

Endorsed by



International Council of Nurses



Taiwan Nurses Association

2020 Taiwan International Nursing Conference

Endorsed
by

ICN

Exhibition Manual

The Vital Roles of Nurses in Global Health



September 9-11, 2020

Taipei International Convention Center

Contents

Conference Information.....	2
Contact Person	2
Conference Program	3
Social Events.....	4
Conference Venue	5
Booth Plan (Room 201).....	6
Exhibition Information.....	7
Important Dates	8
Exhibition Regulations and Guideline.....	9
Appendix.....	12
[Form 1]	12
[Form 2]	13
[Form 3]	22
[Form 4]	24
[Form 5]	25

Conference Information

2020 Taiwan International Nursing Conference Endorsed by ICN

Date: September 9-11 (Wed - Fri)

Conference Venue:

Taipei International Convention Center (TICC)
Add: 1 Hsin-Yi Rd., Sec.5, Taipei 11049, Taiwan
Tel: +886-2-2725-5200

Host by:

Taiwan Nurses Association (TWNA)

Endorsed by:

International Council of Nurses (ICN)

Website: <https://www.twinc2020.tw/>

Contact Person

TWINC 2020 Exhibition

Ms. Jane Li
Tel: +886-2-2798-8329 ext. 29
Email: zhenli@elitepco.com.tw

TWINC 2020 Sponsorship

Ms. Kira Yeh
Tel: +886-2-2798-8329 ext. 45
Email: twinc2020.sponsor@elitepco.com.tw

TICC

Ms. Christy Peng
Tel: +886-2-2725-5200 ext. 3553
Fax: +886-2-2723-2589
Email: cpeng@taitra.org.tw
Web: http://www.ticc.com.tw/main_en/

Conference Program

2020 Taiwan International Nursing Conference Endorsed by ICN Preliminary Program at a Glance															
Time / Day	September 9, 2020		September 10, 2020		September 11, 2020										
08:00-08:30	R e g i s t r a t i o n	E x h i b i t i o n &	R e g i s t r a t i o n	E x h i b i t i o n	R e g i s t r a t i o n	E x h i b i t i o n									
08:30-09:00															
09:00-09:30							Plenary Keynote 3	Invited Symposium 3 09:00-10:30							
09:30-10:00							Plenary Keynote 4	Symposium 3 09:00-10:00							
10:00-10:30							Coffee Break	Concurrent 11-15 09:00-10:30							
10:30-11:00							Invited Symposium 1 10:30-11:30	Coffee Break							
11:00-11:30							Symposium 1 10:30-11:30	Panel Session 2							
11:30-12:00							Concurrent 1-5 10:30-12:00								
12:00-12:30							Lunch Symposia 1-3 12:00-13:15								
12:30-13:00							R e g i s t r a t i o n	E x h i b i t i o n	R e g i s t r a t i o n	E x h i b i t i o n	R e g i s t r a t i o n	E x h i b i t i o n			
13:00-13:30													Opening Ceremony	Panel Session 2	
13:30-14:00													Plenary Keynote 1	Plenary Keynote 7	
14:00-14:30													Coffee Break	Closing Ceremony	
14:30-15:00													Plenary Keynote 2	Panel Session 2	
15:00-15:30															Plenary Keynote 5
15:30-16:00															Plenary Keynote 6
16:00-16:30															Coffee Break
16:30-17:00	Invited Symposium 2 15:30-16:30														
	Main Session	Symposium 2 15:30-16:30													
	16:30-16:45 Welcome Event - Coexist with the Earth: Eco- friendly Fashion Show	Concurrent 6-10 15:30-17:00													

Exhibition Schedule

Exhibition Task		Date	Time
Move-in	Official Contractor	Tuesday, September 8	08:30-17:30
	Raw Space Exhibitor	Tuesday, September 8	09:30-17:30
	Standard Booth Exhibitor	Tuesday, September 8	12:00-17:30
Exhibition Opening Hours		Wednesday, September 9	13:00-16:30
		Thursday, September 10	08:30-16:30
		Friday, September 11	08:30-12:00
Move-out		Friday, September 11	12:00-17:00

- The contractor shall perform the work within the opening hours. An additional fee will be charged if the contractor fails to complete the work within the given time.
- The exhibition area will open during the following hours for preparation:
The exhibition area will open at 12 p.m. on September 9.
The exhibition area will open at 8 a.m. on September 10 & 11.

Social Events

Please do **NOT** arrange any activity during the Conference Social Events

Opening Ceremony

Date & Time: 13:30-14:00, Wed, September 9

Venue: Plenary Hall, TICC 3F

Closing Ceremony

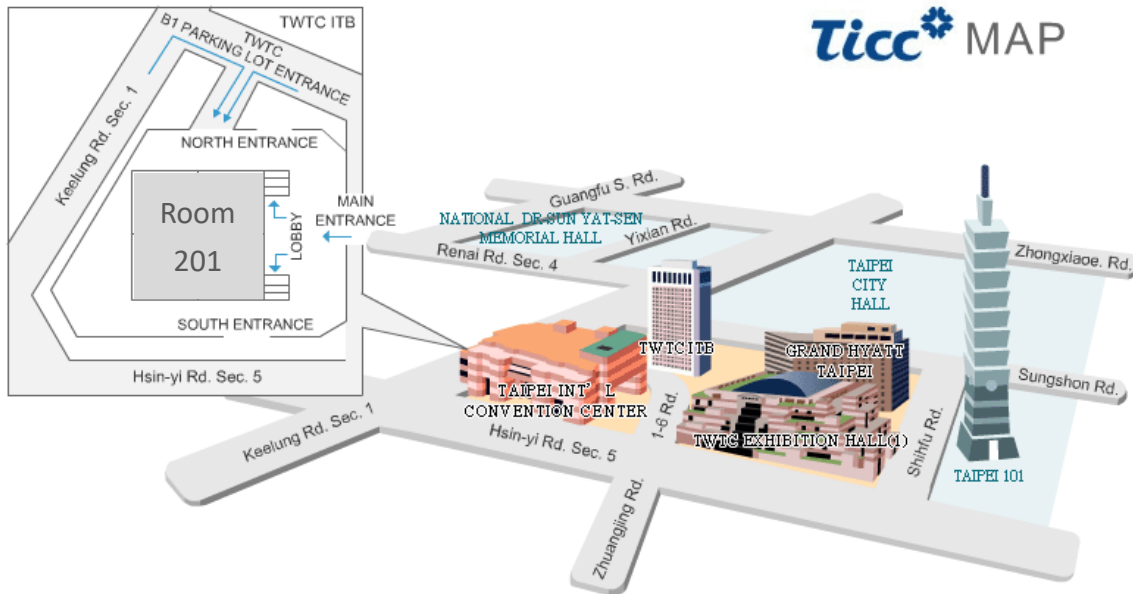
Date & Time: 12:30-13:00, Fri, September 11

Venue: Plenary Hall, TICC 3F

Conference Venue

Address: 1 Hsin-Yi Rd., Sec.5, Taipei 11049, Taiwan

Website: http://www.ticc.com.tw/main_en/index.aspx

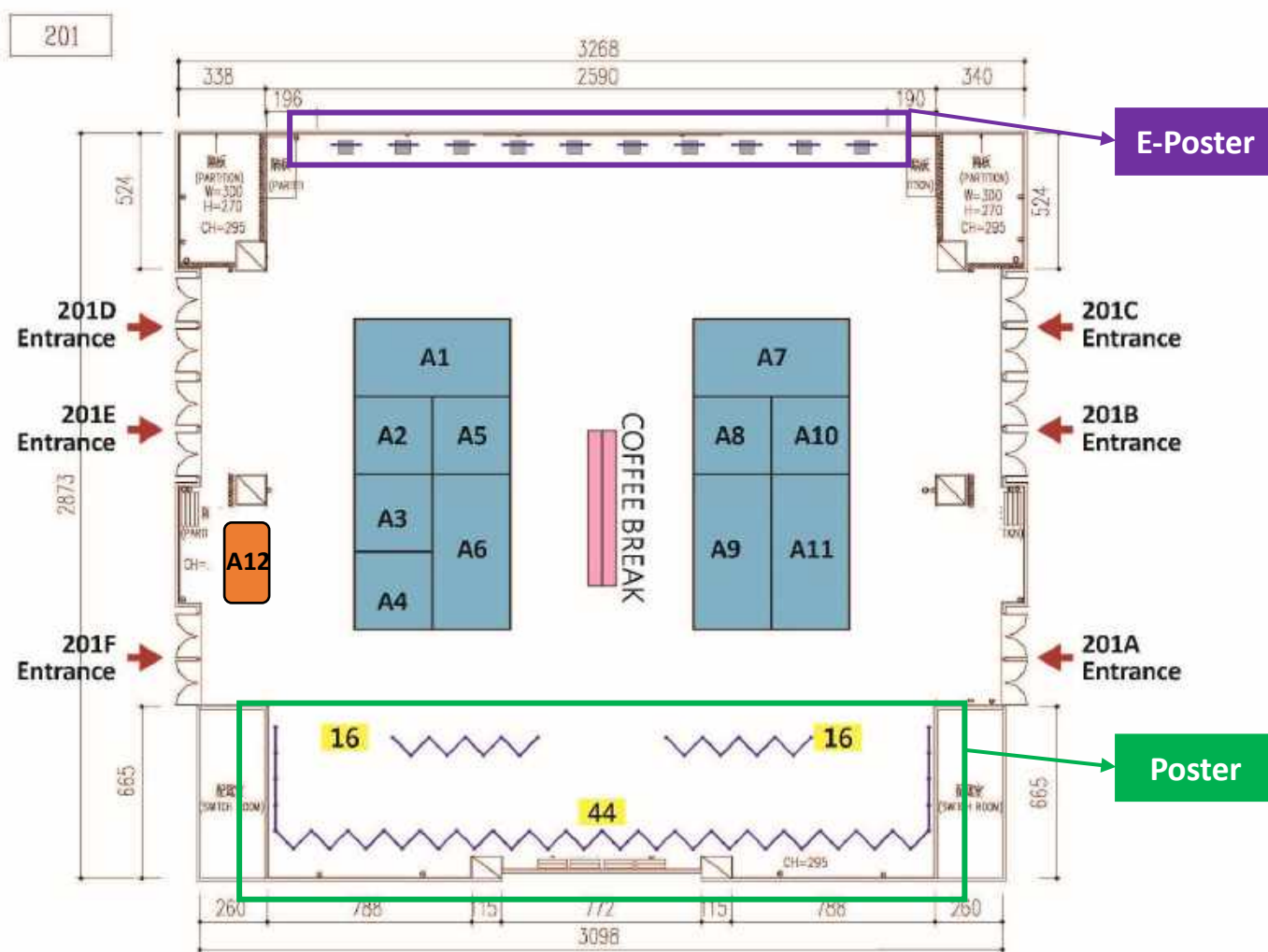


Nearby Parking:

Rates and hours of parking vary; contact individual service provider directly with any questions.



Booth Plan (Room 201)



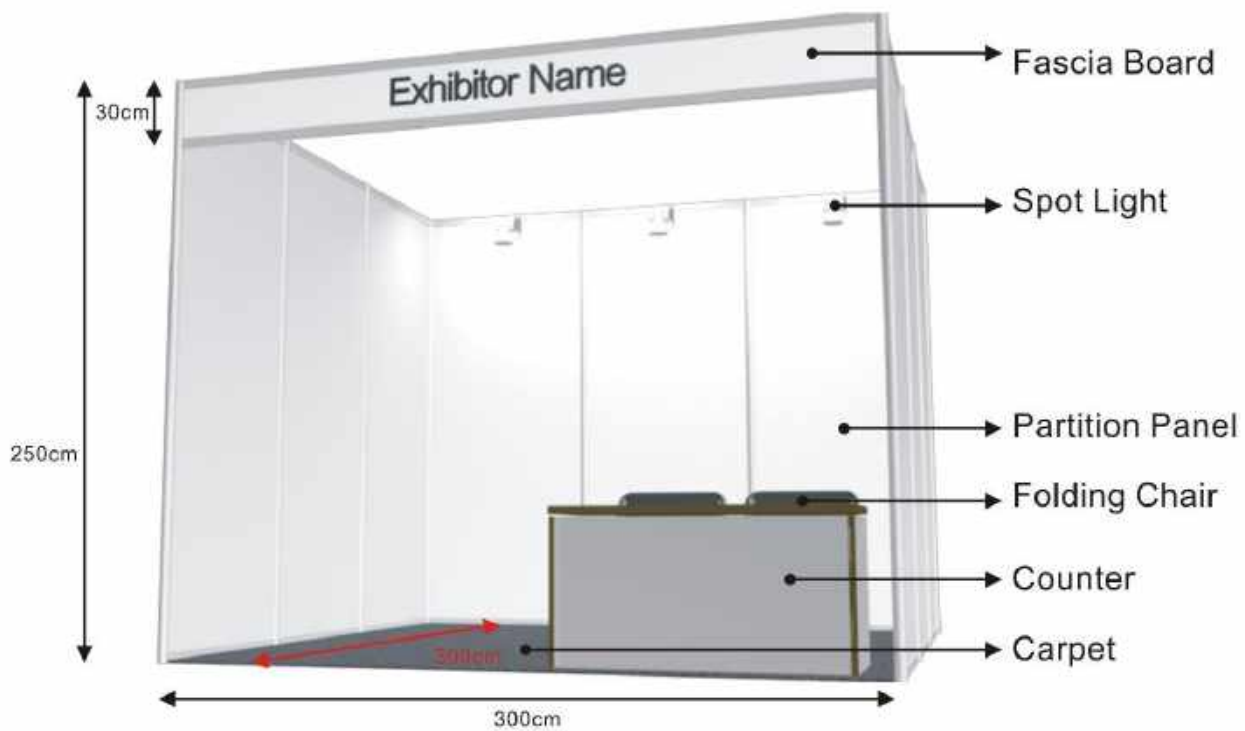
Booth No.	Exhibitor Name	Booth No.	Exhibitor Name
A1	DA.AI Technology Co., Ltd.	A7	BD
A2	Taiwan Nurses Association & International Council of Nurses	A8	ForLife
A3	Taiwan Union of Nurses Association	A9	Nagaileen Co. Ltd.
A4	Taiwan Medical Service Corporation	A10	JIDA Technology Co., Ltd.
A5	Wolters Kluwer Health Hong Kong Ltd.	A11	Chang Gung Medical Technology Co., Ltd.
A6	Amesdata Biotech Co., Ltd. & Conplus International Co. Ltd.	A12	Rose Crown

Exhibition Information

Item	Description
Booth Size	3M x 3M
Fascia Board	Company names will be shown in vinyl cut out letters
Lighting	3 x 10W Spotlights
Power	1 x 110V/500W socket outlet
Flooring	Carpet in the color of gray will be installed
Furniture	2 x folding chairs & 1 x counter (100 x 50 x 75h cm)

Diagram on Standard Exhibition Booth

3M X 3M Standard Shell Scheme



- Partition Panel Size: 250 x 100 cm (Display Area: 239 x 95 cm)
- Exhibitor Name Board Size: 300 x 30 cm (Output of Fascia Board Size: 296 x 25 cm)

※ Cleaning is not included with your shell scheme.

Important Dates

Any delay may cause the LOGO/company profile exclusion from the final program; instead, the company data as indicated on the Sponsorship application form will be used for the listing.

Forms need to fill up	Checklist	Send to	Deadline
Form 1 [Booth Information]	All Exhibitors	zhenli@elitepco.com.tw	August 18
Form 2 [Exhibition Facility Rental]	Optional		
Form 3 [Decoration Affidavit]	Raw Space Exhibitor		
Form 4 [Pre-construction Safety and Hygiene Commitment]			
Form 5 [Notification of Hazardous Factors on Site]			
Booth design and construction diagram (with dimension and A/V equipment)			

Exhibition Regulations and Guideline

The rules and regulations set forth in this manual are applicable to the booth set-up and dismantling procedures in TWINC 2020. Matters not provided in this manual should be checked on TICC website: http://www.ticc.com.tw/main_en/download.aspx?uid=198&pid=180&catep_id=29.

(“TICC Building Management Rules”)

1. Exhibitors opting for raw space are responsible for appointing their own contractors for the booth design and construction. The Organizer only provides exhibit space, carpet and one 110V outlet with 500W to the Raw Space Exhibitor.
2. The height of booth **must not exceed 3.5M.**
3. The Organizer reserves the rights to request exhibitors to change the exhibition design if necessary.
4. The exhibition venue is carpeted; any use of paint or glue on the walls, columns and floor of the exhibition hall is strictly forbidden. Exhibitors and contractors will be held responsible for any damage to the carpet.
5. Fireproof and nonflammable materials should be used only. All materials for lighting screens, backdrop or blackout curtains should also be fireproof. Drilling or nailing on the floor is prohibited in any cases.
6. The raw space exhibitors should strictly observe the booth construction regulations of TICC and shall be held liable for any facility loss and damage as a result of violation of the construction regulations.
7. The exhibitors shall bring along the tapes, Velcro or patafix for self-use. No items shall be posted on, taped, nailed, screwed, or otherwise attached to surface, floor, exhibition hall and public areas of the building.
8. The maximum booth height requirement shall be strictly observed. In case of any damages caused as a result of violation, the Organizer is entitled to request the exhibitors to remove or remodel the exhibition design if necessary.
9. All package entitlements (including furniture, outlet, carpet, booth structures and graphic text for company name) are not exchangeable and items which are not utilized shall not be used to set off the payables by the exhibitors.
10. Floor loading Capacity: 400kg/m²
11. Exhibitors should keep their booths open and staffed during opening hours.
12. Retail sales are prohibited during the conference period.
13. The exhibitors shall neither assign, sublet, or apportion any part of the booth space to other companies nor exhibit equipment or materials of other companies in the exhibition space.
14. The organizer is responsible for normal daily cleaning of the public areas and passageways. Exhibitors shall keep clean of their own booths.
15. 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, the power supply will be cut off.
16. The area of a closed part should not exceed one half of the rented space.

17. Booth fixtures and decorations should not protrude beyond the booth. Flag banners, sign boards, reception chairs and tables or promotional activities shall be placed or carried out according to the instructions of the Organizer. Any violation will subject the exhibitor to the power cutoff.
18. 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. In case of the exhibitor's failure to constitute remedy in disregard of dissuasion of TICC, mandatory dismantling will be implemented by TICC at the exhibitor's expense.
19. Displays or exhibits must never block access to air-conditioner switches, general lighting equipment, emergency lighting equipment, firefighting equipment, alarm sirens, temperature sensors or interfere in any way with access to any emergency exits, firewalls, exhibition hall entrance & exit, bathroom or pipe shaft.
20. Empty crates and packaging materials must be removed after set-up and no later than the announced set-up timeline.
21. Booth set-up and dismantling shall be carried out following the instructions or approval of the Organizer. If an exhibitor changes the booth set-up and dismantling schedule arbitrarily in disregard of dissuasion, the booth deposit previously paid will be forfeited.
22. Any equipment, display aid, or other materials such as electronic devices and personal items left behind or unclaimed after the exhibition will be discarded.
23. In the event of any damages caused to the TICC facilities due to the factors attributable to the contractor, such as booth set-up, decoration, transportation or improper use, the contractor shall be held liable for restoring the facilities to their original status or compensating TICC based on the market price. Moreover, the contractor shall be responsible for any losses incurred by TICC.
24. General lighting will be provided during the exhibition period. Please note that electrical power will be switched off 30 minutes after the exhibition closes each day.
25. The TWINC 2020 Conference reserves the right at time for any reason whatsoever to:
 - Change the Date of Exhibitions
 - Change the Venue or Floor Plan of Exhibition
 - Shorten or Extend the Duration of Exhibition.
26. Exhibitors will not be reimbursed if the exhibition is postponed, curtailed, extended or canceled due to factors of force majeure, such as, strike, acts of God, emergency mobilization, epidemics, earthquake, typhoon, flood, etc. Moreover, no refunds or compensations will be provided.)

Exhibitor Badge

1. **The amount of exhibitor badges is as below:**
 - **Diamond Sponsor** is furnished with **15** exhibitor badges with company's name.
 - **Platinum Sponsor** is furnished with **10** exhibitor badges with company's name.
 - **Gold Sponsor** is furnished with **5** exhibitor badges with company's name.
 - **Every Standard Booth** is furnished with **2** exhibitor badges with company's name.
2. Exhibitor badges are including lunch (only provided on September 10) and allowed to access the Exhibition Hall and Closing Ceremony.
3. Every badge will distribute one delegate bag.
4. For the sake of security, the exhibitors' employees should wear a badge to enter the exhibit hall. Access to hall will not be granted without badge.
5. **Please collect the exhibitor badges at entrance of Room 201D during the following hours:**
 - 15:30-17:00, September 8 (Tuesday)
 - 11:00-11:30, September 9 (Wednesday)

Appendix

[Form 1]	Booth Information	Compulsory: All Exhibitors
		Deadline: August 18

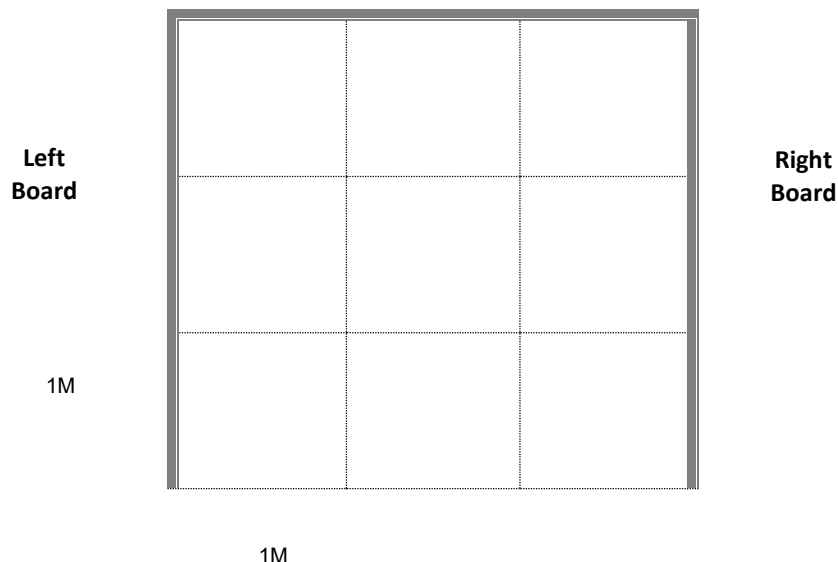
Contact Person

- Name: _____
- Email: _____
- Mobile: _____
- Office Tel: _____

Booth Information

Booth No.	
Fascia Board (Standard Booth Only)	Unified format will be applied (blue words on white fascia board)
Booth Type	<input type="checkbox"/> 3M x 3M Booth (Carpet 、 Chair*2 、 Counter*1 、 10W Spotlight*3 、 110V/500W Power Socket*1 、 Fascia Board*1) <input type="checkbox"/> Raw Space Booth (space, carpet and 110V/500W Power Socket*1)

Booth Layout for Rental Facilities (Please boldface the position of the rental facilities)



- ※ Kindly be noted that the back wall **CANNOT** be removed!
- ※ Corner stands are provided with two open sides. If you won't please indicate on the plan above side board(s) are required.

Signature

Date

[Form 2]	Exhibition Facility Rental	■ Optional: All Exhibitors
		Deadline: August 18

Contact Information

■ Company Name: _____

■ Booth Number: _____

■ Contact Person: _____

■ Email: _____

■ Mobile: _____

■ Office Tel: _____

■ Invoice Issued to: _____

■ VAT: _____

- The Condition of rental items are not considered as brand-new one. Please refer to sample pictures on the following pages.
- Any damage or loss occurred will be indemnified on basis of market prices.
- The exhibitors shall neither discount any part of the booth space nor exhibit equipment or materials.
- No refund for the cancellation.
- **Any onsite order will be charged for extra 50% of the rental fee.**
- **Orders are valid only when accompanied with full payment via Telegraphic transfer to:**

Bank	The Shanghai Commercial & Savings Bank, LTD., Nei Hu Technology Park Branch
Beneficiary	Elite Professional Conference Organizer
A/C Number	551-02-00003093-6
SWIFT CODE	SCSBTWTWP

Credit Card Payment Authorization

Please fill out this form with BLOCK letter and return it back to the secretariat via email or fax.

TWINC 2020 Conference Secretariat | Ms. Jane Li | Tel : 886-2-2798-8329 Ext. 29 |

Fax : 886-2-2798-6225 | Email: zhenli@elitepco.com.tw

The cardholder hereby authorizes TWINC 2020 to charge the undersigned's credit card, of which details are given below, for
the **exhibition facility rental**.

Name	
Affiliation	
Payment Amount	NT\$ _____
Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> JCB
Card Issuing Bank	
Card No.	
*CVV2 Number	
Expiration Date	
Card Holder	
Authorization Signature of Card Holder	
Date	(For staff use only)
Authorization Code	(For staff use only)

***CVV2 Number:**

This number is printed on the back side of your credit card in the signature column and the CVV2 number is the **last 3 digits** AFTER the credit card number.



***Any order paid by credit card will be charged for extra 3% processing fee.**

#	ITEM	DESCRIPTION	UNIT PRICE	QTY	TOTAL (NT\$)
F : System Furniture					
F-01	Display Stand	100X50X75h cm	1,020		
F-02		100X50X100h cm	1,200		
F-03		50X50X100h cm	980		
F-04	Counter	100X50X75h cm	1,100		
F-05		100X50X100h cm	1,300		
F-06	Lockable Cupboard	100X50X75h cm	1,250		
F-07		100X50X100h cm	1,450		
F-08	Quadrant Display Stand	50X50X75h cm	950		
F-09		50X50X100h cm	1,200		
F-10	Lockable Low Glass Showcase	100X50X100h cm	2,600		
F-11	Lockable Tall Glass Showcase	100X50X250h cm	3,800		
F-12	Wooden Shelf (Flat/Slope)	100X30 cm	350		
F-13	Glass Shelf (Flat/Slope)	100X30 cm	450		
F-14	Folding Door	100X250 cm	2,000		
F-15	Lockable Door	100X250 cm	2,600		
F : Tables & Chairs					
F-16	Folding Chair		180		
F-17	Vogue Chair		750		
F-18	Armchair		940		
F-19	Sofa Chair		3,400		
F-20	Air Lift Bar Stool		900		
F-21	Air Lift Bar Stool		900		
F-22	Air Lift Bar Table	Ø 60X90h cm	1,850		
F-23	Air Lift Bar Table	Ø 60X105h cm	1,850		
F-24	Bar Table	Ø 60X103h cm	940		
F-25	Glass Round Table	Ø 75X75h cm	560		

#	ITEM	DESCRIPTION	UNIT PRICE	QTY	TOTAL (NT\$)
F : Tables & Chairs					
F-26	Round Table	Ø 60X60h cm	560		
F-27	Rectangular Table	180X60X75h cm	750		
F-28	Catalogue Holder	10 grids	750		
F-29	Barricade Stand	Width 100-150 cm	950		
F-30	Wastepaper Basket		150		
A : TV & Video					
A-01	42" Led TV	Signal source <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> _____	12,500		
A-02	55" Led TV	Signal source <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> _____	16,000		
A-03	19" Desktop Monitor	Signal source <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> _____	3,000		
A-04	24" Desktop Monitor	Signal source <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> _____	3,500		
A-05	42" Led TV with Truss Stand	Signal source <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> _____	17,500		
A-06	55" Led TV with Truss Stand	Signal source <input type="checkbox"/> VGA <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> _____	21,000		
A-07	TV Wall Mount		1,500		
B : Graphic Output					
B-01	Company Name Decals	1 set	800		
B-02	Logo & Company Name Decals	300X30 cm	1,500		
B-03		200X30 cm	1,050		

#	ITEM	DESCRIPTION	UNIT PRICE	QTY	TOTAL (NT\$)
B : Graphic Output					
B-04	Foam Board Printing	50X75 cm	650		
B-05		70X90 cm	1,050		
B-06		100X75 cm	1,350		
B-07		100X150 cm	2,550		
B-08		100X250 cm	4,200		
B-09		200X250 cm	8,400		
B-10		300X250 cm	12,600		
B-11		600X250 cm	25,000		
G : Lightings / Electricity					
G-01	10W Spotlight		650		
G-02	10W Long Arm Spotlight		750		
G-03	52W Spotlight		1,250		
G-04	52W Long Arm Spotlight		1,400		
G-05	10W Downlight		750		
G-06	20-40W Fluorescent Tube		650		
G-07	Refrigerator	49X49X74h cm	3,600		
G-08	Water Dispenser	Electricity and three barrels of water	3,600		
G-09	500W/110V Power Socket	8hrs	680		
G-10	500W/110V Power Socket	24hrs	1,800		
G-11	500W/220V Power Socket	8hrs	800		
G-12	500W/220V Power Socket	24hrs	2,400		

#	ITEM	DESCRIPTION	UNIT PRICE	QTY	TOTAL (NT\$)
G : Lightings / Electricity					
G-13	Extra Electricity Supply(110V) 100W/8hrs	8hrs Circuit Breaker	230		
G-14	Extra Electricity Supply(220V) 100W/8hrs	8hrs Circuit Breaker	350		
G-15	Extra Electricity Supply(110V) 100W/24hrs	24hrs Circuit Breaker	700		
G-16	Extra Electricity Supply(110V) 100W/24hrs	24hrs Circuit Breaker	1,500		
Sub-Total (F+A+B+G)					
3% Additional Bank Charge (If pay by credit card)					
*5% VAT					
Grand Total					

***If pay by credit card, the 5% VAT will be (Sub-Total (F+A+B+G) + 3% Additional Bank Charge) *5%.**

Signature

Date

✧ Notification:

1. Please fill out the form completely.
2. Any extra electric application should be applied by Meeting Organization. Self-electrician connection is not allowed.
3. Full payment must accompany with the order form for extra rental. On-site order will **have 50% extra charged**.
4. The receipt will be sent to your company once the payment is received.
5. Any damage or loss of rental items occurred will be responsible to the exhibitors.
6. The basic furniture will not be exchanged to other items or balance any credits.

✧ Payment Notification:

1. Overseas payment should pay additional US\$20 bank charge.
2. 3% surcharge will be imposed on credit card payment.
3. All bank charge will be paid by exhibitor.

系統家具
System Furniture

F-01 Display Stand
(100x50x75 cmH)
長方形展示台



F-02 Display Stand
(100x50x100 cmH)
長方形展示台



F-03 Display Stand
(50x50x100 cmH)
長方形展示台



F-04 Counter
(100x50x75 cmH)
服務台



F-05 Counter
(100x50x100 cmH)
服務台



F-06 Lockable Cupboard
(100x50x75 cmH)
可鎖櫃



F-07 Lockable Cupboard
(100x50x100cmH)
可鎖櫃



F-08 Quadrant Display Stand
(50x50x75 cmH) 1/4圓形
展示台



F-09 Quadrant Display Stand
(50x50x100 cmH) 1/4圓
形展示台



F-10 Lockable Low Glass
Showcase(100x50x100 cmH)
玻璃矮櫃



F-11 Lockable Tall Glass
Showcase(100x50x250 cmH)
玻璃高櫃



F-12 Wooden Shelf (Flat/Slope)
(100x30cm)
木層板(平/斜)



F-13 Glass Shelf (Flat/Slope)
(100x30cm)
玻璃層板(平)



F-14 Folding Door
(100x250cmH)
拆門



F-15 Lockable Door
(100x250cmH)
可鎖木門



桌椅
Tables & Chairs

F-16 Folding Chair
折椅



F-17 Vogue Chair
巧捷椅



F-18 Armchair
爵仕椅



F-19 Sofa Chair
沙發椅



F-20 Air Lift Bar Stool
氣壓式吧椅



F-21 Air Lift Bar Stool
氣壓式吧椅



F-22 Air Lift Bar Table
60 φ 90cmH 氣壓式吧桌



F-23 Air Lift Bar Table
60 φ 90cmH 氣壓式吧桌



F-24 Bar Table
60 φ 103cmH 黑色吧桌



F-25 Glass Round Table
75 φ 75cmH 玻璃圓桌



F-26 Round Table
60 φ 60cmH 會議圓桌



F-27 Rectangular Table
(180x60x75cmH) 會議長桌



F-28 Catalogue Holder
型錄架



F-29 Barricade
圍欄



F-30 Wastepaper Basket
垃圾桶



電視 視訊
TV Video

A-01 42" Led Tv
42" 液晶電視



A-02 50" Led Tv
50" 液晶電視



A-03 19" desktop monitors
19" 桌上型顯示器



A-04 24" desktop monitors
24" 桌上型顯示器



A-05 42" Led Tv / Truss
42" 液晶電視/Truss架



A-06 52" Led Tv / Truss
52" 液晶電視/Truss架



A-07 電視壁掛鐵架(不含電視壁掛架)
TV Wall Mount



燈具
Lightings

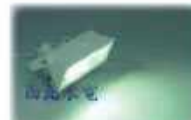
G-01 10W Spotlight
10W 投光燈



G-02 10W Long Arm
Spotlight
10W 長柄投光燈



G-03 52W Spotlight
52W 投光燈



G-04 52W Long Arm
Spotlight
52W LED 長柄投光燈



G-05 10W Downlight
10W 瑛燈



G-06 20W Fluorescent Tube
20W 日光燈管



G-07 40W Fluorescent Tube
40W 日光燈管



G-08 Refrigerator(Small)
47x49x74cmH 冰箱(小)



G-09 Water Dispenser
(Electricity and three barrels of water)
飲水機



G-10 - G-12 Power Socket
插座



[Form 3]	Decoration Affidavit	■ Raw Space Exhibitor
		Deadline: August 18

The applicant (contractor) is assigned by _____ (lessee's company name) to install decorations in _____ (reservation No:) in the Taipei International Convention Center, TAITRA from _____ month _____ day _____ year till _____ month _____ day _____ year for the activity called "_____". During the decoration, removal, rehearsal and 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, advertisement, 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.

To:

Taipei International Convention Center, TAITRA

Contractor: _____
Company Representative: _____
Unified Business No.: _____
Address: _____
Telephone: _____
Signature of company Representative: _____

(Company and representative seals)

※ 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. Otherwise, each sub-contractor must sign an individual Decoration Affidavit and pay a deposit of NT\$100,000.

Item of Responsibility	Name of Company	Contact	Cell phone number:
Stage (wood work)			
stereo systems (Specify the frequency of Microphone)			

Lighting			
Carpet			
Video			
Special effect			
Estimated power consumption			
Construction and demolition of the advertisement			

[Form 4]	Pre-construction Safety and Hygiene Commitment	■ Raw Space Exhibitor
		Deadline: August 18

The Applicant (contractor) will connect self-owned equipment to _____

in the Plenary Hall (reservation No. _____) of the Taipei International Convention Center, TAITRA from _____ day _____ month _____ year till _____ day _____ month _____ year.

lighting

stereo systems

The Applicant guarantees to operate the system with _____ professional skills and standards and in a prudent manner. In the event of any poor sound or picture quality, or any injury, death, property loss or damage of the Center's lighting and stereo system or activity interruption caused by the Applicant's connections, usage or faulty operation, the Applicant is solely liable for such damages and agrees not to release any information to the press or mislead the lessee to seek compensation from the Center before determining which party should be liable for such incident.

To:

Taipei International Convention Center, TAITRA

Contractor: _____

Company Representative: _____

Unified Business No.: _____

Address: _____

Telephone: _____

Signature of company Representative: _____

(Company and representative seals)

Year

Month

Date

[Form 5]	Notification of Hazardous Factors on Site	■ Raw Space Exhibitor
		Deadline: August 18

This should be filled out by the lessee and signed or stamped.

<p>Instructions: According to Article 26 of the Occupational Safety and Health Act, prior to contracting its operations in whole or in part, business entities shall inform the contractors of the work environment, hazardous elements, and measures required by this Act as well as the related safety and health regulations.</p> <p>Prior to subcontracting all or part of the work, contractors shall also inform the subcontractors in accordance with the preceding paragraph.</p> <p>During construction, in addition to the occupational safety and health laws as well as other laws and regulations set forth by the government, the contractor should also abide by <u>the contractor preconstruction standard operation regulations</u> and <u>the health management guidelines</u>.</p>						
<p>Exhibition/project/event name: _____</p>						
<p>Exhibition/project/event date: month day year to month day year</p>						
<p>Workplace environment (Please check)</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> 101 room (high-ceilinged meeting space) <input type="checkbox"/> 102 room (high-ceilinged meeting space with stage) <input type="checkbox"/> 103 room (high-ceilinged meeting space) <input type="checkbox"/> 201 room (high-ceilinged meeting space) <input type="checkbox"/> 2F north and south corridor (general space) <input type="checkbox"/> Plenary Hall (large-scale theater space with stage) </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> 1F lobby (high ceiling space) <input type="checkbox"/> 1F south and north corridor or 103 corridor (high ceiling corridor) <input type="checkbox"/> 105 room (general meeting space) <input type="checkbox"/> 202 and 203 rooms (general meeting space) <input type="checkbox"/> 3F south and north pavilions, 4F VIP lounge <input type="checkbox"/> others (please specify)_____ </td> </tr> </table> <p>Workplace environment: The floor of the conference and exhibition space is carpeted; the stage of the Plenary Hall is paved with wooden floor; the underground parking lot and machine room is paved with cement; restaurants are paved with tiles; indication lights for evacuation are available in the whole building; the ceilings are equipped with fire sensors; each floor consist of several emergency stairs to the outdoor area of the 1F ground.</p>	<input type="checkbox"/> 101 room (high-ceilinged meeting space) <input type="checkbox"/> 102 room (high-ceilinged meeting space with stage) <input type="checkbox"/> 103 room (high-ceilinged meeting space) <input type="checkbox"/> 201 room (high-ceilinged meeting space) <input type="checkbox"/> 2F north and south corridor (general space) <input type="checkbox"/> Plenary Hall (large-scale theater space with stage)	<input type="checkbox"/> 1F lobby (high ceiling space) <input type="checkbox"/> 1F south and north corridor or 103 corridor (high ceiling corridor) <input type="checkbox"/> 105 room (general meeting space) <input type="checkbox"/> 202 and 203 rooms (general meeting space) <input type="checkbox"/> 3F south and north pavilions, 4F VIP lounge <input type="checkbox"/> others (please specify)_____			
<input type="checkbox"/> 101 room (high-ceilinged meeting space) <input type="checkbox"/> 102 room (high-ceilinged meeting space with stage) <input type="checkbox"/> 103 room (high-ceilinged meeting space) <input type="checkbox"/> 201 room (high-ceilinged meeting space) <input type="checkbox"/> 2F north and south corridor (general space) <input type="checkbox"/> Plenary Hall (large-scale theater space with stage)	<input type="checkbox"/> 1F lobby (high ceiling space) <input type="checkbox"/> 1F south and north corridor or 103 corridor (high ceiling corridor) <input type="checkbox"/> 105 room (general meeting space) <input type="checkbox"/> 202 and 203 rooms (general meeting space) <input type="checkbox"/> 3F south and north pavilions, 4F VIP lounge <input type="checkbox"/> others (please specify)_____					
<p>Potential hazardous factors</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> Falling <input type="checkbox"/> Collision <input checked="" type="checkbox"/> Bumped <input checked="" type="checkbox"/> Fall down <input type="checkbox"/> Others: _____ </td> <td style="width: 25%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> Electrification <input type="checkbox"/> Oxygen deficit <input checked="" type="checkbox"/> Fire <input type="checkbox"/> Stepped through </td> <td style="width: 25%; border: none; vertical-align: top;"> <input type="checkbox"/> Explosion <input type="checkbox"/> Drowning <input checked="" type="checkbox"/> Pinched or swept <input type="checkbox"/> Rupture of objects </td> <td style="width: 25%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> Improper action <input checked="" type="checkbox"/> Drop of object <input type="checkbox"/> Traffic accident <input type="checkbox"/> In contact with high temperature or low temperature objects </td> <td style="width: 25%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> Collapse <input type="checkbox"/> In contact with hazardous substances <input checked="" type="checkbox"/> Cut and bruised </td> </tr> </table>	<input checked="" type="checkbox"/> Falling <input type="checkbox"/> Collision <input checked="" type="checkbox"/> Bumped <input checked="" type="checkbox"/> Fall down <input type="checkbox"/> Others: _____	<input checked="" type="checkbox"/> Electrification <input type="checkbox"/> Oxygen deficit <input checked="" type="checkbox"/> Fire <input type="checkbox"/> Stepped through	<input type="checkbox"/> Explosion <input type="checkbox"/> Drowning <input checked="" type="checkbox"/> Pinched or swept <input type="checkbox"/> Rupture of objects	<input checked="" type="checkbox"/> Improper action <input checked="" type="checkbox"/> Drop of object <input type="checkbox"/> Traffic accident <input type="checkbox"/> In contact with high temperature or low temperature objects	<input checked="" type="checkbox"/> Collapse <input type="checkbox"/> In contact with hazardous substances <input checked="" type="checkbox"/> Cut and bruised
<input checked="" type="checkbox"/> Falling <input type="checkbox"/> Collision <input checked="" type="checkbox"/> Bumped <input checked="" type="checkbox"/> Fall down <input type="checkbox"/> Others: _____	<input checked="" type="checkbox"/> Electrification <input type="checkbox"/> Oxygen deficit <input checked="" type="checkbox"/> Fire <input type="checkbox"/> Stepped through	<input type="checkbox"/> Explosion <input type="checkbox"/> Drowning <input checked="" type="checkbox"/> Pinched or swept <input type="checkbox"/> Rupture of objects	<input checked="" type="checkbox"/> Improper action <input checked="" type="checkbox"/> Drop of object <input type="checkbox"/> Traffic accident <input type="checkbox"/> In contact with high temperature or low temperature objects	<input checked="" type="checkbox"/> Collapse <input type="checkbox"/> In contact with hazardous substances <input checked="" type="checkbox"/> Cut and bruised		

Preventive measures for hazards should be adopted:

1. The contractor should control personnel access at the construction site. Helmets (complying with national standard CNS1336Z3001) should be worn correctly in the construction area. Depending on the nature of work, workers should wear safety belts, anti-falling devices, safety shoes, insulated protective equipment, etc.
2. Use qualified A-type ladders (the angle between the ladder and ground should be within 75 degrees. The two ends of the ladder must be properly fastened; the width of the pedal is 5 cm or more; Solid material; height is 2 meters or less.). Unilateral standing is not allowed and it is prohibited to move horizontally by opening and closing the A-type ladder while on the ladder. In principle, the workers should sit on top of the A-type ladder during work. It is strictly prohibited to stand on top of the A-type ladder. When one person is working on the A-type ladder, we recommend another person to supervise or assist him/her next to the ladder in order to enhance the safety of operation and prevent the ladder from toppling over or the worker from falling.
3. Overhead operation should be adopted for a height of over 2 meters. Upper and lower safety measures should be implemented to prevent falling. Use qualified electrical machinery which should be equipped with shields and a leakage circuit breaker.
4. Overhead operation should be equipped with horizontal lifelines (composed of steel cable, nylon rope or synthetic fiber; the minimum breaking strength is 2,300 kg or more; The anchor should be able to withstand 2300 kg tension per person; the horizontal lifeline should be fixed on safe structures), and backpack safety belts complying with national standard CNS14253Z2116 (double hooks) should be worn. During operation, the workers should wear helmets and backpack safety belts, and attach the double hooks of the safety belts to the horizontal lifeline.
5. Based on the nature of work at the site, the contractor should comply with relevant occupational safety and health laws and regulations and adopt necessary measures to prevent disasters.

2020Taiwan
International
Nursing
Conference | Endorsed
by **ICN**