

## TAIPEI CYCLE 2008 EXHIBITS MOVE-IN & MOVE-OUT NOTICE

Dear exhibitors,

To better prepare for the Taipei Cycle 2008, the organizer requests your cooperation with exhibits move-in and move-out in accordance with the following instructions:

### EXHIBITS MOVE-IN

March 8 ~ 12, 2008 : 8 a.m. ~ 5 p.m.

Date	Time	Notice
March 8	8 a.m. ~ 12 Noon	Only Contractors at west side can move in width of 6 meters vertically in central main aisle
	After 12 Noon	All Contractors can move in
March 9~11	Please comply with the indication of the guard	All Contractors can move in
March 12	Please comply with the indication of the guard	All Exhibits can move in
	12 Noon	Contractors' truck must move out first

\*Due to dedicated entrances for passengers and vehicles at NANGANG Exhibition Hall, all trucks should enter and exit at the east side of the Exhibition Hall. Please enter the Exhibition Hall based on **designated area and designated times** to prevent any vehicle congestion at east side of Exhibition Hall affecting trucks at west side entrances and exits.

(1) Please refer to "Exhibition Manual".

(2) Please note during move-in :

- A. Passenger vehicles (sedans) are not permitted entry to Exhibition Hall during this period. Vehicles driving into the surrounding areas must not exceed the speed limit of 10 KPH. .
- B. NOTE dedicated entrances for passengers and vehicles into NANGANG Exhibition Hall. All trucks should enter and exit from JingMao 1st Rd.
- C. To move cargo up to the 4th floor (upper Exhibition Hall) exhibitors and contractors should use the freight elevators, or they can use the transport ramp on the east side to reach the 4th floor. The maximum weight of trucks allowed to enter is 2 tons / sq. meter. Trucks of 40 feet in length can drive directly into 4th floor exhibition hall from the transport ramp. The cargo dock at the 4th floor exhibition hall is 36.9 meters high and 26.9 meters wide.
- D. No vehicles are permitted to park in the 3-meter wide aisles of the exhibition hall. Instead, motorists are advised to park alongside the 6 meter-wide aisles. They can also unload at the cargo docks located on the 1st floor and B1 and cart materials to the relevant booths.
- E. There is a 4 meter clearance height for all trucks entering all entrances. Trucks exceeding the 4 meter limit (with or without goods) must have previous approval, and applications must be submitted before March 8 to the Management Section of NANGANG Exhibition

Hall. Permits of entry will specify designated routes and times of entry. Height clearance for each area is as follows:

- 1st Floor--- Area I : 5 meter clearance
- Area J : 4.9 meter clearance
- Area K : 5 meter clearance
- 2nd Floor--- Area L : 4.3 meter clearance
- Area M : 8.7 meter clearance
- Area N : 4.2 meter clearance

The entrance of lower floor cargo route is 8 meters

The entrance at the upper level of the cargo route is 6.7 meters

- F. For the security and safety of the building, a written request must be submitted before March 1 to the Management section of the NANGANG Exhibition Hall for permits to allow trucks with total weights of up to 20 tons (based on what is labeled on the vehicle or the driver's license). This regulation includes cranes or tow trucks.
- G. All booth decorations and exhibits should be set up before 5 p.m. March 12, 2008. If overtime is necessary (working beyond allotted time), TAITRA will charge an "Overrun Fee" of NT\$10,000 (tax included) per hour for each booth.
- H. Due to insurance regulations, cargo push carts (with or without goods) or items with lengths and widths over the width and height of an escalator step is prohibited to be transported by escalator.
- I. Exhibitors of bicycles and other vehicles should submit a written request before March 5 to the Management section of NANGANG Exhibition Hall.
- J. Contractors should note that booth lines have been re-drawn. **Follow the triangulate sticker to build your booth.**
- K. Exhibitors(s) and contractors should be responsible for their own exhibits and decorations, and TAITRA cannot be held liable for any damage or theft.
- L. During decoration and unloading (during move-in and move-out), FREE parking is provided in the B1 parking lot of the NANGANG Exhibition Hall and at C2 near the NANGANG Hall. Please use stipulated times and routes for move-in:

Date	Exhibit Area	Conditions of Parking
March 8-11	1st Floor ( Areas I, J, K )	1. Trucks are allowed parking in the 6 meter aisle of the 1st and 4th floors to unload. Please depart as soon as possible. 2. B1 parking lots in NANGANG Exhibition Hall and C2 near showground.
	4th Floor ( Areas L, M, N )	

March 12	Exhibitors on the 1st Floor ( Areas I, J, K )	<ol style="list-style-type: none"> <li>1. Exhibitors' vehicles allowed to park in the 6 meters aisle of the 1st or 4th floors to unload.</li> <li>2. C2 parking spaces near the NANGANG Exhibition Hall. Note : NANGANG B1 parking lot has left 200 parking spaces with a height clearance of 2.45 meters for 1<sup>st</sup> exhibitors. Vehicles without parking badges are not permitted to park on that day.</li> </ol>
	Exhibitors on the 4th Floor ( Areas L, M, N )	<ol style="list-style-type: none"> <li>1. Exhibitors permitted vehicle access to the 6 meters aisles of the 1st and 4th floor to unload.</li> <li>2. Priority of B1 parking spaces will go to 4th floor exhibitors. . NOTE: 350 parking spaces will be reserved for exhibitors on the 4th floor (one parking space per exhibitor). Those entering area should have parking badge. The remaining parking spaces will open to 1<sup>st</sup> floor exhibitors and visitors. Height clearance is 2.45 meters. Vehicles without parking badges are prohibited entry on that day.</li> </ol>

**\*Exhibitors may pick up their parking permit for dismantling during move-in days.**

### **EXHIBITS MOVE-OUT**

March 16 (last day of exhibition), 3 p.m. ~ 8 p.m.: Light, small item dismantling and hand carried

March 17 ~ 18, 8 a.m. ~ 5 p.m.: Exhibits and decoration materials dismantling

(1) Regulations for move-out: Please refer to the "Exhibitor's Manual"

(2) During move-out please note:

<b>Date</b>	<b>Time</b>	<b>Notice</b>
March 16	3 p.m. ~ 8 p.m. (* Please note that organizer prolong dismantling time )	<ol style="list-style-type: none"> <li>1. Dismantle hand carry exhibits. Vehicles not allowed entry into exhibition hall.</li> <li>2. Due to insurance regulations, cargo push carts (with or without goods) or items with lengths and widths</li> </ol>

		<p>over the width and height of an escalator step is prohibited to be transported by escalator.</p> <p>3. The cargo dock of east side on the 4th floor (upper floor) will open ONLY for the 4th floor exhibitor's vehicles to load. The cargo dock has a capacity of 20 vehicles (Height clearance is 4 meters and weight clearance is 6.5 tons). Please depart as soon as possible. No vehicles are permitted to park in the transport ramp. Stopping cars against the traffic rule will be dispersed enforcedly. Please follow the command of Exhibition Hall guards.</p> <p>4. For safety insurance, any persons are prohibited passing the Cargo Exit on the 4th floor.</p>
March 17~18	8 a.m.~5 p.m.	Vehicles allowed entry into exhibition hall. (Booth dismantling begins)

**3 p.m. ~8 p.m. March 16**, hand-carry, light or portable exhibits only.  
(Vehicles not allowed entry into exhibition hall.)

1. Due to insurance regulations, cargo push carts (with or without goods) or items with lengths and widths over the width and height of an escalator step is prohibited to be transported by escalator.
2. Please take escalator or No1, 2, 4, 5 passenger elevators, when you are taking hand-carry and light or portable exhibits,
3. Please take No7, 8, 9 freight elevators on East side, when you are using cargo push carts.
4. Vehicles not allowed pull over to the main entrance.
5. Please don't park illegally.
6. During the move-out period, FREE parking is provided in the B1 parking lot of the NANGANG Exhibition Hall and at C2 near the NANGANG Hall.

<b>Date</b>	<b>Exhibit Area</b>	<b>Conditions of Parking</b>
March.16, 3 p.m.~8p.m.	Exhibitors on the 1 <sup>st</sup> Floor (I,J, K Area)	<p>1. Vehicles not allowed entry into exhibition hall.</p> <p>2. Priority of C2 Parking spaces will go to 1<sup>st</sup> floor exhibitors. (One parking space per exhibitor) .Vehicles without badges are not permitted to park on that day.</p>

	Exhibitors on the 4th Floor (L, M,.N Area)	1. Vehicles not allowed entry into exhibition hall. 2. Priority of B1 parking spaces will go to 4th floor exhibitors. . NOTE: 350 parking spaces with a height clearance of 2.45 meters will be reserved for exhibitors on the 4th floor (One parking space per exhibitor). Those entering area should have parking badge. Other parking spaces will open to visitors. Vehicles without parking badges are prohibited entry on that day.
17~18, March 8a.m.~5 p.m.	All Contractors can move in	Vehicles allowed entry into exhibition hall (Booth dismantling begins)

**\*Exhibitors may pick up their parking permit for dismantling during move-in days.**

(7) Forklift not allowed entry into exhibition hall.

(8) Exhibitors(s) and contractors should be responsible for their own exhibits and decorations, and TAITRA cannot be held liable for any damage or theft.

**Free Shuttle Bus** \*Subject to change without notice.\*

Route	Bus Stop	Time Schedule
TWTC Exhibition Hall 1 <--> NANGANG Exhibition Hall Embarks from: TWTC Hall 1 Last shuttle stop: NANGANG Exhibition Hall Average headway — about 10 minutes	*TWTC HALL 1* No.1-6 Rd. (outside Area A)	March 13, 7:30 a.m. ~ 7 p.m. March 14~15, 8 a.m. ~ 7 p.m. March 16, 8 a.m. ~ 4 p.m.
	*NANGANG Exhibition Hall* Main Entrance - Jingmao 2nd Rd.	
Kunyang MRT Station<--> NANGANG Exhibition Hall Embarks Kunyang MRT Station Last shuttle stop: NANGANG Exhibition Hall Average headway — about 5-10 minutes	*Kunyang MRT Station* :Exit 1	March 13, 7:30 a.m. ~ 7 p.m., 8 p.m. ~ 9 p.m. March 14~15, 8 a.m. ~ 7 p.m. March 16, 8 a.m. ~ 4 p.m.
	*NANGANG Exhibition Hall* Main Entrance - Jingmao 2nd Rd.	
NANGANG Exhibition Hall<--> International Hotels <b>*Shuttle buses depart five times daily</b>	NANGANG Exhibition Hall Main Entrance -	March 13~15, 5:30 p.m. 5:45 p.m.

<p><b>during show days*</b></p> <p><b>ROUTE A</b>  NANGANG Exhibition Hall (南港展覽館) - Seasons (四季) – Caesar Park (台北凱薩) – Sheraton(喜來登) – San Want (神旺) – Howard Plaza (福華)</p> <p><b>ROUTE B</b>  NANGANG Exhibition Hall (南港展覽館) → United (國聯) – City Crown (台北皇冠) – Sun world Dynasty(王朝) – Sherwood(西華) – Miramar Garden(美麗信)</p> <p><b>ROUTE C</b>  NANGANG Exhibition Hall (南港展覽館) → Agora Garden (亞太會館) – The Tango (柯旅天閣台北信義)</p> <p><b>ROUTE D</b>  NANGANG Exhibition Hall (南港展覽館) → Brother (兄弟) – Westin (六福皇宮) – Grand Formosa Regent(晶華) – Ambassador (國賓) – Imperial (華國)</p>	<p>Jingmao 2nd Rd.</p>	<p>6 p.m.  6:15 p.m.  6:30 p.m.</p> <p><b>March 16,</b>  2:30 p.m.  2:45 p.m.  3 p.m.  3:15 p.m.  3:30 p.m.</p>
<p>NANGANG Exhibition Hall &lt; – &gt; 3 Main Shopping Areas</p>	<p>Departs from NANGANG Exhibition Hall: every 30 minutes.</p>	<p>March 13 - 15,  11 a.m~12:30 a.m.  (Departs NANGANG</p>

<p>*SOGO Department Store (Zhongxiao outlet)</p> <p>* Hsinyi Area Department Stores</p> <p>*Miramar Entertainment Area</p> <p>Average headway — about 30 minutes</p>	<p>Returns to NANGANG Exhibition shuttle stand</p> <p><b>-East Area SOGO-</b> The Entrance of Sogo Department (Zhongxiao outlet)</p> <p><b>- Hsinyi Area Department Stores-</b> Entrance of Hall 3 or The Entrance of Newyork &amp; Newyork Department Store</p> <p><b>-Miramar Entertainment Area-</b> Main Entrance of Grand Victoria Hotel</p>	<p>Exhibition Hall) 1 p.m. ~2 p.m. (Returns to NANGANG Exhibition Hall) 5 p.m. ~6:30 p.m. (Departs from NANGANG Exhibition Hall) March 16, 11 a.m. ~12:30 a.m. (Departs from NANGANG Exhibition Hall)</p>
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