

Exhibitor Service Manual

Part 2

SERVICE APPLICATION FORMS

Exhibitors are kindly requested to strictly meet the deadline as below. Applications submitted later than the deadline may be declined due to impossibility of construction or consignment of works to the agencies.

Please keep a copy of the application forms for your reference.

LIST OF APPLICATION FORMS AND DEADLINES		
Form #	Application Forms	Deadline
1	Exhibitor Appointed Stand Contractor	May 08, 2015
2	Telephone & ADSL Installation	May 08, 2015
3	Hotel Reservation Form	May 08, 2015
4.※	Online Show Manuscript Login	May 10, 2015
	Exhibitor Badge Online Registration	May 15, 2015
5	Application for Second-Story Booth Construction	May 22, 2015
6	Construction of Height Exceeding 4 Meters	May 22, 2015
7	Electricity & Water/Drainage Requirement	May 31, 2015
8	Exhibitor's Goods Check List	June 16, 2015
9	Rental of Shell Scheme Package Booth	May 18, 2015
10	Furniture Rental	May 18, 2015

※ The organizer will send a notice with details to all exhibitors by e-mail.

FORM 1 (Deadline: May 08, 2015)

Exhibitor Appointed Stand Contractor

If an exhibitor chooses to engage a stand contractor other than the official contractor (**Target Exhibition Design & Construction**) appointed by the organizer, please must complete the following form and return it to PIDA with signature. This is to confirm the exhibitors' responsibility to ensure that their appointed stand contractors are complying with the rules and regulations laid down by the organizer and the hall owner (TAITRA), including carrying out construction / dismantling works and cleaning / removing disposal of waste materials daily during the build-up and break down periods.

Exhibitors ordered raw space booths are required to sign back this form by May 08, 2015, and then allowed to pick up Exhibitor Badges by offering a business card at show site counter desk which will be served from 13:30 of June 14, 2015.

Exhibiting Company Name: _____

Rep. Booth Number: _____

Contact Person: _____ E-mail: _____

Appointed Stand Contractor:	
Address:	
Contact Person:	
E-mail:	Mobile:
Tel:	Fax:

Authorized Signature by Exhibitor: _____

Date: _____

FORM 2 (Deadline : May 08, 2015)

Telephone & ADSL Installation

ADSL internet connection service offers upload 512K, download 2M, along with a telephone set and cable. Unit cost includes installation service, however, excess bill and broken/missing phone set will be separately charged.

Please fill in the following form to the organizer before deadline May 08, 2015.

Company Name: _____			
Rep. Booth No.: _____		Contact person: _____	
Tel: _____		E-mail: _____	
Tick	Description of Service & Fee	Quantity	Amount (US\$)
<input type="checkbox"/>	Local calls only: US\$150 per line		
<input type="checkbox"/>	International calls: US\$250 per line		
<input type="checkbox"/>	ADSL + Local line: US\$200 per line		
<input type="checkbox"/>	ADSL +International line : US\$300 per line		
Total Amount : US\$			_____

Note: If any additional electricity is applied, please offer an **electric wiring plan** or layout.

Front of Booth(s)	Front of Booth(s)
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FORM 3 (Deadline: May 08, 2015)

Hotel Reservation Form

Hotel	Single Room Rate (NTD)	Distance (By taxi)	Shuttle Bus *	Free Internet	Tel/Fax	Website/E-mail
Sunworld Dynasty Hotel Taipei	4,070	15~20mins	V	V	TEL: 886-2-27198399 (ext. 3535) FAX: 886-2-25456691	Website: www.sunworlddynasty.com.tw E-mail: nick.chen@sunworlddynasty.com.tw
PALAIS de CHINE Hotel	5,400	15~20mins		V	TEL: 886-2-21819999 FAX: 886-2-21718983	Website: www.palaisdechinehotel.com E-mail: pdc.respalais@ldcgroup.com
The Tango XinYi	4,610	15mins		V	TEL: 886-2-25288000 FAX: 886-2-25287676	Website: www.tango-hotels.com/ E-mail: rsvn.xy@tango-hotels.com
Grand Victoria Hotel	6,468	15mins		V	TEL: 886-2-85020000 (ext. 2322) FAX: 886-2-85025670	Website: www.grandvictoria.com.tw E-mail: lucy.chen@grandvictoria.com.tw
Taipei Fullerton Hotel (Contract #RA13011002)	4,070	15~20mins		V	TEL: 886-2-27635656 (ext. 8105、8106) FAX: 886-2-27679347	Website: www.taipeifullerton.com.tw E-mail: room-rsvn@taipeifullerton.com.tw
San Want Hotel (Contract #FC0020)	3,960	12~15mins		V	TEL: 886-2-27722121 (ext. 2433) FAX: 886-2-27817022	Website: www.sanwant.com E-mail: sales.ws@sanwant.com
Brother Hotel	3,225	15~20mins		V	TEL: 886-2-27130567 FAX: 886-2-27173334	Website: www.brotherhotel.com.tw E-mail: reservation@brotherhotel.com.tw
The Capital Da Chi	3,500	15mins		V	TEL: 886-2-25075518 (ext. 101) FAX: 886-2-25073055	Website: www.goldenpalacehotel.com.tw E-mail: resv2@capital-hotel.com.tw
City Lake Hotel (Contract #P0100)	3,036	10mins	V	V	TEL: 886-2-26342136 FAX: 886-2-26346136	Website: www.citylake.com.tw/cn/ E-mail: lake.hotel@msa.hinet.net
Bellezza Taipei Hotel	3,060	15~17mins	V	V	TEL: 886-2-85011112 (ext. 8107) FAX: 886-2-85011116	Website: www.isistaipei.com.tw E-mail: sales6@isistaipei.com.tw
Forward Hotel Nangang	3,225	Walk 10mins		V	TEL: 886-2-66156788 FAX: 886-2-66156799	Website: www.fwhotel.tw E-mail: forward@gmail.com

*Room rate including 5% tax, 10% service charge and one free breakfast

*Be sure to mention the commercial special code number if the hotel has provided.

*To assure your hotel reservation, please fill in the columns of your credit card info. For more information, please contact the hotel staff directly.

*Please submit your request to your selected hotel as soon as possible to secure hotel reservation with special rate.

* Complimentary shuttle bus from hotel to TWTC Nangang.

Please fill out this form below, e-mail or fax to hotel directly for accommodation reservation.

First Name in English: _____ Last Name in English: _____ Job Title: _____

Company: _____ E-mail: _____

Tel: _____ Fax: _____

Address: _____

Hotel: _____ Numbers of Rooms Requested: _____

Arrival Date: ____/____/____ Departure Date: ____/____/____

Credit Card Info: VISA MasterCard JCB American Express

Card No: _____ Expiration Date : _____ (m)/ _____ (y)

Name of Cardholder: _____ Signature: _____

Organizers :



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FORM 4 (Deadline: May 10, 2015)

Online Show Manuscript Login

This online show will be provided for all exhibitors to login company profile and upload product pictures by using exhibitor's ID and password. The organizer will e-mail a notice with login ID and password and further information around the beginning of April. Exhibitors have to login through online system before **May 10, 2015**.

Online Show manuscript login at website:

<http://www.optotaiwan.com.tw/ExhibitorLogin.aspx>

Exhibitors are required to fill in and update company profile and exhibit items by themselves by online system before **May 10, 2015**. For any exhibitors fail to do it, organizer reserves the right to edit the company basic data according to their signed application form. This Online Show will be open for public access on May 15, 2015. Afterwards, exhibitors will still can edit their profile by themselves by using the given ID & password if necessary.

By using the ID & password, exhibitors also can pre-register their badges at the same website by May 15, 2015, and pick up Exhibitor Badges by offering a business card at show site counter which will be served from 13:30 of June 14, 2015.

If you have any questions, please contact

Iris Huang

TEL: +886-2-23967780 ext.201

Email: iris@mail.pida.org.tw

Best regards,

Photonics Industry & Technology Development Association (PIDA)

Tel: 886.2.23967780

Fax: 886.2.23968513

Website: www.optotaiwan.com

FORM 5-1 (Deadline : May 22, 2015)

Application for Construction of Second-Story Booth

(Minimum four booths)

To: Photonics Industry & Technology Development Association (PIDA)

Taiwan External Trade Development Council (TAITRA)

We are a participant of the Plant Factory & Agriculture Facilities Expo 2015 exhibition held at the Taipei World Trade Center NANGANG Exhibition Hall from June 16 to June 18, 2015. As more space is needed for the show, we hereby apply for the construction of second-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 Decoration Guidelines for the Taipei World Trade Center NANGANG Exhibition Hall, and the Construction Guidelines for Second -story Booths in the Taipei World Trade Center NANGANG Exhibition Hall. 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.

Enclosed are related data and documents for the application for second-story booths. Please check and grant approval for the construction.

- * Exhibitor Name: _____
- * President of company: _____ (signature) Date: _____
- * Tel: _____ Fax: _____ E-mail: _____
- Booth Number: NANGANG Hall Area _____ Number _____
- Area of Ground Booth: _____ square meters
- Area of Second-story Booth: _____ square meters
- * Contractor for the Second-story Booths: _____
- President of the Construction Company: _____
- Tel: _____ Fax: _____
- Person in Charge: _____

Remark: Fee for the use of the second-story booths is based on the floor area. For application made on or before May 1, 2015, fee is 50% of ground floor unit rate and 70% of ground floor rate if application made **from May 2 to 29, 2015**. Please return the copy via Registered Airmail or Express Courier to the organizer. **(Fax not accepted)**

Organizers :



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FORM 5-2 (Deadline : May 22, 2015)

Confirmation of Second-Story Booth Design

(Minimum four booths)

To: Photonics Industry & Technology Development Association (PIDA)
Taiwan External Trade Development Council (TAITRA)

Regarding the application of the _____ (name of the exhibitor) for the construction of second-story booths in the Plant Factory & Agriculture Facilities Expo 2015 (from June 16 to June 18, 2015), at booth number: Area_____Number_____at the Taipei World Trade Center NANGANG Exhibition Hall, we have reviewed the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: () _____ Fax: () _____ E-mail: _____

Architect: _____(Signature)

Structural Engineer: _____(Signature)

Inspector: _____(Signature)

Date:_____

Please return the copy via Registered Airmail or Express Courier to the organizer. **(Fax not accepted)**

FORM 6-1 (Deadline : May 22, 2015)

Application for Construction of Booth Height Exceeding 4 Meters (Minimum six booths)

To : Photonics Industry & Technology Development Association (PIDA)
Taiwan External Trade Development Council (TAITRA)

We will participate in the Plant Factory & Agriculture Facilities Expo 2015 held in the Taipei World Trade Center NANGANG Exhibition Hall. To enhance our show presence, we hereby apply for the construction of booths exceeding 4 meters in height. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect and also in compliance with the Decoration Guidelines for the Taipei World Trade Center NANGANG Exhibition Hall, and the Construction Guidelines for construction of booths exceeding 4 meters in the Taipei World Trade Center NANGANG Exhibition Hall. 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 are any damages made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation of losses which are appraised by an impartial third party.

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

* Exhibiting Company: _____

President of company: _____ (signature), Date: _____

Tel: _____ Fax: _____ E-mail: _____

Venue : _____, Area: _____, Booth Number: _____

Area of Ground Booth: _____ square meters

Area of Booth Exceeding 4 Meters: _____ square meters, Height: _____ Meters

* Contractor: _____

* President of the Construction Company: _____

Tel: _____ Fax: _____ E-mail: _____

Person in Charge: _____

Please return the copy by Registered Airmail or Express Courier to the organizer. (Fax not accepted)

FORM 6-2 (Deadline : May 22, 2015)

Confirmation of Booth Height Exceeding 4 Meters

(Minimum six booths)

To : Photonics Industry & Technology Development Association (PIDA)
Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor) that is making application for the construction of booths exceeding 4 meters in the Plant Factory & Agriculture Facilities Expo 2015 at booth number: Area Number _____ in the Taipei World Trade Center NANGANG Exhibition Hall, we have checked the structural design of the booths, and ensure that it is safe and comply with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: () _____ Fax: () _____ E-mail: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

P.S. If exhibitors (minimum six booths) need to build structures exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance, a decoration proposal, an installation location map and other documents deemed necessary before May 22, 2015. TAITRA will charge an "Exceeding fee" of NT\$100,000 (tax included) within 18 square meters of booth space. For those who exceed 18 square meters will be charged in proportion to the addition. Fixtures or signs that are affixed above the main (2.5m) structure should be recessed at least 1 Meter from the side edge of the lower structure between booths.

Please return the copy via Registered Airmail or Express Courier to the organizer. **(Fax not accepted)**

Organizers :



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FORM 7 (Deadline : May 31, 2015)

Electricity & Water / Drainage Requirement

Each booth is basically supplied with 110 volts 0.5 KW power at free of charge. For additional requirement of electricity, fee will be charged accordingly. Please check your requirement (see the lists on the next pages) and fill in the following form to the organizer before deadline May 31, 2015.

Company Name: _____				
Rep. Booth No.: _____		Contact person: _____		
Tel: _____		E-mail: _____		
Tick	Item	Specification & Quantity		Fee (NT\$)
<input type="checkbox"/>	Basic power supply at Free of Charge: 110V 0.5KW per booth	AC110V, 60Cycle	0.5 KW × _____ Booths = _____ KW	Free of charge
<input type="checkbox"/>	Additional requirement of AC110V (NT\$700 per 0.5KW)	AC110V, 60Cycle	_____KW	NT\$
<input type="checkbox"/>	Additional requirement of heavy-duty or special power supply	AC220V , 60Cycle 3-Phase	_____A	NT\$
		AC380V , 60Cycle , 3-Phase	_____A	NT\$
		AC440V , 60Cycle 3-Phase	_____A	NT\$
<input type="checkbox"/>	Additional requirement of 24-hour power supply	_____ Ø, _____ V, _____ A		NT\$
<input type="checkbox"/>	Water/Drainage Installation			NT\$
<input type="checkbox"/>	Compressed Air			NT\$
Total Amount : NT\$ _____				

Remarks:

1. Each booth is entitled to the free use of 500 Watts of 110V electricity. (1KW = 1,000W)
2. **If any additional electricity is applied, please offer an electric wiring plan or layout.**
3. The exhibitor shall be fully responsible for any claim of damage to property or injury to any person arising out of his improper installation of electric facilities in his booth.
4. No application shall be accepted later than **May 31, 2015** or during the show days.
5. Any cancellation must be made in written form 10 days prior to the opening of the show, then 80% of the charges duly paid will be re-funded. No refund will be made if a request for cancellation is overdue.

Tariff for Heavy Duty Electric Power

Item	Description of Service	Unit Cost NT\$
1	AC 110V 60 Cycle single phase 500W	700
2	3Ø3W 220V 15A+G	2,900
3	3Ø3W 220V 20A+G	5,500
4	3Ø3W 220V 30A+G	7,500
5	3Ø3W 220V 40A+G	9,800
6	3Ø3W 220V 50A+G	11,800
7	3Ø3W 220V 60A+G	15,600
8	3Ø3W 220V 75A+G	17,900
9	3Ø3W 220V 100A+G	24,100
10	3Ø3W 220V 125A+G	29,600
11	3Ø3W 220V 150A+G	35,000
12	3Ø5W 380V 15A	7,200
13	3Ø5W 380V 20A	9,000
14	3Ø5W 380V 30A	12,100
15	3Ø5W 380V 40A	14,800
16	3Ø5W 380V 50A	17,500
17	3Ø5W 380V 60A	22,300
18	3Ø5W 380V 75A	26,300
19	3Ø5W 380V 100A	35,300
20	3Ø5W 440V 15A	7,800
21	3Ø5W 440V 20A	9,800
22	3Ø5W 440V 30A	13,400
23	3Ø5W 440V 40A	16,500
24	3Ø5W 440V 50A	19,600
25	3Ø5W 440V 60A	24,800
26	3Ø5W 440V 75A	29,500
27	24hrs1Ø 110V 5A(0.5KW)	1,900
28	24hrs1Ø 110V 15A(1.5KW)	2,700
29	24hrs1Ø 110V 20A(2KW)	7,500
30	24hrs 3Ø3W 220V 15A+G	9,800
31	24hrs 3Ø3W 220V 20A+G	11,800
32	24hrs 3Ø3W 220V 30A+G	15,600
33	24hrs 3Ø3W 220V 40A+G	17,900
34	24hrs 3Ø3W 220V 50A+G	24,100
35	24hrs 3Ø3W 220V 60A+G	29,600
36	24hrs 3Ø5W 380V 15A	14,400
37	24hrs 3Ø5W 380V 20A	18,000
38	24hrs 3Ø5W 380V 30A	24,300
39	24hrs 3Ø5W 380V 40A	29,600
40	24hrs 3Ø5W 380V 50A	35,000
41	24hrs 3Ø5W 380V 60A	44,700
42	24hrs 3Ø5W 440V 15A	15,700
43	24hrs 3Ø5W 440V 20A	19,700
44	24hrs 3Ø5W 440V 30A	26,800
45	24hrs 3Ø5W 440V 40A	33,000
46	24hrs 3Ø5W 440V 50A	39,100
47	Water/Drainage Installation	2,500
48	Compressed Air (pressure: 8Kg/cm ² , flow: 37m ³ /hr)	5,000

Estimated Power Consumption for Electrical Appliances

Item	Power Consumption
Square Spotlight	300W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10-40W
Personal Computer	100-200W
Notebook	20-50W
Monitor	50-100W
Laser Printer	500-800W
Jet Printer	30-150W
Point Printer	100-200W
Computer Graphic Machine	50-500W
Television	150W
Video Set	50W
Audio Set	100-200W
Refrigerator	80-200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600W
Photo Copier	1,000-1,500W
Fax Machine	100W
Electric Fan	100W
Overhead Projector	800W
Slide Projector	600W

P.S.: The above estimates are for reference only.

FORM 8

Exhibitor's Goods Check List

(參展品放行條)

If exhibitor needs to carry out any item from the exhibit hall during exhibit days (except period: **noon 12:00 ~ 17:30PM, June 18, 2015**), please have this check list signed by organizer and submit to the guard.

(Please photocopy it for your convenience.) 請自行影印

■ Exhibitor(參展公司)：

■ Goods(攜出產品)：

■ Take-out Time(攜出時間) June _____, 2015, _____ A.M. _____ P.M.

■ Signed by the Organizer at the service counter (大會服務台簽章)：

(Note: This form is **not** workable to use on carrying out any exhibit items from noon 12:00 to 17:30PM, June18, 2015)

Organizers :



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