



EXHIBITORS' MANUAL

The 10th Taipei IN Style (SS 15)

November 6 ~ 9, 2014

Songshan Cultural and Creative Park

<http://www.taipeiinstyle.com>

INDEX

| | |
|---|----|
| 1. Checklist..... | 1 |
| 2. Contact List..... | 1 |
| A. Organizer..... | 1 |
| B. Services..... | 1 |
| 3. General Information..... | 3 |
| A. Fair Dates & Hours..... | 3 |
| B. Venue & Floor Plan..... | 3 |
| C. Location Map..... | 3 |
| D. How to get there..... | 4 |
| E. Booth Design and Facility..... | 5 |
| F. Regulations for Booth Decoration..... | 17 |
| G. Exhibitor & Visitor Registration& Exhibition Badges..... | 18 |
| H. Promotion & Advertisement..... | 19 |
| I. Other Services..... | 20 |
| J. Emergency..... | 20 |
| 4. Terms & Regulations for Participation..... | 20 |
| A. Copyright Patent laws..... | 20 |
| B. Insurance..... | 20 |
| C. Security & Organizer’s liability..... | 20 |
| D. Show Days..... | 21 |
| 5. Forms..... | 22 |
| (Form A) Invitation Cards..... | 22 |
| (Form B) Booth Equipment Reconfirmation..... | 23 |
| (Form C) Additional Facilities Rental..... | 24 |
| (Form D) Temporary Staff Applicaton Form..... | 28 |
| (Form E) Mannequin Rental Form..... | 30 |

1. CHECKLIST

- ◆ **Form A~E** must be completed and returned before **September 30**.
- ◆ Services will be provided only the forms are returned before the deadline.

| Form | Description | Deadline | Page No. |
|------|--|--------------|----------|
| A | Invitation Cards | September 30 | 22 |
| B | Booth Equipment Reconfirmation(mandatory) | September 30 | 23 |
| C | Additional Facilities Rental(mandatory) | September 30 | 24-27 |
| D | Temporary Staff Application Form | September 30 | 28-29 |
| E | Mannequin Rental Form | September 30 | 30 |

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

TIS URL : www.taipeiinstyle.com

Project Manager

Ms. Cecilia Liu, ext. 2561

Email: cecilia_liu@textiles.org.tw

Stand Construction Coordinator

Ms. Petra Peng, ext 2592

Email: petra.peng@textiles.org.tw

Buyer Invitation & Business Matching

Ms. Yalan Fan, ext 2583

Email: yalan_fan@textiles.org.tw

Fashion Show Coordinator

Ms. Tiffany Cheng, ext. 2535

Email: tiffany@textiles.org.tw

Public Relations and Press Conference Coordinator

Mr. Andrew Wang, ext. 2544

Email: 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. Mandy Lu ext.139

E-mail: mandy@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>

Please make the room reservation early due to the limited room availability.

3. GENERAL INFORMATION

A. Fair Dates & Hours

Date: **November 6(Thursday) to November 9(Sunday)**, total 4 days.

Hour: **10:00~18:00**

11/6-11/7 : Open to trade professionals

11/7 after pm 15:30 open to school groups / students

11/8 – 11/9 : Open to visitors.

B. Venue & Floor Plan

Songshan Cultural and Creative Park

Warehouse 2 (House Show) 、 Warehouse 3(Booth Area) 、 1F North Tobacco Factory (Booth Area / Business Center) 、 2F Creative Forum(Seminar / Trunk Show)

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

C. Location Map

TIS 2014 Floor Plan



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

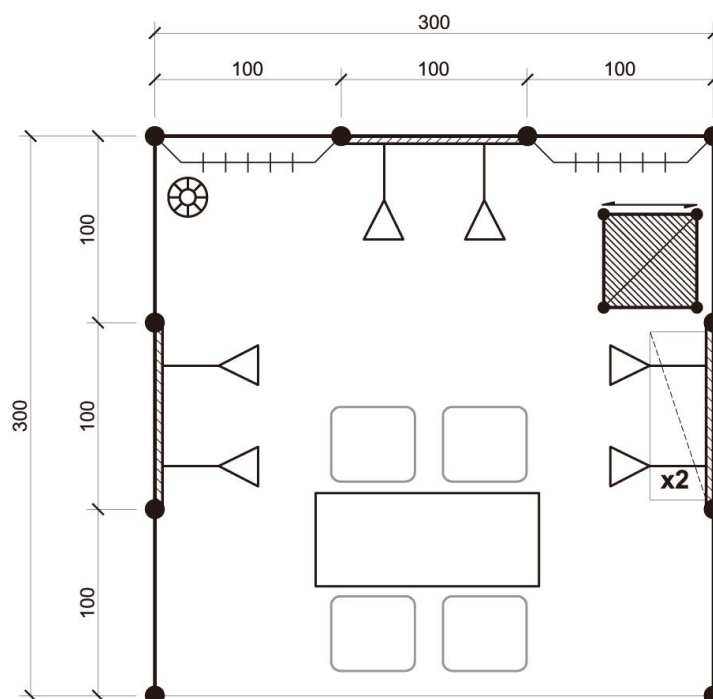


E. Booth Design and Facility



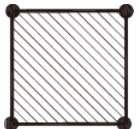
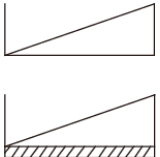
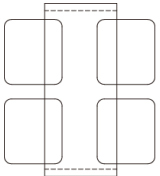

Booth equipments are included in the participation fee of 9 sqm “Standard Booth” and 4.5 sqm Designer’s Showcase” (The equipments will be allocated according to your booth size. For the standard item list please refer to Page 5 - 16).

■ Standard Booth (9m²)

(1) Type A of Apparel for 9m² (unit: cm), H:250cm



The facility list for 9m² Standard booth -Type A “Apparel”

| LEGAND | Description | QTY |
|---|--|--------------|
|  | 18 Watt Long arm Spotlight | 6 |
|  | Hanger Rack 100cm(W) x 30cm(D), it can hang 15 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 120cm (W) x 60cm(D) x 55cm (H) | 1 set |
|  | Waste Basket | 1 |

※The Hanger Racks 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 Rack | 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 |

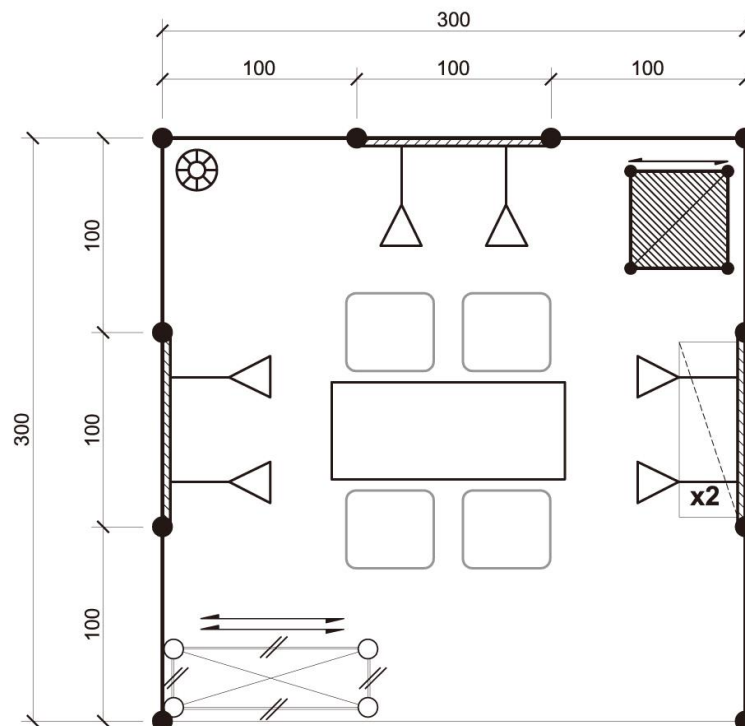
(2) For 9 sq. m. Standard booth, number of Hanger Racks and shelves can be adjusted **at the same price level**, but no price discrepancy refund.

(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.


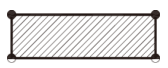
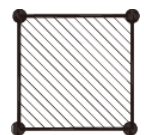
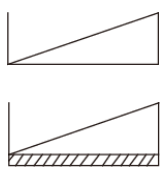
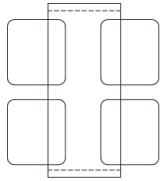

(4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **September 30**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 23) and **Form C. Additional Facilities Rental** (Page 24~27)

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

(2) Type B of Accessories for 9m² (unit:cm) H:250cm



The facility list for 9m² Standard booth - Type B “Accessories”

| LEGAND | Description | QTY |
|---|--|-------------|
|  | 18 Watt Long arm 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 120cm (W) x 60cm(D) x 55cm (H) | 1set |
|  | Waste Basket | 1 |

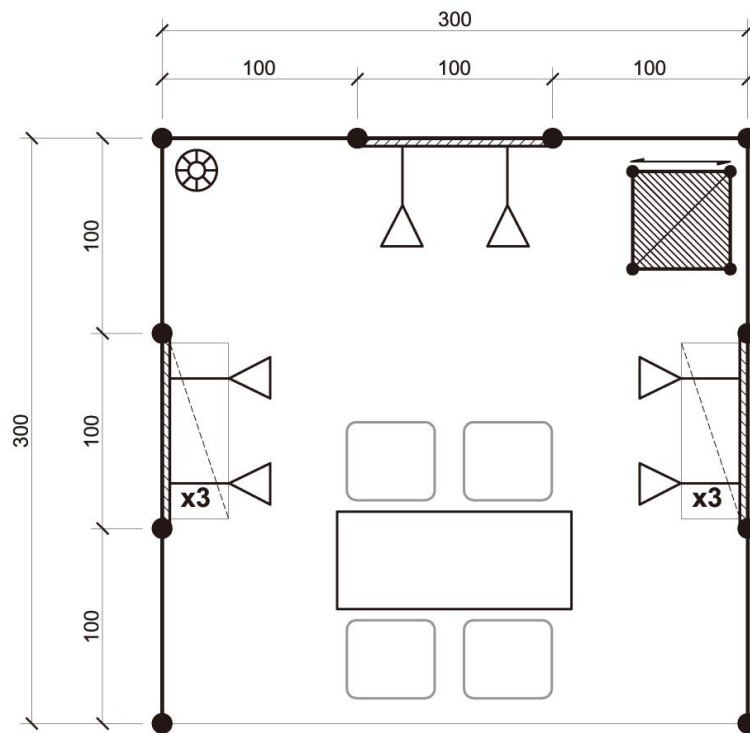
※All shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

(1) Standard Items



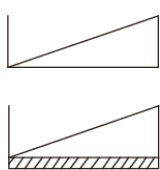
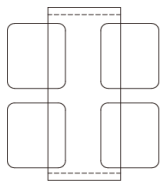

| Booth Qty. | Table | Chair | Cabinet | Spotlight | Table Showcase | Flat/ Slope Shelf | Waste Basket |
|------------|-------|-------|---------|-----------|----------------|-------------------|--------------|
| 1 | 1 | 4 | 1 | 6 | 1 | 2 | 1 |
| 2 | 2 | 8 | 2 | 12 | 2 | 4 | 1 |
| 4 | 2 | 8 | 4 | 20 |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

- (2) For 9 sq. m. Standard booth, number of Hanger Racks 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 **September 30**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 23) **and** **Form C. Additional Facilities Rental** (Page 24~27)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.

(3) Type C of Fashion Accessories & Fashion Service for 9m² (unit:cm) H:250cm



The facility list for 9m² Standard booth-Type C “Accessories & Fashion Service”

| LEGAND | Description | QTY |
|---|---|--------------|
|  | 18 Watt Long arm 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 120cm (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 Hanger Racks and shelves can be adjusted **at the same price level**, but no price discrepancy refund.

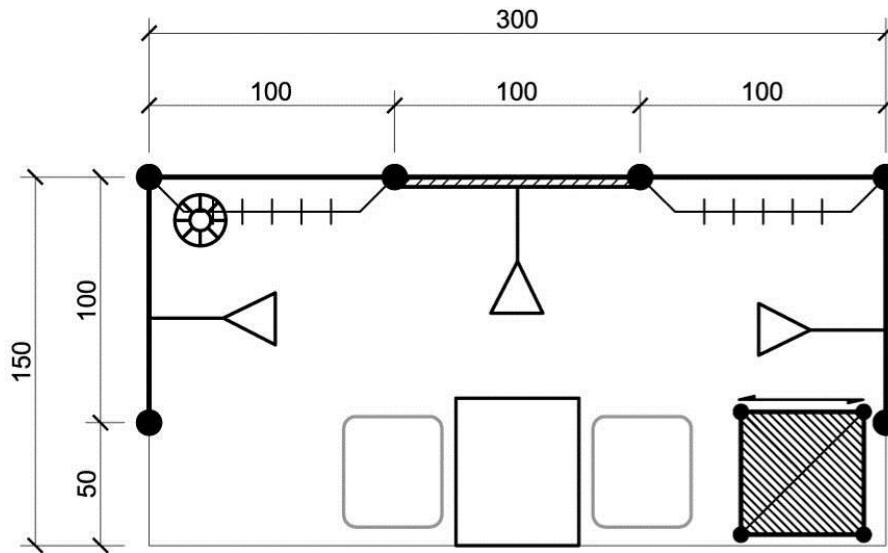
(3) For the stand construction and equipment, TTF is working with **O-YA Intergrated.** which will provide additional services and equipments according to the attached order forms.

(4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Intergrated.** by **September 30**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 23) **and Form C. Additional Facilities Rental** (Page 24~27)



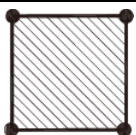
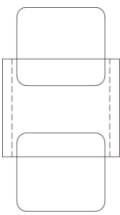

(5) The organizer reserves the right to change the configuration and the facility if necessary.

■ Designer's Showcase (For 4.5m²)

(1) Type -A of Fashion Apparel for 4.5m² (unit:cm) , H:250cm



The facility list for 4.5m² Designer’s Showcase-Type A “Apparel”

| LEGAND | Description | QTY |
|---|---|--------------|
|  | 18 Watt Long arm Spotlight | 3 |
|  | Hanger Rack 100cm(W) x 30cm(D), it can hang 15 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 |

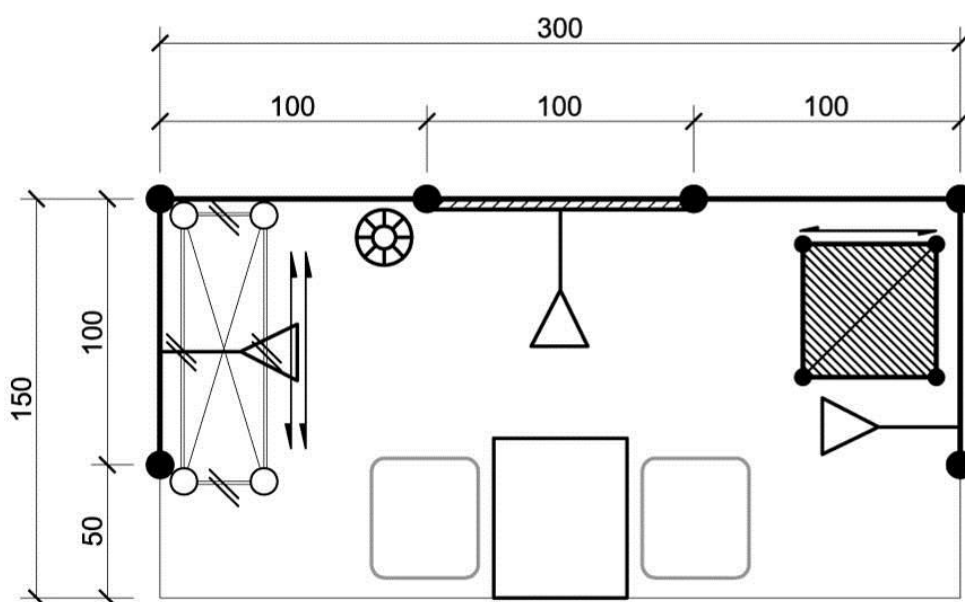
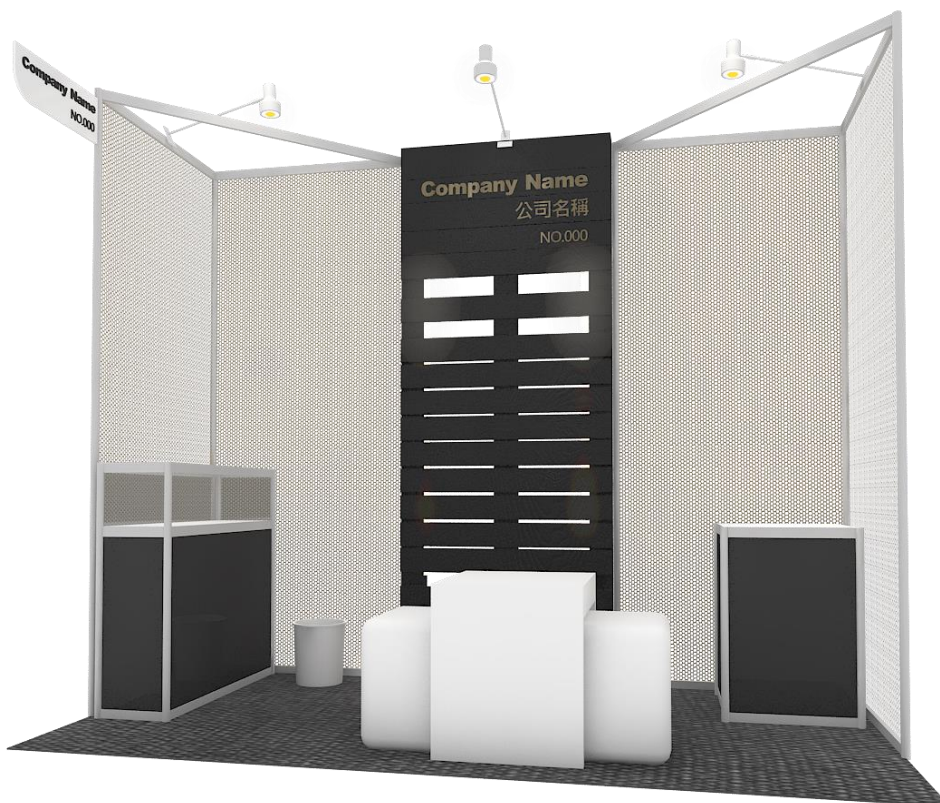
※The Hanger Racks and shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

(1) Standard Items


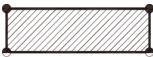
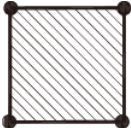
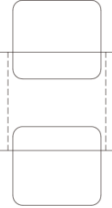

| Booth Qty | Table | Chair | Cabinet | Spotlight | Hanger Rack | Waste Basket |
|-----------|-------|-------|---------|-----------|-------------|--------------|
| 1 | 1 | 2 | 1 | 3 | 2 | 1 |
| 2 | 2 | 4 | 2 | 6 | 4 | 1 |
| 4 | 2 | 4 | 4 | 12 | 8 | 1 |

- (2) For 4.5 sq. m. Designer’s showcase booth, number of Hanger Racks 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 **September 30**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 23) **and Form C. Additional Facilities Rental** (Page 24~27)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.

(2) Type B of Fashion Accessories for 4.5m² (unit:cm) , H:250cm



The facility list for 4.5m² Designer’s Showcase –Type B “Accessories”

| LEGAND | Description | QTY |
|---|---|--------------|
|  | 18 Watt Long arm Spotlight | 3 |
|  | Table Showcase 100cm(W) x 50cm(D) x 100cm(H) | 1 |
|  | 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 |

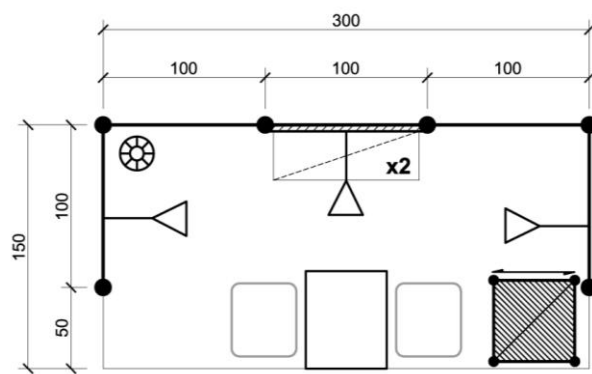
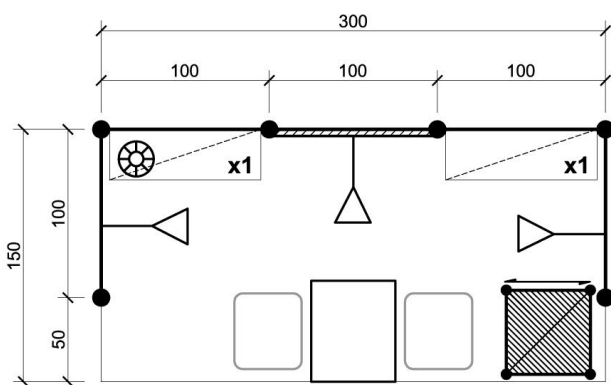
※All shelves are fitted on a height of 100 cm. If you would like to adjust the standard height, please inform in advance.

(1) Standard Items


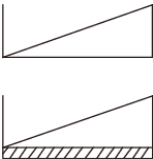
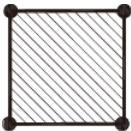
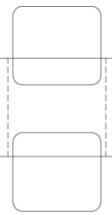

| Booth Qty | Table | Chair | Cabinet | Spotlight | Showcase | Waste Basket |
|-----------|-------|-------|---------|-----------|----------|--------------|
| 1 | 1 | 2 | 1 | 3 | 1 | 1 |
| 2 | 2 | 4 | 2 | 6 | 2 | 1 |
| 4 | 2 | 4 | 4 | 12 | 4 | 1 |

- (2) For 4.5 sq. m. Designer’s showcase booth, number of Hanger Racks 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 **September 30**. The Order Forms and conditions of payment are stated on **Form B. Booth Equipment Reconfirmation** (Page 23) **and Form C. Additional Facilities Rental** (Page 24~27)
- (5) The organizer reserves the right to change the configuration and the facility if necessary.

(3) Type C of Fashion Accessories & Fashion Service for 4.5m² (unit:cm) , H:250cm



The facility list for 4.5m² Designer’s Showcase - Type C “Fashion Accessories & Fashion Service”

| LEGAND | Description | QTY |
|--|---|--------------|
|  | 18 Watt Long arm Spotlight | 3 |
|  | Flat Shelf or Sloped Shelf 100cm(W) x 30cm(D) | 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 |

※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 Hanger Racks 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 **September 30**. 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 | November 3~4 | Raw Space: 10:00~22:00 |
| Booth Decoration | November 5 | All Booth : 10:00~18:00 |
| Booth area opened for exhibitors | November 6~9 | 09:00~18:00(for exhibitors) 10:00~18:00(for buyers) |
| Exhibitors move-out | November 9 | 18:00~18:30 |
| Booth Dismantling | November 10 | 08:00~20:00 |



(2) Important Points for Booth Construction:

(a) The official contractor

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

Contact person: Mr. Arthur Fu

Tel: +886-2-2655-2777 ext. 199

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 booth damage at the fair.

- ♣ All exhibits, stand materials, and so on shall be removed immediately and accordingly after the closing of fair. Any leftover 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't 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 television must follow these rules:

- ♣ Walls must not exceed 2.5 meters in height.
- ♣ The front of the wall must be leave enough space 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 **September 30, 2014**. After the approval, the work should be consigned to a licensed electrician according to the chart.
- (e) Please apply during **August 27 to September 30**. A 30% surcharge will be levied for orders received 15 days prior to October 15, and a 50% surcharge for application after October 15

(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 & Exhibitor Badges

- (a) Exhibitor badges are free of charge and are automatically issued to exhibitors with standard quantity (see “b” point). If you’d like to add staff name on the badge, please fill out in the Exhibition Badge section on TIS website. http://www.taipeiinstyle.com/new/register/index_en.asp
- (b) 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. If you need additional badges, please contact Ms. Petra Peng.
- (e) Your badges can be taken at the Reception / Registration in front of warehouse 3 during **10:00~18:00** on the decoration day, **November 5, 2014**.
- (f) For the additional exhibitor badges, please also apply at the same place (**10:00~18:00, November 5, 2014**) and receive it.
- (g) All exhibitors are reminded to wear exhibitors’ badges when entering the booth area.

(2) Visitor:

- (a) Free admission. Buyers involved in textile and apparel industry will be admitted.

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 22) and forward to Ms. Petra Peng before **September 30 , 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.

(2) Business Center (at the 1F 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 |
|--|---|--|
| November 6~9, 2014 10:00~18:00 | Reception / Registration (Warehouse 3) | Reception and Registration for buyer and visitor & exhibitor. |
| | TIS Office (2F Exchange Center) | 1.Booth Service 2.Exhibition related service |
| | Business Center (1F North Tobacco Factory) | 1.Information and reports about the exhibition for media 2. Reception to media 3.Rest Area and business conference |
| | Seminar / Trunk Show (2F Creative Forum) | 1.Stage for product launching. 2.Seminar announce place. |
| | Storage room (Warehouse 3) (1F North Tobacco 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
Songsan 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 November 6-9, 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 November 9, 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.

| | | |
|--|--|--|
| Form A | The 10th Taipei IN Style | 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 |
| DEADLINE September 30, 2014 | November 6 - 9, 2014 | |

Invitation Cards

| | |
|------------------------|-------------------|
| Company Name: | |
| Contact Person: | Booth No.: |
| Tel: | Extension: |
| Date: | |

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.

| | | |
|--|--|---|
| Form B | The 10th Taipei IN Style | RETURN TO : O'YA Marketing Solution & Interior Design Co., Ltd. Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Mandy Lu Ext.139 Mandy@o-ya-design.com |
| DEADLINE September 30, 2014 | November 6 - 9, 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 Rack | | | | |
| Flat Shelf | | | | |
| Slope Shelf | | | | |
| Showcase | | | | |
| Waste Basket | | | | |
| L-arm Spotlight | | | | |

Please use this space to make a note (Include the height of Hanger Rack/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): _____ |
|--|

| | | |
|--|--|--|
| Form C-1 | The 10th Taipei IN Style November 6 - 9, 2014 | RETURN TO : O'YA Marketing Solution & Interior Design Co., Ltd. Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Mandy Lu Ext.139 Mandy@o-ya-design.com |
| DEADLINE September 30, 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 | Info Desk | 100x50x75cmH | 27 | | |
| 2 | Lockable Cabinet | 50x50x75cmH | 30 | | |
| 3 | Meeting Table | Dia 70x75cmH | 50 | | |
| 4 | Tofu Chair | 60x60x55cmH | 27 | | |
| 5 | Bar Stool | | 33.5 | | |
| 6、7 | Flat Shelf or Sloped Shelf | 100x30cmD | 10 | | |
| 8 | Glass Shelf | 100x30cmD | 13.5 | | |
| 9 | 18W Spotlight | | 10 | | |
| 10 | 18W Long arm Spotlight | | 13.5 | | |
| 11 | Square Table 1 | 120x60x55cmH | 53.5 | | |
| 12 | Square Table 2 | 60x60x55cmH | 40 | | |
| 13 | 110V/ 5amp single phase socket | | 10 | | |
| 14 | 220V/ 5amp single phase Socket | | 17 | | |
| 15 | Table Showcase | 100x50x100cmH | 100 | | |
| 16 | High Showcase(incl. 2 lights) | 100x55x200cmH | 150 | | |
| 17 | Panel | 100x244cmH | 83.5 | | |
| 18 | Lockable Door | 100x220cmH | 83.5 | | |
| 19 | Lockable folding Door | W :100cmx220cmH | 50 | | |
| 20 | A4 Brochure Rack | | 50 | | |
| 21 | Hanger Rack | 100cmL x 30cmD | 20 | | |
| 22 | □ Hanger Rack | | 27 | | |
| 23-33 | Display counter1~11 | p.27 | p.27 | | |
| 35 | Coffee machine | | 85 | | |
| Sub-total: | | | | US\$ | |
| Plus 5% VAT: | | | | US\$ | |
| Total: | | | | US\$ | |

| | | |
|--|--|---|
| Form C-2 | The 10th Taipei IN Style | RETURN TO : O'YA Marketing Solution & Interior Design Co., Ltd. Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Mandy Lu Ext.139 Mandy@o-ya-design.com |
| DEADLINE September 30, 2014 | November 6 - 9, 2014 | |

Additional Facilities Rental

COMPANY NAME : _____ **BOOTH NO :** _____













| No. | FURNITURE/ELECTRICAL | SIZE | UNIT PRICE US\$ | Q'TY | AMOUNT US\$ |
|--|--------------------------------------|----------------|--------------------|------|----------------|
| 35 | Refrigerator | 500x500x750mmH | 100 | | |
| 36 | Potted plant (S) | | 7 | | |
| | Potted plant (M) | | 10 | | |
| | Potted plant (L) | | 15 | | |
| 37 | Waste Paper Basket | | 3.5 | | |
| 38 | 42" Plasma TV monitor w./ DVD player | | 400/show | | |
| 39 | Water Dispenser | | 100 | | |
| 40 | 300W Spotlight | | 25 | | |
| 41 | 300W Long arm spotlight | | 28.5 | | |
| 42 | 40W fluorescent light | | 12 | | |
| ※The above equipment does not contain the electricity | | | | | |
| 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 : HNBKWTWP105
 - 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. 139 (Ms. Mandy Lu), Fax: +886-2-2655-2999

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

| | | |
|---|---|---|
| <p>接待桌 Info Desk</p> <p>01</p>  | <p>可鎖櫃 Lockable Cabinet</p> <p>02</p>  | <p>玻璃圓桌 Meeting Table</p> <p>03</p>  |
| <p>豆腐椅 Tofu Chair</p> <p>04</p>  | <p>吧檯椅 Bar Stool</p> <p>05</p>  | <p>平層板 Flat Shelf</p> <p>06</p>  |
| <p>斜層板 Sloped Shelf</p> <p>07</p>  | <p>玻璃層板 Glass Shelf</p> <p>08</p>  | <p>投射燈 Spotlight</p> <p>09</p>  |
| <p>長臂燈 Long arm Spotlight</p> <p>10</p>  | <p>洽談方桌一 Square Table 1</p> <p>11</p>  | <p>洽談方桌二 Square Table 2</p> <p>12</p>  |
| <p>插座(110V/5A) Socket</p> <p>13</p>  | <p>插座(220V/5A) Socket</p> <p>14</p>  | <p>玻璃矮櫃 Table Showcase</p> <p>15</p>  |
| <p>玻璃高櫃 High Showcase</p> <p>16</p>  | <p>木質背板 Panel</p> <p>17</p>  | <p>木門 Door</p> <p>18</p>  |
| <p>折門 Folding Door</p> <p>19</p>  | <p>目錄架 Brochure Rack</p> <p>20</p>  | <p>系統掛衣桿 Hanger Rack</p> <p>21</p>  |

| | | |
|--|---|--|
| <p>□型衣桿 □ Hanger Rack</p>  <p>22</p> | <p>展示台1 Display counter 1</p> <p>100x50x75cmH US\$27</p>  <p>23</p> | <p>展示台2 Display counter 2</p> <p>100x50x100cmH US\$30</p>  <p>24</p> |
| <p>展示台3 Display counter 3</p> <p>50x50x50cmH US\$17</p>  <p>25</p> | <p>展示台4 Display counter 4</p> <p>50x50x75cmH US\$20</p>  <p>26</p> | <p>展示台5 Display counter 5</p> <p>50x50x100cmH US\$23.5</p>  <p>27</p> |
| <p>展示台6 Display counter 6</p> <p>50x100x 50/75cmH US\$33.5</p>  <p>28</p> | <p>展示台7 Display counter 7</p> <p>100x100x 50/75cmH US\$60</p>  <p>29</p> | <p>展示台8 Display counter 8</p> <p>100x50x50cmH US\$23.5</p>  <p>30</p> |
| <p>展示台9 Display counter 9</p> <p>100x100x30cmH US\$27</p>  <p>31</p> | <p>展示台10 Display counter 10</p> <p>100x100x50cmH US\$33.5</p>  <p>32</p> | <p>展示台11 Display counter 11</p> <p>100x100x75cmH US\$40</p>  <p>33</p> |
| | | |

Remark :

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

| | | |
|--|--|---|
| Form D | The 10th Taipei IN Style | RETURN TO : |
| DEADLINE September 30, 2014 | | Hong Shun Event Service Tel: 886-2-8780-2355 #23 Fax: 886-2-8789-6263 Contact: Mr.Dennis Kan E-mail: tw.tpe.dennis@expoinone.com |
| November 6 - 9, 2014 | | |

Temporary Staff Application Form

■Application Form :

Fee (Before Tax) : US\$

| C a t e g o r y | 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 | | | | | | |
| Price includes lunch, water cups and labor insurance. | | | | | | | 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

Form E
DEADLINE
September 30, 2014

The 10th Taipei IN Style

November 6 - 9, 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

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).

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