



# EXHIBITORS' MANUAL

**Taipei IN Style (AW 14/15)**

April.17 ~ 20, 2014

**Songshan Cultural and Creative Park**

<http://www.taipeiinstyle.com>

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## 1. CHECKLIST

- ◆ **Form A~ C** must be completed and returned before **March 21**.
- ◆ **Form D & E** must be completed and returned before **March 28**.
- ◆ Services will be provided only the forms are returned before the deadline.

Form	Description	Deadline	Page No.
A	Invitation Cards	March 21	23
B	Booth Equipment Reconfirmation	March 21	24
C	Additional Facilities Rental	March 21	25-28
D	Temporary Staff Applicaton Form	March 28	29-30
E	Mannequin Rental Form	March 28	31

## 2. CONTACT LIST

### A. Organizer

Taiwan Textile Federation (TTF)

Address: 13th Floor, TTF Building, No. 22, AiGuo East Road, Taipei 100, Taiwan

Tel: +886-2-2341-7251

Fax: +886-2-2391-1648

TTF URL: [news.textiles.org.tw](http://news.textiles.org.tw)

TIS URL : [www.taipeiinstyle.com](http://www.taipeiinstyle.com)

#### Project Manager

Ms. Cecilia Liu, ext. 2561

Email: [cecilia\\_liu@textiles.org.tw](mailto:cecilia_liu@textiles.org.tw)

#### Stand Construction Coordinator

Ms. Petra Peng, ext 2592

Email: [petra.peng@textiles.org.tw](mailto:petra.peng@textiles.org.tw)

#### Buyer Invitation & Business Matching

Ms. Yalan Fan, ext 2583

Email: [yalan\\_fan@textiles.org.tw](mailto:yalan_fan@textiles.org.tw)

#### Fashion Show Coordinator

Ms. Tiffany Cheng, ext. 2535

Email: [tiffany@textiles.org.tw](mailto:tiffany@textiles.org.tw)

#### Public Relations and Press Conference Coordinator

Mr. Andrew Wang, ext. 2544

Email: [andrew@textiles.org.tw](mailto:andrew@textiles.org.tw)

### B. Services

#### (1) Official Contractor

O-YA Intergrated marketing solution.

10F., No.19-6, Sanchong Rd., Nangang Dist., Taipei City  
115, Taiwan

Tel: +886-2-26552777

Fax:+886-2-26552999

Contact person:

Ms. Lydia Cheng ext.173

E-mail: [lydia@o-ya-design.com](mailto:lydia@o-ya-design.com)

(2) Recommendation Hotels UNITED HOTEL

No.200, Guangfu S. Rd., Da'an Dist., Taipei City 106,  
Taiwan

Tel : +886-2-2773-1515

Fax : +886-2-2741-2789

Website: <http://www.unitedhotel.com.tw/en/index.php>

San Want Hotel

No.172, Sec. 4, ZhongXiao East Road, Taipei, Taiwan

Tel : + 886-2-2772-2121

Website : <http://www.sanwant.com/en/index.aspx>

**For the need of accommodation, please make the room-reservation earlier due to limited room availability.**

### 3. GENERAL INFORMATION

#### A. Fair Dates & Hours

Date: April 17(Thursday) to April 20(Sunday), total 4 days.

Hour: 10:00~18:00

4/17- 4/18 : Exhibition open to domestic and oversea buyers and textile/fashion related partners with invitation or name cards for entrance permit and to audience with fashion show ticket.

4/19 – 4/20 : Free for audience

#### B. Venue & Floor Plan

Songshan Cultural and Creative Park Warehouse 4 (House Show) 、 Warehouse 5(Standard Booth & Designer's Showcase) 、 1F North Tobacco Factory (Fashion Events Area & Business Center)

Address: No.133, Guangfu S. Rd., Xinyi Dist., Taipei City 110, Taiwan ; Tel: 886-2-2765-1388

#### C. Location Map

### TIS 2014 Floor Plan



- 1 1號倉庫 Warehouse No.1
- 2 2號倉庫 Warehouse No.2
- 3 3號倉庫 Warehouse No.3
- 4 4號倉庫 Warehouse No.4
- 5 5號倉庫 Warehouse No.5
- 6 檢查室 Inspection Room

- 7 辦公廳舍 Office Building
- 8 設計·點 Taiwan Design
- 9 台灣設計館 Taiwan Design Museum
- 10 藝符設計 if DESIGN ASIA
- 11 北向製菸工廠 North Tobacco Factory
- 12 巴洛克花園 Baroque Garden
- 13 南向製菸工廠 South Tobacco Factory
- 14 東向製菸工廠 East Tobacco Factory

- 15 育嬰房 Nursery Room
- 16 小山堂餐廳 TMSK Restaurant
- 17 鍋爐房 Boiler Room
- 18 文創大街 Cultural & Creative Blvd.
- 19 椰林大道 Palm Tree Ave.
- 20 楓香大道 Sweetgum Ave.

- ? 園區服務中心 (哺集乳室) Information Center (Breastfeeding Room)
- 樓梯 Stairs
- 洗手間 Toilets
- 無障礙坡道 Disabled Access Ramp
- 無障礙洗手間 Disabled Restroom
- 電梯 Elevator



## D. How to get there:

### a. From Taiwan Taoyuan International Airport (TTIA) to Taipei City center:

Please refer to the website of Taoyuan International Airport:  
<http://www.taoyuan-airport.com/english/Index/>

### b. Taipei City Transportation to Songshan Cultural and Creative Park

#### ♣ Metro :

- Take the Banqiao Line (Blue) to the Sun Yat-Sen Memorial Hall Station, and take Exit 5 and walk for about 550m to Yanchang Road (the intersection of Civic Boulevard and Guangfu South Road).
- Take the Banqiao Line (Blue) to the Taipei City Hall Station, and take Exit 1 (with stairs) or Exit 2 (with escalators) and walk for about 400m to Lane 553, Section 4, Zhongxiao East Road.

♣ **Bus** : Zhongxiao East Road 【United Daily News Stop】 212, 212(Direct), 232, 232(Sub), 240(Inc. Express Bus), 263, 270, 299, 919, 1800, 1815, 5500, Zhongxiao New Main Line Guangfu South Road 【Sun Yat-Sen Memorial Hall Stop】 204, 254, 266, 266(shuttle route), 282, 288, 288(shuttle route)

♣ **Parking** : The nearest pay parking lot is located at the underground level of the Taipei New Horizon Building. Please enter from Yanchang Road (the intersection of Civic Boulevard and Guangfu South Road).  
<http://www.taipeinewhorizon.com.tw/TNH/TrafficInformation> For more parking information, please visit the Taipei City Parking Management and Development Office' s website : <http://www.pma.taipei.gov.tw/>

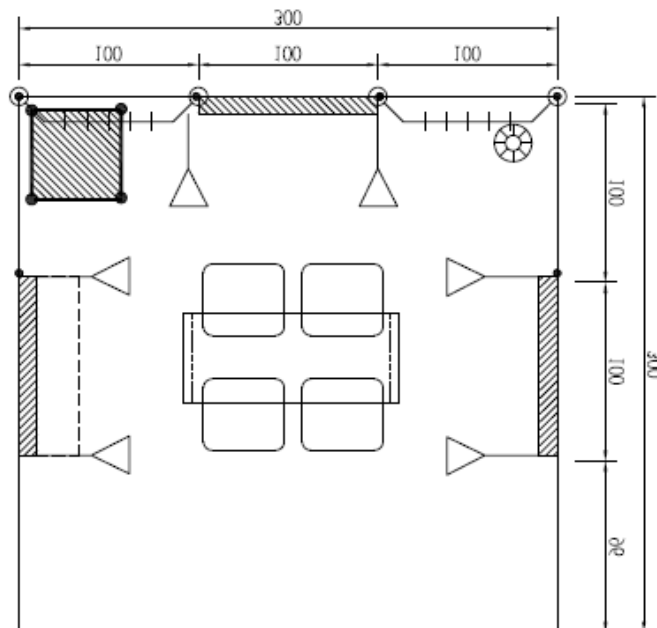
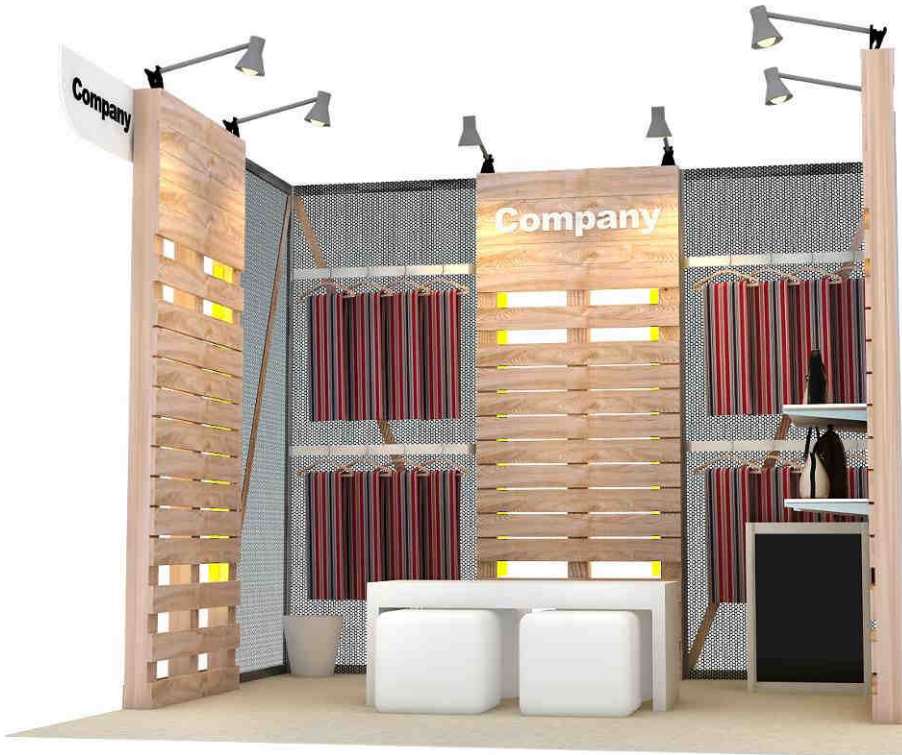


## E. Standard Booth Design and Facility

Booth equipments are included in the participation fee of 9 square meter standard booth and 4.5 square meter designer's showcase (The equipments will be allocated according to your booth size. For the standard item list please refer to Page 6 - 17).

### ■ Standard Booth Design and Facility



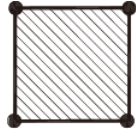
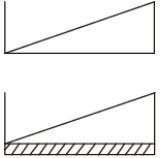
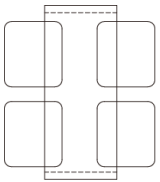

#### (1) Standard booth of Fashion Apparel for 9m<sup>2</sup> (One Side Open) (unit: cm)





■ **Standard booth (For Garment)**

The facility list for 9 square meter “Garment” standard Booth

LEGAND	Description	QTY
	18 Watt Spotlight	6
	Hanger 45cm(W) x 15cm(D), it can hang 10 apparel	4
	Lockable Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Flat Shelf or Sloped Shelf 100cm(W) x 30cm(D)	2
	Square Table +Tofu Chair 60cm (W) x 60cm(D) x 55cm (H)	1 set
	Waste Basket	1

※The hangers and shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

(1) Standard Items

Booth Qty.	Table	Chair	Cabinet	Spotlight	Hanger	Flat/ Slope Shelf	Waste Basket
1	1	4	1	6	4	2	1
2	2	8	2	12	8	4	1
4	2	8	4	20	16	8	1

(2) For 9 sq. m. Standard booth, number of hangers and shelves can be adjusted **at the same price level**, but no price discrepancy refund.

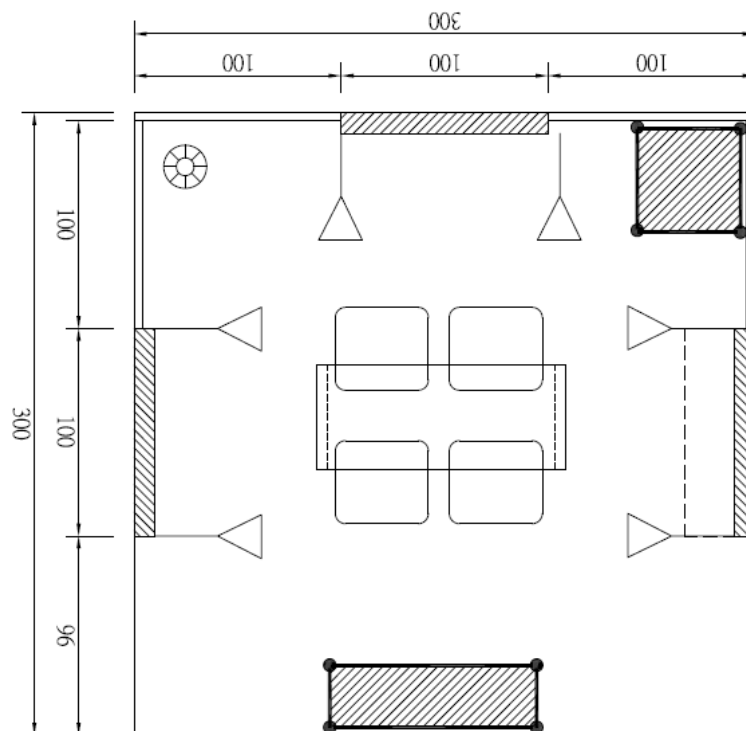
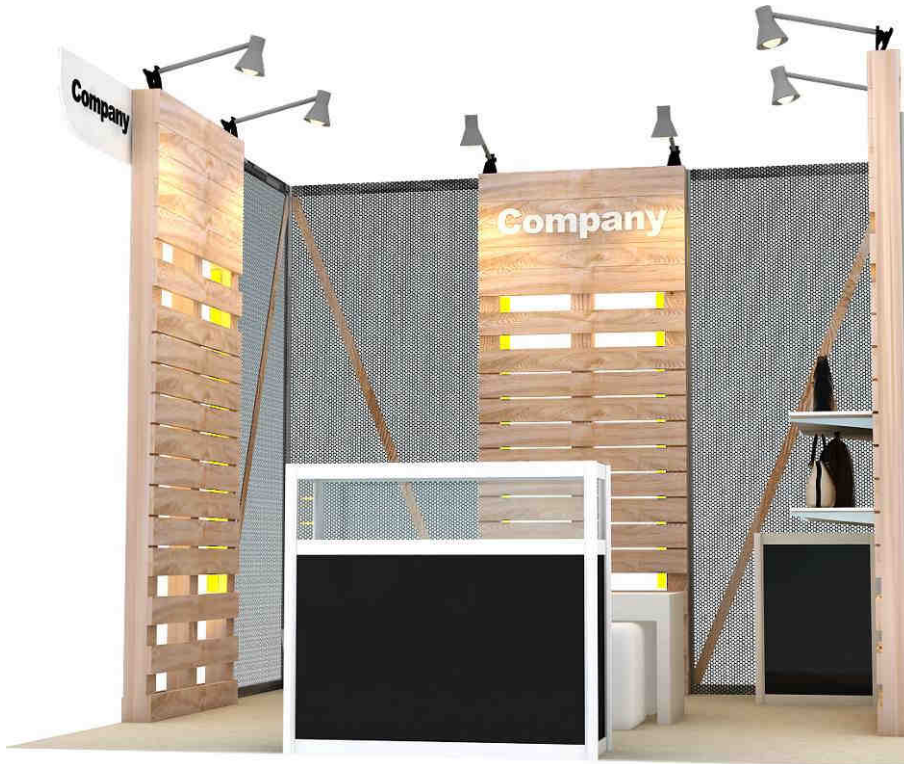
(3) For the stand construction and equipment, TTF is working with ***O-YA Intergrated.*** which will provide additional services and equipments according to the attached order forms.

(4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, ***O-YA Intergrated.*** by **March 21**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 24) and **Form C. Additional Facilities Rental** (Page 25~28)

(5) The organizer reserves the right to change the configuration and the facility if necessary.


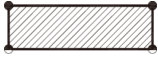

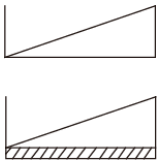
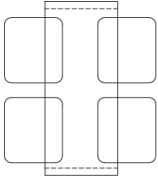

## Standard Booth Design and Facility

(2) Standard booth of Fashion Accessories for 9m<sup>2</sup> (One Side Open) (unit:cm)



■Standard booth (For Accessories)

The facility list for 9 square meter “Accessories” standard Booth

LEGAND	Description	QTY
	18 Watt Spotlight	6
	Table Showcase 100cm(W) x 50cm(D) x 100cm(H)	1
	Lockable Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Flat Shelf or Sloped Shelf 100cm(W) x 30cm(D)	2
	Square Table +Tofu Chair 60cm (W) x 60cm(D) x 55cm (H)	1set
	Waste Basket	1

※All shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

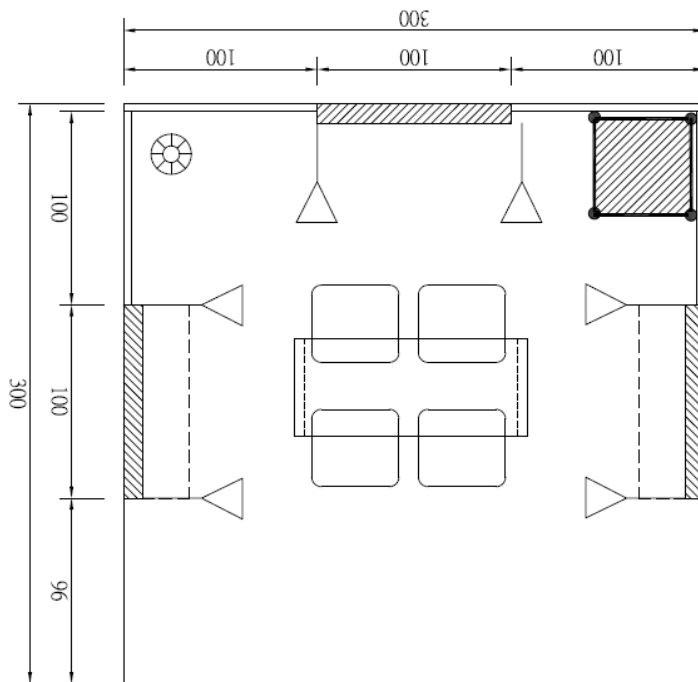
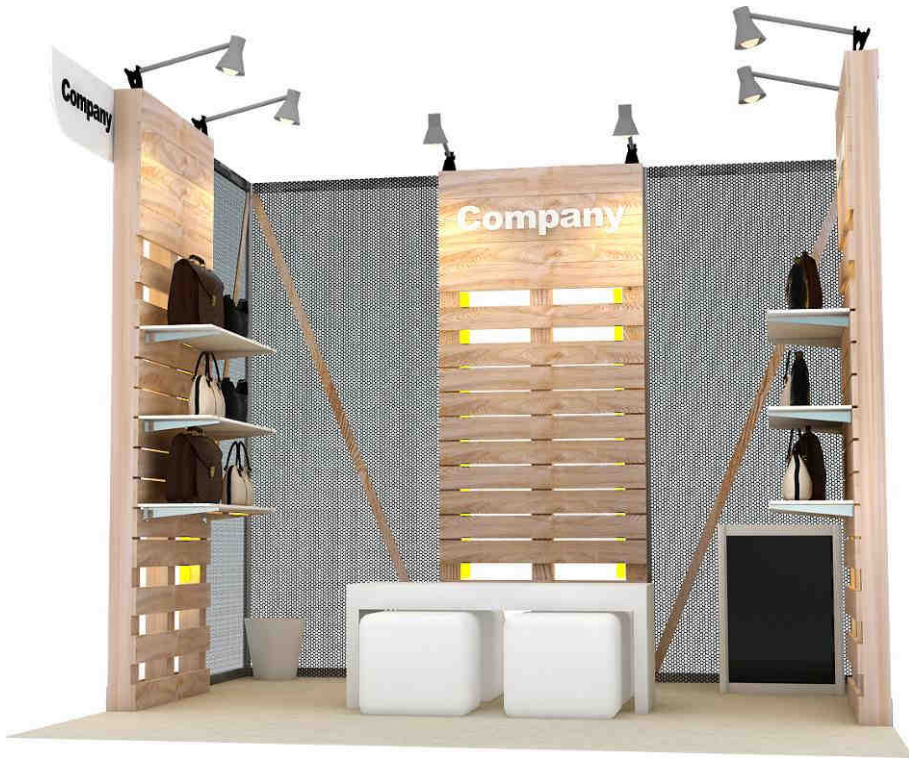
(1) Standard Items

Booth Qty.	Table	Chair	Cabinet	Spotlight	Table Showcase	Flat/ Slope Shelf	Waste Basket
1	1	4	1	6	1	2	1
2	2	8	2	12	2	4	1
4	2	8	4	20	4	8	1

- (2) For 9 sq. m. Standard booth, number of hangers and shelves can be adjusted **at the same price level**, but no price discrepancy refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Intergrated.** which will provide additional services and equipments according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **March 21**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 24) and **Form C. Additional Facilities Rental** (Page 25~28)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.



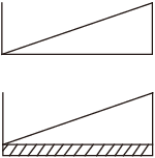
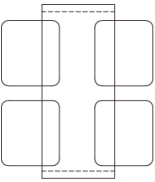

■ Standard Booth Design and Facility

(3) Standard booth of Fashion Accessories & Fashion Service for 9m<sup>2</sup> (One Side Open)  
(unit:cm)



■Standard booth (For Accessories& Fashion Service)

The facility list for 9 square meter “Accessories & Fashion Service” standard Booth

LEGAND	Description	QTY
	18 Watt Spotlight	6
	Lockable Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Flat Shelf or Sloped Shelf 100cm(W) x 30cm(D)	6
	Square Table+Tofu Chair 60cm (W) x 60cm(D) x 55cm (H)	1 set
	Waste Basket	1

※All shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

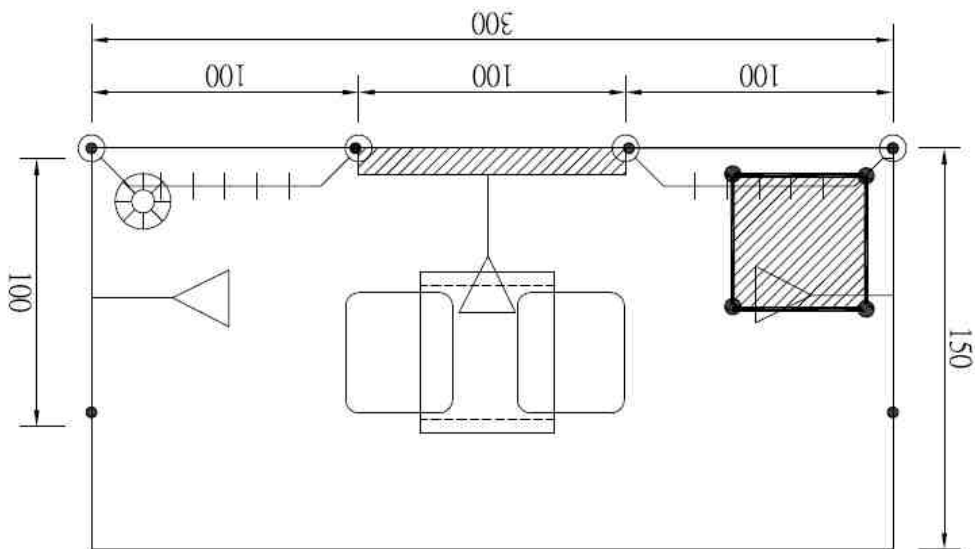
(1) Standard Items

Booth Qty.	Table	Chair	Cabinet	Spotlight	Flat/ Slope Shelf	Waste Basket
1	1	4	1	6	6	1
2	2	8	2	12	12	1
4	2	8	4	20	12	1

- (2) For 9 sq. m. Standard booth, number of hangers and shelves can be adjusted **at the same price level**, but no price discrepancy refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Intergrated.** which will provide additional services and equipments according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **March 21**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 24) and **Form C. Additional Facilities Rental** (Page 25~28)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.



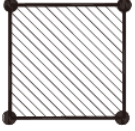
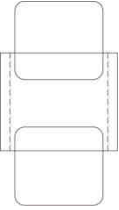



**■ Designer's Showcase (For 4.5m<sup>2</sup>)**  
**Designer's Showcase of Fashion Apparel for 4.5m<sup>2</sup> (One Side Open) (unit:cm)**



■ Designer's Showcase (For 4.5m<sup>2</sup>)

The facility list for 4.5 square meter "Apparel" standard showcase

LEGAND	Description	QTY
	18 Watt Spotlight	3
	Hanger 45cm(W) x 15cm(D), it can hang 10 apparel	2
	Lockable Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Square Table +Tofu Chair 60cm (W) x 60cm(D) x 55cm (H)	1 set
	Waste Basket	1

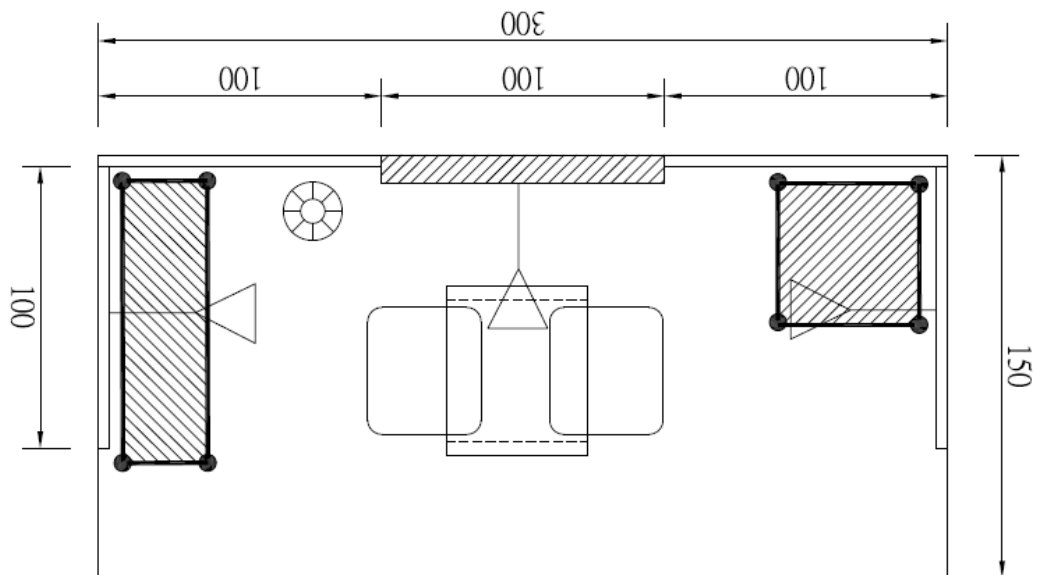
※The hangers and shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

(1) Standard Items

Booth Qty	Table	Chair	Cabinet	Spotlight	Hanger	Waste Basket
1	1	2	1	3	2	1
2	2	4	2	6	4	1
4	2	4	4	12	8	1

- (2) For 4.5 sq. m. Designer's showcase booth, number of hangers and shelves can be adjusted **at the same price level**, but no price discrepancy refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Intergrated.** which will provide additional services and equipments according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **March 21**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 24) and **Form C. Additional Facilities Rental** (Page 25~28)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.


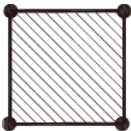
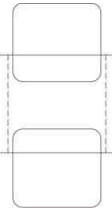

**■ Designer's Showcase (For 4.5m<sup>2</sup>)**  
**Designer's Showcase of Fashion Accessories for 4.5m<sup>2</sup> (One Side Open) (unit:cm)**





## ■ Designer's Showcase (For 4.5m<sup>2</sup>)

### The facility list for 4.5 square meter "Accessory" standard showcase

LEGAND	Description	QTY
	<b>18 Watt Spotlight</b>	<b>3</b>
	<b>Table Showcase</b> <b>100cm(W) x 50cm(D) x 100cm(H)</b>	<b>1</b>
	<b>Lockable Cabinet</b> <b>50cm(W) x 50cm(D) x 75cm(H)</b>	<b>1</b>
	<b>Square Table +Tofu Chair</b> <b>60cm (W) x 60cm(D) x 55cm (H)</b>	<b>1 set</b>
	<b>Waste Basket</b>	<b>1</b>

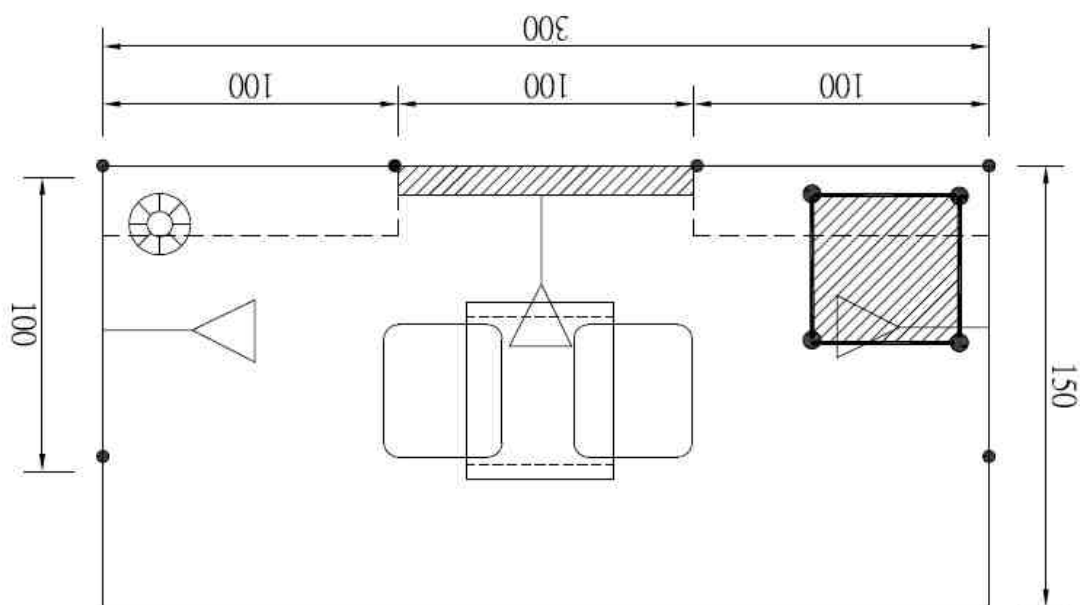
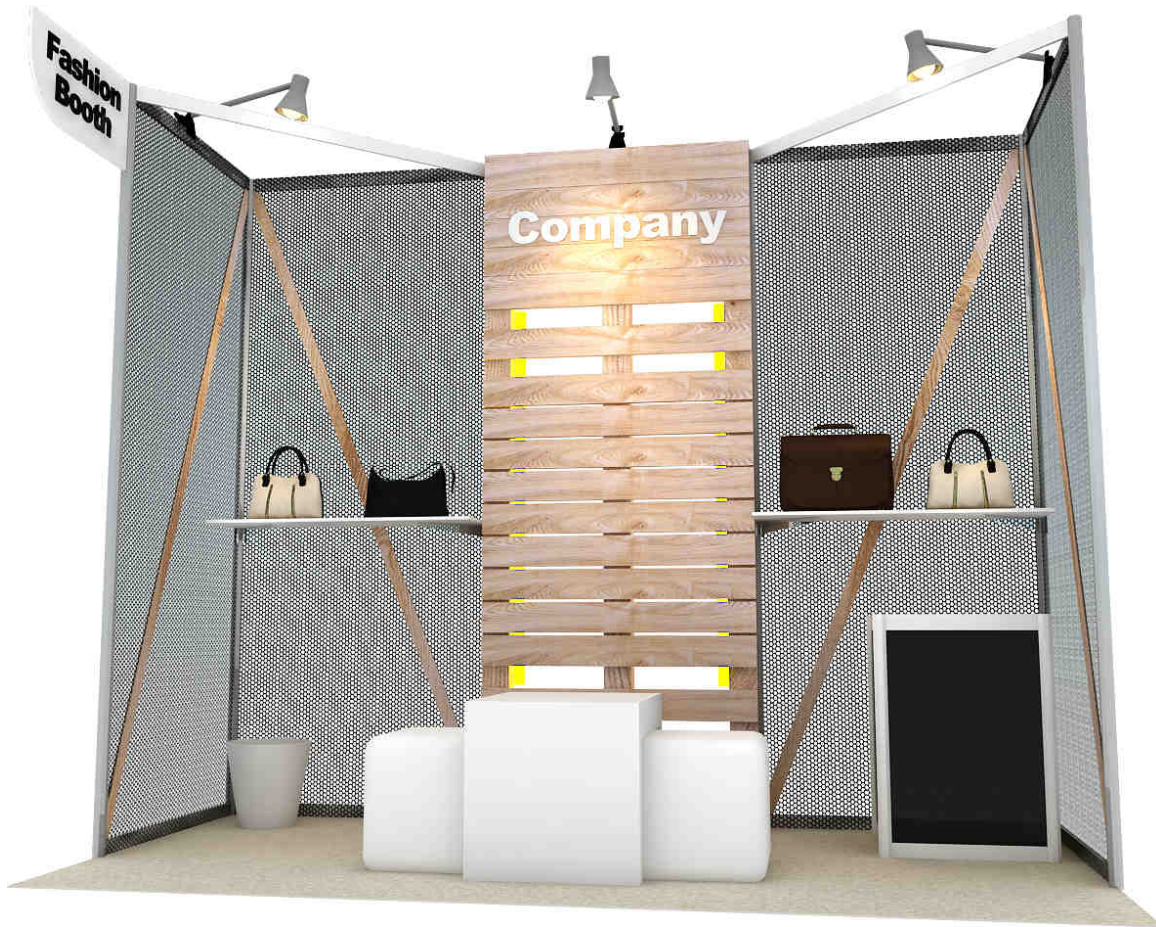
※All shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

#### (1) Standard Items

Booth Qty	Table	Chair	Cabinet	Spotlight	Showcase	Waste Basket
1	1	2	1	3	1	1
2	2	4	2	6	2	1
4	2	4	4	12	4	1



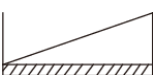
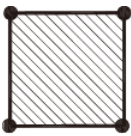
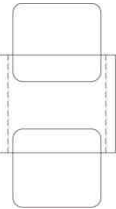

- (2) For 4.5 sq. m. Designer's showcase booth, number of hangers and shelves can be adjusted **at the same price level**, but no price discrepancy refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Intergrated.** which will provide additional services and equipments according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **March 21**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 24) and **Form C. Additional Facilities Rental** (Page 25~28)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.

**■ Designer's Showcase (For 4.5m<sup>2</sup>)**  
**Designer's Showcase of Fashion Accessories & Fashion Service for 4.5m<sup>2</sup> (One Side Open) (unit:cm)**



## ■Designer’s Showcase (For 4.5m<sup>2</sup>)

### The facility list for 4.5 square meter “Accessory” standard showcase

LEGAND	Description	QTY
	<b>18 Watt Spotlight</b>	<b>3</b>
 	<b>Flat Shelf or Sloped Shelf</b> <b>100cm(W) x 30cm(D)</b>	<b>2</b>
	<b>Lockable Cabinet</b> <b>50cm(W) x 50cm(D) x 75cm(H)</b>	<b>1</b>
	<b>Square Table +Tofu Chair</b> <b>60cm (W) x 60cm(D) x 55cm (H)</b>	<b>1 set</b>
	<b>Waste Basket</b>	<b>1</b>

※All shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

#### (1) Standard Items

Booth Qty	Table	Chair	Cabinet	Spotlight	Flat/ Slope Shelf	Waste Basket
1	1	2	1	3	2	1
2	2	4	2	6	4	1
4	2	4	4	12	8	1

(2) For 4.5 sq. m. Designer’s showcase booth, number of hangers and shelves can be adjusted **at the same price level**, but no price discrepancy refund.

(3) For the stand construction and equipment, TTF is working with **O-YA Intergrated.** which will provide additional services and equipments according to the attached order forms.

(4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **March 21**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 24) and **Form C. Additional Facilities Rental** (Page 25~28)

(5) The organizer reserves the right to change the configuration and the facility if necessary.

## F. Regulations for Booth Decoration

### (1) Move-in & Move-out Schedule:

Description	Date	Time
Booth Construction	April 14~15	Raw Space: 08:00~22:00
Booth Decoration	April 16	All Booth : 10:00~18:00
Hall opened for exhibitors	April 17~20	09:00~18:00(for exhibitors) 10:00~18:00(for buyers)
Exhibitors move-out	April 20	18:00~18:30
Booth Dismantling	April 21	08:00~20:00

### (2) Important Points for Booth Construction:

#### (a) The official contractor

#### **O'YA Marketing Solution & Interior Design Co., Ltd.**

Contact person: Ms. Lydia Cheng

Tel: +886-2-2655-2777 ext. 173

Fax: + 886-2-2655-2999

#### (b) Standard booth for Booth Construction:

- ♣ Standard booths are provided by the Organizer's official contractor and are of a standard design.
- ♣ No additional booth fitting or display may be attached to the standard booth structure without permission.
- ♣ No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor, or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.
- ♣ All exhibits, stand materials, and so on shall be removed immediately after the closing of the exhibition according to arrangements and within the time limits specified by the Organizer. Any exhibits or stand materials left behind at the Exhibition Venue shall be deemed abandoned.
- ♣ Exhibitors are prohibited to install any sub-standard fittings or wirings, which compromise the electrical safety standard.

#### (c) Custom-built booths on raw space:

- ♣ No tapes, nails, knobs, pants and fixtures of any kinds are allowed to be affixed to the partitions, floor, or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fittings at the fair.
- ♣ The company sign or product signs (included the main body of booth) erected on the custom-built booths on raw space can not exceed 2.5 meters in height, Any sign or display erected above the booth should be placed within and 1 meters from the outer edges of the booth.
- ♣ All signs should be of a three dimensional structure design. One dimensional signs should be avoided.
- ♣ Any advertising sign should be presented artistically: partitions, walls or signs next to corridors or between booths should be attractively designed and built only after obtaining

agreement from owners of neighboring booths. Otherwise, electricity will be denied.

- ♣ Walls with televisions or acting as big screens should not be built facing toward the aisle. They should, instead, be built at a 30 or above degree angle with respect to the aisle so that the crowds viewing the screens or televisions will not block aisle access to neighboring booths.

**The construction of a wall holding televisions must follow these rules:**

- ♣ Walls must not exceed 2.5 meters in height.
- ♣ The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
- ♣ Films or videos played must be related to the theme of the exhibition, not to be unethical.
- ♣ The volume of the films or videos must not exceed 80 decibels.
- ♣ **Electricity will be denied if exhibitors do not follow any of above rules.**

**Electricity (Please address your inquiries to O'YA Marketing Solution & Interior Design Co., Ltd.)**

- (a) Each 9 sq. m. booth is supplied with 110 volts 0.5 kilowatt power free of charge.
- (b) No applications for power and/or water drainage supply will be accepted during the move-in or during the exhibition.
- (c) All electrical works shall be carried out by the official contractor pointed by the organizer.
- (d) Any exhibitor needs power exceeding 110 volts 0.5 Kilowatt or socket should send the power circuit chart and application to the O'YA Marketing Solution & Interior Design Co., Ltd. (official contractor) before **March 21, 2014**. After the approval, the work should be consigned to a licensed electrician according to the chart.
- (e) Please apply during **March 11 to March 21**. A 20% surcharge will be levied for orders received 15 days prior to April 2, and a 50% surcharge for application after April 14.

**(3) Prohibited Items**

- (a) Using the electric saws or the spray paint.
- (b) The installation of twinkling or revolving neon lights or any special lighting.
- (c) No objects should be hung from the ceilings or pipes.
- (d) No posters or other promotional materials posted on walls or pillars except on the partition wall at your own booth.
- (e) Restrictions on floor work as follows:
  - ♣ No steel nails can be used.
  - ♣ No obstacle blocks the aisles.
  - ♣ Electricity boxes, fireplugs and water plugs should not be covered.
  - ♣ Hall Cleaning: TTF will be responsible for normal daily cleaning of the public areas and passageways. All exhibitors have to take care of their own booths.
- (f) No smoking at all time in the exhibition for safety.

**G. Exhibitor & Visitor Registration & Exhibitor Badges**

**(1) Exhibitor:**

- (a) Please fill in the Form A Invitation Cards (Page 23) and send to us before March 21, 2014.
- (b) Badges are free of charge.
- (c) A maximum of 4 badges will be issued to a 9 sq. m. booth and additional 2 badges will be

issued to each additional 9 sq. m. booth. The 2 badges will be issued to a 4.5 sq.m designer's showcase.

- (d) Exhibitor badges can be dispatched on April 16, 2014 during Decoration day at the Reception / Registration in front of ware house 5.
- (e) All exhibitors are reminded to wear exhibitors' badges when entering the exhibition hall.

**(2) Visitor:**

- (a) Free admission. Buyers involved in the textile related trade and industries will be admitted.

**(3) Exhibitor Badges**

- (a) Please provide the details of all personnel from your company, any co-exhibiting company, and your official agent/representatives that will be presenting in the exhibition booth during the event.
- (b) Your badges can be taken at the Reception / Registration in front of ware house 5 during the move-in day at **10:00~18:00 ,April 16, 2014**.
- (c) For the additional exhibitor badges, please also apply at the same place (**10:00~18:00, April 16, 2014**) and receive it.
- (d) Please register the number of Exhibitor Badges on TIS website [http://www.taipeiinstyle.com/new/register/index\\_en.asp](http://www.taipeiinstyle.com/new/register/index_en.asp)

## **H. Promotion & Advertisement**

**(1) Promotional Material and Media Release**

- (a) For your pre-exhibition promotion, all exhibitors automatically receive 50 copies of complimentary Visitor Invitation Cards or electronic invitation card. If you require additional cards, please indicate the quantity in **Form A Invitation Cards** (Page 23) and forward to Ms. Petra Peng before **March 21 , 2014**. Additional cards will be supplied at no charge at the discretion of the organizers.
- (b) Exhibitors with newsworthy stories such as new products, company profiles, expansion or investment plans, please contact the organizer and wherever possible information will be incorporated into press releases for circulation to all sections of the media. New product photographs are very welcome.
- (c) The organizer cordially invites all the exhibitors and visitors to participate in the following supplementary activities held with the show: Symposiums/Welcome Reception.

**(2) Business Center (at the North Tobacco Factory)**

The Business / Press Center will issue information about the exhibition to media. It will be opened to journalists and representatives throughout the exhibition hours with facilities for transmitting articles.

## I. Other Services

On-Site service from organizer:

Opening Hour	Location	Service
April 17~20, 2014 10:00~18:00	Reception / Registration (Ware House 5)	Reception and Registration for buyer and visitor & exhibitor.
	TIS Office (North Tabacco Factory)	1.Booth Service 2.Exhibition related service
	Business Center (North Tabacco Factory)	1.Information and reports about the exhibition for media 2. Reception to media 3.Rest Area and business conference
	Fashion events area (North Tabacco Factory)	1.Provide the stage for exhibitors to showcase new products or new design. 2.Seminar announce place.
	Storage room (North Tabacco Factory)	For exhibitors' bulk package

## J. Emergency

- (1) In the event of natural disasters or incidents such as severe typhoons, earthquakes, or fires during the show, the organizer will make an announcement through the following means:
  - (a) Radio broadcast : Broadcasting Corporation of China (BCC)  
Public Radio System FM104.9/105.1
  - (b) TIS URL: <http://www.taipeiinstyle.com>
  - (c) TTF Fashion Marketing Department: +886-2-2341-7251 ext 2592 Ms. Petra Peng  
Songshan Cultural and Creative Park: +886-2-2765-1388

## 4. Terms & Regulations for Participation

### A. Adherence to Copyright Patent Laws

- (1) It is strictly forbidden to display logos, licenses or patents registered by other companies.
- (2) Violations will result in immediate removal of the displays, with two year's suspension from exhibiting in all shows organized by TTF. The Exhibitors bear the responsibility for all penalties without recourse or indemnity.

### B. Insurance

In addition to insurance for exhibits in transit between the port of shipment and the fair site, the exhibitors are advised to also cover adequate insurance (fire, theft, water, accident, natural disasters and third part liability, etc.) for their exhibits during the exhibition (incl. set-up and dismantling periods)

### C. Security & Organizer's Liability

- (1) TTF will provide personnel for maintaining traffic order during the show period. Responsibility for guarding stands during the set-up, exhibition hours, and demolishing period, shall rest with the exhibitors.
- (2) During the booth erection, the show dates, and demolishing period, the booths are advised to be manned by exhibitors at all times.
- (3) TTF shall not be held accountable or liable for, any damage, loss, harm or injury to any person or the property of the exhibitor or of his officers, and/or employees, agents, visitors which result from the theft, fire, water, accident, natural disasters or any other cause.

#### **D. Show Days**

- (1) No exhibits are permitted to move in or out during the exhibition opening hours. If the exhibit has to be carried in, it should be done from **9:00~10:00 on April 17-20, 2014.**
- (2) Exhibitors should keep their booths opened and staffed at all times during exhibition opening hours. It is strictly prohibited to shut the booth before **18:00 on April 20, 2014.**
- (3) The organizer reserves the right to restrict noise over 80 decibels and to ensure suitable methods of operation and display of materials.
- (4) **No exhibit is allowed to be taken away from the venue during exhibition.** Only during move-out time, exhibitors are allowed to take exhibits out from the exhibition halls upon presenting the move-out permit to the security guards. Exhibitors requiring any special assistance are requested to contact the organizer's office.



<b>Form A</b>	<b>Taipei IN Style 2014</b>	RETURN TO :
		Fashion Marketing Department Taiwan Textile Federation Attn: Ms. Petra Peng Tel: +886-2-23417251 Ext. 2592 Fax:+ 886-2-23911648 E-mail : petra.peng@textiles.org.tw
<b>DEADLINE</b> <b>March 21,</b> <b>2014</b>	April 17 - 20, 2014	

## Invitation Cards

<b>Company Name:</b>	
<b>Contact Person:</b>	<b>Booth No.:</b>
<b>Tel:</b>	<b>Extension:</b>
<b>Date:</b>	

1. Please confirm the **invitation cards** required in the following column.

- No, we don't need more invitation cards (50 copies of invitation cards are enough).
- Yes, we need more \_\_\_\_\_ copies of invitation cards.

<b>Form B</b>	<b>Taipei IN Style 2014</b>	RETURN TO : O'YA Marketing Solution & Interior Design Co., Ltd. Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Lydia Cheng Ext.173 <a href="mailto:Lydia@o-ya-design.com">Lydia@o-ya-design.com</a>
<b>DEADLINE</b> <b>March 21, 2014</b>	April 17 - 20, 2014	

### Booth Equipment Reconfirmation

Company Name:		Measurement of booth:	sq. m
Contact Person:		Booth No.:	
Tel:		Extension:	
Date:			

- We use the standard booth (see drawing as below):
- We use the standard booth and add modification (see drawing as below)
- We design the booth by ourselves (see drawing as below), please build our stand accordingly.

Unit: Q'ty

Facilities	Standard Q'ty	Additional (+)	Minus (-)	Total Q'ty
Table				
Chair				
Lockable Cabinet				
Hanger				
Flat Shelf				
Slope Shelf				
Showcase				
Waste Basket				
L-arm Spotlight				

Please use this space to make a note (Include the height of hanger/flat shelf/slope shelf)  
 Socket :There is no socket provided for standard booth. If it's necessary, please apply in advance.

Fascia Board

Company Name(Full name): \_\_\_\_\_

<b>Form C-1</b>	<b>Taipei IN Style 2014</b>	RETURN TO : O'YA Marketing Solution & Interior Design Co., Ltd. Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Lydia Cheng Ext.173 <a href="mailto:Lydia@o-ya-design.com">Lydia@o-ya-design.com</a>
<b>DEADLINE</b> <b>March 21, 2014</b>	April 17 - 20, 2014	

### Additional Facilities Rental

**COMPANY NAME :** \_\_\_\_\_ **BOOTH NO:** \_\_\_\_\_

A. Please enter the exact name you require on the fascia:					
No.	FURNITURE/ELECTRICAL	SIZE	UNIT PRICE US\$	Q'TY	AMOUNT US\$
1	Information counter	100x50x75cmH	27		
2	Lockable cabinet	50x50x75cmH	33.5		
3	Bar Table	Dia 60x110cmH	50		
4.	Bar Stool		33.5		
5	Square table	60x60x55cmH	40		
6	Tofu chair	45.5x45.5x37.5cmH	27		
7	Low glass showcase	100x50x100cmH	100		
8	Tall glass showcase(incl. 2 lights)	100x55x200cmH	150		
9	Wooden shelf (□flat / □slope)	100x30cmD	10		
10	Glass shelf	100x30cmD	13.5		
11	Single Wooden wall panel	100x244cmH	83.5		
12	Lockable door	100x220cmH	83.5		
13	Lockable folding Door	W :100cmx220cmH	50		
14	Hooks for Wooden Panel	6cm/L (10 pcs)	4		
15	Hooks for Wooden Panel	15cm/L(10pcs)	8.5		
16	Sofa	77x70mmH	83.5		
17	A4 brochure Rack		50		
18	Hanger A	100cmL x 15cmD	20		
19	Hanger B	45cmL x 15cmD	15		
20	Display counter	100x100x75cmH	35		
21	Display counter	100x70x75cmH	30		
22	Display counter	100x50x75cmH	27		
23	Display counter	70x70x75cmH	24		
24	Display counter	50x50x75cmH	20		
25	Coffee machine		85		
26	Refrigerator	500x500x750mmH	100		
Sub-total:				US\$	
Plus 5% VAT:				US\$	
Total:				US\$	

<b>Form C-2</b>	<b>Taipei IN Style 2014</b>	RETURN TO : O'YA Marketing Solution & Interior Design Co., Ltd. Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Lydia Cheng Ext.173 <a href="mailto:Lydia@o-ya-design.com">Lydia@o-ya-design.com</a>
<b>DEADLINE</b> <b>March 21, 2014</b>		

### Additional Facilities Rental


**COMPANY NAME :** \_\_\_\_\_ **BOOTH NO :** \_\_\_\_\_

No.	FURNITURE/ELECTRICAL	SIZE	UNIT PRICE US\$	Q'TY	AMOUNT US\$
27	Potted plant (s)	300 - 500mmH	7		
	Potted plant (M)	600 - 900mmH	10		
	Potted plant (L)	1000 - 1500mmH	15		
28	Waste Paper Basket		3.5		
29	42" Plasma TV monitor w./ DVD player		400/show		
30	18W Spotlight		10		
31	18W Long arm spotlight		13.5		
32	300W Spotlight		25		
33	300W Long arm spotlight		28.5		
34	40W fluorescent light		12		
35	110V/single phase socket		10		
36	220V/Single phase socket		17		
<b>※The above equipment does not contain the electricity</b>					
Sub-total US\$ :					
Plus 5% VAT US\$:					
Total: US\$					














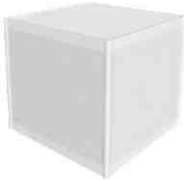


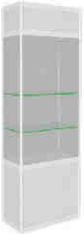

**NOTE : This quoted price only used in this exhibition**

1. Orders are valid only when accompanied with full payment by :
  - a. Check made payable to **O'YA Marketing Solution & Interior Design Co., Ltd.**
  - b. Telegraphic transfer to the **HUA NAN COMMERCIAL BANK LTD. CHIEN CHEN BRANCH**  
**A/C: 105-97-000986-1(US\$)**  
**Swift Code : HNBKTWTP105**
  - c. **Address: 38, Sec. 1, Chung-King South Road, Taipei, Taiwan, REPUBLIC of CHINA**
2. A 30% surcharge will be levied for orders received 15 days prior to show opening and on-site orders will be surcharged at 50%.
3. An administration fee of 30% of total amount will be charged, if order is cancelled within 15 days before show opening, no refund will be made for on-site cancellation.
4. The above are basic furniture and electrical items available for rental. If you require special design for your booth. O'YA will be pleased to assist. Please contact us at Tel: +886-2-2655-2777 ext. 173 (Ms. Lydia Cheng), Fax: +886-2-2655-2999

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

<p>接待桌</p> 	<p>摺疊椅</p> 	<p>玻璃圓桌</p> 
<p>洽談椅</p> 	<p>吧檯椅</p> 	<p>平層板</p> 
<p>斜層板</p> 	<p>玻璃層板</p> 	<p>投射燈</p> 
<p>長臂燈</p> 	<p>嵌燈</p> 	<p>日光燈</p> 
<p>插座 (110V/5A)</p> 	<p>插座 (220V/5A)</p> 	<p>名片箱</p> 
<p>目錄架</p> 	<p>衣架</p> 	<p>盆景 (小)</p> 
<p>盆景 (中)</p> 	<p>盆景 (大)</p> 	<p>1/4圓展台</p> 

Remark :  
 Above items are for reference only, any extra design or service, please contact O'YA Marketing Solution & Interior Design Co., Ltd. directly.

<p>1/4圓接待桌</p> 	<p>組合背板</p> 	<p>階梯展台</p> 
<p>階梯展台</p> 	<p>折門</p> 	<p>木門</p> 
<p>展示台 1</p> 	<p>展示台 2</p> 	<p>展示台 3</p> 
<p>展示台 4</p> 	<p>展示台 5</p> 	<p>展示台 6</p> 
<p>展示台 7</p> 	<p>展示台 8</p> 	<p>展示台 9</p> 
<p>玻璃矮櫃</p> 	<p>玻璃高櫃</p> 	<p>設計師展台掛衣五金</p> 

Remark :  
 Above items are for reference only, any extra design or service, please contact O'YA Marketing Solution & Interior Design Co., Ltd. directly.

<b>Form D</b>	<b>Taipei IN Style</b>	RETURN TO : <b>Hong Shun Event Service</b> Tel: 886-2-8780-2355 #23 Fax: 886-2-8789-6263 Contact: Mr.Dennis Kan E-mail: tw.tpe.dennis@expoinone.com
<b>DEADLINE</b> <b>March 28, 2014</b>	<b>2014</b>  April 17- 20, 2014	

## Temporary Staff Application Form

■Application Form :

Fee ( Before Tax ) : US\$

Category	Unit Pricing per day (8 hours) 9:30~17:30	Over Time (hourly)	QTY	Gender (M/F)	Date	Duration Time	Amount (\$)	
Chinese-Speaking Staff (Service Staff)	70.00	15.00						
English- -Speaking Staff (Service Staff)	90.00	18.00						
Japanese-Speaking Staff (Service Staff)	110.00	25.00						
Sales Model	150.00	40.00						
Interpreter (English 、 Japanese)	Upon Request	Upon Request						
Interpreter (German 、 Russia 、 Spanish 、 etc)	Upon Request	Upon Request						
Show Crew (ex.: Show Girls 、 Hosts 、 Cheerleaders 、 Dance Crew 、 etc)	Upon Request	Upon Request						
<b>Price includes lunch, water cups and labor insurance.</b>							Total Cost (US \$)	

■Special Request : (Example : Outfit · Height ...etc) \_\_\_\_\_

■Job Description : \_\_\_\_\_

※Payment must be made 10 working days prior to the show. Payment by bank transfer only. The bank charge will be on your account.

Bank Name:	Standard Chartered Bank (Taiwan) Ltd.
Bank Address :	No.168 Tun Hwa North Road Taipei City Taiwan
SWIFT Code:	SCBLTWTP
Account Number:	065-053-0000101-7
Account Name:	HONG SHUN Event Services CO., LTD.

\* For cancellation received on the staff dispatch day, only 30% of the payment will be returned, the bankcharge will be on your account.

\* Any questions please contact: Hong Shun Event Services Co. Ltd.

Phone: (886-2) 8780-2355      Fax: (886-2) 8789-6263

Contact: Mr. Dennis Kan      E-mail: tw.tpe.dennis@expoinone.com

Continuing Next Page....

**Applicant :**

Company Name:	Booth Number:
Company Address:	
Contact Person:	Phone: (    ) Ext.:
E-Mail:	Fax: (    )
On-Site Contact Person:	Cell ( Must Have ) :

Signature:

Applied Date:

**Please enclose the bank receipt. The confirmation would be email to you within one week upon receiving application form and payment**



<b>Form E</b> <b>DEADLINE</b> <b>March 28, 2014</b>	<b>Taipei IN Style</b>  <b>2014</b> April 17–20, 2014	RETURN TO : CHIEN JUY LIN CO., LTD. Tel: 886-3-4923920 Fax: 886-3-4924638 Contact: Ms Ching Lin E-mail: chienjuylin@yahoo.com.tw
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**Mannequin Rental Form**

If you need to rent mannequins, please feel free to contact with CHIEN JUY LIN CO., LTD.

The rental of abstract face mannequin (color is white) is US\$70 (including shipping cost).

Payment term: Cash on delivery

Regarding to the mannequin detail, please check out the website ([www.chienjuylin.com](http://www.chienjuylin.com)).

Company Name:		Booth Number:
Tel :	Ext.:	Fax: (     )
Company Address:		Email:
Seal of Responsible Person	Company Seal	Contact Person:
		Cell ( Must Have ) :