



## FORM 1

### EXHIBITOR'S PRESS RELEASE (Free-Of-Charge)

For publicity purposes, please fill out the following form together with 3 copies of the latest product photos/catalogues and mail/email/fax them to Organizer **before April 19, 2013**

Ms. Faye Chiu, TAITRA  
Exhibition Department, Section 1  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan  
Tel: 886-2-2725-5200 Ext. 2612  
Fax: 886-2-2725-1959  
E-mail: [faye@taitra.org.tw](mailto:faye@taitra.org.tw)

This document will be displayed in the Press Room during show days.

PRODUCTS	
FEATURES	
MAJOR MARKET	Local Buyers:
	Overseas Markets:
REMARKS	

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

Booth Number : Area \_\_\_\_\_ Number \_\_\_\_\_

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

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

Website : \_\_\_\_\_ E-mail : \_\_\_\_\_

Contact Person : Ms. / Mr. \_\_\_\_\_

**Deadline: April 19, 2013**



## FORM 2

### ADVERTISING IN THE OFFICIAL DIRECTORY'S COMPACT DISC

**Free Promotion**

1. Each exhibitor will have one page of product catalogue (A4 size) in the Official Directory's compact disc. Take advantage of this offer by mailing your information to the address listed below.
2. If you want to provide one page of your product catalogue in a digital file, simply save the file on a compact disc or diskette and mail it to the following address. The digital file's dimensions should be:
  - (1) JPG format
  - (2) 608 pixels (W) x 860 pixels (H)
  - (3) Resolution: 150 dpi resolution
  - (4) Use your company name as the file name, for example: Knuth.jpg

<b>Company Name</b>	
<b>Booth Number</b>	<b>Area                      Number</b>
Contact Person	
Tel	
Fax	
E-mail	
Signature	
Date	

Return completed form to:

Ms. Faye Chiu, TAITRA  
Exhibition Department, Section 1  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan  
Tel: 886-2-2725-5200 Ext. 2612  
Fax: 886-2-2725-1959  
E-mail: [faye@taitra.org.tw](mailto:faye@taitra.org.tw)

**Deadline: March 25, 2013**



### FORM 3

## ADVERTISING IN THE OFFICIAL DIRECTORY

Printed copies: 3,000

Distribution: Free to exhibitors and buyers or visitors who make pre-registration

Also for sale during and after the show

Size: Length 210 mm × Width 149 mm

Material required: Ads are produced with two 120 or one 4×5 size transparencies only.

**We wish to reserve the following space:**

(Please tick )

Ad Category		Size: 210mm×149mm / Rate
<input type="checkbox"/>	Full page (full color)	NT\$ 32,000 (US\$1 ≙ NT\$29)
<input type="checkbox"/>	Front cover gatefold	NT\$ 61,000
<input type="checkbox"/>	Inside front cover gatefold	NT\$ 54,000
<input type="checkbox"/>	Back cover gatefold	NT\$ 61,000
<input type="checkbox"/>	Inside back cover gatefold	NT\$ 54,000
<input type="checkbox"/>	Inside back cover	NT\$ 54,000
<input type="checkbox"/>	Book Label (one cover), Bonus: We will give 1 full pages FREE	NT\$ 120,000

#### Remarks:

1. Ad rate does not include photography and final artwork.
2. A 20% additional charge is required for all prearranged ad placements (other than those specified above).

Return completed form to:

#### China Economic News Service

Mr. Tommy Ni

Tel: 886-2-8643-3930

Fax: 886-2-2749-3935

Email: [ni@cens.com](mailto:ni@cens.com)

Show Name: Giftionery Taipei 2013

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

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

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

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

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Deadline: March 25, 2013**



## FORM 4

### INVITING YOUR SPONSORSHIP AT GIFTIONERY TAIPEI 2013

Note:

1. Sponsor application will be approved based on the following conditions :
  - a) Date of receipt of application (major criterion)
  - b) Exhibitor
  - c) The amount of the sponsorship in recent 2 years
2. The Show Organizer reserves the right to cancel or add sponsorship.
3. Eligible sponsors will be informed by mail or facsimile.
4. Sponsorship payment must be made before the due date indicated on the notification letter ; non-payment will result in cancellation of sponsorship.
5. The **deadline** for sponsor application is **March 4, 2013**.
6. Design layout of the sponsor must be sent to the Show Organizer by **March 8, 2013** for approval.
7. All graphic files must be in **Photoshop format and at least 300dpi resolution**.  
(Printout size must meet the requirements for sponsorship).

For further details, please contact :

Ms. Effie Huang  
Project Manager  
TAITRA Exhibition Department  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan  
Tel: 886-2-2725-5200 Ext. 2618  
Fax: 886-2-2725-1959  
E-mail: [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)



**FORM 4-1**

**EXHIBITOR SPONSORSHIP APPLICATION FORM**

\*\* Sponsorship will be processed on a first-come, first-served basis

No.	Item	Quantity	Value (NTD)

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

Booth Location : Area \_\_\_\_\_ Number \_\_\_\_\_

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

E-mail : \_\_\_\_\_ Mobile : \_\_\_\_\_

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

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Please send this to :  
Ms. Effie Huang  
Project Manager  
TAITRA Exhibition Department  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan  
Tel: 886-2-2725-5200 Ext. 2618  
Fax: 886-2-2725-1959  
E-mail: [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)

Deadline: March 4, 2013



**FORM 4-2**

**LIST OF SPONSORSHIP OPPORTUNITIES**

No.	Item	Location/Description	Advertise measure area/ way of sponsor	Quantity/No. of exhibitors needed	Sponsorship amount (NTD)
1	<p>Buyer's Tote Bag</p> 	To be used by buyers for containing their materials.	35cm×12cm×28cm, 4-colored printing, sponsor's ad on one side; exhibition's info on the other side.	2,000/ 1-2 sponsor	NT\$60,000
2	<p>Buyer's Badge Straps</p> 	To be used by buyers for hanging their buyers' badges.	The company's logo and website would be printed on the badge straps. The badge straps would be made by the organizer.	3,000/ 1-2 sponsor	NT\$40,000
3	<p>AD website banner on the front page of Giftionery Taipei official website</p> 	<p>AD website banner on the front page at <a href="http://www.giftionery.net">www.giftionery.net</a></p> <p>Display time period: After receive of the sponsorship fee and banner and its link; till end of June, 2013</p>	<p>1. the size of the banner should be 170 pixels (W) ×70 pixels (H) , 72 dpi, less than 6K °</p> <p>2. Banners would be made by the sponsors then uploaded to the site by the organizer.</p>	On a first come first served basis	NT\$10,000/ 1 unit



## FORM 5

### Online Marketing Services for the Official Website of GIFTIONERY TAIPEI 2013

#### I. The official website of GIFTIONERY TAIPEI 2013 (<http://www.giftionery.net>) provides you with the most complete and effective online promotion platform.

In order to enhance the interaction of exhibitors and buyers, Taiwan International Trade Shows has constructed the official website of GIFTIONERY TAIPEI 2013. Exhibitors can display product catalogs and publish show-related news on the website to gain extensive product exposure. This way, buyers can search for their interested products anytime before, during or after the show. Therefore, we encourage you to get the most out of online marketing services offered by the official website to maximize the effectiveness of your participation of the show.

#### II. Basic Website Service

##### (I) Who qualifies?

Exhibitor of GIFTIONERY TAIPEI 2013.

##### (II) What is the Basic Website Service (Free Service)?

- a. Up to 5 product catalogs uploading→Product catalogs will be shown in the detailed company page of each company on the official website.
- b. Show-related news publishing→Exhibitor's show-related news will be shown in the section of "Exhibitors' News" on the official website.
- c. Functions of Exhibitor Login include hotel reservation, message folders, and other show-related services.

##### (III) How to use the Basic Website Service?

- a. Please go to the official website of GIFTIONERY TAIPEI 2013.
- b. Step 1: Click "Exhibitor"→"My Giftionery Login"

Step 2: Activate your account ID and password and login. (If you need any assistance to confirm your account ID and password, please contact Customer Service: [member@taitra.org.tw](mailto:member@taitra.org.tw))

Step 3: After you login, select the function of "Product Catalogue" to display your product catalog, or select the function of "Exhibitors News" to publish your show-related news on the website.

#### Contact Info:

TEL: 886-800-506-088

FAX: 886-2-2757-7283

Email: [member@taitra.org.tw](mailto:member@taitra.org.tw)



## FORM 6

### ELECTRICITY & WATER / DRAINAGE REQUIREMENTS

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:

DESCRIPTION OF SERVICE	QTY
AC110V 60 Cycle single phase_____HP	
AC220V 60 Cycle single phase_____HP	
AC220V 60 Cycle single phase_____HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 Phase_____HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 Phase_____HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 Phase_____HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 Phase_____HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 Phase_____HP	
AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60 Cycle 3 Phase_____HP	
Water/Drainage installation	
24hrs AC 110V 60 Cycle single phase 500W	
24hrs AC 110V 60 Cycle single phase 1,000W	
24hrs AC 110V 60 Cycle single phase 1,500W	
24hrs AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60Cycle__Phase_____HP	
24hrs AC <input type="checkbox"/> 220V <input type="checkbox"/> 380V <input type="checkbox"/> 480V 60Cycle__Phase_____HP	

#### Remarks:

1. The exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
2. No application shall be accepted on or after the first day of move-in.
3. Any cancellation must be made in writing 10 days prior to the opening for the show, after which 80% of duly paid charges will be re-funded. No refund will be made if a request for cancellation is overdue.
4. The charge for 24-hour non-stop power supply will be 3 times as much as the normal price.

Show Name : Giftionery Taipei 2013

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

Booth No. : \_\_\_\_\_

Contact person : \_\_\_\_\_

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

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

Fax : \_\_\_\_\_

E-mail : \_\_\_\_\_

Please fax completed copy to:

Mr. Alfa Wu

Technical Support Section

Taipei International Exhibition Center

5 Hsin-Yi Road, Sec 5, Taipei, Taiwan, 11011

Fax : 886-2-2723-3786

E-mail : [alfa@taitra.org.tw](mailto:alfa@taitra.org.tw)

Deadline: April 3, 2013



## FORM 6-1

### TARIFF FOR HEAVY DUTY ELECTRIC POWER

Currency: NT\$

A. Electric Power Supply: AC110, 60 cycle

The fee for usage of electricity is NT\$591 per 0.5 KW. Usage quantities are billed in minimum increments of 0.5 KW. Users registered prior to March 19, 2013 are eligible for a special discount rate of NT\$473 per 0.5 KW.

B.

Horse Power	Set price NT\$	Discount price	Horse Power	Set price NT\$	Discount price	Horse Power	Set Price NT\$	Discount price
1	959	767	34	25,660	20,528	67	92,348	73,878
2	1,090	872	35	26,933	21,546	68	94,920	75,936
3	1,418	1,134	36	28,219	22,575	69	97,480	77,984
4	1,536	1,229	37	29,505	23,604	70	100,052	80,042
5	1,667	1,334	38	30,779	24,623	71	102,611	82,089
6	2,245	1,796	39	32,065	25,652	72	105,184	84,147
7	2,441	1,953	40	33,351	26,681	73	107,744	86,195
8	2,691	2,153	41	34,637	27,710	74	110,303	88,242
9	2,822	2,258	42	35,910	28,728	75	112,875	90,300
10	4,594	3,675	43	37,026	29,621	76	115,435	92,348
11	4,804	3,843	44	38,483	30,786	77	118,007	94,406
12	5,093	4,074	45	39,769	31,815	78	120,566	96,453
13	5,762	4,610	46	41,042	32,834	79	123,139	98,511
14	6,064	4,851	47	42,302	33,842	80	125,699	100,559
15	6,379	5,103	48	43,615	34,892	81	80HP+1HP=126,658	
16	7,061	5,649	49	44,888	35,910			
17	7,350	5,880	50	46,174	36,939			
18	7,652	6,122	51	48,746	38,997			
19	7,954	6,363	52	51,306	41,045			
20	8,230	6,584	53	53,879	43,103			
21	8,978	7,182	54	56,438	45,150			
22	10,264	8,211	55	58,997	47,198			
23	11,550	9,240	56	61,570	49,256			
24	12,824	10,259	57	64,129	51,303			
25	14,110	11,288	58	66,701	53,361			
26	15,396	12,317	59	69,261	55,409			
27	16,709	13,367	60	71,834	57,467			
28	17,955	14,364	61	76,965	61,572			
29	19,241	15,393	62	79,997	63,998			
30	20,528	16,422	63	82,097	65,678			
31	21,801	17,441	64	84,656	67,725			
32	23,100	18,480	65	87,216	69,773			
33	24,374	19,499	66	89,789	71,831			

**Remarks:**

1. The above rates are calculated on the basis of total electric consumption for the exhibition period.
2. 1 Horse Power = 0.75 K.W.
3. 5% Value Added Tax is already included.
4. US\$1=NT\$29

P.S. Discount and surcharges will be charged in accordance with the stamped receipt date of application as listed :

Days receiving the application	Payment term (Discount/Surcharge)
Before March 19, 2013	20% Discount Charge
March 20 - April 3, 2013	Set price (see next page)
April 4 - April 12, 2013	20% overdue charge
After April 13, 2013 or during the exhibition	No applications for power supply and water drainage will be accepted



## FORM 6-2

### 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

#### Remarks:

1. The above estimates are for reference only.
2. 1KW = 1,000W
3. Each booth is entitled to the free use of 500 Watts of electricity.



## FORM 7

### BOOTH CONSTRUCTION ASSURANCE

As a participant at the Giftionery Taipei 2013 being held at the Taipei World Trade Center Exhibition Hall from April 24 to 27, we ensure :

That the booth(s) is constructed in compliance with Taipei World Trade Center Exhibition Hall Decoration Guidelines, and

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

That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

**Please bring this form to the Exhibitor's Registration counter from April 22 to 23 to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.**

Date : \_\_\_\_\_

• Company : \_\_\_\_\_

Booth Number : Area \_\_\_\_\_ Number \_\_\_\_\_

President /CEO of the company : \_\_\_\_\_ (Signature)

Contact Person : \_\_\_\_\_ (Signature)

Tel : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Hotel in Taiwan where you stay : \_\_\_\_\_

Hotel telephone no. : \_\_\_\_\_

• Booth Contractor : \_\_\_\_\_

Contact person : \_\_\_\_\_ (Sign and stamp)

Tel : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Add : \_\_\_\_\_

**Deadline: April 15, 2013**



**FORM 8**

**SAFETY AND HEALTH TERMS OF AGREEMENT**  
**Taiwan External Trade Development Council (TAITRA)**

This company \_\_\_\_\_ (lessee or the venue of the show) is planning to hold a Taipei Int'l Gift & Stationery Show from April 24 to 27 at \_\_\_\_\_ (area and booth number) of TAITRA's Taipei World Trade Center. Before decorating the venue, this company is fully aware of the safety and health facilities and requirements. When decorating the venue, this company and its contractor will abide by regulations governing labor safety and health and related regulations. If any portion of the decoration work is subcontracted, this company will inform the subcontractors of labor safety matters needing special attention and related regulations. In the event of occupational casualties or other accidents during the decoration or event period, this company and its contractor are willing to be held legally responsible. **During the decoration period, this company and its contractor shall not damage TAITRA facilities or appliances.** If they do, they shall pay for the damage they cause or make necessary repairs free of charge. **This company and its contractor guarantee they will demand that their employees abide by the following rules during the decoration period:**

1. Rules Governing Decoration of the Event Venue by the Contractor before Work Begins
2. Guidelines for the Management of Safety and Health during Decoration of the Event Venue by the Contractor
3. List of Potential Hazards Prepared by the Lessee and Provided to the Contractor
4. List of Precautions against Potential Hazards Prepared by the Lessee and Provided to the Contractor

To : Taiwan External Trade Development Council (TAITRA)

Lessee of the Event Venue : \_\_\_\_\_ Signature

Responsible Person for Lessee of the Event Venue : \_\_\_\_\_ Signature

Business ID : \_\_\_\_\_

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

Telephone : \_\_\_\_\_

Owner of the Event Venue:  
Taipei World Trade Center, Taiwan External Trade Development Council

**I have been informed by TAITRA of the above regulations governing labor safety. I have read and understood regulations governing your working environment.**

\_\_\_\_\_ **Signature of Responsible Person for Lessee of the Event Venue**

\_\_\_\_\_ (Month Day, Year)

**Deadline: April 15, 2013**



## FORM 9

### APPLICATION FOR EXTRA EXHIBITOR'S BADGES

Booth Number : Area \_\_\_\_\_ Number \_\_\_\_\_

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

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

Add : \_\_\_\_\_

Tel : \_\_\_\_\_ Mobile Phone : \_\_\_\_\_

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 extra badges and a maximum of 10 badges.
3. **Each additional badge costs NT\$200.** Please fax the completed form before **April 15, 2013** to 886-2-2725-1959. After receipt of your application form, we will notify you of the payment due via email or faxing you the Invoice.
4. **No application will be accepted during the show period.**
5. If you have any queries, please contact :

Ms. Effie Huang  
Exhibition Section 1  
TAITRA Exhibition Department  
No. 5, Hsin-yi Road, Section 5, Taipei 11011, Taiwan  
Tel : 886-2-2725-5200 Ext. 2618  
Fax : 886-2-2725-1959  
E-mail : [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)

**Deadline: April 15, 2013**



## FORM 10

### LEAD EXPO BARCODE SCANNER RENTAL APPLICATION FORM

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

Contact Person: \_\_\_\_\_ Booth No: \_\_\_\_\_

Qty: \_\_\_\_\_ Unit(s)

Address for Invoicing: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Booth Contact: \_\_\_\_\_

Applying Date: \_\_\_\_\_

Ⓒ Duration : April 24th 2013 – April 27th 2013

Ⓒ Rental Fee of the barcode scanners:

1. barcode scanners:

(1) **Discount price: Before April 17th 2013, US\$150 per barcode scanner.**

(2) Standard price: After April 17th 2013, US\$220 per barcode scanner.

Ⓒ barcode scanners Rental Procedure :

1. Complete the application form.

2. Return the form via fax to: 886-2-2720-9735 or e-mail: [doris@leadexpo.com](mailto:doris@leadexpo.com)

3. A "Rental Contract" will mail to the exhibitor for confirmation.

4. Fill in the "Rental Contract" including company seal.

5. **Payment Processing** : Rental charge paid by wire transfer or check before exhibition. Services will not be rendered until payment in full is received.

6. **Deposit** : A refundable deposit of USD\$350 per device is required. The deposit may be paid by check, which will be returned after the exhibition. A charge of USD\$350 will be levied on any device that is either not returned, damage or missing.

7. barcode scanners Claim : Please bring the "Rental Contract" to the Exhibitor's Service Counter in TWTC Exhibition Hall 1 starting from April 23rd 2013 to April 24th 2013, 10:00~17:00.

8. Return Date : Please return the barcode scanners 30 minutes before the show ends on April 27th 2013. If there is any damage to the barcode scanners rental during the exhibition for misuse, repairing or labor cost will be deducted from the deposit.

9. All database submitted from barcode scanner : 10 working days after the exhibition.

**For any questions, please contact us!!**

**Leadexpo Solution Ms. Doris Chiu**

TEL: 886-2-2729-9271 FAX: 886-2-2720-9735 E-mail: [doris@leadexpo.com](mailto:doris@leadexpo.com)



## FORM 11

### APPLICATION FOR CONSTRUCTION OF SECOND-STORY BOOTH (ONLY FOR EXHIBITORS ALLOTTED FOUR BOOTHS OR MORE)

To : Taiwan External Trade Development Council (TAITRA)

We participate in the Giftionery Taipei 2013 held at the Taipei World Trade Center Exhibition Hall. 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 Exhibition Hall, and the Construction Guidelines for Second-story Booths in the Taipei World Trade Center 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 is made to showground facilities, such as to 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 second-story booths. Please check and grant approval for the construction.

•Company : \_\_\_\_\_

President of company : \_\_\_\_\_ (signature) Date : \_\_\_\_\_

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

Booth Number : 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 : \_\_\_\_\_ E-mail : \_\_\_\_\_

Person in Charge : \_\_\_\_\_

Please return the copy via Registered **Airmail** or **Express Courier** to:

Ms. Effie Huang, TAITRA

Exhibition Department, Section 1

No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan

**Deadline: April 8, 2013**



## FORM 11-1

### CONFIRMATION OF SECOND-STORY BOOTH DESIGN

To : Taiwan External Trade Development Council (TAITRA)

With regard to the \_\_\_\_\_ (name of the exhibitor)

That is making application for the construction of second-story booths in the Giftionery Taipei 2013 at booth number : Area \_\_\_\_\_ Number \_\_\_\_\_

In the Taipei World Trade Center 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: \_\_\_\_\_

Please return the copy via Registered **Airmail** or **Express Courier** to:

Ms. Effie Huang, TAITRA

Exhibition Department, Section 1

No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan

**Deadline: April 8, 2013**



## FORM 12

### TELEVISION WALL SETUP

To : Taiwan External Trade Development Council (TAITRA)

We will participate in Giftionery Taipei 2013 held in the Taipei World Trade Center Exhibition Hall. We would like to display televisions or big screens on the booth walls during the show and will abide by the regulations set forth below.

1. Walls must not exceed 2.5 meters in height.
2. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. The volume of the films or videos must not exceed 85 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

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

Booth Number: Area: \_\_\_\_\_ Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax this copy to:

Ms. Effie Huang, TAITRA  
Exhibition Department, Section 1  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan  
Tel: 886-2-2725-5200 Ext. 2618  
Fax: 886-2-2725-1959  
E-mail: [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)

Deadline: April 8, 2013



## FORM 13

### PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

To : Taiwan External Trade Development Council (TAITRA)

We will participate in the Giftionery Taipei 2013 held in the Taipei World Trade Center Exhibition Hall from April 24-27, 2013. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the "Regulations Regarding Use of the Promotional Balloon." We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Enclosed is our check of NT\$50,000 as a deposit for the application for use of a promotional balloon. The organizer will return the check after the show, should there be no problems occurred; the deposit will be confiscated otherwise.

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

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

President/CEO: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Tel: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Please submit completed form with NT\$50,000 (check deposit only) to "Taiwan External Trade Development Council" via Registered Mail to:

Ms. Effie Huang, TAITRA  
Exhibition Department, Section 1  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan  
Tel: 886-2-2725-5200 Ext. 2618  
Fax: 886-2-2725-1959  
E-mail: [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)

**Deadline: April 8, 2013**



## FORM 14

### STAGE AND STEREO SYSTEM SETUP APPLICATION

To : Taiwan External Trade Development Council (TAITRA)

As an exhibitor at the Giftionery Taipei 2013 Show held at the Taipei World Trade Center Exhibition Hall from April 24 to 27, we would like to apply for the set up of stage stereo system for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and stereo/sound system setup as stipulated in the "Regulations Governing Booth Decoration within the Taipei World Trade Center Exhibition Hall" as well as other regulations given by the show organizer (TAITRA) as set forth below :

1. The stage must be recessed at least two meters from the edge of the aisle, 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 the organizer. There should be at least a one 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's 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 a one hour interval in between)

Please submit completed form with **NT\$50,000 (check deposit only)** to "Taiwan External Trade Development Council" via Registered Mail to:

Ms. Effie Huang, TAITRA  
Exhibition Department, Section 1  
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011,  
Taiwan  
Tel: 886-2-2725-5200 Ext. 2618  
Fax: 886-2-2725-1959  
E-mail: [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)

Show Name: Giftionery Taipei 2013

Booth No.: Area Number

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

Person in Charge: \_\_\_\_\_

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

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

Stereo Contractor: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Deadline: April 8, 2013



**FORM 15**

**IMPORTATION OF EXHIBITS ON A BONDED BASIS**

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the Giftionery Taipei 2013 held at the Taipei World Trade Center Exhibition Hall from April 24-27, this company requests your approval that customs clearance of our exhibits be effected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below :

1. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis for such items as foods and beverages).
2. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
3. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months; otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
4. This company will pay in full the amount of storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.
5. Exhibits entering on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must arrive at Keelung port **3 weeks** prior to the show opening, and air shipments at Taiwan Taoyuan International Airport **2 weeks** to give sufficient time for customs clearance.

Applicant: \_\_\_\_\_

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

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

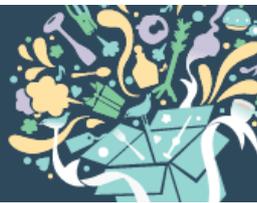
Name of show representative \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Remarks:**

1. Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents, including the commercial invoice and a packing list (see **Form 16**).
2. TAITRA will not consider applications which are not duly signed.

**Deadline: March 15, 2013** (Forwarder detail see page 2)



**FORM 16**

**COMMERCIAL INVOICE & PACKING LIST**

SHOW NAME: Giftionery Taipei 2013

SHOW DATES: April 24-27, 2013

SHOW VENUE: Taipei World Trade Center Exhibition Hall

BOOTH NO: Area \_\_\_\_\_ Number \_\_\_\_\_

SHIPPER: \_\_\_\_\_

NAME OF EXHIBITOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

VESSEL/FLIGHT NUMBER: \_\_\_\_\_

PORT OF LOADING: \_\_\_\_\_

PORT OF DISCHARGE : ( ) KEELUNG ( ) TAIWAN TAOYUAN INT'L AIRPORT  
( ) \_\_\_\_\_(OTHERS)

CASE NO.	DIMENSIONS LxWxH (IN CM.)	WEIGHT (IN KG.)		DESCRIPTION OF GOODS (IN ENGLISH)	QUANTITY	CIF TAIPEI VALUE (US\$)	
		GROSS	NET				

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site.  
We certify that the information given above is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Deadline: March 15, 2013** (Forwarder detail see page 2)