

C2. Raw Booth Application Form

Ms. Graciela	graciela@kaigo.com.tw	Due Date	Sept 5
Phone : 02-2595-4212 #715	Fax : 02-2595-5726		
Exhibitor Name:	Booth number:	Signature & Company Stamp, Date	
Contact Person:			
Phone:			
Email:			

Notes:

- Exhibitors using raw space may freely choose their stand contractors, but must obtain organizer approval. The organizer reserves the right to deny entry to contractors or booth designs that do not meet standards.
- Exhibitors must strictly comply with booth construction regulations. Contractors must ensure all construction materials and waste (including floor tape) are fully removed by move-out deadline. Violations will be handled by the organizer and all liabilities and damages shall be borne by the exhibitor.
- Contractors must **prepay a deposit of US\$ 550** by **September 12**. Contractors who do not pay will not be allowed entry. If no violations occur, the deposit will be refunded within 2 months after the show (without interest).
- The exhibitor guarantees full legal responsibility for any loss, injury, or damages caused by improper booth design, construction, use, or dismantling, and shall hold the organizer harmless from any resulting civil or criminal liability. All legal fees and costs shall be borne by the exhibitor.

Constructor			
Address			
TEL		Fax	
Contact Person		Mobile	

※ Important Notes ※

1. Exhibitors must submit booth design drawings, dimension plans, and the location of the electrical box for organizer review and approval.
2. Exhibitors must submit a Power Supply Application Form based on their booth's electricity requirements.
3. Exhibitors using raw space must use independent partition panels and are not allowed to use the back panels of adjacent booths. If the booth structure exceeds the height of neighboring booths, the back side must be properly covered with suitable materials or decorations.
4. Contractors must comply with the fire safety regulations of the venue and use flame-retardant materials. Flammable items such as gasoline are strictly prohibited. All electrical equipment must meet safety standards.
5. Please carefully review the move-in, setup, and related regulations provided by the organizer.
6. A deposit of **15,000 NTD** is required. Please make checks payable to: Kaigo Co., Ltd.
7. Please mail the check to:
Ms. Wen-Ling Lu
8F-3, No. 9, Dehui St., Zhongshan Dist., Taipei City 10461, Taiwan
(Include a self-addressed stamped envelope to expedite the refund process)

C2-1. Raw Booth Application Form

Please make a copy for your own reference

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Exhibitor Name:	Booth number:	Signature & Company Stamp, Date	
Contact Person:			
Phone:			
Email:			

We confirm our participation in **Taiwan Industry Week 2025**, organized by **Kaigo Co., Ltd.** at the **Taichung International Exhibition Center**, which includes: Taiwan Hardware Show; International Metal Technology Taiwan; Occupational Safety Taiwan; and Refrigeration & HVAC Taiwan. Before construction begins, we have read and understood the venue's safety and health guidelines. Our company and any contractors we work with will follow all related safety laws and rules during setup. If we hire subcontractors, we'll make sure they follow the same rules. If any accident or damage happens due to our team's mistake, we take full responsibility and will cover all costs or legal issues. We will not damage any venue equipment or property, and if anything is damaged, we will fix or pay for it. During setup, we will ensure that all workers follow the organizer's safety rules, including:

1. Kaigo's standard procedures for contractors
2. Kaigo's safety and health management guidelines
3. The site hazard notification form

[If this document is submitted by email, it is legally valid as the original.]

To follow the rules from the **Taichung City Labor Inspection Office**, the organizer may take photos and give fines if the following safety rules are not followed: Not wearing an official exhibitor badge, not wearing the approved uniform, not wearing a safety helmet, working at heights above 2 meters without a safety harness, no safety zone or supervisor during lifting or forklift operations, and no safety cones or control around areas with hanging objects.

Privacy Notice:

The personal information you provide will only be used by **Kaigo Co., Ltd.** to contact you by phone or email. You have the right to: Ask to see or review your information, request a copy, ask for corrections, ask us to stop using your information, ask us to delete it. To exercise these rights, please contact the organizer.

C2-2. Raw Booth Application Form

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Ms. Graciela	graciela@kaigo.com.tw	Due Date	Sept 5
Phone : 02-2595-4212 #715	Fax : 02-2595-5726		
Exhibitor Name:	Booth number:	Signature & Company Stamp, Date	
Contact Person:	Email:		
Phone:			
Constructor Company Name:			
Company Address:		Signature & Company Stamp, Date	
Company TEL:	Fax:		
On-site Contact Person:	Mobile:		

(☐ If the decoration company is responsible for all work, this section may be left blank.)

Electrical Contractor		
Company Name:	Contact Person:	
Company Address:		
On-Site Contact Person:	Mobile:	TEL:
Carpet Contractor		
Company Name:	Contact Person:	
Company Address:		
On-Site Contact Person:	Mobile:	TEL:

Our company will participate in Taiwan Industry Week 2025, organized by Kaigo Co., Ltd. at the Taichung International Exhibition Center, including: Taiwan Hardware Show; International Metal Technology Taiwan; Occupational Safety Taiwan; and Refrigeration & HVAC Taiwan. We will work closely with our appointed decoration company to strictly follow all venue management rules and decoration regulations (including the

use of flame-retardant materials). We will ensure the decoration company assigns an on-site supervisor to oversee all booth construction work. Before the move-out deadline, all decoration materials and waste (including tape and residue on the booth floor) will be completely removed and taken away from the venue. If these rules are broken, we accept that the organizer may handle the situation according to the regulations, and we will bear all costs and legal responsibilities.

Our company guarantees full legal responsibility for any loss, injury, or other accidents caused by improper booth design, construction, use, or dismantling. We will also protect the organizer from any related civil or criminal claims. If necessary, we will cover all damages, including litigation and lawyer fees.

[If this document is submitted by email, it is legally valid as the original.]

To:

Kaigo Co., Ltd.

- Please carefully read the above “Booth Construction Regulations” and confirm that the contractors you have engaged have completed the contractor qualification registration with the organizer. After confirmation, please complete this form (please make a copy for your records) and submit it by email to graciela@kaigo.com.tw by **September 5, 2025**. Exhibitor badges will not be issued to exhibitors who fail to submit this declaration form as required.
- Exhibitors may collect their exhibitor badges at the service desk upon presenting a company business card on October 13, 2025, during move-in.
- If the booth construction is fully contracted out to a decoration company, that company will assume full responsibility for all related matters.

The above information is used by Kaigo Co., Ltd. solely for communication purposes via phone or email with the individuals providing the data. Individuals have the rights to:

1. Request access to or review their personal data.
2. Request a copy of their personal data.
3. Request corrections or amendments.
4. Request to stop the collection, processing, or use of their data.
5. Request deletion of their personal data.

To exercise these rights, please contact the organizer.