

September 13 - 15, 2017 Taipei Nangang Exhibition Center

Welcome to SEMICON® Taiwan 2017!

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 returned 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 2017
Show Date	:	September 13 – 15, 2017
Show Time	:	September 13 – 14 10:00~17:00 September 15 10:00~16:00
Show Venue	:	Taipei Nangang Exhibition Center No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan Tel: 886.2.2725.5200 Fax: 886.2.2788.8353 Note: This is NOT a shipping address.
Organizer	:	SEMI
Co-Organizer	:	Taiwan External Trade Development Council (TAITRA) 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 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. Forms

A copy of the forms on the online exhibitor service system 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 times and dates are stated on the Timetable of Operation in SECTION 1 for your reference.

5. Important Notices for 2017

We recommend that you read the Important Notices in SECTION 2, which will include relevant regulations of Set-Up & Tear-Down

6. The exhibition hall will be available for set-up as listed in Timetable of Operation in SECTION 1.

If you have any further questions or require special assistance, please do not hesitate to contact us. You will find key contact list in SECTION 1. Thank you again for your participation in SEMICON® Taiwan 2017.

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SECTION 1 : GENERAL INFORMATION

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1. Timetable of Operations

SCHEDULE	DATE	TIME
Set-up Days		
General Exhibitor Move-in	Sunday, September 10, 2017	12:00 – 17:00
	Monday, September 11, 2017	06:00 – 17:00
	Tuesday, September 12, 2017	06:00 – 18:00
Exhibitor Badge Collection / Registration (Badges can ONLY be collected onsite)	Sunday, September 10, 2017	12:00 - 17:00
	Monday, September 11, 2017	08:00 - 17:00
	Tuesday, September 12, 2017	08:00 - 17:00
	Wednesday, September 13, 2017	08:00 - 17:00
	Thursday, September 14, 2017	09:00 - 17:00
	Friday, September 15, 2017	09:00 - 15:00
Completion of All Decorated Booths	Monday, September 11, 2017	17:00
Electrical Supply & Compressed Air Supply to Booths (Subject to Hall Owner's Approval)	Tuesday, September 12, 2017	Starting from 09:00
All crates removal	Tuesday, September 12, 2017	Before 14:00
Completion of All Booth Structures	Tuesday, September 12, 2017	Before 17:00
Exhibition Days		
For Trade and Professional Visitors Only	Wednesday, September 13, 2017	10:00 – 17:00
	Thursday, September 14, 2017	10:00 – 17:00
	Friday, September 15, 2017	10:00 – 16:00
Tear-down Days		
General Tear-down Hours	Friday, September 15, 2017	16:00 – 21:00
	Saturday, September 16, 2017	06:00 – 16:00
Packing and Turn off the Power of Equipment	Friday, September 15, 2017	Starting from 16:00
Electricity, Water and Air Will be Switched off	Friday, September 15, 2017	16:30
Dismantle the Decorated Booths Begins	Friday, September 15, 2017	Starting from 16:30
All Exhibitors Must Leave the Hall	Saturday, September 16, 2017	Before 16:00

Crate Removal Deadline:

All freights must be delivered, uncrated, and marked "EMPTY" for storage before **14:00 on 12 September**. All setups must be completed before **17:00 on 12 September** for the official carpet contractor to install aisle carpet. Should crates arrive but was unable to complete setup by **17:00 on 12 September**, 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 12 September** 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.

2. Chronological Check List

DEADLINE	DESCRIPTION OF SERVICE
Wed, Jul. 19, 2017	Exhibitor On-line Directory
	Exhibitor Appointed Contractor (EAC), Booth Construction Assurance and Booth Design Drawing (For raw space exhibitor)
	Co-exhibitor Application
	Application for Usage of the Promotional Balloon
	Booth Application and Booth Construction Assurance-Two Story Booth
	Architect Confirmation of Two-Story Booth Design
	Booth Application and Booth Construction Assurance- Booth Structure Exceeding 4 Meters
	Architect Confirmation of Booth Structure Exceeding 4 Meters
Wed., Jul. 26, 2017	Show-site Activity Application
	TechXPOT
Wed., Aug. 16, 2017	Fascia Name – Decorated Space
	Furniture Rental
	Electrical / Water and Drainage / Compressed Air Service Rental
	Telephone / Internet Rental
	Audio/Visual Equipment computer Rental
	Visitor Badge Request
Fri., Aug. 18, 2017	Freight Instructions – Triumph Trans-Link
	Freight Instruction – TWI (US)
	Exhibitor Badge Registration
Wed., Aug. 23, 2017	Lead Retrieval Scanner Rental
	Temporary Staff Request Form

To expedite matters, please send all necessary payments, samples, plans and relevant materials. PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE. IF PAYMENT IS DRAWN IN A FOREIGN CURRENCY, PLEASE INCLUDE THE BANK COMMISSION. For your easy reference, the bank account details for the SEMI and the official Contractors are listed below.

1. **PICO International Taiwan Ltd.**

US DOLLARS ONLY

HSBC BANK (TAIWAN) LIMITED –
TAIPEI BRANCH
13F, 333, Keelung Road, Sec.1
Taipei 110-12, Taiwan
Account No. : 00-10363-59061
Swift Code : HSBCTWTP
Payable to : PICO International Taiwan Ltd.

NT DOLLARS ONLY

The Shanghai Commercial & Savings Bank, Ltd. –
Savings Department
149, Min Sheng East Road, Sec. 2
Taipei 104-83, Taiwan
Account No. : 03-10200-0627528
Swift Code : SCSBTWTP003
Payable to : PICO International Taiwan Ltd.

2. **Triumph Trans-Link Logistics Co., Ltd.**

US DOLLARS ONLY

CTBC Bank Co., Ltd. Jhongshan Branch
106-2, Jhongshan North Road, Sec. 2,
Taipei 104-49, Taiwan
Account No.: 141-13-81389-07
Swift Code : CTCBTWTP
Beneficiary : Triumph Trans-Link Logistics Co., Ltd.

NT DOLLARS ONLY

CTBC Bank Co., Ltd. Jhongshan Branch
106-2, Jhongshan North Road, Sec. 2,
Taipei 104-49, Taiwan
Account No.: 141-11 -81389-01
Beneficiary : Triumph Trans-Link Logistics Co., Ltd.

3. **SEMI**

US DOLLARS ONLY

Wells Fargo Bank
420 Montgomery Street
San Francisco, CA 94104 USA
ABA No.: 121000248
Account No. : 4277-159497
Swift Code : WFBIUS6S
Beneficiary : SEMI

NT DOLLARS ONLY

Taiwan Cooperative Bank H.S.I.P. Branch,
No.1, Technology Road, Science-Based Industrial Park,
Hsinchu 300-78, Taiwan
Account No. : 5643-717-201996
Swift Code : TACBTWTP564
Beneficiary : SEMI Taiwan

NOTE: The return addresses of the above companies are shown at the top portion of each order form.

3. Important Contacts

Show Management

SEMI Taiwan

11F-2, No.1, Taiyuan 1st Street.,
Zhubei, Hsinchu 30265, Taiwan
Fax: 886.3.560.1555
Tel: 886.3.560.1777

Show ManagementMs. Nikki Sun

Tel: 886.3.560.1777 × 308
Email: nsun@semi.org

Exhibitor ServicesMs. Lynn Yeh

Tel: 886.3.560.1777 × 312
Email: lyeh@semi.org

Marketing / MediaMs. Amy Lee

Tel: 886.3.560.1777 × 207
Email: alee@semi.org

Promotional Opportunities / SponsorshipMs. Ana Li

Tel: 886.3.560.1777×101
Email: ali@semi.org

Mr. Ethan Chen

Tel: 886.3.560.1777×106
Email: echen@semi.org

Service Suppliers

Registration (Visitor & Exhibitor) / Lead Retrieval scanner rental

LEADEXPO Solution Inc.
Rm 2B20, No. 5, Hsin-yi Rd., Sec. 5,
Taipei 110-11 Taiwan
Contact: Ms. Sydney Hu
Tel: 886.2.2729.9271
Fax: 886.2.2720.9735
Email: sales@leadexpo.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 3451 ext.10
Fax: 886.2. 2577.5182
Email: service@bestcnc.com.tw

Facility

Taipei Nangang Exhibition Center
No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68,
Taiwan
Tel: 886.2.2725.5200
Fax: 886.2.2788.8353
Refer to SECTION 1 for the shipping addresses and information. The following facility address is for directional purpose only; please do NOT ship material to the address below.

Official Decorator / Furniture Rental

PICO International Taiwan Ltd.
3F, No. 343, Nanking East Road, Sec. 5
Taipei 105-69, Taiwan
Fax: 886.2.2766.6900 / 886.2.2753.3613
Exhibitor at 1st floor:
Ms. Caroline Chen
Tel: 886.2.2753.5990 ext. 119
E-mail: semicon.tw.1@tw.pico.com
Exhibitor at 4th floor:
Ms. Elaine Chan
Tel: 886.2.2753.5990 ext. 110
E-mail: semicon.tw.4@tw.pico.com

Official Public Area Decoration

HWALIN DESIGN CO., LTD
3F, No. 303, Sec.4, Hsin-Yi Rd.
Taipei 106, Taiwan
Ms. Anita Chung
Tel:+886-2-2706-2448 ext.610
Fax:+886-2-2709-1495
Email: anita@hwalin.com.tw

Temporary Staff / Translator

LEADEXPO Solution Inc.

Rm 2B20, No. 5, Hsin-yi Rd., Sec. 5,
Taipei 110-11 Taiwan
Contact: Ms. Daphnie
Tel: 886.2.2729.9271
Fax: 886.2.2720.9735
Email: Daphnie@leadexpo.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

USA Forwarder**TWI LAS VEGAS, NV - HEADQUARTERS**

4480 South Pecos Road
Las Vegas, NV 89121
Contact: Mr. Bryce Larkin
Tel: 1.702.691.9014
Fax: 1.702.691.9055
Email: blarkin@twiglobal.com

TWI NEW YORK, NY

2 Lincoln Ave. Suite #400
Rockville Center, NY 11570
Contact: Mr. Drew Camier
Tel: 1.516.544.2672 x9315
Fax: 1.516.544.2679
Email : dcamier@twiglobal.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 Service Manual. SEMI will email Exhibitor News Letter 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\$70,000/hour.

Airport Services

Public transportation is available from Taiwan Taoyuan International Airport to Taipei Nangang Exhibition Center. Metro Taoyuan is 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. Buses are provided by Kuo-Kuang Motor Transport, and leave every 20–30 minutes serving city center destinations (journey time approx. 80 minutes) and Taipei Rail Station. Taxi are available from the arrival hall 24 hours a day, costing around NT\$1,500 to Taipei. For details, please visit www.semicontaiwan.org

Alcohol

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

B Badges (Exhibitor Badge)

To save on valuable time, it is recommended to pre-register your exhibitor badges. Pre-registration will end on 18 August, after which the badges will be available for onsite registration. Exhibitor Badges will be available for collection onsite from 12:00 on 10 September.

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

C Catering

There are many restaurants on 1F and 3F in Taipei Nangang Exhibition Center. In addition, full-service restaurants are nearby Taipei Nangang Exhibition Center.

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 dismantle period, no one under 16 is allowed. Due to safety and insurance reasons no one under the age of 12 and under 110cm height will be admitted to 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 wish to have additional cleaning services may do so through 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. All co-exhibitors must submit a co-exhibitor Submission Form (see Online Exhibitor Service Center, Form 12) in order to be recognized as an official co-exhibitor at SEMICON® Taiwan. Further information; please contact:

Ms Lynn Yeh, Email: lyeh@semi.org, Tel: 886.3.560.1777 x 312

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 Form1 & Form 2.

Decorator / Official Contractor

PICO International Taiwan Ltd. has been appointed the exclusive decorator and service contractor for SEMICON® Taiwan 2017. 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 (08:00AM), one hour before on the 2nd and 3rd day (09:00 AM); and remain for half hour after closing to service their booths. For security reasons, exhibitors intending to start earlier or stay later must obtain prior permission from SEMI.

Exclusive Services Contractor

Exhibitors must use PICO International Taiwan Ltd. for the following utility services: Electrical, Water and Drainage. Please refer to Form3.

Exhibitor Services

PICO International Taiwan Ltd., Triumph Trans-Link Logistics Co., Ltd. and TWI are the official contractors of this exhibition; onsite service counters will be available for assistance.

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 TWI 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 is located at room 158 on 1F and room 452 on 4F in Taipei Nangang Exhibition Center.

Floor Ports

Water and compressed air are accessible within the building. Please contact PICO International Taiwan Ltd. for more information or refer to Form 3.

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 Global Exhibition Logistics

Triumph Trans-Link Logistics Co., Ltd. has been appointed as the **EXCLUSIVE** official on-site handling agent for SEMICON® Taiwan 2017. Triumph Trans-Link Logistics Co., Ltd. will be in charge of all on-site drayage once freight has arrived at TWTC. Triumph Trans-Link Logistics Co., Ltd. is the **ONLY** freight handler allowed to transport freight on the show floor. 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 2017. Please refer to Attachment for the official hotel information.

L Lead Retrieval Devices

Exhibitors can rent a lead retrieval device for capturing contact information of visitors to their booth. Please refer to FORM 14.

Lost & Found

Please turn in any lost articles to Security or onsite Show Management Office.

M Merchandise / Equipment Pass

Any equipment or merchandise that is removed from the exhibit 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. Please refer to FORM 13.

N Nangang Exhibition Center Specifications

	1F	4F
Floor Loading(tons / sq. m)	5	2
Floor Finish:	Concrete	Concrete
Electricity Supply	110V, 220V, 380V, 440V / 60 Hz	110V, 220V, 380V, 440V / 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)
Freight Elevator Interior	3m (W) x 3.3m (H) x 7.8(L)	3m (W) x 3.3m (H) x 7.8(L)
Freight Elevator Door	3m (W) x 3m (H)	3m (W) x 3m (H)
Freight Maximum Weight	6 tons	6 tons

O On-line Exhibitor Directory

Online Exhibitor Directory will be available for browsing from June 2017 till June 2018. The contents will include company profile, product description, product images and press releases for visitors' reference. For more information, please contact: Ms. Lynn Yeh, Email: lyeh@semi.org, Tel: 886.3.560.1777 x 312

P Parking

Parking is available in the basement of Taipei Nangang Exhibition Center (620 space) on a first-come, first-served basis. More parking spaces are available nearby Taipei Nangang Exhibition Center. Please refer to Section 1 Parking Lot Location on Page 19.

Penalty for Early Dismantle

Exhibits may not be dismantled nor equipment removed from the booth before the official closing time on **Friday, September 15, 2017**. 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 15, 2017**), removal of exhibit material must be completed by **16:00, Saturday, September 16, 2017**.

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 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 present 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 programs and events will be held in conjunction with SEMICON® Taiwan 2016. For further information please refer to the Visitor Information and Registration Brochure, which you will receive at a later date.

Postal and Banking

Postal office counter are located at the entrance of M area entrance on 4F of Taipei Nangang Exhibition Center. There is also Bank of Taiwan and Esun Bank located in Nangang Software Park that provides banking facilities and money exchange service.

Press Room

A Press Room will be available for Media to access during the exhibition; it is located on 4th Floor of the Taipei Nangang Exhibition Center. Exhibitors are welcome to place relevant press releases of 15~20 copies on 13th September at the venue. For more information please contact Ms. Amy Lee at alee@semi.org / Tel: 886.3.560.1777 x 207.

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 30 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 Form 11) to SEMI Show Management before 26th July, 2017. Please submit your request to:

Ms. Lynn Yeh, Email: lyeh@semi.org, Tel: 886.3.560.1777 x 312

Registration

LEADDEXPO Solution Inc. is appointed to arrange the registration for visitors and exhibitors. Please refer to SECTION 5 for more information or visit our website www.semicontaiwan.org for the dates and times for exhibitor registration.

Restaurants

A variety of restaurants are within walking distance. Full-service restaurants are on the 1st and 3rd floor of the Taipei Nangang Exhibition Center.

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 Taipei Nangang Exhibition Center during set-up, show and dismantle 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 Management Office

SEMI Show Management office will be located at the entrance of M area on 4th floor. Personnel can assist you in Chinese and English.

Set-up / Move-in

Exhibitors and Exhibited Appointed Contractors (EAC) will be allowed access to the halls beginning at 12:00 Sunday September 10, 2017. 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 12, 2017. 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 Taipei Nangang Exhibition Center. 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 Taipei Nangang Exhibition Center during show period. All taxis 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

Tear-down will begin from 16:30 on 15th September. 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 on 16th September.

Temporary Help

Temporary help are available for hire through LEADEXPO. Please refer to FORM 15.

Truck Permit

Trucks weighing 6.5 tons and above does not require special road passes at the Taipei Nangang Exhibition Center location; trucks are prohibited on Huangdong Blvd. as well as Northern National Highway No. 3.

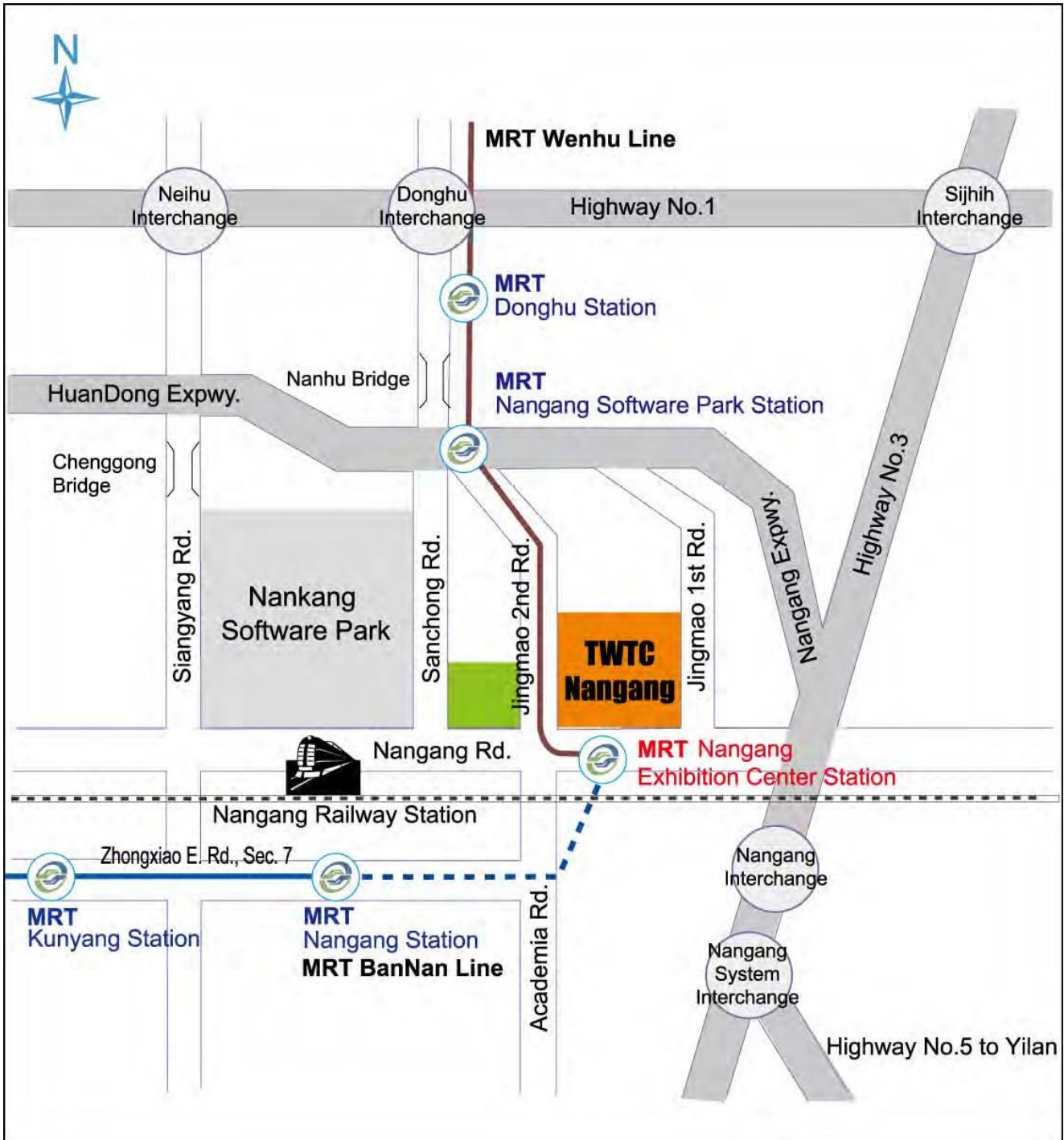
V Visitor Registration

Registration desks will be located on the 1st floor of Taipei Nangang Exhibition Center. On-line registration opens on Wednesday, June 21 at www.semicontaiwan.org.

W Water Access

Water is accessible within the building. Please contact PICO International Taiwan Ltd. and refer to FORM3 for more information.

5. Location Map



- MRT Wenhu Line
- MRT BanNan Line

Show Venue: [Taipei Nangang Exhibition Center](#)

[No.1, Jingmao 2nd Rd., Nangang District, Taipei City 115-68, Taiwan](#)

6. Transportation Map



7. MRT MAP WITH HOTEL LOCATION



8. Parking Lot Location



9. Exhibition Hall Facility

Facility	Location	Tel
Taipei Nangang Exhibition Center Information Center	Entrance of J area, 1F	886.2.2725.5200 x5111
Show Management Office	Entrance of J area, 1F	886.2.2725.5200 x5101, 5102, 5103
	Entrance of M area, 4F	886.2.2725.5200 x5411, 5412
Café/Fast Food/Snack Bar on 1F	Chicken Master	886.2.2725.5200 x5157 / 886.2.7746.2978
	CoCo Fresh Tea & Juice, 1F	886.2.2725.5200 x5135 / 886.2.2782.1622
	Laya Burger	886.2.2725.5200 x5156
	Mr. Brown Café, 1F	886.2.2783.6963
	MOS Burger, 1F	886.2.2783.4138
	Michael Tu Messe Bistro, 1F	886.2.2786.7800
	Real Bakery, 1F	886.2.2725.5200 x5151 / 886.2.7709.4320
Restaurant/Buffer on 3F	Humble House	886.2.6619.1888
	The Buffet Restaurant	886.2.6619.1889
	The Banquet Hall	
Travel Information Center	Entrance of J area, 1F	886.2.2725.5200 x5102
Press Room	4F	886.2.2725.5200 x5425
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
Official Forwarder	Trans-Link Logistics Co., Ltd.	886.2.2581.1133
		886.935.245.909 Mr. Chen / 886.933.216.944 Ms. Lin
Int'l Courier –DHL	Entrance of J area, 1F	0800.769.888
ATM (Automatic Teller Machine)	Entrance of K area, 1F	
Hi-Life Convenience Store	Entrance of J area, 1F	886.2.2725.5200 x5154
Parking Lot	Basement 1	886.2.2725.5200 x5001
Cleaning	Cheng Nien Cleaning Ltd.	886.2.2725.5200 x5011
		886.936.628.321, Ms. Yeh
Taxi – pick up	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: am5:00~pm22:45/every 20-30mins, 0800.010.138
Electricity/Water Service Decorated Space Contractor	PICO Int'l Taiwan Ltd.	<u>Exhibitor at 1st floor:</u> Ms. Caroline Chen Tel: 886.2.2753.5990 ext. 119 E-mail: semicon.tw.1@tw.pico.com
		<u>Exhibitor at 4th floor:</u> Ms. Elaine Chan Tel: 886.2.2753.5990 ext. 110 E-mail: semicon.tw.4@tw.pico.com

10. SEMI 2017 & 2018 Expositions Calendar

Expositions	Location	Date	Contact
SEMICON West 2017	Moscone Center, San Francisco California, USA	July 11-13	Lyn Geary lgeary@semi.org +1.408.943.6997
Intersolar North America 2017	In Conjunction with SEMICON West	July 11-13	Daniel Strowitzki daniel.strowitzki@fwtm.de +49.761.3881.3110
SEMICON Taiwan 2017	TWTC Nangang Exhibition Hall, Taipei, Taiwan	September 13-15	Jo-ann Su jsu@semi.org +886.3.560.1777
PV Taiwan 2017	TWTC Nangang Exhibition Hall, Taipei, Taiwan	October 18-20	Jo-ann Su jsu@semi.org +886.3.560.1777
SEMICON Europa 2017	Messe München, Munich, Germany	November 14-17	Annette Niedballa aniedballa@semi.org +49.30.3030.807714
SEMICON Japan 2017	Tokyo Big Site Tokyo, Japan	December 13-15	Mariko Iwaguchi miwaguchi@semi.org +81.3.3222.5806
SEMICON® Korea 2018	Convention & Exhibition Center (COEX) Seoul, Korea	January 31 – February 2	Hye-Jin Jang hjang@semi.org +82.2.531.7802
SEMICON China 2018 FPD China 2018	Shanghai New International Expo Centre (SNIEC) Shanghai, China	March 14-16	Wenhua Gui wgui@semi.org +86.21.6027.8516
SEMICON Southeast Asia 2017	Malaysia International Trade & Exhibition Center, Kuala Lumpur	May 8 - 10	Linda Tan ltan@semi.org +65.63396361

※All dates subject to change. Please visit www.semi.org or contact SEMI for the updated information (as of April 26, 2017)

SECTION 2 : RULES & REGULATIONS

1. Introduction
2. Booth Approval Procedures
3. Booth Display Regulations
4. Booth Structure / Identification
5. Exhibit Installation and Dismantling
6. Two-Story Booth
7. Exhibition Activities
8. Exhibitor Responsibilities and Liabilities

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, Hsinchu 30265, 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 violation 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.

2. Exhibit Installation & Dismantling

(1) EXHIBIT INSTALLATION AND DISMANTLING

External contractors are allowed for exhibitors using raw space, 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, please refer to SECTION 1 for details. All crates must be tagged and ready for removal by 14:00 on Tuesday, September 12th, 2017; Booth completion is by 17:00, Tuesday, September 12th, 2017. Exhibitors will not be allowed to move in or install displays after this time.

Should installation of booth not completed by 17:00 on 12th September, 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 expositions.

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 July 19, 2017 to SEMI along with your final booth drawing.

※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 Taipei Nangang Exhibition Center 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 must wear on service pass which issued by TAITRA, so that the staff can enter the exhibition hall. Please contact the exhibition management to register and hand-in deposit. (Exhibition management office located at 4th floor of TWTC Nangang Exhibition Center.
- III. To apply for contractor service pass, it requires documents as below:
 - a. Registration form and guarantee letter with company chop and president signature
 - b. Business registration certificate copy
 - c. Check of NT\$20,000 for deposit
 - d. Service pass application for the exhibition hall
 - e. Safety and Health Terms of Agreement
(Above point a., d. and e., related form would be downloaded at www.twtc.com.tw or contact TWTC at 886.2.2725.5200 x2213 / 2276)
- IV. Deposits will be returned without interest after the contractors withdraw registration if exhibitors do not violate these regulations.
- V. All related contractor should register to TWTC separately, not depend on the decoration or the design company.
- VI. 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.
- VII. 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.
- VIII. 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.

IX. 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 Taipei Nangang Exhibition Center 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 dismantle days 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 the dismantle period as listed in the Timetable of Operations on SECTION 1. SEMI reserves the right to charge the exhibitor 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 dismantle 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 19th July with SEMI and TAITRA for approval. Application form can be found on FORM 8 from Online Exhibitor Service Center ; unauthorized balloons will be removed and on exhibitor's own cost. 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 NT\$ 10,000 (subject to prevailing taxes) will apply for balloons raised between 5 ~ 7 meters from ground. Application with a deposit of NT\$ 50,000 is to be submitted to SEMI.

Any exhibitor who raises a balloon in the exhibition hall without prior approval will have booth decorations dismantled by SEMI Show management at the exhibitor's expense. 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 Form 11) before 26th August, 2017.

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

Show Management will allow cameras on the show floor (aerial photography 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 dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that setup and dismantle 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 must wear on service pass which issued by Taipei World Trade Center (TWTC), so that the staff can enter the exhibition hall. Please contact TWTC exhibition management to register and hand-in deposit. (Exhibition management office located at 2nd floor of exhibition hall, Tel: 886.2.2725.5200 x 2213 or 2276).

Please refer to SECTION 2 "Exhibit Installation and Dismantling" for more details.

(11) GIVEWAYS / HANDOUTS

Items, samples, souvenirs, etc., may **ONLY** 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. Failure to comply may result in the loss of priority points or approval to exhibit the following year.

(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 "TAITRA's Pre-construction Safety & Health Declaration for Taipei Nangang Exhibition Hall"; "Rules of TAITRA for Contractor's Standard Pre-construction Work on Taipei Nangang Exhibition Hall"; "Guidelines of TAITRA on Contractor's Safety & Health Management"; "Submission of Notification Reports on Damages to Taipei Nangang Exhibition Under Contract", and "Notification of Hazardous Factors for Construction Site", and other related regulations.

The above-mentioned labor safety and health regulations may be downloaded from the following website:

<http://twtcnangang.com.tw> → Exhibition Hall services and facilities → Labor Safety Management Rules

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 July 19, 2017.

(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 85 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 Form 11) before 26 July. 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.

Loud speakers are limited to two loud speakers per exhibitor and positioned to direct the sound into own booth, sound volume must be kept under 85 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. Delivery of any exhibit materials required for set-up and dismantle period must be cleared through the official service contractor.

(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.

(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 Form 11) to SEMI Show Management before 26th July, 2017. Due to fire safety regulations, public aisles cannot be blocked. 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. Please refer to SECTION 7 "Exhibitor Marketing Promotional Opportunities (MPOs)" for official opportunities.

(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 persons on the premises must wear a badge during set-up, exhibit and dismantle days. The primary exhibit contact is responsible for his/her workers and staff wearing the proper badge. Refer to SECTION 5 for further instructions on ordering badges.

Each decoration contractor must wear on "service pass" which issued by Taipei World Trade Center, so that the staff can enter the exhibition hall. Please contact TWTC exhibition management to register and hand-in deposit. (Exhibition management office located at fourth floor of exhibition hall. Please refer to SECTION 5 Rules and regulations for more details.

(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 dismantle days; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Remember that set-up and dismantle 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

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. Contracted exhibit space **MUST** appear as one unified booth, co-exhibitor may show their signage but cannot exceed the portion of primary exhibitor. All booths **MUST** be staffed during exhibition hours.

(8) THEFT / DAMAGES

Reports thefts or damages immediately to booth 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 not corrected by the end of:

Set-up Period	+10%	Reduction
1st Exhibit Day	+10%	additional reduction
2nd Exhibit Day	+10%	additional reduction
<u>3rd Exhibit Day</u>	<u>+10%</u>	<u>additional reduction</u>
Total	40%	possible reduction of priority points

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.

Water and electricity power cut off.

Suspension to exhibit at own cost.

Prohibited to participate the show for two years.

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

Smoking within premises - according the Smoking Law, smoking within prohibited premises can be fined at a maximum fee of NT\$ 10,000.

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.

Show Ground Management to photograph and suspend all actions and eviction.

Violators failing to improve may result in immediately removal at own cost.

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

1. Decorated & Raw Space
2. Tables & Chairs
3. System Furniture
4. Lightings

1. Decorated & Raw Space

(1) OFFICIAL DECORATOR & ELECTRICAL CONTRACTOR

The Official Decorator and Electrical Contractor appointed by SEMI for SEMICON Taiwan 2016 is PICO International Taiwan Co., Ltd..

3F-1, No. 343, Sec. 5, Nanking East Road, Taipei 105-69, Taiwan

Fax: 886.2.2766.6900 / 886.2.2753.3613

Tel: 886.2.2753.5990

Exhibitor at 1st floor: Ms. Hedy Chen / Tel: 886.2.2753.5990 ext. 119 / E-mail: semicon.tw.1@tw.pico.com

Exhibitor at 4th floor: Ms. Elaine Chan / Tel: 886.2.2753.5990 ext. 110 / E-mail: semicon.tw.4@tw.pico.com

(2) DECORATED BOOTH SPACE

Decorated Booth Space, 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 (1000 Length x 500 Width x 750 Height) mm
 - ii. Two (2) folding chairs
 - iii. Three (3) 100W spotlights
 - iv. One (1) 5 amp / 110V single phase socket
 - v. One (1) wastepaper basket

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

Exhibitors with Decorated Space are not allowed to 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.

(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.

(5) ADDITIONAL RENTAL FURNITURE

In addition to items provided in the basic Shell Scheme Booth, exhibitors may require additional furniture/electrical items which can be supplied on rental basis by PICO. Please complete Form2 on online exhibitor service system 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 **August 16, 2016**.

To save money and avoid surcharge for late orders, please place your orders before the deadline.

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 (FORM 7) before **Wednesday, July 19, 2017** 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 (Form 7) and Booth Design Drawings before **Wednesday, July 19, 2017** for evaluation.
- (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) Taipei Nangang Exhibition Center 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; TWTC has the right to refuse the contractor without registration entering the exhibition hall. Please refer to SECTION 2 "Exhibition Installation & Dismantling" for more details.

For questions regarding these booth approval procedures, please contact:

Ms Lynn Yeh

Tel: 886.3.560.1777 x 312

Fax: 886.3.560.1555

Email: lyeh@semi.org

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 a either a neutral or complementary color to the exhibitor's booth and does not include graphics or company identification.

(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 SECTION2 "Booth Display Regulations" for more information.

I. Inline/Linear Booth:

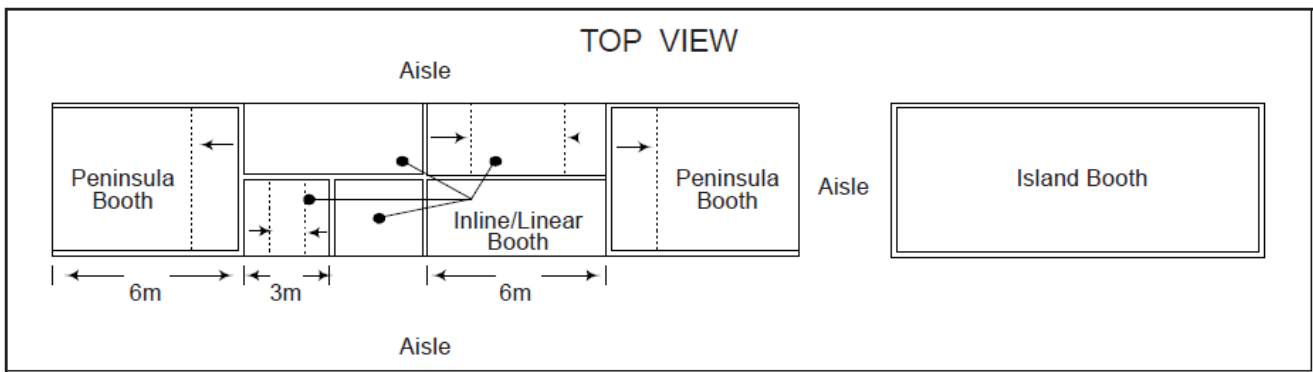
- Facing rear of booth – must be at least 1 meter (3.2 feet) from back boundary (booth) line
- Facing side of booth – must be at least 1 meter (3.2 feet) from adjoining booth
- Facing front of booth – allowed anywhere within booth boundary
- Heading sign banner – not allowed

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's, flags, pot plants, projections) 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 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 the proper height limitations. 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

Show Management recommends that all company identification (primary and/or co-exhibiting companies) be prominently displayed in the entire contracted booth space. However, the signage of co-exhibitor cannot exceed the portion of primary exhibitor.

(3) BOOTH STRUCTURE EXCEEDING 4 METERS

Under special circumstances where it is necessary for exhibitors to build structures exceeding the height limit, the exhibitor must fill out Form 10 with a copy of Public Safety and Third-Party Liability Insurance forms, a decoration plan, an installation location map and other documents deemed necessary before **July 19, 2017**. 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 based on 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 (see FORM 3). Exhibitors requiring air for demonstration must provide full technical details to the official Contractor PICO International Taiwan Ltd. and complete FORM 3.

(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:

Exhibitor Contact: Ms Lynn Yeh, Email: lyeh@semi.org, Tel: 886.3.560.1777 x 312, Fax: 886.3.560.1555

Regulations regarding cross aisle carpets are:

- I. Written approval from Show Management, at least 30 days prior to the exposition opening. Request must be submitted to Show Management by July 19, 2017.
- 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. A fee of the standard rate for booth space will be applied if carpet is placed in the aisle between two island booths resulting in the appearance of one large island booth. This area is fully useable by the exhibiting company.
- VII. Equipment or booth display properties are not allowed in the aisle at any time.
- VIII. 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.

Regulations concerning pillar decorations 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 213cm wide on the east side, 235cm wide on the north side, and 250cm high.)
2. The temporarily added wall covering the north side of the pillar:
 - * An opening of 110cm (height) by 60cm (width) must be cut on the temporary wall covering the north side of the pillar at the exhibition site to expose the equipment. The equipment includes (1) two switches for the fire sprinkler system; (2) one compressed air valve box.
 - * There must be another opening of 70cm (width) by 200cm (height) for a door, which can be uncovered or covered by a hatch.
3. The temporary wall covering the east side of the pillar (facing Jingmao First Road):
For the odd-numbered pillars at the exhibition site, an opening of 140cm (height) by 110cm (width) should be cut on the temporary wall covering the east side to expose the equipment. The equipment includes (1) alarm panels; (2) two switches for the fire sprinkler system; (3) a fire extinguisher; (4) a ground plate.
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.

If the construction work does not conform to the regulations and 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.

✘ Please check out the related updates at: <http://www.semicontaiwan.org/en/pillar-wrapping-regulation?vlang=en>

(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 Wednesday, August 16, 2017. 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:

•110V / 60Hz •220V / 60Hz •380V / 60Hz •440V / 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 of 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 FORM 3. 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, at least two (2) weeks prior to the build-up date, 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 FORM 3 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 dismantle period are stated in the Timetable of Operations.

Please remember to indicate the locations of any additional electrical fittings you require on FORM 3, 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 ceiling and canopies are forbidden by the facility owner.

(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 Hall Owner (TWTC) 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 FORM 3. 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 second-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 6 m x 6 m) or island (min. 6 m x 9 m) 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 Taipei Nangang Exhibition Center, exhibitors must submit the following documents to SEMI **by July 19, 2017**. Construction cannot begin without prior written approval from SEMI and TAITRA.
 - I. One copy of the Two-Story Booth application form (Please see SECTION 6 Form 9 and 10)
 - 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 \$500 per sq. m** (subject to prevailing taxes). 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 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.

- (9) 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.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) Any second level over 6 m x 6 m may not be approved if it affects the overhead sprinklers for fire prevention. (Most jurisdictions require in-booth sprinkler systems).
- (14) Staircase can be circular, but not spiral and must have treaded all the way ground.
- (15) Must have fire extinguishers on both levels.
- (16) Wood must be flame resistant or treated.
- (17) All displays or decorations cannot be attached to the venue's sprinkler system.
- (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

1. General Shipping Information
2. Shipping Instructions of Trans-Link Exhibition Forwarding Ltd.
3. International Shipping Instructions of TWI Global Exhibition Logistics

1. General Shipping Information

HALL SPECIFICATION

Following are important details regarding TWTC Nangang Exhibition Hall specifications. It is important that exhibitors note the following weight limits and dimensions and plan their intended shipments accordingly:

TWTC Nangang Exhibition Hall
 Floor Loading: 1F: 5 tons / sq. m; 4F: 2 tons / sq. m
 Size of Cargo Doors (W x H): 1F: I Area: 9.9x5m / J Area: 11.6x 4.5m / K Area: 10x5m
 4F: L Area: 11x4m / M Area: 11.9x 8.5m / N Area: 10.1x4m
 Booth Height Limit: 2.5 meters

OFFICIAL FREIGHT FORWARDER

SEMI has appointed Triumph Trans-Link Logistics Co., Ltd. as the official freight forwarder and TWI Global Exhibition Logistics as the official freight forwarder in the region of USA for SEMICON Taiwan 2017. A copy of the Shipping Manual is included in this section of the manual. While these companies are official, they are not exclusive. Exhibitors may use any freight forwarder they choose; however, SEMI strongly recommends using an official freight forwarder.

ON-SITE FREIGHT HANDLING

Triumph Trans-Link Logistics Co., Ltd. has also been appointed as the **EXCLUSIVE** on-site handling agent for the event. While exhibitors may use any forwarder of their choice to transport exhibition materials to the show, Triumph Trans-Link Logistics Co., Ltd. is the **ONLY** freight handler allowed to transport materials on the show floor.

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 hall on Sunday, September 10, 2017. 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 TWTC.**

WAIVER of the HEAVY LIFT SURCHARGE

In order to encourage the exhibitors to ship the big and new equipment for SEMICON Taiwan 2017, the waiver of the heavy lift surcharge is confirmed available for the companies using Translink'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: 886.2.2581.1133x101 / Email: frances@trans-link.com.tw

Shipping Address:

SEA / AIR FREIGHT CONSIGNMENT
CONSIGNEE:
Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5FL, No. 99, Chung Shan North Road, Sec. 2, Taipei, Taiwan FOR: SEMICON® TAIWAN 2017 NAME OF EXHIBITOR: BOOTH NO:
NOTIFY PARTY:
Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5FL, No. 99, Chung Shan North Road, Sec. 2, Taipei, Taiwan TEL:886.2.2581.1133 x101 FAX:886.2.2581.9635 ATTN: <u>Ms. Frances Lin</u>

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

SEMI has appointed **Triumph Trans-Link Logistics Co., Ltd.**(Taiwan) and TWI Exhibition Logistics(USA) as the Official Freight Forwarders for SEMICON Taiwan 2017.

Trans-link has also been assigned as the official freight forwarder who is permitted to work inside the Exhibition Hall and operate lifting equipment.

TWI has been appointed as the Official Transportation coordinator of equipment and display materials for United States of America exhibitors participating at the SEMICON Taiwan 2017 exhibition.

Exhibitors are encouraged to use the Official Freight Forwarder.

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 2017 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 the numbers on 886.2.2581.1133x101 or E-mail:frances@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 **ONLY** official on-site installation contractor permitted to operate lifting equipment inside the Exhibition Hall. Any forwarder may deliver to the door of the Hall, but Trans-Link must handle it from the freight entry 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 Exhibition Hall 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 **September 13, 2017** 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 bay designated by the Official Freight Forwarders. Vehicles at these loading/unloading bays 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 bay. Exhibitors using their own freight forwarder to these areas are requested to submit their details to either Trans-Link (FORM 6) or TWI (FORM 6) 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 Hall 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 the exhibition Hall 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 in the evening September 13, 2017. No delivery will be permitted after **10:00 am** (half an hour before Opening Ceremony), when guests will start arriving for the Opening Ceremony.

V. Removal of Exhibits

Should exhibitors and their contractors/agents/suppliers wish to remove any items from the Hall, a "Merchandise & Equipment Pass" must be obtained from the Show Management Office on-site. This applies to the build-up, break down and Exhibition days. 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 the hall 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 Hall on the evening of **September 15, 2017**. 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 on the evening of **September 15, 2017**. 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 Exhibition Hall.

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
2. Exhibitor Badge Ordering Information

1. Badge Regulation

(1) ADMISSION

I. Exhibitors

Exhibitors are allowed to gain hall access one hour before exhibition opening and half an hour after exhibition closure each day in order to service their booths. For exhibitors who wish to extend the hours, kindly approach the Show Management Office (SMO) to apply for the extension.

II. Visitors

Visitors must register either online or onsite to obtain a visitor badge. Only those related to the industry will be considered trade visitors. Online registration opens on June 21.

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, financial institutions, 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 dismantle hours, no one under 16 is allowed. Due to safety and insurance reasons, no one under the age of 12 will be admitted onto the show floor at any time.

2. Exhibitor Badge Ordering Information

1. DEADLINE DATE

All badge requests must be "submitted" online by **Friday, August 18, 2017**, so that your badges can be available on-site for pick up starting at **12:00 pm, Sunday, September 10, 2017**. After the deadline, please register on-site. **(Note: Advance exhibitor badge mailing will NOT be available.)**

2. EXHIBITING COMPANY ATTENDEE BADGES / VISITOR BADGE

If you need to apply badges for company employees who WILL NOT be working in the booth or your customers, you may apply a "visitor" badge. Visitor registration will be open starting on **June 21** at www.semicontaiwan.org under Visitors/ Register.

3. EXHIBITOR BADGE LIMITS

For Security reasons, each exhibiting company is allotted a limited number of badges. Exhibitors can apply up to 10 badges for each booth (9 sq.). The number of complimentary badges allocated will appear online.

PLEASE NOTE:

- (1) If you have exceeded your complimentary badge allotment but need to register additional booth personnel, badges are available for purchase for NT\$150 each.
- (2) Please do not register your customers under your company exhibiting personnel.

4. EXHIBITOR BADGES

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 dismantle period.

5. EXHIBITOR BADGING PROCEDURES

The following information will help you with ordering badges for your booth personnel. Take the easy road and apply your badges online! Exhibitor online registration will be opened on May, 2017 at <http://expo.semi.org/taiwan2017/Public/Enter.aspx>.

Why should I apply my exhibitor badges online?

- (1) It's faster! Online badge orders are directly entered into the registration system.
- (2) It's accurate! You control how names are entered.
- (3) Step-by-step instructions. Online ordering walks you through every step of the registration process to ensure that nothing gets missed.

Exhibit contacts will receive an email with badge ordering instructions. If you do not receive this document, please contact LEADEXPO at Ms. Doris Chiu, sales@leadexpo.com or Tel: 886.2.2729.9271

6. ON-SITE EXHIBITOR BADGE PICK-UP

Date	Time
Sunday, September 10, 2017	12:00 - 17:00
Monday, September 11, 2017	09:00 - 17:00
Tuesday, September 12, 2017	09:00 - 17:00
Wednesday, September 13, 2017	08:00 - 17:00
Tuesday, September 14, 2017	09:00 - 17:00
Friday, September 15, 2017	09:00 - 15:00