



EXHIBITORS' MANUAL

The 12th Taipei IN Style

November 12~15, 2015

Songshan Cultural and Creative Park

<http://www.taipeiinstyle.com>

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1. CHECKLIST

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

Form	Description	Deadline	Page No.
A	Invitation Cards	October 13	22
B	Booth Equipment Reconfirmation(mandatory)	October 13	23
C	Additional Facilities Rental(mandatory)	October 13	24-27
D	Temporary Staff Application Form	September 25	28
E	Mannequin Rental Form	October 23	29

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 Integrated 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. Fion Wu ext.152

E-mail: fion@o-ya-design.com

(2) Hotel Recommendation

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 12(Thursday) to November 15(Sunday)**, total 4 days.

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

Nov.12-13 : Open to trade professionals

Nov.13 after 15:30 open to school groups / students

Nov.14-15 : Open to visitors.

B. Venue & Floor Plan

Songshan Cultural and Creative Park

Warehouse 3 (Trade Show) 、 Warehouse 4(House Show) 、 Warehouse 5 (Trade Show / Business Center) 、 2F Creative Forum (Seminar)

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

C. Location Map

Zhongxiao East Road



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 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 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 equipment is included in the participation fee of 9m² “Standard Booth” and 4.5m² “Designer’s Showcase” (The equipment will be allocated according to your booth size. For the standard item list please refer to Page 5 - 16).

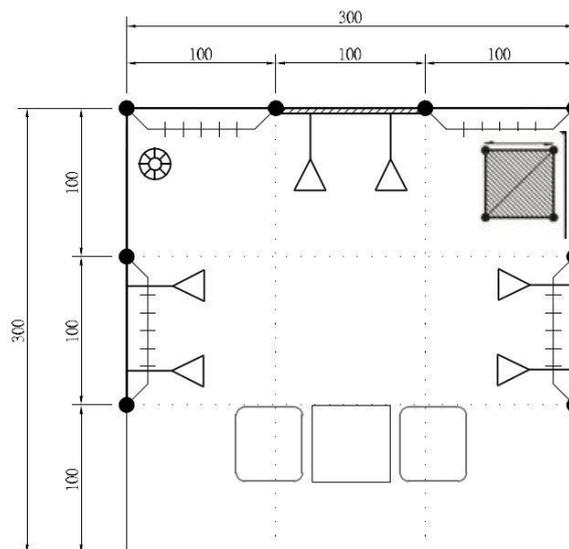
Standard Booth (9m²)

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

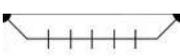
Without Black Hanger



(unit: cm)



The standard facility list for 9m² Standard booth - Type A : Apparel booth

Furniture	Description	QTY
	18 Watt Long-arm Spotlight	6
	Hanger Rack 100cm(W) x 30cm(D) for 10~15 apparel /each	4
	Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Square Table (one) +Tofu Chair (two) 60cm (W) x 60cm(D) x 55cm (H)-- Square Table 45.5cm (W) x 45.5cm(D) x 45.5cm (H)-- Tofu Chair	1 set
	Waste Basket	1

※The standard height of Hanger Racks and shelves is fitted on 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	6	4	1
2	2	4	2	12	8	1
4	4	8	4	24	16	1

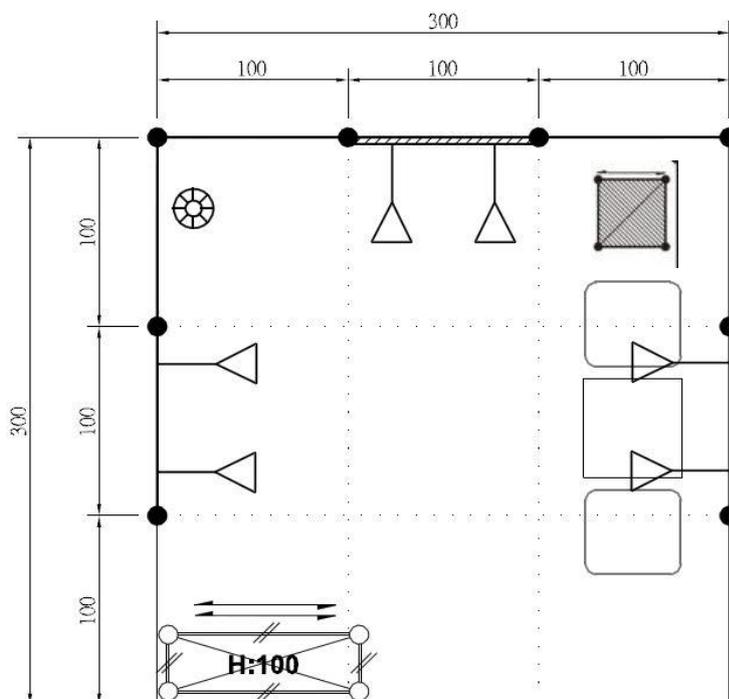
- (2) For 9m² Standard Booth, furniture is interchangeable among type A, B, and C with the designated quantity and there is no price discrepancy or refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Integrated** which will provide additional service and equipment according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Integrated** by October 13. 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.

■ Standard Booth (9m²)

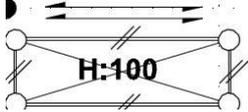
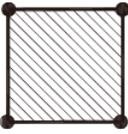
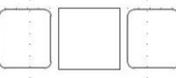
(2) Type B : Accessories booth for 9m² , H:250cm



(unit: cm)



The standard facility list for 9m² Standard booth - Type B : Accessories booth

Furniture	Description	QTY
	18 Watt Long-arm Spotlight	6
	Table Showcase 100cm(W) x 30cm(D) x 100cm(H)	1
	Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Square Table (one) + Tofu Chair (two) 60cm (W) x 60cm(D) x 55cm (H)-- Square Table 45.5cm (W) x 45.5cm(D) x 45.5cm (H)-- Tofu Chair	1set
	Waste Basket	1

(1) Standard Items

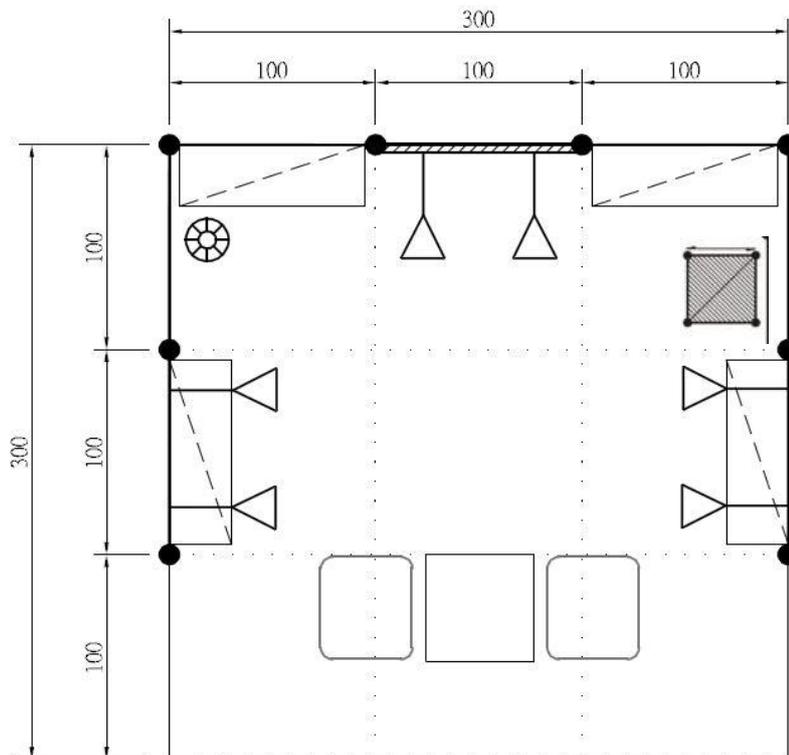
Booth Qty.	Table	Chair	Cabinet	Spotlight	Table Showcase	Waste Basket
1	1	2	1	6	1	1
2	2	4	2	12	2	1
4	4	8	4	24	4	1

- (2) For 9m² Standard Booth, furniture is interchangeable among type A, B, and C with the designated quantity and there is no price discrepancy or refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Integrated** which will provide additional service and equipment according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Integrated** by October 13. 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.

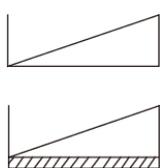
■ Standard Booth (9m²)
(3)Type C : booth of Accessories & Fashion Service for 9m² , H:250cm



(unit: cm)



The standard facility list for 9m² Standard booth-Type C : booth of Accessories & Fashion Service

Furniture	Description	QTY
	18 Watt Long-arm Spotlight	6
	Cabinet 50cm(W) x 50cm(D) x 75cm(H)	1
	Flat Shelf or Sloped Shelf 100cm(W) x 30cm(D)	4
	Square Table (one) + Tofu Chair (two) 60cm (W) x 60cm(D) x 55cm (H)-- Square Table 45.5cm (W) x 45.5cm(D) x 45.5cm (H)-- Tofu Chair	1 set
	Waste Basket	1

※All standard height of shelves is fitted on 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	6	4	1
2	2	4	2	12	8	1
4	4	8	4	24	16	1

(2) For 9m² Standard Booth, furniture is interchangeable among type A, B, and C with the designated quantity and there is no price discrepancy or refund.

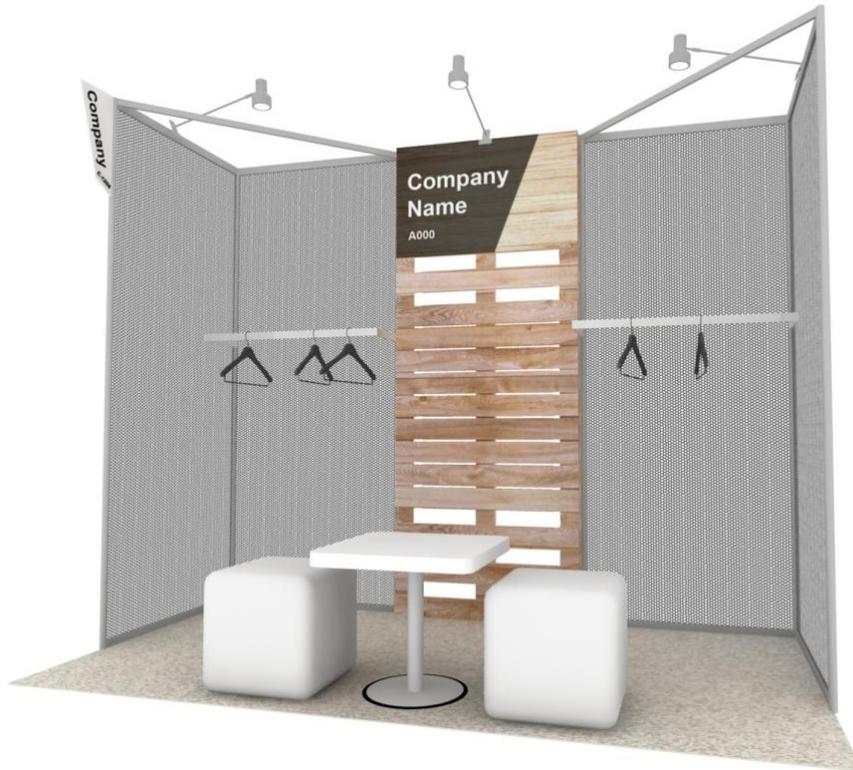
(3) For the stand construction and equipment, TTF is working with **O-YA Integrated** which will provide additional service and equipment according to the attached order forms.

(4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Integrated** by October 13. 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.

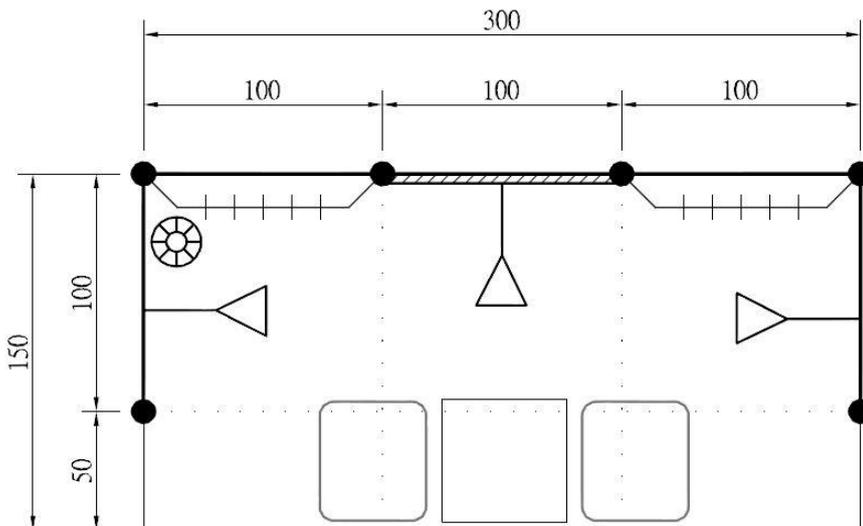
■ Designer's Showcase (For 4.5m²)

(1) Type A : Apparel booth for 4.5m², H:250cm

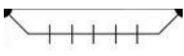
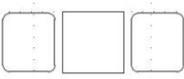


(unit: cm)

Without Black Hanger



The standard facility list for 4.5m² Designer's Showcase-Type A : Apparel booth

Furniture	Description	QTY
	18 Watt Long-arm Spotlight	3
	Hanger Rack 100cm(W) x 30cm(D) for 10~15 apparel /each	2
	Square Table (one) +Tofu Chair (two) 60cm (W) x 60cm(D) x 55cm (H)-- Square Table 45.5cm (W) x 45.5cm(D) x 45.5cm (H)-- Tofu Chair	1 set
	Waste Basket	1

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

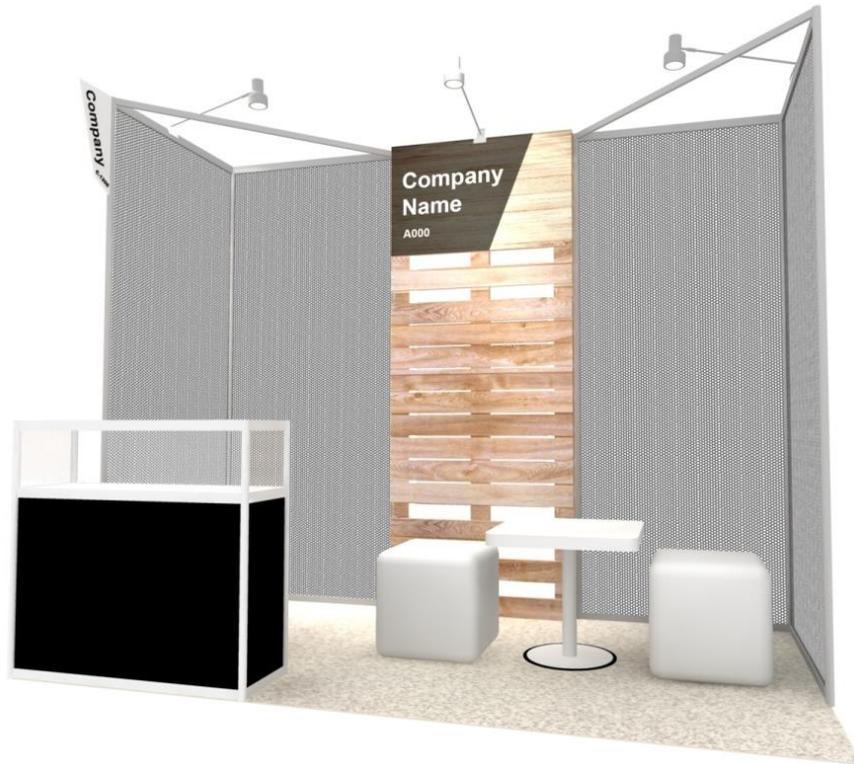
(1) Standard Items

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

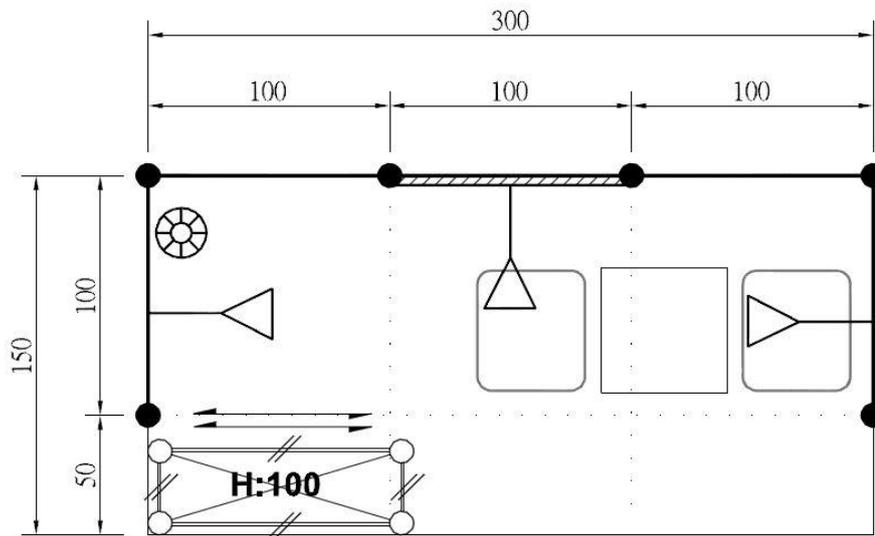
- (2) For 4.5m² Designer's Showcase booth, furniture is interchangeable among type A, B, and C with the designated quantity and there is no price discrepancy or refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Integrated** which will provide additional service and equipment according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Integrated** by October 13. 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)

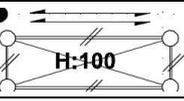
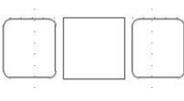
(2) Type B : Accessories booth for 4.5m² , H:250cm



(unit: cm)



The standard facility list for 4.5m² Designer's Showcase –Type B : Accessories booth

Furniture	Description	QTY
	18 Watt Long-arm Spotlight	3
	Table Showcase 100cm(W) x 50cm(D) x 100cm(H)	1
	Square Table (one) +Tofu Chair (two) 60cm (W) x 60cm(D) x 55cm (H)-- Square Table 45.5cm (W) x 45.5cm(D) x 45.5cm (H)-- Tofu Chair	1 set
	Waste Basket	1

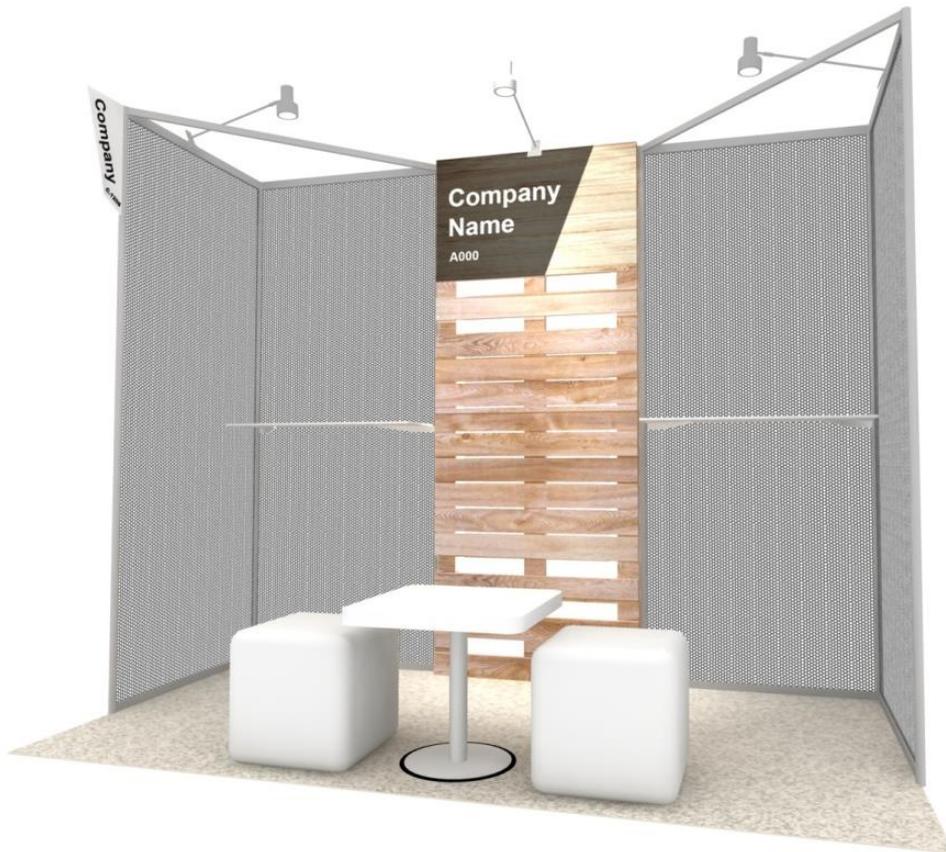
(1) Standard Items

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

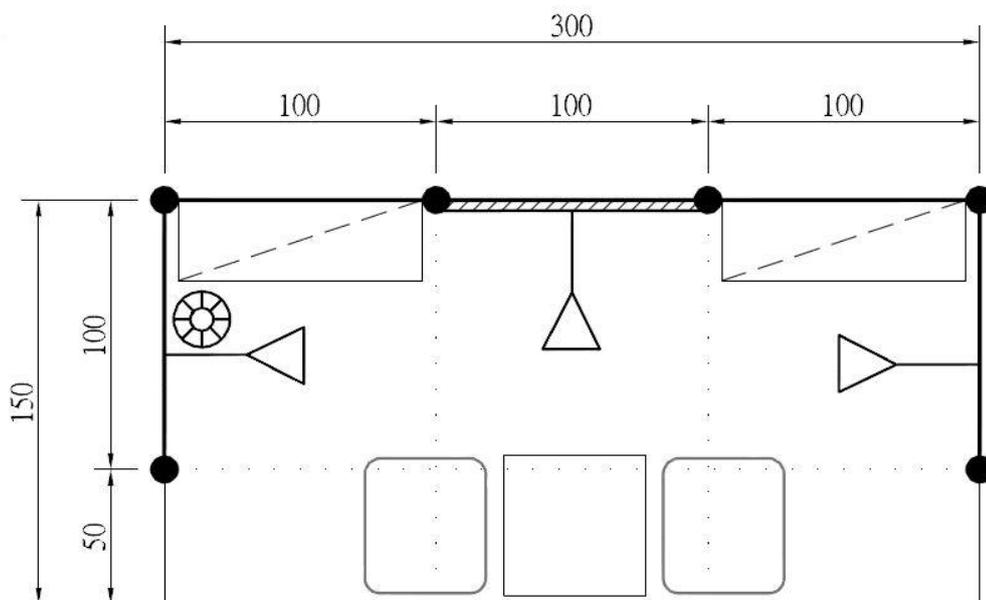
- (2) For 4.5m² Designer's Showcase booth, furniture is interchangeable among type A, B, and C with the designated quantity and there is no price discrepancy or refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Integrated** which will provide additional service and equipment according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Integrated** by October 13. 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)

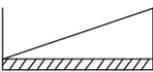
(3) Type C : booth of Accessories & Fashion Service for 4.5m², H:250cm



(unit: cm)



The standard facility list for 4.5m² Designer's Showcase - Type C : booth of Accessories & Fashion Service

Furniture	Description	QTY
	18 Watt Long-arm Spotlight	3
 	Flat Shelf or Sloped Shelf 100cm(W) x 30cm(D)	2
	Square Table (one) +Tofu Chair (two) 60cm (W) x 60cm(D) x 55cm (H)-- Square Table 45.5cm (W) x 45.5cm(D) x 45.5cm (H)-- Tofu Chair	1 set
	Waste Basket	1

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

(1) Standard Items

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

- (2) For 4.5m² Designer's Showcase booth, furnitures are interchangeable among type A, B, and C with the designated quantity and there is no price discrepancy or refund.
- (3) For the stand construction and equipment, TTF is working with **O-YA Integrated** which will provide additional service and equipment according to the attached order forms.
- (4) Please submit the reconfirmation of standard booth equipment and additional equipment to the official contractor, **O-YA Integrated** by October 13. 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 9-10	Raw Space: 10:00~18:00
Booth Decoration/Set up	November 11	All Booth : 10:00~18:00
Trade Show opened for exhibitors	November 12-15	09:00~18:00(for exhibitors) 10:00~18:00(for buyers)
Exhibits move-out	November 15	18:00~19:00
Booth Dismantling	November 16	08:00~14:00



(2) Important Points for Booth Construction:

(a) The official contractor

O-YA Intergrated Marketing Solution

Contact person: Ms. Fion Wu

Tel: +886-2-2655-2777 ext. 152

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 Intergrated Marketing Solution)

- (a) Each 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 Intergrated Marketing Solution** (official contractor) before **October 13, 2015**. After the approval, the work should be consigned to a licensed electrician according to the chart.
- (e) Please apply during **September 8 to October 13**. A 30% surcharge will be levied for orders received prior to October 23, and a 50% surcharge for application after October 23

(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 9m² booth. The 2 badges will be issued to a 4.5m² 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 11, 2015**.
- (f) For the additional exhibitor badges, please also apply at the same place (**10:00~18:00, November 11, 2015**) and receive it.
- (g) All exhibitors are reminded to wear exhibitors’ badges when entering the Trade Show.

(2) Visitor:

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 20 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 **October 13, 2015**. 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 Warehouse 5)

The Business 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 12-15, 2015 10:00~18:00	Reception / Registration (Warehouse 3)	Reception and Registration for buyer and visitor & exhibitor.
	TIS Office (Warehouse 3)	1.Booth Service 2.Exhibition related service
	Business Center (Warehouse 5)	1.Information and reports about the exhibition for media 2. Reception to media 3.Rest Area and business conference
	Seminar (2F Creative Forum)	1.Stage for product launching. 2.Seminar announce place.
	Storage room (Warehouse 3 & 5)	For storing empty boxes only

J. Emergency

- (1) In the event of natural disaster or incident such as severe typhoon, earthquake, or fire 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 November 12-15, 2015.**
- (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 15, 2015.**
- (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 12th 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 October 13, 2015	November 12-15, 2015	

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 (20 copies of invitation cards are enough).
- Yes, we need more _____ copies of invitation cards.

Form B	The 12th Taipei IN Style	RETURN TO : O-YA Intergrated Marketing Solution Tel: +886-2-2655-2777 Fax:+886-2-2655-2999 Attn: Ms. Fion Wu Ext.152 Fion@o-ya-design.com
DEADLINE October 13, 2015	November 12-15, 2015	

Booth Equipment Reconfirmation

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

- We use the standard facility list
 Type A
 Type B
 Type C
 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.

EX: Hanger Rack Location & Height

Shelves Location & Height

100CM	100CM	100CM
100CM		
100CM		

Standard Booth Depth: 300CM ; Designer's Showcase Depth: 150cm

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.

The Fascia Board Name will use the "Exhibiting Name" input on the on-line Exhibitor Registration page. If you need to adjust, please access to the page (http://www.taipeiinstyle.com/new/register/index_en.asp) to change it.

Form C-1	The 12th Taipei IN Style November 12-15, 2015	RETURN TO : O-YA Intergrated Marketing Solution Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Fion Wu Ext.152 Fion@o-ya-design.com
DEADLINE October 13, 2015		

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	Cabinet	50x50x75cmH	30		
3	Meeting Table	Dia 70x75cmH	44		
4	Tofu Chair	45.5cm (W) x 45.5cm(D) x 45.5cm (H)	27		
5	Bar Stool		33.5		
6、7	Flat Shelf or Sloped Shelf	100x30cmD	10		
8	Glass Shelf	100x30cmD	15		
9	18W Spotlight		10		
10	18W Long arm Spotlight		13.5		
11	Square Table 1	120x60x55cmH	67		
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	Cabinet light		30		
17	Mirror		28.5		
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	ㄇ Hanger Rack		27		
23-34	Display counter1~12	p.27	p.27		

Form C-2	The 12th Taipei IN Style	RETURN TO : O-YA Intergrated Marketing Solution Tel: +886-2-2655-2777 Fax: +886-2-2655-2999 Attn: Ms. Fion Wu Ext.152 Fion@o-ya-design.com
DEADLINE October 13, 2015		November 12-15, 2015

Additional Facilities Rental

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

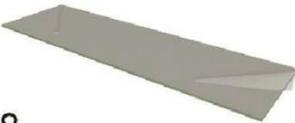
No.	FURNITURE/ELECTRICAL	SIZE	UNIT PRICE US\$	Q'TY	AMOUNT US\$
35	Peg Board	95x250cmH	28.5		
	Hook		0.5		
36	Iron Mesh	95x120cmH	33.5		
	Hook		0.5		
37	Coffee machine	With 50 cups of coffee	183.5		
38	Refrigerator	54x48x86cmH	100		
39	42" Plasma TV monitor w./ DVD player		400/show		
40	Water Dispenser		100		
※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 Intergrated Marketing Solution**
 - 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 30 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. 152 (Ms. Fion Wu), Fax: +886-2-2655-2999

Company Name:		Booth No.:	
Address:			
Tel:		Fax:	
Sign:			Date:



<p>接待桌 Info Desk</p> <p>01</p> 	<p>儲物櫃 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>櫃內燈 cabinet light</p> <p>16</p> 	<p>全身鏡 Mirror</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 Folding Chair</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 NT\$1,250</p>  <p>23</p>	<p>展示台2 Display counter 2</p> <p>100x50x100cmH NT\$1,450</p>  <p>24</p>
<p>展示台3 Display counter 3</p> <p>50x50x50cmH NT\$800</p>  <p>25</p>	<p>展示台4 Display counter 4</p> <p>50x50x75cmH NT\$950</p>  <p>26</p>	<p>展示台5 Display counter 5</p> <p>50x50x100cmH NT\$1,100</p>  <p>27</p>
<p>展示台6 Display counter 6</p> <p>50x60x 50+75cmH NT\$1,600</p>  <p>28</p>	<p>展示台7 Display counter 7</p> <p>100x60x 50+75cmH NT\$2,800</p>  <p>29</p>	<p>展示台8 Display counter 8</p> <p>100x50x50cmH NT\$1,100</p>  <p>30</p>
<p>展示台9 Display counter 9</p> <p>100x100x30cmH NT\$1,250</p>  <p>31</p>	<p>展示台10 100x100x50cmH Display counter 10 NT\$1,600</p>  <p>32</p>	<p>展示台11 100x100x75cmH Display counter 11 NT\$1900</p>  <p>33</p>
<p>展示台12 Display counter 12</p> <p>1/4圓 50x50x75/100cmH NT\$1,200</p>  <p>34</p>	<p>外掛洞洞板 Peg Board</p>  <p>35</p>	<p>鐵網 Iron Mesh</p>  <p>36</p>

Form D	The 12th Taipei IN Style November 12 - 15, 2015	RETURN TO : Hong Shun Event Services Co., Ltd. Tel: 886-2-8780-2355 #26 Fax: 886-2-8789-6263 Contact: Ms. Liang (Linda) E-mail: tw.tpe.linda@expoinone.com
DEADLINE September 28 , 2015		

Temporary Staff Application Form

■Application Form :

Fee (Before Tax) : US\$

■Special Request : (Example : Outfit 、 Height ...etc)_____

■Job Description : _____

Category	Unit Pricing per day (9 hours) 09:00-18:00	Over Time (hourly)	QTY	Gender (M/F)	Date	Duration Time	Amount (\$)	
Chinese-Speaking Staff (Service Staff)	75.00	15.00						
English- -Speaking Staff (Service Staff)	95.00	18.00						
Japanese-Speaking Staff (Service Staff)	115.00	25.00						
Sales Model	155.00	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 \$)	

※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:	Hwatai Bank,Ltd.
Bank Address :	No.246 ,Sec.2,Chang-An E.RD.,Taipei,Taiwan,R.O.C.
SWIFT Code:	HTBKTWTP
Account Number:	12-66-90000007-7
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: Miss Liang (Linda) E-mail: tw.tpe.linda@expoinone.com

Form E DEADLINE October 23, 2015	The 12th Taipei IN Style November 12-15, 2015	RETURN TO : CHIEN JUY LIN CO., LTD. Tel: 886-3-4923920 886-933-254-319 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 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:		Contact Person:
Seal of Responsible Person	Company Seal	Cell (Must Have) :