

ISiMEF 2025

INTERNATIONAL SMALL AND MEDIUM
ENTERPRISES EXHIBITION

國際中小企業博覽會



參展手冊

09.25 四 ▶ 27 六 桃園會展中心 MESSE TAOYUAN

全球市場新商機 中小企業新未來

GLOBAL NEW OPPORTUNITIES, SMES NEW FUTURE

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Dear Exhibitors,

Thank you for participating in ISMEE - International Small and Medium Enterprises Exhibition 2025. The show will be held from September 25 to 27, 2025 at the South Exhibition Hall, G/F, Messe Taoyuan, Taiwan.

We are pleased to inform you that all exhibitor services are now available to assist you in preparing for the show. The Exhibitor Manual will direct you to view details of the show, important rules, regulations and order forms.

In order to help you prepare for the event, the Organizer has appointed Service Officers to answer any questions you may have, as following:

Contact Info.		
Exhibition Service Sales Team	Intercon Convention Management Co., Ltd.	+886 2 2723-2213 #288 ismee@intercon.com.tw
Exhibition Service Consultation on forms	Intercon Convention Management Co., Ltd.	Ms. Ivy Hsiao #252 +886 2 2723-2213 ivy.hsiao@intercon.com.tw
Official Contractor	Interplan International Corp.	Ms. Ollie Dai +886 2-2758-5450 #638 ollie.dai@intercon.com.tw Mr. Matt Lee +886 2-2758-5450 #611 matt.lee@interplan.com.tw

We wish you every success at the show.

Z. W. Tseng, General Manager
Intercon Convention Management Co., Ltd.

Important Deadlines

(Click the page number for details)

	Deadline	Form No.	Application Item	Page	Remarks	Contact
Booth Decoration & Badge Application	Sep. 4	Form 1	Exhibitor Commitment Form - Construction Safety and Health	P16	All Exhibitors	Intercon Convention Management Co., Ltd. Ms. Ivy Hsiao +886 2 2723-2213 #252 ivy.hsiao@intercon.com.tw
		Form 2	Booth Construction Assurance	P17	Raw Space Exhibitors	
		Form 3	Exhibitor Badge Application	P19	All Exhibitors	
	Sep. 4	Form 4	Facilities of Standard Booth	P20	Alternative	Interplan International Corporation Ms. Ollie Dai +886 2-2758-5450 #638 ollie.dai@intercon.com.tw Mr. Matt Lee +886 2-2758-5450 #611 matt.lee@interplan.com.tw
		Form 5	Electricity Requirement	P21	All Exhibitors	
		Form 5-1	Water and Electricity Layout Plan	P23	All Exhibitors	
Vehicles	Sep. 4	Form 6	Application for Entry of Heavy Machinery and Large Exhibits	P25	Alternative	Intercon Convention Management Co., Ltd. Ms. Ivy Hsiao +886 2 2723-2213 #252 ivy.hsiao@intercon.com.tw
		Form 7	Application for Vehicle and Motorcycle Display	P26	Alternative	
		Form 8	Application for Heavy Vehicle Entry	P27	Alternative	
Special Inquires	Sep. 4	Form 9-1	Regulations for Sound System Installation	P29	Alternative	Intercon Convention Management Co., Ltd. Ms. Ivy Hsiao +886 2 2723-2213 #252 ivy.hsiao@intercon.com.tw
		Form 10	Application/Assurance for Promotional Balloons Installation	P30	Alternative	
		Form 11	Application for Video Wall Installation	P31	Alternative	
		Form 12-1	Application for Ultra-high Structures	P33	Alternative	
		Form 12-2	Assurance of Structural Engineer for Ultra-high Structures	P34	Alternative	
	Sep. 4	Form 13-1	ADSL Application	P36	Alternative	Zhongli Service Center, Chunghwa Telecom +886 0800-080-123
		Form 14-1	Phone Application	P38	Alternative	

A 、 General Information

A1. Show Information

A1-1. Show name

International Small and Medium Enterprises Exhibition 2025

<https://www.ismee.com.tw/en/>

A1-2. Open hours (GMT+8)

September 25-27, 09:00AM - 05:00PM

- The show is open to trade visitors only. All visitors must register and wear a visitor badge.

Visitors under 18 will only be admitted exceptionally.

A1-3. Venue

South Exhibition Hall, G/F, Messe Taoyuan

Address: No. 99, Sec. 1, Linghang N. Rd., Zhongli Dist., Taoyuan City 320 , Taiwan

<https://www.messetaoyuan.com.tw/en-us/getting-here>

A2. Organizer

Intercon Convention Management Co., Ltd.

Rm. 410, 4F, No. 333, Sec. 1, Keelung Rd., Taipei 110, Taiwan

www.intercon.com.tw

A3. Move-in / Move-out Schedule

	Item	Date	Time
Move-in	Booth construction (Contractor check-in)	September 23	08:00-18:00
	Booth decoration (Exhibitor check-in)	September 24	08:00-18:00
	Exhibitor Badge Collection		10:00-18:00
	Transmission of booth electricity		11:00-18:00
	Exhibitor access	September 25-27	08:00
Move-out	Termination of booth electricity	September 25-27	17:00
	Exhibits move-out	September 27	17:00-18:00
	Booth dismantling		18:00-23:00

- A3-1. Booth decoration must be completed by 18:00 on September 24. Exhibitors are reminded to keep exhibits and decorating materials secured. The organizer is NOT responsible for any losses.
- A3-2. All visitors must leave the hall on the last show day (September 27) before 17:00. Only exhibitors will be allowed to remove exhibits from the booths during the official move-out period as the above Move-in / Move-out Schedule. No vehicles will be allowed to enter the exhibition hall before 18:00. No contractor will be allowed to dismantle the booth construction before 18:00 on June 13. At the end of the show, it shall be the responsibility of the contractor to dismantle and remove the exhibition stand in accordance with the dismantling schedule.
- A3-3. Exhibitors and appointed contractors shall guarantee to comply with “Messe Taoyuan Rental Regulations” and “Messe Taoyuan Technical Procedure” when accessing the premises of the Center during the lease period. For details, please visit MT website <https://www.messetaoyuan.com.tw/zh-tw/organize-downloads>

A4. Exhibitor badges

- A4-1. Each exhibitor shall apply for exhibitor badges. Please complete the exhibitor badge application (Form 3) and submit it to the Organizer by Sep. 4, 2025.
- A4-2. Exhibitors should proceed to the services counter on September 24 (10:00-18:00) for exhibitor badges by presenting business cards. All exhibitors and their staff are strictly requested to wear the exhibitor badges during move-in / move-out and throughout the show. The 4 exhibitor badges are granted for the first 3m*3m booths rented. 2 more badges for each additional booth. Maximum will be 20. Extra badges can be arranged at the cost of NT\$200 each via application. Please contact the organizer if you have any questions about the application for exhibitor badges.
- A4-3. Exhibitors are reminded to deploy staff to man and open their booths on each show day. If valuable exhibits are displayed during the show, please keep them secured at all times. Exhibitors are advised to take all valuable items at the end of each show day.

A5. Electricity and drainage installations

- A5-1. Three types of electricity services are available in the exhibition hall, i.e. 110V / 220V / 380V.
- A5-2. The power outlet (110V, max. 500W) for the standard booth package is only for single electrical appliances, not for lighting. Any electricity layout change or exhibitors who require additional lighting or lighting connections for their own lighting equipment can order directly from the Official Contractor using Form 5 and Form 5-1 before Sep. 4, 2025. A surcharge will be added to the order after the deadline. Raw space does not come with electricity supply. All raw space exhibitors should have their contractors order appropriate electricity supply from the Official Contractor no later than Sep. 4, 2025.
- A5-3. The electrical services for all exhibitors should be carried out by Interplan International Corp., the Official Contractor. Exhibitors and their contractors are responsible to ensure all electrical fittings and wiring are well-installed in the booth and disposed properly at the end of the show. Exhibitors and their contractors are liable for any property damage or accidents caused. The Organizer and/or the Venue reserve the right to charge this entirely at the respective exhibitor / contractor's expense.
- A5-4. Additional equipment and electricity orders must be submitted by Sep. 4, 2025 and payment must be made before move-in. Failing of which, the Official Contractor reserves the right to cancel the order with no obligation. Failing to do so, exhibitors will be required to pay such order at on-site prices and be subject to stock availability on-site, unless otherwise agreed in writing between the Exhibitor and the Official Contractor.
 - 30% surcharge will be added for all orders received on or after Sep. 5, 2025.
 - 50% surcharge will be added for all orders received after Sep. 12, 2025.
- A5-5. During move-in on September 23, there is only exhibition hall lighting for booth construction; the

electricity will be delivered to all booths as from 11:00 am on September 24 and will be terminated at 6:00 pm. The booth electricity will be provided during the show from 9:00 am to 5:00 pm, September 25-27.

- A5-6. The air-conditioning is only available during the show period. Exhibitors are not allowed to install their own air-conditioning equipment inside or outside the booth. The Organizer has the right to terminate the power or remove parts of the installation should its construction fail to meet the requirements or acceptable standards of the Organizer and/or Venue Management. Any such on-site alteration costs will be entirely at the exhibitors' expense.
- A5-7. Exhibitors may install voltage regulators or uninterruptured power system (UPS) for special exhibits. Besides, they must order the proper electrical power supply from the Official Contractor so as not to cause danger to the general public.
- A5-8. Exhibitors who apply for 24-hour power supply will not be compensated if the official power supply is interrupted or if force majeure (natural disaster) causes sudden failure of the power equipment.
- A5-9. If the power requirement exceeds 220V/20A, an additional transformer box will be provided. The dimensions of the transformer box are L63 × W47 × H92 cm, as shown in the diagram below.



- A5-10. Exhibitors / non-official contractors are not allowed to remove the electricity equipment of exhibition hall or install any unsuitable electrical devices. The Organizer has the right to terminate the power or remove the electrical appliance / machine. Any such on-site alteration costs will be entirely at the exhibitors' expense.
- A5-11. Improper water disposal or disposal of water / waste-water directly in the booth or venue ground may cause accidents such as electrical short circuits and fires. Exhibitors and their contractors are responsible for ensuring that any water / waste-water used in the booth is disposed of properly at the end of the show.
- A5-12. To comply with the government's energy conservation and carbon reduction to stop global warming, exhibitors are recommended to use reusable system decoration, energy-saving lighting or other energy-saving lamps.

A6. Free Wi-Fi service

- A6-1. Hotspot Location: indoor exhibition area, conference hall, parking lot, and other spaces above.
- A6-2. This service is intended solely for the provision of basic E-mail sending/receiving and for webpage browsing by buyers and exhibitors. Besides, there are radio interference during the exhibition. If exhibitors need a stable internet connection, please apply for ADSL service from Chunghwa Telecom.
- A6-3. In response to the Personal Information Protection, users shall take care of their online activities. Any business loss or legal liability resulting from such misappropriation shall be borne by the user(s).
- A6-4. In order to prevent mutual interference, it is prohibited for exhibitors to set up Wi-Fi access point equipment.
- A6-5. Precautions for usage of this service
 - A6-5-1. This only allows buyers and exhibitors to send/receive emails and browse websites; Wi-Fi service will be limited to bottlenecks in telecommunication technology (multiple users will lead to disconnection), so please apply for ADSL if you need to use the network for long terms are upload/download large quantities of data.
 - A6-5-2. Please be sure to protect with extra care the safety and privacy of your company's (personal) information as you shall be responsible for any commercial loss or legal issue.

B 、 Rules and Regulations

All exhibitors and their contractors must comply with all the rules and regulations as stipulated in this Exhibitor Manual. Failing of which, the Organizer reserves the right to prohibit the exhibitor and contractor from accessing the booth and their participation fee will not be refunded under such circumstances.

B1. Exhibit / Exhibitor information

Exhibits must comply with the exhibition or will be stopped without the exhibit fee refunded. Exhibitors should use fascia or other methods to communicate company names or brand names and the booth number should be easily recognizable at an obvious place on the booth. In case that this information is not disclosed, inexplicit or inconsistent with registered information, exhibitor shall make amendments once notified by the organizer. Failing of which, the organizer reserves the right to prohibit the exhibitor from the show participation.

B2. Intellectual property rights

B2-1. It is strictly forbidden to display products that infringe intellectual property rights of other companies. In order to protect intellectual property rights, we strictly prohibit display of products infringing patent rights, trademark rights, copyright and trade secrets. Intentional violators confirmed by court will be removed from the exhibition immediately and all paid fees not refunded. In the case someone reports an intellectual property infringement or one of the following conditions, the organizer can request to remove the product display.

B2-2. Intellectual property infringement is determined by the first-instance judgement of court.

B2-3. Victim of copyright is determined by the Copyright Review and Mediation Committee.

B2-4. The infringing object can be sent to a specialized agency for identification, or the manufacturer / importer will be notified in advance or simultaneously to exclude violators. If the notification is not carried out but legal remedy procedure is followed in advance, or reasonable attentive obligation has been done to notify the subjects, or there is sufficient evidence proving that the parties notifiable know about the infringement issue, it shall be deemed that the exclusion notification procedure has been carried out. The exhibitor will be liable for all compensation if the Organizer becomes involved in any actions or suffers any damages.

B3. Dangerous articles

Explosive, flammable dangerous and prohibited items (any restricted products in Taiwan or according to international regulations) and counterfeits are prohibited from being brought into the exhibition. The Organizer reserves the right to remove them from the exhibition hall and Exhibitors should bear all costs and take responsibility.

B4. The order of the exhibition

During the show (including set-up and dismantle), if anyone creates a disturbance or protests at a booth or the exhibition areas due to the debt, personal vendetta or other personal disputes of an exhibitor, further affecting the order or image of the exhibition, and the exhibitor is unable to handle the matter effectively, the Organizer has the right to stop the exhibitor from displaying without refund; the exhibitor shall be liable for all compensation if the Organizer becomes involved in any lawsuits or suffers any damages.

B5. Cancellation of exhibition.

The Organizer reserves the right to cancel the Exhibition 60 days before the Exhibition starting date and shall in such event reimburse already paid fees to the exhibitor. The Organizer shall have no other liability to the exhibitor. Should the cancellation be due to force majeure, or ordered from a higher authority, then the Organizer will not be obliged to reimburse the Applicant.

B6. Change of exhibition date and location.

The Organizer reserves the right to suspend/postpone the Exhibition, change the date and/or venue for the Exhibition for any reason before the Exhibition starting date. The Applicant agrees to attend the revised Exhibition and all terms shall continue to apply. If the applicant cannot or does not want to attend the revised Exhibition, the Organizer will look how to potentially compensate the applicant but will not be under any obligation to do so and they shall have no other liability to the Applicant.

B7. Withdrawal from exhibition.

Paid deposits will not be refunded; fees paid by exhibitors who withdraw from the exhibition after their application is accepted will not be refunded.

B8. Booth transfer.

The exhibitor is not allowed to transfer their contracted space or participate in the exhibition using a different corporate name (including name of sponsors). In the case of any violation, Organizer may take back the transferred space and remove the exhibitor without refund.

B9. Safety and insurance

- B9-1. During the exhibition or event, exhibitors shall assign personnel in monitoring their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, organizer shall not be held responsible.
- B9-2. From move-in to move-out, exhibitors must take out insurance policies covering fire, theft, water damage and public liability (including supplemental insurance for natural disasters, such as typhoon, earthquake, flooding and rainstorm), in accordance with international exhibition practice. The Organizer will not be liable to compensate any exhibit or decorating material that is lost or damaged due to the afore-mentioned events.
- B9-3. During the exhibition (including decorating and dismantling periods), the exhibitor shall be liable for all indemnifications and legal responsibilities when personnel or third-party casualties or property loss are caused by the exhibitor's set up, operation, maintenance or improper management of facilities, objects and exhibits.
- B9-4. Exhibitors should pay attention to fire prevention and safety; in the case a fire breaks out due to problems in booth design, construction and improper use of appliances, the exhibitor will be fined NT\$100,000 and will be liable for all legal responsibilities and indemnifications.
- B9-5. Exhibitors should set up "Do Not Photograph" or "Do Not Videotape" signs in Chinese and English if they do not wish for visitors to take photos or film their products; however, for the sake of promotion, please cooperate with contracted press wearing press badges.
- B9-6. The decision of the Organizer in relation to any problem or dispute arising at or in connection with the show shall be final and binding upon all exhibitors.

B10. Booth decoration hours

Booth decoration and exhibit arrangement must be completed before 6:00PM on September 24. Exhibitors who require to stay after posted hours to work should apply for the consent of the Organizer before 4:30PM on that day, handle the process in accordance with the regulations for usage of MT, and pay the after-hours fee.

B11. Exhibits

Large exhibits can not to be moved-in or moved-out during exhibition. In the case any exhibitors need to add small items that can be hand-carried, they can be set-up during 8:00 am to 9:00 am. In the case an exhibitor wants to take small exhibits out of the exhibition hall during the show, a permit must be acquired from the on-site service counter. Or no exhibits can be taken out of the exhibition

hall on the last day before 5:00PM. If an exhibitor commences move-out packing before 5:00PM on the last day of the show ("Early Packing / Move-out"), the Organizer shall be entitled (in its sole and absolute discretion) to ban the Exhibitor from any or all future participation in the event.

B12. Contractor safety

During move-in/out period, exhibitor appointed contractors are required to wear contractor badges and MT contractors may use their contractor badges or work permit to enter the premises to work. All personnel must wear safety helmets (labeled with their company name).

B13. Prohibition

- B13-1. Grab cranes and fuel-type generator sets are prohibited in the exhibition hall.
- B13-2. Smoking is strictly prohibited at MT according to the Tobacco Hazards Prevention Act. The Department of Health, Taoyuan City Government will assign personnel to make inspections during the exhibition (including set-up and dismantle) and violating exhibitors will be issued a citation.
- B13-3. Dangerous items and use of naked flame are strictly prohibited in the hall.
- B13-4. Political activities are prohibited in the exhibition hall. It is NOT allowed to audio/visual broadcast political information nor distribute political leaflets. Failing of which, the organizer reserves the right to prohibit the exhibitor's activity and the exhibition fee will not be refunded. Exhibitors shall not occupy aisles nor public areas, and they could distribute promotional materials only within their booths, otherwise, the organizer may remove or confiscate the items immediately without being liable for safekeeping and return. The expenses derived from the item removal shall be borne by the exhibitor.

B14. Volume

All audio / visual equipment must be positioned and be kept at an appropriate level of volume (at or below 85 dBA) in order not to cause any interruption to other exhibitors or visitors. Exhibitors using wireless microphones during exhibition must inform in advance to the organizer to avoid interference.

B15. Contamination treatment

When smoke, exhaust, dust, malodor, irritant gas or volatile organic solvent are generated from exhibit operation, they shall be handled by the exhibitor for contamination treatment and not to affect surrounding booths and the exhibition, otherwise the Organizer may prohibit the on-site demonstration or stop the display immediately.

B16. Others

Exhibitors and the contractors must adhere to the above regulations, the Organizer reserves the right to terminate the booth power supply and prohibit the exhibitor / contractor from accessing the booth. For further details or anything unclear, please refer to the "Messe Taoyuan Rental Regulations". The Organizer reserves the right to amend the regulations if necessary.

C 、 Booth Construction and Decoration

C1. Standard booth

Exhibitors who order organizer-provided standard / shell scheme booths and require additional equipment, such as extra furniture or electricity, must rent from the official contractor. Exhibitors shall pay attention to the price, deadline, and payment terms as well as read through all regulations and clarify any questions with the contractor to avoid any dispute. The Organizer has appointed Interplan International Corp. as the Official Contractor of International small and medium enterprises exhibition 2025.

- **Interplan International Corp.**

Tel: +886 2 2758-5450

Ms. Ollie Dai Ext. 638 Email: ollie.dai@intercon.com.tw

Mr. Matt Lee Ext. 611 Email: matt.lee@interplan.com.tw

C2. Raw space

Raw space exhibitors will be given a floor space without booth facilities, carpet nor power supply. Raw space exhibitors must design and construct their own booths, lay the carpet and adhere to the regulations as stipulated in this Exhibitor Manual, as well as any other rules stipulated by the Organizer before or during the show. Failing which, the Organizer reserves the right to prohibit the raw space exhibitor and the contractor from accessing the booth and their participation fee will not be refunded. Exhibitors, at their own expense, may contact either the official contractor (Interplan International Corp.) for custom-made booth services or commission other qualified decorators to handle matters associated with their booth construction.

C2-1. Custom-built booth on raw space

Raw space exhibitors may appoint any competent stand contractor for booth design and construction. Please ensure the contractor and their on-site workers possess valid Taiwan working visas / permits. The Organizer reserves rights to disapprove a contractor who disobeys the above requirement and its design submission. Booths of a raw space smaller than 36sqm can only be built by the official contractor.

C2-2. Custom-made stand contractors must submit the following documents by Sep. 4.

- Safety and Health Commitment before Construction (Form 1)
 - Booth Construction Assurance (Form 2)
 - Copies of company license or business registration
 - The booth design drawings including floorplan, elevation and electrical plan.
- Any booth structure which is built not in accordance to the approved design may be requested to have on-site alterations made at the exhibitor's expense.

C2-3. Raw space exhibitors and their contractors are responsible to provide, set up and decorate their booth partitions facing their own booth areas, aisles, and adjacent booths. The constructed walls should not exceed the booth height / width limits and must be furnished and/or covered with fire-proof materials, or other materials approved by the organizer. No logos, pictures, words are allowed on the walls facing and adjacent to the neighbor stands. If the exhibitor / contractor fails to meet this regulation, the organizer reserves the right for rectification at the respective exhibitor / contractor's costs.

C3. Flameproof materials

Exhibitors should use materials with flame-proof labels in accordance with the regulations for booth decorating construction at MT; relevant materials, including carpets, curtains, screens, advertising boards and other appointed flameproof items, should be labeled with flame-proof marks after inspection by specialized units. During the time between decoration and end of exhibition, exhibitors must have on-site valid certified documents on flameproof materials for inspection by fire-fighting

units. In the case any violation of laws and regulations should lead to MT being cited or responsible for any accidents derived, the violating exhibitor shall bear joint and individual liabilities (for regulations and detailed description on flameproof materials, please refer to the “regulations on use of flameproof materials for booths in MT”).

C4. Installed and dismantled

Exhibitors and its appointed contractors shall ensure that the booth is installed and dismantled in a safe, systematic and organized manner, within the designated move-in / out time period. Exhibitors are responsible for confirming the booth decorations dismantling schedule with their appointed contractor. Contractors should strictly follow the move-in and move-out schedule and arrangement set by the Organizer.

C5. Height of booth construction

Booth construction with height from 4 to 6 meters is permitted only with the organizer approval. Exhibitors must take full responsibility for the safety of the structure. Booth structure over 4m height must carry an assurance issued by an Architectural Engineer and submitted to the organizer by Sep. 4 (Form 12-1, and Form 12-2).

C6. Disposing of the materials

At the end of the show, it shall be the responsibility of the contractor to dismantle and remove the booth structure and booth decorations in accordance with the dismantling schedule. Any exhibit or stand materials left behind at the venue shall be deemed abandoned, and the exhibitor and the appointed contractor are liable for the expenses of disposing of the materials.

C7. Damage compensation

No paint spray or painting work are allowed at the venue. Any damage caused to the venue by the paint will be subject to a penalty at the exhibitor's cost.

C8. Construction safety

In order to comply with demands of Labor Standards Inspection Office of Taoyuan City Government, the organizer will ask for penalties in case of any construction workers not wearing helmets or not wearing safety belts when operate at a height above 1.5 meters, not setting up command and control areas when perform lifting operation, and not placing safety cones under lifted objects and controlling personnel entry and exit.

C9. Others

For further venue regulations and information, please refer to the "Messe Taoyuan Rental Regulations". Anything that is not fully stipulated shall be subject to further amendments notified by the organizer.

D 、 Vehicle Management

- D1. During set-up and dismantle periods, sedans are not allowed in the hall, only trucks may enter and they should stay on stipulated routes; RVs should have show vehicle registration, and cars registered as private sedans may not enter. Temporary parking is forbidden on the 3-meter path; please park vehicles on the 6.1-meter path or on the road outside of the exhibition hall for unloading, and then use trolleys to move the cargo to the designated area (Exhibitors should bring their own trolleys). Please follow the stipulated speed limit (10 kph); any destruction to the equipment or facility of MT, whether intentionally or not, the person responsible must pay all expenses; engines must be turned off immediately once the vehicle is in position.
- D2. One vehicle per exhibitor at a time. The Venue Management will register the time of vehicle entry, license number, booth of owner and person in charge. A deposit of NT\$1,000 should be paid at the entrance. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT\$200 per hour will be collected, starting from the time of entrance.
- D3. Leave time of in-hall vehicles. In-hall vehicles must leave the exhibition hall before 12:00 on the move-in day (September 24).
- D4. The entrance height of trucks in South Exhibition Hall is 6 meters. The maximum height of trucks in the exhibition area is 6 meters. The "Application for Entrance of Heavy Vehicles in MT" (Form 8) applies to trucks taller than 4 meters (including 4.25 meters high super-high container trucks) and/or the vehicles weighting more than 25 tons (according to specifications on vehicle or registration) or hoists (cranes), forklifts and crane trucks of any weight. The "Certificate of container weighing within 24 hours" must be provided when entering the premises and vehicles may enter during permitted time periods upon approval.
- D5. Exhibitors should control the vehicles to enhance and maintain safety, order and air quality. Trucks transporting decorating items must enter in accordance with the time and sequence set by the Organizer; security may prohibit violating vehicles from entering according to the circumstances.
- D6. The floor load of South Exhibition Hall is 5 tons per sqm; vehicles or objects exceeding the maximum clearance of the freight entrance and freight elevator are not allowed to enter; exhibits or decorating items exceeding the height or weight limit must be disassembled before entering. The exhibitor will be liable for all related costs if facilities of the exhibition hall are damaged due to improper handling.
- D7. Grab cranes are strictly forbidden from entering the Center and external public areas.
- D8. Vehicle load (including vehicle body and freight):

Entire Indoor Exhibition Area (including entrance lanes)		
Truck load	(1)	25 tons for 2-axle; 44 tons for vehicles over 2 axles.
(including total weight of vehicle and freight)	(2)	Safe distance between vehicles if above 6 meters.
Load limit of forklift	(1)	Forklift cannot exceed 18 tons; freight cannot exceed 8 tons.
	(2)	A distance above 6 meters should be kept when two forklifts are performing different tasks.
	(3)	Freight weighing more than 8 tons (cannot exceed 16 tons) must be handled using two forklifts while maintain a distance of at least 4 meters.
Load limit of crane	(1)	A single crane must not hold more than 27 tons, and the freight weight must not exceed 10 tons.
	(2)	A crane cannot exceed 18 tons, and the freight must not exceed 7 tons; a distance above 9 meters should be kept when two cranes are performing different tasks. The cantilever lift height of a crane (hoist) or crane truck cannot exceed 9 meters.

E 、 Official Contractors

E1. Booth Decoration and Equipment & Electrical Services

*Interplan International Corporation

Ms. Ollie Dai +886 2 2758-5450 #638 ollie.dai@intercon.com.tw

Mr. Matt Lee +886 2 2758-5450 #611 matt.lee@interplan.com.tw

E2. Freight Forwarder

E2-1. Eurotran Expo Service Co., Ltd.

*Domestic Service:

Mr. Jimmy Kuo +886 2 2785-6000 #105

jimmy.kuo@eurotran.com

Ms. Betty Lin +886 2 2785-6000 #108

betty.lin@eurotran.com

*Overseas Service:

Ms. Jasmine Yan +886 2 2785-6000#106

jasmine.yang@eurotran.com

E2-2. S.F. Holding Co., Ltd.

*Shipping:

<https://htm.sf-express.com/we/ow/#/tw/en/ship/home>

*Distribution Center & Service Center <https://htm.sf-express.com/tw/en/dynamic function/service stations/tally center/>

E3. Insurance

S E SECURITY CORP.

+886 2 2278-7189 #112

E4. Hotel (Special Contact)

***Please contact them and express that you are an exhibitor of “Smart Business & Logistics Asia 2025”**

Hotel Name	Address	Contact
COZZI Blu Hotel Website	No. 101, Chunde Road, Zhongli District, Taoyuan City 320, Taiwan	Ivy Lin +886 3-2737677 Ivy.Lin@hotelcozzi.com
CP-HOTEL Website	No. 82, Section 1, Gongyuan Road, Dayuan District, Taoyuan City 337, Taiwan	Chloe Wu +886 3-4533840 service@cphotel.com.tw
Alfar Hotel Website	No. 109, Daren Road, Dayuan District, Taoyuan City 337, Taiwan	Directly contact the counter staff +886 3-2875366 service@alfar.com.tw

Please return the form to the Organizer: Ms. Ivy Hsiao ivy.Hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 1 Deadline: Sep. 4, 2025
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***All Exhibitors**

Form 1: Exhibitor Commitment Form – Construction Safety and Health

As we will be participating the International Small and Medium Enterprises Exhibition 2025 held at MT, we understand the safety and health facilities and requirements of the construction site; our company and appointed contractors will comply with governmental rules on labor safety and health, as well as other laws and regulations; subcontractors will be informed of the labor safety matters and other relevant laws and regulations. In the case of any occupational hazard or other accidents occurred due to negligence during the construction or event, our company and appointed contractors will be liable for all legal compensation. Our company and appointed contractors shall not damage any of the venue equipment or implements; we will pay the full price or make repairs at our own cost for any damages.

Our company and appointed contractors will adhere to the following regulations below:

1. Regulations Governing Exhibitor Pre-Construction Standards at MT
2. Guideline for Construction Safety and Health Management at MT
3. Notification of On-site Hazardous Factors at MT

Our company and appointed contractors have visited the official website of “MT” (<https://www.messetaoyuan.com.tw/zh-tw>) and fully understand the laws and regulations related to occupational safety and health; we are willing to accept penalties for any violations during operation.

To: Intercon Convention Management Co., Ltd.

Exhibitor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Tax ID No.: _____ Booth No.: _____

Address: _____

Tel: _____ Date of Application: _____

In order to comply with demands of Labor Inspection Standards Office of Taoyuan City Government, construction workers must wear designated uniform, safety helmets, safety belts for operating at a height higher than 1.5 meters, set up personnel command and control areas for lifting or forklift operation, and place safety cones under lifted objects and control personnel entry; The Organizer will take photos of and punish by monetary penalty any violations to ensure the safety of construction workers.

*** Exhibitors renting standard/shell scheme booths do not have to fill out Form 1 and 2 as they will be provided by the Organizer.**

Form 2: Booth Construction Assurance (P1 of 2)

We will be participating in International Small and Medium Enterprises Exhibition 2025. Our company and the appointed contractors will comply with exhibition management rules and regulations for decorating operations (including flameproof materials), as well as clean and remove all decorating materials and wastes (including adhesives and tapes on the booth) before the end of move-out; otherwise, we are willing to accept your penalty unconditionally and be liable for all compensation and legal responsibilities.

In the case any property loss, personnel casualty or other infringement events occur due to booth design, construction, use or improper dismantle, our company will bear all legal responsibilities and protect your company from any civil or criminal prosecution incurred; otherwise, we will be liable for compensating your loss and damages, including legal and lawyer's fees.

To:

Intercon Convention Management Co., Ltd.

◆ Exhibiting Company: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Booth No.: _____ Tel: _____

Contact Person: _____ Onsite Contact No.: _____

E-mail: _____

Address: _____

◆ Appointed Contractor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Booth No.: _____ Tel: _____

Contact Person: _____ Onsite Contact No.: _____

E-mail: _____

Address: _____

Continued next page...

Form 2: Booth Construction Assurance (P2 of 2)

☐ The following works are contracted by the decoration company (if this item is checked, please leave the information below blank)

◆Carpet Contractor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Booth No.: _____ Tel: _____

Contact Person: _____ Onsite Contact No.: _____

E-mail: _____

Address: _____

◆Electricity and Water Contractor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Booth No.: _____ Tel: _____

Contact Person: _____ Onsite Contact No.: _____

E-mail: _____

Address: _____

Remark:

- Please return this Form 2 and Form 1 (Exhibitor Safety and Health Commitment before Construction), Business Registration Certificate photocopy, before submission deadline Sep. 4.
- Please also submit the booth design drawings before Sep. 4, which should cover the following:
 - The booth layout plan, front elevation, and side elevation with detail dimensions, fascia board and booth number.
 - Detailed materials, fire prevention measures, and electrical installation plans for the custom-in booth.
 - The drawings must clearly show the structural stability and weight load.
- The set-up of the booth must be safely installed. It shall be the responsibility of the contractor to dismantle and remove the exhibition stand in accordance with the dismantling schedule.
- Unless approved by the organizer in writing, the booth design cannot be changed once approved.
- If the above works are commissioned to the decoration company, it shall bear all liabilities.
- I have been informed of government regulations on labor safety and health, and I understand the environment of MT. I promise our staff will comply with and practice the "Technical Operation Criteria for MT", "Regulations Governing Pre-construction Standards of Contractors", "Guidelines for Contractor Construction Safety and Health Management", "Report of Hazard Notification for Contractor" and "Notification of On-site Hazardous Factors for Contractor".
- Personnel of this company cannot damage facilities and equipment of the Exhibition Hall during set-up; otherwise, we will pay the full price or make repairs at our own cost. We will improve immediately any violations; if improvement is not carried out before the limited period, we will continue to make improvements and accept any penalty unconditionally, including violation points, fines, cancellation of our exhibition registration qualification, and ban against entering the premises.

* Exhibitors renting standard/shell scheme booths do not have to do Form 1 and Form 2 as they will be provided by the Organizer.

*** All Exhibitors**

Form 3: Exhibitor Badge Application

- Exhibitors should proceed to the services counter on September 24 (10:00-18:00) to collect their exhibitor badges by presenting their business cards.
- The 4 exhibitor badges are granted for the first 3m*3m booths rented. 2 more badges for each additional booth.
- Extra Exhibitor's badges can be arranged at the cost of NT\$200 each via application. Please contact the organizer if you have any questions about the application for exhibition badges.
- All exhibitors and their staff are strictly requested to wear the exhibitor badges during move-in / move-out and throughout the show.

Booth No. : _____ Booth Quantity : _____ Badge Quantity for free: _____

Exhibiting Company: _____

Contact Person : _____ Onsite Contact No.: _____

※Application for extra exhibitor's badges

Invoicing Data:

Company Name: ☐ Same as above. Or: _____ Contact Person : ☐ Same as above. Or: _____

Onsite Contact No.: ☐ Same as above. Or: _____ E-mail : _____

* Please fill in the names and positions for the exhibitor badges you apply for.

No.	Name	Position	No.	Name	Position
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

Badge Quantity for Extra: _____ * NT\$200 each, VAT 5% _____ Total Payable (incl. 5% VAT): _____

Exhibitor Company chop & Signature:

Organizer chop:

PAYMENT TERMS:

This application should be submitted to the Organizer by email. The balance should be paid about 14 days prior to show opening.

BANK DETAILS:

Payee Name: Intercon Convention Management Co., Ltd.

Account Nos.: 216-53-02753-0 (for USD) 216-09-01315-6 (for NTD)

Bank Name: Mega International Commercial Bank, World Trade Center Branch (ID: 017)

Swift Code: ICBCTWTP216

Form 4: Facilities of Standard Booths

※ **There will be 30% surcharge to those who submit the order form after Sep. 4, 2025.**

9SQM Standard Booth equipment:

NO.	Including :	QTY
1	Standard partition H=256CM	1set
2	Needle punch carpet × 9SQM	1set
3	Company name fascia board	1set
4	Arm Spotlight 10W LED (Yellow light)	3pcs
5	Info Counter100x50x82.5CM/H	1set
6	Folding Chair	2pcs
7	Trash can	1pc
8	Socket 110V/5A (power consumption included)	1pc

Standard Booth drawing



Booth layout plan



Important Notice

- Exhibitors who do not use any or all of the standard equipment shall consider it (or the unused rest) waived and furniture replacement will not be accepted.
- Any additional furniture rental required, please contact Official Contractor of International Small and Medium Enterprises Exhibition 2025 or fill the application form [online Interplan 3D Configurator](#) (Please click the link)
 - Ms. Ollie Dai/ Interplan International Corp. Tel: +886 2 2758-5450 Ext. 638 Email: ollie.dai@intercon.com.tw
 - Mr. Matt Lee/ Interplan International Corp. Tel: +886 2 2758-5450 Ext. 611 Email: matt.lee@interplan.com.tw
- Nothing may be stuck, screwed, or nailed to the stand. Nor may it be painted, modified or damaged. Exhibitors may mount posters using Powerstrips® or similar material, which does not leave any sticky residue upon removal.
- Standard/shell scheme booths come only with a 110V/500W power supply. Exhibitors who require additional or heavy-duty power supply should apply for such requirements by completing the Electricity Requirements Order Form.
- Please indicate the location if the electrical box on the booth layout plan. If not, the Organizer will proceed to locate it in a corner of the booth.

Interplan International Corporation Rm. 408, 4 F., No.333, Keelung Rd, Sec 1, Taipei 110, Taiwan TEL: +886-2-2758-5450 FAX: +886-2-2729-0720 Ms. Ollie Dai ext.638 ollie.dai@intercon.com.tw Mr. Matt Lee ext.611 matt.lee@interplan.com.tw	Form 5 Deadline: Sep. 4, 2025
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*** Alternative**

Form 5: Electricity Requirement(P1 of 3)

Only standard booth comes with 110V/500W power supply. Exhibitors who require additional or heavy-duty power supply should apply for such requirements by completing the Electricity Requirement Order Form as following:

NO.	ITEM	UNIT COST (NT\$)	QTY	AMOUNT
1	AC 110V 60 Cycle single phase 5A (500W)	900		
2	AC 110V 60 Cycle single phase 10A (1000W)	1,800		
3	AC 110V 60 Cycle single phase 15A (1500W)	2,700		
4	AC 110V 60 Cycle 2KW	3,600		
5	AC 110V 60 Cycle 4KW	7,200		
6	AC 110V 60 Cycle 6KW	10,800		
7	AC 110V 60 Cycle 9KW	16,200		
8	AC 110V 60 Cycle 12KW	21,600		
9	AC 110V 60 Cycle 15KW	27,000		
10	AC 110V 60 Cycle 18KW	32,400		
11	AC 220V 60 Cycle 15A	4,184		
12	AC 220V 60 Cycle 20A	7,842		
13	AC 220V 60 Cycle 30A (Must be used with a transformer)	22,529		
14	AC 220V 60 Cycle 40A (Must be used with a transformer)	27,628		
15	AC 220V 60 Cycle 50A (Must be used with a transformer)	30,618		
16	AC 220V 60 Cycle 60A (Must be used with a transformer)	41,660		
17	AC 220V 60 Cycle 75A (Must be used with a transformer)	45,137		
18	AC 380V 60 Cycle 15A	9,754		
19	AC 380V 60 Cycle 20A	12,592		
20	AC 380V 60 Cycle 30A	16,830		
21	AC 380V 60 Cycle 40A	20,343		
22	AC 380V 60 Cycle 50A	24,334		
23	AC 380V 60 Cycle 60A	30,971		
24	24hrs AC 110V 60 Cycle single phase 5A	2,663		
25	24hrs AC 110V 60 Cycle single phase 15A	3,617		
26	24hrs AC 110V 60 Cycle single phase 20A	4,207		
27	24hrs AC 220V 60 Cycle 3 phase 15A	12,044		
28	24hrs AC 220V 60 Cycle 3 phase 20A	18,132		
29	24hrs AC 220V 60 Cycle 3 phase 30A (Must be used with a transformer)	35,925		
30	24hrs AC 220V 60 Cycle 3 phase 40A (Must be used with a transformer)	42,541		

Interplan International Corporation Rm. 408, 4 F., No.333, Keelung Rd, Sec 1, Taipei 110, Taiwan TEL: +886-2-2758-5450 FAX: +886-2-2729-0720 Ms. Ollie Dai ext.638 ollie.dai@intercon.com.tw Mr. Matt Lee ext.611 matt.lee@interplan.com.tw	Form 5 Deadline: Sep. 4, 2025
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*** Alternative**

Form 5: Electricity Requirement(P2 of 3)

Only standard booth comes with 110V/500W power supply. Exhibitors who require additional or heavy-duty power supply should apply for such requirements by completing the Electricity Requirement Order Form as following

NO.	ITEM	UNIT COST (NT\$)	QTY	AMOUNT
31	24hrs AC 220V 60 Cycle 3 phase 50A (Must be used with a transformer)	47,039		
32	24hrs AC 220V 60 Cycle 3 phase 60A (Must be used with a transformer)	62,979		
33	24hrs AC 220V 60 Cycle 3 phase 75A (Must be used with a transformer)	68,523		
34	24hrs AC 380V 60 Cycle 3 phase 15A	19,823		
35	24hrs AC 380V 60 Cycle 3 phase 20A	24,673		
36	24hrs AC 380V 60 Cycle 3 phase 30A	33,735		
37	24hrs AC 380V 60 Cycle 3 phase 40A	41,372		
38	24hrs AC 380V 60 Cycle 3 phase 50A	49,139		
39	24hrs AC 380V 60 Cycle 3 phase 60A	62,350		
40	Water / Drainage installation	5000		
41	Compressed air pipe	5000		
42	Additional grounding wire 1A	30		
45				
46				
47				
48				
49				
50				
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. Any cancellation must be made in writing by 15 days prior to the show opening. ※ All prices above cover all show days and include taxes.			Sub-total	
			Total	

Company Name:	Booth NO.
Tel:	Fax:
Contact Person:	Extension:

The charge rules of electricity requirement submission will follow the time frame below:

Regular price	Received by Sep. 4, 2025
30% surcharge	During Sep. 5 – Sep. 12, 2025
50% surcharge	During Sep. 12 – Sep. 24, 2025

Please return completed form to:
 Interplan International Corporation
 Ms. Ollie Dai ollie.dai@intercon.com.tw
 Mr. Matt Lee matt.lee@interplan.com.tw

Interplan International Corporation Rm. 408, 4 F., No.333, Keelung Rd, Sec 1, Taipei 110, Taiwan TEL: +886-2-2758-5450 FAX: +886-2-2729-0720 Ms. Ollie Dai ext.638 ollie.dai@intercon.com.tw Mr. Matt Lee ext.611 matt.lee@interplan.com.tw	Form 5-1 Deadline: Sep. 4, 2025
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***All Exhibitors**

Form 5-1: Water and Electricity Layout Plan (P3 of 3)

Please mark your desired installation in approximate position in the following grid.

Sample

The contractor will only arrange the water and power supply to the booth, and it is exhibitors' responsibility to settle the pipelines as well as the safety of electrical appliances connection.

Booth No. : _____ Exhibiting Company : _____

Contact Person : _____ Tel : _____

E-mail : _____

(Company Stamp:)

(Signature:)

--

--

Contractor Company : _____

Contact Person : _____ Tel : _____

E-mail : _____

(Contractor Stamp:)

(Signature:)

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Remark:

- The contractor will proceed the installation if exhibitor fail to submit the form after the due date. Any changes or relocation will be at exhibitors' expenses.
- All payments must be settled on or before Sep. 4, 2025.
 30% surcharge will be added for all orders received during Sep. 5 – Sep. 12, 2025.
 50% surcharge will be added for all orders received during Sep. 12 – Sep. 24, 2025.

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

If you need this service, please return the form to the Organizer: Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 6 Deadline: Sep. 4, 2025
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Form 6: Application for Entry of Heavy Machinery and Large Exhibits

☐ Set-up ☐ Dismantle

Date of Application: mm / dd / yyyy

Booth No.:

Exhibitor Company Name		Contact Person	
Tel		Onsite Contact No.	
Fax		Exhibit category	
Email		Exhibit weight	

REMARK:

1. This form must be faxed or emailed to the Organizer before **Sep. 4**; late submission will not be accepted.
2. The Organizer will review and send back the application; please be sure to leave your E-mail or fax number; drivers must carry with them applications affixed with the seal of the Organizer.
3. To control construction progress and move-in safety, the Organizer and Venue Management will not permit vehicles carrying heavy machinery to enter the premises without application.
4. Any exhibits must not contain fuel (**below minimum mark on the fuel meter**) during set-up and show periods to reduce the risk of a fire.

(1) Signature of Applying Unit and Responsible Person	(2) Review by Organizer	(3) Review by Messe Taoyuan
We agree to comply with the above regulations and are willing to undertake relevant legal and indemnification liabilities		

If you need this service, please return the form to the Organizer: Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 6 Deadline: Sep. 4, 2025
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Form 7: Application for Vehicle and Motorcycle Display

Exhibitor Company Name		Contact Person	
Tel		Onsite Contact No.	
Fax		Vehicle no.	
Email		Engine displacement	
REMARK: 1. This form must be faxed or emailed to the Organizer before Sep. 4; late submission will not be accepted. 2. The Organizer will review and send back the application; please be sure to leave your E-mail or fax number; drivers must carry with them applications affixed with the seal of the Organizer. 3. To control construction progress and move-in safety, the Organizer and Venue Management will not permit vehicles carrying heavy machinery to enter the premises without application. 4. Any exhibits must not contain fuel (below minimum mark on the fuel meter) during set-up and show periods to reduce the risk of a fire.			
(1) Signature of Applying Unit and Responsible Person	(2) Review by Organizer	(3) Review by Messe Taoyuan	
We agree to comply with the above regulations and are willing to undertake relevant legal and indemnification liabilities			

If you need this service, please return the form to the Organizer: Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 6 Deadline: Sep. 4, 2025
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Form 8: Application for Entry of Heavy Vehicle Entry

Date of Application: mm / dd / yyyy Booth No.:

Exhibiting Company: On-site Contact: On-site Contact No.: Office Tel: Fax:	Vehicle No.: Vehicle type: ☐ Crane ☐ Truck ☐ Crane truck ☐ Forklift ☐ Pallet truck Number of axles: ☐ 2-axle ☐ 3-axle ☐ Other: _____ Vehicle height (including freight): Max. load: tons Max. lifting weight: tons Move-in time: mm / dd / yyyy ____:____ Move-out time: mm / dd / yyyy ____:____
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REMARK:

- Application: To maintain the safety of the structure, floor, personnel and facilities of MT, vehicles weighing over 25 tons (according to specifications on vehicle body or license) or any cranes or forklifts should apply for entry in advance based on actual needs, and they may enter upon approval.
- Eligibility and procedure: The vehicles applied must be required for the exhibition or event. The applying unit must file an application, along with the vehicle license or copies of relevant passes, 10 days before vehicle entry.
- Safety responsibility: The maximum weight load of South Exhibition Hall floor is 5 tons per sqm; the cantilever lift height of a crane or crane truck operating in South Exhibition Hall cannot exceed 9 meters. Entering vehicles should prepare or lay equipment to increase the bottom area (such as steel beam, steel plate, pad base or sleeper) for dispersing the weight load and maintaining hall safety. The applying unit should bear all liabilities in the case facility or personnel are harmed due to the vehicle, freight weight, operation or other reasons; it must be responsible for compensations when exhibition facilities are damaged.
- For Traffic Control, please refer to the Section E of Exhibitor Manual.
- Precautions:
 - All heavy vehicles must present the "Certificate of container weighing within 24 hours" when entering the premises to prove that their total weight do not exceed the limit; overweight vehicles, vehicles without the weighing certificate, or vehicles suspected to be overweight must unload outside the premises.
 - Vehicles that conform to the above rules may enter the premises once they pay a deposit.

(1) Signature of Applying Unit and Responsible Person	(2) Review by Organizer	(3) Review by Messe Taoyuan
We agree to comply with the above regulations and are willing to undertake relevant legal and indemnification liabilities.		

Please fill out this form and send it by registered mail, along with a sight check of NT\$50,000, to Intercon Convention Management Co., Ltd. Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 9 Deadline: Sep. 4, 2025
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Form 9: 【Regulations for Sound System Installation】

1. The stage edge must be set back from 2m of the booth boundary. Speakers are limited to 2 speakers per exhibitor and positioned to direct the sound into their own booth at a depression angle. Sound volume must be kept under 85 decibels (volume will be fixed by Organizer before the exhibition); neighboring exhibitors are prohibited to hold stage activities or play sound at the same time (must comply with the schedule arranged by Organizer; the interval between performances should be over one-hour and each performance should not be longer than 15-20 minutes).
2. Organizer will have hall patrol to ensure the volume control during the show periods.
3. Exhibitor should pay a deposit of NT\$50,000; Organizer may handle violations by taking the following actions:
 - 3.1 First time violator: when the volume measured on site is over 85 decibels, a written warning will be given.
 - 3.2 Second time violator: when the volume measured on site is over 85 decibels, a written warning will be given and the deposit will be forfeited.
 - 3.3 Third time violator: when the volume measured on site is over 85 decibels, a written warning will be given and the electrical power will be cutoff immediately.
4. Volume measuring: The decibel meter is held at 1.2-1.5 meters from the ground or floor, close to the height of human ear; measurement is taken at distance of 3 meters from the sound source.

REMARKS:

1. Please fill out this form and send it by registered mail, along with a sight check of NT\$50,000, to "Intercon Convention Management Co., Ltd.", before Sep. 4.
2. Exhibitors who do not apply, must fill out this application/assurance form, and pay the deposit of NT\$50,000 as well as a fine for usage violation. Organizer has the right to remove the booth or refuse power supply before the application process is completed.
3. Besides complying with regulations, the reapplying exhibitor has to pay a fine for usage violation. Exhibitors who exceed the time limit and files the application during set-up (September 23-24), shall pay a fine of NT\$10,000 for usage violation. Exhibitors who file the application during the exhibition period (September 25-27), shall pay a fine of NT\$30,000 for usage violation.
4. If exhibitor does not violate the above regulations, the deposit will be refunded after the exhibition without interest.
5. Exhibitors using their own wireless microphones are to report and apply for microphone frequencies, and the equipment may be installed for use upon approval, but all matters should be handled in accordance with the regulations on installation of sound system. Unauthorized installation and usage causing interference to or influence on other conventional events at the Center will be seized from using relevant equipment, and the violation will be handled in accordance with Item 3 of the above regulations.

Please fill out this form and send it by registered mail, along with a sight check of NT\$50,000 , to Intercon Convention Management Co., Ltd. Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 9-1 Deadline: Sep. 4, 2025
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Form 9-1: Regulations for Sound System Installation

(Sound system may not be installed if exhibitor fails to submit this application/assurance and pay the deposit)

Our company will be participating in International Small and Medium Enterprises Exhibition 2025. For promotion purpose, we wish to apply for the installation of ☐ stage ☐ sound system in our booth. Our company and appointed contractors will comply with the general provisions for decoration and all relevant rules of the Organizer; in the case of any violation, we will accept the stipulated punishment unconditionally.

To:

Intercon Convention Management Co., Ltd.

Attachments:

- ☐ Design drawings (please identify the setback distance of the stage and the locations of speakers)
- ☐ Scheduled time for stage activity or sound play (the interval between performances should be over 1 hour and each performance should not be longer than 15-20 minutes)

Exhibiting Company: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Contact Person: _____ Tel: _____

E-mail: _____

Address: _____

Sound System Contractor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Contact Person: _____ Tel: _____

Wireless microphone frequency range: _____ Booth No.: _____

E-mail: _____

Address: _____

Remark:

Please fill out this form and send it by registered mail, along with a sight check of **NT\$50,000, to Intercon Convention Management Co., Ltd**

Add: Rm. 410, 4F., No. 333, Sec. 1, Keelung Rd., Xinyi Dist., Taipei City 110

Contact: Ms. Ivy Hsiao

Tel: +886 2 2723-2213 #252

Fax: +886 2 2729-0720

E-mail: ivy.hsiao@intercon.com.tw

Please fill out this form and send it by registered mail,
along with a sight check of **NT\$50,000**, to
Intercon Convention Management Co., Ltd.
Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw
T: +886 2 2723-2213 #252 F: +886 2 2729-0720

Form 10
Deadline:
Sep. 4, 2025

Form 10: Application/Assurance for Promotional Balloons Installation

Our company will be participating in International Small and Medium Enterprises Exhibition 2025. For promotion purpose, we wish to apply for the usage of the following balloons (exclude hanging banners):

- ☐ Large balloons for advertising (each exhibitor is limited to one balloon smaller than 1.5m in diameter, only helium can be used to fill balloons, the height of the balloon top must not exceed 5m from the ground, and a deposit of NT\$50,000 has to be paid)
- ☐ Large balloons for advertising (each exhibitor is limited to one balloon smaller than 1.5m in diameter, only helium can be used to fill balloons, the height of the balloon to be higher than 5m from the ground and not exceed 7m, a usage fee of NT\$10,000 and a deposit of NT\$50,000 has to be paid)
- ☐ Small balloons for decoration cannot be raised over 4m from the ground (only helium or nonflammable gas can be used, and a deposit of NT\$50,000 is required)

We promise the balloons will be fixed within our booth without exceeding the height limit (REMARK 1). If a balloon floats up to the roof or if lines are hung on ceiling ducts, we will be responsible for cleaning them before the end of exhibition, otherwise you may deduct from the deposit a penalty and all expenses incurred; when the deposit is insufficient, we will be liable for repayment. In the case promotional balloons give rise to any property loss, personnel casualty or other infringement event, we will bear all legal responsibilities and protect you against any civil, criminal and indemnification liabilities, otherwise we will compensate you for legal fees, attorney's fees, other expenses and damages.

Exhibitor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Address: _____

Booth No.: _____ Tel: _____

Onsite Contact: _____ Onsite Contact No.: _____

E-mail: _____

Address: _____

REMARK:

1. The height of the top of large advertising balloons cannot be higher than 7m from the ground; NT\$10,000 will be charged for each balloon that is raised higher than 5m from the ground, but those lower than 5m are free of charge; the height of the top of small decorating balloons cannot be higher than 4m from the ground.
2. The sight check for deposit should be titled "Intercon Convention Management Co. Ltd"; please send it, along with this application form, by registered mail to "Intercon Convention Management Co. Ltd" before Sep. 4. After review and approval, exhibitors applying for large balloons higher than 5m from the ground will be notified to make payment.
3. If the assuring company does not violate the above regulations, the deposit will be refunded after the show.
4. Balloons raised in the exhibition hall without applying in advance will be removed immediately, or the exhibitor should reapply. Besides, reapplying exhibitors must pay a fine for usage violation; exhibitor, who exceeds the time limit and files the application during set-up (September 23-24), shall pay a fine of NT\$10,000 for usage violation.
5. Exhibitor, who files the application during the show period (September 25-27), shall pay a fine of NT\$30,000 for usage violation.

Please fill out this form and send it by registered mail,
along with a sight check of **NT\$50,000**, to
Intercon Convention Management Co., Ltd.
Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw
T: +886 2 2723-2213 #252 F: +886 2 2729-0720

Form 11
Deadline:
Sep. 4, 2025

Form 11: Application for Video Wall Installation

Our company will be participating in International Small and Medium Enterprises Exhibition 2025. For promotion purpose, we wish to apply for the installation of a video wall. Our company will comply with the provisions related to video wall installation; in the case of any violation, we will accept the punishment according to rules. General provisions for installation of video wall:

1. The height of the video wall cannot exceed 2.5 meters, and its front side must be at least 1 meter from the edge of aisles (close to booth) or form an angle above 30 degrees with the aisle edge.
2. A video wall that is 2.5 meters high cannot exceed 4 meters, and its front side must be at least 2 meters from the edge of aisles or form an angle over 30 degrees with aisle edge.
3. Volume of video wall cannot exceed 85 decibels.
- 4. The design drawing of video wall must be submitted to Intercon for review three weeks before set-up, and construction may commence upon approval.**
5. Videos played must fit the theme of the exhibition and not in violation of public order and good customs.
6. Electrical power will be cutoff when it is confirmed the exhibitor, who installed the video wall, has violated the above regulations.
7. Electrical power will not be supplied for unauthorized installation of video wall.

Exhibiting Company: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Contact Person: _____ Tel: _____

E-mail: _____

Address: _____

If you need this service, please return the form to the Organizer: Intercon Convention Management Co. Ltd. Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw T: +886 2 2723-2213 #252 F: +886 2 2729-0720	Form 12 Deadline: Sep. 4, 2025
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Form 12: 【Regulations for Ultra-high Structures】

- As exhibitors require building ultra-high structures, MT has established this Notice for the maintenance for public safety and overall landscape.
- If each booth is 3m × 3m, only exhibitors renting at least 4 booths to form a peninsula configuration (i.e., three sides face the aisle) may apply for ultra-high structure.
- Exhibitors applying for construction of ultra-high structure are to prepare the following documents before Sep. 4 and send them by registered mail to the Organizer:
 - Application Form/Exhibitor's Assurance. (Form 12-1)
 - Architectural Engineer's Assurance. (Form 12-2)
 - Design drawings, structure diagram and structural computation statement certified by qualified practicing architect or civil and structural engineer; the design drawing must include floor plan, front elevation and side elevation.
 - Copies of license of architect or civil and structural engineer, certificate of authorization to practice, and union membership document from that year; one copy each.
 - One copy of the policy for casualty insurance and third-party liability insurance with a coverage of NT\$2,000,000 per person and per accident; the period of insurance begins at 00:00 on the first day of move-in and ends at 24:00 on the last day of dismantle.
- Exhibitor should apply for construction of ultra-high structure before deadline and pay a usage fee upon approval. Usage fee of ultra-high structure is calculated according to the top view projection area on the design drawing; NT\$100,000 (tax included) is charged per unit (18sqm); if the area exceeds 18sqm, the number of units is calculated by dividing the top view projection area by 18sqm, and result multiplied by NT\$100,000 is the fee. If the construction area is smaller than 18sqm, NT\$100,000 will be charged. The wall length of booths facing aisles must be shorter than the length of booth front by 50%, the length of continuously confined walls is limited to 9 meters.
- Each ultra-high structure cannot be higher than 6 meters, and the periphery must be set back from 1 meter of the booth boundary. Besides, exhibitors and their contractors are responsible to provide, set up and decorate ultra-high structure facing their own booth areas, aisles, and adjacent booths. If the exhibitor / contractor fails to accomplish this requirement, the Organizer reserves the right to rectify this at the respective exhibitor / contractor's costs.
- Booth construction cannot destroy any facilities, use nails on the floors, pillars or walls, hang any objects from the ceiling, or seal fire prevention facilities and water/electricity pipelines; any violations may be removed by Intercon immediately.
- If exhibitor change the design or violate these regulations after acquiring written consent from the Organizer who reserves the right to cut off its electrical power and close its booth. Unauthorized construction of ultra-high structure will be removed immediately, or Organizer may agree for exhibitor to reapply.
- If anything is unclear in these regulations, please refer to the " Messe Taoyuan Rental Regulations". Anything that is not fully stipulated shall be subject to further amendments to be published by the Organizer.

Form 12-1: Application for Ultra-high Structures

Our company will be participating in International Small and Medium Enterprises Exhibition 2025. For promotion purpose, we wish to apply for the construction of ultra-high structure. We will comply with the regulations stipulated in the "Precautions for Exhibition Operations in MT".

We promise to conduct the construction according to the design drawing certified by qualified practicing architect (or civil and structural engineer), to comply with the "General Provisions for Decoration in MT", and to bear all legal liabilities for booth safety.

In the case any property loss, personnel casualty or other infringement event occur due to booth design, construction, use or improper dismantle, our company will bear all legal responsibilities and protect you from any civil or criminal prosecution incurred; otherwise, we will be liable for compensating your loss and damage, including legal fees and lawyer's fees.

Exhibiting Company: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Contact Person: _____ Tel: _____

E-mail: _____

Address: _____

Booth size: _____ sqm; Ultra-high structure: _____ sqm (Height: _____ m)

Contractor: _____ (block letters and seal)

Responsible Person: _____ (block letters and seal)

Contact Person: _____ Tel: _____

Booth No.: _____ Wireless microphone frequency range: _____

E-mail: _____

Address: _____

Remark:

Exhibitor must rent at least 4 booths to form a peninsula booth configuration for construction of ultra-high structure. Each structure cannot be higher than 6 meters, and its periphery must be drawn back 1 meter from the outer edge of aisles. Usage fee of ultra-high structure is calculated according to the top view projection area on the design drawing; NT\$100,000 (tax included) is charged per unit (18sqm); if the area exceeds 18sqm, the number of units is calculated by dividing the top view projection area by 18sqm, and result multiplied by NT\$100,000 is the fee. If the construction area is smaller than 18sqm, NT\$100,000 will be charged.

Please fill this form and form 12-1, send it to the Organizer:
Intercon Convention Management Co. Ltd.
Ms. Ivy Hsiao ivy.hsiao@intercon.com.tw
T: +886 2 2723-2213 #252 F: +886 2 2729-0720

Form 12-2
Deadline:
Sep. 4, 2025

Form 12-2: Assurance of Structural Engineer for Ultra-high Structures

Regarding the participation of Exhibiting Company _____ in International Small and Medium Enterprises Exhibition 2025 and their application for construction of ultra-high structure (Booth No.: _____), we have reviewed and confirmed the booth design, structure and materials are safe and conform to the "General Provisions for Decoration in MT". We agree to undertake all legal liabilities associated with designing and monitoring.

To:

Intercon Convention Management Co. Ltd.

Architect Company (Civil & Structural Engineer): _____

Address: _____

Architect Name (Civil & Structural Engineer): _____

Email: _____

Tel: _____ Mobile Phone: _____

Architect Company: _____ (block letters and seal)

Architect Name: _____ (block letters and seal)

Form 13: 【Rental of Chunghwa Telecom Temporary Landline Phone + ADSL】

1. Clients can apply for temporary landline phone + ADSL at our counter (Zhongli Service Center) or by correspondence.
2. To apply for installation of temporary ADSL, please fill out the application for rental (one form per route); the application form should be affixed with corporate chops (rubber and plastic stamps will not be accepted) and credentials of the company and responsible person should be attached. When filing the application at our counter, the agent must provide their ID card and second credentials.
3. The applicant shall pay a total of NT\$5,500 per line, which consists of NT\$1,000 of landline connection fee, NT\$3,000 of deposit (deposit may be refunded twenty days after dismantle), and NT\$1,500 of ADSL connection. Please make the payment in cash, postal money order or sight check; title: Chunghwa Telecom Corp.; please cross the check and write "Nonnegotiable". Daily fees for telephone and network are calculated on a daily basis and will be charged in next month's bill.
4. Clients applying through correspondence should mail the (1) application form, (2) sight check or postal money order, (3) copies of company registration form for incorporation/change and ID card of responsible person, and (4) a self-addressed envelope for registered mailing to: Zhongli Service Center, Chunghwa Telecom; address: No. 152, Zhongshan Road, Zhongli District, Taoyuan City 320. We will mail the receipts for connection fee and deposit and the relevant documents within two weeks after the check is cashed; please preserve them properly for application of deposit refund.
5. Please return the phone and modem equipment after the end of the exhibition; any loss or damage should be compensated at a fixed price set by our company.
6. Please handle deposit refund affairs at local Chunghwa Telecom service centers twenty days after the end of the exhibition.

Zhongli Service Center, Chunghwa Telecom Corp.,

TEL: +886 0800-080-123

※ **Please file the application before May 12 to ensure successful installation**

Form 13-1: Application for Chunghwa Telecom Temporary Landline Phone + ADSL

Title of Exhibition:

Date of Application: mm / dd / yyyy

Installation Form: Tel:		Dismantle Form: HN No.:		(※ fill out by Chunghwa Telecom personnel)
Term of Rent (during exhibition): from mm / dd to mm / dd				
Name of Company:		Responsible Person:		
Tax ID No.:		ID Card No. of Responsible Person:		
Billing Address:				
Resident/Registered Address:				
Contact (for installation):			Tel:	
Address of Equipment Installation (Booth No.)	___ Hall, Section ___, No. ___		Name of Booth:	Lines required:
Telephone Provision	☐ Yes ☐ No (please check the box)	International Calls	☐ Abled ☐ Disabled (please check the box)	
Link Speed	☐ 2M /128K fixed 8 ☐ 512K / 512K fixed 8 ☐ 2M / 512K fixed 8 ☐ 8M/640K fixed 3 ☐ Others			
Signature and seal of client (please affix corporate stamp and seal of Responsible Person)		Letter of Attorney (to entrust someone as an agent, please fill out the letter of attorney)		
		I hereby entrust the trustee below to handle the affair; the act of the agent shall be deemed as mine and I will undertake all liabilities. Signature and seal of trustor: (please affix corporate stamp and seal of responsible person) (The following is to be filled out by the agent) Signature and seal of trustee: ID car No. of trustee: Resident address of trustee: Tel: The trustee has been entrusted by the applicant to handle the affair and is willing to undertake legal liability in the case of any falsification.		
Handled by:		Keyed-in by:		REMARKS:

Form 14: 【Rental of Chunghwa Telecom Temporary Phone】

1. Clients can apply for temporary phone at our counter (Zhongli Service Center) or by correspondence.
2. To apply for installation of temporary phone, please fill out the application for rental (one form per route); the application form should be affixed with corporate chops (rubber and plastic stamps will not be accepted) and credentials of the company and responsible person should be attached. When filing the application at our counter, the agent must provide their ID card and second credentials.
3. The applicant shall pay a total of NT\$4,000 per line, which consists of NT\$1,000 of connection fee and NT\$3,000 of deposit (deposit may be refunded twenty days after dismantle). Please make the payment in cash, postal money order or sight check; title: Chunghwa Telecom Corp.; please cross the check and write "Nonnegotiable". Daily fees for telephone and network are calculated on a daily basis and will be charged in next month's bill.
4. Clients applying through correspondence should mail the (1) application form, (2) sight check or postal money order, (3) copies of company registration form for incorporation/change and ID card of responsible person, and (4) a self-addressed envelope for registered mailing to: Zhongli Service Center, Chunghwa Telecom; address: No. 152, Zhongshan Road, Zhongli District, Taoyuan City 320. We will mail the receipts for connection fee and deposit and the relevant documents within two weeks after the check is cashed; please preserve them properly for application of deposit refund.
5. Please return the phone equipment after the end of the exhibition; any loss or damage should be compensated at a fixed price set by our company.
6. Please handle deposit refund affairs at local Chunghwa Telecom service centers twenty days after the end of the exhibition. Please file the application before Sep. 4 to ensure successful installation.

If any questions, please contact Zhongli Service Center, Chunghwa Telecom Tel: +886 0800-080-123	Form 14-1 Deadline: Sep. 4, 2025
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Form 14-1: Application for Chunghwa Telecom Temporary Phone in MT

Title of Exhibition: _____ Date of Application: mm / dd / yyyy

Installation Form: Tel: _____		Dismantle Form: HN No.: _____ (※ fill out by Chunghwa Telecom personnel)	
Term of Rent (during exhibition): from <u>mm</u> / <u>dd</u> to <u>mm</u> / <u>dd</u>			
Name of Company: _____		Responsible Person: _____	
Tax ID No.: _____		ID Card No. of Responsible Person: _____	
Billing Address: _____			
Resident/Registered Address: _____			
Contact (for installation): _____		Tel: _____	
Address of Equipment Installation (Booth No.)	No. 99, Section 1, Linghang North Road, Zhongli District, Taoyuan City 320 ____ Hall, Section ____, No. ____	Name of Booth: _____ Lines required: _____	
Telephone Provision	☐ Yes ☐ No (please check the box)	International Calls	☐ Abled ☐ Disabled (please check the box)
Link Speed	☐ 2M /128K fixed 8 ☐ 512K / 512K fixed 8 ☐ 2M / 512K fixed 8 ☐ 8M/640K fixed 3 ☐ Others		
Signature and seal of client (please affix corporate stamp and seal of Responsible Person)		Letter of Attorney (to entrust someone as an agent, please fill out the letter of attorney)	
		I hereby entrust the trustee below to handle the affair; the act of the agent shall be deemed as mine and I will undertake all liabilities. Signature and seal of trustor: (please affix corporate stamp and seal of responsible person)	
		(The following is to be filled out by the agent) Signature and seal of trustee: ID car No. of trustee: Resident address of trustee: Tel: The trustee has been entrusted by the applicant to handle the affair and is willing to undertake legal liability in the case of any falsification.	
Handled by: _____	Keyed-in by: _____	REMARKS: _____	

Figure 1. Messe Taoyuan, G/F Exhibition Hall Plan



Figure 2. Messe Taoyuan, Transportation Information

Options	Routes
Taiwan High Speed Rail	Terminal in Taoyuan HSR Station: a 6 to 8-minute taxi ride to Messe Taoyuan. Or take the Airport MRT from Taoyuan HSR Station. Arrive at A19 Taoyuan Sports Park Station in about 3 minutes. Exit at Exit 1 and walk approximately 6 minutes to reach Messe Taoyuan.
Flights	Terminal in Taoyuan International Airport and take the Taoyuan HSR Station to Taoyuan Sports Park Station (A19) which is then a 6-minute walk to Messe Taoyuan.
MRT	Taoyuan Sports Park Station (A19) is the closest to Messe Taoyuan. It's a 6-minute walk from Exit 1.
Taoyuan Buses	MRT Taoyuan Sports Park Station 173 National Central University - THSR Taoyuan Station L605 Xinwu District office→High Speed Rail Line L605A Xinwu District Office → Linkou Chang Gung Memorial Hospital Taoyuan International Baseball Stadium 172 THSR Taoyuan Station(Via Linghang S. Rd.) - National Central University 707 Taoyuan - Taoyuan In'l Baseball Stadium
Highways	Northwards N.H. No. 1: Exit at Pingzhen → Connect to Rte 66 → Straight to Rte 31, turn R → Straight to Linghang N. Rd. Sec. 1, turn L → Straight to destination. N.H. No. 3: Exit at Daxi, turn L to Rte 66 → Straight to Rte 31, turn R → Straight to Linghang N. Rd. Sec. 1, turn L → Straight to destination. Tai. Hwy No. 1: R on Zhongzheng Rd from Yanping Rd (Zhongli) → Straight to Rte 31, turn R → Straight to Linghang N. Rd. Sec. 1, turn L → Straight to destination. Southwards N.H. No. 1: Exit at Transfer Airport → Connect to N.H. No. 2 → Exit at Dazhu → Rte 31 → Straight on High-Speed Rail N. Rd. → Straight on High-Speed Rail S. Rd., turn R onto Linghang N. Rd. Sec. 1 → Straight to destination. N.H. No. 2: Exit at Dazhu → High-Speed Rail Taoyuan Link Rd. → High-Speed Rail N. 1st Rd. → R on Qingpu Rd. Sec. 2 → L on Qiayi Rd. → R on Linghang N. 1st Rd. N.H. No. 3: Exit at Yingge System → Connect to N.H. No. 2 → Exit at Dazhu → Rte 31 → Straight on High-Speed Rail N. Rd. → Straight on High-Speed Rail S. Rd., turn R onto Linghang N. Rd. Sec. 1 → Straight to destination. Tai. Hwy No. 1: R on Zhongzheng Rd from Yanping Rd (Zhongli) → Straight to Rte 31, turn R → Straight on Rte 31 to turn L on Linghang N. Rd. Sec. 1 → Straight to destination.

Figure 3. Taoyuan Airport MRT Map

