Exhibitor's Manual

TAIPEI INNOVATIVE TEXTILE APPLICATION SHOW 2023台北紡織展OCTOBER 17-19



辦單位 Organize





台北南港展覽館1館



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1. Checklist

The following checklist is designed to help you plan your work schedule for the Taipei Innovative Textile Application Show 2023 (TITAS 2023).

- Form A must be completed and returned by e-mail.
- Form B-1, B-2, C and D are optional depending on your requirements.
- Services will only be provided when forms are returned before deadlines.

2. Contact List

A. Organizer

Taiwan Textile Federation (TTF)

Address: 5F, TTF Building, 22 AiGuo East Rd., Taipei 100, Taiwan

Tel: +886-2-2341-7251
Fax: +886-2-2391-7712
E-mail: titas@textiles.org.tw
Website: www.titas.tw

• Section Chief Monica Lu (Ext. 2331)

E-mail: monica.lu@textiles.org.tw

Registration and Exhibition Coordinator
 Jimmy Hsu (Ext. 2336)

E-mail: jimmyhsu@textiles.org.tw

Jane Fang (Ext. 2319)

E-mail: fang@textiles.org.tw

B. Services

(1) Official Contractor

Interplan International Corp.

Add: Rm. 408, 4F, No.333, Keelung Rd., Sec. 1,

Taipei 110, Taiwan Tel: +886-2-2758-5450 Fax: +886-2-2729-0720

Contact person: Sandra Miao (Ext. 683) E-mail: Sandra.miao@interplan.com.tw (2) Official Forwarding Agent

Triumph Trans-Link Logistics Co., Ltd.

Add: Rm. 5-2, 5F., No. 99, Chung Shan N. Rd., Sec. 2,

Taipei 104, Taiwan Tel: +886-2-2581-1133 Fax: +886-2-2523-9449

Contact person: Ms. Frances Lin

Mr. Scott Chen E-mail: frances@trans-link.com.tw

scott@trans-link.com.tw



3. General Information

A. Dates & Opening Hours

Date	Exhibitors	Visitors
October 17-18, 2023	8:30 a.m. – 5:30 p.m.	9:30 a.m. – 5:30 p.m.
October 19, 2023	8:30 a.m. – 5:00 p.m.	9:30 a.m. – 5:00 p.m.

B. Venue & Floor Plan

(1) Venue: Taipei Nangang Exhibition Center (TaiNEX), Hall 1, 4F Address: 4F, No.1, Jingmao 2nd Rd., Nangang District, Taipei, Taiwan

Tel: +886-2-2725-5200

Website: https://www.tainex.com.tw/en/

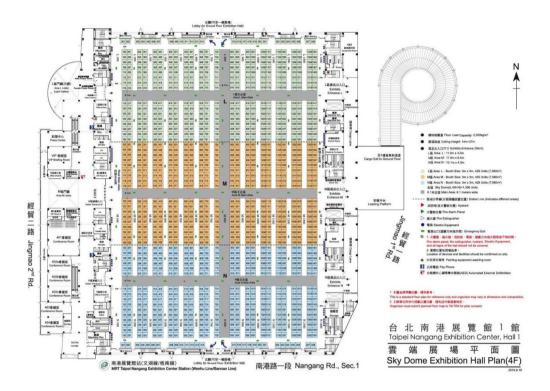




(2) Exhibition Hall

• Floor Plan (4F)

For more detailed information please refer to: https://www.tainex.com.tw/en/venue/showgrounds/1/4



C. Transportation Information

How to get from Taiwan Taoyuan International Airport to Taipei Nangang Exhibition Center (TaiNEX):

• By MRT

By Taoyuan Airport MRT, it takes 35 minutes from Taoyuan Airport Terminal 1 to Taipei Main Station, 38 minutes from Terminal 2 to Taipei Main Station, the one way MRT fare is NT\$150. By Taipei MRT, it takes 21-25 minutes from Taipei Main Station to Taipei Nangang Exhibition Center and the one way MRT fare is NT\$30. Travel by MRT between Taoyuan Airport, Taipei Main Station and Taipei Nangang Exhibition Center is fastest way of public transport and very convenient.

- Taoyuan Airport MRT : https://web.taoyuan-airport.com/airport mrt?lang=en
- Taipei MRT: https://english.metro.taipei/cp.aspx?n=1BE0AF76C79F9A38

By Bus

Airport limousine buses depart from Taiwan Taoyuan International Airport to Taipei every 15-20 minutes, serviced by several bus companies. The average bus fare is NT\$150.

By Taxi

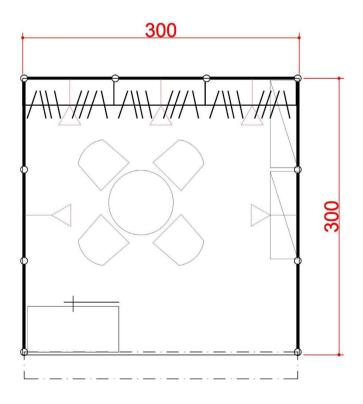
The average taxi fare from Taiwan Taoyuan International Airport to Taipei is around NT\$1,300. Taxi fares in Taipei City: It's NT\$85 as start fees for the first 1.25 km, from that point on every 200 meters will be charged NT\$5 incremental. For a night cab, it's NT\$105 as start fees for the first 1.25 km.

More transportation information please refer to: https://www.tainex.com.tw/en/service/transportation/drive



- D. Standard Booth Design and Facility
 - (1) Layout Plan and Perspective View
 - (a) One Standard Booth (9m²/ One Side Open):

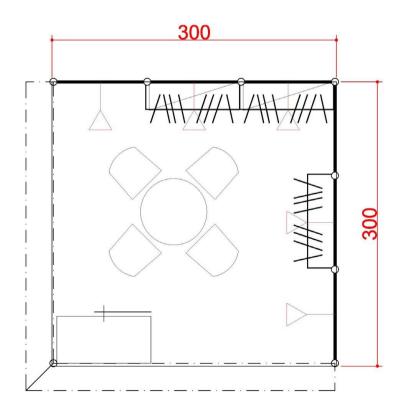






(b) One Standard Booth (9m² / Corner Booth):

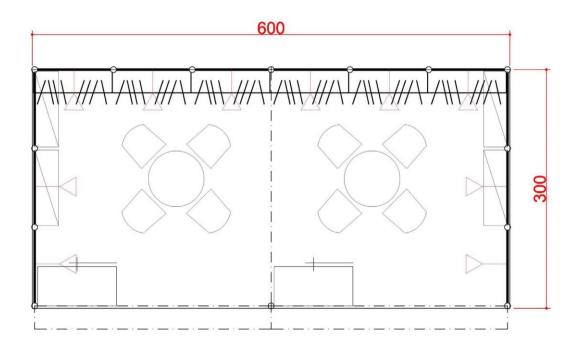






(c) Two Standard Booths (18m² / One Side Open):

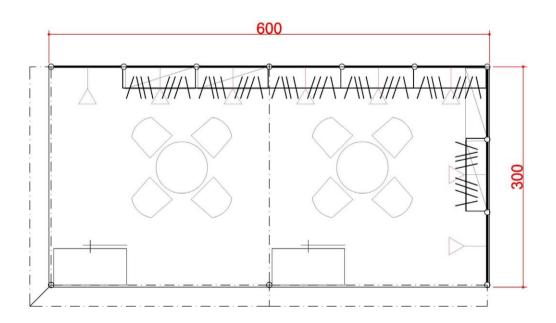






(d) Two Standard Booths (18m² / Corner Booth):







(2) Furnishing List of one Standard Booth (9m²)

LEGEND	DESCRIPTION	QTY.
	Fascia (Company Name and Booth Number)	1
\triangleright	10 Watt LED / 110V Long Arm Spotlight (Yellow light)	5
	Hanger 100cm(width) x 150cm(height) x 50cm(depth) or 30cm(depth)	3
	Lockable Cupboard 100cm x 50cm x 82.5cm(height)	1
	Flat Shelf 100cm(width) x 150cm(height) x 30cm(depth)	1
	Slope Shelf 100cm(width) x 150cm(height) x 30cm(depth)	1
$\diamondsuit\diamondsuit$	Round Table + Folding Chair 70cm(length) x 70cm(width) x 75cm(height)	1 set
$\overline{}$	110V/5A Socket	1
	Carpet / Waste Basket	1

(3) Standard Items

Booth	m²	Table	Chair	Cabinet	Spotlight	Hanger	Flat Shelf	Slope Shelf	Waste Basket	110V/5A Socket
1	9	1	4	1	5	3	1	1	1	1
2	18	2	8	2	10	6	2	2	1	1
3	27	3	12	3	15	9	3	3	2	2
4	36	4	16	4	20	12	4	4	2	2
5	45	5	20	5	25	15	5	5	3	3
6	54	6	24	6	30	18	6	6	3	3

Remark:

- For every 9m² standard booth, you have a choice of hanger, flat shelf or slope shelf with a total of 5 pieces.
- Confirmation of standard booth furnishings please fill out Form A. Booth Furnishings Confirmation (P.12), rental of additional furnishings please fill out Form B-1. Additional Furnishings Rental (P.13-14) and Form B-2. Additional Power Supply (P.15-16), TITAS 2023 official contractor Interplan International Corp. will be in charge of the confirmation and rental.
- The organizer reserves the right to change the configuration if necessary.



E. Regulations for Booth Decoration

(1) Exhibitors Move-in & Move-out Schedule:

	Standard Booth	Raw Space
Booth Construction	N/A	October 15, 5:00 a.m. – 5:00 p.m.
Move-in Exhibits	October 16, 10:00 a.m. – 5:00 p.m.	October 16, 5:00 a.m. – 5:00 p.m.
Move-out Exhibits	October 19, 5:00 p.m. – 8:00 p.m.	
Booth Dismantling	N/A	October 20, 7:00 a.m. – 12:00 p.m.

- (a) Raw space exhibitors can enter the show floor during booth construction hours on October 15.
- (b) Raw space and standard booth exhibitors are required to wear the exhibitor badges to enter the show floor during move-in exhibits hours respectively on October 16. Exhibitor badge pickup information please refer to pg.11 in G. Exhibitor & Visitor Registration.
- (c) Booth builders of raw space exhibitor are required to follow terms and regulation stated in Chinese Exhibitor's Manual (P.8 2.(1) B.).
- (d) Exhibitors are required to wear the exhibitor badges to access the show floor during the opening hours of the show on October 17-19.
- (2) Prohibited Items:
 - (a) Using electric saws or spray paint.
 - (b) The installation of twinkling or revolving neon lights or string of lights.
 - (c) No objects should be hung from the ceilings or pipes.
 - (d) No posters or other promotional materials may be posted on walls or pillars except on the partition wall at your own booth.
 - (e) Restrictions on floor work as follows:
 - No steel nails.
 - Floor has to be properly covered with plastic cloth or boards before painting.
 - Carpets should not be glued to the floor. Instead, a 10cm wide double-sided tape can be used along the edge
 of the floor adhering to the carpet.

(f) Electricity boxes, fireplugs and water plugs should not be covered.

F. Forwarding Service

Official Forwarding Agent

Triumph Trans-Link Logistics Co., Ltd.

Address: Rm. 5-2, 5 F, No. 99, Chung Shan N. Rd., Sec.2, Taipei 104, Taiwan

Tel: +886-2-2581-1133 Fax: +886-2-2523-9449

Contact person: Ms. Frances Lin

Mr. Scott Chen

E-mail: <u>frances@trans-link.com.tw</u>

scott@trans-link.com.tw

Website: www.trans-link.com.tw

Please fill in the Form C. Shipment Pre-Advice/Transport Order (p.17) and email to Triumph Trans-Link Logistics Co., Itd.



G. Exhibitor & Visitor Registration

- (1) Exhibitor:
 - (a) You may register exhibitor badges online from August 15 to September 28 following approval of your TITAS application.
 - (b) Exhibiting companies are allocated 4 complimentary badges per 9sqm space rented and 2 badges for each additional 9sqm space.
 - (c) Exhibitor badge pickup is open on October 16 from 10:00~17:00. Please bring your business card to "Exhibitor Badge" counter to pick up your badges, badge holders and lanyards. Exhibitor badge counter is on the 4th floor of the Nangang Exhibition Hall.

(2) Visitor:

- (a) No visitors under age of 12 will be admitted to enter the hall.
- (b) Online registration will be available on TITAS website (www.titas.tw) from September 1 for trade visitors & buyers.

H. Other Services

Hall Cleaning: TTF will be responsible for normal daily cleaning of the public areas and passageways. All Exhibitors have to take care of their own booths.

4. Terms & Regulations for Participation

A. Adherence to Copyright Patent Laws

- (1) It is strictly forbidden to display logos, licenses or patents registered by other companies.
- (2) Violations will result in immediate removal of the displays, with two year's suspension from exhibiting in all shows organized by TTF. The Exhibitors bear the responsibility for all penalties without recourse or indemnity.

B. Insurance

In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to also cover adequate insurance (fire, theft, water, accident, natural disasters and third part liability, etc.) for their exhibits during the exhibition (incl. build-up and dismantling periods).

C. Security & Organizer's Liability

- (1) TTF 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.
- (2) During the booth build-up and dismantling period and during the show, the booths are advised to be manned by exhibitors at all times.
- (3) TTF shall not be held accountable or liable for, any damage, loss, harm or injury to any person or the property of the Exhibitor or of his officers, and/or employees, agents, visitors which result from theft, fire, water, accident, natural disasters or any other cause.

D. Show Days

- (1) No exhibits are permitted to be moved in or out during the show opening hours. If the exhibit has to be carried in, it should be done from 8:30 a.m. to 9:30 a.m. prior to the show opening hours on every show day (October 17-19, 2023).
- (2) Exhibitors should keep their booth open with staff during the show opening hours. It is strictly prohibited to close the booth before 5:30 p.m. on the first two show days (October 17-18, 2023) and before 5:00 p.m. on the last show day (October 19, 2023). Exhibitors in need of temporary staffs please fill in Form (P.18), and submit to Yuan Chou Shang Wu Ping Tai Inc. before September 25.
- (3) The organizer reserves the right to restrict noise to 70dB and to ensure appropriate methods of operation and display of materials.
- (4) Retail sales are strictly prohibited.



5. Forms

Tel:

Booth No.:

Form A Booth Furnishings Confirmation

Show Name: TITAS 2023 Date: October 17-19, 2023

☐ We will use the standard booth.

Official Contractor: Interplan International Corp.

Deadline:	Septem	ber 8,	2023
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Email this form to: Interplan International Corp.

Rm. 408, 4 F., No.333, Keelung Rd, Sec 1, Taipei 110, Taiwan

Tel: +886-2-2758-5450 Fax: +886-2-2729-0720 Contact person:

Furnishings	Standard Q'ty	Additional	Minus	Unit:
ompany Sign				
able				
hair				
abinet				
50cm(D)				
anger 30cm(D)				
lat Shelf				
lope Shelf				
/astebasket				
0W LED Long-arm Spotlight				
10V/5A Socket				

Contact Person:

Fax:

Extension:



Form B-1 Additional Furnishings Rental

Show Name: TITAS 2023 Date: October 17-19, 2023

Official Contractor: Interplan International Corp.

Deadline: September 8, 2023

Email this form to: Interplan International Corp.

Rm. 408, 4 F., No.333, Keelung Rd, Sec 1, Taipei 110, Taiwan

Tel: +886-2-2758-5450 Fax: +886-2-2729-0720 Contact person:

L/M Area – Lillian Ling (#637) | Iillian.ling@interplan.com.tw N Area – Matt Lee(#611) | matt.lee@interplan.com.tw

COMPANY NAME:	BOOTH NO:	

A . Please enter the exact name you require on the fascia:					
В	FURNITURE/ELECTRICAL	SIZE	UNIT PRICE US\$	Q'TY	AMOUNT US\$
01	Information counter	1030x535x825mmH	27		
02	Lockable cupboard	1030x535x1000mmH	42		
03	Bar table	Dia.600x1100mmH	51		
04	Round table	Dia.750x750mmH	30		
05	Folding chair	400x400x455mmH	8.5		
06	Low glass showcase	1030x535x1000mmH	134		
07	Tall glass showcase(incl.2 lights)	1030x535x2000mmH	220		
08	Wooden shelf(□flat/□slope)	1000x300mmW	10		
09	Glass shelf	1000x300mmW	13.5		
10	Single wall panel	1030x2480mmH	35		
11	Lockable wooden door	1000x2480mmH	117		
12	Lockable folding Door	1000x2480mmH	51		
13	Pegboard (S)	900x900mmH	32		
14	Pegboard (L)	900x1800mmH	54		
15	Hooks for Pegboard	6cm / L (10pcs)	4		
16	Sofa	90x90mmH	84		
17	A4 brochure rack		50		
18	Hanger	100cmL(□300mmD/□500mmD)	20		
19	Display counter	1030x1030x825mmH	40		
20	Display counter	1030x700x825mmH	30		
21	Display counter	1030x535x825mmH	29		
22	Display counter	700x700x825mmH	23.5		
23	Display counter	535x535x825mmH	22		
24	Bar stool		37		
25	Mannequin	FULL-LENGTH	134		
26	Mannequin	HALF-LENGTH	117.5		
27	Drinking machine		100		
28	Refrigerator	500x500x750mmH	134		



	Potted plant (S)	300 - 500mmH	7	
29	Potted plant (M)	600 - 900mmH	10	
	Potted plant (L)	1000 - 1500mmH	13.5	
30	Waste paper basket		3.5	
31	42" plasma TV monitor w. DVD palyer		400/show	
32	10W Spotlight (excl. consumption)		12	
33	10W Long arm spotlight (excl. consumption)		15	
34	110V/single phase socket (excl. consumption)		10	
35	220V/Single phase socket (excl. consumption)		17	
	Sub-total	USD\$		
	Plus 5% VAT	USD\$		
	Total	USD\$		

NOTICE: This quoted price is only valid in this exhibition

- 1. Orders are valid only when accompanied with full payment by :
 - a. Check made payable to Interplan International Corporation, telegraphic transfer to the following bank.

BANK ACCOUNT:

BENEFICIARY	Interplan International Corporation.
BANK	MEGA INTERNATIONAL COMMERCIAL BANK WORLD TRADE CENTER BRANCH
ADDRESS	NO.333 KEELUNG ROAD, SEC.1 TAIPEI, TAIWAN, REPUBLIC OF CHINA
ACCOUNT NO	21653023111
SWIFT CODE	ICBCTWTP216

b. Via American Express, Master Card or Visa Card or JCB Card, please fill in the following information:

Card Number. :	Expiry Date :
Name:	Signature :

- 2. A 30% surcharge will be levied for orders received 15 days prior to show opening and on-site orders will be surcharged at 50%.
- 3. An administration fee of 30% of total amount will be charged, if order is cancelled within 15 days before show opening, no refund will be made for on-site cancellation.
- 4. The above are basic furniture and electrical items available for rental. If you require special design for your booth. Interplan will be pleased to assist. Please contact us at Tel: +886-2-2758-5450 ext.637 (Lillian Ling), Fax: +886-2-2729-0720, Email: lillian.ling@interplan.com.tw

Company Name:		Booth No.		
Contact Person:				
Email:	Tel:		Extension:	



Form B-2 Additional Power Supply

Show Name: TITAS 2023 Date: October 17-19, 2023

Official Contractor: Interplan International Corp.

Deadline: September 8, 2023

Email this form to: Interplan International Corp.

Rm. 408, 4 F., No.333, Keelung Rd, Sec 1, Taipei 110, Taiwan

Tel: +886-2-2758-5450 Fax: +886-2-2729-0720

Contact person:

L/M Area – Lillian Ling (#637) | Iillian.ling@interplan.com.tw N Area – Matt Lee(#611) | matt.lee@interplan.com.tw

Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply for such requirements by completing the following:

Remarks: 1. Rates are calculated on the basis of total electric consumption during the exhibition.

2. 5% Value Added Tax is included.

BOOTH NO:	COMPANY NAME:

Item	POWER SUPPLY SERVICE	UNIT Cost US\$	Q'TY	AMOUNT US\$
1	AC 110V 60 Cycle single phase 5A	25		
2	AC 110V 60 Cycle single phase 10A	50		
3	AC 110V 60 Cycle single phase 15A	75		
4	AC 110V 60 Cycle 2KW	100		
5	AC 110V 60 Cycle 4KW	200		
6	AC 110V 60 Cycle 6KW	300		
7	AC 110V 60 Cycle 9KW	450		
8	AC 110V 60 Cycle 12KW	600		
9	AC 110V 60 Cycle 15KW	750		
10	AC 110V 60 Cycle 18KW	900		
11	AC 110V 60 Cycle 22KW	1100		
12	AC 220V 60 Cycle 15A	123		
13	AC 220V 60 Cycle 20A	229		
14	AC 220V 60 Cycle 30A	308		
15	AC 220V 60 Cycle 40A	392		
16	AC 220V 60 Cycle 50A	479		
17	AC 220V 60 Cycle 60A	626		
18	AC 220V 60 Cycle 75A	727		
19	AC 380V 60 Cycle 15A	285		
20	AC 380V 60 Cycle 20A	368		
21	AC 380V 60 Cycle 30A	493		
22	AC 380V 60 Cycle 40A	597		



23	AC 380V 60 Cycle 50A	714		
24	AC 380V 60 Cycle 60A	908		
25	24hrs AC 110V 60 Cycle single phase 5A	78		
26	24hrs AC 110V 60 Cycle single phase 15A	106		
27	24hrs AC 110V 60 Cycle single phase 20A	123		
28	24hrs AC 220V 60 Cycle 3 phase 15A	353		
29	24hrs AC 220V 60 Cycle 3 phase 20A	530		
30	24hrs AC 220V 60 Cycle 3 phase 30A	700		
31	Water	167		
32	Drainage	195		
	Subtotal	US\$		
	Plus5%VAT	US\$		
	Total:	US\$	·	_

NOTICE: This quoted price is only valid in this exhibition

- 1. Orders are valid only when accompanied with full payment by :
 - a. Check made payable to Interplan International Corporation, telegraphic transfer to the following bank.

BANK ACCOUNT:

BENEFICIARY	Interplan International Corporation.
BANK	MEGA INTERNATIONAL COMMERCIAL BANK WORLD TRADE CENTER BRANCH
ADDRESS	NO.333 KEELUNG ROAD, SEC.1 TAIPEI, TAIWAN, REPUBLIC OF CHINA
ACCOUNT NO	21653023111
SWIFT CODE	ICBCTWTP216

b. Via American Express, Master Card or Visa Card or JCB Card, please fill in the following information:

Card Number :	Expiry Date :
Name:	Signature :

- $2.\ A\ 30\%\ surcharge\ will\ be\ levied\ for\ orders\ received\ 15\ days\ prior\ to\ show\ opening\ and\ on-site\ orders\ will\ be\ surcharged\ at\ 50\%.$
- 3. An administration fee of 30% of total amount will be charged, if order is cancelled within 15 days before show opening, no refund will be made for on-site cancellation.
- 4. The above are basic furniture and electrical items available for rental. If you require special design for your booth. Interplan will be pleased to assist. Please contact us at Tel: +886-2-2758-5450 ext. 637 (Lillian Ling), Fax: +886-2-2729-0720, Email: lillian.ling@interplan.com.tw

Company Name:		Booth No.	
Contact Person:			
Email:	Tel:		Extension:



Form C Shipment Pre-Advice / Transport Order

Show Name: TITAS 2023 Date: October 17-19, 2023

Official Contractor: TRIUMPH TRANS-LINK LOGISTICS CO., LTD.

Deadline: September 8, 2023

Email this form to: TRIUMPH TRANS-LINK LOGISTICS CO., LTD.

Contact person: Frances Lin / Scott Chen

Email: frances@trans-link.com.tw
scott@trans-link.com.tw

We shall ship consignments of the following size; and hereby authorize <u>Triumph Trans-link Logistics Co., Ltd.</u> to arrange transport of the fair. All charges will be on our account. We understand all business undertaken by <u>TRIUMPH</u>.

Number & Type	Gross Weight	External Measurement per	Cubic Measurement
of Packages	Per Package	Package in CM L X W X H	CBM

Remark

- Please fill up the form clearly in block letters.
- Invoice will be issued by receiving order.

Company Name:		Booth No.	
Contact Person:		Email:	
Address			
Tel:	Extension:		Fax:



Form D Temporary Staff Application Form Deadline: September 25, 2023 Email this form to: Yuan Chou Shang Wu Ping Tai Inc. Contact person: Ms. Jenny Lee Gender ∶ □ Male □ Female □ Unspecified Email: service@yuenchau.com Working Requirement : The service of the se

Instructions

After confirmation, the payment must be made to account below before September 25:

CTBC BANK CO., LTD. NORTH LUCHOU BRANCH

ADDRESS: 1F, NO.355, Changrong, Rd., Lujhou Dist., New Taipei City 247, Taiwan, R.O.C.

SWIFT CODE: CTCBTWTP259 No: 624131104413

Name: Yuan Chou Shang Wu Ping Tai Inc.

Daily Working Hours/ Fees (Working Hours and insurance according to the Labor Standards Act):

- 1. Regular working hours may not exceed 8 hours a day. Overtime work less than a full hour, the equivalent of at least 1 hour overtime fee must be paid.
- 2. The following quotation is not included with 5% value-added tax (VAT).
- 3. The following quotation included with insurance, labor pension, 2nd Generation NHI, staff salary and transportation expenses, but meal expenses are not included.

Requirement					Cu	urrency: USD
Language	Daily Fee (8 hours)	Over Time (Per Hour)	Number of Staff Required	Date	Start-End Time	Price
English	115	16				
Japanese (Normal Talking)	157	26				
Other Language Interpreter, please contact us.						
				Total	(USD)	

Request for interpreter in other languages or any other questions, please contact Ms. Jenny Lee. Ms. Jenny Lee , TEL: +886-2-2766-6656 ext. #14 , Email : service@yuenchau.com

Company Name:		Booth No.	
Contact Person:		Email:	
Tel:	Extension:		Fax:

Signature: Date: (MM)/ (DD)/ 2023