



## APPLICATION FORM

**Booth Required (Please select one item.)**

- A1 Single-booth with facilities (max. 3M\*3M)  
 B1 Double-booth with facilities (max. 6M\*3M)  
 Raw space booth without facilities \_\_\_\_\_ units (each unit max. 3M\*3M)

**Company Information**

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

Abbreviated Company Name (if any) \_\_\_\_\_

**(Due to space limitations, abbreviated names will appear in some of event materials. Abbreviated company names are limited to 12 characters including blank space. Long company names may be truncated by organizer if it is not provided.)**

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

Website: \_\_\_\_\_ Brand Name: \_\_\_\_\_

Sales Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_

Information provided here will be used for show directory.

Trade Show Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tel: \_\_\_\_\_

**Exhibiting Area (Check ONE Only)**TWTC HALL 1:  National Pavilion\*1

\*1: If you are not the organizer of national pavilion, please do not tick "National Pavilion"

 Overseas Exhibitor Area  Media**Products to be on display**

(Please refer to the attached EXHIBIT PROFILE (P.11) and fill in the codes of your exhibits in blanks below.)

(1)  (2)  (3)  (4) (5)  (6)  (7)  (8) 

If you can't find suitable codes, please fill in product name: \_\_\_\_\_

**Agent or representative in Taiwan, if any:**

Company: \_\_\_\_\_ Company Tax ID: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Down Payment: US\$ \_\_\_\_\_ (Down Payment US\$500 per booth.)

We have read and accepted the Terms and Regulations for Participation listed overleaf, and agreed to abide by any other rules and regulations made by TAITRA in connection with this show.

Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

Please make a copy of this application form then send it along with your company's product catalogues to:

**National Pavilion:**

Ms. Irene Chou (irenechou@taitra.org.tw)

**Individual Overseas Exhibitor:**

Ms. Claire Liu (foodtaipei@taitra.org.tw)

The above personal information will only be used for personal contact by phone, mail and other means of communication in the year 2019-2023. Those who wish to exercise any of the following rights should directly contact TAITRA. 1. Make inquiry and request for a review of personal information 2. Make request for duplications of personal information 3. Request to supplement or correct personal information 4. Request to end collection, processing or use of personal information 5. Request deletion of personal information. Those who do not provide personal information may not be able to immediately get business information from TAITRA.

Please affix your business card here.



## General Regulations for Taiwan Trade Shows Organized by Taiwan External Trade Development Council

Revised on June 9, 2020

1. These general regulations (“the Regulations”) are made by Taiwan External Trade Development Council (hereinafter referred to as the “Organizer”).
2. The Regulations shall cover the registration forms, exhibition manuals, and materials made for an exhibition (hereinafter referred to as the “Exhibition Materials”). The Regulations are applicable to exhibitors, joint exhibitors, and their branch companies (hereinafter referred to as the “Exhibitors”) of the exhibition.
3. After an Exhibitor completes the registration procedure, the Exhibitor is deemed to have fully read and understood the Exhibition Materials and the Regulations and agree to comply with the Regulations unconditionally. Furthermore, the Exhibitors authorize the Organizer to include the information provided by the Exhibitors in the printed and/or digital Official Directory.
4. Compliance with or violations of the Regulations regarding the Exhibitors’ behaviors during the exhibition period shall be determined, interpreted, and implemented by the Organizer. The Exhibitors shall have no objection.
5. The organizer prohibits the participation of competitive exhibitions or related exhibition organizers, including subsidiaries or agents of associated enterprises. Exhibitors who register under falsified documents or impersonate others will be ordered to stop displaying and fees confiscated once found. The exhibitor agrees unconditionally to the organizer setting, explaining and executing of the regulation, regardless of whether or not the exhibitor has violated the regulation.
6. The Organizer has the right to plan the exhibition area and the number of booths based on the types of the products exhibited, the actual registration results, and booth demand. The Organizer also has the right to determine whether to accept Exhibitors’ registrations, adjust the exhibition area and the number of booths based on the nature of the products exhibited and the Exhibitors’ past records in the Taiwan Trade Shows, or the domestic or foreign promotional activities organized by the Organizer.
7. Except the startup exhibition area, all booths are raw spaces without carpets and partitions. All Exhibitors must set up basic decorations, including carpets, partitions, and company name boards. Exhibitors may not display without basic decorations.
8. The Organizer shall send the Exhibition Materials and the Regulations to the Exhibitors approximately 90 days before the exhibition and publish them on the exhibition website ([www.foodtaipei.com.tw](http://www.foodtaipei.com.tw)) for the Exhibitors to access and print the materials. The Exhibitors will have no grounds to claim ignorance of and/or violate the Exhibition Materials due to not having received the Exhibition Materials or having no access to the Regulations.
9. The Exhibitors shall not take exhibition items into the exhibition hall or remove exhibition items from the exhibition hall during the exhibition period, from 10 am to 6 pm daily, (or until 5 pm on the final day of the exhibition), except for small and light items that can be carried by a person. Additional exhibition items may be brought in from 9 am to 10 pm during the exhibition period.
10. Before entering and decorating the booth, the Exhibitors shall fill out and submit the Decoration Affidavit and other related application documents, as well as apply for water and electricity within the prescribed period. If the Exhibitors’ decorations or interests are affected as a result of a failure to complete these tasks, the Exhibitors shall bear sole responsibility.
11. If Exhibitors do not permit exhibition items for photography or video recording by visitors, the Exhibitors shall display “No Photography” or “No Video Recording” signs in both Chinese and English. However, the Exhibitors shall allow journalists and contracted photographers with the PRESS badge issued by the Organizer to take photos or videos for promotional purposes.
12. The Exhibitors shall pick up badges at the area designated by the Organizer when moving in exhibition items, and badges shall be worn (one badge per exhibitor) during the exhibition period.
13. Unless otherwise specified within the Regulations, entry of visitors under the age of 13 is not allowed for safety and quality concerns.
14. Personnel designated by the Organizer shall be responsible for entrance/exit control during the exhibition period (including the move-in and move-out). However, the Exhibitors should take care of their exhibition items, decorations, and facilities, and purchase any necessary insurance and hire security guards for valuable exhibition items. If any items are lost or damaged, the Organizer shall not be held responsible.
15. The Exhibitors must obtain all relevant insurances, such as fire insurance, theft insurance, flood insurance, and public liability insurance (including additional insurance for natural disasters, such as typhoons, earthquakes, floods, heavy rains, or other natural disasters) from the periods when the exhibition items and decorations are transported to the exhibition hall, to the removal of the said items from the exhibition hall. The Organizer shall not be responsible for any losses or damage to the said items during the aforementioned period.
16. The Organizer may cancel the Exhibitors’ exhibition qualifications and eligibility or stop supplying water and electricity if the Exhibitors are found to be in any one of the following situations by the Organizer, and make no improvement after a request for improvement has been made by the Organizer. The Exhibitors shall be banned from participating in exhibitions organized by the Organizer for at least two years, and all previous exhibition records of the Exhibitors and their seniority shall be removed. If the Organizer is sued or deemed responsible for any loss or damages, the Exhibitors shall indemnify the Organizer for the expenses (including but not limited to the lawsuit and legal fees). The Exhibitors shall have no objection.
  - (1) Use of false documents, information, or any other person’s name to participate in the exhibition.
  - (2) Exhibition items shown on the product catalog provided for registration are different from those indicated on the registration forms or from the physical objects.
  - (3) Failure to make full payment of the exhibition fees 10 days before the start of the exhibition.
  - (4) Refusal or withdrawal of authorization for the Organizer to use the information provided by the Exhibitors to publish the Official Directory.
  - (5) Bringing flammable materials, explosives, or other hazardous or banned substances into the exhibition hall.
  - (6) The leased booth is barely decorated, has few or no exhibition items, or has no Exhibitors or on-site employees during the



- exhibition period.
- (7) Sale, display, or advertisement of exhibition items that infringe upon the copyright of others.
  - (8) The exhibition items or the means of displaying them are in violation of relevant laws and regulations prescribed in the Civil Code, the Consumer Protection Act, the Fair Trade Act, the Commodity Labeling Act, the Commodity Inspection Act, and the Act Governing Food Safety and Sanitation.
  - (9) Exhibition items or the means of display them disrupt public order or violate codes of decency.
  - (10) Exhibition items infringe upon the rights of a third party who provides the Organizer with supporting documents such as a settlement agreement, the written judgment for losing the civil suit, or the written judgment for the conviction of criminal charge (whether the judgment is made or not).
  - (11) The signs and decorations shown in the Exhibitor's booth are different from the information of the company in Chinese or English as provided in the registration form.
  - (12) The booth(s) are subleased, transferred, or used to host exhibitions under the names of companies that are not registered (including the names of sponsors, affiliate companies [parent and subsidiary companies], a branch company of the original registered company in a third region, or subsidiary companies).
  - (13) Exhibition items are imported from regions restricted by the government of Taiwan, or are manufactured, produced, or sold in such regions, or are contraband pursuant to the laws of Taiwan.
  - (14) Exhibition items do not match the theme of the exhibition.
  - (15) Conducting retail sales in the exhibition hall.
  - (16) Using raw booths for exhibitions.
  - (17) Failure to apply to the Organizer in advance to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height.
  - (18) Producing noises inside the exhibition hall at 85 decibels or more during the exhibition period.
  - (19) Affecting neighboring booths or the exhibition due to a lack of pollution disposal equipment prepared by the Exhibitors to promptly and appropriately dealt with smoke, waste gases, dust, stenches, irritant gases, organic chemical solvent contaminants, or other pollutants resulting from demonstrating or operating an exhibition item.
  - (20) The music, images, or related information played by the Exhibitors in public during the exhibition period infringe upon intellectual property rights.
  - (21) Displaying, posting, or distributing any promotional items or materials related to the exhibition items in areas other than the booths, including public facilities, aisles, or columns.
  - (22) Conducting promotional activities or leaving the company or personal items in public areas.
  - (23) Third parties conduct disturbances or protests in the Exhibitors' booth(s) or inside/outside of the exhibition hall due to private disputes, thereby affecting the order or image of the exhibition.
  - (24) Causing any injury, death, or financial loss to the Organizer's personnel or a third party during the exhibition period (including the move-in and move-out) due to improper installation, operation, maintenance, or management of the facilities, objects, and exhibition items at the booth.
  - (25) Packing or moving out exhibition items from the exhibition hall in advance or similar behaviors.
  - (26) Causing fires due to the design and construction of the booth and or improper use of electrical devices.
  - (27) Leaving exhibition items or personal items in the exhibition hall after the move-out.
17. If the Exhibitors need to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height, the Exhibitors shall apply in advance with the Organizer, and the structures or decorations may only be set up with approval from the Organizer. (Please refer to related regulations in the Exhibition Manual). Exhibitors who do not have approval from the Organizer shall immediately remove the structures or decorations once discovered by the Organizer's personnel, or carry out supplementary application procedures. The Organizer shall not be liable for any compensation.
- (1) Exhibitors who carry out the supplemental application procedure shall be required to pay a fine for the use of such structures or decorations.
  - (2) When the application is filed from May 20th to June 22nd (inclusive), the Exhibitors shall be required to pay an additional fine of NT\$10,000.
  - (3) When the application is filed during the exhibition (from June 23-26), the Exhibitors shall be required to pay an additional fine of NT\$30,000 for the use.
18. After the end of the exhibition, the Exhibitors shall remove all exhibition items and personal items and clear the booth during the move-out. The Organizer shall not be responsible for the custody of the exhibition items. In the event that exhibition items or personal items are found onsite after the move-out, they shall be regarded as waste and removed by the cleaning company without notice to the exhibitor. The derived expenses shall be borne by the Exhibitor.
19. The Organizer retains the right to adjust the exhibition date and venue. In the event of natural disasters, notifiable infectious diseases, or other force majeure reasons that cause the change of exhibition date or venue, the Organizer will refund fees paid by the Exhibitors after deducting the incurred costs (including but not limited to payments that have been made to contractors and cannot be returned to the Organizer).
20. The Organizer retains the right to cancel the exhibition. In the event of natural disasters, notifiable infectious diseases or other force majeure reasons that cause the exhibition to be canceled, the Organizer will refund fees paid by the Exhibitors after deducting the incurred costs (including but not limited to payments that have been made to contractors and cannot be returned to the Organizer).
21. If any Exhibitors would like to drop out of the exhibition due to reasons not attributable to the Organizer, any payment made, including the paid deposits will not be refunded. All payments will not be refunded if Exhibitors decide to drop out of the exhibition after their booths have been allocated.
22. For matters not stipulated in the Regulations, the Organizer may amend or update the Regulations from time to time.