

FORM 5

APPLICATION FOR CONSTRUCTION OF  
 SECOND-STORY BOOTH

(ONLY FOR EXHIBITOR ALLOTTED FOUR BOOTHS OR MORE LOCATED ON GROUND FLOOR)

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the MT duo 2008 held at the Taipei World Trade Center Exhibition Hall from May 1 to 5. As more space is needed for the show, we hereby apply for the construction of second-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the Taipei World Trade Center Exhibition Hall, and the Construction Guidelines for Second-story Booths in the Taipei World Trade Center Exhibition Hall. We will take sole responsibility for the safety of the booths. If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA losses.

Enclosed are related data and documents for the application for second-story booths. Please check and grant approval for the construction.

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

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

Representative : \_\_\_\_\_(signature)

E-mail : \_\_\_\_\_ Fax : \_\_\_\_\_

Booth Number : Area \_\_\_\_\_ Number \_\_\_\_\_

Ground Booth : \_\_\_\_\_square meters

Second-story Booth : \_\_\_\_\_square meters

Contractor for the Second-story Booths : \_\_\_\_\_

Contact Person of the Construction Company : \_\_\_\_\_

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

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

Please return the copy via Fax before March 31, 2008 to :

Mr. Keven Cheng

TAITRA Exhibition Department

Tel : 886-2-2725-5200 ext. 2612

Fax : 886-2-27251959

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

FORM 5-1

## CONFIRMATION OF SECOND-STORY BOOTH DESIGN

To: Taiwan External Trade Development Council (TAITRA)

With regard to the \_\_\_\_\_ (name of the exhibitor) application for the construction of second-story booths in the MT duo 2008 (from May 1 to 5) at booth number \_\_\_\_\_ at the Taipei World Trade Center Exhibition Hall, we have checked the structural design of the booths, and ensure that it is safe and complies with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architecture Company : \_\_\_\_\_

Structural Engineering Company : \_\_\_\_\_

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

Architect : \_\_\_\_\_ (Signature)

Mobile Phone : \_\_\_\_\_

Structural Engineer : \_\_\_\_\_ (Signature)

Mobile Phone : \_\_\_\_\_

Inspector : \_\_\_\_\_ (Signature)

Mobile Phone : \_\_\_\_\_

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

FORM 5-2

## BOOTH CONSTRUCTION ASSURANCE

As a participant at the MT duo 2008 being held at the Taipei World Trade Center Exhibition Hall from May 1 to 5, we ensure :

That the booth(s) is constructed in compliance with Taipei World Trade Center Exhibition Hall Decoration Guidelines, and

That our contractor will clear all materials from our booth space and remove such to the approved place before the end of the move-out date, and

That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

**Please bring this form to Exhibitor's Registration counter from April 28 to April 30 to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.**

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

Company : \_\_\_\_\_(Print)

Booth Number : Area \_\_\_\_\_ Number \_\_\_\_\_

Contact Person : \_\_\_\_\_(Sign and Print)

Mobile Phone : \_\_\_\_\_

Hotel in Taiwan where you stay : \_\_\_\_\_

Hotel telephone no. : \_\_\_\_\_

Booth Contractor : \_\_\_\_\_

Contact person : \_\_\_\_\_

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

Mobile Phone : \_\_\_\_\_ E-mail : \_\_\_\_\_