may be required to cease exhibiting immediately and may be disqualified from participation in this exhibition for the subsequent two years.

(7) Should any rented booth space remain unoccupied on the opening day without justifiable cause, TAITRA reserves the right to reassign such space to another exhibitor or to utilize the space in any manner deemed appropriate.

(8) Exhibitors shall obtain **all necessary licenses, permissions, and authorizations for the public performance, display, or use of any copyrighted music or audio** content presented within their

booths during the exhibition period.

(9) Exhibitors are strictly prohibited from occupying aisles, passageways, or public areas, and from distributing brochures, flyers, samples, or promotional materials outside their assigned booth space. TAITRA reserves the right to confiscate any such materials without compensation. Violations will be recorded and may affect eligibility for participation in future exhibitions.

(10) Smoking is strictly prohibited within the exhibition hall.

(11) TAITRA shall be responsible only for the daily cleaning of public areas and passageways. Exhibitors shall maintain the cleanliness and housekeeping of their own booths.

(12) TAITRA reserves the right to determine the acceptability, manner, and extent of product demonstrations and promotional activities conducted within the exhibition venue.

(13) **All exhibits shall remain on display until 3:30 p.m.** on the final day of the exhibition. Exhibitors shall not dismantle displays, pack exhibits, or vacate their booths prior to that time.

(14) Exhibitors are strongly advised to obtain adequate insurance coverage for their exhibits, booth structures, decoration materials, equipment, and other property. Any loss, theft, damage, or other property-related claims arising during move-in, installation, exhibition, dismantling, or move-out periods shall be the sole responsibility of the exhibitor.

(15) All booth construction, decoration, and installation work shall be completed within the designated setup period. Exhibitors who complete setup work ahead of schedule are advised to assign personnel to remain on-site and monitor their booths to safeguard exhibits and property against loss, theft, or damage.

4. Security and Insurance

(1) While every reasonable precaution is taken regarding ground security, **TAITRA accepts no responsibility for any loss or damage** which may befall the person or property of the exhibitor regardless of cause.

(2) Care should be taken on the final evening of the show when the risk of loss of goods is the greatest. Exhibitors should not leave their booths unattended, especially during this period.

(3) The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition including fire, theft, flood and accident. Coverage should be for the duration of the exhibition (**including move-in and move-out**) and should include：

a. Exhibits and other items located in the booths
b. Public liability
c. Third party liability
d. Expenses incurred due to cancellation or postponement of the exhibition

(4) Exhibitors are also advised to ensure their exhibits for the time their goods are in storage. TAITRA 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.

5. Booth Setup & Facilities

(1) A standard booth measure is 3m x 3m, including 500 watts (110V) electricity power supply.

(2) Booth facilities are available on a rental basis from the official contractors, **O'YA Marketing Solution & Interior Design, KY-POST Design International Co., Ltd.** and **Interplan International Corp.** Please refer to TAITRONICS official website for details.

Booth Rentals

General booth (Raw Space): US$2,220

Booth with shell scheme: US$2,420

- Raw space only (**facilities and decoration not included**)
- Booth with shell scheme (booths with basic setup & facilities included)

Remarks:

1. The booth can be ordered **RAW SPACE ONLY**, without partition, carpet, or any display facility

orwith shell scheme, basic booth setup & facilities. Samples of booth design, please refer to the TAITRONICS website-exhibitor-manual-Official Contractor 2026.

2. Each booth will be provided with 110V/500W electricity free of charge. Additional power supply and drainage will be at exhibitor's expense.

6. Electricity and Water/ Drainage Requirements

(1) Each booth is supplied with 110V/500W of power free of charge during show hours. Please have your constructor submit **the booth electricity layout by October 8**. Exhibitors requiring additional or heavy-duty power supply or water drainage should apply.

(2) TAITRA only provides the primary power supply box. Exhibitors shall engage the electrical contractor appointed by their booth design/ decoration company to install the power outlets. Before connecting any equipment to the power supply, exhibitors shall confirm that the outlet voltage and specifications meet the equipment requirements. Exhibitors shall be solely responsible for any equipment damage resulting from failure to perform such confirmation.

(3) Application steps: Go to Official Website →Click【Exhibitor】→Click 【Exhibitor Login】→ Enter your email and password →apply online for water and electricity →fill in company's information →apply for water and electricity →draw water and electricity configuration diagrams →preview and confirm.

(4) Electricity will be provided on the day before the show from 9:30 a.m. to 5:30 p.m.

(5) Electricity will be provided during show hours.
Oct. 20, 2026, 9:00 a.m. to 5:30 p.m.
Oct. 21, 2026, 9:30 a.m. to 5:30 p.m.
Oct. 22, 2026, **9:30 a.m. to 4:00 p.m**.

(6) Each machine should, in principle, be equipped with an independent protection device. Multiple machines shall not share a single high-capacity power box to avoid potential safety risks. To ensure the electrical safety of special exhibits, exhibitors are advised to install voltage stabilizers or uninterruptible power supply (UPS) systems as necessary. If exhibitors fail to install such protective equipment where required, all related risks and consequences shall be borne by the exhibitors, and TAITRA shall not be held liable.

7. Exhibitor Badges

(1) Exhibitor badges are required for entering and exiting the exhibition hall during the exhibition period from **Oct. 20 to Oct. 22**. Entry without a valid badge will not be permitted. Each booth is entitled to **four exhibitor badges**, and **two additional badges** will be issued for each additional booth rented. Exhibitors must register the badge holder information through the official exhibition website by **Oct. 2**.

(2) Exhibitor badges may be collected during exhibitor registration and move-in hours on **Oct. 18-19, from 7:00 a.m. to 5:00 p.m.** at the Service Counter of TaiNEX 1. To collect exhibitor badges, exhibitors must present a **company business card** and submit the original signed **Booth Construction Assurance** and **Safety and Health Terms of Agreement**. If these documents have already been submitted, only a company business card is required for badge collection.

(3) A fee of **NT$300 per badge** will be charged for:
- additional exhibitor badge applications; or
- replacement badges for lost badges.

After the application is received, an invoice will be sent by e-mail for payment.

(4) Online Application Procedure
- Log in to the Exhibitor Member System of TAITRONICS.
- Go to Exhibition Services → Online Application System → Exhibitor Badge Application.
- Click "Add New" to create a customized exhibitor badge. Badge holder names may be entered in either Chinese or English.

- To amend the application after submission, access the record using the application number.

***No application will be accepted during the show period.**

8. Showground Facilities & Services

Showground Services	TaiNEX 1	Tel：886-2-2725-5200
1. Show Information Counter	Lobby, South Entrance, 1F	Ext. 5101
2. First Aid	Room 0158, 1F Room 0452, 4F	Ext. 5119 (1st Floor) Ext. 5437 (4th Floor)
3. AED	Near Area J entrance, 1F Near Area M entrance, 4F	
4. Forwarders	TRIUMPH EXPRESS SERVICE Evergreen Logistics Corp.	886-2-2758-7589 886-2-2512-6973
5. Legal Advice	Area J Information Center, 1F	
6. ATM	Near Area K Entrance, 1F	886-2-8758-2888 Ext. 7686
7. Luggage Storage Room	Room 0145, South Wing, 1F	Ext. 5132
8. Breastfeeding Room	Room 0115, 1F (Next to Southwest restroom)	
9. Musalla (Prayer Room for Muslim)	Area L entrance, 4F (Room 0426, Room 0428)	
10. Cellphone Charging Station	ChargeSPOT Power Bank – Area J & K Wireless Charging Station – Area J & Area M Regular Charging Station – Area J & B1	If a wireless receiver is required for your mobile phone, please visit the Information Counter on the 1st floor and leave an ID card as a deposit to borrow one.
11. Electricity/ Water Service	Information Center, 1F	Ext. 5112
12. Chunghwa Telecom	Area I, 1F	886-2-2655-9456
13. Travel Agency	North service desk, 1F main entrance	Ext. 5102
14. Taxi Stand	B1 (Go down the escalator next to MOS Burger to B1)	
15. Taipei Metro	BR24/ BL23 Taipei Nangang Exhibition Center Station (South side of TaiNEX 1, next to 7-Eleven)	
	BR23 Nangang Software Park Station (West side of TaiNEX 1, approximately a 5–10-minute walk)	
16. Parking Lot	TaiNEX 1 B1 Parking Lot: From the first day of the exhibition until its	

	conclusion, entry operates via an automatic license plate recognition system. **Cars are NT$60 per hour** with no daily maximum cap; **motorcycles are NT$30 per entry**. *Please pay at the pay station before exiting.	
	Alternative Parking: There are several other privately operated parking lots surrounding TaiNEX 1. Please feel free to utilize them.	
17. Dining services	7-Eleven (1F, south entrance)	886-2-2651-9408
	SUBWAY (1F, north entrance)	886-2-2651-1118
	Light meals (West wing, 1F): Chicken Master, MOS Burger, Messe Bistro, Louisa Coffee, Smille, Simple Kaffa	
	Chinese & Western Restaurants (3F, TaiNEX 1): Festival Western Restaurant (Western dishes)/ The Menu (Set Meal, Chinese style dishes)	886-2-2641-6422 Ex. 5210, 5213, 5283 886-2-2651-8090
	Real Bakery	Ex. 5151
	Snack Bar (Zone J, 1F & Zone M, 4F of East Freight Entrance)	Burgers, fried chicken, bento boxes, pizza, sandwiches, and beverages.
	Exhibitor Dining Area: Near the B1 Taxi Stand	
	Halal certified food: Area K vending machine, 1F	

9. Promote Your Company

To maximize exhibitors' participation benefits, increase brand exposure, and create more business opportunities, a variety of promotional and sponsorship programs, including on-site advertising, digital marketing channels, printed promotional materials, and event sponsorship opportunities, are available during the exhibition period.

(1) Official Website Online Marketing Services

The official website of TAITRONICS & AIoT Taiwan (www.taitronics.tw) provides exhibitors with a complimentary online marketing platform to showcase company information, product listings, and exhibition news. Exhibitors are encouraged to keep their profiles and product information up to date to maximize visibility and connect with domestic and international buyers before, during, and after the exhibition.

How to Upload Product Information

Step 1: Go to the exhibition website homepage, select "Exhibitor" → "Exhibitor Login", and enter your account credentials.

Step 2: From the exhibitor dashboard, select "Product Catalogue" → "Add New", then complete the product information, description, and category fields to finish the upload process.

Step 3: After submission, exhibitors may log in at any time to edit or update product information through the exhibitor management system.

(2) Exhibitor Sponsorship and Promotion Program

During the exhibition, many international buyers and industry professionals gather at the venue,

providing exhibitors with an excellent opportunity to promote new products, enhance brand visibility, and expand market opportunities. These opportunities may include on-site advertising, digital promotion, printed promotional materials, event sponsorships, and other marketing programs arranged by TAITRA. Exhibitors interested in sponsoring promotional items or activities during the exhibition are welcome to contact the official coordinator before **September 18**:
Ms. Eve Fan, Tel: +886-2-2725-5200 ext. 2632, E-mail：taitronics@taitra.org.tw

10. Accommodation Services for Exhibitors and International Buyers

To facilitate exhibitors and international buyers attending TAITRONICS & AIoT Taiwan 2026, TAITRA cooperates with selected hotels to provide special accommodation rates during the exhibition period.

For details, please visit the official website and click “Travel Information”:
https://www.taitronics.tw/en/index.html

11. Visitors Registration

(1) International Visitors

International visitors are encouraged to pick up their badges as early as possible by following the steps below:

Visit the "Registered Visitor" counter if you have completed online registration via the official website: www.taitronics.tw.

Visit the "On-site Registration" counter if you have not registered online. Admission is free of charge for international visitors.

(2) Local Visitors

Local professionals may register and collect visitor badges on site. Please provide one business card for registration. Visitors under 18 years of age are not admitted.

12. Terms & Regulations for Participation

(1) Participation Application

a. When registered online for TAITRONICS and AIoT Taiwan 2026, participants agree to follow all existing Regulations and further Regulations that might be made to modify them.
b. Once submitted by the applicant and confirmed by the Show management, the contract will be established and come into effect.
c. Violations of the Regulations can result, upon decision of the Show management, in the exclusion of the transgressors whose damage claim, if any, will be rejected.

(2) Payment Scheduled

A deposit of US$500 per booth must be paid before the allocation meeting. An invoice for the remaining balance will be sent to the applicant after the booth allocation meeting. The remaining balance of booth rental should be made before the date stipulated by the Show management, TAITRA, otherwise your participation in the show will be cancelled. In the eventof cancellation, **any payment made will not be refunded under any circumstances.**

(3) Adherence to Copyright Patent Laws

a. It is strictly forbidden to display logos or products that are licensed or have patents registered by other companies.
b. It is strictly forbidden to infringe intellectual property rights or other rights of any third party.
c. Violations will result in immediate removal of the displays, and the exhibitor will not be permitted to participate in this same event for the next two years. Exhibitors bear the responsibility for all penalties without recourse or indemnity.
d. Exhibition of counterfeit products is strictly prohibited. Any exhibitor found exhibiting counterfeit products shall be required to immediately cease displaying all related products. TAITRA reserves the right to revoke the exhibitor’s participation, retain all participation fees

already paid, and prohibit the exhibitor from participating in this exhibition for the following two years.

(4) Space Assignment & Unoccupied Space

The Show management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

(5) Sub-letting of Space

a. The Exhibitor shall not assign, sub-let or apportion the whole or any part of the assigned space to firms other than his own.
b. Violations will result in immediate removal of the displays, and the exhibitor and the other party will not be permitted to participate in this same event for the next three years. The exhibitors bear the responsibility for all penalties without recourse or indemnity.

(6) Construction/ Decoration of Stand and Removal of Exhibits from Hall

a. All exhibitors should comply with rules and regulations in the Exhibitor's Manual and complete their construction and/or decoration by the date and time stipulated by the Show management.
b. Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by the Show management. They will be held responsible for any loss or damage to Exhibition Hall due to delayed removal.
c. LED strip lights shall not be directly affixed to or installed on or in the vicinity of combustible decorative materials. Appropriate heat dissipation and thermal insulation measures shall be provided during installation to ensure electrical and fire safety within the exhibition venue.
d. Exhibitors shall install protective isolation layers or take other appropriate protective measures when lying flame-retardant carpets in the exhibition venue. If the exhibition venue flooring is whitened, discolored, contaminated with adhesive residue, or structurally damaged due to inadequate protection or improper installation, the exhibitor shall be jointly and severally liable with the contractor and shall pay the full restoration costs in accordance with the venue's original condition restoration standard.
e. All booth structures, decorations, display materials, carpets, curtains, and other decorative installations used in TaiNEX 1 shall be made of **fire-retardant materials** and comply with the fire safety regulations of the venue.

(7) Insurance

a. In addition to insurance for exhibits in transit between the port of shipment and the fair site, exhibitors are advised to take out adequate insurance (fire, theft, water, accident, natural disasters and third-party liability, etc.) for their exhibits during the exhibition (incl. build-up and dismantling period), and during storage in the Show management's warehouse.
b. Exhibitors are advised to hire their own security guards, for their valuable exhibits during the exhibition period (incl. build-up and dismantling period).

(8) Exhibit Limitations

Exhibitors are not permitted to erect booth partitions of over 250 cm in height. Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400 cm. Any signs or decoration higher than 250 cm in full view must be decorated.

(9) Selling From the Stand

The sale of exhibited goods on the spot and the soliciting of customers outside stands are strictly forbidden and those doing so can be immediately expelled from the exhibition.

(10) Breach of Contract and Withdrawal by Exhibitor

a. In case of the Exhibitor's refusing the use of whole or a part of the space allocated or in case of exhibitor default in payment by the stipulated date, show management has the right to terminate the contract forthwith and the part of rent already paid shall not be refunded.

b. In case of the Exhibitor withdrawing from participation, rental fees already paid by the Exhibitor shall not be refunded.

(11) Security & Organizer's Liability

a. The Show management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours, and dismantling period, shall rest with the exhibitors concerned.
b. During the booth erection and dismantling period and during the show, booths must be always staffed by personnel.
c. The Show management shall not be held accountable or liable for, any damage, loss, harmor 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.
d. All Exhibitors are requested to turn off the power supply before leaving the exhibition booth. Unless otherwise agreed, the Show management will disconnect the main power supply at the stipulated times.

(12) Operation

a. The Show management reserves the right to reject the exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve exhibition pollution such as dust, smog, unpleasant odors, the emission of gases, volatile organic chemicals or other contaminants.
b. The Exhibitor shall keep his booth(s) always staffed during show hours.
c. The Show management reserves the right to restrict exhibits to a minimum noise level. Sound volume of any display should not exceed **85 db**.

(13) Exhibition Order and Prohibited Activities

a. Political Activities

TaiNEX 1 was established for the purpose of promoting trade. Political activities are **prohibited** within the exhibition venue. Exhibitors **shall not conduct political activities, broadcast political content through audiovisual equipment, distribute political flyers or materials, or engage in any other form of political advocacy** within the exhibition hall. Any exhibitor found in violation of this provision shall be ordered by TAITRA to immediately cease exhibiting and shall be prohibited from participating in this exhibition for a period of two years.

b. Disturbance of Exhibition Order

Exhibitors shall not engage in any conduct that may interrupt, disrupt, or adversely affect the order of the Exhibition. This includes, but is not limited to, private disputes, protests, demonstrations, or other disturbances occurring at their booths or elsewhere within or outside the exhibition venue during the Exhibition period or during move-in and move-out. If such conduct affects the operation, order, safety, or reputation of the Exhibition, and the exhibitor concerned is unable to effectively resolve the situation, TAITRA reserves the right to immediately terminate the exhibitor's participation in the Exhibition and close the exhibitor's booth without refund.

The exhibitor shall indemnify and hold harmless TAITRA against all claims, liabilities, losses, damages, costs, and expenses arising out of or related to such conduct.

(14) Exhibition Changes, Postponement and Cancellation

TAITRA reserves the right to change the dates and/or venue of the Exhibition, or to cancel the Exhibition, in whole or in part, if circumstances require so.

In the event that the Exhibition is postponed, relocated, shortened, suspended, or cancelled due to force majeure, including but not limited to: natural disasters, acts of government, war, civil unrest, epidemics, pandemics, public health emergencies, or legally notifiable infectious

diseases (including COVID-19); TAITRA shall refund to exhibitors the remaining balance of exhibition fees paid, including deposits and other applicable charges, after deduction of all costs and necessary expenses incurred in connection with the Exhibition, including payments made to third parties that are non-refundable or otherwise irrecoverable.

Any such refund shall be made without interest. TAITRA shall not be liable for any indirect, incidental, consequential, special, or other compensation claims arising from or in connection with such postponement, relocation, suspension, shortening, or cancellation of the Exhibition.

TAITRA shall exercise reasonable efforts to implement appropriate health protection and disease prevention measures for the Exhibition. Exhibitors acknowledge and agree that:

(a) They shall comply with all health, safety, and disease prevention measures adopted by TAITRA;

(b) Participation in the Exhibition may involve risks of infection, quarantine, travel restrictions, or other public health-related consequences; and

(c) Such risks and consequences shall be assumed by the exhibitors at their own responsibility. Accordingly, exhibitors shall not make any claim, demand, or assertion against TAITRA arising out of or related to such risks or consequences, including any civil, criminal, administrative, or other legal claim.

(15) Unauthorized Promotional Activities by Non-exhibitors

To maintain order within the exhibition venue, any form of promotional, marketing, or advertising activity conducted jointly with, for, or on behalf of non-exhibiting companies is strictly prohibited. The name, logo, trademark, products, services, or brand identity of any non-exhibiting company shall not appear on exhibitors' booths, promotional displays, signage, giveaway items, advertising materials, or on the clothing, badges, or accessories worn by on-site personnel.

Upon discovery of any such violation, TAITRA shall have the authority to determine the violation and immediately order the cessation of the activity and removal of the non-exhibiting company from the exhibition venue. In addition, the security deposit paid by the exhibitor involved shall be forfeited. Both the exhibitor involved and the non-exhibiting company concerned shall be prohibited from participating in the next edition of the exhibition.

(16) Language Requirements

As this is an international exhibition, exhibitors conducting promotional or marketing activities during the exhibition are required to use English as the primary language to facilitate the participation of international buyers. **Chinese may be used only as a supplementary language** and **shall not exceed 50%** of the total presentation content. Activities conducted entirely in Chinese are strictly prohibited.

Any violation of this requirement shall be handled in accordance with the Exhibition Regulations. In cases of serious violations, TAITRA reserves the right to forfeit the exhibitor's deposit, immediately suspend the exhibitor's activities for the remainder of the exhibition, and prohibit the exhibitor from conducting any on-site promotional activities at the next edition of the exhibition.

(17) Supplementary Clauses

a. 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 smooth management of the exhibition.
b. Any additional written regulation shall form part of the terms and regulations for participation and shall be binding on the exhibitor.
c. In the event of any occurrences not foreseen in this manual, the decision of TAITRA shall be final.
d. When signing the prescribed application forms, participants agree to follow all the existing regulations and further regulations that might be made to modify them.

e. Once signed and submitted by the applicant and confirmed by the show management, the contract will be established and come into effect.
f. Violations of the regulations can result, by decision of the show management, in the exclusion of the transgressors whose damage claim, if any, will be rejected.

13. Temporary Telephone, Fiber Internet and Television Services

(1) Exhibitors requiring telecommunications services, including temporary telephone lines, fiber internet connections, or television broadcasting services, shall complete the relevant application form and submit it directly to Chunghwa Telecom, Taipei East District Branch Office no later than **September 18, 2026**. Applications submitted after the deadline will not be accepted.

Contact Information:
Chunghwa Telecom, Taipei East District Branch Office
1F., No. 130, Songren Rd., Taipei City, Taiwan
Tel: +886-2-2720-0149
(For services during the exhibition period, please call +886-2-2655-9456.)

(2) Relevant application forms may be downloaded from the Taipei Nangang Exhibition Center website: https://www.tainex.com.tw/service/contractors/1/hinet
Upon the close of the exhibition, all rented telephone sets and modems must be returned and equipment return procedures completed before 3:30 p.m. on the final day of the exhibition at the Truck Entrance, Area I, East Side, 1st Floor of Taipei Nangang Exhibition Center. Before the return procedures have been completed, exhibitors are responsible for the safekeeping of all rented equipment and shall bear liability for any loss of or damage to such equipment.
(3) Exhibitors requiring other telecommunications services, including **MOD, ISDN, and HiLink**, should contact Chunghwa Telecom, Taipei East District Branch Office directly for further arrangements.

14. Free Wi-Fi Service

The Wi-Fi system enables 10,000 end-user devices to access free internet service. It also does away with the need to set up private internet facilities like Wi-Fi access points and Wi-Fi hotspot sharing.

a. **Access locations：**
First floor exhibition area of TaiNEX 1, Sky Dome and all public hallways,B1 Dining Area, and meeting rooms on the 1F, 3F to 6F.

b. **Basic equipment required for using the Wi-Fi internet connection:**
- Notebook computers, tablet computers or smart phone.
- Wi-Fi-certified wireless network cards compliant with 802.11a/b/g/n/ac.
- Cards operating at 2.4GHz (wireless card protocols: b/g/n) are more susceptible to channel interference, resulting in poor internet connection quality. Try to use equipment that supports the 5GHz (wireless card protocols: a/n/ac) for accessing the internet.

c. **TaiNEX 1's Wi-Fi SSID are as follows:**
- TWTC Free (For buyers and visitors, no password required)
- TWTC Vendor (Exhibitors can obtain password from event organizer)
- TWTC Press (Domestic & foreign journalists can obtain passwords from event organizer)

d. **Notes about using the Wi-Fi Service:**
- This service is intended solely for the provision of basic E-mail sending/receiving and for webpage browsing by buyers, exhibitors and journalists.
- **There are many competing Wi-Fi devices within the 2.4 GHz band, such as Bluetooth devices, wireless speakers, wireless audio electronics, microwave**

ovens, plus the AP equipment set up by exhibitors that will affect the Center's Wi-Fi service quality; as a result, only the 5 GHz service will be provided on the first floor and Sky Dome, and all other areas will have both 2.4 GHz and 5 GHz services.

- Wi-Fi access speeds will be affected by the network terminal equipment's performance, placement, distance, building (decoration) shielding, electromagnetic radio frequency interference (such as those mentioned in the second item above), the host website's bandwidth, and numerous other factors; if this causes direct or indirect damage or loss, the Center assumes no liability for damages.
- Use of software/hardware systems which interfere with or sabotage other online users or nodes, such as disseminating computer viruses, attempting to hack into unauthorized systems, is strictly prohibited.
- TaiNEX 1 shall terminate the rights to use the service in the event of a personal device being infected with a virus or making malicious attacks on other computers which may compromise internet connection quality.
- Users shall avoid violating copyright laws or engaging in illicit online activities. Any legal liability resulting from such violations shall be borne solely by the user(s).
- Users shall comply with TaiNEX 1's related internet usage guidelines when using the Wi-Fi service. For violators, the exhibition hall shall terminate the perpetrator's access rights to the service.

e. Taipei Nangang Exhibition Center reserves the right to change or terminate this service atany time without providing notice.

15. Occupational Safety and Health Management

(1) To comply with the requirements of the Taipei City Labor Inspection Office and to ensure the safety of all personnel during move-in and move-out, and booth construction operations, workers shall comply with all applicable safety regulations. Violations include, but are not limited to:

- Failure to wear an exhibitor/service badge;
- Failure to wear an approved uniform;
- Failure to wear a safety helmet;
- Failure to use a safety harness when working at heights of two (2) meters or more;
- Failure to establish and control restricted work zones during lifting operations or forklift operations;
- Failure to place safety cones and restrict access beneath suspended loads.

TAITRA reserves the right to document such violations, including by photography, and impose penalties or take corrective measures in accordance with venue and exhibition regulations.

(2) Exhibitors and contractors shall complete, sign, and affix company seals (if applicable) to the following documents and submit the original copies by registered mail no later than **September 24, 2026**:

- Construction Safety and Health Commitment Form;
- and Booth Construction Undertaking.

(3) In addition to complying with the TAITRA Standard Operating Procedures for Contractors Prior to Construction and the TAITRA Safety and Health Management Guidelines for Contractors, exhibitors and contractors shall implement all necessary occupational accident prevention measures in accordance with the Occupational Safety and Health Act and other applicable laws and regulations.

Failure to submit the required documents by the prescribed deadline may result in the rejection of booth construction applications or other actions deemed necessary by TAITRA.

16. Construction Guidelines for Second-story Booths

a. In view of an increasing demand for exhibit space, these Guidelines have been established for theconstruction of second-story booths. To set up second-story booths, trade show participants mustcomply with these Guidelines to ensure the safety and overall tidiness of the exhibition site.
b. The second floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
c. With booth units measuring 3m x 3m, trade show participants must rent at least four (4) units, totaling an area of 6m x 6m, to be eligible to apply for the construction of second-story booths.
d. To apply for the construction of second-story booths in any TAITRA Taipei trade show, participants must submit the following data to TAITRA by registered mail before **September 24**. Construction cannot begin without prior written approval from TAITRA. The deposit will not be returned for any violation.
   - ■ One copy of the Application Form (please have your constructor submit the application)
   - ■ One copy of the Declaration Form from exhibitor and the architect.
   - ■ One copy of the booth layout plan and the construction plan (including plan, elevation and side drawings with specific dimensions, a list of building material, and indications of the floor load with maximum numberof people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer,and have a scale of no less than 50:1.
   - ■ A copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
   - ■ After obtaining construction approval from TAITRA, the applicant must purchase accident and third-party liability insurance of **no less than NT$2,000,000 for each person and each accident.** The insurance should cover the show period and include the events move-in to move-out days. A copy of the insurance policy should be sent to TAITRA ten days prior to the move-in day, before construction can begin.
e. Charge for the use of the second-story booths is based on the floor area (including staircases) : Dimensions of the 2nd FL/ Dimensions of the 1st FL. x Booth Rental Rates of 1st FL. (VAT included).
f. The architect, civil engineer or structural engineer who has approved the construction plan or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
g. The floor of the second-story booth should not exceed 2.5 meters in height from the ground, and the total height of the second-story booths should not exceed 4 meters.
h. The second story of the booths must be equipped with a safety railing, the height of which should be at least 90cm, and not exceed 150cm. The height of partitions should not exceed 150cm, and no ceilings should be built over the second story.
i. The total floor area (including staircases) of the second story should not exceed 70% of the area of the ground booth and should be limited to 100 square meters.
j. The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50cm, and the exterior of the walls should be decorated.

k. If the usable floor area of the second story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters.
When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75cm, and a warning sign specifying the maximum load and number of people allowed on the second story should be displayed in the staircase. The participating company should take responsibility for monitoring the number of people on the second story.

l. The load-bearing capacity of the second story should be no less than 200 kg/m2, and that of the staircase no less than 300 kg/m2.

m. The construction of booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, TAITRA retains the right to immediately remove the entire structure.

n. After TAITRA has granted written approval for the construction of second-story booths, any alterations in booth design without prior approval or violation of these Guidelines will result in a suspension of electricity and closure of booths. TAITRA will also ban the company responsible from participating in all trade shows held in the Taipei World Trade Center Exhibition Hall by TAITRA for the next two years. The booth contractors will also be banned for two years from contracting any projects for TAITRA.

o. If the construction and design plan for second-story booths approved and signed by an architect, civil engineer, or structural engineer violates building codes or these Guidelines, or there is negligence of inspection during construction, TAITRA will not accept bids from the responsible architect/engineer for the next two years.

p. Areas not covered in these Guidelines should be dealt with according to the Regulations Governing Booth Decoration within TaiNEX 1.

q. Limited to the ceiling height, the constructor should exercise caution to avoid bumping or contacting the fire sprinklers. For safety reasons, spotlights should not be placed directly below the fire security equipment, including sensors for smoke and heat. If there are any violations of these regulations, TAITRA retains the right to immediately remove the structure at the exhibitor's expense.

r. TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

s. Those who submit a late application must complete the application procedures in accordance with the relevant regulations and pay an additional violation fee of **NT$10,000**. Applications submitted during the exhibition period are subject to a violation fee of **NT$50,000**.

17. Construction Guidelines for Booths Exceeding 4 Meters

a. These Guidelines are established for the construction of structures exceeding 4 meters but below 6 meters. Exhibitors intending to construct such structures must comply with these Guidelines to ensure the safety and orderly management of the exhibition venue.

b. For standard booth units measuring **3m × 3m**, exhibitors must rent **at least 8 booth units,** and the booth configuration must be either:

- A peninsula booth with three sides facing aisles; or
- An island booth with four sides facing aisles.

Only exhibitors meeting the above requirements are eligible to apply for the construction of structures exceeding 4 meters in height.

c. Applicants for structures exceeding 4 meters in height must submit the following documents to TAITRA by registered mail no later than **September 24.** Incomplete applications that are not supplemented by the specified deadline after notification by TAITRA shall be deemed withdrawn.
■ One copy of the Application Form

- One copy of the Exhibitor Declaration Form.
- One copy of the Architect/ Civil Engineer/ Structural Engineer Declaration Form.
- One copy each of the design drawings, structural drawings, and **structural calculation report**, duly certified by a licensed architect, civil engineer, or structural engineer. The design drawings shall include floor plan, front elevation, and side elevation.
- One copy each of the **professional license, practice certificate, and current-year membership certificate** of the architect, civil engineer, or structural engineer who certifies the application.
- One copy of the accident insurance policy and third-party liability insurance policy providing coverage of not less than **NT$2,000,000 per person and per occurrence**. The insurance period shall commence at 00:00 on the first move-in day and remain valid until 24:00 on the final move-out day.

d. TAITRA requires **10 working days** to review the submitted documents. Applicants are therefore advised to submit all required documents before the prescribed deadline. Upon approval of the application, exhibitors shall pay an **Elevated Structure Usage Fee**. The fee shall be calculated based on the projected floor area shown in the approved drawings as follows:
   - NT$100,000 (tax included) shall be charged for each unit of 18 square meters of projected area shown in the approved drawings.
   - For structures exceeding 18 square meters, the number of chargeable units shall be calculated by dividing the projected area by 18 square meters. The total fee shall equal the resulting number of units multiplied by NT$100,000.
   - Structures with a projected area of less than 18 square meters shall still be subject to the minimum fee of NT$100,000.

e. Construction work may not commence until written approval has been obtained from TAITRA.

f. An architect, civil engineer, or structural engineer certifying the construction plans, or his/her designated representative, shall supervise and inspect the erection and dismantling of the structure on site. The certifying architect or engineer shall ensure that the structure is constructed in accordance with the approved plans and that all safety requirements are met.

g. The height of structures approved under these Guidelines shall exceed 4 meters and shall not exceed 6 meters. The main structure shall be set back at least **1 meter (100 cm)** from the booth boundaries along all open sides, and the exterior surfaces of the structure shall be properly finished and decorated.

h. The construction of structures should not cause any damage to the exhibition venue. No nails, screws, bolts, or similar fixtures may be driven into the floors, walls, columns, beams, or ceilings of the exhibition hall. No objects may be suspended from the ceiling or any building facilities.

i. Fire protection facilities, emergency exits, fire hydrants, fire alarm devices, sprinkler systems, and plumbing facilities shall not be obstructed. In the event of any violation, TAITRA reserves the right to remove the structure immediately at the exhibitor's expense.

j. After TAITRA grants approval for the construction of structures exceeding 4 meters, any alteration to the approved design without prior written consent from TAITRA, or any violation of these Guidelines, may result in suspension of electricity service and closure of the booth. TAITRA further reserves the right to prohibit the exhibitor from participating in, and the contractor from undertaking, any TAITRA exhibition projects for a period of two years.

k. Any matters not covered herein shall be governed by the **Regulations Governing Booth Decoration** of the exhibition venue and other applicable exhibition regulations.

l. If any design, structural plan, or calculation report certified by an architect, civil engineer, or structural engineer is found to violate applicable laws, regulations, or these Guidelines, or if negligence in supervision results in safety concerns, TAITRA reserves the right to reject future applications submitted by the responsible architect or engineer.

m. Exhibitors and contractors shall exercise extreme care to avoid contact with fire sprinkler heads, detectors, or other fire safety devices. Spotlights, lighting fixtures, and decorative equipment shall not be installed directly beneath fire protection equipment. Any resulting expenses incurred for rectification or removal shall be borne by the exhibitor.

n. TAITRA reserves the right to interpret, amend, supplement, or revise these Guidelines at any time.

18. Sound System & Stage Equipment Setup

Deadline：September 11, 2026

a. **Stage Equipment**

Regulation for setting Stage Equipment

- A deposit of **NT$10,000** with the **booth layout** and **construction plan** will be requested upon approval of stage equipment. Electricity will be disconnected if the deposit is not received by TAITRA.
- TAITRA will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.

b. **Sound System**

Regulation for setting Sound Systems

- A deposit of **NT$30,000** with the **booth layout** and **construction plan** will be requested upon approval of sound system. Electricity will be disconnected if the deposit is not received by TAITRA.
- Anyone who found, during the show period, using a sound system without approval will have to make apply and place a deposit of **NT$10,000,** in addition, the applicant must pay **NT$30,000** fee for using the sound system. Electricity will be disconnected until the procedure is completed.
- TAITRA will return the check without interest after the show if all regulations are followed. Otherwise, the deposit will be confiscated.
- Whenever it is found that the volume of the exhibitor's sound system exceeds **85 decibels**,the inspection group will determine the penalty. Generally, this will be in accordance with the following steps: First, there will be a fine of **NT$1,000**; Second, a fine of **NT$4,000**; Third, a fine of **NT$10,000**; Forth, a fine of **NT$15,000**; Fifth, the power will be disconnected.

Contact: Ms. Karolyn Li, Exhibition Dept, TAITRA
Tel: 886-2-2725-5200 ext. 2685 / E-mail: taitronics@taitra.org.tw

19. Regulations Governing Elevated Promotional Balloons

Any exhibitor intending to use elevated promotional balloons at its booth must submit an application to TAITRA and obtain prior approval before installation. Please refer to the relevant regulations and application procedures set forth in the Exhibitor Manual.

The following requirements shall apply:

a. Promotional balloons with a diameter of 2 meters or less may be elevated up to a maximum height of 5 meters above the floor.

b. Promotional balloons exceeding 5 meters but not exceeding 7 meters in height shall be subject to an additional **non-refundable** usage fee of **NT$10,000**.

c. All balloons must be filled only with helium or nitrogen and must be securely fastened within the exhibitor's booth area.

d. Applications for elevated promotional balloons must be submitted no later than **September 11, 2026**. Any balloon installed without prior approval may, upon discovery by TAITRA, be removed immediately or be required to complete the necessary application procedures. TAITRA shall bear no liability for any resulting loss, damage, or expenses.

e. Applications completed after the application deadline of **September 11, 2026**, but on or before

October 17, 2026, shall be subject to an **additional violation fee** of **NT$10,000**.

f. Applications completed during the move-in period or the exhibition period (October 18-22, 2026) shall be subject to an additional violation fee of **NT$30,000**.

Contact: Ms. Karolyn Li, Exhibition Dept, TAITRA
Tel: 886-2-2725-5200 ext. 2685 / E-mail: taitronics@taitra.org.tw

20. Regulations on Work at TAITRA Venues

Chapter 1：General Provisions

I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition Hall (hereinafter referred to as "TWTC Exhibition Hall 1"), the Taipei International Convention Center (TICC), and Taipei Nangang Exhibition Center Hall 1 & Hall 2 (here inafter referred to as "TaiNEX 1" and "TaiNEX 2"). For management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations include but are not limited to various types of forms (hereinafter referred to as "these regulations").

II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.

III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with written consent that old regulations can be used within a specific period, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.

IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts and guarantee all exhibitors will follow these regulations during the exhibition event.

V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.

VI. Definitions of the regulations:

(I.) *Leaseholder:* Exhibition or event organizer.

(II.) *Decoration contractors*: Decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.

(III.) Management unit: Refers to TAITRA's internal unit that oversees the operation and management of different exhibition halls.

VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety" and receive a TAITRA class certificate before applying for the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for a TAITRA class certificate and the Exhibition Ground Service Permit, please see the enclosed attachment.

Chapter 2：Occupational Safety & Health Matters

I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form.

II. TAITRA's applicable health and safety regulations can be downloaded from the following website: http://www.twtc.org.tw/content/E/E3b.asp

Chapter 3：Regulations for Booth Decoration

I. Design and Structure:

1. The maximum height of each booth is 2.5 meters (display items and space between booths included), and the height of signs can be up to 4 meters. The length of booth walls must be less than half the length of booth frontage with the length of sealed walls not exceeding 9 meters.
2. Exhibitors who require two-story booths must submit their application forms and pay the corresponding fee in advance according to the rules for two-story booths. Two-story booths are not allowed on the 2nd floor of TWTC Exhibition Hall 1.
3. Under special conditions, if exhibitors must construct extra-high structures (higher than 4 m and less than 6 m), the leaseholder must submit the affidavit for those exhibitors, a copy of the public liability insurance, third-party liability insurance and the

structure design/location design blueprints to the management unit and agree to pay the fee for extra-high structures 10 days before the exhibition. Only exhibitors who rent more than four booth spaces are permitted to construct extra-high structures, and the height of each structure cannot be more than 6 meters; its periphery must decrease by 1 meter from the edge of the walkway. The fee for extra-high structures is calculated according to the area of the view projection on the blueprint and is NT$100,000 per 18 square meters (tax included). If the area exceeds 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters/unit and then multiplied by NT$100,000. If the construction area is less than 18 square meters, the fee is still NT$100,000.

4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
5. The area of booth decoration cannot be more than half of the booth's total sealed area.
6. **Special Regulations for Nangang Exhibition Center, Hall 1** : The top opening of each booth (two-story booths included) cannot be covered with curtains or wooden boards. If there are any special decoration needs, leaseholders should apply to get permission for special decorations from the management unit.
7. **Special Regulations for TWTC Exhibition Hall 1:**
   If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-story booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
8. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
9. No objects can be hung from the ceiling or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
10. **If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blueprint (floor and elevation plan) and submit them to TAITRA** at least 25 daysbefore the exhibition. After exhibitor list is compiled, the organizer must apply at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. **Instructions for decorating columns:** If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 meters. If any of the above regulations have been violated, the wall shall be torn down, and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities.
11. **Special regulations for TaiNEX 1:**
    There are eight display booth areas separated by 6.1-meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 meters wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares meters.
12. **Special regulations for the Taipei International Convention Center:**
    (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 meters, except for those on the side with air conditioning units. The height for other sides may reach 4 meters, and raised parts should be set up 0.5 meters away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.
    (2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 meters. Their design and dimensions must first be approved by the management unit, and only then can they be set up.
    (3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 meters tall and 5 meters wide. The position of the billboards cannot be more than 70 centimeters from the wall, and no objects can be attached to the surface of the wall.
    (4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 meters in width and 4.5 meters in length. There is a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.
    (5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)
    (Chinese) http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=zh-tw&Sort=13

(English) http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=13

(6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 meters above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 meters above the floor and are placed at 1.29-meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29-meter intervals.

(7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag handing rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95-meter intervals.

(8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 meters apart have them strengthened with wood strips to prevent the boards from breaking.

(9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.

II. Special decorations and facilities:

1. TV wall and large screen wall:
   If TV walls, large screen walls, or other facilities are required, please follow the regulations listed below:
   (1) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30-degree angle to the booth's baseline.
   (2) If the installation is higher than 2.5 meters, the total height shall not exceed 4 meters, and the front of the installation shall be recessed by at least 2 meters from the booth's baseline, or it shall be set at a 30-degree angle to the booth's baseline.
   (3) Videos being shown should correspond to the theme of the exhibition or event and should not violate good moral standards.
2. **Tethered balloons:**
   (1) If there is a need to install tethered balloons within the vertically extended area of the booth baseline, an application must be submitted to the management unit, and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder. Tethered balloons shall only be set up within the booth area, and they shall be secured in place, so they do not float around. The maximum height of large advertising balloons shall not exceed 7 meters from the top of the balloon to the ground. Large balloons that are more than 5 meters above the ground require payment of a fee of NT$10,000 per balloon; balloons that are less than 5 meters from the ground are free of charge. The top of small decorative balloons cannot be higher than 4 meters from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
   (2) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall, second floor H area of TWTC Exhibition Hall 1.
3. **Stage and sound equipment:**
   Stage and sound equipment set up in a booth shall comply with the following regulations:
   (1) The edge of the stage shall be at least 2 meters back from the baseline of the booth, and the loudspeaker shall face inward towards the booth, with speakers angled downward. Sound volume shall be maintained below 85 decibels, and adjacent booths cannot conduct events on stage or simultaneously use the loudspeakers.
   (2) The leaseholder shall require all exhibitors to abide by the regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.
   (3) Violations will be processed in three stages:
   Stage 1：If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.
   Stage 2：If a violation has not been improved after additional review, a fine will be issued based on the number of offenses：NT$1,000 for first time offenders, NT$4,000 for second time offenders, NT$10,000 for third time offenders, NT$15,000 for fourth time offenders, and NT$20,000 for fifth time offenders.
   Stage 3：For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.
4. **Wireless microphone equipment:**
   Leaseholder must apply to the management unit for approval for the maximum microphone level and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation pursuant to the three stages listed above.

III. Utility Installation Management:

1. Those with booths requiring water and electricity shall apply to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators being prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.

2. Compressed air and ceiling lighting will be provided for booth decorations and furnishings to match opening hours during booth set-up (with the day before exhibition is excluded). However, electricity will not be provided for the booth, if decoration contractors have other requirements for electricity, the decoration contractor can request electricity from the leaseholder at the service counter, and TAITRA will supply electricity based on the period requested.
3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.
4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completing their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (apart from lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility.
5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.
6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths will be cut off if violators do not make improvements upon receiving notification. All lighting equipment should not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.
7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purposes only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor, and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. To promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:
   (1) First level, self-management:
   Electrical and plumbing engineers with Level an Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the setup period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the setup period ends. Electricity will be temporarily shut off at booths that do not complete and pass the electrical safety inspection and remain off until the inspection is completed or the deficiency has been corrected.
   (2) Second level, supervising unit inspections:
   Before electricity is connected, management's electrical and plumbing maintenance contractor and TAITRA electrical engineers shall complete the electrical safety inspection. Booths that fail to pass inspection will not be supplied with electricity, and an Improvement Notice will be posted. After the booth completes the necessary improvements and is re-inspected and verified by management unit, electricity will only then be supplied to the booth.
   (3) Third level, third-party inspections:
   Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation and exhibition hall's electric switch boards on the day electricity is to be connected.

IV. Fire safety management:

1. If a single level booth is designed with a ceiling to seal the top, or if a two-story booth (regardless of if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers.
2. **Special regulations for TaiNEX 1:**
   Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been verified by a specialized agency. Exhibitors shall prepare valid proof documents to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: **Nangang Exhibition Hall Booth Decoration with Flameproof Materials**).
3. **Special Regulations for TWTC Exhibition Hall 1:**
   Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC Exhibition Hall 1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled,

recycled, or reusable. The second floor of TWTC Exhibition Hall 1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

(1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).

(2) Apply for public liability insurance, the insured amount shall not be less than NT$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.

(3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2nd District HQ.

(4) A breaker for the gas supply should be installed.

(5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).

(6) Complete TAITRA TWTC Exhibition Hall 1 Fire Usage Safety Affidavit (see Appendix 3) and submitform to management unit.

4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking staircases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment should be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 centimeters from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet.

VII. Other

1. Water, flower, and meal delivery personnel are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
3. Construction waste and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct trafficor create a safety hazard. The leaseholder is responsible for disposing of waste that was not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.

Chapter 4：Site Access Control

I. Traffic control:

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. But diesel forklifts are prohibited inside the exhibition halls (except for machinery exhibitions).
2. When trucks enter exhibition halls, a security deposit of NT$1,000 shall be paid at entrance (deposit amount is higher for machinery or large-scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). If a vehicle's exit time is delayed due to traffic congestion inside the exhibition hall, after receiving the seal of a security guard hired by TAITRA as proof, a lateness period of 20 minutes will be waived.
3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. **Special regulations for TWTC Exhibition Hall 1 and Hall 3:**

(1) The maximum load capacity of Exhibition Hall 1's ground floor is 1,300 kg/m2. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(2) No vehicles shall pass through the post office or the front of the glass elevator areas.

(3) Relevant capacity limits are listed below:

Regulations regarding the ground floor load capacity of TWTC Exhibition Hall 1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter.

2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 meters.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the two vehiclesshould maintain a distance of at least 9 meters.
4. Load restrictions for crane trucks	(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closerthan 9 meters. (2) Wooden boards or steel plates must be used underneath load supports aspadding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).

(4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall apply to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated period.

(5) **Limit for the number of diesel forklifts:** in principle, TWTC Exhibition Hall 1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).

(6) The entrance of TWTC Exhibition Hall 1 is 4.2 meters high and 7 meters wide. Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):

i. Entry during work hours (6AM to 7PM during business days):
Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT$2,000 is required when entering the site (deposit amount is higher for machinery or large-scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe and then return them to security upon completing their work.
The air pollution control charge is NT$500 for the first hour and NT$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.

ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted, and security fees shall still be paid.

iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.

(8) If grapple trucks are required, the leaseholder should apply in advance. The operation of grapple trucks is limited to areas A, B, and C of TWTC Exhibition Hall 1. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7 P.M. and before 6 A.M. onbusiness days. There are no restrictions on operating times on weekends. However, the organizer should take into consideration the time required for preliminary work such as removal of water and electricity items as well as carpets. Exhibition and event organizers shall submit the TWTC Exhibition Hall 1 Grapple Truck Entry Application Form to the management unit five days prior to the entry of the grapple truck. TAITRA may reject or approve the application based on safety concerns. The World Trade Center Exhibition Hall 1 only allows up to 4 grapnel trucks at any given time. Previously stated provisions for exhaust emissions and cost of security personnel shall apply.

5. Special regulations for Nangang Exhibition Center, Hall 1:

(1) Exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 meters and height of 6 meters. Vehicle height limit is 4 meters).

(2) The height and width of cargo entrances at each area are:

Area I：5 meters high, 9.9 meters wide

Area J：4.5 meters high, 11.6 meters

wide Area K：5 meters high, 10 meters

wide Area L：4 meters high, 11 meters
wide Area M：8.5 meters high, 11.9
meters wideArea N：4 meters high, 10.1
meters wide

The vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is 4 meters. If total height of a vehicle or its cargo exceeds 4 meters, an application must be submitted to the management unit (including 4.25-meter extra height container trucks). Only after receiving approval can a vehicle enter the site and only by taking the designated routes.

(3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m2, and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m2. Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration load that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(4) Load capacity regulations for vehicles entering/exiting the exhibition hall:

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual axles; 43 tons for those with more than two axles. (2) Minimum safe distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 18 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters. (3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunctions, if they maintain a safe distance of at least4 meters. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 meters. (2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pay for the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.
Sky Dome Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) Maximum of 15 tons for dual axles, 35 tons for those with more than twoaxles. (2) The minimum safety distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 8 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters. (3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, if they maintain a safe distance of at least4 meters. (4) Each loading and unloading shall not exceed 50 minutes.

3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 meters. (2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.

(5) For trucks with total weight exceeding 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must first submit an application to TaiNEX 1, at least 20 days in advance by filling out the TAITRA TaiNEX 1 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for TaiNEX 1's approval before giving access to the exhibition hall during the permitted period.

(6) No grapple trucks are allowed outside the exhibition hall and its perimeter (entrances, sidewalks, squares, unloading areas, and parking lots).

6. Special regulations for Taipei International Convention Center:

(1) Decorative materials should be delivered through the underground parking lot, and only cargo elevators 11, 13, and 14 shall be used for delivery. The dimension and weight of the material shall be within the specifications displayed on each cargo elevator (see graph below). Also, to avoid collisions, proper attention should be paid to the posted different ceiling heights between entrances, exits and corridors.

Elevator number	Length (meters)	Width (meters)	Height (meters)	Load (kilograms)
11	6	2	2.2	4,500
13, 14	2.5	1.5	1.8	1,600

(2) Those requiring the use of balloons for decoration must inflate the balloons with safe gas (helium or air) and those using flowers should trim them in the B1 pick-up area. When making floral arrangements on site, plastic tarps should be placed under the flower baskets to cover the entire working area, which should be cleaned afterwards.

(3) The load limit for the exhibition floor is 400 kilograms per square meter, and the height of a booth is limited to 2.5 meters. Walkway between booths should be at least two meters wide.

(4) Carpets should be laid in all exhibitions (display) areas, including booths and public passages. All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

II. Operation procedures for entering the site

1. All work by on-site decoration contractors should be completed by no later than one day before the exhibition opens. If a contractor cannot finish on schedule, they should apply for an extension to use the area and pay all related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show to maintain the image of the exhibition and the security of the exhibition hall.
2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
4. If decorations are made mainly of wood, they should be prefabricated outside the exhibition hall and transported inside for assembly.
5. For all decoration work, the leaseholders must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
7. Leaseholders must submit copies of their exhibition work permit to the management unit 3 days prior to site entry to permit security guards at the entrance to use them for reference.
8. Decoration contractors should take measures to the site before designing and planning booths to ascertain the exact

positioning and corresponding location of the booth.

III. Operation procedures for leaving the site

1. When tape is used on the floor, care must be taken to ensure that all remnants are removed and disposed after the exhibition.
2. Glass products (including booth decorations or display items) must be intact when leaving, and they must be recycled by the decorating contractor. Smashing glass products is not allowed. A fine between NT$2,000 to NT$5,000 will be levied on offenders according to the penalties listed below.
3. All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceedings of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
4. Special regulations for TaiNEX 1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finish operations before 10PM. Leaseholders must consider the length of time needed for setting up and site removal and allocate reasonable and enough time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo, if necessary, to maintain site safety. Leaseholders are held fully accountable for any damage to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.
   (Note: if any exhibition or decoration item exceeds the maximum height and width of an entrance/exit then it must be dismantled before entry or exit. Those that cause damage to the facility due to improper handling shall be liable for compensation).

Chapter 5：Responsibilities

I. Risk Sharing

1. During the exhibition or event, exhibitors shall assign personnel to monitor their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, TAITRA shall not be held responsible.
2. If due to improper installation, operation, maintenance or management during the exhibition or event (including set up before the exhibition and dismantling after the exhibition), a booth's facilities, objects, or exhibits cause injury, death, or financial loss to the exhibitor's personnel or a third party, the exhibitor and its decoration contractor shall be held fully liable for all compensation and legal responsibility. TAITRA shall not be held accountable. The exhibitor and the decoration contractor are responsible for strengthening all safety measures and the purchase of suitable insurance policies.
3. To maintain the safety of the exhibits, leaseholders shall install security cameras at the exhibition hall, and exhibitors shall take care of their own exhibits and valuable properties. If necessary, exhibitors may install security cameras at their booths. If exhibits or properties are damaged or lost, TAITRA will not be held responsible.
4. If an exhibition hall's facilities are damaged during construction or transportation, the damage shall be repaired or compensation shall be made. If property damage, injury, or death has occurred because of a construction accident, the leaseholder shall be held fully responsible for handling the situation and shall bear the relevant legal responsibility.

II. Procedures for handling violations

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:
   First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked
   Second offence: a warning ticket and 1 penalty point will be issued
   Third offence: a warning ticket with 2 penalty points will be issued
   Each subsequent smoking incident will result in additional penalty points. If the violator is an employee of a decoration contractor, once three points have been assigned to the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year and will be prohibited from entering all TAITRA exhibition halls for construction work.
2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers while working on site.
3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:
   (1) Cut off water and electricity supply.
   (2) Close the booth and ban the exhibit.
   (3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an exhibition organized by TAITRA for the next 2 years.
   (4) One or more of the following punitive actions may be taken, depending on the severity of the violation:
      i. Each violation can incur a fine between NT$2,000 to NT$5,000 (if the payment for the fine is delayed, the fine can be deducted directly from the security deposit, doubling the original amount);
      ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT$10,000, and an additional NT$10,000 will be added for each repeat offense.
      iii. Violators who were fined more than twice within one year will be prohibited from entering TAITRA exhibition halls to

perform construction work for the next two years.

iv. Photos will be taken as proof and all work will be suspended and the violator will also be asked to leave the exhibition hall.

v. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.

21. Customs Regulations for Foreign Exhibits

(1) General

a. A selection of imported exhibits is allowed to enter Taiwan on a bonded basis without paymentof customs duties and may be kept in the bonded warehouse for rent for up to three months followingthe show. Such exhibits should be consigned to "Taiwan External Trade Development Council" (TAITRA).
TAITRA cannot be a consignee for exhibits imported on a duty-paid or deposit basis.

b. The following items must be imported on a duty-paid or deposit basis:
- Non-commercial samples
- Giveaways or promotional articles
- Posters, photo panels, catalogues, brochures and leaflets
- Lubrication oils and greases for maintenance of machinery during the exhibition
- Materials and equipment for use in the construction, installation, decoration, and maintenance of booths
- Foodstuffs and drinks to be consumed during the show
- Jewelry, precious stones, and gold coins (hand carried)
- Liquors, spirits, wines, and tobacco

c. Exhibits such as fresh flowers, live plants, bulbs, etc. must be imported on a duty-paid basis andin strict observance of "Quarantine Regulations on Importation of Plantation into the Republic ofChina".

d. Note that exhibits such as some telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons, and explosives need government endorsement andpermits for importation.

e. The ATA CARNET is not accepted in Taiwan except in the case of countries having similar bilateral agreements with the Republic of China.

(2) Exhibits in Bond

According to customs regulations, goods with bonded status may remain in Taiwan for a maximumof six months from the date of importation. During show-days, exhibits are strictly prohibited from being removed from the premises. Such exhibits should be returned to the bonded warehouse rightafter the show. They shall neither be sold nor re-exported until all procedures are cleared up by the exhibitors concerned. TAITRA has the right to return all overdue bonded exhibits onto the exhibitor's account without necessarily obtaining the exhibitor's permission.

(3) Exhibits Imported on a Deposit or Duty-paid Basis

Exhibits brought in on a deposit or duty-paid basis must be handled by the exhibitor's agent or representative in Taiwan who will act as a consignee and who will be responsible for all customs duties.

(4) Shipping Mark

All packages to be imported on a bonded basis must be marked as follows：

Show Name：TAITRONICS 2026 Booth Number：_____
Show Dates：October 20 - 22, 2026
Show Site：Taipei Nangang Exhibition Center, Hall 1
Exhibitor：_____
Case Number：_____ of _____
Dimensions：_____
Gross & Net Weight：_____

(5) Shipment

a. Exhibits on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must bescheduled for arrival at Keelung Port no later than THREE weeks prior to the show opening, andair shipments at Taiwan Taoyuan International Airport no later than TWO weeks, to allow sufficienttime for customs clearance. Exhibits arriving at Taichung or Kaohsiung must reach destination ONE week earlier than the above-mentioned schedules. Documents and/or exhibits arriving latewill be charged an additional 15% in customs clearance fees and service charges for the extra working hours required to complete procedures.
b. For exhibits shipped on a deposit or duty-paid basis, exhibitors may ship them by the forwardersof their choice that have branch offices or agents in Taiwan.
c. For bonded exhibits, exhibitors are required to clear customs procedures through one of TAITRA'stwo official forwarders.

(6) Official Forwarders

a. **Triumph Express Service**
Mrs. Irene Cheng
Tel：886-2-2758-7589
E-mail：irene@trans-link.com.tw
b. **KAGI GLOBAL LOGISTICS CO., LTD.**
Mr. Gary Li
Tel：886-3-328-0161 ext.24
E-mail：gary.li@kagiexpo.com.tw

Only the official forwarders will be responsible for handling all exhibits imported on a bonded basis. Their services include customs clearance, transport of exhibits from port of arrival to the exhibitionsite and vice versa, local storage, unpacking and re-packing, placement of goods in display area, and re-export formalities. The handling charges for all such services will be borne by the exhibitor concerned and calculated according to the tariff listed.

(7) Shipping Documentation

a. TAITRA requires the following documents to clear exhibitor's shipment through Taiwan R.O.C. customs：
■ 2 Original Ocean Bills of Lading/Airway Bills
■ 4 Commercial Invoices & Packing Lists
■ 2 Exhibit Catalogs
The Application Form will be honored only for goods imported on a bonded basis. TAITRA will not accept Commercial Invoice & Packing Lists for goods imported on a duty-paid or deposit basis, since TAITRA is not the consignee.
All above documents along with completed **Application Form** should reach TAITRA and official forwarders **FOUR** weeks before the show opens.
Bills of Lading/Airway Bills should be clearly defined with the additional clause "Exhibits are

imported for (name of the show) and shall be transferred to TWTC bonded warehouse of TaipeiCustoms Territory."

b. To facilitate the processing of customs clearance procedures, all boxes, crates, etc., should beaccompanied by detailed packing lists in duplicate with the identification words of exhibits. Printed materials for the exhibition such as posters, brochures, and leaflets, should not bear anyword in Chinese simplified characters.

(8) Disposal of Exhibits during & after the Show

a. Bonded exhibits:
To provide exhibitors with adequate time to dispose of their exhibits, either by sale locally or by re-export, TAITRA is allowed to store exhibitors' goods in a bonded warehouse for a period of up to three months after the show. Any storage charge incurred will be charged to the accountof the exhibitor concerned.
Procedures for the sale of bonded exhibits:
Whether through outright sale or by means of distribution agreement, exhibits can be released from the bonded warehouse only after each one of the following procedures has beencompleted:
a) Securing an import permit:
This is being done by the buyer based on the relevant Performa Invoice prepared by the exhibitor.
b) Remittance of cost of goods:
The buyer is responsible for securing the necessary foreign exchange and remitting it to theexhibitor through an authorized bank.
c) Transfer of exhibitor's property to the buyer:
This is accomplished by the exhibitor by completing "Authority/Receipt for Transfer of Exhibitor's Property", which must be signed by the exhibitor and countersigned by Taiwan External Trade Development Council.
d) Payment of import duties:
This is also the responsibility of the buyer.

b. **Duty-paid or deposit basis:**
Goods can be released from the showground only after the show closes, regardless of when thesaid goods are sold.

c. **Re-exportation of exhibits:**
Exhibitors shall instruct the official forwarders concerned to take the necessary steps as soon asre-exportation of exhibits is decided.

22. Personal Information Protection

The personal information provided in all forms attached hereto will be used solely for promotional activities related to TAITRONICS 2026 and AIoT Taiwan 2026, and for contacting the individuals concerned via telephone, mail, email, or other communication methods during the period from 2026 to 2028.

The data subject may exercise the following rights with respect to his/her personal information:

(1) To make inquiries about and request access to personal information;
(2) To request a copy of personal information;
(3) To request supplementation or correction of personal information;
(4) To request the cessation of the collection, processing, or use of personal information; and
(5) To request the deletion of personal information.

To exercise any of the above rights, please contact the project coordinator:
Mr. Bran Chiu, TAITRA, Tel: +886-2-2725-5200 Ext.2647

*** This English-language version of the TAITRONICS & AIoT Taiwan 2026 Exhibitor Manual is provided for the convenience of international exhibitors. In the event of any discrepancy between the English and Chinese versions, the Chinese version shall prevail.**

23. Booth Construction Assurance

As a participant in the TAITRONICS & AIoT Taiwan 2026 being held at TaiNEX 1 from October 20 to 22, 2026, we ensure：

That the booth(s) is constructed in compliance with TaiNEX 1 DecorationGuidelines, and

That our contractor will clear all materials from our booth space and remove such to the approved placebefore the end of the move-out date, and

If the booth and all materials are not removed, we will assume responsibility for all compensation and civilliability and agree that the show management has the right to remove all such materials.

※Please email to taitronics@taitra.org.tw before Sep. 24 and bring this form with business card to Exhibitor's Registration counter to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

Company：_____ Booth Number：_____

Person in Charge：_____ (Sign and Print)

Contact Person：_____ (Sign and Print)

Email：_____

Mobile Phone：_____ Tel：_____

Date：_____* A scan copy is equivalent to original signed copy.

Booth Contractor：_____

Contact Person：_____ (Sign and Print)

Email：_____

Mobile Phone：_____ Tel：_____

Date：_____*A scan copy is equivalent to original signed copy.

24. Safety and Health Terms of Agreement

Taiwan External Trade Development Council
Safety and Health Terms of Agreement for Exhibitors

After attending TAITRONICS & AIoT Taiwan 2026 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 Occupational Safety and Health Act and related 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.

The undersigned parties and any other affiliated parties guarantee to comply with the following regulations during the operational period :

1. **The Standard Pre-Construction Procedures of TAITRA**
2. **The Worker Safety and Health Management Procedures of TAITRA**
3. **On-Site Hazards Notification**

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 this form and email to **taitronics@taitra.org.tw** before **Sep. 24**. Exhibitors will need to bring this form with business card to Exhibitor's Registration counter to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move- in hours.
The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of TAITRA.

Company : _____ Booth Number : _____

Person in Charge : _____ (Sign and Print)

Contact Person : _____ (Sign and Print)

Email : _____

Mobile Phone : _____ Tel : _____

Date : _____ * A scan copy is equivalent to original signed copy.

25. Dimensions of Meeting Rooms at TaiNEX 1

Floor	Conference Rooms	Seating Capacity(person)					Room Size	Dimensions (L x W x H) meter	Rental Rate Per Period	
		Theater	Classroom	Standard	U-Shape	Square	SQM		Mon.-Fri. Daytime 08:00-12:00 13:00-17:00	Evening 18:00-22:00 weekends, holidays and indoor booths
3F	Happiness*	60	32	48	20	28	83.5	9.6 x 8.7 x 3.9	13,800	16,600
4F	401	384	144	216	52	72	375.7	20.2 x 18.6 x 3.5	39,900	47,900
	402	396	168	224	62	80	372.6	27.0 x 13.8 x 3.5	39,400	47,300
	402a	100	56	72	26	36	121.4	8.8 x 13.8 x 3.5	12,900	15,500
	402b	110	56	72	26	36	122.8	8.9 x 13.8 x 3.5	12,900	15,500
	402c	110	56	72	26	36	128.3	9.3 x 13.8 x 3.5	13,600	16,300
	402a+b	234	108	144	42	56	244.3	17.7 x 13.8 x 3.5	25,800	31,000
	402b+c	234	108	144	42	56	251.2	18.2 x 13.8 x 3.5	26,500	31,800
	403	125	68	92	34	44	149.5	8.4 x 17.8 x 3.5	15,600	18,700
	404	90	48	72	26	36	133.5	9.3 x 12.9 x 3.5	14,000	16,800
5F	500	140	72	116	46	52	159.8	9.7 x 18.6 x 2.8	16,700	20,000
	501	105	56	84	30	36	131.1	9.3 x 14.1 x 2.8	13,800	16,600
	502	95	34	68	26	32	102.3	7.6 x 12.0 x 2.8	10,700	12,800
	503	110	56	84	30	36	150.9	9.7 x 14.2 x 2.8	15,600	18,700
	504	504	224	360	68	84	505.4	26.6 x 19.0 x 2.8	52,700	63,300
	504a	165	80	120	38	44	184.3	9.7 x 19.0 x 2.8	19,300	23,200
	504b	150	80	120	38	44	169.1	8.9 x 19.0 x 2.8	17,600	21,100
	504c	150	80	120	38	44	152.0	8.0 x 19.0 x 2.8	15,800	19,000
	504a+b	336	144	216	48	64	353.4	18.6 x 19.0 x 2.8	36,900	44,300
	504b+c	312	128	216	48	64	321.1	16.9 x 19.0 x 2.8	33,400	40,100
	505	504	224	360	68	84	511.1	26.9 x 19.0 x 2.7	53,300	64,000
	505a	165	80	120	38	44	178.6	9.4 x 19.0 x 2.7	18,600	22,300
	505b	150	80	120	38	44	171	9 x 19.0 x 2.7	17,800	21,400
	505c	150	80	120	38	44	161.5	8.5x 19.0 x 2.7	16,900	20,300
	505a+b	336	144	216	48	64	349.6	18.4 x 19.0 x 2.7	36,400	43,700
	505b+c	312	128	216	48	64	332.5	17.5 x 19.0 x 2.7	34,700	41,700
	506	165	80	120	38	44	176.7	9.3 x 19.0 x 2.7	18,500	22,200
	507	165	80	120	38	44	176.7	9.3 x 19.0 x 2.7	18,500	22,200

*Room Happiness can also be used as a private banquet-dining room that accommodates up to 4~5 tables (10 persons per table). Meal periods are 11:00-15:00 for lunches and 17:00-21:00 for dinners. Room rental for each meal period is NT$10,000 (tax excluded). Conference equipment comes with extra charge.

Remarks:

1. The above rental rates do not include 5% VAT (value added tax).
   Notes on holidays:
   (1) Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration of the Executive Yuan. If a weekday is adjusted into a holiday, the evening, weekend and holiday rate will be used for calculating rent. If a holiday is adjusted into a weekday, the weekday rate will be used for calculating rent.
   (2) The rent for indoor booths is charged as the evening, weekend and holiday rate (including weekday daytime).
2. Seats and tables will be provided in accordance with the seating arrangements listed above. Additional seating and other requests come with extra charge.
   a) Basic conference equipment that are provided free of charge on 3rd,4th,5th floor, include: two (2) wireless microphones; one (1) podium; one (1) reception desk with tablecloth and table skirt; one (1) digital display (shared by conference rooms 501 and 502); and two (2) poster stands. Price list for additional conference equipment is available upon request.
   b) Basic conference equipment may not be exchanged for other conference equipment. Unused items are non-refundable. No refunds will be given for last-minute cancellations of confirmed rental items. 30% surcharge for last minute additional rentals.
   c) Basic conference equipment will not be provided when the conference room is used for an

exhibition. Site plan must be submitted and approved before any show work.

d) Audio and video equipment (please refer to items on appendix 16.3) that are not provided by TaiNEX 1 are not allowed in the rooms without prior permission.

3. Use of the conference room during setup or dismantling is billed based on the rates per session listed below:
   (1) 08:00~12:00/13:00~17:00/18:00~22:00：40% off standard rates per session for that day.
   (2) 22:00~24:00/00:00-04:00/04:00-08:00：The rent for the leasing period is charged at 30% of the fixed evening rate (no air-conditioning: must be rented together with the proceeding or next period, no single rentals).
   (3) Occupation fee is charged at 30% of the original rent for the leasing period.
   (4) If air conditioning is required, in addition to setup and dismantling fees listed above in (1) and (2), an air conditioning fee will be separately charged as follows:
      A. 08:00-12:00 / 13:00-17:00 / 18:00-22:00 air conditioning rates: Charged 24% of the leasing rate for periods during weekdays.
      B. 22:00-24:00 / 00:00-04:00 / 04:00-08:00 air conditioning rates: Charged 24% of the leasing rate for periods during weekdays. An additional NT$3,000 (tax excluded; shared equally if there is more than one renter) will be charged per hour during this period.
4. There is a charge for overtime use of the conference rooms. For overtime less than one (1) hour, there will be an additional charge equivalent to 25% of the standard rates per session for that day. Overtime exceeding one (1) hour will be charged at the full standard rates per session (four (4) hours) for that day.
5. For weekends, public holidays, or evening rentals, the renter must rent at least two conference rooms at the same time.
6. Aside from bottled water, no food or beverage is allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission must be obtained, and the requirements below must be followed:
   a) Refreshments may be provided only by the contracted caterer of TaiNEX 1.
   b) Renters who plan on serving food and/or beverage in the conference rooms should contact TaiNEX 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must submit a refreshment order form or invoice to TaiNEX 1 prior to moving-in to facilitate the calculation of the refreshment service fee. The refreshment service fee must be paid no later than ten (10) days after the event has been held.
   c) Serving meals or meal-boxes will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day.
   d) For banquets organized by the renter's own caterer, the renter must provide carpeting to adequately cover and protect the floor (except Room Happiness on 3rd floor). Banquets will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day. Open fire usage is strictly prohibited.
7. Regulations for live streaming conference:
   a) This service can only be proceeded with contracted live streaming service company of TaiNEX 1.
   b) In addition to conference rental rate, an additional NTD3,000 management fee per period (4 hours) will be charged if using non-contracted live streaming service company.
8. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor, which is not allowed to replace with a transparent plastic sheet. And no furnishings are allowed to be installed in Room Happiness on 3rd floor. Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damage done to the existing carpeting, and the rental area must be restored to its original state upon return.
9. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 m in height on the 4th floor; and furnishings must not exceed 2 m in height on the 5th floor; and furnishings must not exceed 2.2 m in height at 6th floor. A distance of at least 45 cm must be maintained

between the ceiling and the interior decorations, which may not be covered on the top, to comply with fire safety regulations. Only lightweight materials such as foam core or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls is strictly prohibited. Floor load capacity is limited to 400kg per square meter.

10. Construction waste must be removed by the contracted furnishing companies or the renter. If waste is not properly removed, the renter will be billed by the contracted cleaning service company of TaiNEX 1 for waste removal.
11. All switches and connectors to facilities within the conference rooms, including circuit boxes, fire-fighting equipment, air conditioning, power outlets, and audio/video equipment, may not be covered or moved. Adequate space must be retained for the staff of TaiNEX 1 to carry out proper operation of the above facilities.
12. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. TaiNEX 1 will appoint licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. Electricity will only be supplied after the Technical Support Section of TaiNEX 1 completes electricity safety inspections. Each day, power must be turned off after activities have ended for the day. Separate applications are required for activities that require 24-hour power supply.
13. Payment:
    a) The renter should settle the rental fee once the schedule is finalized.
    b) Rental of audio-visual equipment and other additional charges should be settled no less than three (3) days prior to the event. Any additional charge from added services and rentals during the event should be settled prior to the end of the event.
    c) TaiNEX1 is operated by Taiwan External Trade Development Council (TAITRA). Due to different addresses of the head office and business office, separate business entities are registered. And business tax shall be declared to the competent tax collection authority in accordance with Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for TaiNEX1 shall be “TAITRA Taipei Nangang Exhibition Hall”, VAT No.：48971187.

    Rental rates are subject to change and announced on TaiNEX 1 website without prior notice.

Additional Information

* Application is for TAITRONICS & AIoT Taiwan exhibitors only.

Applications for meeting rooms are accepted on a first-come, first-served basis.

Food, beverage, and audio-visual equipment cannot be brought into the meeting rooms.

Prior approval is needed if Food & Beverage is served inside conference rooms. The following guidelines must befollowed：

Meeting refreshments can only be provided by official contactors of TaiNEX 1.

Tables for Coffee & Tea must be set up in the hallway adjacent to the conference room rented.

Tables cloth (offered by TaiNEX 1) must be used for Dining. A clean-up fee (extra 10% of the 4-hour rental) will be charged along with the lease fee.

Additional carpets are required if banquets are held inside conference rooms. A clean-up fee (extra 10% of the4-hour rental) will be charged along with the lease fee.

Those using premises overtime will be charged a full 4-hour rental.

Meeting rooms must be restored to their original condition after use. The operators may ask for compensation fordamages to equipment caused by the occupants.

For meeting room booking in TaiNEX 1, please contact：

Ms. Eve Fan, TAITRA, Tel：886-2-2725-5200 Ext. 2632, Email：taitronics@taitra.org.tw

TAITRONICS & AIoT Taiwan 2026 Meeting Room Booking Form

Date：_____

Company Name：_____

Invoice No.：_____ Booth No.：_____

Address：_____

Contact Person：_____ Phone：_____

E-mail：_____ Fax：_____

No.	Meeting Room No.	Session	Price (NT$)
1			
2			
3			
4			
5			
Subtotal			
5%VAT			
Total			

Company Stamp：_____

Legally Binding Signature ：_____

Remarks：

Applications are accepted on a first-come, first-served basis.

Maximum of 3 meeting room hire/per exhibitor.

For Meeting Room Package booking, please E-MAIL the completed application form to：

Ms. Eve Fan, TAITRA

Tel：886-2-2725-5200 Ext. 2632 / Email：taitronics@taitra.org.tw

26. Application and Affidavit for Promotional Balloon Installation

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the **TAITRONICS & AIoT Taiwan 2026** held at the TaiNEX 1. To enhance our show presence, we hereby apply to raise a promotional balloon. We ensure that the balloon will be raised in accordance with the related regulations on "Regulations on work at TAITRA Venues". We will also take sole responsibility for the safety of the balloon. If there is any injury, financial loss or infringement upon the rights of other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any civil liability or compensation responsibility. We will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Please tick one option：

☐ **Large promotional balloon (**not be higher than 7 meters)

1. Only one balloon per exhibitor can be used at each exhibitor's booth.
2. The balloon should only carry the company's name, logo or product brand name.
3. The top of the balloon should not be higher than 7 meters from the floor and the diameter should be less than 2 meters in width.
4. Exhibitors are required to deposit NT$50,000 and to pay an additional non-refundable fee of NT$10,000. And attach the large balloon design and size chart.

☐ **Small non-flying balloons**

1. To be used for booth decoration.
2. The top of the balloons should not be elevated higher than 4 meters from the ground floor

Company：_____ Booth Number：_____

Person in Charge：_____ (Seal)

Contact Person：_____ Tel：_____

Email：_____

Address：_____

Note：

(1) All balloons(s) must use only helium or nitrogen and must be properly fastened to the booth(s).
(2) A NT$10,000 penalty will be deducted from the exhibitor's balloon deposit for violation of above regulations
(3) All filled balloons should be measured by TAITRA. TAITRA will remove improper balloons raised without permission.
(4) Unapproved installations must be removed immediately upon inspection or processed through a retroactive application. Violation Fee: NT$10,000 – After the application deadline, before the exhibition opens. NT$30,000 – During the exhibition (October 20–22).

※Please mail to **taitronics@taitra.org.tw** before **Sep.11**.

27. Application and Affidavit for Stage Equipment and Sound System Setup in the Booth

To：Taiwan External Trade Development Council (TAITRA)

We will participate in the **TAITRONICS & AIoT Taiwan 2026** held at TaiNEX 1. We would like to apply for the setup of ☐stage equipment ☐sound system for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and sound system setup as stipulated in “Regulations on work at TAITRA Venues” as well as other regulations given by the show organizer as set forth below：

1. The stage must be setback at least 2 meters from the edge of the booth baseline, no more than 2 amplifiers are allowed.
2. Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by TAITRA. There should be at least an hour interval in between the activities; duration for each activity should not last more than 15-20 minutes.

Enclosed：

☐ Design/Construction plan (please indicate the stage distance in relation to the aisle as well as the location of the amplifiers)

☐ Estimated time for stage activities (duration should be less than 15-20 minutes per time, with at least an hour interval in between)

Company：_____ Booth Number：_____

Person in Charge：_____ (Seal)

Contact Person：_____ Tel：_____

Email：_____

Address：_____

Stereo Contractor ：_____ (Seal)

Person in Charge：_____ (Seal)

Contact Person：_____ Tel：_____

Email：_____

Date：_____

※Please return completed form with NT$100,000 (check deposit only) to TAITRA via registered mail (Address：P.O.Box 109-865, Taipei City 110-11, Taiwan (R.O.C.)) **before Sep.11**.

※Those who have not submitted this form and deposit are not allowed to install any system / equipment. Violation Fee: NT$10,000 – After the application deadline, before the exhibition opens. NT$30,000 – During the exhibition (October 20–22).

28. Application For Pillar Decoration

To：Taiwan External Trade Development Council (TAITRA)
We will participate in the **TAITRONICS & AIoT Taiwan 2026** held at TaiNEX 1. **There are pillars in our booth area**. To comply with fire safety and aesthetics requirements, we request the following：

☐ Pillar Decoration required
☐ No Pillar Decoration required

(Note: Layout plan and elevation plan are mandatory to submit for review and approval)

Company：_____ Booth Number：_____

Person in Charge：_____ (Signature)

Contact Person：_____ Tel：_____

Email：_____

Construction Contractor：_____ (Seal)

Contact Person：_____ Tel：_____

Email：_____

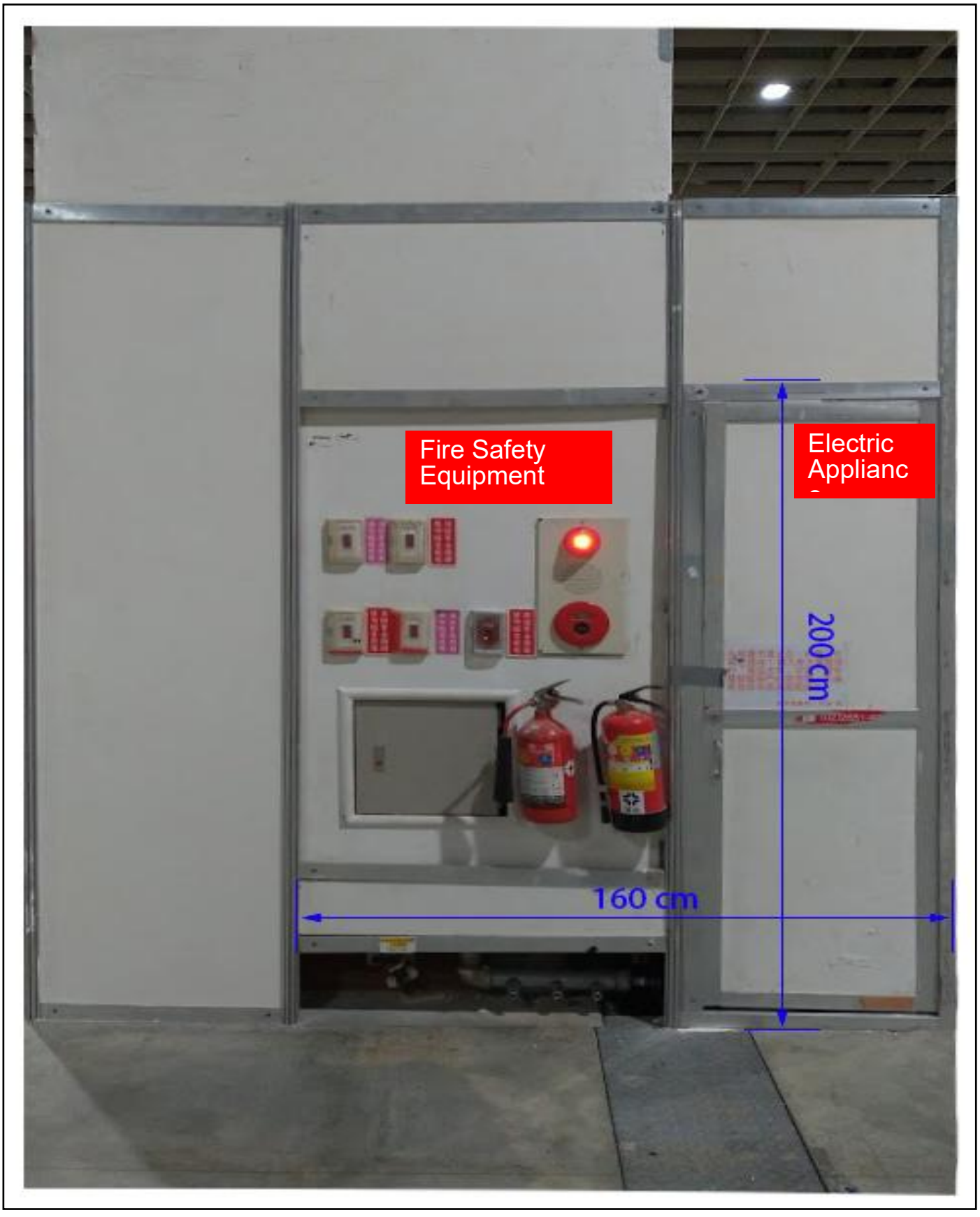
Date：_____

Notes:

1. Please send the completed form along with related layout plans to **taitronics@taitra.org.tw before Sep.24**. The application will be forwarded to TaiNEX 1 for review.
2. Exhibitor shall proceed with construction upon receiving approval. Pillars shall be wrapped in the following manner：(1) The location of the pillar wrap shall be closely connected to existing assembled division walls in the exhibition hall (vertical side on the east and west of such division wall is 215 cm wide, 235 cm wide on the south and north, all with a height of 250 cm); **(2) The design of furnishing added to the wall surface on the pillars shall not block access to any existing electric appliance or fire safety equipment;** (3) Temporary wall surface wrapping shall not be over 4 meters in height; if the height exceeds 4 meters, a separate application for excess-height structure shall be filed; (4) No furnishing such as posters shall be nailed or affixed to any existing assembly division wall. Please call TaiNEX 1 (TEL：2725-5200 ext. 5563) to answer further queries.
3. Related decoration will be removed at the cost of the lessee and exhibitor if there is breach against above regulation. If the construction work fails to comply with the fire safety regulations and is not improved promptly, the lessee and exhibitor shall bear any penalty imposed by the fire department. Please refer to “Regulations on Work at Taitra Venues” for related regulation.

1.Reviewed by the Lessee	2.Reviewed by TaiNEX 1

28-1 Illustration of Electric Appliance and Fire Safety Equipment on the Existing Wall Surface



29. Application For Construction of Booth Exceeding 4 Meters

(Minimum 4 units)

To：Taiwan External Trade Development Council (TAITRA)

We participate in the **TAITRONICS & AIoT Taiwan 2026** held at the TaiNEX 1. As more space is needed for the show, we hereby apply for the construction of booths exceeding 4 meters. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the related regulations on “Regulations on Work at TAITRA Venues”. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there is any damage is made to showground facilities, such as pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for booth exceeding 4 meters. Please check and grant approval for the construction.

Company：_____ Booth Number：_____

Area of Ground Booth：_____ square meters

Area of Booth Exceeding 4 meters：_____ square meters

Person in Charge：_____Tel：_____

Email：_____

Date：_____

Contractor of Booth Exceeding 4 meters：_____(Seal)

Person in Charge：_____Tel：_____

Email：_____

Date：_____

※Please mail with 29-2 to **taitronics@taitra.org.tw** before **Sep.24.**

29-2 Affidavit of Construction of Booth Exceeding 4 Meters

To：Taiwan External Trade Development Council (TAITRA)

With regard to the **TAITRONICS & AIoT Taiwan 2026**. That is making application for the construction of booths exceeding 4 meters in the_____at booth number：_____.

In the Taipei Nangang Exhibition Center, Hall 1, we have checked the structural design of the booth and ensure that it is safe and comply with the related regulation on “Regulations on Work at TAITRA Venues”. We will also take responsibility for on-site supervision during construction and will issue a certificate upon its completion.

Architect Company：_____

Civil or structure engineer Company：_____

Address：_____

Tel：_____ Fax：_____Email：_____

Architect：_____(Signature)

Civil or structure Engineer：_____(Signature)

Inspector：_____(Signature)

Date：_____

※Please mail with 29.to **taitronics@taitra.org.tw** before **Sep.24.**

30. Application For Second-story Booth

To：Taiwan External Trade Development Council (TAITRA)

We participate in the **TAITRONICS & AIoT Taiwan 2026** held at the TaiNEX 1. As more space is needed for the show, we hereby apply for the construction of two (multiple)-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the related regulations on “Regulations on work at TAITRA Venues”. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there is any damage is made to showground facilities, such as pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for two(multiple)-story booths. Please check and grant approval for the construction.

Company：_____ Booth Number：_____

Person in Charge：_____(Seal) Date：_____

Tel：_____Fax：_____ Email：_____

Area of Ground Booth：_____square meters

Area of Second-story Booth：_____square meters

Contractor of Second-story Booth：_____(Seal)

Person in Charge：_____(Seal) Date：_____

Tel：_____Fax：_____ Email：_____

※Please mail with 30-2.to **taitronics@taitra.org.tw** before **Sep.24**

30-2 Affidavit of Second-story Booth Design

To：Taiwan External Trade Development Council (TAITRA)

With regard to the **TAITRONICS & AIoT Taiwan 2026**. That is making application for the construction of second-story booth in the _____ at booth number：_____

In the TaiNEX 1, we have checked the structural design of the booth and ensure that it is safe and comply with the related regulation on “Regulations on Work at TAITRA Venues”. We will also take responsibility for on-site supervision during construction and will issue a certificate upon its completion.

Architect Company：_____

Civil or structure engineer Company：_____

Address：_____

Tel：_____ Fax：_____Email：_____

Architect：_____(Signature)

Civil or structure Engineer：_____(Signature)

Inspector：_____(Signature)

Date：_____

※Please mail with 30.to **taitronics@taitra.org.tw** before **Sep.24.**

31. Application For EXTRA Exhibitor's Badges

Company：_____ Booth Number：_____

Contact Person：_____(Seal) Date：_____

Address：_____

Tel：_____Fax：_____ Email：_____

Number of Badges：_____ Total Amount：NT$_____

Remarks：

1. Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth. This form shall be used only for those who require additional badges.
2. For each booth, exhibitors can apply for 2 badges and a maximum of 10 badges.
3. **Each additional badge costs NT$300**. Please e-mail the completed form **before Oct 02, 2026**. After receipt of your application form, we will notify you of the payment due by e-mail you the Invoice.
4. **No application will be accepted during the show period.**

Please return completed form by e-mail to：

Mr. Ignis Hsiao

Tel：+886-2-2725-5200 ext.2684

E-mail：taitronics@taitra.org.tw