



**SETC  
2013**

# 19th Small Engine Technology Conference

October 8-10, 2013

**Taipei, Taiwan**



Exhibition Manual



**SAE** *International*

**SAE** *International* **Taipei**  
*Section*



## I. Introduction

Dear Exhibitors,

Thank you for supporting the 19th Small Engine Technology Conference (SETC 2013). This Exhibitor Manual has been compiled to assist you as a Trade Exhibitor at the SETC 2013. SETC 2013 will be held at the Taipei International Convention Center (TICC), Taipei, Taiwan from Tuesday 8 to Thursday 10 October 2013. To ensure your exhibition requirements are met, please read this manual carefully as it contains important information regarding the SETC 2013 and the conference venue, TICC.

We trust that your participation at the SETC 2013 will prove to be highly rewarding and we look forward to hosting you in Taiwan.

Conference Secretariat Office

## II. Exhibition Information

### ■ Conference

19th Small Engine Technology Conference 2013 (SETC 2013)

### ■ Venue

Room101, 1<sup>st</sup> Floor, Taipei International Convention Center  
(1 Hsin-Yi Rd., Sec.5, Taipei 11049, Taiwan R.O.C.)

### ■ Exhibition Opening Hours

10:30-17:00, Tuesday, October 8, 2013

10:00-17:00, Wednesday, October 9, 2013

10:00-12:00, Thursday, October 10, 2013

### ■ SETC 2013 Exhibition Service

Elite Professional Conference Organizer

Ms. Cheryl LIN

Tel: +886-2-8502-7087 Ext. 16 | Fax: +886-2-8502-7025

Email: [cheryl@elitepc.com.tw](mailto:cheryl@elitepc.com.tw)

SETC 2013 Website: <http://www.setc2013.tw>

### ■ SETC 2013 Shipping Service

If you have any shipping requirement, please contact the official forwarder, Schenker Ltd. and the contact information as follows:

Schenker (H.K.) Ltd. Taiwan Branch

Mr. Peter YIU

Tel: +886-2-2503-0101 Ext. 190 | Fax: +886-2-2503-9028 | Email: [peter.yiu@dbschenker.com](mailto:peter.yiu@dbschenker.com)

Ms. Terrie Chang

Tel: +886-2-2503-0101 Ext. 191 | Fax: +886-2-2503-9028 | Email: [terrie.chang@dbschenker.com](mailto:terrie.chang@dbschenker.com)

## ■ Program at-a-glance

Time\Date	October 7 Monday	October 8 Tuesday	October 9 Wednesday	October 10 Thursday
08:00-09:00	Technical Visits 08:00-16:30			
09:00-10:00		Opening Ceremony & Keynote Speech 09:00-10:30 (Room 201BCDE, 2F)	Technical Sessions 08:30-10:00 (Room 201A, 201B, 201C, 201D, 201E, 2F)	Technical Sessions 08:30-10:00 (Room 201A, 201B, 201C, 201D, 201E, 2F)
10:00-11:00		Coffee Break 10:30-11:00	Coffee Break 10:00-10:30	Coffee Break 10:00-10:30
11:00-12:00		Technical Sessions 11:00-12:00 (Room 102, 103, 105, 1F; 201A, 201F, 2F)	Technical Sessions 10:30-12:00 (Room 201A, 201B, 201C, 201D, 201E, 2F)	Technical Sessions 10:30-12:00 (Room 201A, 201B, 201C, 201D, 201E, 2F)
12:00-13:00		Lunch 12:00-13:30 (Banquet Hall, 3F)	Lunch 12:00-13:30 (Banquet Hall, 3F)	Closing Ceremony & Lunch 12:00-14:00 (Banquet Hall, 3F)
13:00-14:00		Technical Sessions 13:30-15:30 (Room 201A, 201B, 201C, 201D, 201E, 2F)	Technical Sessions 13:30-15:30 (Room 201A, 201B, 201C, 201D, 201E, 2F)	
14:00-15:00				
15:00-16:00		Coffee Break 15:30-16:00	Coffee Break 15:30-15:45	
16:00-17:00	Registration 15:00-17:30	Technical Sessions 16:00-18:00 (Room 201A, 201B, 201C, 201D, 201E, 2F)	Plenary Session 15:45-18:05 (Room 102, 1F)	
17:00-18:00				
18:00-19:00				
19:00-20:00		Welcome Reception 18:30-20:30 (33F, TWTC)	Banquet 18:30-21:00 (VIP Room, 4F)	
20:00-21:00				

Registration 08:00-11:30

Exhibition 10:00-12:00

Exhibition 10:00-17:00

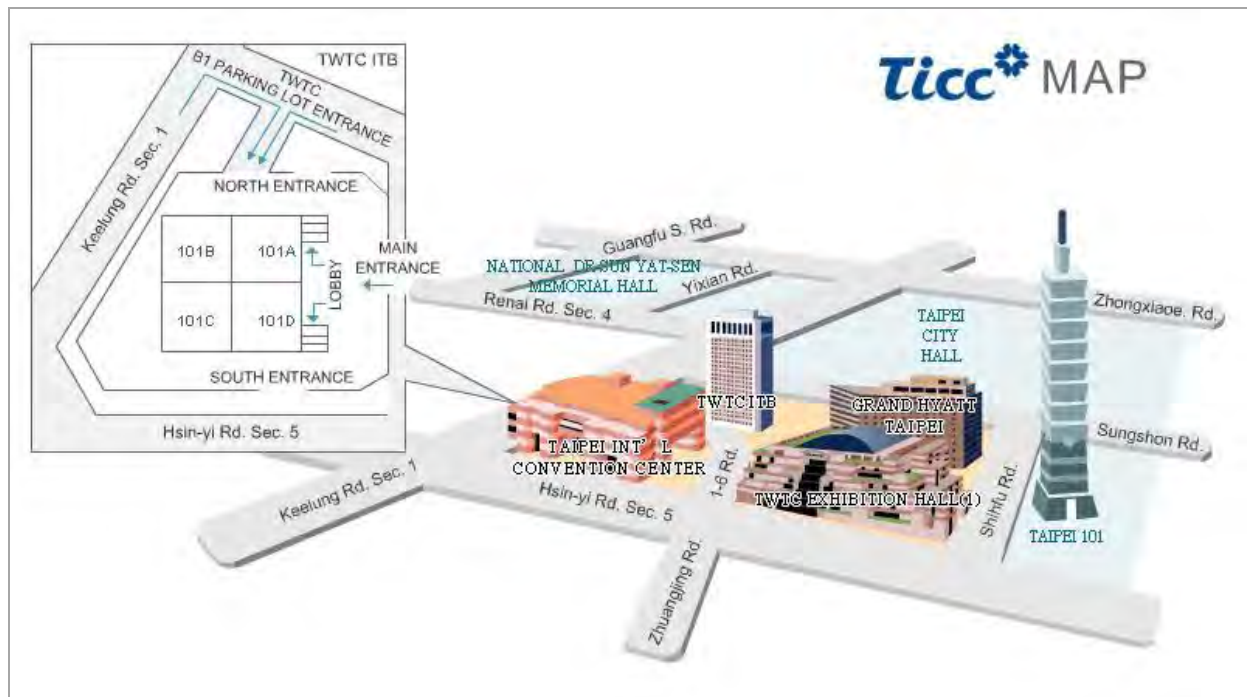
Registration 08:00-17:00

Exhibition 10:30-17:00

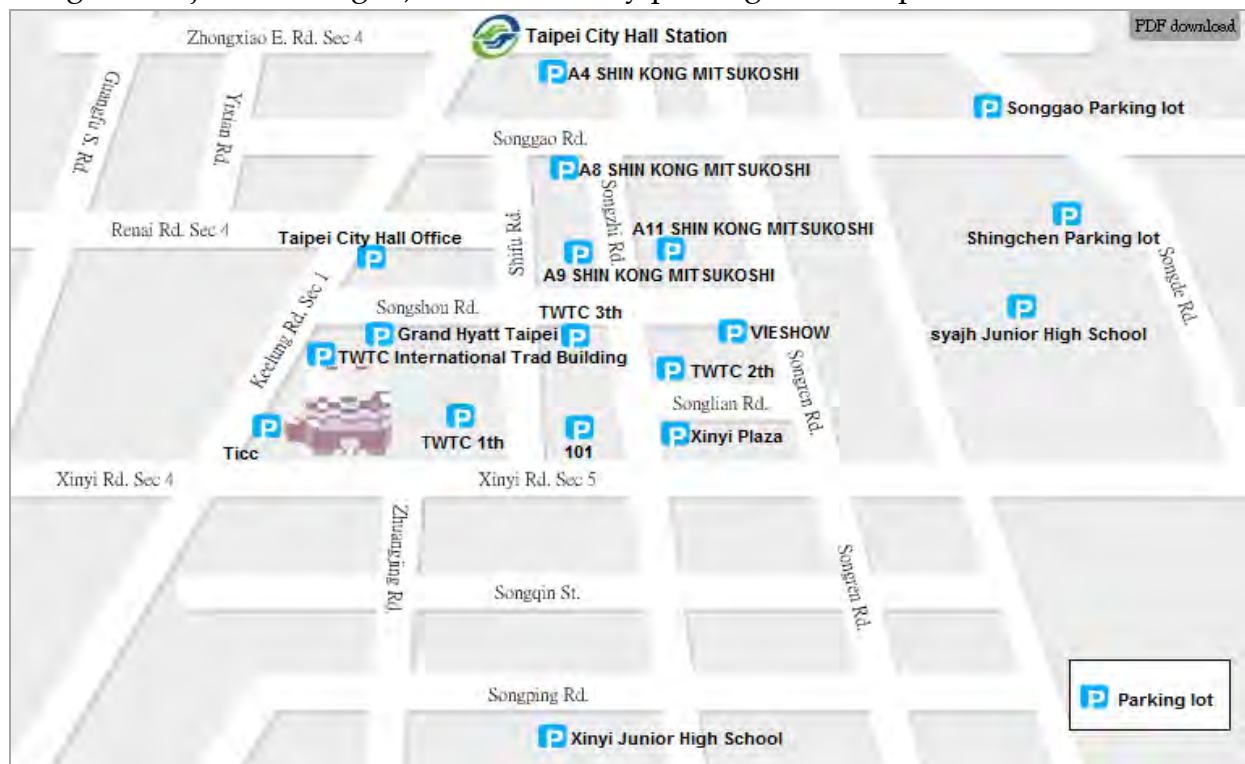


### III. Exhibition Venue

## Taipei International Convention Center (TICC)



TICC is featured with over hundred parking spaces, the parking fee is NT\$50 per hour(the parking fee subject to changed). Other nearby parking choice is provided below.



## Who pays for parking?

ALL guests, exhibitors, suppliers and contractors are required to pay for parking.

## IV. Exhibition Preparation

### ■ Time Schedule

Preparation Schedule	Date	Time
Entry by <i>Conference Official Contractor</i> [standard shell scheme booth installation]	October 7, 2013	09:00
Entry by <i>Self-designed Exhibitors</i>	October 7, 2013	12:00
Entry by <i>Exhibitors</i> [standard shell scheme booth decoration]	October 7, 2013	13:30
Installation & Decoration Complete	October 7, 2013	17:30
Opening Hours	October 8, 2013	10:30-17:00
	October 9, 2013	10:00-17:00
	October 10, 2013	10:00-12:00
Dismantling	October 10, 2013	12:00-17:30

### ■ Obligations & Rights of the Exhibitor

The exhibitors must read the exhibition rules and provide the requirements and planning of decoration in advance. There is no exhibition facility rental service on-site, so all rentals should be done beforehand.

#### **The Exhibitors with Standard Shell Scheme Booth**

Please fax or email the following forms to the Exhibition Service before **September 6, 2013**.

- (1) Booth Information (**\*Required**, see [Appendix 1](#))
- (2) Exhibition Facility Rental Application (see [Appendix 2](#))
- (3) Electricity Facility Rental Application (see [Appendix 3](#))

## The Exhibitors with Self-designed Booth

Proposed construction materials, booth layout plans shown clearly in meters should be submitted to the SETC 2013 Conference. Please fax or email the following forms or documents to the Exhibition Service before **September 6, 2013 accordingly.**

→Submit to SETC 2013 Exhibition Service before **September 6, 2013**

- (1) Booth and Constructing Company Information (\*Required, see [Appendix 1](#))
- (2) Exhibition Facility Rental Application (see [Appendix 2](#))
- (3) Electricity Facility Rental Application (see [Appendix 3](#))

**SETC 2013 Exhibition Service: Ms. Cheryl LIN**

**Tel:** +886-2-8502-7087 Ext. 16 | **Fax:** +886-2-8502-7025 | **Email:** [cheryl@elitepco.com.tw](mailto:cheryl@elitepco.com.tw)

→Submit to TICC Representative before **September 6, 2013**

- (1) The Design Plan or Draft of the Booth (\*Required)
- (2) Letter of Guarantee and Deposit (\*Required, see [Appendix 4](#))

**TICC Representative: Ms. Marie WU**

**Tel:** +886-2-2725-5200 Ext. 3514 | **Fax:** +886-2-2723-2589 | **Email:** [marie@taitra.org.tw](mailto:marie@taitra.org.tw)

## Exhibition Badge

- (1) Exhibition Badge : **2** sets per Booth (3M x 2M)

Entitlements	Scientific Program	Lunch & Coffee Break	Welcome Reception	Banquet
Exhibition Badge	X	V	V	X

2. Exhibitors should wear badges all the time during the conference (including installation and dismantling periods).
3. Additional exhibitor badges is charged NTD 3,600. Payment via credit card will be converted into New Taiwan Dollars.

## **Exclusive Catering**

Food and beverages are not allowed to be brought into the Taipei International Convention Center (TICC). If you have any food or beverage requirement for your booth, please contact the sales of TICC and the contact information as follows,

**Mr. Dinor Lin**

Manager of Catering Sales

**Tel:** +886 2-2720-8008 ext. 211

**Fax:** +886 2-2720-8058

**Mobile:** +886 975-900-530

**Email:** [dinor.lin@cosmos-ticc.com.tw](mailto:dinor.lin@cosmos-ticc.com.tw)

*\*Exhibitors who bring Outside Food or Beverages into TICC during the Exhibition have to pay the CLEANING FEE (TWD 3,000) to the TICC.*



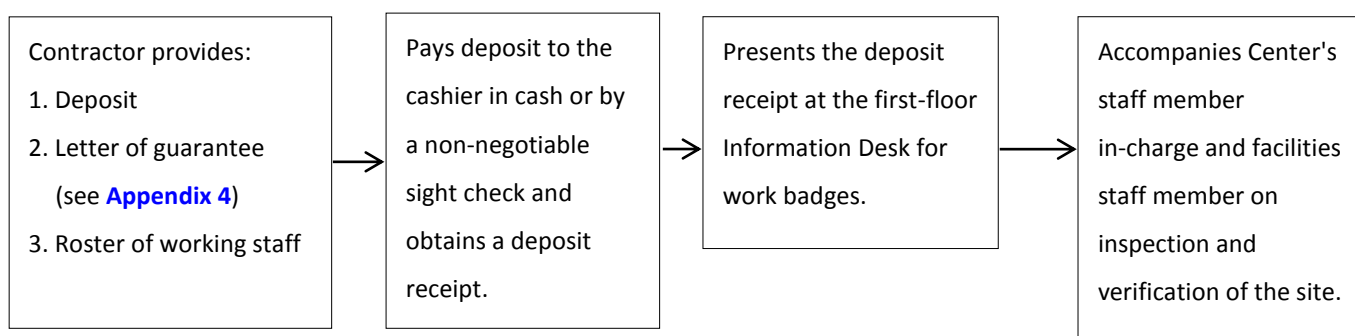
### III. Terms & Conditions

1. All personnel shall wear helmet (No entry permitted without helmet including truck driver) on Oct 7 of installation and Oct 10 of dismantling.
2. Exhibitors should keep their booths open and staffed at all times during show opening hours.
3. Each booth is supplied with **110 Volts, 0.5 kilowatt power** free of charge.
4. Floor loading Capacity : **400kg/m<sup>2</sup>**.
5. No booth may exceed the height of **2.5** meters.
6. Smoking, drilling, nailing, or painting are not allowed on the system panels.
7. All materials used in construction work and displays must be fireproofed, or made of non-flammable materials and the exhibitor must comply with any reasonable instruction given by the Conference Organizer or the TICC staff to avoid the risk of the fire.
8. The exhibitor shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other firms appear in the exhibition space.
9. The organizer is responsible for normal daily cleaning of the public areas and passageways. Exhibitors will have to take care of their own booths.
10. Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, electricity will be denied.
11. The construction of a closed part should not be over one-half of the rented space.
12. Booth and exhibit decorations (including signs, flags, plants, carpets and lights etc.) should not be placed or be extended beyond one's own booths(s). Any exhibitor refusing to make changes as directed will have their electricity cut off.
13. The Organizer reserves the rights to request exhibitors to change exhibition design if necessary.
14. No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or pillars. These materials may be posted only on the partition walls within the individual booths. Any exhibitor refusing to make changes as directed will have their decorations dismantled by TRTC at the exhibitor's expense.
15. Electricity boxes, fireplugs and all signs of the hall should never be covered.

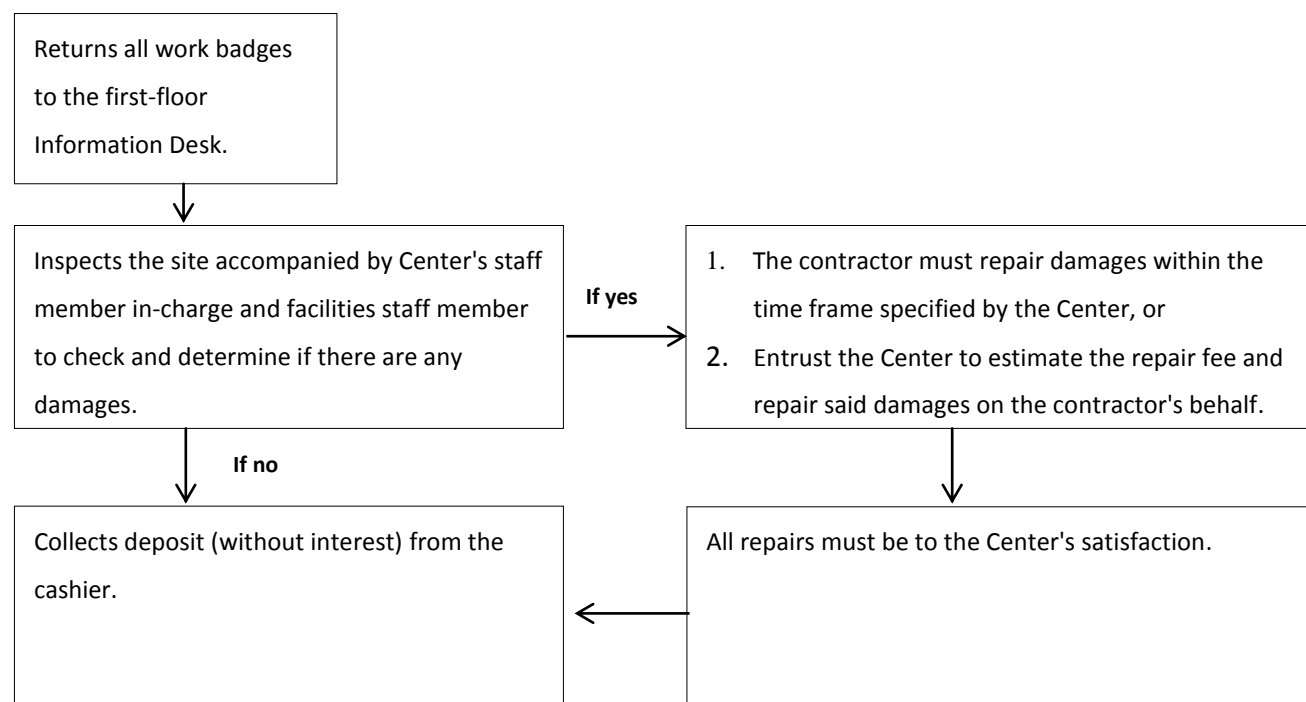
16. The installation of twinkling or revolving neon-lights or strings of lights is prohibited.
17. The exhibition venue is carpeted; any use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors and contractors will be held responsible for any damage to the carpeting.
18. Dismantling of the stands before the official closing of the exhibition is not permitted.
19. Payment/ Retrieval of Deposit for Entry (**self-designed booth only**, see **Appendix 4**)

A contractor shall pay an entry deposit of TWD100,000 before entering the site, either in cash or by a non-negotiable sight check in favor of the Taipei International Convention Center. The operational flow chart illustrating the payment and retrieval of the deposit is as follows:

**\*Center Entry:**



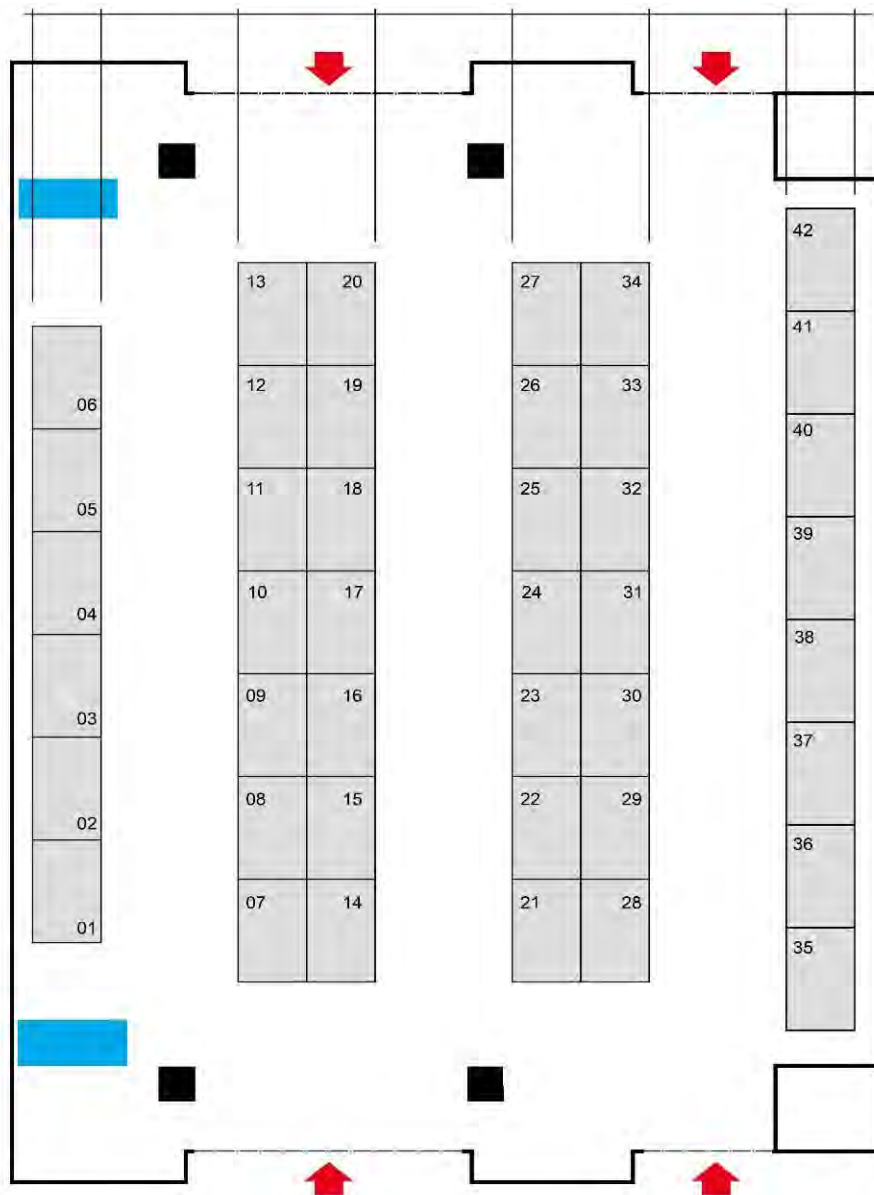
**\*Center Exit:**



*\*Please refer to the **Convention & Exhibition Manual for TICC, TAITRA** for more regulations of exhibition venue.*

(Website: <http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=3>)

## IV. Exhibition Floor Plan & Exhibitors List



1-6	Taiwan Automotive Research Consortium	22	HUX
7	ISID	23	Currawong Engineering
8	Magna International Japan Inc.	24	LiquidPiston, Inc.
9	MathWorks	25-27	China Engine Corporation
10	AVL List GmbH	28	Lubrizol
11	dSPACE Japan K.K.	29	Heraeus Precious Metals GmbH & Co. KG
12, 13	A & D Technology	30, 31	Tai Ling Motor Co., Ltd. (Suzuki Motor)
14	SCSK Corporation	32-34	Yamaha Motor Taiwan Co., Ltd.
15, 16	ETAS Automotive Technology (Shanghai) Co., Ltd.	35, 36	China Motor Corporation
17	PRÜFREX Innovative Power Products GmbH	37, 38	Honda R&D Co., Ltd.
18	I. C. M. Inc.	39, 40	Kawasaki Heavy Industries, Ltd.
19, 20	Freescall Semiconductor, Inc.	41, 42	Kwang Yang Motor Co., Ltd.
21	Lubrizol		

## ※ Appendix 1 – Booth Information

\*Please fax or email the form back to the SETC 2013 Exhibition Service before **September 6, 2013**.

SETC 2013 Exhibition Service

Ms. Cheryl LIN

Tel: +886-2-8502-7087 Ext. 16 | Fax: +886-2-8502-7025 | Email: [cheryl@elitepco.com.tw](mailto:cheryl@elitepco.com.tw)

### Booth Information

<Booth No.>

<Booth Name> (For Conference Standard Shell Scheme Booth, the company/institute name here will be positioned at the booth name board)

### Booth Installation

☐ Conference Standard Shell Scheme Booth (Official Contractor)

☐ Self-designed Booth

Exhibitor's Contractor : \_\_\_\_\_

Contact Person : \_\_\_\_\_

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

Email : \_\_\_\_\_

**\*SETC 2013 Conference will provide only basic electricity to the self-designed booth and no financial credit will be given by the organizer for entitlement items not utilized.**

\_\_\_\_\_  
Signature/Stamp

\_\_\_\_\_  
Date

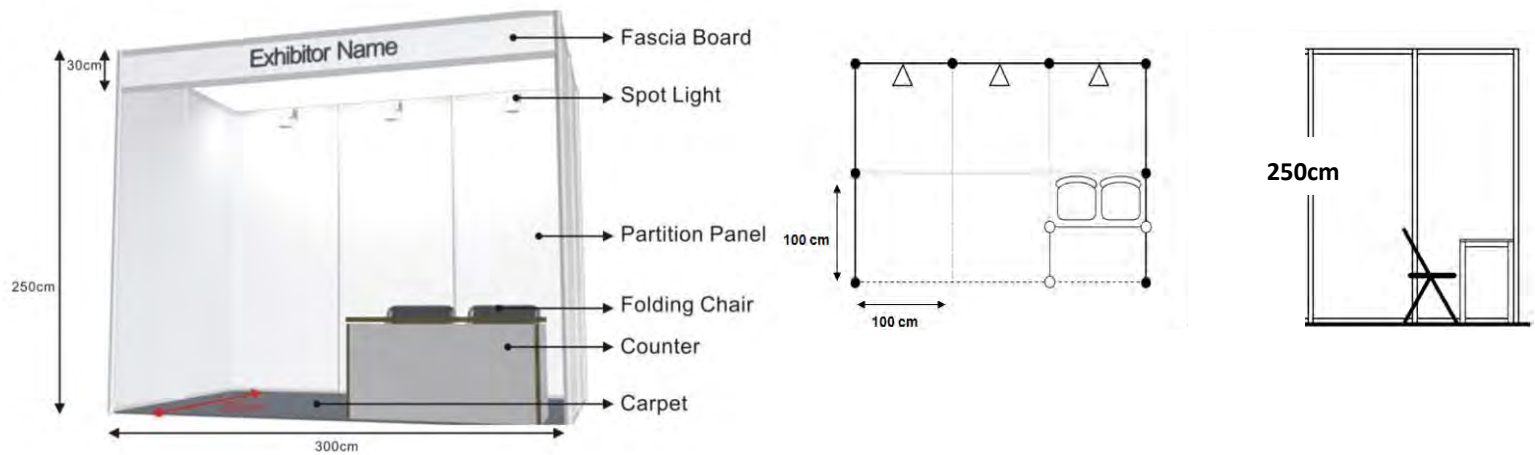
## Location for Booth Partition Panel (3 M x 2M)

**\*Please boldface/show the position of the partition panel. Conference will dispose your location if no indication.**

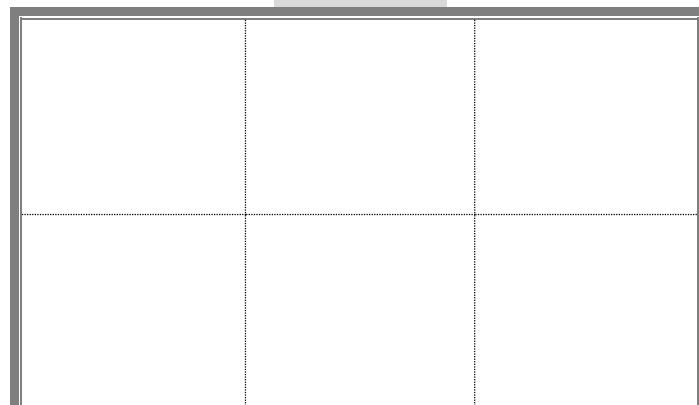
### Facilities for Standard Shell Scheme Booth (3M x 2M)

Item	QTY	Description
Scheme Shell(3M x2M)	1 set	Including back panel and partition panel (3M x 2M x 2.5M)
Chairs and counter	1 set	One counter(100 x 50 x 75CM), two chairs
Carpet	1 set	Gray Carpet
Spotlight	3 sets	100W * 3 sets
Company Name Board	1 set	Full name of the company. <b>Logo is excluded.</b> The company/institute name will be positioned at the booth banner with <b>blue words</b> on the white background
Power	1 set	110V outlet with 500W equipped with each booth

3M X 2M Standard Shell Scheme



### Back Wall



### Sidewalk

Signature/Stamp

Date



## ※ Appendix 2 –Exhibition Facility Rental Application

\*Please fax or email the form back to the SETC 2013 Exhibition Service before **September 6, 2013** if you need to rent additional equipment. Only bank transfer is accepted for the payment of exhibition facility rental.

SETC 2013 Exhibition Service

Ms. Cheryl LIN

Tel: +886-2-8502-7087 Ext. 16 | Fax: +886-2-8502-7025 | Email: [cheryl@elitepco.com.tw](mailto:cheryl@elitepco.com.tw)

NO.	ITEM	SIZE	PRICE (TWD)	UNIT	AMOUNT
◆ Furniture					
E1	Folding Chair (Dark/Gray)		220		
E2	Meeting Chair (Black)		650		
E3	Meeting Chair (White)		650		
E4	Arm Chair-A		900		
E5	Arm Chair-B		900		
E6	Sofa		3,000		
E7	Round Table (White)	Ø:60 ×75cm	900		
E8	Round Table (Black)	Ø:60 ×75cm	900		
E9	Glass Round Table	Ø:60 ×75cm	900		
E10	Bar Stool-A (White)		900		
E11	Bar Stool-B (White)		900		
E12	Bar Table	Ø:60 ×105cm	1,100		
E14	Bar Table (White)	Ø:60 ×105cm	1,100		
E15	Tall Bar Table (Black)	Ø:60 ×105cm	1,050		
E16	Square Table		950		
F01	Display Cube-A	100×50×75cm	900		
F02	Display Cube-B	100×50×100cm	1,050		
F03	Display Cube-C	50×50×100cm	900		
F04	Information Counter	100×50×75cm	950		
F05	Lockable Display Cube-A	100×50×75cm	1,050		

NO.	ITEM	SIZE	PRICE (TWD)	UNIT	AMOUNT
F06	Lockable Display Cube-B	100×50×100cm	1,200		
F07	Tall Glass Showcase	100×50×250cm	3,600		
F08	Cylindrical Showcase	50×50*100cm	1,200		
F09	Semicircle Display Showcase -A	100×50*75cm	1,500		
F10	Semicircle Display Showcase -B	100×50*100cm	1,800		
F11	Designed Display Showcase		Quotation		
F12	TRUSS Structure	22x22x100cm	550		
F13	Booth Design		Quotation		
F16	Wooden Shelf (Flat/Slope)	100×30cm	350		
F17	Glass Shelf (Flat/Slope)	100×30cm	450		
F18	Lockable Door	100×250cm	1,800		
F19	Folding Door	100×250cm	1,200		
F20	Rectangular Table	180×45×75cm	800		
F21	Catalogue Holder		750		
F22	Coat Hanger-A		550		
F23	Coat Hanger-B		450		
F24	Queue stand		800		
F25	Wastepaper Basket		180		
NO.	ITEM	SIZE	PRICE (TWD)	UNIT	AMOUNT
◆ Media Facility					
A1	TV (42-inch)	During Exhibition	10,000		
A2	DVD Player	During Exhibition	1,500		
A3	LCD Monitor (19-inch)	During Exhibition	3,500		
A4	TV-Video Stand /Truss	During Exhibition	1,500		

NO.	ITEM	SIZE	PRICE (TWD)	UNIT	AMOUNT
◆ Others					
B1	Company/Institute name		1,000		
B2	Logo	20*20cm (Print only)	350		
B3	Poster	50*70cm (Print only)	800		
Sub-total					
Business Tax (5%)					
Total					

### Company Information (For Invoice)

Pay able to :

Value Added Tax :

Booth Number :

Address : ( )

Undertaker :

Tel :

Fax :

E-Mail :

### ※ Notification :

- Orders are valid only when accompanied with full payment before **September 15, 2013**.
- Only [bank transfer](#) is accepted for the payment of exhibition facility rental.
- Telegraphic transfer to  
**Bank:** HUA NAN COMMERCIAL BANK-CHANG AN BRANCH  
**A/C Name:** Elite Professional Conference Organizer  
**A/C No.:** 145-10-022359-9  
**Swift Code:** HNBKWTWP 112
- There are no on-site offer appliances. The pictures of facilities are on the following page.
- Please take good care of rental appliances, any damage or loss should be indemnified on the basis of market prices.
- If there are any requirements, please contact the exhibition service.

Signature/Stamp

Date

## ※ Appendix 3 - Electricity Facility Rental Application

\*Please fax or email the form back to the Exhibition Service before **September 6, 2013** if you need to rent additional equipment. Only bank transfer is accepted for the payment of exhibition facility rental.

SETC 2013 Exhibition Service

Ms. Cheryl LIN

Tel: +886-2-8502-7087 Ext. 16 | Fax: +886-2-8502-7025 | Email: [cheryl@elitepc.com.tw](mailto:cheryl@elitepc.com.tw)

### ◆ LIGHTING

NO.	ITEM	PRICE (TWD)	UNIT	AMOUNT
G1	18W Spotlight / Long Arm Spotlight	650/700		
G2	75W HQI Spotlight / Long Arm Spotlight	1,300/1,400		
G3	18W Downlight	800		
G4	40W Fluorescent Tube	600		
G5	Small Refrigerator	3,600		
G6	LED line lights (5m)	5,800		
G7	50W Quartz Spotlight/ Long Arm Spotlight	900/980		
G8	Water Dispenser ( 110V Power Socket and 3barrels of water included )	2,600		
G9	110V Power Socket (5A)	650		
G10	110V 24-hours Power Socket (5A)	2,000		
G11	220V Power Socket (5A)	750		
G12	220V 24-hours Power Socket (5A)	3,000		

### ◆ Electricity Application

G13	Electrical connection TWD220/ per 100W	220		
				<b>Sub-total</b>
				<b>Vat (5%)</b>
				<b>Total</b>

Receipt Title :

Value Added Tax :

Booth number :

Add. : ( )

Contact person :

Tel :

Fax :

E-Mail :

Signature/Stamp

Date

E-01



E-02



E-03



E-04



E-05



E-06



E-07



E-08



E-09



E-10



E-11



E-12



E-14



E-15



E-16





F-01



F-02



F-03



F-04



F-05



F-06



F-07



F-08



F-09



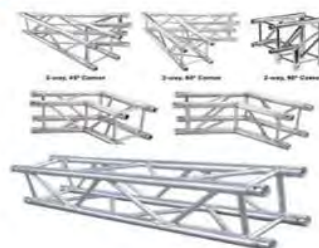
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F-16



F-17



F-18



F-19



F-20



F-21



F-22



F-23



F-24



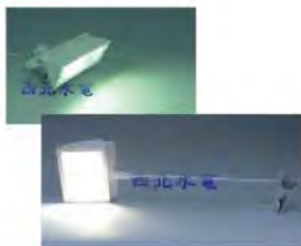
F-25



G-01



G-02



G-03



G-04



G-05



G-06



G-07



G-08



G-09



## ※ Appendix 4 - Letter of Guarantee For Decoration Work (TICC, TAITRA)

This Letter of Guarantee should be filled out and bear the seal of the applicant. It should be faxed to TICC Representative directly **before September 6, 2013**.

**TICC Representative: Ms. Marie WU**

**Tel:** +886-2-2725-5200 Ext. 3514 | **Fax:** +886-2-2723-2589 | **Email:** [marie@taitra.org.tw](mailto:marie@taitra.org.tw)

The applicant is assigned by \_\_\_\_\_ (lessee's company name) to install decorations in Room101 in the Taipei International Convention Center, TAITRA from \_\_\_\_\_ (Day/Month/Year) till \_\_\_\_\_ (Day/Month/Year) for the activity called " Small Engine Technology Conference 2013 (SETC 2013) ". During the activity period, the applicant is solely liable for any injury or death, loss or damages to the property or facility of the Center, interference with other lessees' activities caused by the applicant's installation of booths, stereo systems, lighting, stage, or operation of the equipment for special effects or video recording, etc. If the Center is sued or deemed responsible for any loss or damages, the applicant shall indemnify the Center for the expenses of the lawsuit, legal fees, and all other loss or damages to the Center.

**Presented to Taiwan External Trade Development Council by**

Applicant (Company Seal):

Company Representative (Representative Seal):

Government Uniform Identification Number:

Company Address:

Contact Person and Telephone Number:

Day/Month/Year:

※If the primary contractor agrees to be responsible for all the following sub-contractors, please fill in the information of them in the chart below. If not, each sub-contractor must sign an individual letter of guarantee and pay a deposit of TWD100,000.

Item of Responsibility	Company Name	Contact Person	Mobile Phone No.
Stage (carpenter)			
Stereo (providing frequency of wireless microphone)			
Lighting			
Carpet			
Video recording			
Special Effect			
Approximate Power Usage			