



30th ICPE

Taipei International Convention Center

October 25-27, 2014

Set-up October 24 2014

Exhibitor Service Kit

Exhibition Contact

Miss Irene Ko

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Conference Information

Conference Date

October 25- 27, 2014

Set-up on October 24

Conference Venue

Taipei International Convention Center

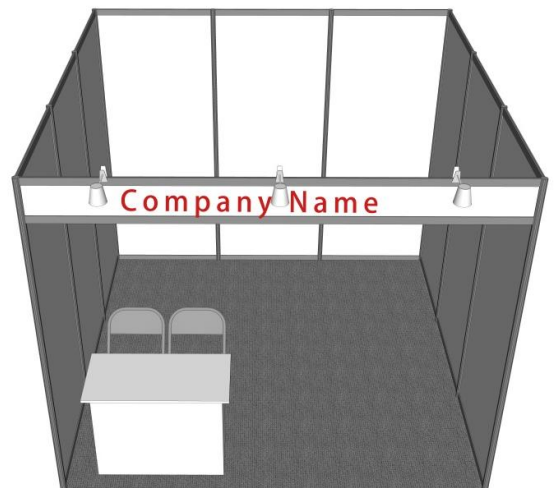
Number of Attendees

Total: 800

Exhibition Information

1. Exhibition Date: October 25-27, 2014
2. Exhibition Venue: 1 F, Taipei International Convention Center
3. Booth Equipment: **Each exhibit space (3M*3M) includes**

ITEM	Qty	Remarks
Reception Table & Chair	1	Table *1 (100*50*75cm) Chairs*2
110 V Outlet	1	Standard plug with 2 holes
Projecting Light	3	100W
Name Board	1	English Title
Carpet	1	Per 3X3 Booth



4. Show Schedule

Exhibitor Move-in

Friday, October 24, 9-10:00pm

Exhibition Hours

Saturday, October 25, 8:00am - 5:00pm

Sunday, October 26, 8:00am - 5:00pm

Monday, October 27, 8:00 am - 3:00pm

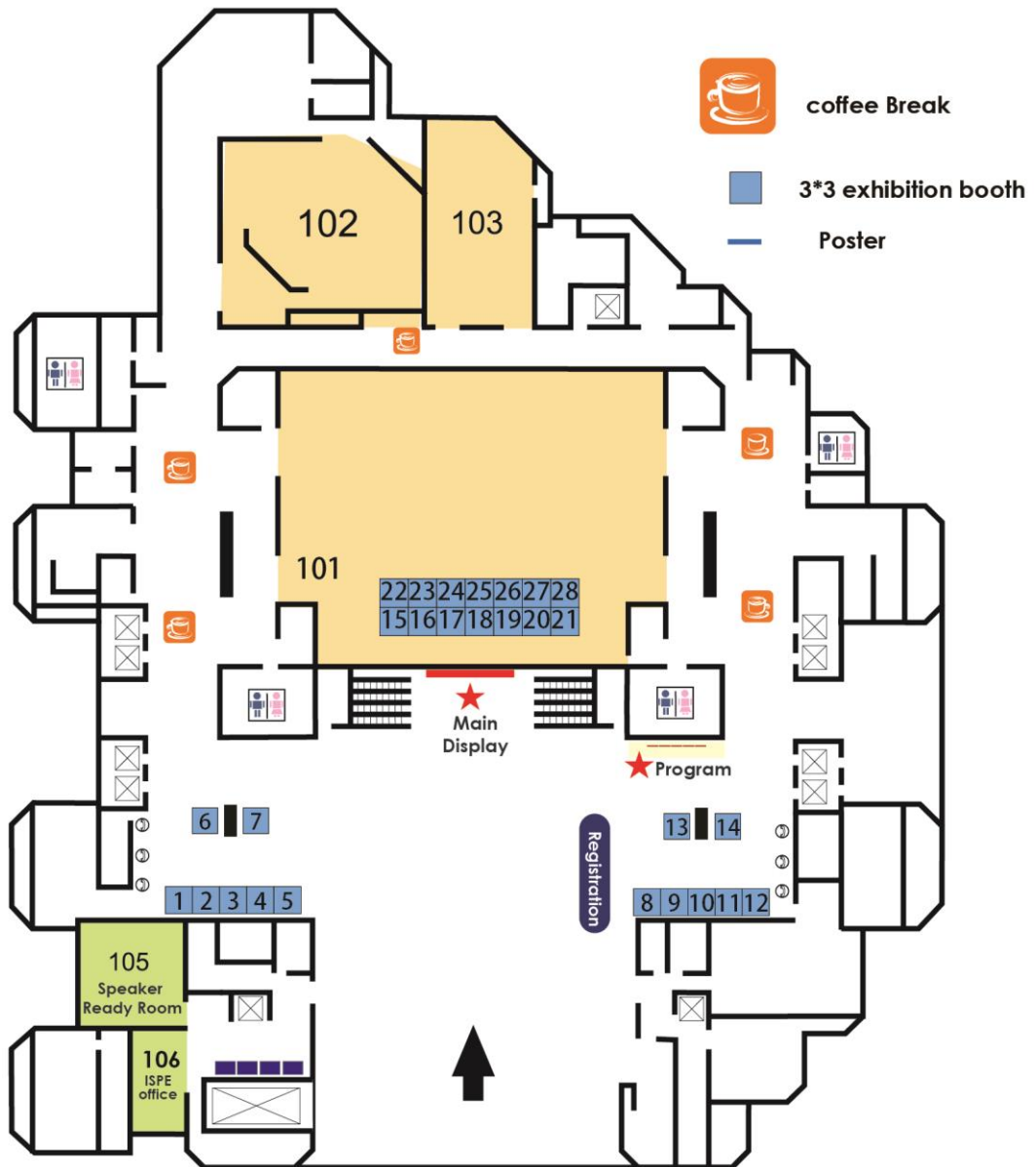
Exhibitor Move-out

Monday, October 27, after 3:00pm



Booth Map

TICC 1F Floor Plan



Advance Equipment Order Form

Please Type or Print Company Information

Name _____ Email _____

Company Name _____

Booth # _____ **Phone** _____ **Fax** _____

Item Information						
No.	Item	Specification	Quantity	Unit Price (NTD)	Amount (NTD)	Note
1	Outlet	110V (220V)		□\$350 □\$600		
2	Outlet	Three-phase/ Electric switcher		□\$1500 □\$4500		
3	Plasma Display (50 inch)	Rental Only		\$15000		
4	Table(1 table and 6 folding chairs)	100x70x75cm		\$3000		
5	Potted Flowers	One		□\$2000		
6	Vertical Flowers	A pair		□\$3000		
7	Hook	Sale Only		\$50		
8	Small Spotlight	100W/300W		□\$350 □\$900		
9	Long-arm spotlight	100W		\$400		
10	Table	180*60cm		\$1000		
11	Tablecloth			\$250		
12	Folding Chair			\$100		
13	Propaganda Design	Contact Us				
14	Exhibition Design	Contact Us				
14	Gift Manufacture	Contact Us				
15	Bag	Contact Us		NT\$ 50 up		
16	Decorate Design	Contact Us				
Customer Receipt Information				E-think Person in Charge	Date of Signing	Signature/ Customer
Invoice Title:						
Invoice Number:						
Present Address:						
Tel :						
Fax:						
Contact Person:						
Note.						
1. Temporary Ordering service will not be accepted. Please make your orders in advanced.						
2. Please do not use nails on all equipment.						

Payment Method

Option 1: Payment by Bank Transfer

Please make drafts payable to the account of Conference, and fax Telegraphic Transfer Form to Sponsorship Contactor. (FAX: +886-2-29161642)

Account No.: 0081-717-544188

Account Name: E-THINK PCO INTERNATIONAL CO., LTD.

Swift Code: TACBTWTPXXX

Bank Name: TAIWAN COOPERATIVE BANK INT'L DEPT.

Bank Address: 3F, No.325, CHUNG-HSIAO EAST ROAD, SEC.4, TAIPEI TAIWAN, R.O.C.

Option 2: Payment by Check

Please make check payable to:

Please send the check to Sponsorship Organizer **E-think PCO Company**

Contact person: Ms. Irene Ko (FAX: +886-2-2916-1642) (Tel: +886-2-29101782)

(New Taipei City, Taiwan)

Conditions of the Exhibition Agreement

1. Assignment of Space and Setup/Breakdown: ISPE will determine exhibitor space assignments. Once space is approved, an exhibit can be moved only with the mutual consent of ISPE and the specified exhibitor. Exhibitors will be given directions for installing and dismantling exhibits. Booths must be set on Friday, October 24 between 3:00pm-10:00pm, and, must not be dismantled before 3:00pm on Monday, October 27. Violation of this rule will result in an early move in/move out penalty equal to an additional charge of 50% of the original booth rental fee.

2. Payment: Payment in full is required with a completed application for exhibit space. A completed form and payment must be received by July 10, 2014 to ensure inclusion in the final program. Exhibitors are responsible for making arrangements for special equipment and services with the exhibition services provider.

3. Cancellations: Cancellations must be received in writing by ISPE on or before July 10, 2014 to receive 80% of the exhibitor fee. No refunds will be made after July 10, 2014.

4. Care of Exhibit Space: Exhibitors must maintain and keep their exhibit space in good order, at their expense.

5. Insurance: In all cases, exhibitors must insure their goods at their expense. ISPE does not assume any liability for loss or damage to any equipment or supplies displayed at the exhibition. Please send ISPE a copy of your proof of insurance.

6. Protection of Exhibit Space: Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the Convention Center without the permission of ISPE and/or a representative of the Convention Center Packing, unpacking, and assembly or exhibits shall be done in designated areas and conform to instructions of ISPE or facility representatives.

7. Default Occupancy: An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and ISPE shall have the right to use that space.

8. Use of Space: Exhibits will be permitted in the official exhibit area established by ISPE. Exhibitors shall not distribute printed matter, samples, or souvenirs, except from rented space, unless previously approved (see #12).

9. Cancellation or Relocation of Meeting: If cancellation or relocation of meeting is due to circumstances within ISPE's control, ISPE's liability will be limited to a refund of exhibition registration fees paid by the exhibitor. If ISPE has no control over the cancellation or relocation, ISPE will have no liability of any kind, but may, at its discretion, refund any fees paid by the exhibitors.

10. Liability: ISPE does not assume any responsibility for the protection or safety of the exhibitor, its official agents, or employees. ISPE does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold ISPE harmless from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. ISPE shall not be liable for the exhibitor for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.

11. Distribution of Printed Material: distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of ICPE registrants without permission from ISPE. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit booths, and, may not be placed in any meeting room or in the ICPE registration area.

12. Seminars, Lectures, Food Functions, Etc: The Exhibitor/Sponsor agrees not to conduct, sponsor, or promote any general seminars, parties, lectures, receptions or clinics in the same geographical area (within a radius of 50 miles, 80.5 km) for a period of three days prior to or following ICPE unless approved by ISPE.

13. Food or Beverage in Exhibitor Booths: No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor booth.

14. Price List: Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.

15. Removal of Exhibits by ISPE: ISPE has the right to prohibit, bar, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of ISPE is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other items or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by ISPE to have violated any provision of these rules and regulations.

16. Selling of Products or Services: All transactions must be conducted in a manner consistent with the professional nature of the event.

17. Pre-Meeting Mailings: Mailings to ISPE members or meeting registrants may be undertaken only with the explicit permission of ISPE. Permission is based on review and acceptance of specific proposals (materials) with the rationale for pre-distribution and payment of an additional fee (see Early Bird Registration List, page 2). Approved mailings must be sent to all email addresses on early bird list

18. Solicitation by Non-Exhibitors: Non-Registered individuals are prohibited from entering the exhibit hall or soliciting business elsewhere on CCIB property.

19. Violation of Condition: The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: 1) violation of any municipal, provincial, state, or national laws, rules, or regulations, including safety codes; and 2) failure to abide by this agreement.

NOTE: Our experience has shown that often the person(s) who staff the booth and the person(s) who book the booth are not one and the same. Please ensure that whomever is on-site is aware of all the services that have been ordered (e.g.; phone & data lines, electrical etc.) and has copies of all orders placed.

I understand the terms and conditions as outlined in this exhibitor prospectus and agree to comply.

Signature _____
Company _____ Date _____