



11th APHRS 2018
Taipei, Taiwan

Asia Pacific Heart Rhythm
Society Scientific Session

October 18-20, 2018

Exhibitor Manual

TWTC Hall 1 A-Area
Exhibition Hall 2nd Floor H-Area

www.aphrs2018.tw



Taiwan
Heart Rhythm Society



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CHECKLIST

* For the necessary payment of information

No.	Work projects	Payment deadline	Governing unit	Contact window	Remarks
*1	Shell Scheme Booth	2018/08/10	Good Chance	Joanna Yang	Enclosure 1
2	Additional Furniture Form	2018/08/10	Good Chance	T:+886-2-2725-3918	Enclosure 2
*3	Safety and Health Terms of Agreement	2018/08/20	Good Chance	F:+886-2-2725-3917	Enclosure 4
*4	Booth Construction Assurance	2018/08/20	Good Chance	E-mail: sdj.gchance@msa.hinet.net	Enclosure 5
*5	Electricity & Water/Drainage Requirements	2018/08/20	Good Chance		Enclosure 8
*6	Utility Floor Plan	2018/08/20	Good Chance		Enclosure 9
7	Application Form for Beautified Upholstery	2018/08/20	Good Chance	4F , No. 60, Aly. 76,Ln. 600 , Wuxing St.,Xinyi Dist., Taipei City110 Taiwan(R.O.C)	Enclosure 10
8	Television Wall Setup	2018/08/20	Good Chance		Enclosure 11
9	Stage and Stereo System Setup Application	2018/08/20	Good Chance		Enclosure 13
10	Promotional Balloon Application and Liability Form	2018/08/20	Good Chance		Enclosure 14

GENERAL INFORMATION AND REGULATIONS

1. The date, time and place of display

(1) The date of display

On October 18, 2018 (Thursday) to October 20th (Saturday), a total of three days.

(2) The time of display

On October 18th (Thursday) to 19 (Friday) daily from 9:00 am to 5 p.m. October 20th (Saturday) from 9:00 am to 4 p.m.

* Exhibitors enter the show in advance: 8 am on October 18.

* Exhibitors enter the show in advance: 8:30 am on October 19-20.

(3) The place of display

One floor of A area and two floor of H area in Taipei World Trade Center exhibition hall

2. The entry, time and attentions of the exhibits

*Vehicle entrance : October 16th From 7 a.m. to 5 p.m. (Use A rolling shutter)

October 17th From 7 a.m. to 4:30 p.m. (Use C rolling shutter)

Enter the field	October 16th to October 17th , 2018	From 7 a.m. to 5 p.m. on every morning	1.If overtime is required, the application must be made before 4 p.m. and overtime pay will be paid at \$50000 per hour for one company. 2. From 8 a.m. to 9 a.m. and 5 p.m. to 7 p.m., the vehicles should not be allowed to park temporarily on the surrounding roads. Not to be punished.
Out of the field	October 20, 2018 (the last day of the exhibition)	At 5:30 pm, vehicles can be opened to remove large exhibits, and manufacturers can be easily evacuated before 5 p.m.	

3. Precautions for exhibitors entering and leaving the field

(1)

1. When entering and leaving the market, trucks are allowed to enter the exhibition. Vehicles entering the exhibition hall are required to follow the prescribed route (please refer to Enclosure 26, Vehicle Entry and Exit Roadmap).

2. Using the exhibitors in Zone A of the first floor of the Exhibition Building (1 Hall), please enter the exhibition hall by the organizer's personnel in order from the entrances of No.15 and No.16 in Area A.

(2)

1. In order to ensure the safety of the structure and floor of the exhibition building, the total

weight of the vehicle in and out of the exhibition vehicle is above 15 tonnes (with the car body or the driver license), and the application form of the World Trade Center heavy truck should be completed by the online application system, and five groups of applications are presented to the exhibition office of the foreign trade association 15 days ago. If the vehicle with a total weight of 15 tons or more, the certificate of proof within 24 hours is required to be admitted into the operation within the permitted period after the approval of the Trade Association Exhibition Management Group. The field 6 in Fifth articles (1) for the general provisions of the decoration operation of the Trade Association Exhibition.

2. In order to maintain the air quality of the exhibition field, the crane (including crane card) will be used by the manufacturer to fill in the application form for the admission operation on the line system for 2 working days before entering the field. For the relevant fees, the seven field in fifth articles (1) of the "general provisions of the decoration operation of the exhibition field of the foreign trade association" (http://www.twtc.com.tw/db/images_g1/m1.doc).

3. The diesel engine height limit: in principle, there will be no more than 4 stacking operations at the same time.

4. Applying for the entry of the car in advance, please complete the application form to the online system for the entry of the world trade center, and refer to 8 and sixth of the fifth articles (1) of the "general regulations of the decoration operation of the exhibition field of the foreign trade association".

5. During the layout and removal of the exhibits, the passenger cars are not allowed to enter, and the trucks should be allowed to enter the field where should follow the prescribed route and leave the field as soon as possible in one hour so as not to obstruct the corridor. Each exhibitor is limited to one vehicle, and the organizer will register its entry time, car number, owner's stall, and the person in charge when the vehicle enters the field, and will receive NT\$1,000 for the entry margin of the vehicle. When the vehicle enters the exhibition hall, the original number of the deposit will be refunded within one hour, and the extra time will be charged at NT \$200 per hour.

6. The vehicles are arbitrarily parked to obstruct traffic and, after being advised to ignore the traffic, which will be regarded as exhibitors, and the exhibitors belonging to the vehicle (including the decorators) will be identified and prohibited to participate in the next exhibition.

3.3

Be sure to complete all the booth decoration and display work before 5 p.m. on October 17th. During the entry period, if the arrangement is completed ahead of schedule, please send the staff to take care of the booth so as not to lose the exhibits.

4. Precautions during the exhibition

(1) During the exhibition period, no large exhibits will be allowed to be transported into or out of the exhibition hall.

(2) The exhibitors should insure their own products and upholstery materials for their own insurance. During the exhibition period (including the pre show arrangement and the dismantling after the dismantling), the exhibitor should take all responsibility for any loss of property.

(3) All products which have not been approved by the government are prohibited from being exhibited at this exhibition hall.

(4) During the exhibition period, no person shall occupy the aisle or place objects in public areas except for the organizers, and it shall not distribute any publicity materials outside the booth. In case of an item placed in a violation, the organizer is able to immediately remove or confiscate the item, it can not to bear the responsibility for custody and the return of the original, also it can remove the cost derived from the owner of the item.

(5) When the exhibitor makes a noise (more than 85 decibels), dust, stink or the obstruction of the aisle during the operation of a site machine or a publicity campaign during the exhibition, the exhibitor may take a stop when the sponsor is advised to be ineffective or ineffective when it is ineffective. The supply of water or electricity is prohibited or exhibitors are prohibited from exhibiting.

(6) The publicity activities during the exhibition:

1. The exhibitors should hold an application in advance during the exhibition. The activities should be held only within their own stalls, not the public walkways (or public areas), nor the dissemination of the documents outside the stalls, and the unimpeded responsibility for the maintenance of the aisle. If the public walkway is occupied (or the public area), it is not improved after persuasion. In addition to the confiscation of the deposit, the organizer will prohibit the activity from continuing in the period of the exhibition.

2. On the basis of safety and Exhibition order, the exhibitors will be responsible for their own legal responsibilities and it should avoid any activities or actions that are harmful to others (such as throwing gifts or souvenirs, etc.). In case of a violation, no improvement has been made after the cancellation of the record by the inspection group of the exhibition. In addition to the confiscation of the deposit, the exhibitor is prohibited from continuing to hold any activities during the exhibition.

5. Exhibitor identification certificate

(1) The exhibitor's identification card: The card is used for the entry and exit identification of the exhibition hall during the exhibition period, and it can lease 2 booth (except for the package manufacturer). When exhibitors enter the field in from October 18th to 20th, they will receive it at the conference reception. Exhibitors are required to wear this card during the entry and exit period and the exhibitors will not be allowed to enter the exhibition hall.

6. Exhibition facility description

The area A on the first floor of the exhibition building is cement powder ground.

Service facilities and locations of exhibition building (TWTC Hall 1): telephone switchboard:

+886-2- 2725-5200

Service facilities	place	telephone
1. conference service desk	The entrance of Xinyi Road on floor one	extension 2260;2275
2. post office, cashier's room	C district service desk on floor one	
3. SUBWAY submarines; Chinese and Western cafeterias, pasta and sandwiches.	B area on floor two	extension 2305 ; 2366
4. family convenience store	B area on floor two	extension 2306
5. photocopying and facsimile services	Service desk at the entrance of Xinyi Road on floor one	extension 2258;2259
6. conference room (Symposium)	Floor two	
7. News room	H area of floor two	extension 2606
8. medical care room	The west side of the hallway hall on floor one	extension 2288
9. trade association Gallery (selling all kinds of books, magazines, batteries and telephone cards)	2C03 of floor two	extension 2263

If the contents of the exhibition manual are adjusted, the General Assembly reserves the right to make amendments.

7. Booth decoration

(1)The APHS 2018 special contractor is "GOOD CHANCE DESIGN STUDIO".

GOOD CHANCE DESIGN STUDIO
TEL: +886-22725-3918 FAX: +886-22725-3917 Miss Yang E-mail: sdj.gchance@msa.hinet.net
Address: 4F, No. 60, ALY.76, LN.600, WUXING ST., XIINYI DIST., TAIPEI CITY 110, TAIWAN(R.O.C.)

1. The booth rented by the exhibitor is only space (without any stall equipment) and it has to decide to entrust the upholstery contractor or other decorating contractor to undertake the decoration works. The fees paid by the exhibitor are included in the basic upholstery booth (Enclosure 1). When the basic upholstery equipment is required (Enclosure 2), it must be leased to the decorating contractor who provides the basic upholstery stall.

2. The exhibitor must pay attention to the relevant regulations provided by the contractor or other decorators for the return of the order and the time of payment, and to confirm the requirements with the decorators to avoid disputes.

(2) Instructions for the specification of decoration

In order to ensure that the builders in and out of the exhibition field know and abide by the rules of the world trade fair during the construction period, from January 1, 2015, all the upholstery manufacturers who want to enter the construction of the world trade exhibition hall are required to wear the exhibition site service certificate issued by the foreign Trade Association. In order to maintain the construction safety of the exhibition, all the schools are invited to supervise all the students participating in the exhibition and entering the exhibition field to assist the participants to see the "safety notice of the exhibition place of the foreign trade association".

Video website: <https://www.youtube.com/watch?V=74FycMat9bE>. Exhibitors must abide by the decorating regulations of foreign trade association and the relevant occupational safety and health regulations of foreign trade association, the safety and hygiene regulations are downloaded: <http://www.twtc.org.tw/Member.aspx> * the specifications of the detailed exhibition decoration must refer to the exhibition handbook, the general regulations of the Taipei professional exhibition of the foreign trade association and the specification for the decoration work of the exhibition venue of the foreign trade association. All schools should cooperate with the decorating factory. Business must abide by the relevant regulations of the labor inspection office of the Taipei municipal government labor safety manual.

(3) The height of booth in A area: is limited to 4 meters (including identification signs), and the exhibition prohibits 2 floors. The height of booth in H area: 2.3 meters (including identification signs).

(4) The booth should not be suspended in a balloon

(5) For the exhibitors, If they want to decorate the column of the walkway in the upholstery (It only limited to the exhibitors floor one in Taipei World Trade Center), fill it (Enclosure 10), and send it to the office window before August 20th with the design map of the appendage stall (containing flat, facade) , if overdue ,it will not be accepted, and the key points are as follows:

1. The application is limited to the application of the exhibitor in the stall (that is, the area of the column is partly in the stall and is to be decorated partly in the aisle).

2 If the exhibitors need to decorate the walkway packing columns, they must have the construction permission before they can perform the beautification of the packing columns. The method of packing column:

The outer rim of the packing column is below 30 cm from the cylinder.

(1) The fire box (wide of 94 cm, high of 126 cm) and extinguisher box (wide of 65 cm, high of 75 cm) should not be closed.

(2) Do not close the electric box (60 centimeters wide, 136 centimeters high).

(3) The wall of 60 cm high and 60 cm wide should be set up on the new wall panels, so that the wall has both exhaust blinds and equipment.

(4) The air detector must be exposed, and the front wall can't be obscured by the partition wall or any object. The detector one is 15 cm wide, 15 cm high, 2 detectors (30 cm wide, 15 cm high), 3 detectors (45 centimeters wide, 15 centimeters high) and 15 cm in each of the detectors.

(5) The height of the cladding wall is not higher than 4 meters. If you want to be above 4 meters, you must apply for extra high buildings. If the above-mentioned regulations are violated,

the person who has not been improved immediately after the notice , which will be punished by the exhibitor at 5000 NT dollars and will be dismantled. The cost of the dismantling will be held by the exhibitor; if the fire and related units open the ticket, the fine and the related liability shall be responsible for the manufacturer. The construction unit will be punished according to the seventh provisions of the general regulations for decoration work of the exhibition hall in the foreign trade association.

3. Before the completion of this procedure, we will have to remove the column decoration of the relevant temporary walkway and replace the cost of clearing.

(6) The roof for the back wall and the beautification

Facing the wall of the aisle, the back wall, the back of the sign must be beautified, or the height of the exhibition board of the adjacent stalls is not a moment, the higher manufacturers also have to handle the back of the exhibition board. It is suggested that it should be coordinated with the neighboring manufacturers in advance, and the construction will be obtained after the agreement, so as to avoid the difficulties and disputes between the schools.

8.Hydropower facility

(1) The conference will provide 500 watts of electricity (110 volts) for each booth (500 watts for each stall, which accumulated at the booth number) and there is no extra charge. Each three stalls provide a two socket attached switch socket, and less than three persons also provide a two socket attached switch socket. For 24 hours of power supply (such as refrigerators or special displays), or exceeding free accumulative amount of electricity (110 volts 500 watts) or using 220 volt electricity and water users, applications and fees are required and paid (for reference (Enclosure 8 to enclosure 6).

(2) please make sure to fill in the "position chart of the hydropower station". The water and electricity of the general assembly that have not been sent back to the conference before the deadline, which will be constructed directly, and if the temporary change in the field will be charged.

(3) During the entry and exit period, only 110 volt outlet power will be supplied on each big column of the exhibition site, and it will be provided for booth decoration and layout, but there is no booth lighting and power supply will be provided.

(4) The day before the exhibition (October 17th) will be full power supply at 8 a.m., and the power supply is closed at 5 p.m. (extension of the use or special exhibition time for another application). Only those who have not completed the application procedures for power supply will not supply the power supply for the time being. No electricity supply for booth lighting will be provided during the rest of the season.

(5) During the exhibition period, the power supply time of the exhibition is from 10 am to 5 p.m. (Last day to 5 pm).

(6) In order to protect the safety of electricity for special exhibits, exhibitors will install voltage stabilizer or power supply system on their own if necessary.

(7) The exhibitors must be responsible for their own electricity and pay all the fees for retransmission if the actual electricity consumption exceeds the electricity consumption.

9. Applying for temporary telephone, broadband internet and TV broadcast

(1) China Telecom Limited by Share Ltd accepts exhibitors from the exhibitors to apply for temporary telephone calls or rent temporary broadband network (ADSL). Please contact the company's eastern operation Office (address: No.130 of 11058 Taipei song Ren road, telephone: 02-2720-0149) or access to the exhibition handbook (enclosure 18, 19) before September 15th.

(2) Before 4:30 pm of the end of the exhibition day (October 20th), the manufacturer will be asked to hand the telephone to floor one of China Telecom temporary service desk and go through the procedure of returning the machine. Before the procedure is done, please keep the phone on its own, so as to avoid the loss.

(3) Applying for other communication lines (ISDN, data lines), please contact the relevant unit of China Telecom Company: 0800-080- 858.

(4) Internet access is restricted to the first floor of the exhibition building of the Taipei World Trade Center, the H area of exhibition hall in floor two, the conference room in floor two and the restaurant in floor two.

(5) It only provide clients and exhibitors to receive and receive basic services such as e-mail and web pages. If you need to use the Internet for a long time or download a large amount of information, please apply for another ADSL.

(6) When using this service, you should be sure to carefully protect your company (personal) information security and privacy, in the event of business losses or legal disputes, please be responsible.

(7) The main points of the television wall and the large fluorescent curtain wall are as follows (enclosure 11):

1. From the ground to the highest point of TV, which is less than 2.5 meters, the front must be one meter above the baseline of the booth.

2. The same as above, from the ground to the highest point of TV >2.5 meters (maximum not exceeding 4 meters), the front must be two meters away from the baseline.

3. The anti dumping facilities should be set up on the TV wall (with side support, fixed steel cable and nylon rope), and the base must be coated with steel plate. When the earthquake is shaking, it avoids the uneven force and causes the collapse.

4. The screening of films must conform to the theme of exhibitions or activities and it must not violate good customs.

10. Setting up stage, sound, balloon equipment in the stall

- (1) Please refer to enclosure 13 and enclosure 14. Exhibitors may not handle related activities without prior application for deposit.

11. Application for license of vehicle and joint vehicle

- (1) For large trucks of 6.5 tons or more and connecting vehicles, please complete the "Taipei City Police Department Large Truck and Linked Vehicle Pass Application" (such as enclosure 22) and send it to Taipei City before September 15th. The Administrative Police Traffic Brigade Administration Group (26 Ai Nian West Road, Zhongzheng District, Taipei City) will pass the application to the exhibitors after the application is approved. The junction car is submitted in the same manner as above. Please refer to the Internet at <http://td.police.taipei/> for the application procedures for the control of vehicles, time slots and passes for large trucks around the World Trade Center in Taipei.

12. The key considerations Booth design and site construction

Please read the general specification for the decoration operation of the Trade Association (www.twtc.com.tw/db/images_g1/m1.doc) and the general specification for the Taiwan professional exhibition (www.twtc.com.tw/DB/images_G1/book.pdf).

If there is a violation of the provisions for the decoration of the foreign trade association, the trade association will not supply power supply, such as causing damage to the facilities or casualties, and it shall be responsible for the compensation and liability of the exhibitors and contractors who violate the rules and regulations.

Enclosure 1**Shell Scheme Booth**

Our company _____ Both No. _____:attend
10/18-10/20,2018 「 APHRS 2018 11th Asia PacificHeart Rhythm Society Scientific Session 」

Basic stall ◦ ☐ Need ☐ No need

If the reply letter is not received before August 10,2018, it will be deemed as an automatic abandonment of the basic booth. It is set up by the exhibitor.

(1) The sketch map of the basic stall: 3*3M (9 square meters)



Item	Content	No.	Unit
1	System partition 300x300x250cm/H	1	set
2	Company name fascia board 300x30cm/H	1	set
3	round table 60x75cm/H	1	set
4	Folding chair	4	pcs
5	10W LED Spotlight	6	pcs
6	Information counter 100x50x75cm/H	1	set
7	Needle punch carpet 3x3M	1	set
8	Socket 110V /5A	2	pcs

(1) Increasing the rent of other equipment, please fill out the application form for the equipment for the increase of rent in the booth (enclosure 2). After completing the form, please fax or send an e-mail to confirm.

Enclosure 2**Additional Furniture Form**

Company name : _____ Contact person : _____ Booth number : _____
 Telephone : _____ Extension : _____ Fax : _____
 Mobile phone : _____ E-mail: _____ Address : _____

The relevant drawings for renting products are shown on the next page. If you have any requirements, please contact GOOD CHANCE DESIGN STUDIO / Miss Yang

No.	Device name	Specifications	Unit price	Quantity	Amount of money
1	Information counter	100x50x75	NT\$600		NT\$
2	folding chair	Black	NT\$180		NT\$
3	Glass round table	Glass diameter 60	NT\$800		NT\$
4	Bar stool(white)		NT\$800		NT\$
5	Bar table		NT\$800		NT\$
6	Wooden shelf(flat)	100x30	NT\$250		NT\$
7	Wooden shelf(slope)	100x30	NT\$300		NT\$
8	Display platform	100x50x100	NT\$800		NT\$
9	Display platform	100x50x75	NT\$700		NT\$
10	Glass showcase	100x50x100	NT\$2,500		NT\$
11	LED light (yellow / white)	10w	NT\$250		NT\$
12	LED light (yellow / white)	52w	NT\$700		NT\$
13	LED arm light (yellow / white light)	10w	NT\$300		NT\$
14	LED arm light (yellow / white light)	52w	NT\$850		NT\$
15	Socket	110v 5A	NT\$300		NT\$
16	Socket	220v 5A	NT\$500		NT\$
17	A4 brochure stand	A4	NT\$900		NT\$
Sub-total					NT\$
5% business tax					NT\$
Total					NT\$

▲Payment method (please do not deduct postage and formalities)

Cheque / bill of exchange: (please send by registered mail)	Wire transfer: (fax to +886-2-2725-3917)
Rise: GOOD CHANCE DESIGN STUDIO Address: 4F, No. 60, Aly. 76, Ln. 600, Wuxing St., Xinyi Dist., Taipei City 110, Taiwan (R.O.C) Tel: +886-2-2725-3918	Bank: TAIPEI FUBON COMMERCIAL BANK Bank Address: No. 21, Sec. 2, Keelung Rd., Xinyi Dist., Taipei city 110 Taiwan (R.O.C) Bank Tel: +886-2-2737-3671 Swift Code: TPBKTWTP

Enclosure 3

Additional Equipment

1. Information counter	2. folding chair	3. Glass round table
		
4. Bar stool(white)	5. Bar table	6. Wooden shelf(flat)
		
7. Wooden shelf(slope)	8.9 Display platform	10. Glass showcase
		
11.10W LED spotlight (yellow /white)	12.52W LED spotlight (yellow / white)	13.10W LED arm light (yellow / white light)
		
14.52W LED arm light (yellow / white light)	15.16. Socket	17. A4 brochure stand
		

Enclosure 4**SAFETY AND HEALTH TERMS OF AGREEMENT**

Taking part in the "APHR 2018" held in TWTC Hall 1 A-Area and H-Area from October 18th to 20th. The unit has indeed understood the safety and sanitation facilities and requirements of the construction site. During the construction period, the unit and the contractor are willing to implement the government occupational safety and health law and other decrees. If there is any further undertaking, it will be passed on to the contractor that he should pay attention to the occupational safety matters and other relevant provisions of the act. In case of any occupational negligence or other accidents during the construction period, the unit and the contractor will be liable for any legal liability. During the construction period, the unit and the contractor will not damage the equipment or appliances of the company. If there is any damage, it is willing to pay the price or compensate for it.

The unit and the contractor ensure that during the period of operation, the workers are required to comply with the following requirements:

1. Standards for foreign trade association contractors before construction
2. The key points of safety and health management for construction manufacturers of Foreign Trade Association
3. The damage factors of site operation.
4. The unit and the contractor should go to the <http://www.twtc.org.tw/content/E/E3b.asp> web page for detailed reading and do understand the relevant regulations. If there are any illegal matters during the operation, they are willing to be punished according to the regulations.

The unit is aware that the foreign trade association has spoken to the above safety regulations, and the unit has fully read and understood the environment and regulations of the workplace.

Here

Taiwan External Trade Development Council (TAITRA)

Taiwan Heart Rhythm Society

Firm / institution / unit : _____ Signature: _____

Person in charge : _____ Signature unified number : _____

Address : _____ Telephone : _____

Name of liaison : _____ Contact phone : _____

Signature of Exhibitor's General Manager: _____ date _____

Enclosure 5**BOOTH CONSTRUCTION ASSURANCE**

The company will attend "APHS2018 " (booth number: _____), and the decoration company entrusted by the company will strictly abide by the relevant management rules of the exhibition hall and the decoration operations (including flame-proof materials, etc.), while it will instruct the decoration company to decorate before the end of the game. Materials and scraps (including tape and residual glue on the booth) are all cleared and transported to the exhibition hall. If the regulations are violated, the company will unconditionally accept the treatment according to the regulations and bear all damages and legal liabilities.

The company guarantees that any property damage, casualties, or other infringements will occur if the design, construction, use or dismantling of the booth is improper, in addition to all legal liabilities, which guarantee that the club will be exempted from it. Any civil or criminal lawsuit; otherwise the company will be responsible for all damages including the legal fees and legal fees.

Here

Taiwan External Trade Development Council (TAITRA)

Taiwan Heart Rhythm Society

Exhibitor company name : _____ (Printed with seal)

Liaison : _____ Person in charge : _____ (Printed with seal)

Telephone : _____ Mobile phone : _____

Decorating company name : _____ (Printed with seal)

Liaison : _____ Person in charge : _____ (Printed with seal)

Telephone : _____ Mobile phone : _____

Address :

Water and electricity contractor (limit class A or above electrical equipment industry, and provide certificate copy).

Company name : _____ Person in charge : _____

Liaison : _____ Telephone : _____ Mobile phone : _____

Address :

Name of the carpet contractor: _____ Person in charge : _____

Liaison : _____ Telephone : _____ Mobile phone : _____

Address :

※Please read the previous "general rules for the decoration operation of the trade association exhibition site" and confirm that all the contractors entrusted to the construction have completed the completion of the registration of the decorations of the decorating merchants. Before August 20th, mailing: the design of GOOD CHANCE DESIGN STUDIO. Those who fail to deliver the relevant documents and relevant annexes are not permitted to issue exhibitors' identification cards.

Enclosure 6

Power Application Form Filling Instructions

1. The 110V or 220V (or above) power consumption and 24 hours of electricity consumption shall complete the application form and complete the application and payment according to the deadline.

※ if the site needs to move, the facility will charge 50% of the construction fee.

(please refer to the water and electricity charge standard).

2. In order to maintain and manage the electricity safety, the pavilion will provide the power box on the booth of the exhibitors according to the application information provided by exhibitors. When exhibitors are planning to build the booth, they must reserve the power box space and label it on the booth's electricity location map to send it back to the meeting to cooperate with the construction.

3. Referring to the "power consumption reference table for electrical equipment".

4. If there is:

(1) electricity and electricity are privately received without application

(2) Person who has applied for a failure to pay the deadline

(3) Those who do not apply for electricity while overloading in case of actual electricity consumption

(4) Other irregularities and unsafe use of electricity; the power supply will be cut off without notice. If the related losses are caused, the exhibitors themselves will be responsible.

5. The power supply (110V, 220V, 380V, 440V) will be supplied by the power box according to the amount of application.

6. Overdue applications for hydropower facilities shall be subject to the original application fee plus the late application fee. Please refer to the "power application form".

7. All applicants who apply for a total of 24 hours to supply Hydroelectric power, which will not compensate for the interruption of the Taiwan Power Co power supply or the temporary fault of the power equipment of the conference.

8. If the exhibitors apply for the total capacity of electricity, if the capacity of the existing power supply circuit exceeds the capacity of the exhibition hall, the application will be suspended. During the exhibition period, if the electricity consumption is used by the manufacturer, if it exceeds the application amount, we will find that the excess part will be charged according to the standard. If the excess part affects the operation of the power system, it will have the right to immediately cut off the electricity without notice. If it causes losses, it will be the responsibility of the exhibitors themselves.

9. The map of hydropower application and booth water and electricity must be photocopied to keep a check.

Enclosure 7**Charge Standard for Electric Power Equipment**

A : 110V general electric attachment without fuse switch and box

Item	Project	Pricing (including tax)
1	110V per 0.5KW (500W)	NT\$700

For example: an external application 4KW=0.5KW*8 ; 8*NT\$700=NT\$5600

B: special electric attached non fuse switch and box

Item	Project	Pricing (including tax)	Item	Project	Pricing (including tax)
1	3Ø 3W 220V 15A +G	NT\$2,900	14	3Ø 5W 380V 40A	NT\$14,800
2	3Ø 3W 220V 20A +G	NT\$5,500	15	3Ø 5W 380V 50A	NT\$17,500
3	3Ø 3W 220V 30A +G	NT\$7,500	16	3Ø 5W 380V 60A	NT\$22,300
4	3Ø 3W 220V 40A +G	NT\$9,800	17	3Ø 5W 380V 75A	NT\$26,300
5	3Ø 3W 220V 50A +G	NT\$11,800	18	3Ø 5W 380V 100A	NT\$35,300
6	3Ø 3W 220V 60A +G	NT\$15,600	19	3Ø 5W 440V 15A	NT\$7,800
7	3Ø 3W 220V 75A +G	NT\$17,900	20	3Ø 5W 440V 20A	NT\$9,800
8	3Ø 3W 220V 100A +G	NT\$24,100	21	3Ø 5W 440V 30A	NT\$13,400
9	3Ø 3W 220V 125A +G	NT\$29,600	22	3Ø 5W 440V 40A	NT\$16,500
10	3Ø 3W 220V 150A +G	NT\$35,000	23	3Ø 5W 440V 50A	NT\$19,600
11	3Ø 5W 380V 15A	NT\$7,200	24	3Ø 5W 440V 60A	NT\$24,800
12	3Ø 5W 380V 20A	NT\$9,000	25	3Ø 5W 440V 75A	NT\$29,500
13	3Ø 5W 380V 30A	NT\$12,100			

C: 24 hours power free fuse switch and box

Item	Project	Pricing (including tax)	Item	Project	Pricing (including tax)
1	24 hours 1Ø 110V 5A(0.5KW)	NT\$1,900	11	24 hours 3Ø 5W 380V 20A	NT\$18,000
2	24 hours 1Ø 110V 15A(1.5KW)	NT\$2,700	12	24 hours 3Ø 5W 380V 30A	NT\$24,300
3	24 hours 1Ø 110V 20A(2KW)	NT\$4,000	13	24 hours 3Ø 5W 380V 40A	NT\$29,600
4	24 hours 3Ø 3W 220V 15A+G	NT\$8,700	14	24 hours 3Ø 5W 380V 50A	NT\$35,000
5	24 hours 3Ø 3W 220V 20A+G	NT\$13,500	15	24 hours 3Ø 5W 380V 60A	NT\$44,700
6	24 hours 3Ø 3W 220V 30A+G	NT\$17,600	16	24 hours 3Ø 5W 440V 15A	NT\$15,700
7	24 hours 3Ø 3W 220V 40A+G	NT\$20,600	17	24 hours 3Ø 5W 440V 20A	NT\$19,700
8	24 hours 3Ø 3W 220V 50A+G	NT\$23,700	18	24 hours 3Ø 5W 440V 30A	NT\$26,800
9	24 hours 3Ø 3W 220V 60A+G	NT\$29,600	19	24 hours 3Ø 5W 440V 40A	NT\$33,000
10	24 hours 3Ø 5W 380V 15A	NT\$14,400	20	24 hours 3Ø 5W 440V 50A	NT\$39,100

Enclosure 8

Electricity & Water /Drainage Requirements

*Please fill in this form, please refer to the water and electricity application instructions first.

	Item	Quantity		Pricing (including tax)
Basic electricity	The conference provides 0.5kw of free electricity for each booth. There is no other hydropower demand in the basic free electricity.	AC110V60Cycle	0.5KWx_____ Booth=_____ K.W. (kilowatt)	Free
Adding power facility demand form	(A) Additional general electricity:	AC110V 60Cycle	1. _____ KW (kilowatt)	NT\$ _____
	(B) Special electricity use: (If more than one switch is needed, please fill in, respectively).	AC220V 60Cycle 3-Phase	1. _____ A(ampere)	NT\$ _____
			2. _____ A(ampere)	NT\$ _____
			3. _____ A(ampere)	NT\$ _____
		AC380V 60Cycle 3-Phase	1. _____ A(ampere)	NT\$ _____
			2. _____ A(ampere)	NT\$ _____
			3. _____ A(ampere)	NT\$ _____
		AC440V 60Cycle 3-Phase	1. _____ A(ampere)	NT\$ _____
			2. _____ A(ampere)	NT\$ _____
			3. _____ A(ampere)	NT\$ _____
(C) The company stall must be supplied 24 hours a day during the exhibition	Ø . _____ V. _____ A.(ampere)		NT\$ _____	
(D) Overdue application fee <input type="checkbox"/> +20% <input type="checkbox"/> +50%			NT\$ _____	

Application period and billing rules

- (1) Please complete and return it before August 20, 2018 and the payment will be completed by September 10, 2018.
- (2) The Overdue return of 2018 from September 11th to September 20th, the applicant has to pay an overdue application fee of 20%.
- (3) The Overdue return of September 21, 2018 (including the same day) will have to add more than 50% of the application fee. (we have the right to not accept applications for security issues)

Exhibitor: _____ Stall number : _____

Liaison : _____ Date : _____

Contact phone : _____ Company and liaison facsimile : _____

The chapter of the person in charge : _____

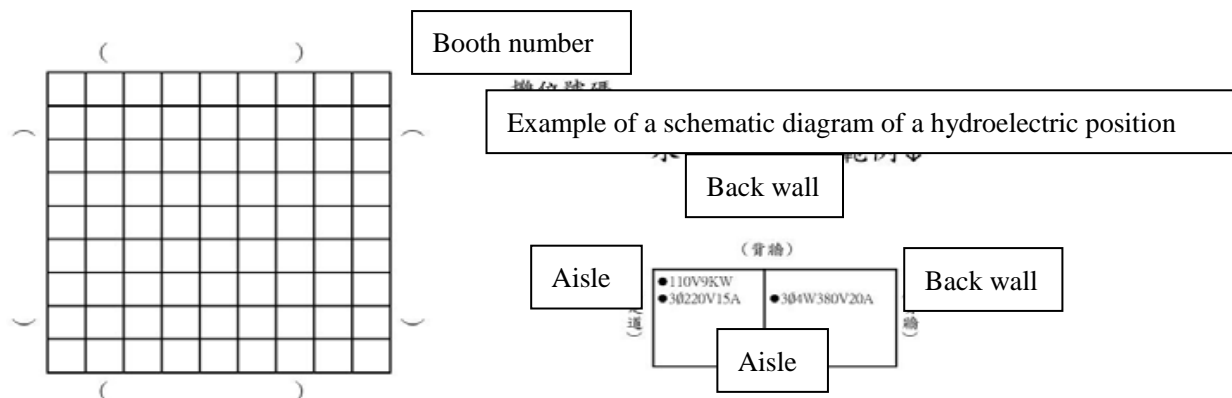
▲ Payment method (please do not deduct postage and formalities)

Cheque / bill of exchange: (please send by registered mail)	Wire transfer: (fax to +886-2-2725-3917)
Rise: GOOD CHANCE DESIGN STUDIO Address: 4F., No. 60, Aly. 76, Ln. 600, Wuxing St., Xinyi Dist., Taipei City 110, Taiwan (R.O.C) TeL: +886-2-2725-3918	Bank: TAIPEI FUBON COMMERCIAL BANK Bank Address: No. 21, Sec. 2, Keelung Rd., Xinyi Dist., Taipei city 110 Taiwan (R.O.C) Bank Tel: +886-2-2737-3671 Swift Code: TPBKTWTP Account No.: 600102102549 Household name: GOOD CHANCE DESIGN STUDIO.

Enclosure 9

Utility Floor Plan

Please install 110V power box, 220V power supply box, position diagram as follows, and please fill out the position of [both number] and [mark the aisle]: (the location of the site must be added 50% expenses)



(If your company's renting stall is more, the above form can't clearly show the location of the power box, it can be attached to the details, indicating the name of the company, the phone and the booth number, the aisle direction, the equipment, the decoration position).

In addition to the supervision and guidance of the electrical service personnel at the booth during the construction period, the company ensures that the qualified electrical contractor is responsible for the distribution of electrical equipment in the stall. Any loss of property or any accidents caused by improper installation or misuse of the appliance will be fully covered by the company.

Exhibitor: _____ Stall number : _____ Liaison : _____

Telephone : _____ Seal of the person in charge : _____

Company seal stamp : _____

Remarks :

1. The person who has not paid the form before entering the decoration will be equipped with the basic construction and the site will not accept the specified location and displacement.
2. The power consumption according to the application quantity and power supply with power box.
3. The power supply will only be provided to the booth, and the safety responsibility of the pipelines and electrical appliances connected to the display equipment will be borne by the exhibitors themselves.

Enclosure 10**Application Form of Beautified Upholstery**

The company participated in the "APHR 2018" held by TWTC Hall 1A-Area. Because the scope of the renting booth contains pillars, the company applies for the following purposes:

Applying for pillar that packing in the booth of our company.

☐ Application for the booth of our company is on the side of the exhibition hall column packing column (that is, the area of the column should be part of the booth, and it is intended to decorate the column in the walkway).

☐ 1/4 column packing column decoration 2/4 column packing column decoration

☐ 3/4 column upholstery

Exhibitor company Name : _____ Upholstery contractor name : _____

Contact address : _____ Name of the person in charge : _____

Name of liaison : _____ Telephone : _____

Stall number : _____ World Trade Area Mobile phone : _____

Company seal stamp : _____ Company seal stamp : _____

Review of document flow by

Foreign Trade Association

The fifth group of exhibitions		Exhibition Management Group	
Contractor	Group leader	Contractor	Group leader

Remarks :

1. Please forward the application form and booth decoration design plan to the design of the Fair (including flat, elevation and poster on the cylinder) by August 20, 2018.

2. The stall and adjacent walkway upholstery are required to be decorated, and the parting column must be constructed by the consent of the sponsor (30 cm below the column limit of the column outer margin), which must comply with the following provisions:

(1) The fire box should not be closed (94 cm wide, 126 cm high) and extinguisher box (65 cm wide, 75 cm high).

(2) Do not close the electric box (60 cm wide, 136 cm high).

(3) The wall of 60 cm high and 60 cm wide should be set up on the new wall panels, so that the wall has both exhaust blinds and equipment.

(4) The air detector must be exposed, and there is no barrier wall or anything in front of it (a detector 15 cm wide X15cm high; 2 detector 30 cm wide X15 cm high; 3 detector 45 cm wide X15 cm high), and 15 cm wall must be left on the detector.

(5) The height of the wall is not higher than 4 meters high. In case of violation of the above provisions, the person who has not been improved immediately after the notice of this meeting will punish the organizers for each event of a NT \$5000, and the fines and related responsibilities shall be held by the organizers of the exhibition and the manufacturers of the exhibition, if they have been fined by the fire department, the construction management office or the Environmental Protection Agency (bureau). The construction unit will be punished in accordance with the seventh provisions. In addition, the exhibition center will impose a fine on the illegal construction unit according to the stipulations of the decoration work.

3. For those who have not applied, the application must be completed. Before the completion of this procedure, the organizer may have to remove the column decoration of the relevant walkway parts, and collect additional cleaning expenses.

Please fill in this form before August 20, 2018, and hand in the deposit with the spot check of NT \$5,000 by registered mail." 4F.,No.60, Aly.76, Ln. 600, Wuxing St.,XinyiDist.,Taipei City 110,Taiwan(R.O.C), GOOD CHANCE DESIGN STUDIO, on the envelope for Miss Yang and please add the name of the exhibition.

Enclosure 11**Television Wall Setup**

The company participated in the "APHR 2018" and applied for a TV wall due to the needs of the exhibition. And all regulations concerning the establishment of a video wall will be strictly observed. If there is any violation of the rules, it is willing to accept the disposal of your meeting.

The setting of the TV wall generally stipulates that:

1. The height of the TV wall shall not exceed 2.5 meters, and the front of the TV wall must be more than 1 meters away from the aisle edge line (near the aisle), or the front of the TV wall must be inclined to more than 30 degrees with the edge of the aisle.

2. The volume of the TV wall should not exceed 80 decibels.

3. The design of the TV wall must be submitted to the GOOD CHANCE DESIGN STUDIO before August 20, 2018 and it can be constructed after the consent of foreign trade.

4. The film must be in conformity with the theme of the exhibition.

5. If any exhibitors who set up a television wall violates the above provisions, once verified, they cease to supply electricity and are prohibited from participating in the next exhibition.

6. Without approval, the manufacturers of TV walls will not be supplied with electricity.

Company seal stamp : _____ Area _____ number _____

Company name : (Chinese) _____

(English) _____

Liaison person signature : _____

Contact phone : _____

Seal of the person in charge: _____

Seal of the person in charge: _____

Enclosure 12

General Regulations for The Installation Of Stage and Sound

Equipment In Stalls

1. The outer edge of the stage must be more than 2 meters away from the aisle border, the number of speakers is limited to 2, and it must face its own stall and keep the corner, the volume must remain below 85 decibels; Adjacent stalls are not allowed to perform stage activities or play audio at the same time. (Each unit should be scheduled for more than 1 hour intervals, 15~20 minutes per time).

2. The organizer has the right to dismantle or dispose of electricity from the booth without authorization.

3. The applicant must pay a deposit of NT \$50,000 (spot check).

4. The violation will be dealt with in three stages:

The First violation: If the volume of volume is more than 85 decibels or other irregularities, the sponsor will impose a fine on the exhibitor if it is persuaded not to be on the spot, that is to open a warning form and indicate another violation.

The second violation: After rechecking the above violations, they are fined at the beginning of the notice: NT\$1,000 for the first time, NT\$4,000 for second time, NT\$10,000 for third time, NT\$15,000 for forth time and NT\$20,000 for fifth time.

The third violation: If the exhibitors refuse to improve, and the cumulative number of fines is 5 times, the power of the booth will be stopped.

5. Otherwise, as a result of the construction or operation of the decorators or sound dealers, the General Assembly will have the seventh provisions in accordance with the exhibition decorating operation: Disposal by violation.

6. The method of volume measurement: The decibels are measured from 1.2 to 1.5 meters from the ground or floor, which close to the height of the human ear; the location of the measurement is measured at the position of the sound source at the horizontal distance of 3 meters.

7. If the above provisions are not violated, the exhibition organizer will refund the deposit without interest after the exhibition.

Remark:

Please complete this application (Enclosure 13) with the NT\$50,000 cash bond guarantee deposit (Payee: GOOD CHANCE DESIGN STUDIO.) by August 20, 2018, and send it to 4F, No. 60, Aly. 76, Ln. 600, Wuxing St., Xinyi Dist., Taipei City 110, Taiwan (R.O.C) 4F, No. 60, Aly. 76, Ln. 600, Wuxing St., Xinyi Dist., Taipei City 110, Taiwan (R.O.C) GOOD CHANCE DESIGN STUDIO. Miss Yang].

Enclosure 13**Stage and Stereo System Setup Application**

(If you have not filled in and submitted this application/cutting book and deposit, you must not set up audio equipment)

The company takes part in the "APHR 2018", which held in the exhibition building of TWTC Hall 1 A-Area in from October 18~20,2018. The company will apply for the installation of the stage / audio equipment in the booth of the company, and it will strictly abide by all the relevant regulations. If there is any violation, we will accept it unconditionally.

Enclosure:

Design and construction drawings (please indicate the stage recession distance and horn position).

Schedule the stage activity or play the sound time (each interval should be more than 1 hours, each time is 15~20 minutes).

Here

Taiwan External Trade Development Council (TAITRA)

Taiwan Heart Rhythm Society

Exhibitor company name: _____ Sound contractor name : _____

Contact address: _____ Contact address : _____

Name of the person in charge: _____ Name of the person in charge: _____

Name of liaison: _____ Name of liaison: _____

Telephone: _____ Telephone: _____

Mobile Phone: _____ Mobile Phone: _____

The seal of the company: _____ The seal of the company: _____

Seal of the person in charge: _____ Seal of the person in charge: _____

Enclosure 14**Promotional Balloon Application and Liability From**

Our company takes part in the "APHS2018" that held in TWTC H1 A-Area from October 18~20, 2018. As a result of the exhibition, we apply for the installation of balloons in the booth of the company and it will strictly abide by all the relevant regulations. If there is any violation, we will accept it unconditionally.

☐ Large advertising balloon (balloon only for helium, and deposit of NT \$50,000).

☐ Small balloon for decoration (It limited to nitrogen or non combustible gas, which should have payable at NT \$50,000).

The company guarantees that the balloon will be firmly fixed in the range of the company's stall, and it will not exceed the specified height (the top of the large advertising balloon shall not exceed 5 meters from the ground, and the top of the booth decoration shall not exceed 4 meters from the top of the ground). If the balloon floats to the roof, the company will be responsible for clearing it before the end of the exhibition. You will have to withhold NT\$50,000 of breach of contract, and the additional generation to remove the cost derived, the company shall still be responsible for payment when the margin is insufficient, and any loss of property, casualties, or other infringements arising from the suspension of the balloon, and the company shall be responsible for all legal liability and guarantee that The company will not be liable to any civil, criminal liability and compensation liability derived from it, otherwise the company will compensate you for the litigation fee, the other expenses of the lawyer's fee and the damage to it.

Here

Taiwan External Trade Development Council (TAITRA)

Taiwan Heart Rhythm Society

Exhibition company name : _____ (Seal stamp)

Collaterals address : _____

Person in charge : _____ (Seal stamp)

liaison : _____

Telephone : _____

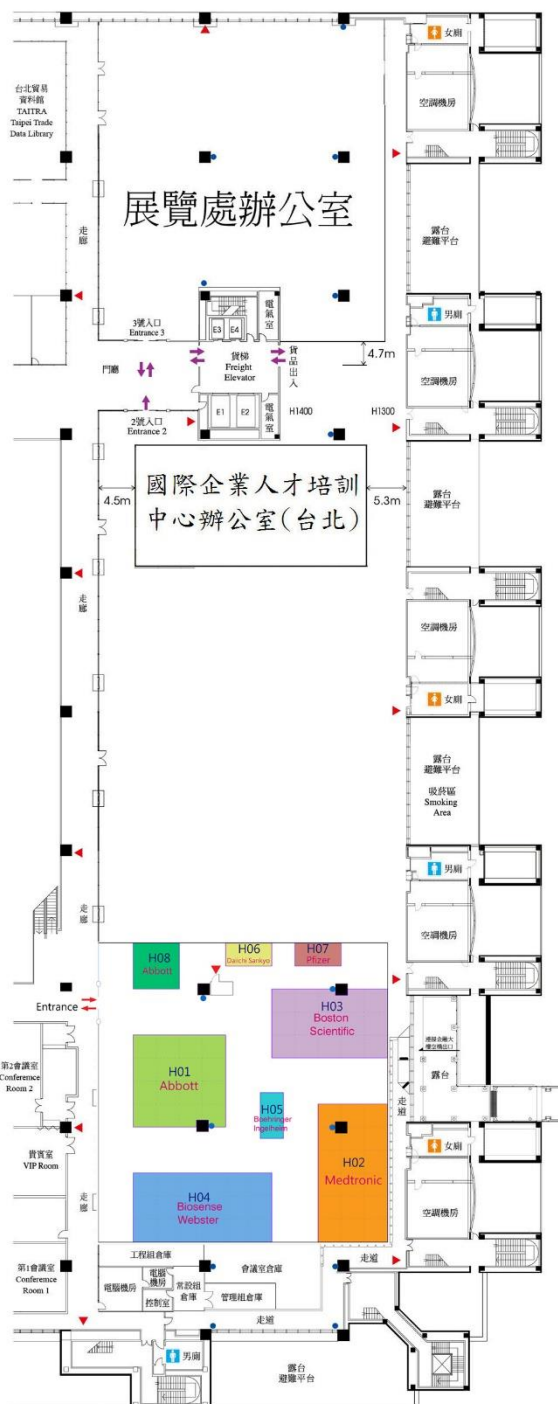
Mobile Phone : _____

Stall number : _____ Area _____ number _____

Remarks:

1. The application of the balloon lift is only limited to the exhibition company in world trade Museum.
2. The top of the large advertising balloon is not more than 5 meters above the ground, and the top of the decorative small balloon is not more than 4 meters above the ground.
3. Please open the rise of Bond as "GOOD CHANCE DESIGN STUDIO." and send it with this application, before August 20th, and send it to 4F, No.60, Aly.76, Ln. 600, Wuxing St., Xinyi Dist., Taipei City 110 Taiwan, (R.O.C) (GOOD CHANCE DESIGN STUDIO Miss Yang).
4. If the company fails to violate the above provisions, it must refund the bond without interest after the exhibition.
5. Anyone who has failed to apply for a ballot lift in the exhibition hall must be removed or reissued after he has been seized. In addition to the relevant application, the applicant needs to pay the illegal use fee except the relevant application methods: Over the application period, the applicant should pay NT\$10,000 for the illegal use fee before (September 20th) (containing). During the exhibition period, the applicant has to pay NT\$30,000..

Enclosure 15



台北世界貿易中心 Taipei World Trade Center

展覽大樓(二樓H區)展場平面圖 Exhibition Hall 2nd Floor Showground

H-Area Floor Plan

Booth Size: 3mx3m (Amount 總攤位數: 177個)

* with column pillar inside the booth, the booth size will be less than 9 square meters.

* 攤位上有水泥柱者，實際面積不足9平方公尺

Floor Loading: 400kg/m²

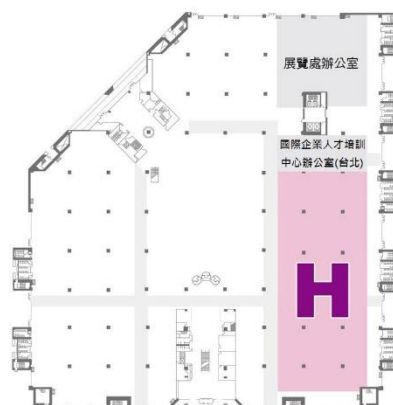
Exhibits Entrance: 2.8m (wide) × 2.3m (high)

Ceiling Height: 2.7m

- Pillars 水泥柱 (1.8mx1.8m) * 每支水泥柱寬度不一，請依實際丈量為準。
- Hydrant 消防箱 (contains two 15m long hoses, and three fire extinguishers. It is strictly prohibited to set up booth, place, or pile any obstacle in front of hydrant) (內含15m水帶2條，滅火器3只，消防箱前不得設置攤位或堆放障礙物)
- Control Panel 電箱 (It is strictly prohibited to seal the Control Panel) (電箱前不得封閉)

本圖為標準攤位圖，僅供參考 (106年3月24日修訂版)。
主辦單位所自行規劃之攤位圖，請先送外貿協會核定。

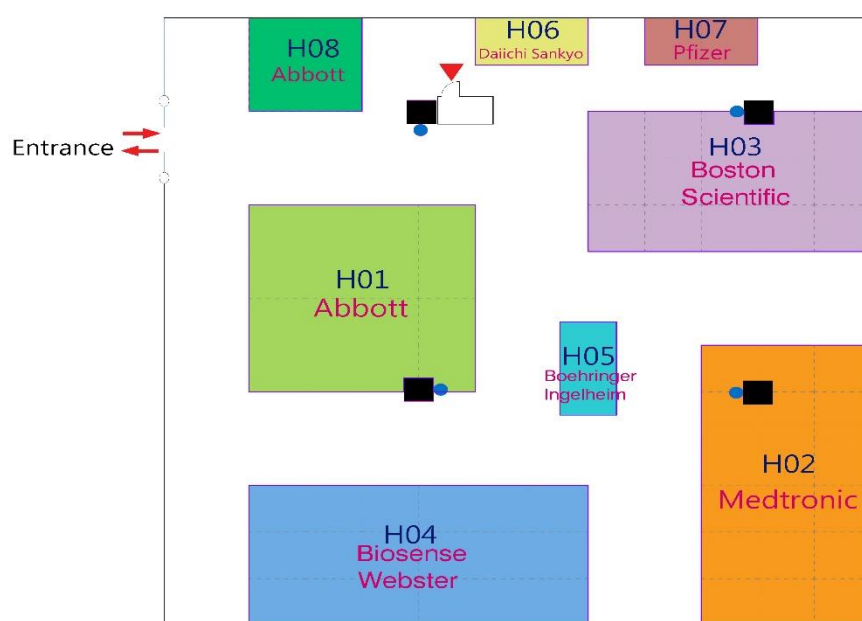
1. This is a standard floor plan for reference only and organizer may vary in dimension and composition.
2. Organizer must submit planned floor map to TAITRA for prior consent.



Enclosure 16

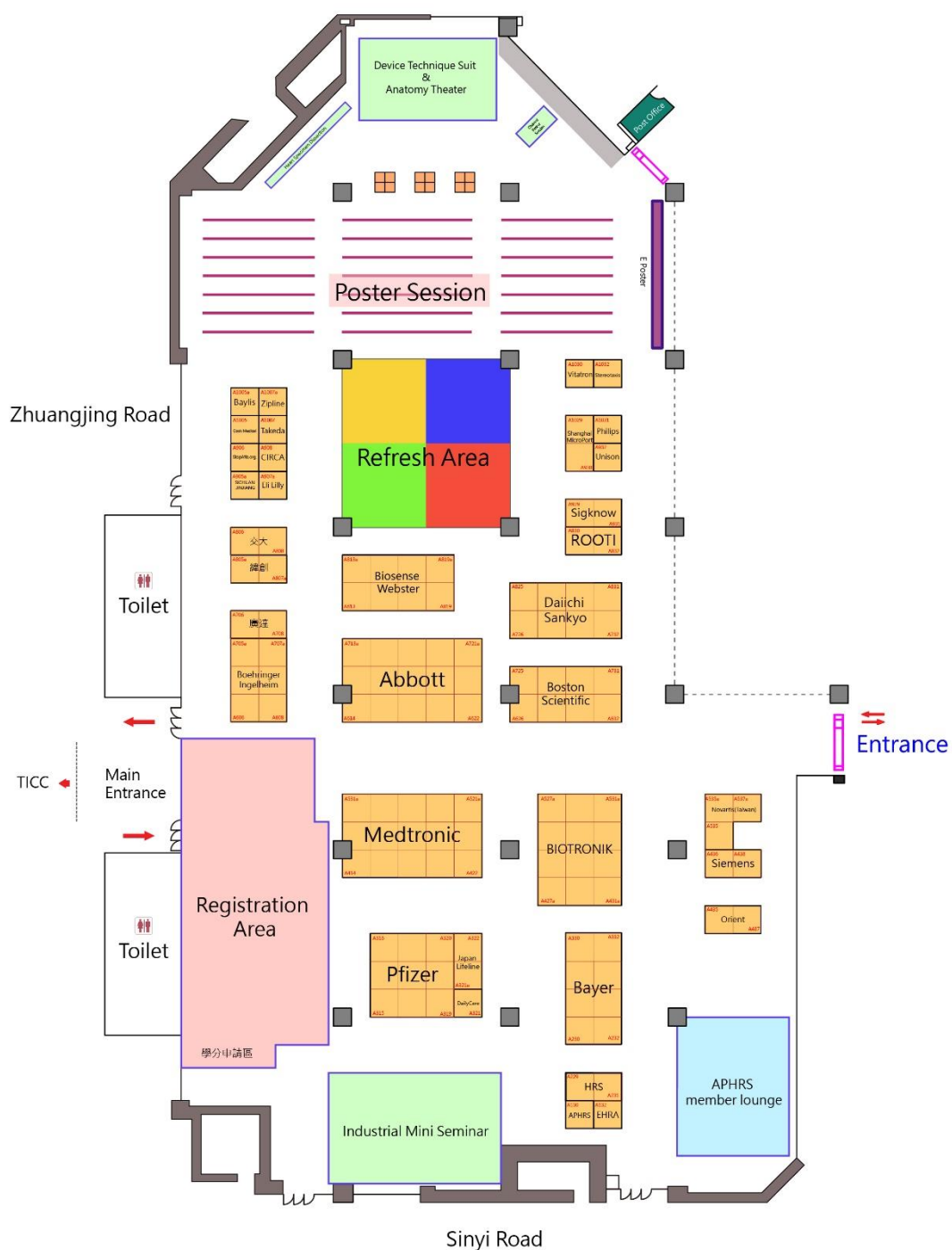
APHRS 2018 Hospitality Area Plan

Exhibition Hall 2nd Floor Showground



Enclosure 17

APHRS 2018 TWTC Hall 1 A-Area Floor Plan

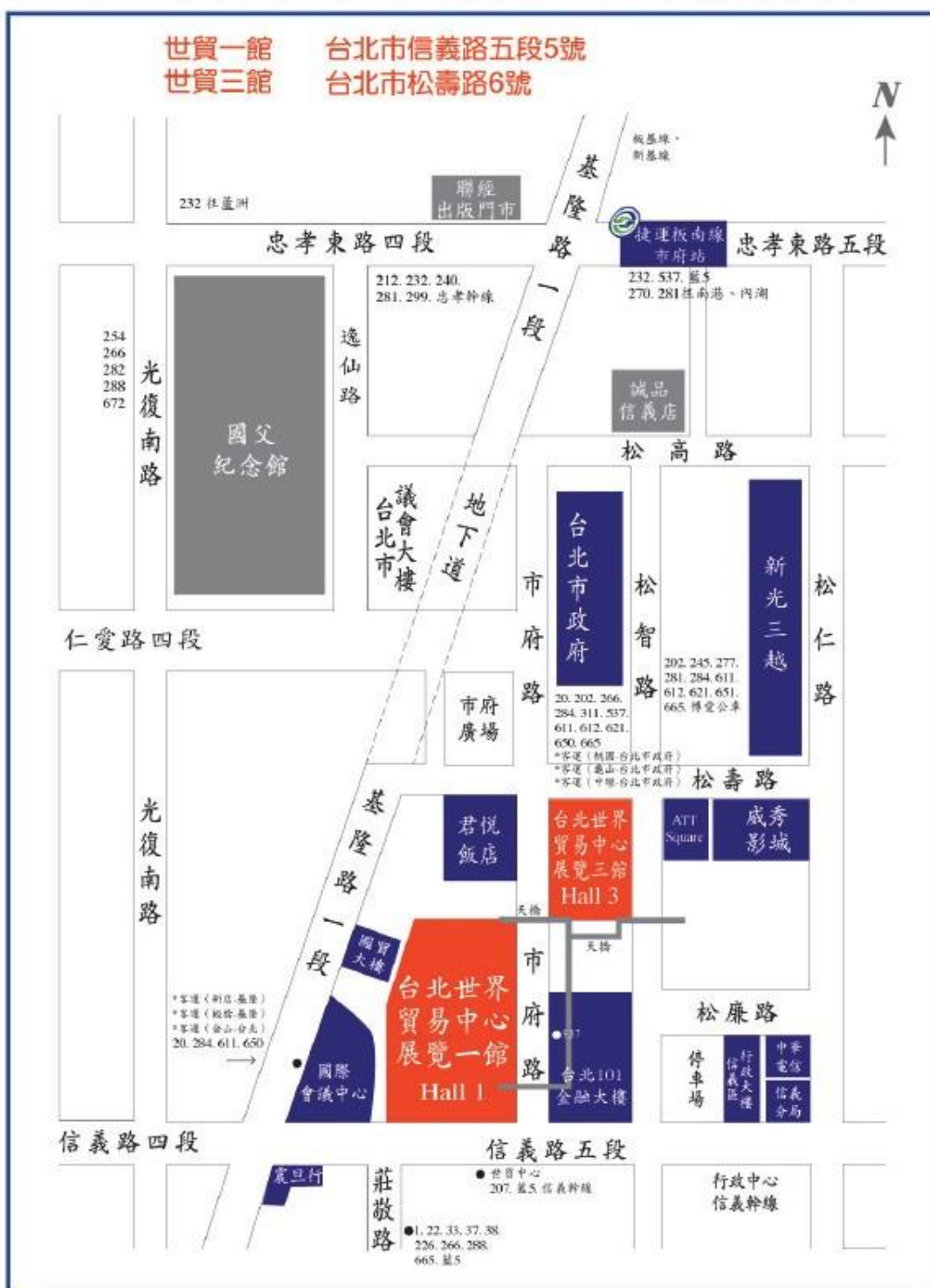


Enclosure 18



Enclosure 19

展覽館位置圖及大眾運輸幹線



Enclosure 20



