

B5. Application for Installation of Stage & Sound Equipment in Booths

Exhibitors who plan to set up a stage or use sound equipment at their booth must fill in this form in advance. Please ensure all required documents are attached, including layout plans and activity schedules. Applications must follow the venue regulations and be submitted with a deposit by the stated deadline. Unauthorized setups may result in penalties or removal by the organizer.

Ms. Graciela	graciela@kaigo.com.tw	Due Date	Aug 29
Phone : 02-2595-4212 #715	Fax : 02-2595-5726		
Exhibitor Name:	Booth number:	Signature & Company Stamp, Date	
Contact Person:	Uniform Invoice number:		
Phone:			
Fax:			

Application for Stage and Sound Equipment Setup

Our company will be participating in the *Taiwan Industry Week* exhibition. Due to exhibition needs, we hereby apply to set up the following at our booth:

☐ Stage ☐ Sound Equipment

We agree to comply with all operational guidelines of the Taichung International Exhibition Center and all related regulations set forth by the organizer, together with our appointed booth contractor or sound equipment provider.

Attachments:

- ☐ Design and construction drawing (please indicate the stage setback distance and speaker positions)
- ☐ Scheduled stage activities or sound playback times (each session must be at least one hour apart; each session should be limited to 15–20 minutes)

To: Kaigo Co., Ltd.

Constructor Information

Exhibiting Company Name:
Booth Number:
Responsible Person's Name:
Contact Person's Name:
Phone Number:
Company Seal:
Responsible Person's Signature/Seal:

Sound Equipment Contractor Information

Sound Contractor Name:
Contractor Registration Number:
Responsible Person's Name:
Contact Person's Name:
Phone Number:
Company Seal:
Responsible Person's Signature/Seal:

Wireless Microphone Frequency Range

Regulations for Sound Equipment Installation:

1. The edge of the stage must be set back at least 2 meters from the aisle. The number of speakers is limited to two, and they must face inward toward the exhibitor's own booth area and be angled downward. Sound volume must not exceed 85 dB. (Volume must be preset with the organizer before the show opens.) Neighboring booths are not allowed to hold stage activities or play sound at the same time. All activities must follow the schedule assigned by the organizer.
2. If a stage or sound equipment is installed without prior application, the organizer reserves the right to forcibly dismantle the equipment or cut off the booth's power supply.
3. Exhibitors must submit a deposit of US\$1,500. The organizer may handle violations in two stages:
 - **First violation:** If on-site sound volume exceeds 85 dB, a verbal warning will be issued and a violation notice will be given. It will also state that a second violation will result in the forfeiture of the US\$1,500 deposit.
 - **Second violation:** If the sound volume again exceeds 85 dB, a verbal warning and violation notice will be issued, and the full deposit will be forfeited.
4. **Sound Measurement Method:** Sound level will be measured using a decibel meter placed between 1.2 to 1.5 meters above the ground or floor level (near ear height), and at a horizontal distance of 3 meters from the sound source.
5. If no violations are found, the deposit will be refunded without interest after the exhibition.

Important:

Please complete this form and send it along with a US\$1,500 *dated* deposit check by **registered mail** no later than **September 10th, 2025**, to:

Kaigo Co., Ltd.

Attn: Ms. Graciela

Address: 8F-3, No. 9, Dehuei Street, Taipei 10461

Those who fail to submit this application and are later found to have installed such equipment must still complete the application/affidavit and will be required to pay both the US\$1,500 deposit and an additional penalty for unauthorized use. Until the application process is completed, the organizer reserves the right to dismantle the setup or cut off the booth's electricity.