



Move-in & Move-out Notice

Dear Exhibitor,

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

A. Move-in Hours:

12 p.m. – 7 p.m., March 10
8 a.m. – 7 p.m., March 11
7 a.m. – 8 p.m., March 12

1. Please register at the information counter with your name card and the **Booth Construction Assurance** (attached form) to collect Exhibitor badges **during the move-in hours**. Four exhibitor badges with the first booth and two for each additional booth provided.
2. Please note that all waste materials should be cleared after the show. The showground should be restored to its original.

B. Show Dates & Hours

9 a.m. – 6 p.m., March 13 – 15,
9 a.m. – 3 p.m., March 16,

C. Move-out Hours:

3 p.m. – 7 p.m., March 16, (3 p.m. – 5p.m. hand-carry, light or portable exhibits **ONLY**)
7 a.m. – 5 p.m., March 17, booth dismantling

1. If you have rented a telephone, return it before 3 p.m., March 16 to the service counter near post office entrance at Hall 1.

※NOTE: During move-in, move-out and show period, exhibitors should take care of their own exhibits and the organizer is not responsible for any losses.



D. Exhibitors' time to enter the showground during the show dates

8:30 a.m., March 13 (the first day)

8:40 a.m., March 14 – 16

E. Events

1. Grand Opening & TaiSPO Award of Excellence Ceremony, 9 a.m. March 13, Conference Room No.3. 2nd Floor
2. TaiSPO Global Sporting Goods Market Seminar Program, March 13-15, Conference Room, 2nd Floor

F. Useful Contacts

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| Forwarders | Translink | Transl@ms12.hinet.net | 886-2-2581-1133 |
| | Eurotran | Eurotran@ms24.hinet.net | 886-2-2725-5000 |
| Booth Contractor | Uniplan Taiwan | cl-kuo@uniplan.com.tw p-lee@uniplan.com.tw | 886-2-2725-5200 Ext. 2500 or 2501 |

※ **NOTE : Booth facilities and decoration are not provided. For booth facilities, please contact our official contractor: Uniplan Taiwan**

※ For the exhibitor's list, exhibitor search, floor plan, and up-to-date information, please visit our Web site for details: www.TaiSPO.com.tw

Thank you for exhibiting in TaiSPO, we look forward to meeting you in Taipei.

TaiSPO 2008