



International Metal Technology Taiwan

台灣金屬材料暨精密加工設備展

台灣唯一 高專業金屬材料加工技術交流展會

11月7-10日 2019
November

台中國際展覽館

Taichung Int'l. Exhibition Center



鑄造

Foundry



鍛造

Forging



銲接

Welding



冶金

Metallurgy



熱處理

Heat Treatment



表面處理

Surface Finishing

參展商手冊

Exhibitor Manual

Advisor



Organizer



Co-Organizer



Supported by



website



@imttaiwan

Check List

Item	Page
<input checked="" type="checkbox"/> General Information	2-6
<input checked="" type="checkbox"/> Move-in and Move-out Guidelines	7
<input checked="" type="checkbox"/> Marketing service	7
<input checked="" type="checkbox"/> Booth Construction Guideline	8
<input checked="" type="checkbox"/> Showground Location	9-10

Item	FORM	Due Date	Page
<input type="checkbox"/> Booth Cleaning Service	A	October 9	11
<input type="checkbox"/> Marketing Materials	B	October 4	12
<input type="checkbox"/> Sponsorship	C	October 4	13-14
<input type="checkbox"/> Hotel Reservation	D	October 9	15-16
<input type="checkbox"/> International Visitor Subsidy Program	E	October 11	17-18

Booth Construction

Item	FORM	Due Date	Page
<input type="checkbox"/> Standard booth & Configuration changing	1	October 9	19
<input type="checkbox"/> Booth Equipment Relocation Plan	2	October 9	20
<input type="checkbox"/> Additional Furniture order form	3	October 9	21-26
<input type="checkbox"/> Electric order- Standard Shell	4	October 9	27-28
<input type="checkbox"/> Electric order- Applied Space Only	5	October 4	29-30

General Information

1. VENUE

Taichung International Exhibition Center (TCIEC)

No. 1, Section 3, Zhongshan Road, Wuri District, Taichung City, 414

2. ADMISSION

Exhibitors:

- Registration on 6th November, 2019. (Wed.) 09:00-16:00
- Location: North entrance of Venue
- Will receive exhibitor's badges and show catalogue.
- Exhibitor Badges:

Please login to International Metal Technology Taiwan Google Form:

<https://goo.gl/BNNshv> to fill in the name and title of exhibitors, to complete the application procedures for the exhibition.

Note: One booth (12or 9 sqm) is entitled to 4 exhibitor badges, two booths (24sqm) will receive 2 additional badges (total of 6 badges), and so on. The additional badges are limited, if need to apply for additional badges, please refer to the field as below:

Sqm	Badges	Additional Badges
9 / 12	4	4
24	6	6
36	8	8
48	10	10
60	12	12

- Exhibitors are required to wear badges during the exhibition period for security reason

Visitors:

- Pre-registration: please pre-register on <https://reurl.cc/RNAYG> before 30th October, A confirmation letter will be sent to your email address on 1st November.
- On-site registration: please refer to the Reception and hold name card for registration.

All visitors must be 18 years of age or older.

International Visitor Subsidy Program:

The International Visitor Subsidy Program is supported by the Bureau of Foreign Trade (BOFT) for international visitors' benefit. BOFT and IMT's Organizer wishes all prospective 'Subsidized International Visitors' a successful application, duly respectful of all eligibility and qualifying conditions.

Application is now open for acceptance from now until **October 11th at 6 pm GMT+8 time** or once number of approved applications has been fulfilled according to quota set by the Bureau of Foreign Trade, BOFT (whichever occurs earlier).

- Website: <https://reurl.cc/YxLnL>
- Contact: Ms. Louisa Wu
- Contact Email: imt@kaigo.com.tw
- For further information, please go to International Metal Technology Taiwan official website.

3. EXHIBITOR REGULATIONS

- Sales are prohibited during the exhibition period.
- Logos or products that are licensed or have patents registered by other companies are strictly prohibited. Violation will result in immediate removal of the displays. Exhibitors shall bear all legal liabilities and indemnity.
- Exhibitors shall not cause interruptions and/or disruptions of the exhibition due to private disputes at any time during the exhibition, move-in and move-out.
- If such an interruption and/or disruption influence the order of the exhibition or public image of the show, the exhibitor's booth(s) may be shut down immediately without refund.
- The exhibitor shall be required to indemnify the Organizer against any and all claims, liabilities, costs and expenses arising of such interruptions and/or disruptions thereof.
- It's forbidden to place any objects, paste any poster or distribute any material outside your booth. All clearance fees will be charged to the violator.
- Dangerous, flammable goods and contrabands are prohibited in the showground. Violator will bear all legal liabilities and costs.
- Exhibitors are advised to insure their exhibits from the time in which they are in storage.
- The organizer is not liable for any damage, loss, or distress or harm caused to any person or to any person's property on the exhibition ground regardless of cause.
- All noise from mechanical or electronic equipment must be properly operated and controlled within 85 decibels. The organizer reserves the right to terminate your participation.
- If exhibitors require audio equipment which produces more than 20KW, please apply before October 29 and submit a deposit of NTD\$15,000 to the organizer.
- Smoking is not allowed in exhibition center.

4. DELIVERY/REMOVAL OF EXHIBITS

- No delivery or removal of exhibits or other equipment during the exhibition open hours is permitted. Such delivery, removal, replenishment of stocks may only be carried out before opening hours or after closing hours. Exhibitors have to obtain a GATE PASS from the organizer (Information Desk) to enable taking out of any material during or after the show.

5. WASTE MATERIAL

Move-in and move-out period

- Passages cannot be blocked with construction materials, packaging cases or debris.
- Contractors are responsible for removing their own debris and wastes on each day of buildup and dismantling.
- Exhibitors are responsible for the removal of all packaging material.
- Any exhibits or decoration materials left at the exhibition hall will be charged for storage and cleaning accordingly at the exhibitor's expense.

6. BOOTH CLEANING

- Organizer will provide for general cleaning in the exhibition halls, which includes carpet/floor cleaning off the hallway daily during and after the show closes.
- Exhibitors are requested to place the waste paper baskets outside for collection prior to their departure.
- Exhibitors are responsible for cleaning of their own stand, exhibits and displays.
- Booth cleaning services may be ordered. Please refer to **Form A** (Due date: October 2)

7. INTERNET SERVICES

- ADSL & INTERNET services need to be applied in two weeks advance.
- Please refer to Asia Pacific Telecom Web: http://ir.aptg.com.tw/irwebsite/Service_Business.htm
- Contact person and Email address: Ms. Chiu Helena@aptg.com.tw

8. DILAPIDATION

- Exhibitors are responsible for the costs of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, contractors or any other persons employed or engaged by them or their agents or contractors, on their behalf.

9. LIABILITIES & INSURANCE

- Exhibitors should possess a valid insurance policy covering fire, theft, public liability, damage to property and effects personal injury, and any other such consequential risks with respect to their participation in this exhibition.

10. CUSTOMS REGULATION FOR FOREIGN EXHIBITS

- May be shipped by the forwarders of the exhibitor's choice that have branch offices or agents in Taiwan.
- Must be handled by the exhibitor's agent or representative in Taiwan, who will act as a consignee and who will be responsible for any and all customs duties.

Neither Taichung International Exhibition Center nor Kaigo Co., Ltd. are in a position to be a consignee for exhibits imported on a DEPOSIT or DUTY-PAID BASIS.

11. Exhibits imported on an IN-BOND BASIS,

- must be shipped "Freight Prepaid" terms.
- By sea
 - Documentation must be submitted to Trans-Link no later than THREE weeks prior (before Oct. 18) to the show opening.
 - Exhibits must arrive at Keelung Port no later than TWO weeks prior (before Oct. 18) to the show opening.
- By air
 - Documentation must be submitted to Trans-Link no later than TWO weeks prior (before Oct. 18) to the show opening.
 - Exhibits must arrive at Taiwan Taoyuan International Airport no later than ONE week prior (before Oct. 25) to the show opening.
- Exhibits arriving late will be charged an additional 15%-50% in customs clearance fees and service charges depending on the extra working hours required to complete customs clearance.
- May remain in Taiwan for a maximum of six months from the date of importation.
- Strictly prohibited from being removed from the premises during the exhibition periods.
- Should be returned to the bonded warehouse right after the show and should neither be sold nor re-exported until all procedures are cleared by the exhibitors concerned.

The organizer has the right to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

Areas not covered above should refer to the Regulations Governing Booth Decoration of the Taichung International Exhibition Center.

Kaigo Ltd. retains the right to interpret, or to revise these Guidelines for any oversight or omission.

Services Providers

Official Freight Forwarder

Trans-Link Exhibition Services Co., Ltd. Contact: Mr. Scott Chen

E-mail: scott@trans-link.com.tw Tel: +886-2-2758-7589

Official Booth Contractor

HUEIYOW EXHIBITION DESIGN. (Taiwan)

Contact: Natalia Tsai

E-mail: ina@ms17.hinet.net Tel: 886-2-8789-8300 Fax: 886-2-2729-7976

Crane Services

Contact: Ms. Chen Tel: +886-4-2380-1000

Email: c2231@ms36.hinet.net

Please Contact before 11th October.

Move-in and Move-out Guidelines

<p>1. DATE & TIME</p> <p><u>Build up and Move in</u></p> <p>November 5, 2019</p> <ul style="list-style-type: none"> ♦ Space only contractors move in 08:00-17:00 ♦ Installation of Heavy equipment 08:00-17:00 <p>November 6, 2019</p> <ul style="list-style-type: none"> ♦ Registration of exhibitor 09:00-17:00 ♦ Standard shell scheme exhibitor move-in 09:00-17:00 <p>(Vehicles are allowed to enter the show ground during 09:00-12:00.)</p> <p><u>Show period</u></p> <p>November 7-10</p> <ul style="list-style-type: none"> ♦ Open to exhibitor 09:00-17:30 ♦ Open to trade visitor 09:30-17:00 <p><u>Tear down & Move-out</u></p> <p>November 10</p> <ul style="list-style-type: none"> ♦ Removal of carpet 17:00-17:30 ♦ Vehicles are allowed to enter the show ground after 17:30 	<p>2. VEHICLES REGULATIONS</p> <ul style="list-style-type: none"> ♦ Freight Doors: 5.8m (w) x 5.6m (h). ♦ All vehicles must enter/exit from the East second entrance. ♦ ONE vehicle per exhibitor is permitted inside the exhibition hall. <p>3. OVERTIME</p> <ul style="list-style-type: none"> ♦ Extra working hours can be applied in advance to the organizer. ♦ Overtime payment is NTD 10, 000 (excl. VAT) / hour.
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Marketing service

1. SPONSORSHIP OPPORTUNITIES

- For more exposure during the exhibition period, a number of sponsorship opportunities are available.
- For detailed information, please refer to **Form C**

2. PROMOTIONAL MATERIAL

- **FREE** promotional materials are available for exhibitor to send before the show.
- Materials include: (A) Invitation Card (B) Sticker (C) Show Poster.
- To apply, please refer to **Form B**

Booth construction guideline

1. CONSTRUCTOR

STANDARD SHELL SCHEME

- Will be constructed by the Official Constructor.
- Additional Equipment can be rented. Please refer to **FORM 3**

2. BALLOON REGULATION

- Balloons are prohibited in the Hall. The Organizer will remove any objects that violate this rule at the expense of the violators.

3. ELECTRICITY

Exhibitors of STANDARD SHELL SCHEME

- are supplied with 110V 500W power free of charge.
- can apply for additional or heavy-duty power supply. Please refer to **FORM 4**

Exhibitor of Space only

- are required to apply in advance for the total amount of watts needed. Please refer to **FORM 5**

4. FIRE PRECAUTION

- Hydrants, fire extinguishers, fireplugs, emergency exits, air quality detectors, electricity boxes, exhaust port and all signs of the hall should never be covered or blocked.
- The Organizer will remove any objects that violate this rule at the expense of the violators.

Showground Location

Taichung International Exhibition Center

No. 1, Section 3, Zhongshan Road, Wuri District, Taichung City, 414



Allocated hall plan and Vehicle traffic flow



VEHICLES REGULATIONS

- ♦ Freight Doors: 5.8m (w) x 5.6m (h).
- ♦ All vehicles must enter from the **North entrance** and exit from the East Second entrance.
- ♦ ONE vehicle per exhibitor is permitted inside the exhibition hall.

Booth Cleaning Service (Form A)

Kaigo Co., Ltd Mr. Adair Huang Tel: +886-2-2595-4212 ext.715 imt@kaigo.com.tw	Company:	Due Date : 9th October Company's legally binding signature, Date
	Booth No.: Contact person: Tel:	

Booth Cleaning Service			
Service	Quote / Person	Quantity	Date
Booth Cleaning	(Quote)		
Work Hour: from 9:30 to 17:00			

Payment Method:

※ Payment should be paid before 15th of October

☐ BANK TRANSFER

Please T/T and send copy of bank slip to imt@kaigo.com.tw

Bank Name: Cathay United Bank
Account Name: Kaigo Co., Ltd.
SWIFT CODE: UWCBTWTP
USD Account No.: 002-080-104858
EURO Account No.: 002-081-046649



**Payment in EURO or USD will be quoted separately. Additional bank charges may apply.*

☐ CREDIT CARD

Issuing Bank: _____	Type of Card: <input type="checkbox"/> MASTER <input type="checkbox"/> VISA
Card Holder Name: _____	Security Code: _____
Card Number: _____	Expiry Date: _____
Card Holder Signature: _____	

Marketing Materials (Form B)

Kaigo Co., Ltd Mr. Adair Huang Tel: +886-2-2595-4212 ext.715 imt@kaigo.com.tw	Company:	Due Date : 4th October Company's legally binding signature, Date
	Booth No.: Contact person: Tel:	

	Service	Price (NT\$)	Quantity	Subtotal
<input type="checkbox"/>	Promotional Material (A) Invitation Card 	FREE		
<input type="checkbox"/>	Promotional Material (B) Poster 	FREE		



Direct Mailing address for Marketing Materials:

Attention to	
Company	
Address	

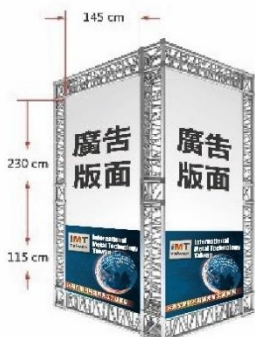


Sponsorship (Form C)

Kaigo Co., Ltd Mr. Andrew Liu Tel: +886-2-2595-4212 ext.725 imt@kaigo.com.tw	Company:	Due Date : 4th October Company's legally binding signature, Date
	Booth No.:	
	Contact:	
	Tel:	

Item	Specification	Quantity	Price in NTD
<input type="checkbox"/> Show Catalogue 	<input type="checkbox"/> Back Cover	15,000	50,000
	<input type="checkbox"/> Inside Front Cover		40,000
	<input type="checkbox"/> Inside Back Cover		40,000
	<input type="checkbox"/> Inside Page		12,000
	The graphics/images must be at least 300 dpi. Size: 14.8 (W) x 20.8 (H) cm		
<input type="checkbox"/> Wall Poster 	Advertising opportunities are available on the outer walls of the exhibition hall. Sponsors need to provide the designed files which will be printed and hanged by the organizer. Size: 500 (W) x 400 (H) cm	4	35,000 / panel
<input type="checkbox"/> Match Making Area 	Advertising opportunities are available on the wall of match making area. Sponsors need to provide the designed files which will be printed and hanged by the organizer. Size: 300 (W) x 200 (H) cm	35,000 / panel	35,000 / panel
<input type="checkbox"/> Flags 	Sponsors need to provide the designed files which will be printed and hanged by the organizer. 1/2 of full size: 120 (W) cm x 300 (H) cm	4	25,000 / each

☐ **Advertising Truss**



Sponsors need to provide the designed files which will be printed and hanged by the organizer.

2/3 of full-size: 145(W) x 230 (H) cm

3

90,000 / each

Subtotal:

+5% VAT

TOTAL:

Payment Method:

※ Payment should be paid before 4th of October

☐ **BANK TRANSFER**

Please T/T and send copy of bank slip to imt@kaigo.com.tw

Bank Name: Cathay United Bank

Account Name: Kaigo Co., Ltd.

SWIFT CODE: UWCBTWTP

USD Account No.: 002-080-104858

EURO Account No.: 002-081-046649

**Payment in EURO or USD will be quoted separately. Additional bank charges may apply.*

☐ **CREDIT CARD**

Issuing Bank: _____

Type of Card: ☐ MASTER ☐ VISA

Card Holder Name: _____

Security Code: _____

Card Number: _____

Expiry Date: _____

Card Holder Signature: _____

Hotel Reservation (Form D)

Kaigo Co., Ltd Mr. Adair Huang Tel: +886-2-2595-4212 ext.715 imt@kaigo.com.tw	Company:	Due Date: 9th October Company's legally binding signature, Date
	Booth No.:	
	Contact:	
	Tel:	

Reservation

Company Name		Check-in Date	
Guest Name		Check-out Date	
E-Mail		Number of Guest	
Contact Number		Number of Room	
Hotel Requested			

Hotel

Hotel Name	Contact Info	Distance
TEMPUS Hotel Taichung	Ms. Rachel Lin rachel.lin@tempus.com.tw No. 689, Sec. 2, Taiwan Boulevard, Xitun Dist., Taichung City, TEL: +886-4-2326-8008 FAX: +886-4-2326-8060 http://www.tempus.com.tw/en/	18 mins to Venue
Millennium Vee Hotel Taichung	Ms. Catherine Yang catherine.yang@millenniumtaichung.com No. 77 Shizheng Road Xitun District Taiwan 40756 TEL: +886-4-3705-6000 https://www.millenniumhotels.com/en/taichung/millennium-hotel-taichung/	14 mins to venue
The Landis Taichung	Ms. Minnie Sung minnie.pysung@landisgroup.com.tw No 532 Ying-Tsai Rd., Taichung 403 TEL: +886-4-2303-1234 http://taichung.landishotelsresorts.com/	22 mins to venue

Evergreen Laurel Hotel (Taichung)	<p>Ms. Nicole Hsia tcgsls_05@evergreen-hotels.com No. 666, Sec. 2 Taiwan Boulevard, Taichung City 407, Taiwan, R.O.C TEL: +886-4-2313-9988 FAX: +886-4-2313-8642 https://www.evergreen-hotels.com/branch2/index.jsp?lang=en&d1b_Sn=5</p>	21 mins to venue
The Splendor Hotel	<p>Mr. Jay Tsai rmsales22@splendor-taichung.com.tw No. 1049, Jianxing Rd., Taichung City TEL: +886-4-2324-6000 FAX: +886-4-2322-9000 http://www.splendor-taichung.com.tw/en/</p>	20 mins to venue
Windsor Hotels (Taichung)	<p>Ms. Rita Chiu rita.chiu@windsortaiwan.com No. 610, Section 4, Taiwan Boulevard Road, Taichung 40764, Taiwan, R.O.C TEL: +886-4-2465-6555 FAX: +886-4-2465-6555 http://m.windsortaiwan.com/en/</p>	12 mins to venue

International Visitor Subsidy Program (Form E)

Kaigo Co., Ltd Ms. Louisa Wu Tel:+886-2-2595-4212 Ext.711	Company:	Due Date: 11th October
		Company's legally binding signature, Date

The International Metal Technology Taiwan International Visitor Subsidy Program is supported by the Bureau of Foreign Trade (BOFT) for international visitors' benefit. BOFT and IMT's Organizer wishes all prospective 'Subsidized International Visitors' a successful application, duly respectful of all eligibility and qualifying conditions.

Application is now open for acceptance from now until **October 11th at 6 pm GMT+8 time** or once number of approved applications has been fulfilled according to quota set by the Bureau of Foreign Trade, BOFT (whichever occurs earlier).

[Part 1 ANNOUNCEMENT & GUIDELINES \(for further information, please go to IMT website\)](#)

Note: Priority will be given to international visitors who have also applied into the [【Matchmaking service】](#) (click **me!**). International visitors are encouraged to optimize this value-added service to facilitate approval of their subsidy application.

[Part 2 SUBSIDY VALUE & COVERAGE \(for further information, please go to IMT website\)](#)

[Part 3 QUALIFYING CRITERIA \(for further information, please go to IMT website\)](#)

[Part 4 APPLICATION PROCEDURE \(for further information, please go to IMT website\)](#)

[Part 5 SUBMISSION OF DOCUMENTS FOR VERIFICATION AT HOTEL](#)

4.1 ONLINE APPLICATION

- Apply at [IMT official website](#)

4.2 VISITOR REGISTRATION

- Please register as a visitor (with a valid account for existing visitors or sign up for a new account) and go to **【Visitors Login】** → **【Visitors Service】** → **【Accommodation & Subsidy Program】**

4.3 HOTEL RESERVATION

Important Notes:

- Hotel reservation must be done before you apply for the IMT International Visitor Subsidy Program.
- Any reservation made through other ways or via other hotel booking platforms such as Agoda, Hotels.com, Booking.com and etc. will not be accepted.

***ONLY applications that have made a reservation at an appointed hotel via the direct contact person will be processed for acceptance under the Subsidy Program.**

- Select your preferred hotel from the appointed hotel list below
- Make a reservation by sending an email **directly** to the specific contact person of that hotel
- Indicate '**IMT 2019 International Visitor Subsidy Program Hotel Reservation**' as your email title.
- Email content should include the following information:
 - o Name of International Visitor
 - o Company Name
 - o Date of Booking Period
 - o Contact Number
- Once booking is completed, the international visitor will receive a reservation confirmation from the hotel

==> [\[Appointed Hotel List\]](#) (for further information, please go to IMT website)

4.4 APPLICATION **FORM COMPLETION**

- Please fill up all required information completely in the application form.

4.5 DOCUMENTS **SUBMISSION**

- Once international visitor has received the hotel reservation confirmation, please submit these required documents along with the application form.

I. Hotel Reservation Confirmation Copy

II. Valid Passport Copy

III. Business Registration Certificate Copy (for the companies without website only).

4.6 APPLICATION **APPROVAL**

- **BOFT** and IMT Organizer will evaluate if all the requirements are met and reserve the right to decide on approval of application. An **Approval Letter** will be sent via email after the evaluation.
- Successful applications will receive the **Approval Letter** confirming their '**Subsidized International Visitor**' status via email within two weeks after application has been processed and approved. If the application is not approved, no further notification will be provided by the Organizer.


[Part 5 SUBMISSION OF DOCUMENTS FOR VERIFICATION AT HOTEL \(for further information, please go to IMT website\)](#)

[Further Assistance by IMT Organizer](#)

- For any questions regarding the IMT International Visitor Subsidy Program, please contact Ms. Ida Kuo via email at imt@kaigo.com.tw.

FORM 1 - Standard booth& Configuration changing form

Contact: HUEI YOW BUSINESS CO., LTD TEL:(02) 8789-8300 Ms. Natalia Tsai FAX:(02) 2729-7976 Email: ina@ms17.hinet.net		Due Date	9th October
Company Name	Booth No	Company's legally binding signature, Date	
Guest Name			
Tel			
Fax			

Standard Equipment		
1.Partition (250cmH)	1set	
2.Carpet	1set	
3.Lighting Fascia (200x40cmH)	1set	
4.Lockable cabinet (W100xD50xH75cm)	1set	
5.Meeting Chair	3sets	
6.Spotlight 13W <white light>	3sets	
7.Socket 110V/500W	1set	
8.Waste Basket	1set	



FORM 3 Additional Furniture Order Form

Exhibition name : International Metal Technology Taiwan 2019

Exhibition date : 2019/11/7-10

Exhibitor : _____

Booth No. : _____



Please Return Your Form To:

HUEI YOW BUSINESS CO., LTD.

Contact Person : Natalia Tsai

Tel : 886-2-8789-8300 Fax : 886-2-2729-7976

Web Site : www.hydesign.com.tw E-mail : ina@ms17.hinet.net

Please Mark Your Need : ☐ Standard Booth ☐ Additional Order

A、Standard Booth :

STANDARD PACKAGE INCLUDED

- | | |
|-----------------------------|---|
| 1. Lighting Fascia | 5. Meeting Chair * 3 sets |
| 2. Basic Partition | 6. Spotlight 13W <white light> * 3 sets |
| 3. Carpet * 1 set | 7. Socket 110V/500W * 1 set |
| 4. Lockable cabinet * 1 set | 8. Waste Basket * 1 set |

Fascia Name : _____

B、Additional Furniture :

RENTAL FORM

NO	CODE	ITEM	SPECIFICATION	UNIT PRICE(NTD)	QTY.	AMT.
01	P	SINGLE WALL PANEL	100*H250cm	550		
02	1PC	LAMINATED PANEL -SINGLE SIDE	100*H250cm	550		
03	1PCD	LAMINATED PANEL - DOUBLE SIDE	100*H250cm	1,100		
04	RT	RECEPTION TABLE	100*50*H75	550		
05	MT-G	ROUND TABLE(GLASS)	Dia 75*H75	700		
06	FC	FOLDING CHAIR		120		
07	SFC	SMALL FOLDING CHAIR	<input type="checkbox"/> WITH / <input type="checkbox"/> WITHOUT BACK	120		
08	BT	BAR TABLE	Dia 60*H1060	1,000		
09	BS	BAR STOOL	Seat cushion 27*32.5/Stool height	500		
10	BT-W	WHITE BAR TABLE	Dia 60*H90(ADJUSTABLE)	1,200		
11	BS-W	WHITE BAR STOOL	ADJUSTABLE	900		
12	MT-W	MEETING LONG TABLE	W120*D60 / W180*D60	700/800		
13	ST	SQUARE TABLE	70*70/120*80(H75)	600/700		
14	TC	TABLE CLOTH	CREAM-COLORED	300		
15	CAP	NEEDLE PUNCH CARPETING	NEW / USED	1,100/900		
16	SW	SHELF(FLAT/SLOPE)	100*30	170/200		
17	SW-G	SHELF(GLASS)	100*30	250		

RENTAL FORM

NO.	CODE	ITEM	SPECIFICATION	UNIT PRICE(NTD)	QTY.	AMT.
18	SC-1	TOWER GLASS SHOWCASE 100*50*H200	WITHOUT DOOR (CEILING LIGHT EXCLUDED) WITH DOOR (CEILING LIGHT EXCLUDED)	3,000 4,000		
19	SC-2	TOWER GLASS SHOWCASE 50*50*H250	WITHOUT DOOR (CEILING LIGHT EXCLUDED) WITH DOOR (CEILING LIGHT EXCLUDED)	2,750 3,300		
20	SC-3	GLASS COUNTER SHOWCASE 100*50*H100	WITHOUT LOCK (LAMP EXCLUDED) WITH LOCK (LAMP EXCLUDED)	1,650 1,850		
21	SC-4	TOWER GLASS SHOWCASE 100*50*H250	WITHOUT DOOR (CEILING LIGHT EXCLUDED) WITH DOOR (CEILING LIGHT EXCLUDED)	3,300 4,400		
22	DB-Q1	QUADRANT DISPLAY BOX	H50/75/100 /Dia 100cm	450/550/700		
23	DB-Q2	QUADRANT DISPLAY BOX	H50/75/100 /Dia 200cm	900/1000/1,100		
24	DB-S	DISPLAY-SECTOR	H75/H100 /Dia 200cm	900/1,000		
25	DB	DISPLAY BOX	100*70*H75/100/ WITH DOOR	900/1,100		
26	DB11/D	DISPLAY BOX	100*50*H100/WITH DOOR AND LOCK	700/900		
27	DB17/D	DISPLAY BOX	100*50*H75/WITH DOOR AND LOCK	550/800		
28	DB15/D	DISPLAY BOX	100*50*H50/WITH DOOR AND LOCK	450/650		
29	DB5	DISPLAY BOX	50*50*H100/H75/H50	500/450/400		
30	DB11-S	DISPLAY BOX WITH INTERLAYER AND DOOR	100*50*H100	1,100		
31	FD	FOLDING DOOR	W100*H200/ WITH LOCK	1,100		
32	SD	SYSTEM DOOR	W100*H200/WITH LOCK	2,750		
33	Q2T	QUADRANT 2-TIER DISPLAY BOX	Dia 200/H75/H100	1,550		
34	HR2T	HALF ROUND 2-TIER DISPLAY BOX	Dia 200/H75/H100	3,000		
35	2T-1	2-TIER DISPLAY BOX-WITH DOOR	100*50*H75/H100	1,300		
36	2T-2	2-TIER DISPLAY BOX-WITH DOOR	100*50*H50/H75	1,100		
37	TV-S	TV TRUSS STAND	H200(TV EXCLUDED)	1,300		
38	TV-EB	EXTRA BOARD FOR TV	W100*H50(TV EXCLUDED)	1,100		
39	TV-B	WOODEN BACKBOARD_FOR TV	W100*H100/H250(TV EXCLUDED)	1,100/2,200		
40	HB-9/12	HANGER BOARD-90/120 (IRON)	W90*H90/H120	700/800		
41	HB-15/18	HANGER BOARD-150/180 (IRON)	W90*H150/H180	850/900		
42	DP50	PEGBOARD (WITHOUT HANGER)	CHARGED/RENTAL PRICE (50*H250)	150/400		
43	DP100	PEGBOARD (WITHOUT HANGER)	CHARGED/RENTAL PRICE	250/800		
44	H	HANGER FOR PEGBOARD	5/10/15cm	15/15/20		
45	PH	PHOTO HOOK	S type	20		
46	HH	HANGER HOOK		20		
47	DM	BROCHURE STAND	W30/H177cm	900		
48	AW	TRASH CAN		100		
49	SB-S	SIGN BOARD	<input type="checkbox"/> S=40*50cm <input type="checkbox"/> L=60*80cm	800		
50	ES	EVENT SIGN BOARD	40*50cm	800		
51	PP	POTTED PLANT	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L (PLEASE MARK)	150/200/250		
52	CB	NAME CARD BOX		600		
53	VR	VELVET ROPE	1 BAR+1 ROPE	500		
54	RB	RETRACTABLE BARRIER	1 BAR+1 BAND	900		

SUBTOTAL : _____

ELECTRICAL FITTING AND INSTALLATIONS (Only for equipment, not include electric expense)

NO.	CODE	ITEM	SPECIFICATION	UNIT PRICE (NTD)	QTY.	AMT.
01	SP-13	13W LED SPOTLIGHT	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT (PLEASE MARK)	220/330		
02	SL-13	13W LED ARM SPOTLIGHT	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT (PLEASE MARK)	300/350		
03	CL-13	13W LED CEILING LIGHT	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT (PLEASE MARK)	300/400		
04	L-30	30W LED SPOTLIGHT / W. ARM	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT (PLEASE MARK)	Short 800/long900		
05	L-70	70W LED SPOTLIGHT / W. ARM	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT (PLEASE MARK)	1,650		
06	FL-W/C	FLUORESCENT TUBE	WHITE / COLOR 28W(T5)	300/400		
07	IL	5W LED INTERIOR LAMP	<input type="checkbox"/> YELLOW <input type="checkbox"/> WHITT LIGHT (PLEASE MARK) (FOR COUNTER SHOWCASE)	700		
08	OSP/UA	6 OUTLET SURGE PROTECTOR/UNIVERSAL ADAPTER (SOCKET EXCLUDED)		350		
09	PWR-1	SOCKET 110V	5Amp/10Amp/15Amp	220/350/450		
10	PWR-2	SOCKET 220V	5Amp/10Amp/15Amp	350/550/800		
11	SK	SMALL SINK	43*37cm (WITHOUT STAND)	1,650		
		(WATER IN/OUT LET EXCLUDED)	43*37cm (WITH STAND)	3,300		
12	IB CM	REFRIGERATOR /	50*50*H85cm	3,000		
		COFFEE MACHINE	40*40*H40cm	5,000		
13	TV	TV+DVD PLAYER	42"/55"	6,500/10,000		
14	WD-V	WATER DISPENSER	VERTICAL 33*33*H100	2,400		
15	WD-D	WITH WATER*3 BOTTLES	ON DESK 40*40*H60	2,400		
SUBTOTAL :				_____		
AMOUNT				NT\$ _____		
5% VAT				NT\$ _____		
TOTAL AMOUNT				NT\$ _____		

NOTE :

1. All orders must be submitted before deadline.
2. All orders must be accompanied with full payment to Huei Yow Business Co., Ltd.
3. All items ordered are on rental basis and exhibitors will be held responsible for any damages or loss caused.
4. Where it not otherwise stated, the listed prices are for the duration of the exhibition period only.

**COMPANY STAMP AND
SIGNATURE (PLEASE BE CLEAR)**

PLEASE FILL OUT BELOW INFORMATION FOR YOUR INVOICE :

COMPANY NAME : _____ VAT CODE (IF ANY) : _____

ADDRESS : _____







TEL : _____ CONTACT PERSON : _____

FAX : _____ E-MAIL : _____





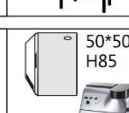

Equipment Information

傢俱項目					
01~03 P/1PC/ 1PCD	組合白色背板 貼色隔板-單/雙面 PANEL		13 ST	方型組合桌 SQUARE TABLE 70*70/120*80_H75	
04 RT	接待桌 RECEPTION TABLE 100*50*H75cm		14 TC	桌巾_米黃 TABLE CLOTH 120*240	
05 MT-G	玻璃圓桌 MEETING TABLE Dia 75*H75cm		15 CAP	地毯 CARPET 3M*3M	
06 FC	折椅 FOLDING CHAIR		16 SW	層板(平/斜) SHELF (FLAT/SLOPE) 100*30	
07 SFC	小圓折椅_有/無背 SMALL FOLDING CHAIR		17 SW-F	玻璃層板 SHELF (GLASS) 100*30	
08 BT	高吧桌-黑 BAR TABLE Dia 60*H106		18 SC-1	高玻璃櫃 TALL SHOWCASE 100*50*H200	
09 BS	創意高腳吧椅 BAR STOOL 椅墊27x32.5 椅座高x72總高x93		19 SC-2	高玻璃櫃 TALL SHOWCASE 50*50*H250	
10 BT-W	白色酒吧桌 WHITE BAR TABLE Dia 60*H90 (ADJUSTABLE)		20 SC-3	矮玻璃櫃 COUNTER SHOWCASE 100*50*H100	
11 BS-W	飛碟白色酒吧椅 WHITE BAR STOOL ADJUSTABLE		21 SC-4	高玻璃櫃 TALL SHOWCASE 100*50*H250	
12 MT-W	會議折疊桌 MEETING LONG TABLE 120*60/180*60				

22~23 DB-Q	1/4圓展台 QUADRANT DISPLAY BOX Dia 100cm 50*50*H50/75/100		35~36 2T-1~2	階梯展櫃 2-TIER DISPLAY BOX 100*50* H75/H100	
24 DB-S	扇型展示櫃 DISPLAY-SECTOR Dia 200/H75/H100		37 TV-S	電視TRUSS立架 (電視另計) TV TRUSS STAND H200(TV EXCLUDED)	
25 DB	展示櫃 DISPLAY BOX 100*70*H75or100		38 TV-EB	電視掛板(電視另計) EXTRA BOARD_FOR TV W100*H50 (TV EXCLUDED)	
26~28 DB11~15	展示櫃 DISPLAY BOX 100*50* H50/H75/H100		39 TV-B	電視鎖壁厚板(電視另計) WOODEN BACKBOARD _FOR TV W100*H100/H250 (TV EXCLUDED)	
29 DB5	展示櫃 DISPLAY BOX 50*50* H50/H75/H100		40~41 HB	鐵網 HANGER BOARD (IRON) W90*H90/120/150/180	
30 DB11-S	展示櫃_附夾層H75附鎖 DISPLAY BOX WITH INTERLAYER AND DOOR 100*50*H100		42~43 DP50 DP100	洞洞板 PEGBBOARD 50*H250 100*H250	
31~32 FD~SD	系統折門 FOLDING DOOR 木門 SYSTEM DOOR W100*H200		44~46 H/PH /HH	洞洞板鉤5/10/15cm PEGBBOARD HOOK 掛圖鉤PHOTO HOOK 鐵網掛鉤HANGER HOOK	
33 Q2T	1/4圓階梯展櫃 QUADRANT 2-TIER DISPLAY BOX Dia 200/H75/H100		47 DM	目錄架_立式 BROCHURE STAND 寬x30高x177	
34 HR2T	半圓階梯展櫃 HALF ROUND 2-TIER DISPLAY BOX Dia 200/H75/H100		48 AW	垃圾桶 TRASH CAN	

49 SB-S	指示牌 SIGN BOARD W40*H50/W60*H80		52 CB	名片箱 NAME CARD BOX (ACRYLIC)	
50 ES	活動指示牌 EVENT SIGN BOARD 40*50		53 VR	紅絨欄杆H90 VELVET ROPE	
51 PP	盆景 POTTED PLANT L/M/S 大約H90cm/ 中約H50cm/小約H40cm		54 RB	伸縮欄杆H100 RETRACTABLE BARRIER	

水電及電器項目

01 SP-13	13W LED投射燈 SPOTLIGHT 黃光/白光		08 OSP	排插(六孔) 6 OUTLET SURGE PROTECTOR PS:插座另計 (SOCKET EXCLUDED)	
02 SL-13	13W LED長臂燈 ARM SPOTLIGHT 黃光/白光		08 UA	萬用插座 UNIVERSAL ADAPTER PS:插座另計 (SOCKET EXCLUDED)	
03 CL-13	13W LED嵌燈 CEILING LIGHT 黃光/白光		09~10 PWR-1 PWR-2	110V/220V插座 POWER OUT-LET (SOCKET) 5a/10a/15a	
04 L-30	30W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		11 SK	小水槽 SINK 43*37	
05 L-70	70W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		12 IB/CM	小冰箱/咖啡機 REFRIGERATOR COFFEE MACHINE	
06 FL-W FL-C	白色/有色日光燈 FLUORESCENT TUBE WHITE/COLOR 28W(T5)		13 TV	電視 TELEVISION	
07 IL	5W LED櫃內珠寶燈 LED INTERIOR LAMP (FOR COUNTER SHOWCASE) 黃光/白光		14~15 WD-V WD-D	立式/桌上飲水機 WATER DISPENSER VERTICAL/DESK _WITH WATER*3	

FORM 4 Electric Order (Standard Shell Company)-1

Contact: HUEI YOW BUSINESS CO., LTD TEL: (02) 8789-8300 Ms. Natalia Tsai FAX: (02) 2729-7976 Email: ina@ms17.hinet.net		Due Date	9th October
Company Name	Booth No	Company's legally binding signature, Date	
Guest Name			
Tel			
Fax			

※ If order after due date will take more 30% fee.

※ All your order will take extra 50% fee on site.

All on site order depending on show day situation, set up after pay.

1. Additional electricity completion instructions :

Step1. Please fill in the required power and subtotal of each amount in the following (A)~(C) according to your actual electricity demand.

Step2. Please fill in the subtotal amount of (A)~(C) in the calculation formula of Step3. and fill in the 5% business tax. The total amount should be paid in the end.

(A) Electricity Power Supply: AC110V, 60 cycle : The fee for additional electricity usage is NTD 900 per 0.5 KW.

Company Booth Quantity: ____ booths(*12sqm) ; Total free electricity ____KW ;

Apply additional electricity ____KW; Extra Fee_____.

(B) Electricity Power Supply : AC220V, 60 cycle (3 Phase HP)

Item	Price (NTD)	HP	Price (NTD)	HP	Price (NTD)	
3 Phase 220V 15A	2,920	3 Phase 220V 40A	9,864	3 Phase 220V 75A	17,953	
3 Phase 220V 20A	5,521	3 Phase 220V 50A	11,890	3 Phase 220V 100A	24,173	
3 Phase 220V 30A	7,571	3 Phase 220V 60A	15,638	3 Phase 220V 125A	29,606	
Electric Equipment			Electric Power Required			Price
			Voltage	Amp	Q'ty	

FORM 4 Electric Order (Standard Shell Company)-2

(C) The charge for 24-hour non-stop power supply will be 3 times as much as the normal price.

Electric Equipment	Voltage	W	Q'ty	Price (3 times as much as the normal price)	Total
EX. Refrigerator	110V	0.5KW	1	\$900*3=2,700	2,700

Step3. Total fee :

Total amount	(A)	+(B)	+(C)	+5%VAT	
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Important Notice :

(1) ★Please send back **FORM 2&FORM 4** before **DUE DATE**.

Fax back (02) 2729-7976 Late applications will not be accepted. This will be used for construction, and will be charged at the discretion if the site is temporarily changed.

★Machineries require specific power supply, please contact our staff directly.

★Please indicate the booth number, voltage specifications and power consumption on **FORM 4**. Please clearly fill in the booth number and mark the location of the walkway; if there is no marked power location, it will be handled by the contractor designated by the Association.

All order , please pay the full amount to be valid and pay before September 26. Payment method is as follows

A. T/T (Telegraphic Transfer):

BANK NAME: E.SUN COMMERCIAL BANK(BANHSIN BRANCH)

BANK ADDRESS: No.5-1 Yuandong Rd., Banqiao Dist., New Taipei City 220.Taiwan

SWIFT CODE: ESUNTWTP

BANK'S ACCOUNT NAME: HUEI YOW BUSINESS CO., LTD

BANK'S ACCOUNT No: 0107-441-450036

FORM 5 - Electric order (APPLIED SPACE ONLY)

Kaigo Co., Ltd Ms. Alicia Lee Tel:+886-2-2595-4212 ext.413 design@kaigo.com.tw	Company:	Due Date 4th October
	Booth No.: Contact: Tel:	Company's legally binding signature, Date

(1) Space-Only Exhibitors should apply additional electricity from Kaigo Co., Ltd.					
(2) Fill out the following form					
(A) Electricity Power Supply : AC110V, 60 cycle The fee for additional electricity usage is NTD 900 per 0.5 KW. Usage quantities are billed in minimum increments of 0.5KW Apply additional electricity _____ KW; Extra Fee _____.					
(B) Electricity Power Supply : AC220V, 60 cycle (3 Phase HP)					
Item	PRICE (NTD) VAT Excluded	Item	PRICE (NTD) VAT Excluded	Item	PRICE (NTD) VAT Excluded
3 Phase 220V 15A	2920	3 Phase 220V 40A	9864	3 Phase 220V 75A	17,953
3 Phase 220V 20A	5521	3 Phase 220V 50A	11,890	3 Phase 220V 100A	24,173
3 Phase 220V 30A	7571	3 Phase 220V 60A	15,638	3 Phase 220V 125A	29,606
Electric Equipment		Electric Power Require			PRICE
		VOLTAGE	AMP	Quantity	



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(C) Electricity Power Supply: 24 HRS AC 110/220V. The charge for 24-hour non-stop power supply will be 3 times as much as the normal price.

Electric Equipment	VOLTAGE	W	Quantity	PRICE	Total
e.g. refrigerator	110V	0.5KW	1	900*3=2,700	2,700

Total amount	(A)	+(B)	+(C)	+5%VAT	
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Terms & Conditions:

- (1) Please send back **FORM 5** before **DUE DATE**.
- (2) Machineries require specific power supply, please contact our staff directly.
- (3) Please clearly note the Booth No, Voltage and KW and fill out the Number of Aisle and Neighbor Booth in **FORM 5**

ALL the orders will be valid after all the bills have been paid

(4) Space Only

Kaigo Co., Ltd to 8F-3, No. 9, Dehuei St., Taipei 10461, Taiwan, Attn: Ms. Alicia Lee.

Bank Name: Cathay United Bank

USD Account Name: Kaigo Co., Ltd.

SWIFT CODE: UWCBTWTP **USD Account No. :** 002-080-104858 **EURO Account No. :** 002-081-046649