



SEMICON®
TAIWAN

SEMICON® Taiwan 2024

SEMICON®
TAIWAN

SEMICON Taiwan 2024

Exhibitor Services Manual

As of April 26th, 2024

Welcome to SEMICON® Taiwan 2024!

The information contained in this Exhibitor Services Manual will provide you with everything for a successful exhibition. Please ensure that all the necessary actions are taken and service forms are submitted as required on online exhibitor service system by their respective deadlines. Applications after the stipulated deadlines should submit all forms immediately.

We hope that you will find this Exhibitor Services Manual easy to use and informative enough to prepare you for the upcoming exhibition. Should you have any questions regarding the contents of this manual or regarding the exhibition, please feel free to contact us at any time; our staff will be more than happy to assist you.

- Show Name** : SEMICON® Taiwan 2024
- Show Date & Time** : September 4 - 5 10:00~17:00
September 6 10:00~16:00
- Show Venue** : TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1
No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan
TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2
No.2, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan
Tel: 886.2.2725.5200
Fax: 886.2.2788.8353
- Organizer** : SEMI
- Co-Organizer** : Taiwan Semiconductor Industry Association (TSIA)

Here are some tips to best maximize the value of your Exhibitor Services Manual:

1. Read the Manual

Although not every page will apply to your exhibit, however, it is useful to be familiar with each section of the Manual. You can download specific sections from our [website](#).

2. Follow Deadlines

To save your valuable time and money, a Chronological Check List is provided to stipulate relevant submission deadlines for all exhibitors, it can be found in SECTION 1.

3. Fill in Online Forms (Submission by email/hardcopy is not accepted)

A copy of the forms on the [Online Exhibitor Service Center](#) is recommended to keep for reference after submission. Exhibitors who apply after the deadline should submit all forms immediately.

4. Set-Up & Tear-Down

Set-Up & Tear-Down date and time are stated on the “Timetable of Operation” in SECTION 1 for your reference.

5. Important Notices for 2024

We recommend that you read the “Important Notices” in SECTION 2, which includes relevant regulations of Set-Up & Tear-Down.

6. Raw Space Exhibitor

The raw space exhibitors are responsible for completing the form ‘Exhibitor Appointed Contractor (EAC) & Booth Drawing Upload’ **by Thursday, July 25, 2024** via [Online Exhibitor Service Center](#) along with final booth drawing (Floor Plan/ Elevation/ Perspective View should indicate with actual dimensions).

If you have any further questions or require special assistance, please do not hesitate to contact us. You will find “Important Contacts” in SECTION 1. Thank you again for your participation in SEMICON® Taiwan 2024!

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 - 1-2 Application for Usage of the Promotional Balloon
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- Form 2. Electrical / Water / Drainage / Compressed Air / Telephone / Internet FTTB Rental **(Required)**
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- Form 5. Invite your Customer: Send out e-Invitation
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- Form 13. SEMICON Taiwan 2025 Onsite Space Selection Application
- Form 16. Lead Retrieval System Rental

Decorated Booth

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- Form 2. Exhibitor Badge Registration **(Required)**
- Form 3. Invite your Customer: Printed Invitation Application
- Form 4. Invite your Customer: Send out e-Invitation
- Form 5. Download Customized Email Banner
- Form 6. Co-exhibitor Application
- Form 8. Booth Activities Application
- Form 11. Freight Instructions
- Form 12. SEMICON Taiwan 2025 Onsite Space Selection Application
- Form 15. Lead Retrieval System Rental

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1. Chronological Check List

Please be noted that all the applications for SEMICON Taiwan shall be submitted online with the respective deadlines as follows:

DEADLINE	DESCRIPTION OF SERVICE
Thursday, Jul. 25, 2024	Exhibitor Online Directory
	Co-exhibitor Application
	Exhibitor Appointed Contractor (EAC), Booth Construction Assurance and Booth Design Drawing (For Raw Space Exhibitor)
	Application for Usage of Promotional Balloon
	Booth Application, Booth Construction Assurance and Architect Confirmation – Two Story Booth
	Booth Application, Booth Construction Assurance and Architect Confirmation – Booth Structure Exceeding 4 Meters
	Show-Site Activity Application
Thursday, Aug. 1, 2024	Fascia Name / Furniture / Electrical / Water and Drainage / Compressed Air Service / Telephone / Internet (FTTB) / Audio & Visual Equipment / Computer Rental (For Decorated Booth Exhibitor)
	Electrical / Water and Drainage / Compressed Air Service / Telephone / Internet (FTTB) / Audio & Visual Equipment / Computer Rental (For Raw Space Exhibitor)
	Lead Retrieval System Rental – Early Bird Rate
Thursday, Aug. 8, 2024	Deadline for Exhibitor Badge Online Registration
	Freight Instructions – Triumph Trans-Link
	Freight Instructions – TWI (US)
	Entry Application for Heavy Vehicles
Wednesday, Aug. 14, 2024	Deadline for Visitor Badge Advanced Mailing Service Request – Apply for Your Customers

Online Exhibitor Service Center

https://expo.semi.org/taiwan2024/public/e_Login.aspx?ID=28627&sortMenu=107001



2. Timetable of Operations

DATE	TIME	SCHEDULE									
Set-up Days											
Sunday, September 1, 2024	12:00 – 18:00	Exhibitors/ contractors move-in									
Monday, September 2, 2024	06:00 – 18:00	<ul style="list-style-type: none"> 9/1 17:00 Completion of all decorated booths 									
Tuesday, September 3, 2024	06:00 – 18:00	All exhibitors move in <ul style="list-style-type: none"> 09:00, Electrical supply & compressed air supply to booths (subject to venue owner’s approval) 12:00, Air conditioner supply to Hall1 1F+4F & Hall 2 1F+4F vehicle are prohibited to enter exhibition halls Before 14:00, all crates removal Before 18:00, completion of all booth structures 									
Exhibitor Badge Collection											
Sunday, September 1, 2024	12:00 - 17:00	Exhibitor badge collection / registration									
Monday, September 2, 2024	08:00 - 17:00	Exhibitor badges can ONLY be collected onsite at the following locations:									
Tuesday, September 3, 2024	08:00 - 17:00										
Wednesday, September 4, 2024	08:00 - 17:00										
Thursday, September 5, 2024	09:00 - 17:00										
Friday, September 6, 2024	09:00 - 15:00										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Exhibitor Locations</th> <th style="text-align: left;">Move-In Period (9/1-9/3)</th> <th style="text-align: left;">Show Period (9/4-9/6)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Hall 1</td> <td>4F, Hall 1, Exhibitor Service Center (At the end of the outer corridor of N area)</td> <td></td> </tr> <tr> <td style="text-align: center;">Hall 2</td> <td>4F, Hall 2, Counter of R and S Area</td> <td>4F, Hall 2, Counter of S Area</td> </tr> </tbody> </table>			Exhibitor Locations	Move-In Period (9/1-9/3)	Show Period (9/4-9/6)	Hall 1	4F, Hall 1, Exhibitor Service Center (At the end of the outer corridor of N area)		Hall 2	4F, Hall 2, Counter of R and S Area	4F, Hall 2, Counter of S Area
Exhibitor Locations	Move-In Period (9/1-9/3)	Show Period (9/4-9/6)									
Hall 1	4F, Hall 1, Exhibitor Service Center (At the end of the outer corridor of N area)										
Hall 2	4F, Hall 2, Counter of R and S Area	4F, Hall 2, Counter of S Area									
Exhibition Days											
Wednesday, September 4, 2024	10:00 – 17:00	Trade and professional visitors ONLY									
Thursday, September 5, 2024	10:00 – 17:00	<ul style="list-style-type: none"> Exhibitors with exhibitor badge can enter at following time: 9/4 08:00 ; 9/5-6 09:00 									
Friday, September 6, 2024	10:00 – 16:00										
Tear-down Days											
Friday, September 6, 2024	16:00 – 21:00	<ul style="list-style-type: none"> 16:00 Packing and turn off the power of equipment 16:30 Electricity, water and air will be switched off 16:30 Start to dismantle the decorated booths 16:00-19:00 Only portable item/exhibits can be removed from the exhibition Hall. 19:00-21:00 Machine can be removed from the exhibition hall. 									
Saturday, September 7, 2024	06:00 – 16:00	<ul style="list-style-type: none"> 06:00, Exhibitors/contractors can enter to the exhibition hall 07:00, Vehicles can enter the exhibition hall *Before 16:00, all exhibitors must leave the exhibition hall *Additional charges will apply for overtime, the rate is NT\$90,000/hour (tax included) 									

Crate Removal Deadline:

All freights must be delivered, uncrated, and marked “EMPTY” for storage **before 14:00 on September 3, 2024**. All setups must be completed **before 18:00 on September 3** for the official carpet contractor to install aisle carpet. Should crates arrive but was unable to complete setup **by 18:00 on September 3**, the organizer reserves the right to install / remove accordingly without prior notice and at the exhibitors’ expense.

Any unmarked freights by means of “EMPTY” **by 14:00 on September 3** will be removed from site regardless of contents. A return fee will be charged should the freights / crates are required again for tear-down; this may also result in delaying of tear-down time. SEMI and/or TRIUMPH TRANS-LINK LOGISTICS CO., LTD will not be responsible for any lost freights/crates that have not been clearly marked.

3. Important Contacts

Show Management

SEMI Taiwan

11F-2, No.1, Taiyuan 1st Street., Zhubei City,
Hsinchu County 302082, Taiwan
Fax: 886.3.560.1555
Tel: 886.3.560.1777

Exhibitor Services

Exhibitor Service Center

Tel: 886.3.560.1777 × 317 / 318
Email: staiwan1@semi.org / staiwan2@semi.org

Marketing / Media

Ms. Monica Hung

Tel: 886.3.560.1777 × 209
Email: mhung@semi.org

Promotional Opportunities / Sponsorship

Exhibition Sponsorship & Meeting Space Request

Mr. William Ko

Tel: 886.3.560.1777 × 102
Email: wlu@semi.org

Program Sponsorship

Ms. Becky Kao

Tel: 886.3.560.1777 × 103
Email: bkao@semi.org

Service Suppliers

Lead Retrieval System Rental

ERS Tech Co., Ltd.
Contact: Ms. Sandra Ma
Mobile: 886.920.723.170
Email: leadretrieval@eventregsys.com

Cleaning

Cheng Nien Cleaning Co., Ltd.
1F, No. 43, Lane 66, Kuang Fu South Road, Taipei 105, Taiwan
Contact: Ms. Yeh
Tel: 886.2.2725.5200 ext.5011
Mobile: 886.936.628.321
Email: service@bestcnc.com.tw

Facility

TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1
No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115, Taiwan
TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2
No.2, Jingmao 2nd Rd., Nangang District, Taipei City 115, Taiwan
Tel: 886.2.2725.5200
Fax: 886.2.2788.8353

Refer to SECTION 1 for the shipping addresses and information. The above facility address is for directional purpose only; please do NOT ship material to these addresses.

Official Decorator / Furniture Rental

PICO International Taiwan Ltd.
4F., No.208, Ruiguang Rd., Neihu Dist., Taipei City 114, Taiwan
Tel : 886.2.2799.6990
Fax: 886.2.2798.6990

- **Raw Space and Decorated Booth Exhibitors**

Exhibitor at 1st Floor, Hall 1: Ms. Dora Liao (ext. 130)

Email: ST.h1.1f@pico.com

Exhibitor at 4th Floor, Hall 1: Ms. Elaine Chan (ext. 143)

Email: ST.h1.4f@pico.com

Exhibitor at Hall 2: Mr. Terry Wu (ext. 134)

1st Floor Exhibitors Email: ST.h2.1f@pico.com

4th Floor Exhibitors Email: ST.h2.4f@pico.com

- **Pavilion Decorated Booth Exhibitors**

Exhibitor at Hall 1 & 2: Ms. Renata Jiang (ext. 137)

Email: ST.pd@pico.com

Shipping

International and on-site Handler:

Triumph Trans-Link Logistics Co., Ltd.

Room 5-2, 5th Floor 99 Chung Shan N Road, Sec. 2

Taipei 104-48, Taiwan

Contact:

Ms. Frances Lin

Tel: 886.2.2581.1133 x101

Fax: 886.2581.9635

Email: frances@trans-link.com.tw

Ms. Scott Chen

Tel: 886.2.2758.7589

Fax: 886.2.2758.7645

Email: scott@trans-link.com.tw

Ms. Irene Cheng

Tel: 886.2.2758.7589

Fax: 886.2581.9635

Email: irene@trans-link.com.tw

USA Forwarder**TWI Group Inc.**

Business Development & Sales Tradeshows & Events

Contact: Gary Leslie

Office: 1.702.691.9078

Mobile: 1.602.300.9830

Email: gleslie@twigroup.com

4. Frequently Asked Questions A ~ Z

This alphabetized listing will act as an easy reference to the most common issues regarding SEMICON® Taiwan. More detailed information for each heading may be found in the appropriate section of the Exhibitor Services Manual. SEMI will email **Monthly Exhibitor Updates** from April, 2024 accordingly to bring you up to speed with the relevant information, should you have any questions please feel free to contact us. Thank you!

A After Hours Pass (Extended Working Hours)

Exhibitors needing to stay after posted hours to work within their booth on equipment and/or their display will need to obtain an "After Hour Pass". Please apply these passes at the onsite organizer's office before 3pm at a rate of NT\$90,000/hour (tax included).

Airport Services

Public transportation is available from Taiwan Taoyuan International Airport to TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX2, a.k.a Taipei Nangang Exhibition Center, Hall 2:

Metro: Taoyuan Station, provided from Airport Terminal 2 Station, serves as the interchange point with eastbound heading Taipei Main Station, and southbound heading Zhongli Railway Station while passing by Taoyuan HSR Station.

High Speed Rail (HSR): Taoyuan station is close by Taiwan Taoyuan International Airport. Shuttle bus service is also provided for passengers from the Airport to Taoyuan station. It takes about 45 mins to arrive Taipei city center.

Bus: Buses are provided by Kuo-Kuang Motor Transport (travel time approx. 90 minutes). For latest timetable, please visit [Kuo-Kuang Motor Transport official page](http://www.kuo-kuang.com.tw).

Taxi: Taxi is available from the arrival hall 24 hours a day, costing around NT\$1,500 ~ NT\$2,000 to Taipei. Fare may be slightly different according to different regions.

For details, please visit <https://www.semicontaiwan.org/en>

Alcohol

Alcohols are prohibited in the facility during the set-up and dismantling period for safety and insurance concerns.

B Badges (Exhibitor Badge)

To save on valuable time, it is recommended to pre-register your exhibitor badges. Pre-registration will be open from mid July and end on **Thursday, August 8, 2024** after which the badges will be available for onsite registration. Exhibitor Badges will be available for collection onsite from September 1 to 8, 2024 (Please see below for collection time on each dates) at the following locations:

Exhibitor Badge Collection / Registration				
Exhibitor Locations	Move-In Period(9/1-9/3)		Show Period (9/4-9/6)	
Hall 1	<u>4F, Hall 1, Exhibitor Service Center (At the end of the outer corridor of N area)</u>			
Hall 2	<u>4F, Hall 2, Counter of R and S Area</u>		<u>4F, Hall 2, Counter of S Area</u>	
Opening Hours	Sunday, Sep. 1, 2024	12:00 - 17:00	Wednesday, Sep. 4, 2024	08:00 - 17:00
	Monday, Sep. 2, 2024	08:00 - 17:00	Thursday, Sep. 5, 2024	09:00 - 17:00
	Tuesday, Sep. 3, 2024	08:00 - 17:00	Friday, Sep. 6, 2024	09:00 - 15:00

*Exhibitor badges **will NOT** be mailed in advance; it is available for onsite collection only.

C Catering

There are many restaurants on 1F & 3F in TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and B1 in TaiNEX2, a.k.a Taipei Nangang Exhibition Center, Hall 2. In addition, full-service restaurants are nearby TaiNEX 1 and TaiNEX 2, and the food court in CTBC Financial Park is within walking distance.

Children

On show days only, persons between the ages of 12-16 years are allowed on the show floor as long as an adult accompanies them. During the set-up and dismantling period, no one under 16 is allowed. Due to safety and insurance reasons, people under the age of 12 and 110cm will not be allowed to enter the show floor at any time.

Cleaning

The organizer will ensure general cleanliness of public areas of the exhibition hall, including aisles and carpet and general garbage disposal but not includes cleaning of the exhibits and displays.

Exhibitors who have additional cleaning services needs may seek the official contractor - Cheng Nien Cleaning Ltd. (see SECTION 1 "Important Contacts")

Co-Exhibitors

Co-exhibitors are companies that are displaying within a primary exhibitor’s booth. To be recognized as an official co-exhibitor at SEMICON® Taiwan, please follow the regulations:

1. Application Rule: A primary exhibitor must have built any kinds of relationship as follows:
 - (1) A subsidiary company
 - (2) A group company
 - (3) An agent or a distributor
2. How to Apply: Primary exhibitor should submit a ‘Co-exhibitor Application Form’ with a **document proving its relationship** with a co-exhibitor via [Online Exhibitor Service Center](#) before Thursday, **July 25, 2024** for SEMI’s review and approval. The relationship between a primary exhibitor and a co-exhibitor is subject to the recognition by SEMI.
3. Application Fee: The fee is based on the primary exhibitor's membership status:
 - (1) Member price: USD\$1,400 / per co-exhibitor (tax included)**
 - (2) Non-member price: USD\$2,100 / per co-exhibitor (tax included)**
4. Co-exhibitor Privileges: After payment completed, co-exhibitors are entitled to the following privilege:
 - (1) Online Exposure: Co-exhibitors can log into [Online Exhibitor Service Center](#) to maintain company profile, product images & information and press releases, which will be exposed to public via website. Company name will also be shown on online exhibitor directory and online floor plan.
 - *Please note that co-exhibitors only have access to the above services.
 - *Services including ‘Exhibitor Appointed Contractor (EAC) & Booth Drawing Upload’ and ‘Exhibitor Badge Application’, etc. are responsibilities by primary exhibitors to ensure all logistics required take place and comply with exhibition regulations.

D Decorated / Raw Space

Exhibitors have the choice of selecting either raw exhibit space, in order to build their own custom exhibit, or a decorated exhibit booth that will be built by the official show decorator: PICO International Taiwan Ltd. Please refer to SECTION 3 “Decorating & Rental” and complete the order form (see [Online Exhibitor Service Center](#))

Decorator / Official Contractor

PICO International Taiwan Ltd. has been appointed as the official decorator and service contractor for SEMICON® Taiwan 2024. Please refer to SECTION 3 for more information.

E Early Hall Access

On the first day of the show, exhibitors are permitted to enter the Exhibition Hall two hours before opening (9/4 08:00AM), one hour before on the 2nd & 3rd day (9/5 & 9/6 09:00 AM); and remain half hour after closing for exhibitors to manage their booths (9/4& 9/5 17:30PM; 9/6 16:30PM). For security reasons, exhibitors intending to start earlier or stay later must obtain prior permission from SEMI, if there is any extra cost from extending working hours, exhibitors are responsible for all costs. (NT\$90,000 per hour, tax included)

Export Licenses

Certain local government trade regulations may dictate that equipment meet export license guidelines in order to be shipped overseas. Exhibitors who are not familiar with their local export license requirements should contact their Department of Commerce or their freight forwarder. In the U.S., exhibitors should contact the U.S. Department of Commerce in Washington D.C. at 1.202.482.2000.

Additional information relating to this can be found in the Trans-Link shipping instructions in SECTION 4, “Freight Handling”.

F First Aid / Emergency

If an emergency occurs, please inform Show Management and Security immediately. First Aid Station locations are as follows:

1. TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1:
 - (1) Room 158 on 1st Floor (on Southern side near K Area Entrance)
 - (2) Room 452 on 4th Floor (on Southern side near N Area Entrance)
2. TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2:
 - (1) Room 135 on 1st Floor (on Northern side near Q Area Entrance)
 - (2) Room 437 on 4th Floor (on Southern side near R Area Entrance)

Floor Ports

Water and compressed air are accessible within the building. Please contact PICO International Taiwan Ltd. for more information or refer to Electrical/ Water and Drainage/ Compressed Air Service/ Telephone/ Internet (FTTB)/ Audio & Visual Equipment/ Computer Rental Application Form

Freight Handling / Shipping

Exhibitors may use any forwarder of their choice. SEMI recommends the following freight forwarding agents:

Taiwan: Triumph Trans-Link Logistics Co., Ltd.

USA: TWI Group Inc.

Triumph Trans-Link Logistics Co., Ltd. has been appointed as an official on-site handling agent for SEMICON® Taiwan 2024. Triumph Trans-Link Logistics Co., Ltd. will be in charge of ALL on-site drayage once freight has arrived at unloading zones in TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2.

More information, refer to SECTION 4, “Freight Handling”.

H Hazardous Equipment & Materials

Exhibitors who intend to bring hazardous equipment & material (e.g. flammable gases, explosive materials, high voltage, radioactive materials) are required to safeguard, protect and register all items in accordance with local city regulations.

Hotel Accommodations

SEMI has contracted rates with several hotels for SEMICON® Taiwan 2024. Please refer to ‘Hotel’ page on www.semicontaiwan.org for the official hotel information.

L Lead Retrieval System Rental

Exhibitors can rent a lead retrieval system for capturing contact information of visitors to their booth. Please refer to ‘Lead Retrieval System Application Form’ in [Online Exhibitor Service Center](#).

Lost & Found

Please turn in any lost articles to onsite Show Information Counters at following locations:

1. TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1: near J Area Entrance on 1st floor & M entrance on 4th floor
2. TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2: near P Area Entrance on 1st floor & R Area Entrance on 4th Floor

M Merchandise / Equipment Pass

Any equipment or merchandise that is removed from the exhibition hall during show hours (not including briefcases or toolboxes) must be accompanied by a Merchandise / Equipment Pass that is presented to the guard when exiting. This is for the protection of all exhibitors. Merchandise / Equipment Pass is available to download on www.semicontaiwan.org or could be accessed from service counter during the show period.

N Taipei Nangang Exhibition Center, Hall 1 & Hall 2 Specifications

Items	Hall1 - 1F	Hall 1 - 4F	Hall 2 - 1F	Hall 2 - 4F
Floor Loading(tons / sq. m)	5	2	5	2
Floor Finish	Concrete			
Electricity Supply	110V, 220V, 380V, 440V / 60 Hz		110V, 220V, 380V / 60 Hz	
Freight Entrance	I area: 9.9m (W) x 5.0 m (H) J area: 11.6 m (W) x 4.5 m (H) K area: 10 m (W) x 5 m (H)	L area: 11 m (W) x 4 m (H) M area: 11.9 m (W) x 8.5 m (H) N area: 10.1 m (W) x 4 m (H)	P area: 4.6 m (W) x 4 m (H) Q area: 4.6 m (W) x 4 m (H)	R area: 4.6 m (W) x 4 m (H) S area: 4.6 m (W) x 4 m (H)
Freight Elevator Interior	3m (W) x 3m (H) x 7.8(L)			
Freight Elevator Door	3m (W) x 3m (H)			
Freight Maximum Weight	6 tons			

O Online Exhibitor Directory

[Online Exhibitor Directory](#) will be available for browsing from **June, 2024**. The contents will include company profile, product description, product images and press releases for visitors' reference. Please go to [Online Exhibitor Service Center](#) (open from late-April) to register your company information and the contents will expose to public via website. For more information, please contact **SEMICON Taiwan Exhibitor Service Center**:

Tel : 886.3.560-1777 x 317 / 318

Email : staiwan1@semi.org / staiwan2@semi.org

P Parking

Paid-parking is available in the basement of TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 (620 space) and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 (1290 space) on a first-come, first-served basis. More parking spaces are available nearby TaiNEX 1 and TaiNEX 2. Please refer to Section 1 "Parking Lot Location". Please visit [here](#) for more information.

Penalty for Early Dismantle

Exhibits or equipment may not be dismantled nor removed from the booth before the official closing time on **Friday, September 6, 2024**. Exhibitors who dismantle their booth prior to the official closing time will lose priority points and/or may be refused the opportunity to exhibit the following year. Once dismantle begins (**16:00, Friday, September 6, 2024**), removal of exhibit material must be completed by **16:00, Saturday, September 7, 2024**.

Dismantle of certain shell scheme package booths will commence immediately upon exhibition closure. Exhibitors are advised to remove ALL displays from the partitions that they wish to retain. ALL BOOTHS / EXHIBITS MUST BE DISMANTLED AND MATERIALS REMOVED BY THE RESPECTIVE TIMES LISTED IN THE TIMETABLE OF OPERATIONS.

Photography / Video Taping

SEMI does not allow photographing or videotaping (aerial photography/ drone are included) of the exhibition, except under the following condition. Press (properly accredited) may photograph or videotape with exhibitor's permission during exhibit

hours only. Exhibitors are allowed to photograph their booth **ONLY**. Requests for videotaping must be submitted, in writing, to SEMI Show Management 30 days prior to the first day of set-up. A security guard must be accompanied with photographer during the taping and exhibitors can only videotape their own exhibit. Attendees will not be allowed to bring any type of photographic equipment, including videocassette records, on the show floor. SEMI Show Management and the official photographer are exempt from the above rules.

Program Session

Various technical and business programs will be held in conjunction with SEMICON® Taiwan 2024. For further information please refer to [Program](#) page on www.semicontaiwan.org

Postal and Banking

Postal and banking services are available in Nangang Software Park.

Postal and Shipping: Chunghwa Post Office Counter, DHL and FedEx Authorized Shipping Center.

Banking Facilities and Money Exchange: Bank of Taiwan and Esun Bank.

Press Center

A Press Center will be available for Press to access during the exhibition in following locations:

- TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1: 4th Floor
- TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2: 1st Floor

For more information please contact: Ms. Monica Hung, Tel: 886.3.560.1777 x209, Email: mhung@semi.org

Promotions or Facility Tours

SEMI discourages off-site visits or facility tours that take visitors away from the show site during show hours. No private vehicles or buses will be permitted on the exposition grounds to take visitors to such functions. SEMI requests that large meetings or social events in hotels or other locations be held during non-show hours. Advertisements or invitations to parties, private showing or other events may be distributed or displayed within the confines of the exhibitor's booth **ONLY**. Any special promotions must be submitted in writing to SEMI Show Management 40 days prior to the show. SEMI Show Management reserves the right to reject, or prohibit any exhibit or special promotion, in whole or in part, of any exhibitor (or representative) based solely on its judgment, discretion, and authority.

Public Address (PA) System

The PA system is for the use of the Organizer and Hall Owner for Official Announcements only. Paging services cannot be provided, nor can exhibitors' announcement be made.

R Receptions in Your Booth (Show-Site Activities)

Reception/ parties/ lucky draw or any kinds of activities that took place in your booth must submit application form (see [Online Exhibitor Service Center](#), Booth Activities Application Form) before **Thursday, July 25, 2024**.

Please submit your request to:

Registration

Please refer to SECTION 5 for more information or visit our website www.semicontaiwan.org for the dates and times for exhibitor registration.

Rules & Regulations Guidelines

Please read the "Rules & Regulations Guidelines" in SECTION 2. Failure to follow rules and regulations could require modifications to an exhibit on show site at the exhibitor's expense.

S Security

General security services will cover TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 during set-up, show and dismantling hours. However, exhibitors will be responsible for the security and protection of their displays and personal belongings at all times. SEMI encourages Exhibitors to take the following precautions: Have at least one representative at your booth to supervise all deliveries, packing/ unpacking, installing and dismantling until hand-over to your nominated agent.

NEITHER SEMI, NOR ANY OF THE EXCLUSIVE CONTRACTORS CAN BE HELD LIABLE FOR THEFT, VANDALISM, FIRE, WATER, WIND, AND / OR STORM DAMAGE, EARTHQUAKES, ACTS OF GOD, AGGRESSION, OR WAR, ETC.

SEMI Show Information Counters

SEMI Show Information Counters locations are as follows. Personnel can assist you in Chinese and English.

1. TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1: Near J entrance on 1st Floor & M entrance on 4th Floor
2. TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2: Near P entrance on 1st Floor & R entrance on 4th Floor

Exhibitors and Exhibited Appointed Contractors (EAC) will be allowed access to the halls beginning **at 12:00, Sunday, September 1, 2024**. Refer to section 1 "TIMETABLE OF OPERATIONS" for access hours. In order for aisle carpet to be laid in the halls, please note all freight must be received on-site **by 14:00 on Tuesday, September 3, 2024**. Exhibitors are requested to work within their booth only.

Shuttle Service

During the show days, Show Management will provide complimentary shuttle service from Hsinchu to TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1. Please visit our website www.semicontaiwan.org for the schedule.

Smoking Policy

Smoking inside premises is strictly prohibited by law.

T Taxi

A taxi stand is located on basement floor of TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 during show period. All taxies carry meters and not all drivers can speak English so always have your destination written down in Chinese or show a map guide to the driver to indicate your destination.

Tear-Down / Move-out

Move-out will begin **from 16:00 on Friday, September 6, 2024**. To ensure the rights and safety of all exhibitors, please follow the organizer's instructions and directions accordingly.

SEMI members who engage in early tear-down will lose priority points. It is important for your onsite staff to adhere to the rules and regulations.

Empty crates will be returned for packing at 1 hour after the closing of the exhibition. Exhibitors who damaged the aisle carpet prior to the allocated time will be liable for damaged made.

Please ensure all necessary arrangements are made with the onsite freight forwarder (Triumph Trans-Link Logistics Co., Ltd) for removal. All materials should be removed **before 16:00, Saturday, September 7, 2024**.

Truck Permit

Trucks weighing 6.5 tons and above does not require special road passes at the TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2. Trucks are prohibited on Huangdong Blvd. as well as Northern National Highway No. 3.

U Utility Services Contractor

Exhibitors must use PICO International Taiwan Ltd. for the following utility services: Electrical, Water and Drainage. Please refer to 'Electrical/ Water/ Drainage/ Compressed Air/ Telephone/ Internet FTTB Rental Application Form'.

V Visitor & Program Attendee Registration

On-line registration is scheduled to open on June 19th (Wed). For further information, please visit www.semicontaiwan.org.

W Water Access

Water is accessible within the building. Please contact PICO International Taiwan Ltd. and refer to 'Electrical/ Water/ Drainage/ Compressed Air/ Telephone/ Internet FTTB Rental Application Form' for more information.

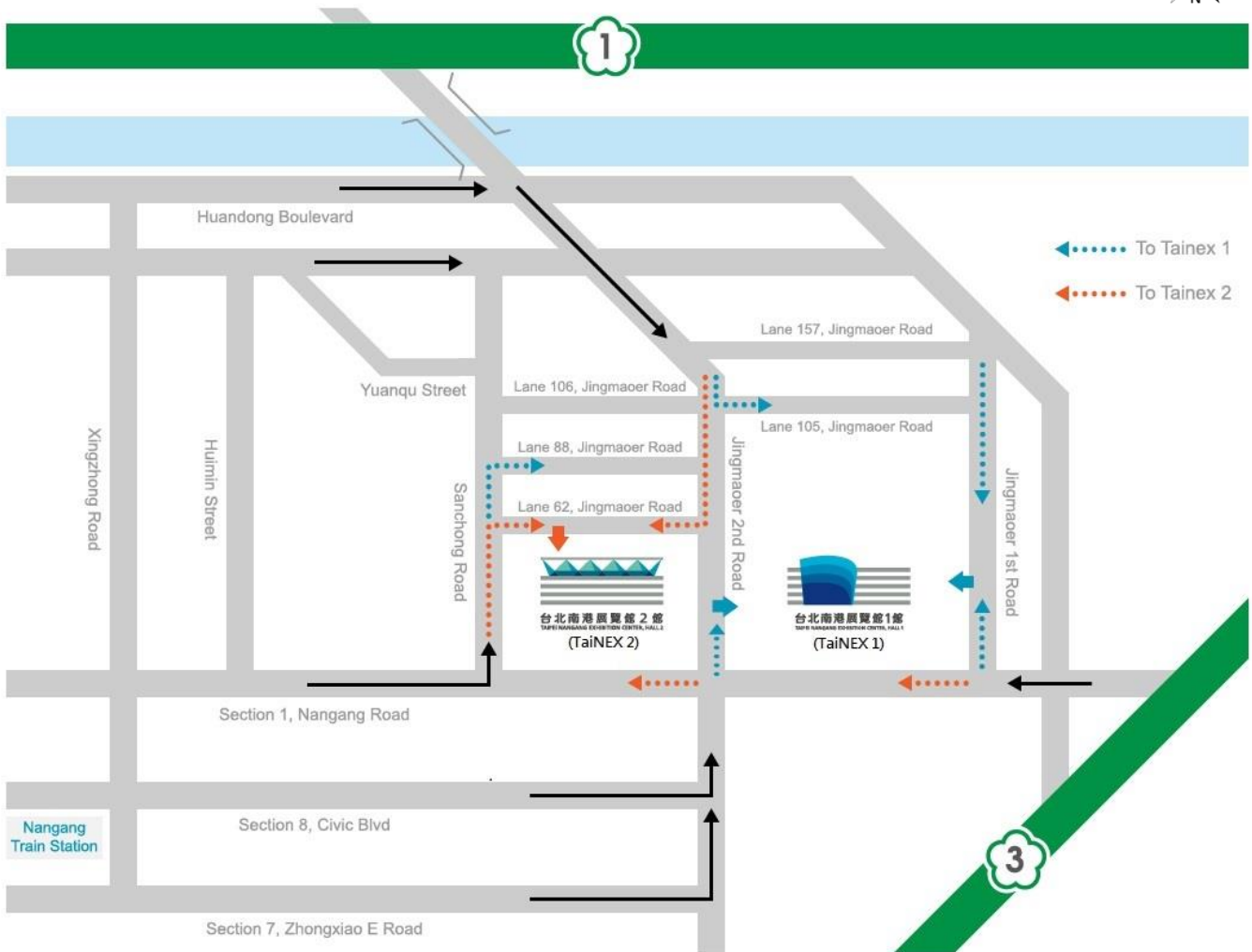
5. Location Map

Show Venue: [TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1](#)

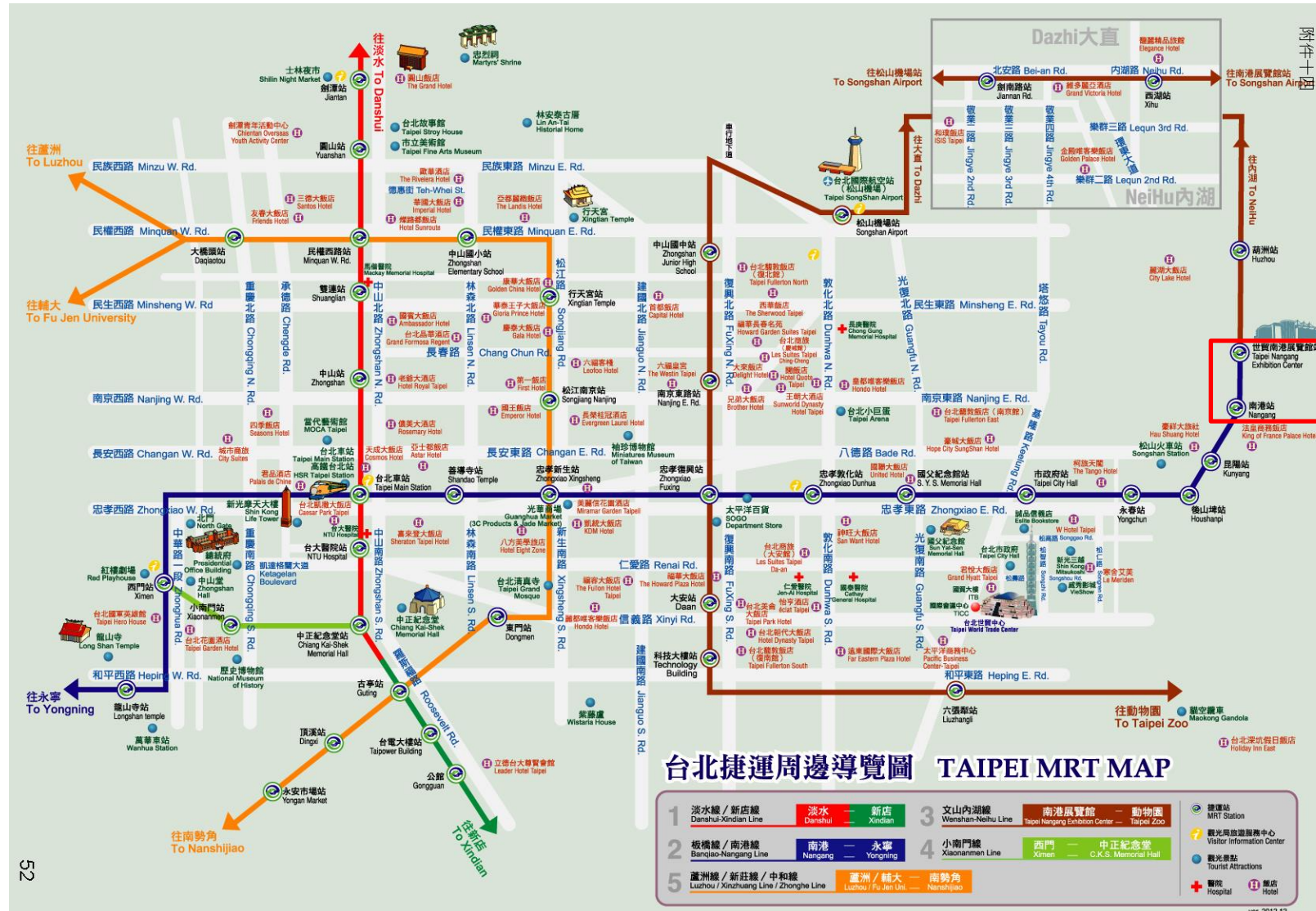
No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan

[TaiNEX 2, a.k.a. Taipei Nangang Exhibition Center, Hall 2](#)

No.2, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan



7. MRT Map with Hotel Location



8. Parking Lot Location



Parking Area Information ➡ Entrance ➡ Exit

- P1** TaiNEX1 | 620 space for cars | 1770 space for motorcycles
- P2** TaiNEX2 | 1290 space for cars | 1136 space for motorcycles | 32 spaces for Bus
- P3** Nangang Software Park | 42 spaces for cars
- P4** Nangang Park | 400 space for cars | 199 space for motorcycles
- P5** CTBC Financial Park | 149 space for cars

Transportation Information

- 1** Shuttle Bus Pick-up
- 2** Bus Station
- 3** Drop Off (Taxi)
- 4** Drop Off (Vehicle)
- 5** The Taxi Stand on B1
※ Only during Exhibitions

9. Facility in TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1

Facility	Location	Tel
Show Information Counter	Entrance of J area, 1F Entrance of M area, 4F	886.2.2725.5200 x5101, 5102, 5103 886.2.2725.5200 x5411, 5412
Chicken Master	1F (Restaurant/Café'/Shops)	886.2.2725.5200 x5157/886.2.7746.2978
Louisa Coffee		886.2.2725.5200 x5156/886.2.2786.2613
Mos Burger		886.2.2725.5200 x5152886.2.2783.4183
Tu Messe Bistro		886.2.2786.7800
RealBakery		886.2.2725.5200 x5151/ 886.2.7709.4320
Subway		886.2651.1118
Festival Western Restaurant	3F (Restaurant)	886.2.2641.6422 x5210、5213、5283
The Menu (Family Cuisine & Banquet Hall)		886.2.2651.8090 / 886.2.2651.8095
7-11 Convenience Store	Entrance of J area, 1F	886.2.2651.9408
First Aid	Room 158 on 1F, Room 452 on 4F	886.2.2725.5200 x5119(1F), 5437(4F)
Luggage Storage Room	Room 145 on 1F	886.2.2725.5200 x5132
ATM (Automatic Teller Machine)	Entrance of K area, 1F	
Parking Lot	Basement 1	886.2.2725.5200 x5001
Taxi - Pick up Area	Basement 1	No Pick Up at Entrance of J area on 1F during show days
Airport Shuttle Bus – Kuo Kuang Metro Transport	Entrance of J area, 1F	Operating Hours: 7:00AM-5:00PM 0800.010.138
Cleaning	Cheng Nien Cleaning Ltd.	886.2.2725.5200 x5011 886.936.628.321 Ms. Yeh
Official Forwarder	Trans-Link Logistics Co., Ltd.	886.935.245.909 Mr. Scott Chen 886.933.216.944 Ms. Frances Lin 886.2.2581.1133 x 105 Ms. Irene Cheng
Electrical/ Water Service Decorated Space Contractor	PICO Int'l Taiwan Ltd.	Exhibitor at 1st Floor, Hall 1 - Ms. Dora Liao Tel : 886.2.2799.6990 x 130 Email: ST.h1.1f@pico.com Exhibitor at 4th Floor, Hall 1 - Ms. Elaine Chan Tel : 886.2.2799.6990 x 143 Email: ST.h1.4f@pico.com Pavilion Decorated Booth - Ms. Renata Jiang Tel : 886.2.2799.6990 x 137 Email: ST.pd@pico.com

10. Facility in TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2

Facility	Location	Tel
Show Information Counter	Counter at P Area, 1 st Floor Counter at R Area, 4 th Floor	886.2.2725.5200 x6112, 6113, 6114, 6115
Café Mo	Basement 1(Restaurant/Café'/Shops)	886.972.102.838
Fried Chicken Master		886.2.2653.5547
Real Bakery		886.2.2653.5532
JIA CHI WAN		886.2.7744.8970
Chuan Jiao Hǎo Yùn Teppanyaki		886.2.2788.0801
7-11 Convenience Store	at Basement1 corridor	886.2.2651.9605
First Aid	Room 135 on 1 st Floor Room 438 on 4 th Floor	886.2.2725.5200 x6108
Luggage Storage Room	Room 163 on B1	886.2.2725.5200 x6029
ATM (Automatic Teller Machine)	At Entrance of P area, 1F, B1 corridor & 7-11 Convenience Store	
Parking Lot	B1, B2, B3	886.2.2725.5200 x6015
Cleaning	Cheng Nien Cleaning Ltd.	886.2.2725.5200 x5011 886.936.628.321 Ms. Yeh
Official Forwarder	Trans-Link Logistics Co., Ltd.	886.935.245.909 Mr. Scott Chen 886.933.216.944 Ms. Frances Lin 886.2.2581.1133 x 105 Ms. Irene Cheng
Electrical/ Water Service Decorated Space Contractor	PICO Int'l Taiwan Ltd.	Exhibitors at Floor, Hall 2 – Mr. Terry Wu Tel : 886.2.2799.6990 x 134 1 st Floor Exhibitor Email: ST.h2.1f@pico.com 4th Floor Exhibitor Email : ST.h2.4f@pico.com Pavilion Decorated Booth - Ms. Renata Jiang Tel : 886.2.2799.6990 x 137 Email: ST.pd@pico.com

SECTION 2 : RULES & REGULATIONS

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1. Introduction

The abbreviation “SEMI” used in the rules and regulations is a non-profit corporation, and as the content may require, its directors, officers, agents, and/or employees duly acting for SEMI in the management of the exposition.

These rules and regulations governing SEMICON® Taiwan are an integral part of the contract for exhibit space. While some of them may seem restrictive, they have been established for the protection of everyone. The overriding principle contained in these Exhibit Rules and Regulations is equality for all. The following regulations have been designed specifically for SEMICON® Taiwan. Should you have any questions concerning the rules and regulations, please contact:

SEMI Taiwan
11F-2, No.1, Taiyuan 1st Street, Zhubei City, Hsinchu County 302082, Taiwan
Tel: 886.3.560.1777
Fax: 886.3.560.1555

Exhibits installed at ALL SEMICON Expositions must comply with the rules and regulations of the exposition. In the event that exhibit or exhibit activities are in VIOLATIONS of the exhibit rules and regulations or are not consistent with the standards of the exposition, Show Management may require the exhibitor to alter the exhibit either before the exposition or on-site. Necessary changes are to be made at the exhibitor’s expense and are subject to approval.

All exhibit matters and questions not covered by these rules and regulations are subject to the decision of SEMI Show Management. These rules and regulations may be amended at any time by SEMI. The original rules and regulations, as well as any amendment to the original rules and regulations shall be equally binding to all parties affected by them. In the event of any amendment or addition to these rules and regulations, written notice will be given by SEMI. SEMI reserves the rights for final judgments to any unmentioned regulation in this manual.

2. Exhibit Installation & Dismantling

(1) EXHIBIT INSTALLATION AND DISMANTLING

Raw space booth exhibitors can choose an external contractors, or alternatively select the official contractor of the exhibition, PICO International Taiwan Co., Ltd.

I. Installation:

Hours and dates for installation, the exhibition, and dismantling are specified in the "Timetable of Operations" of this manual, SECTION 1. Extended hours for set-up can be requested on-site at SEMI Show Management office before 15:00 each day. Additional charges will apply for overtime, the rate is NT\$90,000/hour (tax included), please refer to SECTION 1 for details. All crates must be tagged and ready for removal **by 14:00 on Tuesday, September 3, 2024**. Booth completion is **by 18:00, Tuesday, September 3, 2024**. Exhibitors will not be allowed to move in or install displays after this time.

Should installation of booth not completed **by 18:00 on September 3, 2024**, the Show Management reserve the right to "force" setup or to remove displays/materials from the exhibit floor at the exhibitors' expense. Exhibitors who do not meet the set-up deadline may forfeit the use of their booth space in subsequent exhibitions.

II. Dismantle:

Exhibitors are required to maintain their exhibit intact until the close of the exhibition. On the last exhibition day, "dismantle" procedures will be distributed to each exhibiting company. Each Exhibitor will complete arrangements for the removal of exhibit material in accordance with the dismantle procedures. Exhibitors for the remove materials from the exhibition hall before the conclusion of the show period are prohibited.

(2) EXHIBITOR APPOINTED CONTRACTOR (EACs)

Exhibitors are responsible for providing the Show Management the following information regarding their non-official contractor (EAC). The EAC Application Form is available on [Online Exhibitor Service Center](#). **Please return it by Thursday, July 25, 2024 along with your final booth drawings (Floor Plan/ Elevation/ Perspective View) for evaluation. Please indicate specific dimensions of all drawings.**

※All EACs MUST comply with the criteria set forth in the Exhibitor Services Center, and the exhibitor is responsible for the actions of their EAC.

- I. According to the TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 Decoration Contractor Management Regulations, each contractor needs to apply for registration and pay for deposit annually; the venue has the right to refuse the contractor without registration entering the exhibition hall.
- II. Each decoration contractor needs "Taiwan Occupational Safety Card" so that the staff can enter the exhibition hall. For further information, please visit [Nangang Exhibition Center official webpage](#).
- III. The EAC agrees that it will indemnify, and hold harmless, the Show Management and the Official Contractor from any action on account of injury or damage to persons or property caused by an act of omission, negligence or misconduct on the part of the EAC or any of its agents, servants, employees, or contractors.
- IV. The EAC shall not erect a service desk and must restrict corporate identity to the booth areas being serviced. Personnel carriers will not be permitted on the exhibit floor without the approval of Show Management.
- V. The EAC will have a true and valid order for service from an exhibitor in advance of the show move-in date. The EAC shall not solicit business on the exhibit floor before, during, or after the show. If a representative of an EAC violates this provision on solicitation, Show Management will remove the EAC and its representatives from the exhibit floor.
- VI. Penalties for violations:
Show Management and Show Ground Management may take the below actions for violators:
Smoking within premises:
1st time violator -> A written warning will be issued and demanded to improve without a fine,
2nd time violator -> A fine of NT\$ 500 will be issued.
3rd time violator -> A fine of NT\$ 1000 will be issued.
Further or continue to violate this law, additional NT\$ 500 will be added each time. The fine will be address to the highest contractor of the exhibitor and not the direct violator him/herself.

Besides legal liabilities, contractors violating these rules will be fined by TAITRA NT\$2,000 ~ NT\$5,000. If the violation results in a fire or a severe dangerous incident, the fine will be NT\$20,000.

Contractors violating these rules will be prohibited from contracting any future construction work at the TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 for two years.

EACs and exhibitors cannot bring in their own equipment (forklift, etc.). Please contact Show Management or Trans-Link with any questions.

(3) TECHNICAL INSTALLATIONS ON STANDS

- I. Exhibitors are strictly forbidden to install their own connections.
- II. Official controllers being fully empowered to authorize or prohibit the installation or to require alternations so as to meet technical and legal requirements will inspect all on-stand installations.
- III. Exhibitors are liable for any technical faults or damage that may result from non-compliance with the provisions as stipulated by the facility.
- IV. All connecting boxes in operation at floor level must be accessible at all times.
- V. A sketch showing the desired position of the installations must accompany all order forms.

(4) BOOTH CLEANING

SEMI will arrange for the general cleaning of the Exhibition Hall and booths. This only includes cleaning of carpet/flooring and rubbish disposal before the Exhibition opens in the morning and after the Exhibition closes in the evening. It excludes cleaning of exhibits and displays. Exhibitors with lockable cabinets are requested to place refuse disposal outside the booth before departure each evening. Exhibitors using an Exhibitor Appointed Contractor (EAC) are reminded that it is the responsibility of their EAC to clean and vacuum the booth upon completion of construction before handing it over to the exhibitor. Thereafter, the official Cleaning Contractor will clean the carpet accordingly. Exhibitors may contact the Official Cleaning Contractor (See SECTION 1 "Important Contacts") for further cleaning services.

(5) REMOVAL OF WASTE

During the set-up and dismantling hours of the Exhibition, the aisle of the Hall must not be obstructed with packing and construction materials or debris. "Raw Space Only" booth contractors or booth interiors are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the Exhibition, contractors must remove all the materials, especially the double-sided carpet tape, used within their clients' booths from the Exhibition Hall. Waste removal must be completed by the end of dismantling period as listed in the "Timetable of Operations" on SECTION 1. SEMI reserves the right to charge the exhibitor NT\$ 90,000 (Tax included) concerned for the removal of excessive waste (booth construction debris, crates/pallets, cartons, packing materials or literature).

3. Exhibition Activities

(1) **ALCOHOLIC BEVERAGES**

For safety and insurance reasons, alcohols are prohibited in the facility during set-up and dismantling period.

(2) **ANIMALS**

Animals will not be allowed in the exhibit hall or on exposition grounds, except dogs for the Disabled.

(3) **AUTHORITY OF PREMISES**

In the event of any problems or disputes on-site, the decision of SEMI, being lessee of the premises, will be final. SEMI reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties. SEMI also reserves the right to plan/arrange the usage of the exhibition hall.

(4) **BADGE CONTROL**

False certification of an individual as an exhibitor's representative, misuse of an exhibitor's badge, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and his representative from the exhibition, and/or banning them from future entrance onto the exhibit floor. This may also cause the removal of the exhibitor's booth from the floor without obligation on the part of SEMI for refund of any fees. The exhibitor, his employees and agents, and anyone claiming to be on the exhibit floor through the exhibitor, waives any rights or claims for damages arising out of the enforcement of this rule.

(5) **BALLOONS / BLIMPS**

Applications are to be made **before Thursday, July 25, 2024** with SEMI and TAITRA for approval. Please submit application form (see [Online Exhibitor Service Center](#), Usage of the Promotional Balloon Application Form); unauthorized balloons will be removed and on exhibitor's own cost. Application for 2 balloons are only approved for exhibitors booking at least 4 or above adjacent booth units, with the total booth length and width to be 6 meters x 6 meters or 12 meters x 3 meters.

All balloons raised must be fixed within your own booth at a diameter of a maximum 180cm and a maximum raised height of 7 meters from ground. A fee of USD\$ 700 will apply for a balloon raising between 5 ~ 7 meters from ground. Balloons can only be filled with helium. If there is any injuries, financial losses from raising balloon, exhibitors are responsible for all the legal responsibilities and costs. Please refer to Section 3 for more information.

(6) **BOOTH PERSONNEL**

Booths must be continually staffed during exhibit hours. With the exception of convenience help (such as receptionists or professional product demonstrations), all booth personnel must be employees of the company, or its' representative, and must be fully capable of explaining products or processes on display. The appearance, dress and decorum of booth personnel must reflect good taste and be consistent with the quality standard of the exposition.

(7) **BOOTH RECEPTIONS / PARTIES / LUCKY DRAW (Show-Site Activities)**

Receptions/ parties/ lucky draw or any kinds of activities that took place within your booth must be requested in writing and approved by SEMI Show Management prior to the exposition. Please submit application form (see [Online Exhibitor Service Center](#), Booth Activities Application Form) **before Thursday, July 25, 2024**.

(8) **CAMERAS / PHOTOGRAPHY / VIDEOTAPING / RECORDING**

Show Management will allow cameras on the show floor (aerial photography / drone is prohibited at all times). However, media are required to obtain passes/ stickers for their camera equipment from the Press Room. Exhibitors and attendees may take pictures within the show for purposes of company or annual reports, company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without the permission of the exhibitor.

Many products on display at SEMICON® Taiwan are innovative, one-of-a-kind or prototype items. Exhibitors have the right to report to Security or Show Management any instance of inappropriate photographing of company products or displays.

(9) CHILDREN

Children 12-16 years old accompanied by an adult are allowed on the exhibit floor only during exhibition hours. Children under 12 years old are not allowed on the exhibit floor at any time.

(10) GENERAL SECURITY

Each exhibitor must make provisions for the safety of their goods, materials, equipment and displays at all times. General overall security service will be provided for the exhibition period. The security service and/or Show Management are not responsible for the loss or damage of any property from any cause.

SEMI will provide general perimeter exhibit security in the facility during set-up, exhibit days and dismantling; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that setup and dismantling periods are particularly sensitive times when thefts (especially handbags and laptop computers) are most likely to occur. Do not leave your booth unattended during those times.

Each decoration contractor needs "Taiwan Occupational Safety Card" so that the staff can enter the exhibition hall. For further information, please visit [Nangang Exhibition Center official webpage](#).

(11) GIVEAWAYS / HANDOUTS

Items, samples, souvenirs, etc., **MUST** be distributed by the exhibitor from within the confines of the exhibitor's contracted booth space. Show Management reserves the right to evaluate the safety and/or offensiveness of novelty item handouts. Giveaways/Handouts by sponsors approved by SEMI are not limited to the restrictions. Should you need further information, please contact SEMI for Marketing Promotional Opportunity plan.

After notifying exhibitor of improvement three times, failure to comply may result in the loss 10% of priority points, and so on.

(12) HALL ACCESS RESTRICTIONS

The hall WILL BE CLEARED OF ALL PERSONNEL after the exhibition closes each day. The only exceptions will be with written permission from SEMI.

(13) LABOR SAFETY AND HEALTH

To prevent occupational hazards and maintain labor safety, all exhibitors and contractors shall comply with government labor safety laws as well as "Vocational Health and Safety Act," "the TAITRA Letter of Undertaking for Pre-Construction Safety and Health," "Regulations for TAITRA Project Contractor Pre-Construction Operation Standard," "TAITRA Contractor Health and Safety Management Regulations," "the TAITRA Delivery and Contract Hazard Notice Form" and the "TAITRA Construction Site Hazard Notice Form." The abovementioned labor safety and health regulations may be downloaded from the following website:

<https://www.tainex.com.tw/en/> → (Home>Organizing>Occupational safety management and insurance)

Labor to erect booths is included in all decorated shell scheme package rentals. If additional labor is required or you need to order labor, you may contact the official decorator, PICO International Taiwan Co., Ltd. to make arrangements.

Exhibitors may use their own bona fide personnel for labor. Non-official contractors, Exhibitor Appointed Contractors (EAC), hired by exhibitors may also use their own labor. Exhibitors must notify SEMI of their intent to use a non-official contractor (EAC) **before Thursday, July 25, 2024**.

(14) NOISE AND ODORS

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. General Rule: Sound and noise should not exceed **75 decibels**. SEMI reserves the right to reduce the sound level, restrict or switch off any audio/ visual displays that cause complaints and SEMI's decision is final if such a dispute arises.

(15) REGULATIONS FOR SOUND SYSTEMS

Booths that include a stage or sound output of more than 20W are requested to submit application (see [Online Exhibitor Service Center](#), Booth Activities Application Form) **before Thursday, July 25, 2024**. Location of stage and loud speakers, performances and time schedules must be clearly stated, and any unauthorized stage performance or loud speakers will be removed or in result of power cut off by the organizer or Show Ground Management.

Only two loudspeakers are allowed in an exhibitor's booth and positioned to direct the sound into own booth, sound volume must be kept **under 75 decibels** (volume check by the organizer prior to exhibition); neighboring exhibitors are prohibited to have stage events or performances at the same time.

The below actions will be taken for violators:

Step 1 - A written warning will be given should no improvements shown after a verbal warning.

Step 2 - Fines will be issued should no improvements shown after a written warning. Fines will be issued per each time violation after the written warning; 1st time violation will be fined NT\$ 1,000; 2nd time violation will be fined NT\$ 4,000; 3rd time violation will be fined NT\$ 10,000; 4th time violation will be fined NT\$ 15,000; 5th time violations will be fined NT\$ 20,000.

Step 3 - Violators refused to improve will be cut off from electrical power by the organizer and the Show Ground Management. Violator will then be subject to the terms and regulations of the exhibit installation and dismantling, for further details please refer to SECTION 2.

Volume measuring: Decibel instrument is held 1.2 ~ 1.5 meters from ground and at within 3 meters of sound source.

Exhibitors using own wireless microphones are to register frequencies with Show Ground Management for approval. Unauthorized usage causing interference will be removed and the three steps of actions mentioned above may apply.

(16) OBSTRUCTION OF AISLES / BOOTH DEMONSTRATIONS

Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional and relative to the displayed product. The use of demonstrators, gimmicks, mimes, magician, robots, etc., in the aisles is prohibited at all times. Products or demonstrations must be placed inside the booth boundaries and must not result in aisles being blocked. Equipment and/or furniture may not be in the aisle at any time. Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. All demonstrations should be conducted by qualified personnel. Show Management reserves the right to evaluate the safety appropriateness and/or offensiveness of demonstrations.

(17) OFF-SITE PROMOTION / OUTSIDE PROMOTION

It is requested that exhibitors not advertise or promote any off-site/outside activity, such as an open house, reception, conference, etc., if occurring during exhibit hours.

(18) ON-SITE VEHICLES

Private motor vehicles, trucks, automobiles will not be allowed on the exhibit hall floor before, during, or after exhibition hours. No exceptions.

(19) PRESENTATION AND / OR DEMONSTRATION OF EXHIBITS / PRODUCTS

An exhibitor intending to present and/ or demonstrate equipment, exhibit or product at their booth must:

- I. Security install all working machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.
- II. Ensure that toxic fumes, exhaust or other irritants caused by the exhibits/ products are not released into the exhibition Hall. Prior approval from the relevant controlling authority in addition to that of SEMI must be obtained for such purpose.
- III. Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition Hall and stands.
- IV. Ensure that all the relevant local government authority license(s) or permit(s) are obtained and their stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, between/ among exhibitors. SEMI reserves the right to rule on the right to exhibit.

- V. For safety concern, fire is prohibited inside all area of the TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1, and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2.

(20) PRIZE DRAWINGS / RAFFLES (Show-Site Activities)

Public drawings can only be conducted if held within the confines of the booth. Please submit application form (see [Online Exhibitor Service Center](#), Booth Activities Application Form) to SEMI Show Management **before Thursday, July 25, 2024**. Due to fire safety regulations, public aisles cannot be blocked and are not allowed to use by exhibitors. It is recommended that instead of a public drawing (announcement) that you post the winner's name within your booth.

(21) RESTRICTED PROMOTION ACTIVITIES

Only contracted exhibitors are permitted to promote their products, services or company at SEMICON Taiwan. Unless a marketing opportunity has been contracted by the exhibitor, all company promotion must occur within the contracted booth space. This includes, but is not limited to 'roaming' characters, handing out flyers, approaching exhibitor booths to sell products, leaving and/or distributing product information in public spaces and show floor aisles. Exhibitors found doing so will be asked to return to their booth and remaining materials will be recycled. Attendees will be asked to leave the show and forfeit their badge. Any violations should be reported to Show Management immediately.

(22) SMOKING POLICY

Smoking is **NOT** allowed within any of the exhibit halls, meeting rooms or public lobby areas. According to Tobacco Hazards Prevention regulation, one who smokes in non-smoke area will be fined up to NT\$10,000.

(23) SOLICITING EMPLOYMENT

Show Management does not provide an area for listing employment opportunities. Exhibitors are not allowed to advertise or solicit employment opportunities outside of their booth. Employment opportunity advertisements will not be accepted in the Event Directory. Exhibitors are only allowed to solicit employment at SEMICON Job Fair. Any other recruitment outside the Job Fair is not allowed.

(24) SOLICITING EXHIBITORS

Solicitation of exhibitors is prohibited and could result in removal from the exhibit floor.

(25) USE OF SPREADER PLATES / FLOOR LOADING

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 2 ton/ sq. m The Exhibition Hall Safety Engineer has the final authority on this matter. These spreader plates must be arranged in advance with the Official Freight Forwarder (see SECTION 4).

(26) TRUCK PERMIT

Any truck entering the hall must pay a deposit of NT\$1,000. If the vehicle leaves within 1 hour, the deposit will be returned. Otherwise, a fee of NT\$200 will be deducted for the first two hours.

(27) ADHERENCE TO COPYRIGHT PATENT LAWS

It is strictly forbidden to infringe patents rights, logos, intellectual property rights or operation know-how of other companies. Intentional violators confirmed by court will be removed immediately from exhibition, confiscated all payable fees and prohibited from participating for the next year.

- I. Steps of action will be taken for any conflicts in regards to this matter:
- II. Victim of intellectual infringement will be determined by court.
- III. Victim of copyright will be determined by copyright jury and panel.
- IV. The accuse product will be sent for investigation and definition for confirmation.
- V. Exhibitor will be fully responsible for cause of any loss or damages.

(28) VENUE & SHOW DATES CHANGE

The Show Management reserves the right to change the venue and date of the Exhibition under certain circumstances. In the event of a change of venue and/or date, or cancellation of the Exhibition, the Exhibitors shall not be entitled to any claim for compensation in connection with the booking of participation.

SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN FAIRNESS TO ALL EXHIBITORS.

4. Exhibitor Responsibilities & Liabilities

(1) AMENDMENTS / GENERAL SUPERVISION

All exhibit matters and questions not covered by these rules and regulations are subject to the decision of SEMI Show Management. These rules and regulations may be amended at any time by SEMI and all the amendments that may be so made shall be equally binding to/on all parties affected by them as they are by the original rules and regulations. In the event of any amendment or addition to these rules and regulations, written notice will be given by SEMI to such exhibitors as may be affected thereby.

SEMI SHOW MANAGEMENT RESERVES THE RIGHT TO REJECT, OR PROHIBIT, WHOLE OR IN PART, OR ANY EXHIBITOR AND HIS REPRESENTATIVES, BASED SOLELY ON ITS JUDGMENT, DISCRETION, AND AUTHORITY. PLEASE REFER TO YOUR SEMICON EXHIBIT SPACE APPLICATION / CONTRACT FOR ADDITIONAL RULES AND REGULATIONS.

(2) BADGES

All people on the premises must wear a badge during exhibition period. The primary exhibit contact is responsible for his/her co-exhibitors, workers and staff wearing the proper badge. Refer to SECTION 5 for further instructions on ordering badges. Each decoration contractor needs "Taiwan Occupational Safety Card" so that the staff can enter the exhibition hall. For further information, please visit [Nangang Exhibition Center official webpage](#).

(3) DEFAULT IN OCCUPANCY

Any exhibitor failing to occupy contracted space is not relieved of the payment of the full rental of such space. All display systems and equipment/products must be installed and completed before the exhibition opens. Unoccupied space may be repossessed by Show Management for such purpose as it may see fit. Failure to notify SEMI Show Management of cancellation in advance will cause exhibitor to lose priority for exhibit space.

(4) EXHIBITOR LIABILITY

The exhibitor assumes full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's booth structure. The exhibitor may not apply paint, lacquer, adhesives or other coating to building columns, walls or floors.

In the event any part of the exhibit hall is destroyed or damaged so as to prevent SEMI from permitting an exhibitor to occupy assigned space during any part or the whole exhibition period; or in the event where occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency, or other cause beyond the control of SEMI; the exhibitor hereby waives any claim against SEMI beyond a refund of rent paid for the period it was prevented from using the space, less a proportionate share of the exposition expenses incurred by SEMI.

In addition to the Rules and Regulations listed on the back of the exhibit space application/ contract, the SEMICON® rules and regulations have been established in consideration of all participants (exhibitors, attendees, service contractors, building management, and Show Management) and apply to all participants throughout the show.

(5) GENERAL SECURITY

SEMI will provide general perimeter exhibit security in the facility during set-up, exhibit days and dismantling days; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that set-up and dismantling periods are particularly sensitive times when thefts (especially handbags and laptop computers) are most likely to occur. Do not leave your booth unattended during those times.

(6) LIMITATION OF LIABILITY / INSURANCE

SEMI would like to remind the exhibitor of the limits of liability as agreed to on the back of the original signed application/ contract for exhibit space.

(7) RESELLING / USE OF SPACE

- I. The exhibitor cannot assign, sublet or resell; in whole or in part, their contracted space. The contracted exhibitor may share this space with affiliated co-exhibitors, providing the co-exhibitors comply with all exhibitor conditions and rules and regulations; however, the contracting Exhibitor shall continue to be primarily liable for all financial and performance covenants.
- II. If the exhibitor would like to show the co-exhibitor's signage (Company name or Logo) on the booth fascia board, please **MUST** follow the decoration regulations as below.
 - i. Primary exhibitor **MUST** expose its company signage clearly on the booth's front side facing 6-meter main aisle.

- ii. Co-exhibitor's signage cannot be exposed independently; it **MUST** be exposed together with the signage of primary exhibitor and cannot exceed the portion of primary exhibitor's.
 - iii. Contracted exhibit space **MUST** appear as one unified booth and cannot be divided.
- III. All booths **MUST** be staffed during exhibition hours.

(8) THEFT / DAMAGES

Reports thefts or damages immediately to Security and Show Management. While SEMI Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, the general contractor, nor any of their officers, agents or employees assume any responsibility for such property. Exhibitors should therefore include or have a rider attached to their insurance policies covering the shipment of merchandise to the exposition, the exposition period, and return of their merchandise to their home base.

(9) VIOLATIONS AND PENALTIES

SEMI Show Management may, at its discretion, eliminate or reduce priority points for violation of these rules and regulations. In addition, substantial violation of these rules and regulations by the exhibitor, its employees, or agents may at the option of Show Management, forfeit the exhibitor's right to occupy exhibit space and such exhibitor shall forfeit to SEMI all moneys paid or due.

It is to your advantage to contact SEMI Show Management prior to arriving on-site with any questions. Failure to comply with the exposition rules will result in the following loss of priority points. If exhibitor not corrected after notifying the violation three times, it may reduce 10% priority points, and so on. If exhibitor do NOT comply the exposition rules after deducting all priority points, it may affect the rights of exhibiting in the following year.

Upon evidence of substantial violation, SEMI may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that SEMI may thereby incur.

The organizer reserves the right to take actions should contractors violate terms and regulations.

- I. Water and electricity power cut off.
- II. Suspension to exhibit at own cost.
- III. Prohibited to participate the show for two years.

Should contractors violate the above-mentioned regulations, TAITRA reserves the right to exercise the below:

- I. Smoking within premises - according the Smoking Law, smoking within prohibited premises can be fined at a maximum fee of NT\$ 10,000.
- II. Other violations may be fined between NT\$ 2,000 ~ NT\$ 5,000 per violation; major incidents caused due to violations can be fine at a maximum of NT\$ 20,000 per incident.
- III. Show Ground Management to photograph and suspend all actions and eviction.
- IV. Violators failing to improve may result in immediately removal at own cost.
- V. Actions will be taken according to incidents; contractors violating serious regulations may be prohibited to perform any contracting projects for two years.

SHOW MANAGEMENT RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXPOSITION AND IN FAIRNESS TO ALL EXHIBITORS.

SECTION 3 : DECORATING & RENTAL

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1. Decorated & Raw Space

(1) OFFICIAL DECORATOR & ELECTRICAL CONTRACTOR

The Official Decorator and Electrical Contractor appointed by SEMI for SEMICON Taiwan 2024 is **PICO International Taiwan Co., Ltd.**
 4F., No.208, Ruiguang Rd., Neihu Dist., Taipei City 114-91, Taiwan
 Tel : 886.2.2799.6990
 Fax: 886.2.2798.6990

Hall	Exhibitors	Contact	Ext.	Email
Hall 1	1 st Floor	Ms. Dora Liao	130	ST.h1.1f@pico.com
	4 th Floor	Ms. Elaine Chan	143	ST.h1.4f@pico.com
Hall 2	1 st Floor	Mr. Terry Wu	134	ST.h2.1f@pico.com
	4 th Floor			ST.h2.4f@pico.com
Hall 1 & 2	Pavilion Decorated Booth	Ms. Renata Jiang	137	ST.pd@pico.com

(2) DECORATED BOOTH SPACE

Decorated Booth, consisting of a shell scheme, includes the following (per 3 m x 3 m booth):

- I. Rear and Dividing Walls
2.5 meters high walls, with 3 meters wide panels painted white (per side), set in aluminum.
- II. Fascia
The fascia is approximately 500 mm length and runs the length of the aisle faces, with white upper case lettering.
- III. Floor Covering
Flooring covering will be grey needle punch carpet laid directly on the floor.
- IV. Electrical Items and Furniture
 - i. One (1) information counter (L100 x W50 x H75 cm)
 - ii. Two (2) folding chairs
 - iii. Three (3) 12W spotlights
 - iv. One (1) 5 amp / 110V single phase socket
 - v. One (1) wastepaper basket
- V. **If exhibitors would like to change booth type from Decorated Booth to Raw Space, please inform SEMI by email no later than Friday, July 12, 2024; after the deadline, there is no refund of the difference.**

(3) REFER TO THE DECORATED SPACE DIAGRAM ON FORM 1

Exhibitors with Decorated Space are not allowed to nail, paint or wall paper the shell scheme booth panels. Contact PICO International Taiwan Co., Ltd. to order a different color or type of floor covering- an additional cost will be applied. **No additional booth fitting or display may be attached to the shell scheme structure. No nailing or drilling is allowed.** Exhibitors requiring assistance in hanging or displaying their exhibits may contact PICO International Taiwan Co., Ltd. Exhibitors are responsible for the cost of restoring any damage or dilapidation to the booth structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents, or by any person employed or engaged on their behalf. Decorated Space is a packaged service, so exhibitors can **NOT** cancel part of provided items.

(4) RAW BOOTH SPACE

Raw booth space is the rental of floor space only. It does not include any utilities, services, walls or furnishings. The contractor of the exhibitor's choice may construct raw space. Due to maximum height limitations in the exhibit hall, it is very important that you read the Rules and Regulations in SECTION 2. Exhibitors may find it easier and more cost effective to purchase a decorated shell scheme through SEMI. Please contact SEMI or refer to your application for further information on standard decorated packages.

If exhibitors would like to change booth type from Raw Space to Decorated Booth, please inform SEMI by email and complete the payment for price difference no later than Friday, July 12, 2024. After the deadline, there is subject to a 30% surcharge on the furnishings.

(5) ADDITIONAL RENTAL FURNITURE

In addition to items provided in the basic Shell Scheme Booth, exhibitors with Decorated Space may require additional furniture/ electrical items which can be supplied on rental basis by PICO. Please complete order form on [Online Exhibitor Service Center](#) to submit your needs to PICO International Taiwan Co., Ltd.

(6) ORDER EARLY TO SAVE MONEY

Please note that the discount deadline for all PICO orders is **Thursday, August 1, 2024**. After the deadline, 30% surcharge may apply. To save money and avoid surcharge for late orders, please place your orders before the deadline.

(7) KEEP SUSTAINABLE DEVELOPMENT

Exhibitors and designers are encouraged to reduce wood decoration and use reusable system materials to reduce waste and save our environment.

2. Booth Approval Procedures

- (1) All exhibitors who contracted their own appointed contractors (EACs) are required to submit a final booth plan along with the EAC form (please see [Online Exhibitor Service Center](#)) **before Thursday, July 25, 2024** for review by SEMI, the local Fire Marshal and TAITRA.
- (2) Booth structures should be built to be structurally sound. According to facility regulation, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.
- (3) It is the responsibility of the exhibiting company or their appointed contractor to comply with the Show Management rules and regulations stipulated in this Exhibitor Services Manual. Contractors are required to have a layout plan available on-site for review by the Fire Safety Bureau or SEMI. If any constructed/ constructing booth does not comply with any of the rules and regulations, this booth will be required to make modifications at exhibitor's/ contractor's expense.
- (4) Raw space exhibitors are required to ensure that the Exhibitor Appointed Contractor (EAC) have submitted the Booth Assurance and Booth Design Drawings (Floor Plan/ Elevation/ Perspective View) **before Thursday, July 25, 2024** for evaluation. Please indicate specific dimensions in all drawings.
- (5) Rules and regulations must be strictly adhere to, any violations during the exhibition will be demanded for amendments and at own cost. Please refer to the enclosed pages detailing your specific configuration requirement.
- (6) TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 Decoration Contractor Management Regulations:
According to the venue's Decoration Contractor Management Regulations, each contractor needs to apply for registration and pay for deposit annually; TaiNEX 1 and TaiNEX 2 have the right to refuse the contractor without registration entering the exhibition hall. Please refer to SECTION 2 "Exhibition Installation & Dismantling" for more details.

3. Booth Display Regulations

(1) HEIGHT LIMITS

- I. Maximum height for all configurations is 4 meters with exception as noted on the floor plans.
- II. Please note: each facility may have varying height limits, so modular booth construction is imperative.

(2) WALL REQUIREMENT

- I. All booths, except island configurations, must provide a full back and side wall, minimum of 2.5 meters (8 feet) in height. All exposed (back and side) walls must be finished on all sides at the expense of the exhibitor who owns the walls. All exposed back and side wall areas or exposed structures must be finished in either a neutral (white/ black/ beige) or complementary color to the exhibitor's booth and does not include graphics or company identification.
- II. **According to the fire emergency regulations, if the length of any continuous sealed wall facing the aisle exceeds 9 meters, an exit door must be built (suggested size: W80 x H180cm) and kept unlocked.** Please apply to the organizer in advance if you have any special requirements. The construction can only be made after exhibitor gets the approval from the organizer.

(3) IDENTIFICATION / SIGNAGE / GRAPHICS

All identification and signage must be at least 1 meter (3.2 feet) from the back boundary of all booths and 1 meter from the adjoining booths for inline configurations. See SECTION 2 "Booth Display Regulations" for more information.

I. Inline/Linear Booth:

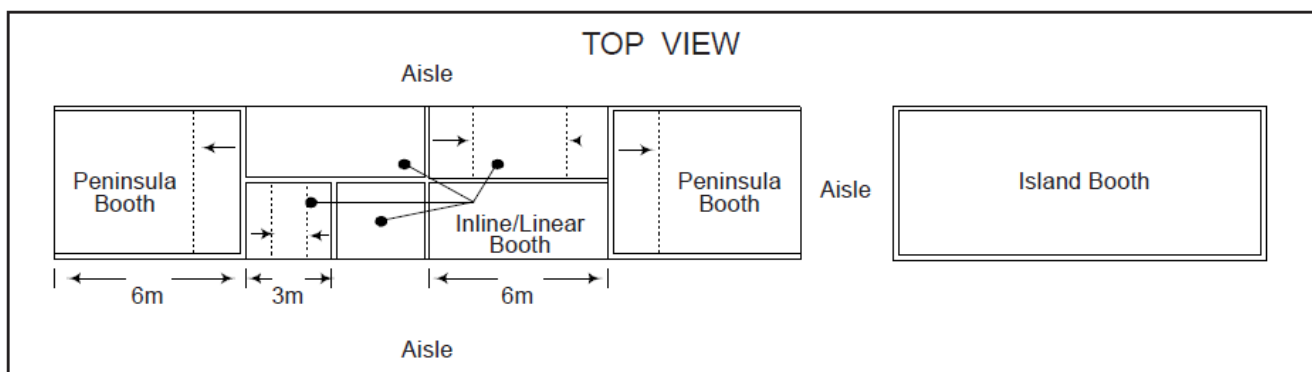
- Facing rear of booth – must be at least 1 meter (3.2 feet) from back boundary (booth) line
- Facing side of booth – must be at least 1 meter (3.2 feet) from adjoining booth
- Facing front of booth – allowed anywhere within booth boundary
- Heading sign banner – not allowed

II. Peninsula Booth:

- Facing rear of booth – must be at least 1 meter (3.2 feet) from back boundary (booth) line
- Facing side or front of booth – allowed anywhere within booth boundary

III. Island Booth:

- Allowed anywhere within booth boundary



(4) DISPLAY / DECORATION

- I. All decorations (including signage, TV, LED Monitor, speaker, flags, pot plants, projection, spot light) and displays may not extend beyond the allocated booth space.
- II. Free flow of traffic must not be obstructed - for example: Video monitors must be placed in such a way so that the viewers do not block the traffic.
- III. Displays must be placed inside booth, not obstructing neighboring booths. Machineries, equipment and displays should not be placed on platforms over regulation.
- IV. Electricity power cutoff will apply for violators who refuse to modify accordingly.

4. Booth Structure / Identification

(1) AIR CONDITIONER

For safety reason, an extra air conditioner cannot be set up inside the booth. If any booth does not comply with this rule, a NT\$ 10,000 (tax included) fine will be required and modifications must be made within 2 hours at exhibitor's/contractor's expense.

(2) BOOTH IDENTIFICATION

I. Placement

Company identification cannot be placed/ erected outside the booth area. This includes symbols, logos, lighting, floral decorations and furnishings.

II. Signs

All Signs, posters and booth graphics must be professionally lettered and in compliance within 4 meters height limit. Show Management reserves the right to change or remove signs (at the exhibitor's expense) that are not in keeping with the overall quality standards of the exposition.

III. Primary Exhibitor Identification vs. Co-Exhibitor Identification

- i. Primary exhibitor must expose its company signage (name or Logo) clearly on the booth's front side facing 6-meter main aisle so that visitors can identify the primary exhibitor.
- ii. Co-exhibitor's signage cannot be exposed independently; it must be exposed together with the signage of primary exhibitor and cannot exceed the portion of primary exhibitor's.
- iii. If a company's signage exposure on a primary exhibitor's fascia board is against the decoration regulation without correction after notifying the violation three times, SEMI Show Management may, at its discretion, reduce priority points, refuse exhibitor badge collection or stop power/water supply for the booth in accordance to the seriousness of violation.

(3) BOOTH STRUCTURE EXCEEDING 4 METERS

Under special circumstances where it is necessary for exhibitors to build structures exceeding the 4 meters height limit, the exhibitor must fill out application form via [Online Exhibitor Service Center](#) with a copy of Public Safety and Third-Party Liability Insurance forms, a decoration plan, an installation location map and other documents deemed necessary **by Thursday, July 25, 2024**. The exhibitor should pay an "Excess Fee" (at least NT\$100,000 per booth). The booth units must be four or more before being permitted to build ultra-high structures that the maximum height of 6 meters each. The booth exteriors must be set back at least 1 meter from walking aisles and next booth. The rear part of the wall must be decorated in consistent colors (white or black). If it is not possible for the booth to be set back from the aisle, the exhibitor shall be required to obtain the prior written consent of the adjacent exhibitor. **The "Excess fee", which is NT\$100,000 (tax included) based on 18 sq.m as one unit** shall be calculated according to the projected area in the design drawings. Exhibitors whose booths exceed 18 square meters will be charged accordingly by dividing the projected area in the design drawing with 18 square meters to obtain the figure before multiplying the said figure with NT\$100,000. Where the booth area is less than 18 square meters, the exhibitors shall still be charged NT\$100,000.

(4) CABLING / CEILING SUSPENSIONS

Booth structures should be built to be structurally sound. According to facility regulations, exhibits whose structural integrity requires cabling and/or suspension from the ceiling should not be erected.

(5) COMPRESSED AIR SUPPLY

Compressed air supply is only available from electrically powered silent type air compressors. Compressors powered by internal combustion/ fuel-type engines will not be permitted in the Exhibition Hall for safety reasons. Exhibitors could bring their own compressors or can be arranged through the official Contractor. Exhibitors requiring air for demonstration must provide full technical details to the official Contractor PICO International Taiwan Ltd. and complete order form.

(6) CROSS AISLE CONFIGURATIONS

Upon written approval from SEMI, cross aisle carpet will be allowed to join exhibits for an additional charge. Requests, in writing, should be directed to:

SEMICON Taiwan Exhibitor Service Center

Tel: 886.3.560.1777 x 317 / 318

Email: staiwan1@semi.org / staiwan2@semi.org

Regulations regarding cross aisle carpets are:

- I. Request must be submitted to Show Management **by Thursday, July 25, 2024.**
- II. Aisle carpet may not be laid until the official service contractor has granted permission, and must be pulled up immediately upon the close of the exhibition.
- III. Company logos/ company identification is allowed on cross-aisle carpet.
- IV. Carpet that is laid in the aisle must be the same color as the booth carpeting that it is connecting.
- V. A fee of 25% of the total square feet/ square meter of aisle space utilized, which is based on the raw space rate (minimum of 2 booths across from 2 booths).
- VI. Equipment or booth display properties are not allowed in the aisle at any time.
- VII. Cross-aisle headers and cross-aisle trusses are not allowed.

Organizer reserves the right to apply charges after exhibition for any unauthorized carpeting.

(7) DECORATION

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitors are in compliance with the exposition standards. This may require the replacement, rearrangement or redecoration of any item or of any booth. Show Management is not liable for any cost that may be incurred by the exhibitor.

All booth spaces (unless otherwise specified) must be fully carpeted or covered. Carpeting enhances your corporate image and continues the overall professional look of the exposition. You may supply your own carpet or rent it from the official service contractor. All carpeting and floor covering **MUST** be fire retardant-Class 1 flame spread rating and UL between 0 and 25.

(8) ELECTRIC BOX / HYDRANT / AIR QUALITY DETECTOR (PILLAR WRAPPING DECORATION)

Hydrants, fire extinguishers, fireplugs, emergency exits, air quality detectors, electricity boxes, and all signs of the hall should never be covered, or blocked. If there is any violation of these regulations, SEMI Show Management retains the right to immediately remove the entire structure at the exhibitor's expense.

If an exhibition booth includes all or part of a pillar, the exhibitor must fill out the Pillar Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer before **July 25, 2024**. Once construction permission is issued, exhibitors may begin to decorate the pillar.

Regulations concerning pillar decorations of TaiNEX 1, a.k.a Nangang Exhibition Center, Hall 1 are as follows:

1. The covered pillars must be adjacent to the existing modular partition walls at the exhibition site.
(The original structure of the pillar is 165cm x 165 cm; the existing pillar cover is 215cm wide on the east/west side, 235cm wide on the north/south side, and 250cm high.)
2. The temporarily added wall covering the north side of the pillar:
 - An opening of 100 cm (height) x 90 cm (width) must be cut on the temporary wall covering the north side of the pillar to expose the equipment. The equipment includes (1) two fire extinguishers (2) four switches for fire sprinkler system; (3) one switch for smoke ventilation system; (4) a ground plate.
 - Another opening of 22 cm (height) x 90 cm (width) must be cut on the temporary wall covering the north side of the pillar to expose compressed air valve box.
 - There must be the other opening of 200cm (height) by 70cm (width) for a door, which must be accessible at all times (no locks or blocks allowed).
3. **Due to safety concerns, if the distance between the parameters of your booth and the north side of the pillar less than 50cm, Organizer suggest to remain a door to access the electrical equipment for the emergency use.**
4. The temporary walls must not be taller than four meters.
5. If a breach of the above-mentioned and other relevant regulations occurs, the decorations will be dismantled. The exhibitor shall be responsible for the expenses incurred.

Regulations concerning pillar decorations of TaiNEX 2, a.k.a Nangang Exhibition Center, Hall 2 are as follows:

Exhibitor shall proceed construction upon receiving approval. Pillars shall be wrapped in the following manner:

- (1) The design of furnishing added to the wall surface on the east and west side should be reserved 50 cm from the ground, all furnishing on the pillars shall not block access to any existing electric appliance or fire safety equipment;
- (2) Temporary wall surface wrapping shall not be over 4 meters in height; if the height exceeds 4 meters, a separate application for excess- height structure shall be filed

※ If the construction work does not conform to the regulations, dismantling by exhibitors would be required; and if improvement is not made in time, the Fire Department may impose a fine. The exhibitor shall pay the fine and accept all related responsibilities. In addition, the exhibitor shall also be fined in accordance with the Exhibition Hall's guidelines for decorations.

※ If there are matters that are not specified in the guidelines herein, necessary amendments shall be made by the Organizer.

For more details, please visit [SEMICON Taiwan 2024 Pillar Decoration Guidelines](#).

(9) ELECTRICAL WIRING

Use of another exhibitor's electrical hook-up is strictly forbidden due to potential fire and hazard risks. In the event that the exhibit hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency's fire and hazard regulations, the Exhibitor is responsible and liable for all damages incurred.

All electrical contracts must be requested through PICO International Taiwan Ltd., the official show contractor. Exhibitors who use any company other than PICO International Taiwan Ltd. as their decorator are required to submit a preliminary drawing of their exhibit with a schematic wiring diagram to PICO International Taiwan Ltd. **prior to Thursday, August 1, 2024**. All booths wiring (three wire only)/ display fixtures must be reviewed by both the venue and the Official Contractor (PICO International Taiwan Ltd.).

The standard electrical current supply available for use in the booths at the Exhibition is:

- TaiNEX 1 : 110V/60Hz 220V/60Hz 380V/60Hz 440V/60Hz
- TaiNEX 2 : 110V60Hz 220V/60Hz 380V/60Hz

For safety reasons and for the protection of electrical installation at the exhibition premises, all power main installations from source to outlet (Exhibition booths) must only be carried out by the Official Electrical Contractor. All distribution boxes where required and deemed necessary by the Official Electrical Contractor must be hung or mounted on the walls or structures of the booth. Please inform your booth contractor of the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the Exhibitor submits in writing to the Show Management or the Official Electrical Contractor to discharge us from any liability whatsoever. SEMI seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Connection of exhibits within the booths may be carried out by the Exhibitor's technician, but the Official Electrical Contractor must inspect them before circuits will be made live.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets/ tapping on another exhibitor's electrical hook-up are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe rips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without the prior permission of the Show Management and the Hall Owner. If permitted, a fee may be levied.

The Show Management reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical/ Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the Authority for approval. Late or wrong orders will cause delays in the supply to your booth. Please note that the physical conditions of the exhibition, being different

from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Electrical arrangements for Exhibition booths can be ordered by using online order form. The Form has been divided into three (3) sections, for clarity:

- I. **Section A:** Covers the provision, on hire, of electrical items and fittings such as lights, socket outlets and other fittings. The price includes installation, electricity consumption and full maintenance throughout the Exhibition period.
- II. **Section B:** Is for exhibitors who wish to use their own light fittings. Supply is provided, ending in a fused switch or connector of a capacity to serve the supply you have ordered. The price includes electricity consumption, inspection of wirings and fittings, and the preparation of electricity drawing for certification by the Official Electrical Consultant Engineer based on the submission of the individual line drawing from the exhibitors/ contractors. It does not include any form of maintenance forward of the fused switch or connector. Exhibitors and their contractors must arrange for their own electricians to be on stand-by for such purposes throughout the Exhibition.
- III. **Section C:** Is for exhibitors with high electrical demand exhibits and machines requiring an individual supply. The price includes the cable terminating in a fused switch/isolator, electricity consumption and connection to the exhibits under exhibitors' supervision. Please order according to the start-up current requirement of your machines or equipment. The supplies ordered in this section are strictly not permitted for any lighting purpose.

Exhibitors requiring 24-hour supply must submit in writing their requirement to the Official Electrical Contractor by Thursday, August 1, 2024, and any additional cost due to wiring, consumption, inspection fees, levies, etc, must be borne by the Exhibitor concerned

Requests for any items not listed on order form can be directed to the Official Electrical Contractor – PICO International Taiwan Ltd.

Supplies to the booths will be from one hour before and 30 minutes after Exhibition hours each day and supplies to stands during the set-up and dismantling period are stated in the "Timetable of Operations".

Please remember to indicate the locations of any additional electrical fittings you require on order form, so that the electrical service engineers and staff can prepare your requirements before you arrive at the exhibition site.

(10) FALSE CEILINGS / CANOPIES

For safety reason, false ceilings and canopies are forbidden; if there is a need for decoration, the covering ratio of cloth curtains or wooden boards above the booths shall not exceed one-third of the overhead area of the booths.

(11) FIRE PROTECTION MEASURES / FIREPROOFING

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class 1 flame spread rating and UL between 0 and 25. No storage of flammable materials, packing materials or brochures may be stored behind the walls of perimeter stands or any other designated services areas, unless SEMI and Venue Owner (TAITRA) have given prior written approval.

Exhibitors, who, because of the nature of their exhibits require a special type of fire extinguisher, must make arrangements, at their own expense, for the provision of such equipment. SEMI will assist and advise, if required.

(12) HAZARDOUS ITEMS

Hazardous items used in displays must be properly safeguarded, protected and registered in accordance with applicable city, state and federal regulations. Hazardous items that would typically fall under these requirements include, but are not restricted to, the following:

- I. Evacuated containers or components
- II. Radioactive materials

- III. X-ray producing equipment
- IV. High voltage equipment
- V. Particle accelerators
- VI. Flammable and explosive materials

- ※ All gas tanks/ bottles/ cylinders, which must be properly secured or harnessed to meet all safety standards.
- ※ Equipment demonstrations must not pose a radiation hazard. If the equipment has energy beams that might be potentially hazardous, they must be de-activated or made inoperable before installation. Any hazardous items present in a display must be approved by the local fire department/agencies in writing with copies to SEMI Show Management, 60 days before the exposition.

(13) INDUSTRIAL GAS AND NAKED FLAME DEMONSTRATION

The use of industrial gases of a flammable or toxic nature for demonstration purpose will not be permitted in the Exhibition Hall unless a detailed application has been made to SEMI and Venue Owner (TAITRA).

(14) LIGHTING

Overstatement in lighting design is to be avoided. Annoying devices such as the use of flashing, rotating, or blinking lights (strobe, beacons, etc.) in an exhibit is strictly prohibited. All lighting effects must be contained within the confines of the booth and may not be projected into the aisles, other exhibits or onto the ceilings surround the booth space.

(15) WATER AND DRAINAGE SUPPLY

Limited water and drainage is available at certain locations of the Exhibition Hall, thus advance notice must be given to the official contractor by completing order form. Special arrangements must be made with the Official Contractor well in advance, should an Exhibitor require very specific water supply. The drainage is via gravity flow.

- I. Requirements are to be made through the official contractor. Any unauthorized power connection will be cut off from electricity supply and may result to be excluded to exhibit and any violating contractors may result to be withdrawn from registration. In order to maintain the standard of the safety of the premises, all lighting constructions are to be carried out by certified contractors and registered with the relevant associations. Private installation is prohibited; any damages caused due to violations will be fully liable by the violator (exhibitor).
- II. Removal or damage to the electrical facilities, or the use of inappropriate electrical equipment are strictly prohibited to avoid accidents. Violators will be removed immediately at own cost.
- III. Wire channels are prohibited for any water usage to avoid power-trips or accidents.
- IV. A fine of NT\$ 100,000 will apply for each violation; violators with two violations or three violations per year will be prohibited to enter the premises for 6 months.
- V. Exhibitors must place own safety facilities (UPS), the organizer will not be liable should power interruption and damages occurs.

5. Two-Story Booth

In view of an increasing demand for exhibit space, these Regulations have been established for the construction of Two-Story booths. To set up two-story booths, exhibitors must comply with these regulations to ensure the safety and overall tidiness of the exhibition site.

- (1) Two-Story booths are allowed for peninsula (min. size 6m x 6m) or island (min. 6m x 9m) booth configurations only and there is a restriction as to the number of two-story exhibits allowed in each hall.
- (2) There are certain areas that are prohibited from building a second-floor booth; therefore, all application must be approved by SEMI, TAITRA and the Fire Marshal.
- (3) The second-floor of the booth is restricted to meetings with buyers only. It cannot be used as storage space, or as an exhibition or promotional area.
- (4) To apply for the construction of Two-Story booth in any trade shows in TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 exhibitors must submit the following documents (via [Online Exhibitor Service Center](#)) to SEMI **by Thursday, July 25, 2024**. Construction cannot begin without prior written approval from SEMI and TAITRA.
 - I. One copy of the two-story booth application form
 - II. One copy of confirmation of two-story booth design
 - III. One copy of booth construction assurance
 - IV. One copy of the booth layout plan
 - V. One copy of the construction plan (including plan, elevation and side drawings with specific dimensions, a list of the building material, and indications of the floor load with maximum number of people allowed on the second floor), the structure plan and structure calculation report, all of which must be approved and signed by a licensed architect, civil engineer, or structural engineer, and have a scale of no less than 50:1.
 - VI. One copy of the architect, civil engineer, or structural engineer's license, certificate, and letter certifying membership from the related professional association, as well as the safety confirmation report on second-story booths.
 - VII. The applicant must purchase accident and third-party liability insurance of no less than NT\$2,000,000 for each person and each accident. The insurance should cover the show period and include the events move-in to move-out days.

An original document of the insurance policy should be sent to SEMI, before construction can begin.

- (5) Charge for the use of the second-story of the booth is based on the floor area (including staircases). **The rate for second floor space is NT \$525 per sq. m (tax included)**. Please submit your payment to SEMI Taiwan.
- (6) The architect, civil engineer or structural engineer, who has approved the construction plan, or the designated deputy, should inspect on site the construction and dismantling of booths. Upon completion of construction, the architect must issue a certificate of completion to ensure that the booths have been constructed in accordance with the plans, and that safety is guaranteed.
- (7) The ceiling height of ground level has been constructed between 2 to 2.5 meters, and the height limitation for entire structure is 4 meters.
- (8) The lower structure of two-story booth must be built with horizontal or lateral support to resist earthquake or horizontal shaking. In case of not having horizontal or lateral support, the Venue Owner (TAITRA) may request exhibitor to make the timely improvement. Otherwise, the venue owner may prohibit the booth from exhibiting.
- (9) The second-story of the booths must be equipped with a safety railing, the height of which should be at least 90 cm high, and not exceed 150 cm, and no ceilings should be built over the second-story.
- (10) The total floor area (including staircases) of the second-story should not exceed 70% of the area of the ground booth, and should be limited to 100 square meters.
- (11) **If the total floor area of two-story booth (including staircases) exceeds 100 square meters, the Venue Owner (TAITRA) requests fire extinguishers must be place in a visible location every 50 square meters on the ground & second floors and security guard should be hired to take charge of public safety and fire prevention during the exhibition as well.**

- (12) The recessed distance between booth unit boundary lines, and the front and sides of the main body of the first and second-story booths (including corporate signs) should be maintained at 50 cm, and the exterior of the walls should be decorated. In case of violation, the organizer has the right to appoint the official decorator to decorate the rear part of the wall. All expenses shall be borne by the exhibitor.
- (13) If the usable floor area of the second-story does not exceed 50 square meters, there should be at least one staircase; if the area exceeds 50 square meters, there should be at least two staircases. The distance between any point on the second floor and the staircase should not exceed 10 meters. When there are two staircases, they should not be set on the same side. The width of the stairway should be no less than 75 cm, and a warning sign specifying the maximum load and number of people allowed on the second-story should be displayed in the staircase. The exhibitor should take responsibility for monitoring the number of people on the second-story.
- (14) The load-bearing capacity of the second-story should be no less than 200 kg/ sq. m, and that of the staircase no less than 300 kg/ sq. m. All displays or decorations cannot be attached to the venue's sprinkler system.
- (15) Any second level over 6m x 6m may not be approved if it affects the overhead sprinkles for fire prevention. (Most jurisdictions require in-booth sprinkler systems).
- (16) Staircase can be circular, but not spiral and must have treaded all the way ground.
- (17) Wood must be flame resistant or treated.
- (18) The construction of the booths should not present any hazard to the exhibition site. No nails should be used in the floors, beams, or ceilings. No objects should be suspended from the ceilings. And fire protection facilities and plumbing should not be blocked. If there is any violation of these regulations, SEMI and TAITRA retains the right to immediately remove the entire structure.
- (19) After SEMI and TAITRA has granted written approval for the construction of Two-Story booths, any alterations in booth design without prior approval or violation of these Regulations will result in a suspension of electricity and closure of booths.

SEMI and TAITRA retains the right to interpret, or to revise these Guidelines for any oversight or omission.

SECTION 4 : FREIGHT HANDLING

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1. General Shipping Information

Specifications of Taipei Nangang Exhibition Center

Following are important details regarding TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 specifications. It is important that exhibitors note the following weight limits and dimensions and plan their intended shipments accordingly:

Items	Hall1 - 1F	Hall 1 - 4F	Hall 2 - 1F	Hall 2 - 4F
Floor Loading(tons / sq. m)	5	2	5	2
Floor Finish	Concrete			
Electricity Supply	110V, 220V, 380V, 440V / 60 Hz		110V, 220V, 380V / 60 Hz	
Freight Entrance	I area: 9.9m (W) x 5.0 m (H) J area: 11.6 m (W) x 4.5 m (H) K area: 10 m (W) x 5 m (H)	L area: 11 m (W) x 4 m (H) M area: 11.9 m (W) x 8.5 m (H) N area: 10.1 m (W) x 4 m (H)	P area: 4.6 m (W) x 4 m (H) Q area: 4.6 m (W) x 4 m (H)	R area: 4.6 m (W) x 4 m (H) S area: 4.6 m (W) x 4 m (H)
Freight Elevator Interior	3m (W) x 3m (H) x 7.8(L)			
Freight Elevator Door	3m (W) x 3m (H)			
Freight Maximum Weight	6 tons			

OFFICIAL FREIGHT FORWARDER

SEMI has appointed Triumph Trans-Link Logistics Co., Ltd. as the official freight forwarder and TWI Group Inc. as the official freight forwarder in the region of USA for SEMICON Taiwan 2024. A copy of the Shipping Manual is included in this section of the manual.

ON-SITE FREIGHT HANDLING

Triumph Trans-Link Logistics Co., Ltd. is also appointed as the on-site freight handling agent for the show. Exhibitors may use any forwarder of their choice to transport exhibition materials to unloading zones in Taipei Nangang Exhibition Center. Due to safety considerations, Triumph Trans-Link Logistics Co., Ltd. is the **ONLY** freight handler allowed to transport materials on the show floor during set-up & dismantling period.

SHIPPING ADDRESS

The address below should be used for sending your exhibits directly to Taiwan either by air or sea freight. Shipments will be accepted for moving into the Taipei Nangang Exhibition Center **on Sunday, September 1, 2024**. It is recommended that your shipment be consigned through Triumph Trans-Link Logistics Co., Ltd. as they are authorized to make the customs clearance for exhibits under temporary import exhibition cargo. **If you use other channels to send the cargo to Taiwan, please note that your freight forwarder must clean your exhibit material through customs before arriving at the TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2.**

WAIVER of the HEAVY LIFT SURCHARGE

In order to encourage the exhibitors to ship the most up-to-date equipment for SEMICON Taiwan 2024, the waiver of the heavy lift surcharge is confirmed available for the companies using Trans-Link's shipping services. (Original heavy lift surcharge: USD 20/ every 1,000 KG if the weight is over 2,000 KG).

For more details, please contact: Ms. Frances Lin at Tel: 886.2.2581.1133 x101 / Email: frances@trans-link.com.tw

2. Shipping Instructions of Triumph Trans-Link Logistics Co., Ltd.

Trans-Link has also been assigned as the official freight forwarder who is permitted to work inside TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 and operate lifting equipment.

TWI Group Inc. has been appointed as the Official Transportation coordinator of equipment and display materials for United States of America exhibitors participating at the SEMICON Taiwan 2024 exhibition.

1. CONSIGNMENT OF EXHIBITS/MATERIALS INTO TAIWAN

To ensure that your exhibit materials imported into Taiwan are customs-cleared and delivered to your stand in time, the following must be adhered to:

All shipment must be consigned as follows if they are being handled by the Official Freight Forwarders, Trans-Link or TWI.

Consignee:	Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5th Floor No. 99 Chung Shan North Road Sec. 2, Taipei, Taiwan For SEMICON Taiwan 2024 Name of Exhibitor : Booth No :
Notify:	Triumph Trans-Link Logistics Co., Ltd. Address as above-mentioned Tel: 886.2.2581.1133 x101 Fax:886.2.2581.9635 Attn: <u>Ms. Frances Lin</u>

DO NOT CONSIGN SHIPMENT TO YOUR COMPANY'S NAME, THE EXHIBITION, THE VENUE OR SEMI.

If you have further inquiries, kindly contact

Ms. Frances Lin: 886.2.2581.1133x101 or E-mail:frances@trans-link.com.tw

Mr. Scott Chen: 886.2.2758.7589 or Email: scott@trans-link.com.tw

Ms. Irene Cheng: 886.2.2758.7589 or Email: irene@trans-link.com.tw

2. FREIGHT HANDLING / DELIVERY AND REMOVAL OF EXHIBITS

The Official Freight Forwarders of their agents will make contact with each exhibitor regarding documentation procedures and deadlines for shipping exhibits.

Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition, and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to stands and vice-versa on-site.

I. Lifting and Handling On-site

Trans-Link is the official on-site installation contractor permitted to operate lifting equipment inside TaiNEX, a.k.a Taipei Nangang Exhibition Center. Any forwarder may deliver the freight to the uploading zone of the hall, but Trans-Link must handle it from the unloading zone up to Exhibition stand, unless the items/s can be hand-carried by one (1) man or per package within 50cm (L) × 50 cm (W) × 50 cm (H) and not exceed 50 kgs. **This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.**

II. Local Deliveries and Hand-carried Items

Exhibits should not be sent to the TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 until the stand construction has progressed sufficiently to receive them (see the "Timetable of Operations" in SECTION 1). The exhibitor and/or his representative must be present at his own stands to accept delivery of freight. SEMI will not accept any delivery on behalf of the exhibitor, nor can we be responsible for any failures in delivery. SEMI will not be responsible for the safe-keeping of items which arrive in advance of the exhibitor's staff.

It is recommended that a representative of the exhibitor, who is authorized to make decisions, should be available on **Tuesday, September 3, 2024** to facilitate any last minute requirements. This representative should also be present earlier if required to hand over or receive goods from the Official Freight Forwarders to avoid any loss or damage.

Access to the exhibition site is restricted. Exhibitors must ensure that the delivery, loading and unloading of goods is via the zone designated by the Official Freight Forwarders. Vehicles at these loading/ unloading zones will be under the supervision and direction of Trans-Link and the Hall Owner/ Exhibition Security Officers, who will see that the operation is carried out smoothly.

III. Delivery of Exhibits During Build-up

Exhibits requiring mechanical assistance must be handed over to the Official Freight Forwarder at the loading/ unloading zones. Exhibitors using their own freight forwarder to these areas are requested to submit their details to either Trans-Link (Freight Instructions Form) or TWI (Freight Instructions Form) in order to facilitate Co-ordination. To avoid congestion in-hall, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and should be unpacked inside the exhibition premise. For major items, exhibitors should arrange with the Official Freight Forwarder to unpack away from the exhibition premises and bring these items to the stand for positioning.

Exhibits should only be sent into TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2 when the stand construction has progressed sufficiently to receive them. The exhibitor and/or his representative must be present at his own stand to accept delivery of freight/exhibits. SEMI will not accept any delivery on behalf of the exhibitor, nor can we be responsible for failure in delivery, nor safe-keeping of items which arrive in advance of the exhibitor's staff.

IV. Delivery of Exhibits during Exhibition Days

Removal or delivery of exhibits and other exhibition stores **WILL NOT BE PERMITTED DURING EXHIBITION OPENING HOURS**. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time. No delivery will be permitted after **9:00 am, Wednesday, September 4, 2024**, when guests start arriving to attend the Opening Ceremony.

V. Removal of Exhibits

If exhibitors and their contractors/ agents/ suppliers wish to remove any items from TaiNEX 1, a.k.a Taipei Nangang Exhibition Center, Hall 1 and TaiNEX 2, a.k.a Taipei Nangang Exhibition Center, Hall 2, during build-up & break down and exhibition days, a "Merchandise & Equipment Pass" must be obtained from the Show Management Office on-site. Use of these passes enables SEMI to work with security to help protect all exhibitors against theft. The pass, after having been signed by Show Management, is presented by the exhibitor to the guard at TaiNEX 1 and TaiNEX 2 entrance who will then allow the exhibitor to exit with those items listed on the pass.

In order to reduce the possibility of theft, all valuable and portable items & exhibits must not be left unattended and must be removed from the TaiNEX 1 and TaiNEX 2 in the evening of **Friday, September 6, 2024**. Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to supervise and co-ordinate the re-packing and removal of their exhibits. Dismantling of some stand will commence in the evening of **Friday, September 6, 2024**. All items/exhibits must be removed by the respective timings stated in the "Timetable of Operations" on SECTION 1. Please ensure that all your exhibits and displays are properly and handed over to your agents, Contractors before leaving the TaiNEX 1 and TaiNEX 2.

3. STORAGE OF MATERIALS

SEMI is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor, arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. The Fire Marshal's regulations prohibit surplus stores being placed behind perimeter stand and service access areas, other than these equipment needed to run the exhibition, and that provided by the Official Contractor.

SECTION 5 : REGISTRATION

1. Badge Regulation & Ordering Information 47

1. Badge Regulation & Ordering Information

(1) ADMISSION

I. Exhibitors

Company employees who will be WORKING in the booth during the exposition must have an exhibitor badge. The badge will give the exhibitor access to the exposition floor before, during and after exposition hours, as well as the set-up and dismantling period. Exhibitors are allowed to gain early hall access before exhibition opening (9/4 08:00; 9/5-6 09:00) and half an hour after exhibition closure each day in order to service their booths.

- i. Limitation: For security reasons, each exhibiting company is allotted a limited number of badges. Exhibitors can apply up to **10 badges for each booth (9 sqm)**. The number of complimentary badges allocated will appear online. Exhibitor badge application system will be open in mid July at [Online Exhibitor Service Center](#).
- ii. Deadline: All exhibitor badge requests must be “submitted” online by **Thursday, August 8, 2024**, so that your badges can be available on-site for pick up starting at 12:00 pm, Sunday, September 1, 2024 at the following locations:

Exhibitor Badge Collection / Registration				
Exhibitor Locations	Move-In Period(9/1-9/3)		Show Period (9/4-9/6)	
Hall 1	4F, Hall 1, Exhibitor Service Center (At the end of the outer corridor of N area)			
Hall 2	4F, Hall 2, Counter of R and S Area		4F, Hall 2, Counter of S Area	
Opening Hours	Sunday, Sep. 1, 2024	12:00 - 17:00	Wednesday, Sep. 4, 2024	08:00 - 17:00
	Monday, Sep. 2, 2024	08:00 - 17:00	Thursday, Sep. 5, 2024	09:00 - 17:00
	Tuesday, Sep. 3, 2024	08:00 - 17:00	Friday, Sep. 6, 2024	09:00 - 15:00

*Exhibitor badges **will NOT** be mailed in advance; it is available for onsite collection only.

iii. PLEASE NOTE:

- Primary exhibitors MUST apply the exhibitor badges for your co-exhibitors.
- Please do not register your customers under your company exhibiting personnel. If you need to apply for badges for company employees who WILL NOT be working in the booth or your customers, you may apply for "VISITOR badges". Visitor registration system is scheduled to open from Wednesday, June 19, 2024 at [here](#).
- If you have exceeded your complimentary badge allotment but need to register additional booth personnel, badges are available for purchase for NT\$150 each.

iv. Hour Extension: For exhibitors who wish to extend the hours, kindly approach the Counter at the following locations to apply for the extension with surcharge NT\$90,000/hour (tax included):

- TaiNEX 1, Taipei Nangang Exhibition Center, Hall 1: J Area of 1st Floor / M area of 4th Floor
- TaiNEX 2, Taipei Nangang Exhibition Center, Hall 2: P Area of 1st Floor / R area of 4th Floor

II. Visitor & Program Attendees

Visitors must register either online or onsite to obtain a visitor badge. Only those related to the semiconductor industry will be considered trade visitors. Visitor online registration system is scheduled to open on **Wednesday, June 19, 2024**.

III. Contractors

All contractors, other than the Official Contractors, are required to sign an undertaking guaranteeing their observance of the regulations laid down by the Organizer.

If a contractor has a valid reason to be present during the Exhibition period (e.g. maintenance or remedial purposes), a small number of special passes will be issued upon written request to SEMI Taiwan.

(2) ENFORCEMENT

Exhibit hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by SEMI Show Management and Security. All representatives of the exhibiting company (including Exhibitor Appointed Contractors) must wear the official SEMICON® Taiwan badges while on the exhibit floor. Any person(s) on the exhibit floor not wearing a badge may be promptly evicted from the exhibit floor.

Exhibitor badges will not be issued to representatives of leasing companies, publishers, suppliers, vendors or others who wish to gain admittance for the purpose of making contact other than in your exhibit. Those receiving certification for a badge are to be in the space rented while on the exhibit floor and are not admitted for the purpose of viewing other exhibits, except by invitation of other exhibitors to visit their booths. The exhibiting company, its employees, agent and anyone claiming a right to be on the exhibit floor through the exhibitor, waives any right or claims for damages arising out of the enforcement of this rule.

Badges are not to be defaced and altered by inserting company cards. False identification as an exhibitor's representative, misuse of exhibitor's badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor is prohibited. It will result in removing the exhibitor and his representatives from the exhibit floor and/or banning them from future entrance on the exhibit floor without obligation on the part of SEMI for refunds of any fees. Any person on the exhibit floor who is not officially registered or who assists non-registered persons to gain access to the exhibit floor is in violation of the items specified in this manual and may be promptly evicted from the exposition.

Remember, on show days only, persons between the ages of 12-16 years of age are allowed on the show floor as long as an adult accompanies them with a badge. During set-up and dismantling hours, no one under 16 is allowed. Due to safety and insurance concerns, no one under the age of 12 will be admitted onto the show floor at any time.