

## **SECTION 4 : FREIGHT HANDLING**

1. General Shipping Information
2. Shipping Instructions of Trans-Link Exhibition Forwarding Ltd.
3. International Shipping Instructions of TWI Global Exhibition Logistics

# 1. General Shipping Information

## HALL SPECIFICATION

Following are important details regarding TWTC Nangang Exhibition Hall specifications. It is important that exhibitors note the following weight limits and dimensions and plan their intended shipments accordingly:

TWTC Nangang Exhibition Hall  
 Floor Loading: 1F: 5 tons / sq. m; 4F: 2 tons / sq. m  
 Size of Cargo Doors (W x H): 1F: I Area: 9.9x5m / J Area: 11.6x 4.5m / K Area: 10x5m  
 4F: L Area: 11x4m / M Area: 11.9x 8.5m / N Area: 10.1x4m  
 Booth Height Limit: 2.5 meters

## OFFICIAL FREIGHT FORWARDER

SEMI has appointed Triumph Trans-Link Logistics Co., Ltd. as the official freight forwarder and TWI Global Exhibition Logistics as the official freight forwarder in the region of USA for SEMICON Taiwan 2016. A copy of the Shipping Manual is included in this section of the manual. While these companies are official, they are not exclusive. Exhibitors may use any freight forwarder they choose; however, SEMI strongly recommends using an official freight forwarder.

## ON-SITE FREIGHT HANDLING

Triumph Trans-Link Logistics Co., Ltd. has also been appointed as the **EXCLUSIVE** on-site handling agent for the event. While exhibitors may use any forwarder of their choice to transport exhibition materials to the show, Triumph Trans-Link Logistics Co., Ltd. is the **ONLY** freight handler allowed to transport materials on the show floor.

## SHIPPING ADDRESS

The address below should be used for sending your exhibits directly to Taiwan either by air or sea freight. Shipments will be accepted for moving into the hall on Sunday, September 04, 2016. It is recommended that your shipment be consigned through Triumph Trans-Link Logistics Co., Ltd. as they are authorized to make the customs clearance for exhibits under temporary import exhibition cargo. If you use other channels to send the cargo to Taiwan, **please note that your freight forwarder must clean your exhibit material through customs before arriving at TWTC.**

## WAIVER of the HEAVY LIFT SURCHARGE

In order to encourage the exhibitors to ship the big and new equipment for SEMICON Taiwan 2016, the waiver of the heavy lift surcharge is confirmed available for the companies using Translink's shipping services. (Original heavy lift surcharge: USD 20 / every 1,000 KG if the weight is over 2,000 KG). For more details, please contact: Ms. Frances Lin at Tel: 886.2.2581.1133x101 / Email: frances@trans-link.com.tw

Shipping Address:

SEA / AIR FREIGHT CONSIGNMENT
<b>CONSIGNEE:</b> Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5FL, No. 99, Chung Shan North Road, Sec. 2, Taipei, Taiwan FOR: SEMICON® TAIWAN 2016 <b>NAME OF EXHIBITOR:</b> <b>BOOTH NO:</b>
<b>NOTIFY PARTY:</b> Triumph Trans-Link Logistics Co., Ltd. Room 5-2, 5FL, No. 99, Chung Shan North Road, Sec. 2, Taipei, Taiwan TEL:886.2.2581.1133 x101 FAX:886.2.2581.9635 ATTN: <u>Ms. Frances Lin</u>

## 2. Shipping Instructions of Triumph Trans-Link Logistics Co., Ltd.

SEMI has appointed **Triumph Trans-Link Logistics Co., Ltd.**(Taiwan) and TWI Exhibition Logistics(USA) as the Official Freight Forwarders for SEMICON Taiwan 2016.

**Trans-link** has also been assigned as the official freight forwarder who is permitted to work inside the Exhibition Hall and operate lifting equipment.

**TWI** has been appointed as the Official Transportation coordinator of equipment and display materials for United States of America exhibitors participating at the SEMICON Taiwan 2016 exhibition.

Exhibitors are encouraged to use the Official Freight Forwarder.

### 1. CONSIGNMENT OF EXHIBITS/MATERIALS INTO TAIWAN

To ensure that your exhibit materials imported into Taiwan are customs-cleared and delivered to your stand in Time, the following must be adhered to:

All shipment must be consigned as follows if they are being handled by the Official Freight Forwarders, Trans-Link or TWI.

Consignee: Triumph Trans-link Logistics Co., Ltd.  
Room 5-2, 5th Floor  
No. 99 Chung Shan North Road  
Sec. 2, Taipei, Taiwan  
For SEMICON Taiwan 2016  
Name of Exhibitor :  
Booth No :  
Notify: Triumph Trans-link Logistics Co., Ltd.  
Address as above-mentioned  
Tel: 886.2.2581.1133 x101  
Fax:886.2.2581.9635  
Attn: Ms Frances Lin

**DO NOT CONSIGN SHIPMENT TO YOUR COMPANY'S NAME, THE EXHIBITION, THE VENUE OR SEMI.**

If you have further inquiries, kindly contact the numbers on 886.2.2581.1133x101 or E-mail:frances@trans-link.com.tw

### 2. FREIGHT HANDLING / DELIVERY AND REMOVAL OF EXHIBITS

The Official Freight Forwarders of their agents will make contact with each exhibitor regarding documentation procedures and deadlines for shipping exhibits.

Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition, and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to stands and vice-versa on-site.

#### I. Lifting and Handling On-site

Trans-Link is the **ONLY** official on-site installation contractor permitted to operate lifting equipment inside the Exhibition Hall. Any forwarder may deliver to the door of the Hall, but Trans-Link must handle it from the freight entry up to Exhibition stand, unless the items/s can be hand-carried by one (1) man or per package within 50cm (L) × 50 cm (W) × 50 cm (H) and not exceed 50 kgs. **This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.**

#### II. Local Deliveries and Hand-carried Items

Exhibits should not be sent to the Exhibition Hall until the stand construction has progressed sufficiently to receive them (see the Timetable of Operations in SECTION 1). The exhibitor and/or his representative must be present at his own stands to accept delivery of freight. SEMI will not accept any delivery on behalf of the exhibitor, nor can we be responsible for any failures in delivery. SEMI will not be responsible for the safe-keeping of items which arrive in advance of the exhibitor's staff.

It is recommended that a representative of the exhibitor, who is authorized to make decisions, should be available on **September 07, 2016** to facilitate any last minute requirements. This representative should also be present earlier if required to hand over or receive goods from the Official Freight forwarders to avoid any loss or damage.

Access to the Exhibition site is restricted. Exhibitors must ensure that the delivery, Loading and unloading of goods is via the bay designated by the Official Freight Forwarders. Vehicles at these loading/unloading bays will be under the supervision and direction of Trans-Link and the Hall Owner/Exhibition Security Officers, who will see that the operation is carried out smoothly.

### III. Delivery of Exhibits during Build-up

Exhibits requiring mechanical assistance must be handed over to the Official Freight Forwarder at the loading / unloading bay. Exhibitors using their own freight forwarder to these areas are requested to submit their details to either Trans-Link (FORM 6A) or TWI (FORM 6B) in order to facilitate Co-ordination.

To avoid congestion in-hall, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and Hall should be unpacked inside the Exhibition premise. For major items, exhibitors should arrange with the Official Freight Forwarder to unpack away from the Exhibition premises and bring these items to the stand for positioning. Exhibits should only be sent into the exhibition Hall when the stand construction has progressed sufficiently to receive them. The exhibitor and/or his representative must be present at his own stand to accept delivery of freight/exhibits. SEMI will not accept any delivery on behalf of the exhibitor, nor can we be responsible for failure in delivery, nor safe-keeping of items which arrive in advance of the exhibitor's staff.

### IV. Delivery of Exhibits during Exhibition Days

Removal or delivery of exhibits and other Exhibition stores **WILL NOT BE PERMITTED DURING EXHIBITION OPENING HOURS**. Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening September 7, 2016. No delivery will be permitted after **10:00 hours** (half an hour before Opening Ceremony), when guests will start arriving for the Opening Ceremony.

### V. Removal of Exhibits

Should exhibitors and their contractors/agents/suppliers wish to remove any items from the Hall, a "Merchandise & Equipment Pass" must be obtained from the Show Management Office on-site. This applies to the build-up, break down and Exhibition days. Use of these passes enables SEMI to work with security to help protect all exhibitors against theft. The pass, after having been signed by Show Management, is presented by the exhibitor to the guard at the hall entrance who will then allow the exhibitor to exit with those items listed on the pass.

In order to reduce the possibility of theft, all valuable and portable items/exhibits must not be left unattended and must be removed from the Hall on the evening of **September 9, 2016**. Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to supervise and co-ordinate the re-packing and removal of their exhibits. Dismantling of some stand will commence on the evening of **September 9, 2016**. All items/exhibits must be removed by the respective timings stated in the "Timetable of Operations" on SECTION 1.

Please ensure that all your exhibits and displays are properly and handed over to your agents, Contractors before leaving the Exhibition Hall.

## 3. STORAGE OF MATERIALS

SEMI is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the exhibitor, Arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. The Fire Marshal's regulations prohibit surplus stores being placed behind perimeter stand and service access areas, other than these equipment needed to run the Exhibition, and that provided by the Official Contractor.