



## Souvenir & Handicraft



www.giftionery.net  
TWTC HALL 1

# Application Kit





**GIFTIONERY & CULTURE CREATIVE, TAIPEI**  
TAIPEI INTERNATIONAL GIFT, STATIONERY & CULTURE CREATIVE SHOW

# Application Kit

## Show Dates & Hours

9:30 a.m. – 5:30 p.m., November 5 - 8, 2020

## Venue

Taipei World Trade Center (TWTC) Exhibition Hall 1  
5, Hsin-Yi Road, Sec. 5, Taipei, Taiwan



## Move-in & Move-out

	Dates	Hours
Move-in	November 3 (Tuesday)	7 a.m. - 6 p.m.
	November 4 (Wednesday)	7 a.m. - 7 p.m.
Move-out	November 8 (Sunday)	5:30 p.m. - 7:30 p.m.
	November 9 (Monday)	6 a.m. - 11 a.m.

## Exhibit Area

Area	Exhibit
Stationery & Office Supplies	Stationery, Office Supplies, Office Equipment, Writing Equipment, Book & Magazine, Assistive Device for Education
General Gifts	Variety Gifts, Christmas Accessories, Gift-wrapping Supplies, Outdoor Furniture and Supplies, Travel and Leisure Products
Tech & Trendies	3C Products & Accessories, Electronic Gifts
Printing & Packaging	Image Service, Printing/Packing Design, Equipment & Service
Brand Licensing	Licensees / Manufacturers, Licensors / Brand Owners, Licensing Agents, Professionals / Consultants
Creative Design	Design Products, Creative Handcrafts
Beauty Care(NEW)	Fragrance Products, Masks, Care Products
Rising Stars	Design or Gift Startups less than 5 years old
Overseas Exhibitors	Gifts, Stationery, Home Decorations and Novelty Products From all Over the World
Houseware	Home Textile, Interior Goods, Home Accessories, Kitchenware, Bathroom Accessories, House Decorative Items
Souvenir & Handicraft	Local Specialties ,Food & Beverages, Culinary Goods, Delicacy & Fine Taste



## Participation Information

1. All manufacturers, distributors, traders and organizations in fields related to the manufacture and service of items listed on the above Exhibits Profile are eligible to participate as exhibitors.
2. The organizer reserves the right to accept or reject any application and to determine the number and location of booth(s) for each exhibitor.
3. Space allocation priorities are based on:
  - (1) Number of booth(s) required.
  - (2) Receipt time of the application.
4. On-the-spot sales are not allowed.
5. Children under 12 years of age are not allowed to enter the showground.
6. The organizer does not act as a sponsor for the exhibitor's entry visa application.

## Booth Rental

unit: USD (tax included )

Booth Type <sup>[1] [2]</sup>	Booth Rates <sup>[3]</sup>	Size
Facing Main Aisle	1,730	9 Sqm.
General Booth	1,460	
Facing Main Aisle with Column	1,440	6.75 Sqm.
General Booth with Column	1,210	

1. Please register before July 3, 2020.
2. Each booth comes with 500 watts (110V) of electric power supply.
3. Except "Rising Stars" area with basic partition - and different booth rental - all booths are **raw space**.









## Shell Scheme Package

Upgrade to Shell Scheme with USD 250 for each booth, you will get:

ONE SHELL SCHEME BOOTH (3M X 3M)		
		
Facilities including :		
1	Standard partition 300 X 300 X 250 CM/H	1 SET
2	Needle Punch Carpet (light grey)	9 SQM
3	Company Name Fascia Board (white board with blue letters) 300 X 30 CM	1 PC
4	Info Desk 100 X 50 X 82.5 CM/H	1 PC
5	Folding Chair	3 PCS
6	Spotlight 100W	3 PCS
7	Trash Can	1 PC

TWO SHELL SCHEME BOOTH (6M X 3M)		
		
Facilities including :		
1	Standard partition 600 X 300 X 250 CM/H	1 SET
2	Needle Punch Carpet (light grey)	18 SQM
3	Company Name Fascia Board (white board with blue letters) 300 X 30 CM	2 PCS
4	Info Desk 100 X 50 X 82.5 CM/H	1 PC
5	Meeting Table	1 PC
6	Folding Chair	6 PCS
7	Spotlight 100W	6 PCS
8	Trash Can	1 PC

## PAYMENT

1. Upon receiving booth application, the organizer will notify the exhibitor of a payment of non-refundable deposit of US\$500 per booth.
2. After the drawing-for-booth allocation meeting, the organizer will notify exhibitors of their balance due.
3. All extra banking handling charges, if any, is to be borne by applicant.

## Contact for Giftionery & Culture Creative, Taipei :

Ms. Eve Fan / Project Manager

Tel: 886-2-2725-5200 ext. 2678 Fax: 886-2-2722-7324

E-mail: [giftionery@taitra.org.tw](mailto:giftionery@taitra.org.tw)





## APPLICATION FORM

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail : \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: ☐ Mr. ☐ Ms. First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

=====

◆ We require \_\_\_\_\_ booth(s) (3m x 3m per booth)

◆ Booth type (check one): ☐ Raw space ☐ Shell Scheme

**The organizer will confirm exhibitors' Exhibiting Area by email after the application.**

Products to be on display (Please fill in your Product Codes listed in the next page.):

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_ (7) \_\_\_\_\_ (8) \_\_\_\_\_

**Agent or representative in Taiwan, if any:**

Name of company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

☐ We have read Application Kit and accepted the Terms and Regulations for Participation and will accord with any other rules and regulations made by TAITRA in connection with this show.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TERMS AND REGULATIONS FOR PARTICIPATION

## 1. Application for Participation

- a) By signing related application forms, participant agrees to follow all existing Regulations and further Regulations that might be made to modify them.
- b) Once signed and submitted by the Applicant and confirmed by the Show Management, the contract will be established and come into effect.
- c) Violation of Regulations can result, by decision of the Show Management, in the exclusion of exhibitor whose damage claim, if any, will be rejected.

## 2. Payment Schedule

A down payment is required after the space application is confirmed. The balance of space rental fee is due after space allocation. The debit notes will be sent to the applicant. In the event of cancellation, payment will not be refunded under any circumstances.

## 3. Adherence to Copyright Patent Laws

- a) It is strictly forbidden to display logos, licenses, or patented items registered by other companies.
- b) Violations will result in immediate removal of displays, with two years' suspension from exhibiting at TaiSPO. Exhibitors bear the responsibility for all penalties without recourse or indemnity.

## 4. Space assignment & Unoccupied Space

- a) Show Management will determine number and location of booths assigned to each Exhibitor in the manner Show Management deems appropriate.
- b) Show Management reserves the right, should any Exhibitors' space remain unoccupied on the opening day without reasonable cause, to assign the said space to another exhibitor, or use the said space in any other manner deemed suitable.

## 5. Sub-letting of Space

The Exhibitor shall not assign, sub-let or apportion the whole or any part of assigned space.

## 6. 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 change of venue and / or date, or cancellation of the Exhibition, Exhibitors shall not be entitled to any claim for compensation.

## 7. Construction / Decoration of Stand and Removal of Exhibits from Hall

- a) All exhibitors must comply with all regulations in the Exhibitor's Manual and complete their construction and / or decoration by the date and time stipulated by the Show Management.
- b) Exhibitors must remove all exhibits from the Exhibition Hall within the move-out period stipulated by Show Management. The Exhibitor will be held responsible for any loss or damage to the Exhibition Hall due to delayed removal.

## 8. Insurance

- a) In addition to insurance for exhibits in transit between the port of shipment and the fair site, exhibitors are advised to also take out adequate insurance (fire, theft, water, accident, natural disasters and third party liability, etc.) for exhibits during the exhibition (including build-up and dismantling periods).
- b) Exhibitors are advised to hire their own security guards, for valuable exhibits during the exhibition (including build-up and dismantling periods).

## 9. Exhibit Limitations

- a) Exhibitors are not permitted to erect booth partitions of over 250 cm in height.
- b) Advertising materials such as signs, posters and other advertising decorations can be extended to a height of 400 cm. Fixtures or signs that are affixed above the main (2.5 m) structure should be recessed at least 50 cm from the side edge of the lower structure between booths.
- c) Any signs or decoration higher than 250 cm in full view must be decorated.

## 10. Selling from Stand

The sale of exhibited goods on the spot and the soliciting of customers outside stands is strictly forbidden.

## 11. Breach of contract and Withdraw by Exhibitor

- a) In case of the Exhibitor's refusing the use of whole or a part of the space reserved and allocated or in case of exhibitor default in payment by the stipulated date, the Show Management has the right to terminate the contract forthwith and the part of rental already paid shall not be refunded.
- b) In case of Exhibitor withdrawing from participation, rental already paid by the Exhibitor shall not be refunded.

## 12. Security & Organizer's Liability

- a) The Show Management will provide personnel for maintaining order during the show period. Responsibility for guarding stands during the build-up, exhibition hours and dismantling period, shall rest with the exhibitors concerned.
- b) During booth erection and dismantling periods and during the show, booths must be staffed by exhibitors at all times.
- c) The Show Management shall not be held accountable or liable for any damage, loss, harm, or injury to any person or the property of the Exhibitor or of the exhibitor's officers, and / or employees, agents, and visitors which result from theft, water, fire, flood, natural disasters, or any other cause.
- d) Exhibitors should comply with fire control regulations. If any fire occurs due to the improper installation of decorations, construction or use of electric appliances, the exhibitor will be legally responsible for any loss or damage, and pay penalties of up to NT\$100,000 to TAITRA.
- e) All Exhibitors are requested to turn off the power supply before leaving their exhibition booths. Unless otherwise agreed, the Show Management will disconnect the main power supply at 6:30 p.m. each day.

## 13. Operation

- a) The Exhibitor shall keep his booth(s) staffed at all times during show hours.
- b) The Show Management reserves the right to restrict exhibits to a minimum noise level. Sound volume from booths must not exceed 85 dB.
- c) The Show Management reserves the right to reject exhibits or to stop the exhibition on the exhibitor's account, if he fails to lower the noise level or to resolve matters regarding contamination such as dust, smog, unpleasant odors, the emission of stimulating gases, volatile organic chemicals, or other pollutants.

## 14. Interruptions and / or Disruptions of the Exhibition

Exhibitors shall not cause interruptions and / or disruptions of the exhibition, which result in the protest or commotion at their booth(s), either inside or outside the showground, during the exhibition or during move-in and move-out. If and when such interruptions and/or disruptions influence the order of the exhibition or public image of the Show, and the exhibitor involved or those concerned are unable to deal effectively with such issues, the exhibitor understands and agrees that the Management can terminate the exhibition agreement and immediately shut down the booth(s) without compensation or liability. The exhibitor shall be required to indemnify the Management against any and all claims, liabilities, costs and expenses arising from such interruptions and / or disruptions thereof.

## 15. Supplementary Clauses

- a) Whenever necessary, the Show Management shall have the right to issue supplementary regulations in addition to those indicated in the Terms and Regulations for Participation to ensure the smooth management of the Exhibition.
- b) Any additional written regulations shall form part of the Terms and Regulations for Participation and shall be binding on exhibitors.
- c) In the event of any occurrences not foreseen in this manual, the decision of the organizer shall be final.

16. Those submitting applications can expect to receive further information about TAITRA trade shows in the future.



## Product Code

Product Code	Product Name
82	Office & School Supplies
8210	Writing & Art Supplies
8220	Binding & Cutting
8230	Tapes & Glue
8240	Notebooks & Writing Pads
8250	Filing & Desk Organizers
8260	Printer Consumables
8270	Office Equipment
8280	Teaching Resources
83	Gifts & Crafts
8305	Key Chains
8310	Trophies & Flags
8315	Photo & Picture Frames
8320	Music Box
8325	Money Boxes
8330	Greeting Cards
8335	Stickers
8340	Crafts & Decors
8345	Festive & Party Supplies
8350	Candles & Candle Holders
8355	Religious Items
834060	Painting
57	Luggage, Bags & Cases

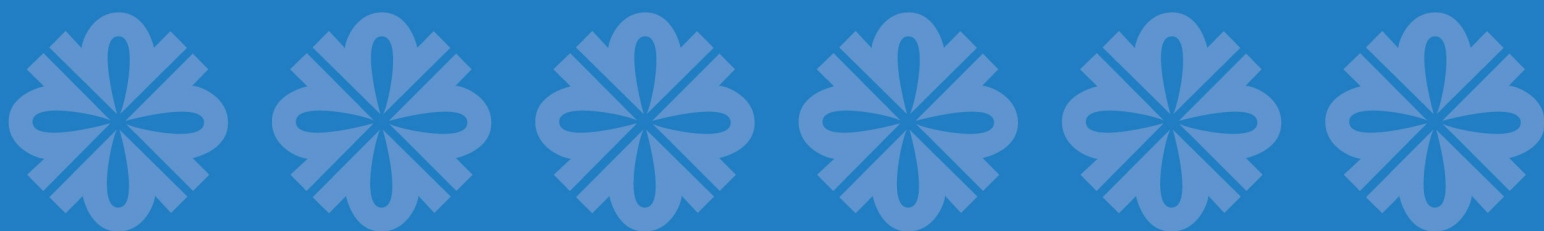
Product Code	Product Name
5710	Bags & Wallets
5720	Luggages, Leisure & Sports Bags
64	Consumer Electronics
6410	Mobile Phone & Tablet PC
6420	Camera & Photo
6430	Portable Audio, Video & Accessories
6440	Home Audio, Video & Accessories
6460	Common Used Accessories
641005	Smart Wearable Device
641035	Handheld Bag & Case
641060	Mobile Phone Charms
641099	Other Mobile Phone & Tablet PC Accessories
642050	Digital Photo Frames
646035	Power Bank
646040	Handheld Charger
673525	USB Flash Drive
84	Packaging, Printing & Advertising
8430	Packaging Containers
8440	Cosmetics Containers
8450	Packaging Materials
8460	Printing Materials
8470	Publication
847060	E-book

Product Code	Product Name
8480	Movies & Music
78	Houseware
7815	Home Storage & Organization
7820	Sundries
7830	Cookware
7835	Cutlery & Kitchen Utensils
7840	Tableware
7855	Bathroom Products
7870	Umbrellas & Rain Gears
781015	Carpet
781020	Bed Sheet, Bed Spread & Pillow Case
781050	Towel
782045	Garden Supplies
77	Furniture
7710	Living Room Furniture
7720	Dining & Kitchen Room Furniture
7730	Bedroom Furniture
7740	Outdoor Furniture
80	Sports
8005	Sports Gear
8010	Outdoor Sports
8025	Water Sports
8030	Camping & Hiking Equipment
79	Toys, Baby & Pet Products
7910	Dolls & Stuffed Toys

Product Code	Product Name
7920	Friction, Radio Control & Wind-up Toys
7930	Games & Models
7940	Educational Toys
7950	Preschool & Pretend Play
7960	Balloons & Classic Toys
7970	Outdoor Toys & Structures
7990	Baby Products
7995	Pet Products
793005	Action Figure
793020	Tabletop Game
799540	Pet Toy
	Others
850540	Design Services
851010	Publishing Services
8525	Education & Training
8550	Cultural, Creative & Leisure Services
855005	Cultural & Creative Services
855010	Art Performance
856025	Smart Home
54	Beauty & Personal Care
5420	Skin Care
5430	Skin Care Tools & Equipment
5440	Hair Care & Salon Equipment
5470	Perfume & Deodorant
5480	Personal Care







#### Organizer



Taipei World Trade Center

#### Co-organizers

Taiwan External Trade Development Council (TAITRA)  
Taiwan Gift & Houseware Exporters Association  
Taiwan Association of Stationery Industries  
Taiwan Toy & Children's Article Manufacturers Association  
Taiwan Bags Association