

The **15th** **APVRS**



APVRS 2022 Taipei

Congress of the Asia-Pacific Vitreo-retina Society

held in conjunction with

The 63rd Annual Meeting of TOS

November 18 - 20, 2022

Taipei Nangang Exhibition Center, Hall 2

Hosts



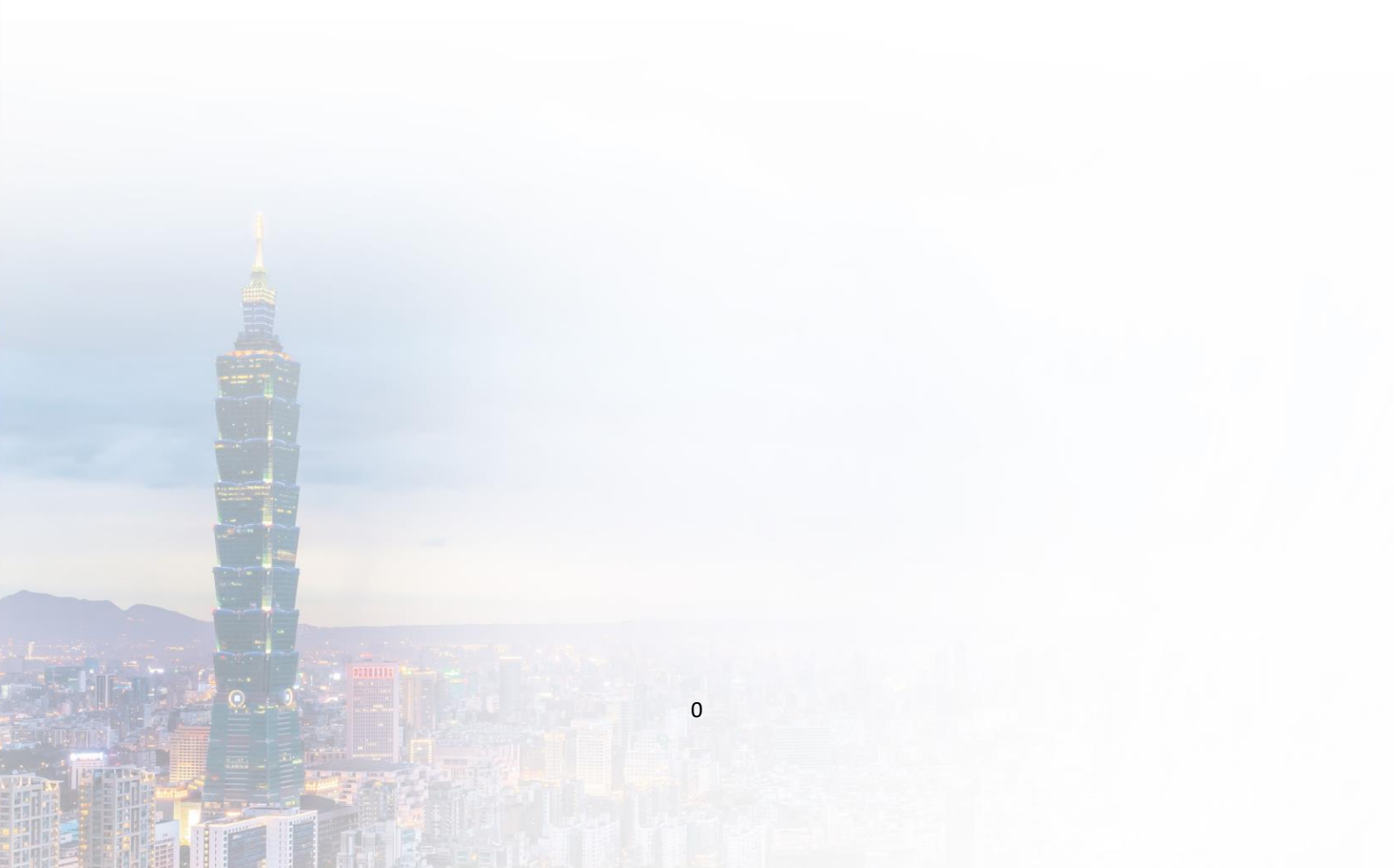
Official Website
2022.apvrs.org

EXHIBITOR MANUAL



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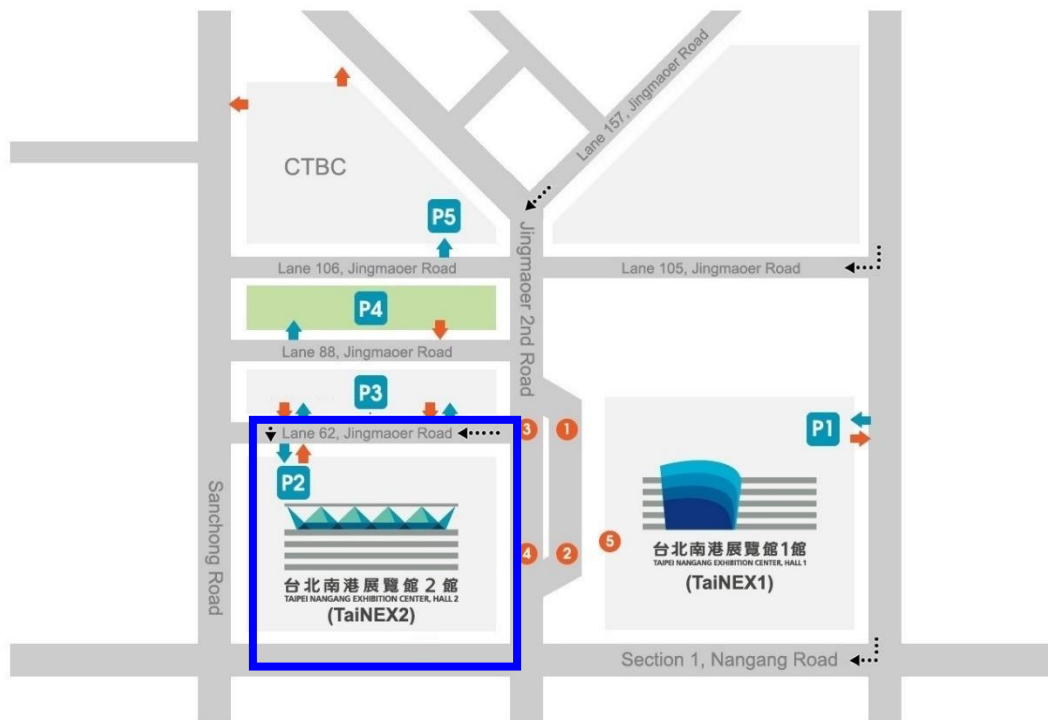
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General Information



- **Venue**
Taipei Nangang Exhibition Center, Hall 2 (7F)
(TaiNEX2 Taipei Nangang Exhibition Center, Hall2)
- **Address**
No.2, Jingmao 2nd Rd., Nangang District,
Taipei City 11568, Taiwan
- **Tel**
(02) 2725-5200
- **Website**
<https://www.tainex2.com.tw/>



Parking Area Information

➡ Entrance ➡ Exit

- P1** TaiNEX1 | 620 space for cars | 1770 space for motorcycles
- P2** TaiNEX2 | 1290 space for cars | 1136 space for motorcycles | 32 spaces for Bus
- P3** Nangang Software Park | 42 spaces for cars
- P4** Nangang Park | 400 space for cars | 199 space for motorcycles
- P5** CTBC Financial Park | 149 space for cars

Transportation Information

- 1** Shuttle Bus Pick-up
- 2** Bus Station
- 3** Drop Off (Taxi)
- 4** Drop Off (Vehicle)
- 5** The Taxi Stand on B1
※ Only during Exhibitions

Check List

■ Important dates (Remark : ★→Must require ●→Information for reference)

Items	Deadline	Contact	Pages/Form	Self-decoration	Shell scheme
Safety and health terms of agreement	Oct. 24 th (Mon.)	K&A International Co., Ltd. (Secretariat Office)	P10 / Form 1	★	★
Booth construction assurance			P11 / Form 2	★	★
Electricity application	Oct. 17 th (Mon.)		P12-15 / Form 3-1, 3-2	★	★
Electricity location map			P16-23 / Form 4-1, 4-2	-	★
Booth display arrangement					
Equipment rental application					
Copy of contractors all risks insurance	Oct. 24 th (Mon.)		P9	★	★
Deposit check			P24 / Form5	★	★
Move-in and Move-out route	-	P25-26 / Form 6	●	●	

■ Contacts

Items	Company / E-mail	Contacts	Contact number
Secretariat	<u>Asia-Pacific Vitreo-retina Society</u> exhibition@apvrs.org	Ms. Winnie Ho	Tel: +852-3892-5017
	<u>Secretariat</u> (<u>K&A International Co., Ltd.</u>) oph@knaintl.com.tw	Ms. Sophia Chen	Tel: +886-8751-3588 ext. 232 Mobile: +886-919-442-446
		Mr. Charles Kuo	Tel: +886-8751-3588 ext. 206 Mobile: +886-916-102-492
Official Contractor	<u>Huei Yow Business Co., Ltd.</u> ina@ms17.hinet.net	Mr. Lin	Tel: +886-8789-8300
Recommend Contractor	<u>O'YA Marketing Solution & Interior Design Co., Ltd.</u> wenwen@o-ya-design.com	Ms. Wenwen Chen	Tel: +886-2655-2777#232

Event Information

■ Event Information

Event		
The 15th APVRS Congress of the Asia-Pacific Vitreo-retina Society held in conjunction with the 63 rd Annual Meeting of TOS		
Items	Dates	Hours
Show Dates	Nov. 18 th (Fri.)	08:30-18:30
	Nov. 19 th (Sat.)	08:30-18:30
	Nov. 20 th (Sun.)	08:30-17:00
Venue	TaiNEX2 Taipei Nangang Exhibition Center, Hall 2 (7F)	

■ Move-in & Move-out

Items	Dates	Hours	Notes
Move-in	Nov. 17 th (Thu.)	<u>Self-decoration</u> Nov. 17 th (Thu.) 10:00-21:00 <u>Shell scheme</u> Nov. 17 th (Thu.) 11:00-21:00	If overtime move-in is required, please apply with the organizer and an overtime fee will be charged. (Overtime fee: NT\$50,000 per hour, shared with exhibitors that apply for overtime move-in.)
Show Dates	Nov. 18 th (Fri.) to Nov. 20 th (Sun.)	<u>Exhibitor's entrance time</u> Nov. 18 th (Fri.) 08:00 Nov. 19 th (Sat.) 08:00 Nov. 20 th (Sun.) 08:00	
Move-out	Nov. 20 th (Sun.)	17:00-21:00	<ol style="list-style-type: none"> Remove all the items and booth constructions. The organizer has no responsibility for losing items during the move-out period. Exhibitors shall arrange staff to take care exhibit items and decoration materials. For the safety to all the participants, early removal is strictly prohibited.

Floor Plan



Move-in and Move-out Working Instructions

■ Before Move-in

1. The exhibitor is responsible for securing insurance coverage against all risks associated with participating in the exhibition. Exhibitors who decorate their booths by themselves must purchase **comprehensive insurance** from the time when the exhibits and decorations are transported to the venue and until they leave the venue after the exhibition ends. Provide a copy of the insurance policy to K&A International Co., Ltd. before **October 24**. During the exhibition (including pre-exhibition layout, post-exhibition appearance, and dismantling period), exhibitors shall be responsible for any property damage.
2. **A security deposit check of NT\$50,000** is required from each exhibitor before **October 24** and will be returned without interest after the end of exhibition.
3. All public facilities inside and outside the venue, such as gates, halls, open spaces, walkways, elevators, stairs, public walls, security doors, power boxes, air sensors and exhaust vents, shall not be occupied, closed, or posted with posters, etc. Or erect various flags in the lobby on the first floor. Fire (hydrant) boxes, fire alarm integrated (alarm) panels and fire extinguishers should not be stacked or closed. If there is any violation, it should be improved immediately, otherwise the General Assembly will forcibly demolish it without further notice.
4. The height of the booth is limited to **4 meters** (including the booth signboard). The height of the H type standard booth is **2 meters high for the back walls**, and **2.5 meters high for the walls on both sides**.
5. Exhibitors who build up their booths need to submit their booth construction plan to Congress Secretariat (Email: oph@knaintl.com.tw) before **October 17th** for review and approval. Those who fail to submit the plan within the time limit will be denied of construction.

■ Regulations of exhibit items during the entry and exit of exhibits

1. Please work within the booth area specified by the Organizer.
2. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard.
3. The use of chainsaws, spray paint, and welding in the show floor is strictly prohibited.
4. The use of floor stickers is not allowed within the entire venue and show floor.
5. Should any damages have caused by the move-in/exit, the exhibitor is responsible for restoration or compensation.

6. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large-scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). The speed limit of vehicles inside the exhibition hall must not exceed 10 km/hour. Engines must be turned off after the vehicles arrive at the destination. The delivery vehicles shall follow the scheduled time to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.
7. The **weight of the truck in B1 of Venue** (including the total amount of vehicles and goods) is **15 tons for 2 axles, and the vehicle height is limited to 4 meters**.
8. The dimensions of No. 14 and No. 15 freight elevators in Venue are **3 meters (height) * 3 meters (width) * 7.8 meters (depth)**, each carrying 6 metric tons; **the smoke-proof glass is 1.95 meters (height)** Be aware of height restrictions. (Please refer to page 28 for pictures of freight elevators and smoke-proof glass)
9. Vehicles or items exceed the width or height of the elevator will not be allowed to enter the venue; if the exhibits or decorations exceed the height or weight limit, please disassemble and repackage them before entering. Those who do not properly handle the damage to the venue facilities will be responsible for the relevant compensation.
10. Maintain smooth entry and exit during move-in and move-out, the organizer will arrange the order. Exhibitors should take care of the valuable exhibit. Organizer will not be responsible for the safekeeping.
11. The time for entering and exiting the field should be strictly observed. **If the time limit is exceeded, the exhibitor shall pay the overtime rent and related overtime fees.**
12. All booth constructions and waste removals must be completed **before 21:00 on November 20, 2022.**
13. Construction workers use safety helmets during the move-in/out and construction period.

■ Regulations during the exhibition hours

1. **All exhibits must remain at the show ground until 17:00 on November 20, the last day.**
2. The use of open flames (such as gas stoves, candles, charcoal, etc.) to cook food is strictly prohibited in Venue.

3. Smoking, chewing betel nut or drinking (alcoholic beverages) is strictly prohibited in the venue.

Deposit of NT\$50,000 will not be returned, if there is any violation happened.



Guidelines for Booth Construction

■ Safety and health terms of agreement (Form 1)

1. According to the decoration regulation from TAITRA, each exhibitor shall abide by the occupational safety and health laws and regulations stipulated by the government. All units, exhibitors and contractors who hold exhibitions or activities at the TAITRA Convention and Exhibition Center must abide by the relevant regulations.
2. **Each exhibitor** should read the " Safety and health terms of agreement (Form 1) " **before Oct. 24th**, fill in the information and print it. Please scan the original copy and mail it to: oph@knaintl.com.tw

■ Booth construction assurance (Form 2)

1. Exhibitors who are **self-decorating**, please read "Booth construction assurance (Form 2)" **before Oct. 24th**, fill in the information and complete it with printing, and **attach the booth design** for the organizer's review, which is not provided within the deadline. The original will not be exhibited, please scan the original and mail it to: oph@knaintl.com.tw
2. Exhibitors for **shell scheme**, please read " Booth construction assurance (Form 2) " **before Oct. 24th**, fill in the information and print it. Please scan the original copy and mail it to: oph@knaintl.com.tw

■ Electricity application (Form 3-1), Electricity location map (Form 3-2)

1. **Diamond and Platinum** booths are supplied with **electricity (110V/70A)**; **Gold and Silver** booths are supplied with **electricity (110V/35A)**. **Shell Scheme (standard and H-type)** booths are supplied with **electricity (110V/5A)**.
2. If there is no additional demand for electricity, please fill in the " Electricity location map (Form 3-2) " **before Oct. 17th**.
3. **If exhibitors requiring additional or heavy-duty power supply**, please fill in the " Electricity application (Form 3-1) " and " Electricity location map (Form 3-2)".
4. The exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.

■ Booth display arrangement (Form 4-1), Equipment rental application (Form 4-2)

1. **Diamond and Platinum exhibitors will be provided with space and partial equipment (gray carpet, 110V/70A power)**; **Gold and Silver exhibitors will be provided with space and partial equipment (gray carpet, 110V/35A power)**. Please find details in the "Booth display arrangement (Form 4-1)".

2. **Shell Scheme (standard and H type booths)** exhibitors will be supplied with basic equipment as stated in the " Booth display arrangement (Form 4-1).

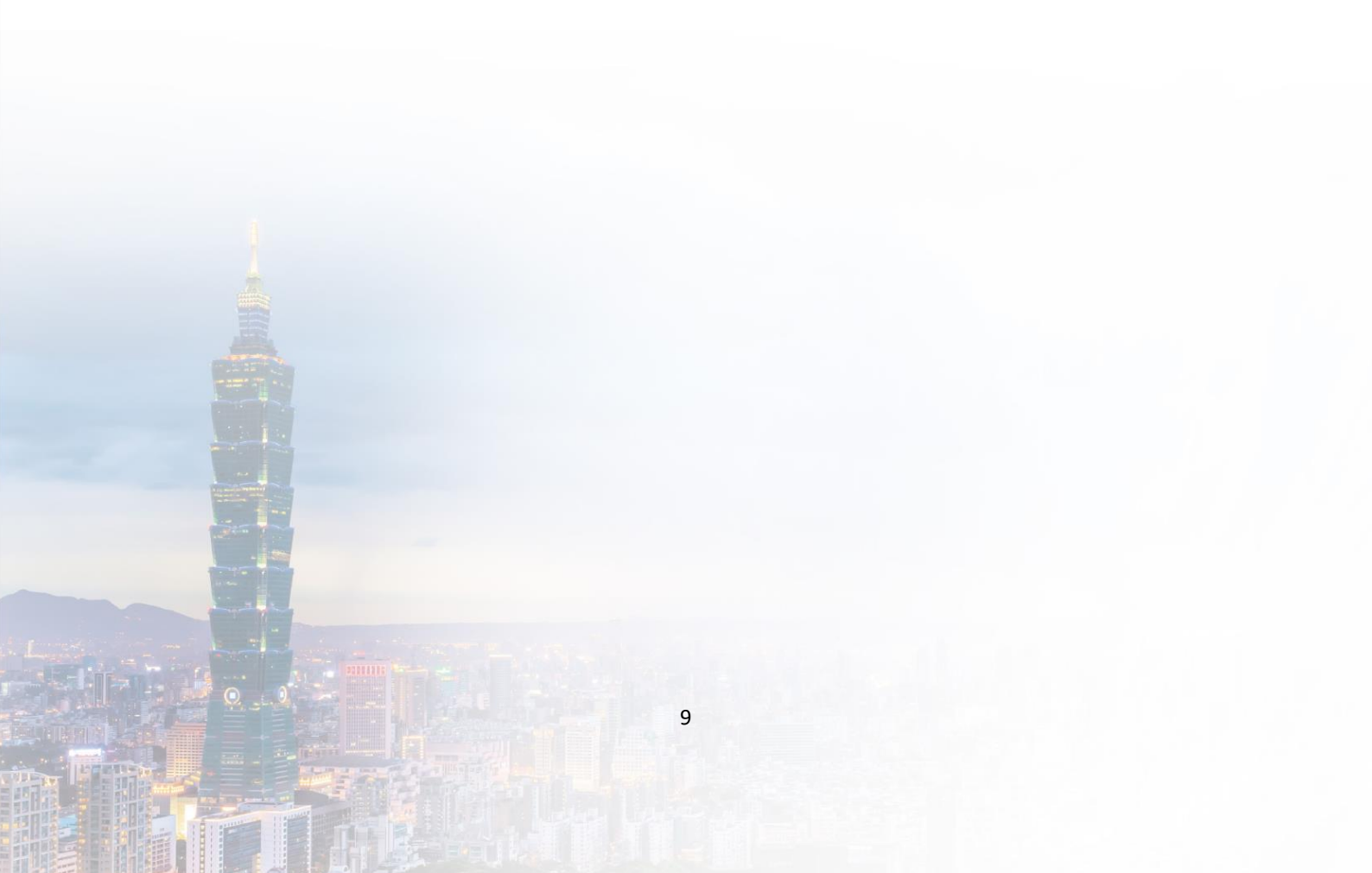
■ **Copy of contractors all risks insurance**

1. **Self-decorating exhibitors must purchase comprehensive insurance** from the time when the exhibits and decorations are transported to the venue and until they leave the venue after the exhibition ends. A copy of the purchased insurance policy should be submitted to K&A International Co., Ltd. **before Oct. 24th**. During the exhibition (including move-in/out period), exhibitors shall be responsible for any property damage.

■ **Deposit check (Form 5)**

A security deposit check of NT\$50,000 is required from each exhibitor before Oct. 24th (payable to: K&A International Co., Ltd.; check date: November 24, 2022), by registered mail to Congress Secretariat Ms. Sophia Chen, K&A International Co., Ltd. at 2F, No. 100, Zhouzi Street, Neihu District, Taipei City. 114684. Please be sure to indicate the 15th APVRS and TOS 63 + the name of the manufacturer on the envelope and attach with a return envelope. Deposit checks will be returned without interest after the end of exhibition.

■ **Move-in and Move-out route (Form 6)**



Form 1

Deadline
Oct. 24th

Safety and health terms of agreement

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

As an exhibitor of the 15th APVRS Asia-Pacific Vitreo-retina Society conjunction with the 63rd Annual Meeting of TOS, the undersigned parties and any other affiliated parties herein agree to comply with government worker health and safety regulations and Asia-Pacific Vitreo-retina Society & The Ophthalmological Society of Chinese Taipei guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from Asia-Pacific Vitreo-retina Society & The Ophthalmological Society of Chinese Taipei, and are fully responsible for all compensation or repairs in the event of damage.

The undersigned parties and any other affiliated parties hereby agree to comply with the following regulations during the operational period :

The Standard Built-up Procedures for the show in the NANGANG Exhibition Hall 2

The Worker Safety and Health Management Procedures for NANGANG Exhibition Hall 2 Exhibitors

Hazards Report for NANGANG Exhibition Hall 2 Exhibitors

On-Site Hazards Notification for NANGANG Exhibition Hall 2

The above-mentioned regulations can be found on the website of NANGANG Exhibition Hall 2 at :

<https://www.tainex2.com.tw/en/>

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) failure to possess required entry and work permits, failure to wear required uniforms, failure to use safety helmets, unfastened safety belts at heights of 1.5 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects.

Asia-Pacific Vitreo-retina Society & The Ophthalmological Society of Chinese Taipei has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules.

Exhibitor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Booth No: _____

Contact person: _____

Contact person E-mail: _____

Date: _____

Form 2

Deadline
Oct. 24th

Booth construction assurance

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

As a participant at the 15th APVRS Asia-Pacific Vitreo-retina Society conjunction with the 63rd Annual Meeting of TOS being held at the Taipei Nangang Exhibition Center, Hall 2 from November 18-20, we hereby assure:

1. That the booth(s) is constructed in compliance with the Taipei Nangang Exhibition Center, Hall 2 Decoration Guidelines, and
2. That our contractor will clear all materials/residues from our booth space and remove such to the approved place before the end of the move-out date, and
3. If the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials. This will also result in the penalty of the security deposit of **NT\$50,000**.

Exhibitor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Booth No: _____

Contact person: _____ Contact person phone : _____

Contact person E-mail : _____

Booth Contractor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Contact person: _____ Contact person phone : _____

Contact person E-mail : _____

Date: _____

* A scan copy is equivalent to original signed copy.

Form 3

Deadline
Oct. 17th

Electricity application

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

1. **Diamond and Platinum** booths are supplied with **electricity (110V/70A)**; **Gold and Silver** booths are supplied with **electricity (110V/35A)**. **Shell Scheme (standard and H-type)** booths are supplied with **electricity (110V/5A)**.
2. **If exhibitors requiring additional or heavy-duty power supply**, please fill in the " Electricity application (Form 3-1) " and " Electricity location map (Form 3-2)".
3. Exhibitors are requested to reserve proper space within the booth for power socket installation.
4. If there are (1) unauthorized access to electricity without application (2) application for failure to pay within the deadline (3) overloading without applying for actual electricity usage (4) other violations and unsafe conditions, will result in immediate disconnection of the electricity. Exhibitors are solely responsible for any related losses caused.
5. The application for cancellation or modification must be submitted 10 days before the start of the event, and 80% of the paid fee will be refunded. Late submissions will not be subject to changes or refunds.
6. Please refer to the " Electricity application (Form 3-1) " for the charging standard.
7. The organizer will not compensate for the interruption of the power supply of the Taiwan Power Company or the temporary failure of the power equipment.
8. If the total electricity consumption capacity applied by each exhibitor exceeds the existing power supply circuit capacity of the exhibition hall, the organizer will stop accepting applications. During the exhibition period, if the electricity used by the exhibitor exceeds the application amount, the excessive usage will be charged to the exhibitor. If the excessive part affects the operation of the entire show power supply, the organizer has the right to disconnect the power to the booth without prior notice. Exhibitors are solely responsible for any related losses caused.

Form 3-1

Deadline
Oct. 17th

Electricity application

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

Items	Unit Price	QTY	Price	Items	Unit Price	QTY	Price
single phase 110V 5A (500W ; 0.5KW)	900			three phase 380V Power consumption 30A	24,000		
single phase 110V 10A (1,000W ; 1KW)	1,600			three phase 380V Power consumption 40A	30,000		
single phase 110V 15A (1,500W ; 1.5KW)	2,600			three phase 380V Power consumption 50A	35,000		
three phase 110V/190V 2KW	3,000			three phase 380V Power consumption 60A	40,000		
three phase 110V/190V 4KW	6,000			three phase 380V Power consumption 75A	50,000		
three phase 110V/190V 6KW	8,300			three phase 380V Power consumption 100A	60,000		
three phase 110V/190V 9KW	12,500			single phase 24hrs 110V 5A(500W)	3,000		
three phase 110V/190V 12KW	16,500			single phase 24hrs 110V 15A(1,500W)	5,000		
three phase 110V/190V 15KW	21,000			single phase 24hrs 110V 20A(2,000W)	10,000		
three phase 110V/190V 18KW	24,000			220V 24hrs Power consumption 15A	10,000		
three phase 110V/190V 22KW	31,000			220V 24hrs Power consumption 20A	15,000		
three phase 220V Power consumption 15A	4,500			220V 24hrs Power consumption 30A	20,000		
three phase 220V Power consumption 20A	6,400			220V 24hrs Power consumption 40A	30,000		
three phase 220V Power consumption 30A	9,000			220V 24hrs Power consumption 50A	35,000		
three phase 220V Power consumption 40A	12,800			220V 24hrs Power consumption 60A	40,000		
three phase 220V Power consumption 50A	13,500			380V 24hrs Power consumption 15A	20,000		
three phase 220V Power consumption 60A	18,000			380V 24hrs Power consumption 20A	25,000		
three phase 220V Power consumption 75A	20,000			380V 24hrs Power consumption 30A	30,000		

Form 3-1

Deadline
Oct. 17th

Electricity application

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

Items	Unit Price	QTY	Price	Items	Unit Price	QTY	Price
three phase220V Power consumption 100A	27,000			380V 24hrs Power consumption 40A	35,000		
three phase380V Power consumption 15A	12,000			380V 24hrs Power consumption 50A	40,000		
three phase380V Power consumption 20A	18,000			380V 24hrs Power consumption 60A	50,000		
The above electricity does not provide sockets, all prices are in NT dollars (tax excluded)							
Total Price NT \$							

Exhibitor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Booth No: _____

Contact person: _____

Contact person phone : _____

Contact person E-mail : _____

Date: _____



Form 3-2

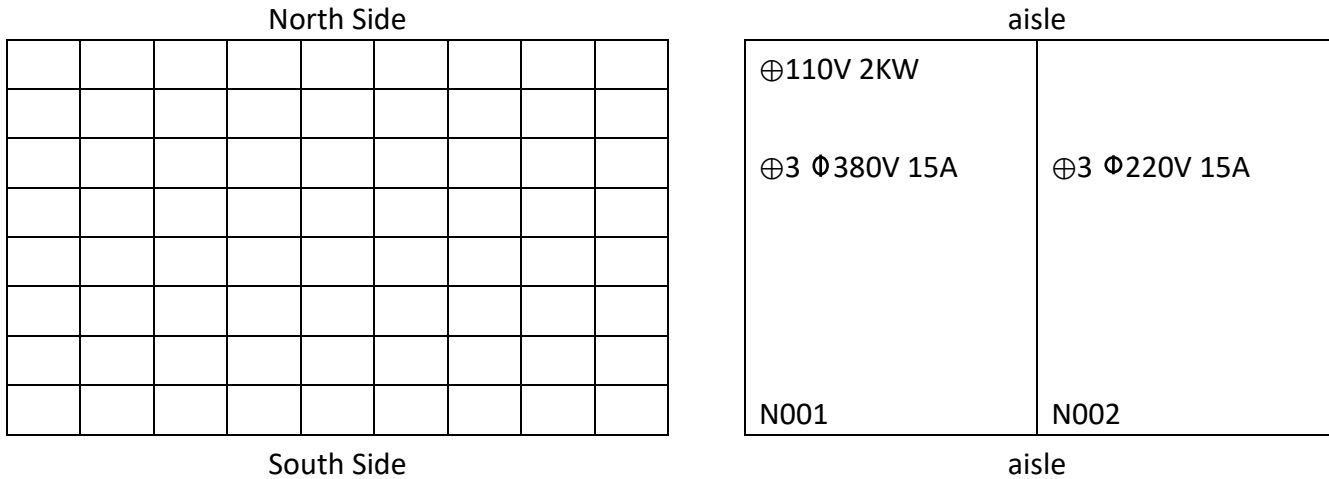
Deadline
Oct. 17th

Electricity location map

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

Please install general electricity (110V), power electricity (220V), and the location diagram is as follows:

(Please clearly fill in the booth number and marked aisle location)



Example

In addition to being willing to accept the supervision of the electrical service personnel of the exhibition site during the construction period, the company guarantees that qualified electrical contractors will be responsible for the electrical equipment distribution works in the booth. The company guarantees to take full responsibility.

Exhibitor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Booth No: _____

Contact person: _____ Contact person Phone : _____

Contact person E-mail : _____

Booth Contractor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Contact person: _____

Contact person Phone : _____

Contact person E-mail : _____

Date: _____

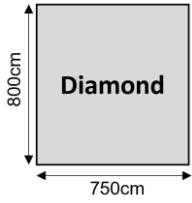
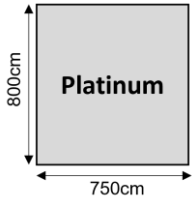
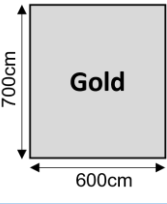

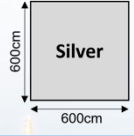
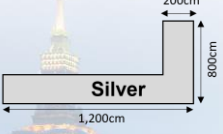
Form 4-1

Deadline
Oct. 17th

Booth display arrangement

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

The diagram and inclusion of each level of booths are as below. Please tick if you'd like to be supplied (free of charge by the Organizer)

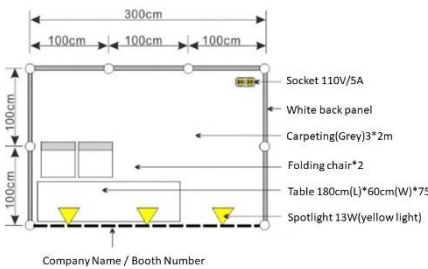
	Diamond booth equipment <input type="checkbox"/> Electricity (110V/70A) <input type="checkbox"/> Carpet (Grey)7.5Mx8M(60m ²)
	Platinum booth equipment <input type="checkbox"/> Electricity 110V/70A <input type="checkbox"/> Carpet (Grey)7.5Mx8M(60m ²)
	Gold booth equipment <input type="checkbox"/> Electricity 110V/35A <input type="checkbox"/> Carpet (Grey)6Mx7M(42m ²)
	Silver booth equipment <input type="checkbox"/> Electricity 110V/35A <input type="checkbox"/> Carpet (Grey)9Mx4M(36m ²)
	<input type="checkbox"/> Electricity 110V/35A <input type="checkbox"/> Carpet (Grey)6Mx6M(36m ²)
	<input type="checkbox"/> Electricity 110V/35A <input type="checkbox"/> Carpet (Grey)(36m ²)

Form 4-1

Deadline
Oct. 17th

Booth display arrangement

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw



Standard Booth

- Use the basic equipment provided without any changes
- Cancel the aisle back panel

※Please tick if you'd like to be supplied (free of charge by the Organizer)

- | | |
|---|--|
| <input type="checkbox"/> White back panel 3Mx2M | <input type="checkbox"/> Spotlight*3 |
| <input type="checkbox"/> Table 180cm(L)*60cm(W)*75cm(H)*1 | <input type="checkbox"/> Socket 110V/5A*1 |
| <input type="checkbox"/> Folding chair*2 | <input type="checkbox"/> Carpet (Grey) 3Mx2M*1 |
| <input type="checkbox"/> Company Name *1 | |

Fascia Board Display Name:

H Style Booth



H Style Booth

- Use the basic equipment provided without any changes
- Cancel the aisle back panel

※Please tick if you'd like to be supplied (free of charge by the Organizer)

- | | |
|--|--|
| <input type="checkbox"/> White back panel 3Mx2M
(2 meters high for the back walls, and 2.5 meters high for the walls on both sides) | <input type="checkbox"/> Spotlight*3 |
| <input type="checkbox"/> Table 180cm(L)*60cm(W)*75cm(H)*1 | <input type="checkbox"/> Socket 110V/5A*1 |
| <input type="checkbox"/> Folding chair*2 | <input type="checkbox"/> Carpet (Grey) 3Mx2M*1 |
| <input type="checkbox"/> Company Name *1 | |

Fascia Board Display Name:

Exhibitor Information

Company:

Booth No:

Contact person:

Contact person phone:

Contact person E-mail:

Please refer to the Equipment rental application form on the next page

Form 4-2**Deadline****Oct. 17th****Equipment rental
application 1/5**

Please scan the signed copy and email to
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

Furniture rental application

No.	Code	Item	Specification	Unit price (NT\$) (Tax excluded)	QTY.	AMT.
01	P	Single wall panel	100*H250cm	1,500		
02	1PC	Laminated panel -single side	100*H250cm	800		
03	1PCD	Laminated panel -double side	100*H250cm	1,600		
04	RT	Reception table	100*50*H75	950		
05	MT-G	Round table(glass)	Dia 75*H75	1,100		
06	FC	Folding chair		200		
07	SFC	Small folding chair	<input type="checkbox"/> With / <input type="checkbox"/> Without back	200		
08	BT	Bar table	Dia 60*H106	1,500		
09	BS	Bar stool	27*AH93cm	700		
10	BT-W	White bar table	Dia 60*H90(Adjustable)	2,700		
11	BS-W	White bar stool	ADJUSTABLE	1,300		
12	MT-W	Meeting long table	W120*D60 / W180*D60	1,000,/ 1,100		
13	ST	Square table	70*70 (H75)	900		
14	TC	Table cloth	CREAM-COLORED	500		
15	CAP	Needle punch carpeting	NEW	2,000		
16	SW	Shelf(flat/slope)	100*30	300/350		
17	SW-G	Shelf(glass)	100*30	450		
18	SC-1	Tower glass showcase 100*50*H200	Without door(ceiling light excluded) With door(ceiling light excluded)	4,800 5,000		
19	SC-2	Tower glass showcase 50*50*H250	Without door(ceiling light excluded) With door(ceiling light excluded)	4,800 5,000		
20	SC-3	Glass counter showcase 100*50*H100	Without lock(lamp excluded) With lock(lamp excluded)	4,700 5,700		
21	SC-4	Tower glass showcase 100*50*H250	Without door(ceiling light excluded) With door(ceiling light excluded)	5,600 7,000		
22	DB-Q1	Quadrant display box	H50/75/100 /dia 100cm	800/950/1,200		
23	DB-Q2	Quadrant display box	H50/75/100 /dia 200cm	1,500/1,620/1,740		
24	DB-S	Display-sector	H75/h100 /dia 200cm	1,500/1,620		
25	DB	Display box	100*70*h75/100/ with door	1,500/1,740		
26	DB11/D	Display box	100*50*h100/with door and lock	1,200/1,440		
27	DB17/D	Display box	100*50*h75/with door and lock	950/1,240		
28	DB15/D	Display box	100*50*h50/with door and lock	770/1,010		
29	DB5	Display box	50*50*h100/h75/h50	850/790/730		
30	DB11-S	Display box with interlayer and door	100*50*H100	1,800		
31	FD	Folding door	W100*h200/ with lock	2,000		
32	SD	System door	W100*h200/with lock	3,900		
33	Q2T	Quadrant 2-tier display box	Dia 200/h75/h100	2,600		
34	HR2T	Half round 2-tier display box	Dia 200/h75/h100	5,000		
35	2T-1	2-Tier display box-with door	100*50*h75/h100	2,200		
36	2T-2	2-Tier display box-with door	100*50*h50/h75	1,900		
37	TV-S	TV truss stand	H200(tv excluded)	1,800		
38	TV-EB	Extra board_for TV	W100*h50(tv excluded)	1,500		
39	TV-B	Wooden backboard_for TV	W100*h100/h250(tv excluded)	1,500/2,600		
40	HB-9/12	Hanger board-90/120 (iron)	W90*h90/h120	1,200/1,320		

Form 4-2**Deadline
Oct. 17th****Equipment rental
application 2/5**Please scan the original copy and mail it via
Ms. Sophia Chen, K & A International Co., Ltd.
Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw**Furniture rental application**

No.	Code	Item	Specification	Unit price (NT\$) (Tax excluded)	QTY.	AMT.
41	HB-15/18	Hanger board-150/180 (iron)	W90*H150/H180	1,400/1,500		
42	DP50	Pegboard(without hanger)	Charged/rental price (50*H250)	300/1,200		
43	DP100	Pegboard(without hanger)	Charged/rental price (100*H250) (100*H250)	500/1,800		
44	H	Hanger for pegboard	5/10/15cm	40/40/50		
45	PH	Photo hook	S 型	40		
46	HH	Hanger hook		40		
47	DM	Brochure stand	W30/H177cm	1,200		
48	AW	Trash can		150		
49	SB-S	Sign board	<input type="checkbox"/> s=40*50cm <input type="checkbox"/> l=60*80cm	1,200		
50	ES	Event sign board	40*50cm	1,200		
51	PP	Potted plant	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L(please mark)	500/600/700		
52	CB	Name card box		750		
53	VR	Velvet rope	1 bar+1 rope	1,100		
54	RB	Retractable barrier	1 bar+1 band	1,500		
Furniture Subtotal (A) :						

Electrical fitting and installations (only for equipment, not include electric expense)

No.	Code	Item	Specification	Unit price (NT\$) (Tax excluded)	QTY.	AMT.
01	SP-13	13W Led spotlight	<input type="checkbox"/> yellow <input type="checkbox"/> white light (please mark)	380/510		
02	SL-13	13W Led arm spotlight	<input type="checkbox"/> yellow <input type="checkbox"/> white light (please mark)	500/560		
03	CL-13	13W Led ceiling light	<input type="checkbox"/> yellow <input type="checkbox"/> white light (please mark)	500/620		
04	L-30	30W Led spotlight / W. Arm	<input type="checkbox"/> yellow <input type="checkbox"/> white light (please mark)	Short arm 1,300/ Long aem 1,390		
05	L-70	70W Led spotlight / W. Arm	<input type="checkbox"/> yellow <input type="checkbox"/> white light (please mark)	2,830		
06	FL-W/C	Fluorescent tube	White / color 28w(t5)	500/620		
07	IL	5W Led interior lamp	<input type="checkbox"/> yellow <input type="checkbox"/> white light(please mark) (for counter showcase)	1,200		
08	OSP/UA	6 outlet surge protector/universal adapter	Socket excluded	600		
09	PWR-1	Socket 110V	5Amp/10Amp/15Amp	600/1,100/1,500		
10	PWR-2	Socket 220V	5Amp/10Amp/15Amp	1,500/1,600/1,900		
11	IB/CM	Refrigerator / Coffee machine	50*50*H85cm/ 40*40*H40cm	3,600/5,800		
12	TV	TV+DVD player	42"/55"	12,000/20,000		
13	WD-V	Water dispenser	Vertical 33*33*H100	3,500		
14	WD-D	With water*3 bottles	On desk 40*40*H50	3,500		
Electrical Subtotal (B) :						

Form 4-2**Deadline
Oct. 17th****Equipment rental
application 3/6**

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E-mail : oph@knaintl.com.tw

Hanging Banner at Hallway

No.	Item	Specification	Unit price (NT\$) (Tax excluded)	QTY.	AMT.
01	Hanging Banner at Hallway	W400*H300cm	32,000		
Hanging Banner at Hallway Subtotal (C) :					
(A)+(B)+(C)Amount					NT\$
5% Tax					NT\$
Total Amount					NT\$

Booth Contractor: _____ (Sign and Print)

President/CEO: _____ (Sign and Print)

Contact person: _____

Contact person Phone : _____

Contact person E-mail : _____

Date: _____

- ※ Items will be supplied unless payment has been made and sufficient supply of items.
- ※ All items are on rental basis. Once the order is confirmed, no refunded or exchanged will be accepted.
- ※ Please contact us for more services, incl. equipment rental, stand design and digital graphic design and printing.



Form 4-2

Deadline

Oct. 17th

Equipment rental application 4/6

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E-mail : oph@knaintl.com.tw

Schematic 1

01~03 P/1PC/ 1PCD	組合白色背板 貼色隔板-單/雙面 PANEL		13 ST	方型組合桌 SQUARE TABLE 70*70*H75	
04 RT	接待桌 RECEPTION TABLE 100*50*H75cm		14 TC	桌巾_米黃 TABLE CLOTH 120*240	
05 MT-G	玻璃圓桌 MEETING TABLE Dia 75*H75cm		15 CAP	地毯 CARPET 3M*3M	
06 FC	折椅 FOLDING CHAIR		16 SW	層板(平/斜) SHELF (FLAT/SLOPE) 100*30	
07 SFC	小圓折椅_有/無背 SMALL FOLDING CHAIR		17 SW-F	玻璃層板 SHELF (GLASS) 100*30	
08 BT	高吧桌-黑 BAR TABLE Dia 60*H106		18 SC-1	高玻璃櫃 TALL SHOWCASE 100*50*H200	
09 BS	創意高腳吧椅 BAR STOOL 椅墊27x32.5 椅座高x72總高x93		19 SC-2	高玻璃櫃 TALL SHOWCASE 50*50*H250	
10 BT-W	白色酒吧桌 WHITE BAR TABLE Dia 60*H90 (ADJUSTABLE)		20 SC-3	矮玻璃櫃 COUNTER SHOWCASE 100*50*H100	
11 BS-W	飛碟白色酒吧椅 WHITE BAR STOOL ADJUSTABLE		21 SC-4	高玻璃櫃 TALL SHOWCASE 100*50*H250	
12 MT-W	會議折疊桌 MEETING LONG TABLE 120*60/180*60				

Form 4-2

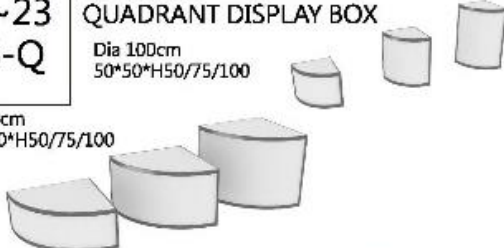
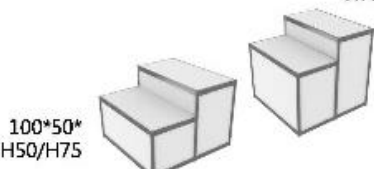




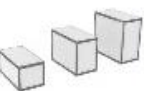

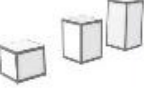
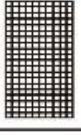








Deadline

Oct. 17th

Equipment rental application 5/6

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Tel: +886-8751-3588 ext. 232
E-mail : oph@knaintl.com.tw

Schematic 2

<p>22~23 DB-Q</p>	<p>1/4圓展台 QUADRANT DISPLAY BOX Dia 100cm 50*50*H50/75/100</p> 	<p>35~36 2T-1~2</p>	<p>階梯展櫃 2-TIER DISPLAY BOX 100*50* H75/H100</p> 	
<p>24 DB-S</p>	<p>扇型展示櫃 DISPLAY-SECTOR Dia 200/H75/H100</p> 		<p>37 TV-S</p>	<p>電視TRUSS立架 (電視另計) TV TRUSS STAND H200(TV EXCLUDED)</p> 
<p>25 DB</p>	<p>展示櫃 DISPLAY BOX 100*70*H75or100</p> 		<p>38 TV-EB</p>	<p>電視掛板(電視另計) EXTRA BOARD_FOR TV W100*H50 (TV EXCLUDED)</p> 
<p>26~28 DB11~15</p>	<p>展示櫃 DISPLAY BOX 100*50* H50/H75/H100</p> 		<p>39 TV-B</p>	<p>電視鎖壁厚板(電視另計) WOODEN BACKBOARD _FOR TV W100*H100/H250 (TV EXCLUDED)</p> 
<p>29 DB5</p>	<p>展示櫃 DISPLAY BOX 50*50* H50/H75/H100</p> 		<p>40~41 HB</p>	<p>鐵網 HANGER BOARD (IRON) W90*H90/120/150/180</p> 
<p>30 DB11-S</p>	<p>展示櫃_附夾層H75附鎖 DISPLAY BOX WITH INTERLAYER AND DOOR 100*50*H100</p> 		<p>42~43 DP50 DP100</p>	<p>洞洞板 PEGBOARD 50*H250 100*H250</p> 
<p>31~32 FD~SD</p>	<p>系統折門 FOLDING DOOR 木門 SYSTEM DOOR W100*H200</p> 		<p>44~46 H/PH /HH</p>	<p>洞洞板鉤5/10/15cm PEGBOARD HOOK 掛圖鉤PHOTO HOOK 鐵網掛鉤HANGER HOOK</p> 
<p>33 Q2T</p>	<p>1/4圓階梯展櫃 QUADRANT 2-TIER DISPLAY BOX Dia 200/H75/H100</p> 		<p>47 DM</p>	<p>目錄架_立式 BROCHURE STAND 寬x30高x177</p> 
<p>34 HR2T</p>	<p>半圓階梯展櫃 HALF ROUND 2-TIER DISPLAY BOX Dia 200/H75/H100</p> 		<p>48 AW</p>	<p>垃圾桶 TRASH CAN</p> 

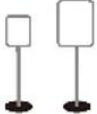




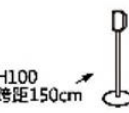












Form 4-2

Deadline
Oct. 17th

Equipment rental application 6/6

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Schematic 3

49 SB-S	指示牌 SIGN BOARD W40*H50/W60*H80		52 CB	名片箱 NAME CARD BOX (ACRYLIC)	
50 ES	活動指示牌 EVENT SIGN BOARD 40*50		53 VR	紅絨欄杆H90 VELVET ROPE	
51 PP	盆景 POTTED PLANT L/M/S 大約H90cm/ 中約H50cm/小約H40cm		54 RB	伸縮欄杆H100 RETRACTABLE BARRIER	
01 SP-13	13 W LED投射燈 SPOTLIGHT 黃光/白光		08 OSP	排插(六孔) 6 OUTLET SURGE PROTECTOR PS:插座另計 (SOCKET EXCLUDED)	
02 SL-13	13 W LED長臂燈 ARM SPOTLIGHT 黃光/白光		08 UA	萬用插座 UNIVERSAL ADAPTER PS:插座另計 (SOCKET EXCLUDED)	
03 CL-13	13W LED嵌燈 CEILING LIGHT 黃光/白光		09~10 PWR-1 PWR-2	110V/220V插座 POWER OUT-LET (SOCKET) 5a/10a/15a	
04 L-30	30W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		11 IB/CM	小冰箱/咖啡機 REFRIGERATOR COFFEE MACHINE	
05 L-70	70W LED短/長臂燈 LED SPOTLIGHT/ WITH ARM 黃光/白光		12 TV	電視 TELEVISION	
06 FL-W FL-C	白色/有色日光燈 FLUORESCENT TUBE WHITE/COLOR 28W(T5)		13~14 WD-V WD-D	立式/桌上飲水機 WATER DISPENSER VERTICAL/DESK _WITH WATER*3	
07 IL	5W LED櫃內珠寶燈 LED INTERIOR LAMP (FOR COUNTER SHOWCASE) 黃光/白光				

Form 5**Deadline****Oct. 24th****Deposit check**

Please scan the signed copy and email to

Tel: +886-8751-3588 ext. 232

E-mail : oph@knaintl.com.tw

2F, No. 100 Zhouzi St., Neihu Dist., Taipei
114684, Taiwan**Deposit Check Receipt**

Exhibitors			
Bank name		Branch name	
Bank account		Check number	
Expire dates	2022.11.24	Price	NT\$50,000
Pay to the order of	K&A International Co., Ltd.	Signature from K&A Intl' Co., Ltd	
	Address: 2F, No. 100, Zhouzi Street, Neihu District, Taipei City. Taiwan 114684.		Received dates:
Scan of check			

*** When mailing paper checks, please mail the deposit check receipt and stamp it back to sign for receipt**



Parking Area Information ➡ Entrance ➡ Exit

- P1** TaiNEX1 | 620 space for cars | 1770 space for motorcycles
- P2** TaiNEX2 | 1290 space for cars | 1136 space for motorcycles | 32 spaces for Bus
- P3** Nangang Software Park | 42 spaces for cars
- P4** Nangang Park | 400 space for cars | 199 space for motorcycles
- P5** CTBC Financial Park | 149 space for cars

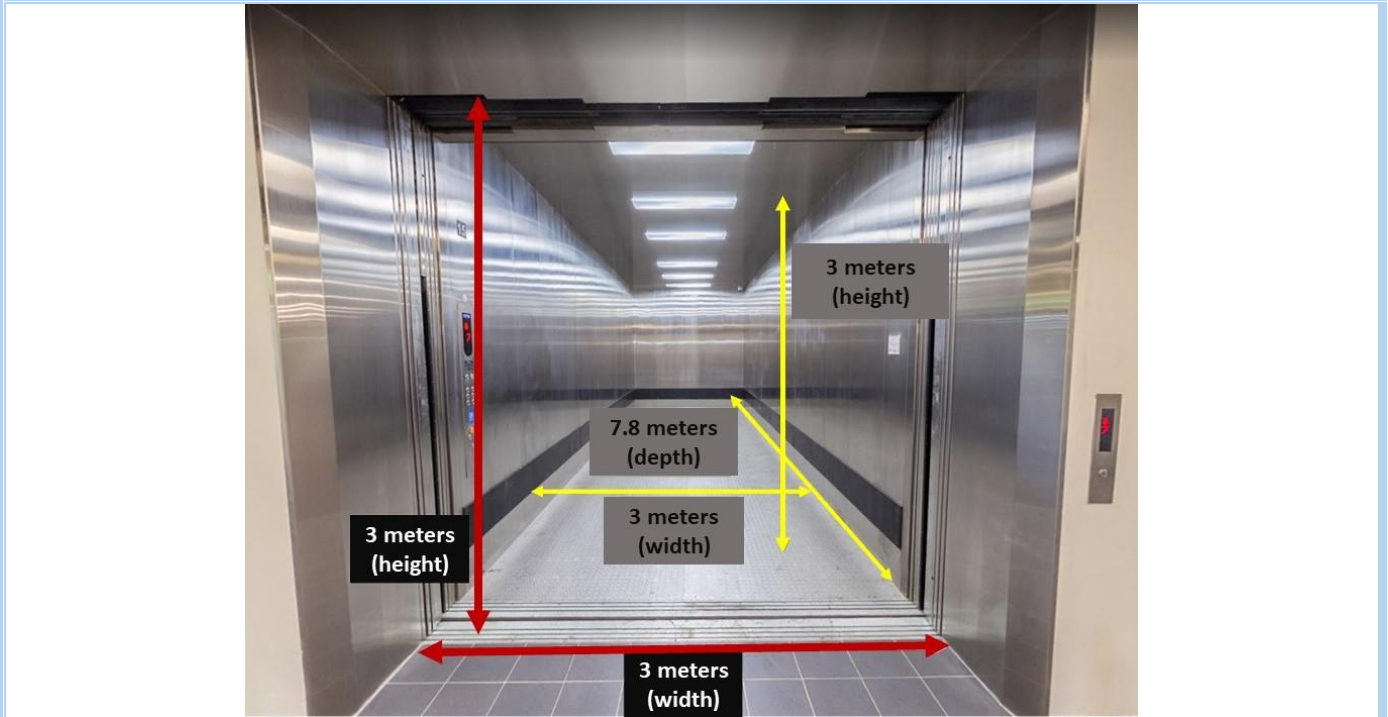
Transportation Information

- 1** Shuttle Bus Pick-up
- 2** Bus Station
- 3** Drop Off (Taxi)
- 4** Drop Off (Vehicle)
- 5** The Taxi Stand on B1
※ Only during Exhibitions

Form 6

The dimensions of No. 14 and No. 15 freight elevators

No. 14 and No. 15 freight elevators ceiling



Smoke-proof glass ceiling

