



PHILATAIPEI 2026 Application Kit

Important Dates for Application

December 31, 2025	Last day discount for Exhibitors of TAIPEI 2023
April 30, 2026	Last day of Early bird rate
November 17-19, 2026	Move-in
November 20-25, 2026	PHILATAIPEI 2026
November 25-26, 2026	Move-out

General Information

1. Organizer

Chunghwa Post Co., Ltd.

Chinese Taipei Philatelic Federation

Taiwan External Trade Development Council

2. Show Dates & Hours

Dates		Time
Move-in	November 17-19	07:00-17:00
Show	November 20	10:00-18:00
	November 21	10:00-19:00
	November 22-24	10:00-18:00
	November 25	10:00-17:00
Move-out	November 25	17:00-22:00
	November 26	08:00-12:00
Notes	During the show dates, open to general public without admission fee.	

3. Exhibiting Areas

Taipei World Trade Center Exhibition Hall

No. 5, Sec. 5, Xinyi Rd., Xinyi Dist., Taipei City 110202, Taiwan (R.O.C.)

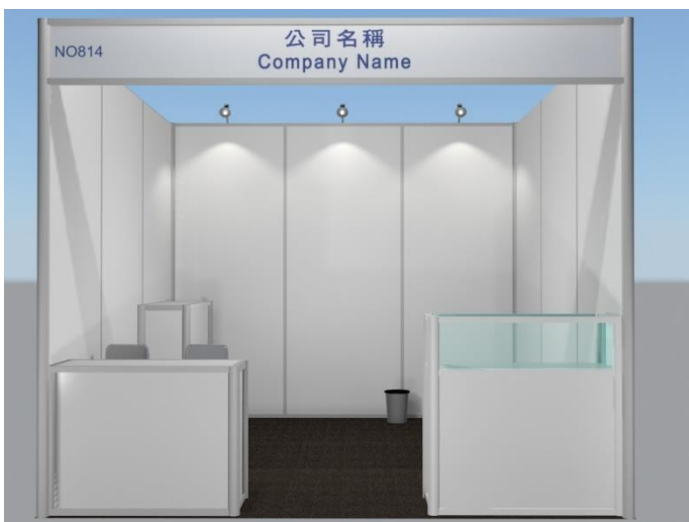
Booth Rental (Tax Inclusive)

Booth Dimensions 3 x 3 meters (width x length)	Rental Rates (including 5% VAT)		
	Apply during 2025 PHILAKOREA or TAIPEI 2023 booth holders <i>Before Dec. 31st, 2025</i>	Early Bird Rate <i>Before Apr. 30th, 2026</i>	Normal Rate <i>After May 1st, 2026</i>
	US\$2,080	US\$2,340	US\$2,600

(1) Booth Equipment

Each booth is provided with wall partitions, 9m² carpet, fascia board with company name, 1 low glass showcase, 1 information desk, 1 lockable cabinet, 2 folding chairs, 3 spotlights (100W), 1 socket (110V) and 1 wastepaper basket.

(2) Please be noted that booth fee already paid cannot be refunded.



(This image is for illustration purpose only.)

Application Procedures

Please complete the application form in Appendix 1, and then email the duly signed Application Form along with product catalogue to Ms. Pearl Shih at

stamp@taitra.org.tw

Step 1	Step 2	Step 3	Step 4
Fill out the application form	Send the form to organizer by email	Receive the booth invoice and arrange payment	Provide the bank slip to organizer to confirm the payment

Payment Schedule

1. Upon receipt and approval of the application, the Organizer will notify applicants to remit the payment to secure their booth space.
2. All Payment should be made by telegraphic transfer (T/T):

Beneficiary Information and Bank Details	
Account Number	5056-665-100018
Bank Name	Taiwan Cooperative Bank World Trade Center Branch
Bank Address	2F, 333, Keelung Rd., Sec. 1, Taipei 11011, Taiwan
Bank Telephone No.	886-2-2729-1333
SWIFT ID	TACBTWTP505
Beneficiary Name	Taiwan External Trade Development Council
Beneficiary Address	6F, 333 KEELUNG ROAD, SEC. 1, TAIPEI 11012, TAIWAN
Remittance Information (Remarks): PHILATAIPEI 2026 P***** (Please quote the INVOICE NO.)	

- All bank charges (including domestic and overseas charges) shall be borne by the applicant.
- In case of cancellation or exhibitor's personal difficulties (i.e. failure to obtain entry visa to Taiwan, illness, travel or shipping problems), booth fee already paid cannot be refunded, transferred to other shows or participants, or credited to later events under any circumstances.

Participation Information

1. All postal administrations, dealer, and organizations related to the exhibit profile are eligible as exhibitors.
2. The agent that represents international post offices should provide the letter of agency or authorization.
3. The Organizer reserves the right to determine exhibition eligibility of participants and the products to be displayed, and reserves the right to determine the number and location of booth(s) for each exhibitor.
4. The Organizer does not accept any responsibility for obtaining visas for exhibitors to travel to Taiwan; exhibitors are responsible for obtaining their own visas in good time in advance of the show. For Taiwan (R.O.C.) entry visa application information, please visit www.boca.gov.tw/mp-2.html.

For further information, please contact:

Taiwan External Trade Development Council (TAITRA)

Ms. Pearl Shih

Tel: 886-2-2725-5200 Ext. 2675

E-mail: stamp@taitra.org.tw

Official website: <https://taipei2026.post.gov.tw>

TAITRA Exhibition Department P.O.Box 770 Taipei World Trade Center, Taipei
City 110909, Taiwan (R.O.C.)

Application Form

I. Booth Holder

Name of Booth Holder :	
Type of Business : <input type="checkbox"/> Postal Administration <input type="checkbox"/> Dealer <input type="checkbox"/> Agency (Authorized certificate for country represented is required.)	
Name for Fascia Board :	
Address :	
Contact person:	
Tel :	Fax :
Email :	Website :

II. Booth Rental

Booth Dimensions 3 x 3 meters (width x length)	Rental Rates (including 5% VAT)			No. of booth(s) required	Amount Payable (US\$)
	1. Apply during PHILAKOREA 2025	Early Bird Rate	Normal Rate		
	2. TAIPEI 2023 booth holders <i>Before Dec. 31st, 2025</i>	<i>Before Apr. 30th, 2026</i>	<i>After May 1st, 2026</i>		
	US\$2,080	US\$2,340	US\$2,600		

Remarks: Each booth is provided booth with wall partitions, 9m2 carpet, fascia board with company name, 1 low glass showcase (100x50x100cm), 1 information desk (100x50x75cm), 1 lockable cabinet (100x50x100cm), 2 folding chairs, 3 spotlights (100W), 1 socket (110V) and 1 wastepaper basket. (Upon request, additional equipment shall be provided at exhibitor's expense)

Signature (with company chop)

Date

Please return the application form to the following address:

TAITRA Exhibition Department P.O.Box 770 Taipei World Trade Center, Taipei City 110909, Taiwan (R.O.C.)

Tel: 886-2-2725 5200 ext.2675 Fax: 886-2-2722 7324 E-mail: stamp@taitra.org.tw

The above personal data will only be used by Organizer in order to forward the applicant (by phone, email or other means) information about exhibitions or trade promotion activities. Those who wish to exercise any of the following rights please contact stamp@taitra.org.tw

1. Make inquiry and request for a review of personal information
2. Make request for duplications of personal information
3. Request to supplement or correct personal information
4. Request to end collection, processing or use of personal information
5. Request deletion of personal information

General Regulations

Revised on Aug. 29, 2023

1. These general regulations (“the Regulations”) are made by Organizer.
2. The Regulations shall cover the registration forms, exhibition manuals, and materials made for an exhibition (hereinafter referred to as the “Exhibition Materials”). The Regulations are applicable to exhibitors, joint exhibitors, and their branch companies (hereinafter referred to as the “Exhibitors”) of the exhibition.
3. After an Exhibitor completes the registration procedure, the Exhibitor is deemed to have fully read and understood the Exhibition Materials and the Regulations and agree to comply with the Regulations unconditionally. Furthermore, the Exhibitors authorize the Organizer to include the information provided by the Exhibitors in the printed and/or digital Official Directory.
4. Compliance with or violations of the Regulations regarding the Exhibitors’ behaviors during the exhibition period shall be determined, interpreted, and implemented by the Organizer. The Exhibitors shall have no objection.
5. The organizer prohibits the participation of competitive exhibitions or related exhibition organizers, including subsidiaries or agents of associated enterprises. Exhibitors who register under falsified documents or impersonate others will be ordered to stop displaying and fees confiscated once found. The exhibitor agrees unconditionally to the organizer setting, explaining and executing of the regulation, regardless of whether or not the exhibitor has violated the regulation.
6. The Organizer has the right to plan the exhibition area and the number of booths based on the types of the products exhibited, the actual registration results, and booth demand. The Organizer also has the right to determine whether to accept Exhibitors’ registrations, adjust the exhibition area and the number of booths based on the nature of the products exhibited and the Exhibitors’ past records in the Taiwan Trade Shows, or the domestic or foreign promotional activities organized by the Organizer.
7. The Organizer shall send the Exhibition Materials and the Regulations to the Exhibitors approximately 90 days before the exhibition and publish them on the exhibition website (<https://taipei2026.post.gov.tw>) for the Exhibitors to access and print the materials. The Exhibitors will have no grounds to claim ignorance of and/or violate the Exhibition Materials due to not having received the Exhibition Materials or having no access to the Regulations.
8. The Exhibitors shall not take exhibition items into the exhibition hall or remove exhibition items from the exhibition hall during the exhibition period, from 10 am to 6 pm daily, (or until 5 pm on the final day of the exhibition), except for small and light items that can be carried by a person. Additional exhibition items may be brought in from 9 am to 10 am on the first day of the exhibition or from 9:30 am to 10 am during the exhibition period.
9. Before entering and decorating the booth, the Exhibitors shall fill out and submit the Decoration Affidavit and other related application documents, as well as apply for water and electricity within the prescribed period. If the Exhibitors’ decorations or interests are affected as a result of a failure to

complete these tasks, the Exhibitors shall bear sole responsibility.

10. If Exhibitors do not permit exhibition items for photography or video recording by visitors, the Exhibitors shall display “No Photography” or “No Video Recording” signs in both Chinese and English. However, the Exhibitors shall allow journalists and contracted photographers with the PRESS badge issued by the Organizer to take photos or videos for promotional purposes.
11. The Exhibitors shall pick up badges at the area designated by the Organizer when moving in exhibition items, and badges shall be worn (one badge per exhibitor) during the exhibition period.
12. Personnel designated by the Organizer shall be responsible for entrance/exit control during the exhibition period (including the move-in and move-out). However, the Exhibitors should take care of their exhibition items, decorations, and facilities, and purchase any necessary insurance and hire security guards for valuable exhibition items. If any items are lost or damaged, the Organizer shall not be held responsible.
13. The Exhibitors must obtain all relevant insurances, such as fire insurance, theft insurance, flood insurance, and public liability insurance (including additional insurance for natural disasters, such as typhoons, earthquakes, floods, heavy rains, or other natural disasters) from the periods when the exhibition items and decorations are transported to the exhibition hall, to the removal of the said items from the exhibition hall. The Organizer shall not be responsible for any losses or damage to the said items during the aforementioned period.
14. The Organizer may cancel the Exhibitors’ exhibition qualifications and eligibility or stop supplying water and electricity if the Exhibitors are found to be in any one of the following situations by the Organizer, and make no improvement after a request for improvement has been made by the Organizer. The Exhibitors shall be banned from participating in exhibitions organized by the Organizer for at least two years, and all previous exhibition records of the Exhibitors and their seniority shall be removed. If the Organizer is sued or deemed responsible for any loss or damages, the Exhibitors shall indemnify the Organizer for the expenses (including but not limited to the lawsuit and legal fees). The Exhibitors shall have no objection.
 - (1) Use of false documents, information, or any other person’s name to participate in the exhibition.
 - (2) Exhibition items shown on the product catalog provided for registration are different from those indicated on the registration forms or from the physical objects.
 - (3) Failure to make full payment of the exhibition fees 10 days before the start of the exhibition.
 - (4) Refusal or withdrawal of authorization for the Organizer to use the information provided by the Exhibitors to publish the Official Directory.
 - (5) Bringing flammable materials, explosives, or other hazardous or banned substances into the exhibition hall.
 - (6) The leased booth is barely decorated, has few or no exhibition items, or has no Exhibitors or on-site employees during the exhibition period.
 - (7) Sale, display, or advertisement of exhibition items that infringe upon the copyright of others.
 - (8) The exhibition items or the means of displaying them are in violation of relevant laws and

regulations prescribed in the Civil Code, the Consumer Protection Act, the Fair Trade Act, the Commodity Labeling Act, the Commodity Inspection Act, and the Act Governing Food Safety and Sanitation.

- (9) Exhibition items or the means of display them disrupt public order or violate codes of decency.
- (10) Exhibition items infringe upon the rights of a third party who provides the Organizer with supporting documents such as a settlement agreement, the written judgment for losing the civil suit, or the written judgment for the conviction of criminal charge (whether the judgment is made or not).
- (11) The signs and decorations shown in the Exhibitor's booth are different from the information of the company in Chinese or English as provided in the registration form.
- (12) The booth(s) are subleased, transferred, or used to host exhibitions under the names of companies that are not registered (including the names of sponsors, affiliate companies [parent and subsidiary companies], a branch company of the original registered company in a third region, or subsidiary companies).
- (13) Exhibition items are imported from regions restricted by the government of Taiwan, or are manufactured, produced, or sold in such regions, or are contraband pursuant to the laws of Taiwan.
- (14) Exhibition items do not match the theme of the exhibition.
- (15) Using raw booths for exhibitions.
- (16) Failure to apply to the Organizer in advance to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height.
- (17) Producing noises inside the exhibition hall at 85 decibels or more during the exhibition period.
- (18) Affecting neighboring booths or the exhibition due to a lack of pollution disposal equipment prepared by the Exhibitors to promptly and appropriately dealt with smoke, waste gases, dust, stench, irritant gases, organic chemical solvent contaminants, or other pollutants resulting from demonstrating or operating an exhibition item.
- (19) The music, images, or related information played by the Exhibitors in public during the exhibition period infringe upon intellectual property rights.
- (20) Displaying, posting, or distributing any promotional items or materials related to the exhibition items in areas other than the booths, including public facilities, aisles, or columns.
- (21) Conducting promotional activities or leaving the company or personal items in public areas.
- (22) Third parties conduct disturbances or protests in the Exhibitors' booth(s) or inside/outside of the exhibition hall due to private disputes, thereby affecting the order or image of the exhibition.
- (23) Causing any injury, death, or financial loss to the Organizer's personnel or a third party during the exhibition period (including the move-in and move-out) due to improper installation, operation, maintenance, or management of the facilities, objects, and exhibition items at the booth.
- (24) Packing or moving out exhibition items from the exhibition hall in advance or similar behaviors.

- (25) Causing fires due to the design and construction of the booth and or improper use of electrical devices.
 - (26) Leaving exhibition items or personal items in the exhibition hall after the move-out.
15. If the Exhibitors need to set up a stage or sound system, promotional balloons, or set up structures or decorations more than 4 meters in height, the Exhibitors shall apply in advance with the Organizer, and the structures or decorations may only be set up with approval from the Organizer. (Please refer to related regulations in the Exhibition Manual). Exhibitors who do not have approval from the Organizer shall immediately remove the structures or decorations once discovered by the Organizer's personnel, or carry out supplementary application procedures. The Organizer shall not be liable for any compensation.
16. After the end of the exhibition, the Exhibitors shall remove all exhibition items and personal items and clear the booth during the move-out. The Organizer shall not be responsible for the custody of the exhibition items. In the event that exhibition items or personal items are found onsite after the move-out, they shall be regarded as waste and removed by the cleaning company without notice to the exhibitor. The derived expenses shall be borne by the Exhibitor.
17. In case of natural disasters, notifiable infectious diseases (such as COVID-19), or other force majeure reasons, the Organizer retains the right to adjust the exhibition date and location, or cancel the exhibition. In such instances, the Organizer will refund fees paid by the Exhibitors (including deposits and other paid fees) after deducting relevant incurred costs (including but not limited to nonrefundable payments that have paid to contractors). The Organizer is not liable for any damages caused due to this adjustment or cancellation.
18. For the purpose of properly organizing the exhibition, the Organizer will implement adequate measures for disease prevention. Exhibitors clearly understand and agree that by participating in the exhibition, they are obliged to cooperate with the disease prevention actions implemented by the Organizer; Exhibitors shall solely bear risk related to infection or isolation due to disease prevention. Therefore, if a dispute arises therefrom, participating Exhibitors may not make any claims, including civil, criminal, and administrative claims, against the Organizer.
19. If any Exhibitors would like to drop out of the exhibition due to reasons not attributable to the Organizer, any payment made, including the paid deposits will not be refunded. All payments will not be refunded if Exhibitors decide to drop out of the exhibition after their booths have been allocated.
20. Cyber Security Regulations
- (1) Exhibitors shall exercise best efforts to maintain cybersecurity and cooperate with the Organizer to comply with the Cyber Security Management Act, its relevant sub-laws, and various regulations and standards regarding information and communication security promulgated by the Executive Yuan of Taiwan. In the event Exhibitors become aware that a cybersecurity incident has occurred affecting the Organizer or Exhibitors, Exhibitors shall notify the Organizer within thirty (30) minutes of discovery for purposes of emergency response and shall cooperate with the Organizer regarding relevant remedial measures.

- (2) With respect to Exhibitors engaged in operations involving software, hardware, or services in the field of information and communication technology, in the event competent authorities announce a list of vendors and products deemed detrimental to national cybersecurity pursuant to the Principles for Restriction of the Use of Products Detrimental to National Cyber Security, Exhibitors shall refrain from utilizing products produced, developed, manufactured, or provided by listed vendors or the products enumerated in said list. The foregoing prohibition shall additionally apply to any updates to said list.
 - (3) In the event Exhibitors utilize electronic scrolling text display boards, screens, or other digital devices to promote or provide information to the public, Exhibitors shall ensure such content is lawful and does not violate public decency or social order. In the event inappropriate content is embedded by hackers, the broadcast of said content shall be immediately interrupted, and Exhibitors shall report to the Organizer and implement handling in accordance with Paragraph 1 of this Article.
 - (4) In the event Exhibitors violate the provisions of this Article and cause damage to the Organizer, Exhibitors shall compensate the Organizer for all direct and indirect damages incurred. Exhibitors shall additionally be responsible for any damages to the rights of third parties.
21. For matters not stipulated in the Regulations, the Organizer may amend or update the Regulations from time to time.