



The 7th Annual Meeting of
Asian Organization for Crohn's & Colitis

June 14-16, 2019
Taipei Marriott Hotel, Taiwan

**TAIPEI
TAIWAN**

**7th
AOCC**

*Think Smart for IBD:
Multidisciplinary Approach*

Exhibition Manual

Venue: Taipei Marriott Hotel, Taipei, Taiwan



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Congress Information

| | | | |
|-----------------------------|---|---|---|
| Congress Name | The 7th Annual Meeting of Asian Organization for Crohn's and Colitis (AOCC 2019) | | |
| Congress Topic | Think Smart for IBD: Multidisciplinary Approach | | |
| Congress Date | June 14-16, 2019 | | |
| Congress Venue | Taipei Marriott Hotel | | |
| Exhibition Area | 3F Grand Space, Taipei Marriott Hotel | | |
| Estimated Attendees | Approximately 1,000 | | |
| Preliminary Topics | <ol style="list-style-type: none"> 1. Basic Science 2. Research 3. Education 4. State of art treatment for inflammatory bowel diseases (IBDs) 5. Optimize the role of surgery in managing IBDs 6. Using appropriate diagnostic modalities to make correct diagnosis of IBDs 7. Pediatrics and transition clinic for IBD patients 8. Cancer screening for IBD patients 9. IBD nurse program 10. Multidisciplinary care of IBD patients 11. Others | | |
| Organizing Committee | Congress President | Jau-Min Wong | |
| | Congress Vice President | Deng- Chyang Wu Yen-Hsuan Ni | |
| | Secretary General | Shu-Chen Wei | |
| | Advisory Board | Akira Andoh Cheng-Yi Wang Chun-Che Lin Jen-Kou Lin Tzu-Chi Hsu Yenn-Hwei Chou | Cheng-Tang Chiu Chia-Tung Shun Horng-Yuan Wang Ming-Jium Shieh Yuk-Ming Tsang |
| | Organizing Committee Member | Chiao-Hsiung Chuang Huey-Ling Chen Jen-Fan Hang Jia-Feng Wu Kou-Wei Yeh Ming-Yao Su Po-Chin Liang | Chun-Chi Lin I-Lun Shih Jen-Wei Chou Keng-Liang Wu Meng-Tzu Weng Ping-I Hsu Ting-An Zhang |

Hosting Societies



Asian Organization for
Crohn's & Colitis

Asian Organization for Crohn's & Colitis (AOCC)



Taiwan Society of Inflammatory Bowel Disease
(TSIBD)

Co-Hosting Societies



Taiwan Association for the Study of Small Intestinal
Diseases



Society of Colon and Rectal Surgeons, Taiwan



Taiwan Society of Pediatric Gastroenterology, Hepatology
and Nutrition



The Chinese Society of Immunology



The Radiological Society Republic of China



Taiwan Society of Pathology

Congress Venue

Address:

No.199, Lequn 2nd Rd., Zhongshan Dist., Taipei City 104, Taiwan (R.O.C.)

Maps & Transportation:



See more information at:

<https://www.marriott.com/hotels/maps/travel/tpetm-taipei-marriott-hotel/>

Website:

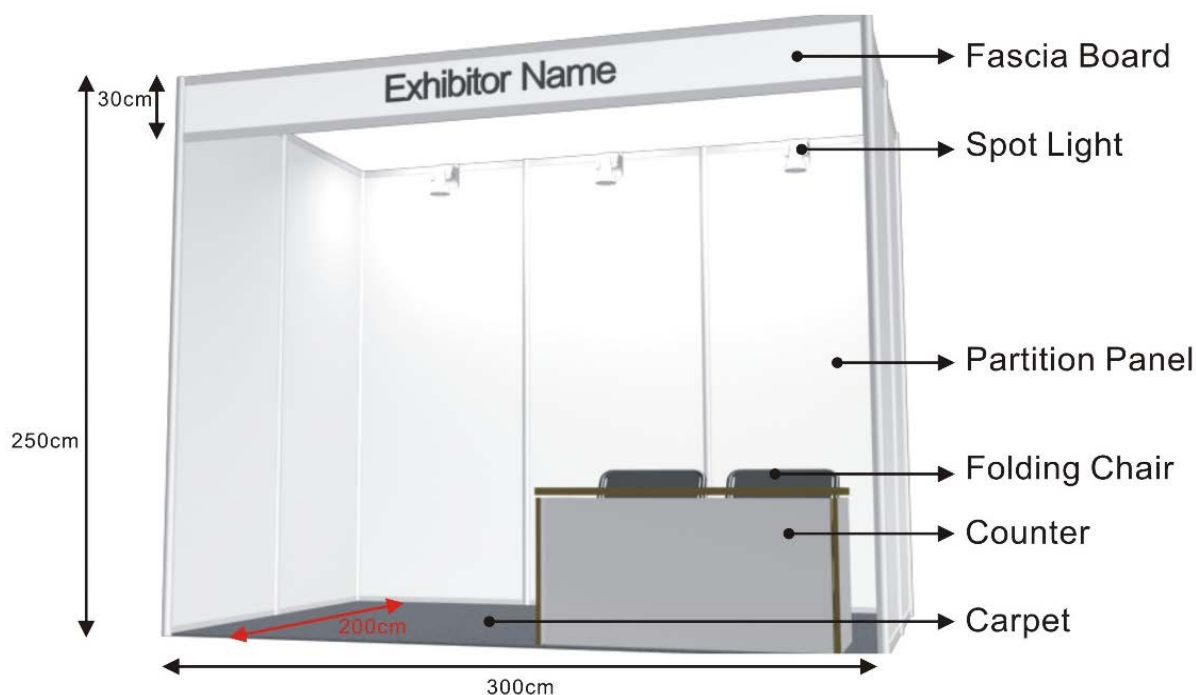
<http://www.taipeimarriott.com.tw/>



Exhibition Information

| Item | Description |
|--------------------------------------|--|
| Booth Size | 3M*2M |
| Walls | 2.5 m high, cream colored back/side walls with Aluminum frame |
| Name Facial | Company names will be shown in vinyl cut out letters <i>* Company name in English (Logo excluded)</i> |
| Lighting | 3 x 100W track mounted spotlights on back wall |
| Power | 2 x 110V socket outlets, 500W. <i>*Please bring your own power adapter as this will not be supplied at the event.</i> |
| Flooring | Carpet in the color of gray will be installed |
| Furniture | 2 x folding chairs & 1 x information desk of 100 x 50 x 75CM |
| Diagram on Standard Exhibition Booth | |

3M X 2M Standard Shell Scheme



- Partition Board Size: 250 x 100CM
(display area: 239 x 95CM; display area of 3 boards: 239 x 295CM)
- Company Name Board Size: 300 x 30CM · Output of Fascia Board Size : 296 x 25CM
- No refund will be provided if standard shell scheme is not required.

Exhibition Schedule

| | | Date | Time |
|-----------------|-------------------------|----------------|-------------|
| Move-in | Self-constructed | June 14, 2019- | 12:00-07:00 |
| | Standard Booth Required | June 15, 2019 | 12:00-07:00 |
| Exhibition Time | | June 15, 2019 | 08:30-18:30 |
| | | June 16, 2019 | 08:30-14:00 |
| Move-out | | June 16, 2019 | 14:00-18:00 |

- Please follow the operating time strictly, the additional charge may be occurred if your contractor could not complete the operation in time.

Exhibition Regulations and Guideline

Rules and regulations addressed in this manual are applied in the 2019 AOCC Annual Congress during the installation and dismantling period.

Exhibitor Badge

1. The Congress will distribute 2 exhibitor badges with company names for every standard booth. Exhibitor badges are only allowed to access the Exhibition Area.
2. Any additional badge can be purchased via online registration system with NT\$2,170 (US\$70) each.
3. Exhibitors should wear their badges during the Congress including installation and dismantling.
4. Exhibitor badge can be picked-up at Registration Counter during 10:30-11:00 June 14, 2019.

Self-constructed Booth

1. Exhibitors taking raw space will be responsible for appointing their own contractors for booth design and construction; only exhibit space, carpet and two 110V outlet with 500W will be provided by the Congress.
2. All structure height for special design booth must not exceed 3.2M.
3. All exhibitors are required to submit [Booth Information](#) Form to aocc2019.sponsor@elitepc.com.tw by May 1, 2019. Without submitting this form, late order may not be provided. **【Appendix - Form 1】**
4. For exhibitors who build their own booths, the contractor shall pay an entry deposit of NTD 100,000 before entering the site, either in credit card or by a non-negotiable sight check in favor of the Elite Professional Conference Organizer. Also, submit “Event Setup Policy Contract”, a roster of working staff

prepared by the contractor (including the company's name, responsible person, staff, contact person, phone number and address of stage, lighting, stereo systems, special effects and company which is entrusted with the planning and production work), **site design and construction diagram** (with dimension and A/V equipment), to aocc2019.sponsor@elitepco.com.tw by **May 1, 2019** for approval.

【Appendix - Form 2】. Without submission or approval, the contractor may be denied access to the Grand Space of Taipei Marriott Hotel.

5. The Organizer reserves the rights to request exhibitors to change exhibition design if necessary.
6. The exhibition venue is carpeted; any use of paint or glue on the floor of the exhibition hall is strictly forbidden. Exhibitors and contractors will be held responsible for any damage to the carpeting.
7. All fire prevention treated and nonflammable materials should be used. All materials for lighting screens, backdrop or blackout curtains should also be prepared for fire prevention. No drilling or nailing shall be used on the floor in any cases.
8. If you would like to order additional furniture, please fill out the order form and return it to aocc2019.sponsor@elitepco.com.tw **no later than May 1, 2019**. 【Appendix - Form 3】
9. The Unloading Entrance of Taipei Marriott Hotel is located at B1 parking floor. 【Appendix - Form 4】
10. Self-constructor booth should follow the construction regulation in Taipei Marriott Hotel. The Congress is not liable for any loss and fine caused by violation of construction regulations.

Others

1. No drilling, nailing, or painting are allowed on the system panels.
2. No booth may exceed the height restriction. Any booth exceed the height will be responsible for the loss or damage caused by the violation. Furthermore, Taipei Marriott Hotel keeps the right to request exhibitors to remove or remodel the exhibition design if necessary.
3. If exhibitor needs to bring outside food (e.g. coffee, snacks..) in Taipei Marriott Hotel Grand space, **"Outside Food Affidavit"** is required. Without submission or approval, outside food is not allowed in Grand Space of Taipei Marriott Hotel. Please submit Outside Food Affidavit to aocc2019.sponsor@elitepco.com.tw by **May 1, 2019** for approval. 【Appendix - Form 5】
4. All package entitlements (including furniture, electrical, booth structures and graphic text for company name) are not exchangeable and no financial credit will be given by the organizer for entitlement items not utilized.
5. Floor loading Capacity : 350kg/m²
6. Exhibitors should keep their booths open and staffed at all times during opening hours.
7. Retail sales are prohibited during the Congress.
8. The exhibitor shall not assign, sublet, or apportion any part of the space assigned to him or have representatives, equipment, or materials from other companies appear in the exhibition space.
9. Exhibitors have to extremely take care of their own booths' clean.
10. Partitions, walls or signs next to aisles or between booths should be attractively designed and built only after obtaining the approval from exhibitors in neighboring booths. Otherwise, electricity will be denied.

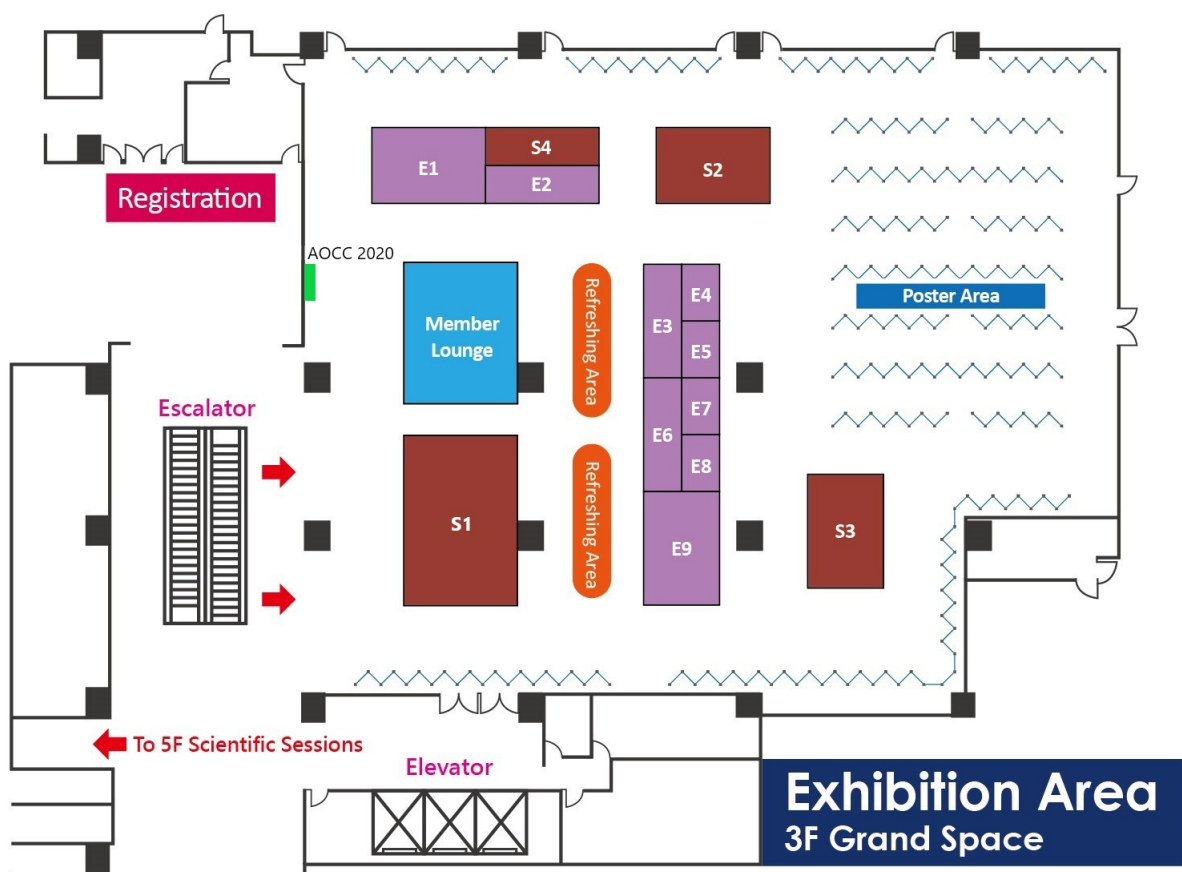
11. The construction of a closed part should not be over one-half of the rented space.
12. Booth and exhibit decorations (including signs, flags, plants, carpets and lights etc.) should not be placed or be extended beyond one's own booth(s). Any exhibitor refusing to make changes as directed will have their electricity cut off.
13. No objects should be hung from the ceilings or pipes. No posters or other promotional materials may be posted on walls or pillars. These materials may be posted only on the partition walls within the individual booths. Any exhibitor refusing to make changes as directed will have their decorations dismantled by Taipei Marriott Hotel at the exhibitor's expense.
14. Electricity boxes, fireplugs and all signs of the hall should never be covered. During event set-up, the contractor's employees shall strictly adhere to all hotel's fire and safety standards at all times. Smoking in the hotel is strictly prohibited. All the emergency exits must stay clean and open. All the decoration must have 1.5 meters distance from the emergency exits.
15. Any activity or performance that poses a fire hazard should be communicated to the Taipei Marriott Hotel management in advance and all precautionary steps are taken. Fire extinguishers must be present during the entire event.
16. It is prohibited to spray paint or any other kind of spray that will cause the smell in any indoor venue of the hotel.
17. All aisles must be clear of exhibits and packaging materials to enable cleaning.
18. Dismantling of the stands before the official closing of the exhibition is not permitted.
19. At the end of event set-up, the contractor's employees shall deliver the working area back to the Taipei Marriott Hotel clean and tidy at the Taipei Marriott Hotel standards in a timely manner. **All garbage or refuse of any kinds, shall be removed and discarded in a timely and environmentally safe manner at the hotel standards or directions.** Any trash left in property will be charged **NT\$10,000 per kilo** as clean-up & disposal charge.
20. The contractor shall take the full responsibility for any of the damages on the Taipei Marriott Hotel properties. If any damage occurs, the charges will apply.
21. It is prohibited to use the thumbtack, Nails or any other kind of tools that would damage the hotel's stage. If any damage occurs, the charges will apply.
22. Sound system set-up is not allowed if it interferes with the Taipei Marriott Hotel's fire alarm system in any way, shape, form or manner.
23. The contractor's employees are not allowed to loiter around. The contractor's employees are not allowed to use the Taipei Marriott Hotel facilities to relax or take entertainments in any way. Use of Taipei Marriott Hotel furniture or any type of hotel property is also strictly prohibited.
24. There can't be any PA system in the front door (main entrance of hotel) or even public area, which will disturb other room clients.
25. General lighting will be provided and please be noted that electrical power will be switched off 30 min after the exhibition closes each day.

Remarks

The AOCC 2019 Annual Congress 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.

Tentative Booth Plan



***Booth Allocation is subject to change by the Organizing Committee.**

| Booth No. | Sponsor | Booth No. | Sponsor |
|-----------|---|-----------|--|
| S1 | Takeda Pharmaceuticals International AG | E4 | ThermoFisher |
| S2 | AbbVie Biopharmaceuticals GmbH | E5 | Taiwan Society of Inflammatory Bowel Disease |
| S3 | Pfizer Limited | E6 | Excelsior Biopharma Inc. |
| S4 | Yuan Yu Industry Co., Ltd. | E7 | Richever Enterprise Co., Ltd. |
| E1 | Janssen and Taiwan Tanabe | E8 | FERRING Pharmaceuticals Ltd. |
| E2 | Gilead Sciences, Inc. | E9 | Celltrion Healthcare |
| E3 | Taiwan Specialty Pharm Corp. | | |

Contact Information

AOCC 2019 Annual Congress Secretariat | Ms. Annie Yang

Office: +886-2- 27988329 Ext. 17 | Fax: +886-2- 27986225 | Mobile: +886-905-005083

Email: aocc2019.sponsor@elitepco.com.tw

Website: <https://www.aocc2019.org/Page/Index/52>

Appendix

| [Form 1] | Booth Information 攤位資訊 | ■ Compulsory: all exhibitors |
|----------|------------------------|------------------------------|
| | | By May 1, 2019 |

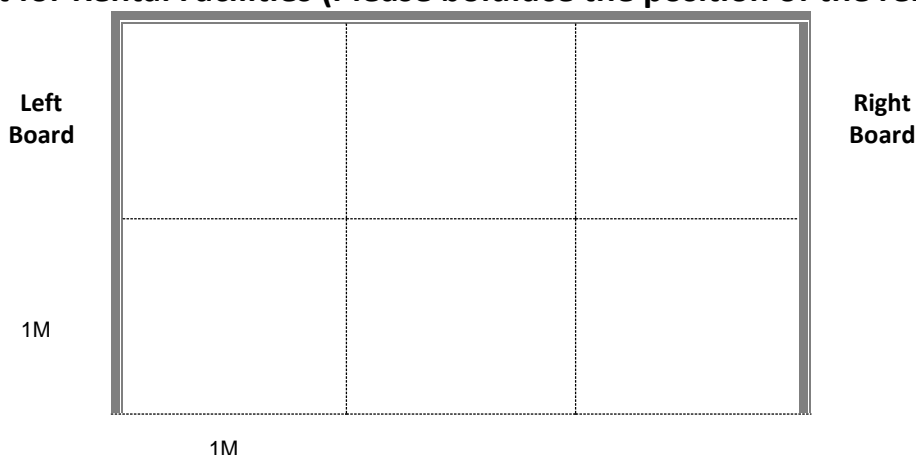
Contact Person

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

Booth Information

| | |
|--|--|
| Booth No. 攤位編號 | |
| Booth Scheme 攤位隔間 | <input type="checkbox"/> Standard shell scheme booth 使用標準攤位 <input type="checkbox"/> Self-constructed booth 自行裝潢攤位 (大會僅提供空地、地毯、基本電力/space, carpet and two 110V outlets with 500W only) (Please remark the position of electric box/ 請標記電箱位置) |
| Fascia 標準攤位單位全銜 (Standard Booth Only) | Unified format will be applied (blue words on white fascia board) 請提供 英文 全銜 |

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



※ **Kindly be noted that the back wall CANNOT be removed!**

Signature

Date



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[Please contact Congress Secretariat if English Version is required]

| | | |
|----------|--|--------------------------------------|
| [Form 2] | Event Setup Policy Contract 萬豪酒店 廠商佈置合約書 | ■ Compulsory: Self-constructed booth |
| | | By May 1, 2019 |



DATE:

ATTN:

(廠商名)

FROM: Charlie Liao

TEL:

Email:

FAX: 886 2 2175 7979

SUBJECT

2019年6月14-16日 AOCC 2019

| | | |
|--------------------------------|---|-----------------------|
| TOTAL NO. OF PAGES TRANSMITTED | 4 | INCLUDING COVER SHEET |
|--------------------------------|---|-----------------------|

宴會場地博覽廳進場佈置廠商敬請遵守下列規則：

- 活動當天於會場佈置之貨車/設備/佈置物/大型機械，請於七日前與會議宴會業務部聯絡相關事宜並簽署「廠商佈置合約書」。
- 宴會負責人邀請廠商，公關公司或設計公司前來本飯店佈置會場，須於活動當日於進場時繳交保證金新台幣 100,000 元 (信用卡授權書請見第四頁)；本飯店將於此宴會結束後戳查場地；若無損壞，則當場交還保證金。請於活動前請先附上佈置廠商之詳細資料以及場地設計圖；本飯店恕不接受活動當天之任何現場設計變更。如須提前進入宴會廳做佈置裝潢事宜。請於活動七日前與宴會會議業務部聯絡相關事宜。

3. 廠商進出動線：每一位施工人員皆須於一樓安全室(面對飯店大廳左側轉角)，持身分證明文件與安全部同仁換證後，再進入停車場 B1 卸貨區(不得停放於車梯或逃生動線前)，經由貨梯至宴會廳樓層，不得由飯店正門口進出。
4. 依據公共場所安全條例及消防法規定，所有出入口、緊急出口及後場服務進出口，需保持暢通，飯店於特定地點所放置之滅火器及緊急出口標示，均不得移動或遮擋。此例亦包括於活動時間內攜入設備器材及器材容器之存放或佈置搭景之陳設，均需與出入口保持至少 1.5 公尺的安全距離。
5. 依消防法規定，飯店內嚴禁燃放煙火或任何與火有關或者會產生火的活動和表演。
6. 在飯店密閉空間內，請勿噴灑有氣味之黏膠或影響健康之氣體。
7. 宴會負責人所安排之設計廠商需著公司制服或整齊服飾進出佈置場地。活動結束後請儘速清理場地，所有垃圾或佈置物須由廠商自行清除當天運出飯店，請勿將其留置於飯店內。
8. 請小心搬運大型重物(包含：木座背板、木座舞台、架設燈光、音響或背景布幕之鋁合金桁架等)，於搬運過程中保持本飯店地面、地毯及各項設施的完整與清潔。現場進行場地佈置時(包含宴會廳場內外與接待區域)，皆需於施工區域鋪設地墊或保護墊後，方能進行施工架設，不得損壞地面、地毯、油漆、壁紙、壁布、大理石、木作或天花板以及飯店各種裝飾物、樹木或其他公共設施等，並對於特殊氣味或粉塵進行保護措施。若進場時保護措施未完善，可向飯店承租木板(每片 NT\$300 整)，數量依現場需求確認，費用可從保證金中扣除。如有任何毀損情況發生，則需照估價賠償。

9. 如需張貼海報或製作指示牌，敬請配合飯店既有的型式與尺寸，請勿擅自更改或汙損其工具。於張貼海報，標語，旗幟，看板等標示物時，請勿使用釘槍，圖釘，螺絲釘，窗簾勾，雙面膠及泡棉膠等。宴會廳布面處不可以大頭針固定海報，壁面不得黏貼任何物品。舞台板上不得使用圖釘、鐵釘、大頭針、訂書針或其他可能破壞舞台板之工具來固定廣告背板、如有任何毀損情況，則需照估價賠償。
10. 飯店場地禁止使用較大功率(超過 110 伏特 / 15 安培)之電器，也不得擅自變更或更改本飯店內電器設備。如需調整電器設備之電路或用途，請於活動前七日告知本飯店之控制人員予以安排，並保持線路之整齊以維護場地的安全。並請告知大電所需之總電力。
11. 若自備燈光音響之設備，請於七日前告知會議宴會業務部所帶進會場之設備，並於當天自備黑色地毯膠帶以便固定所有地板線路，並且盡量沿牆面延拉線路為主，以策安全。如果進行有關燈光、音響系統方面的施工，務必先與飯店工程音響人員事先溝通，且不得影響飯店的消防公共廣播功能。
12. 飯店公共區域及宴會廳門口迎賓區，不得架設音響或喇叭造成影響其他房客的擴音設備。
13. 不得食用外食。會場所供應之餐飲只限於所訂之場地內食用，所訂場所外及公共區域禁止食用任何餐飲。如活動期間需安排工作人員便當餐食，請洽會議宴會業務部準備飯店販售之餐盒。
14. 施工人員不得於飯店館內任何區域抽菸(僅限指定的員工吸菸區可抽菸)、喝酒(包括含酒精的提神飲料)、嚼食檳榔、睡覺(如椅子、地毯、桌下、舞台上等)。施工時要保持安靜，請勿大聲喧

嘩，請勿任意使用客用設施，如需使用任何客用設備，須到飯店指定之場所(包含洗手間與電梯)。

15. 若有任何佈置須懸掛，請懸掛於固定的吊點所在之處，不得遮蓋住天花板上方之水晶吊燈。施工廠商需在活動七日前提供每個吊點將要承重之重量，待飯店確認承載安全後方可施工。
16. 如花藝設計須現場插花，請於事先告知現場主管(依飯店人員指示之地點作業)，並請自備塑膠墊或防水墊置於地上，以免現場地毯潮濕或地板濕滑，造成任何危險發生。若因外包廠商疏失而造成現場工作人員或客人受傷，肇事廠商需負起全部相關責任。並且如有任何污染或毀損情況發生，所需之清潔或維修費用，則需照估價賠償。
17. 施工時如違反飯店規定，飯店則有權要求馬上停工。
18. 本飯店將於此宴會結束後截查場地，如有垃圾未清或運走情事發生(含丟棄卸貨區或停車場)，即視同廢棄物，由飯店代為處理則酌收場地清潔費每車 NT\$10,000 元整。

商權利與義務

1. 如有自備桌上花飾，需依飯店同意之約定時間內全部定位置於每張餐桌上，以利本飯店餐具鋪設及燈光調度。
2. 敬請配合應撤場時間，準時撤場結束，交回場地。逾時場租則由該廠商所繳交之訂金抵用。
3. 佈置時間： 月 日 下午 起，並於當天活動結束後晚間 撤場完畢。

現場主要連絡人及手機：

木作內容 / 數量 / 尺寸 / 現場連絡人及手機：

支撐架 Truss / 尺寸 / 現場連絡人及手機：

燈光音響設備 / 內容 / 現場連絡人及手機：

花藝佈置 / 內容 / 現場連絡人及手機：

以上規則，敬請廠商配合，並請於右下角簽名處簽名後傳回，謝謝。



Charlie Liao
Convention Sales
Manager
台北萬豪酒店
日期：5th March, 2019

承辦人：

日期：



The 7th Annual Meeting of
Asian Organization for Crohn's & Colitis
June 14-16, 2019
Taipei, Taiwan



信用卡持卡人保證書 Credit Card Authorization Form

立授權書人：_____

茲授權艾力得國際會議顧問公司依本授權書指定之信用卡資料請款，做為本人於台北萬豪酒店之進場布置或指定費用之支付。如因指定之信用卡過期、掛失、被往來銀行拒絕等，致信用卡請款失敗時，艾力得國際會議顧問公司有權終止本人申請之此項服務，改以其它方式付款。本人同意此授權書經本人簽章日起即日生效。

| | |
|-----------------------|---|
| 填寫日期 Today's Date | 年 月 日 |
| 消費項目 Payment Details | 活動名稱 Function Name : 活動日期 Function Date : 年 月 日 金額 Deposit Amount : NT\$100,000 元整 |
| 姓 名 Name | |
| 連絡電話 Telephone/Mobile | |
| 聯絡地址 Address | |
| 公司名稱 Company Name | |
| 統一編號 | |

| | | | |
|------------------------|--|---|--------|
| 信用卡別 Card type | <input type="checkbox"/> AE <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> JCB | | |
| 持卡人卡號 Card No. | | | |
| 有效期限 Valid Period | | 卡片背面卡號末三碼 Security code (back of card) | |
| 付款金額 Payment Amount | | 授權號碼 Authorization Code | (請勿填寫) |
| 持卡人簽名 Signature | 需與信用卡上之簽名相同 Same as the signature on your card | | |

| | |
|---|--|
| <p>請將信用卡正面貼於此處</p> <p>Front of credit card</p> | <p>請將信用卡反面貼於此處</p> <p>Back of credit card</p> |
|---|--|

[Form 3]

Exhibition Facility Rental 展覽設備租賃

Optional: Exhibitors

By **May 1, 2019**

Contact Information

| | |
|--|--|
| ■ Company Name: | |
| ■ Booth Number: | |
| ■ Contact Person: | |
| ■ Email: | |
| ■ Mobile: | |
| ■ Office Tel: | |
| ■ Invoice Issued to: | |
| ■ VAT No.(For Taiwanese Company Only): | |

- 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 the basis of market prices.
- **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 (銀行):** Hua Nan Commercial Bank, Dazhi Branch 華南商業銀行大直分行
 - **A/C Name (戶名):** Elite Professional Conference Organizer 艾力得國際會議顧問股份有限公司
 - **A/C No. (帳號):** 132-10-000637-5
 - **Swift Code:** HNBKWTWP

| # | ITEM | DESCRIPTION | UNIT PRICE | QTY | TOTAL (NT\$) |
|------------------------------|---|-----------------------|-------------|-----|--------------|
| System Furniture 系統家具 | | | | | |
| F01 | 長方形展示台 Display Stand | 100X50Xh75cm | 1020 | | |
| F02 | 長方形展示台 Display Stand | 100X50Xh100cm | 1,200 | | |
| F03 | 正方形展示台 Display Stand | 50X50Xh100cm | 980 | | |
| F04 | 服務台 Information Counter | 100X50Xh75/h100 cm | 1,100/1300 | | |
| F05 | 可鎖櫃-A/B Lockable Cupboard | 100X50Xh75/h100 cm | 1,250/1,450 | | |
| F06 | ¼圓形展示桌-A/B Quadrant Display Stand | 50X50X75/h100cm | 950/1,200 | | |
| F07 | 附鎖玻璃矮櫃 Lockable Low Glass Showcase | 100X50Xh100cm | 2,600 | | |
| F08 | 附鎖玻璃高櫃(包含玻璃層板*2, 嵌燈*2) Lockable Tall Glass Showcase | 100X50Xh250cm | 3,800 | | |
| F09 | 木層板(平/斜) Wooden Shelf (Flat/Slope) | 100X30cm | 350 | | |
| F10 | 玻璃層板(平/斜) Glass Shelf (Flat/Slope) | 100X30cm | 450 | | |
| F11 | 折門+門眉版 Folding Door | 100X250cm | 2,000 | | |
| F12 | 可鎖木門+門眉版 Lockable Door | 100X250cm | 2,600 | | |

Tables & Chairs 桌椅

| Tables & Chairs 桌椅 | | | | | |
|--------------------|-----------------------------|--------------|-------|--|--|
| F13 | 折椅 Folding Chair | | 180 | | |
| F14 | 時尚椅 Vogue Chair | | 750 | | |
| F15 | 扶手椅 Armchair | | 940 | | |
| F16 | 沙發椅 Sofa Chair | | 3,400 | | |
| F17 | 氣壓式吧椅 Air Lift Bar Stool | | 900 | | |
| F18 | 氣壓式吧椅 Air Lift Bar Stool | | 900 | | |
| F19 | 氣壓式吧桌 Air Lift Bar Table | Ø 60X90cmH | 1,850 | | |
| F20 | 氣壓式吧桌 Air Lift Bar Table | Ø 60X105cmH | 1,850 | | |
| F21 | 黑色吧桌 Bar Table | Ø 60X103cmH | 940 | | |
| F22 | 玻璃圓桌 Glass Round Table | Ø 75X75cmH | 560 | | |
| F23 | 會議圓桌 Round Table | Ø 60X60cmH | 560 | | |
| F24 | 會議長桌 Rectangular Table | 180X60X75cmH | 750 | | |
| F25 | 型錄架 Catalogue Holder | 10 格 | 750 | | |

| | | | | | |
|-----------------------------|---|--------------|-------------|--|--|
| F26 | 圍欄 (1 支欄杆+1 條紅絨) Barricade Stand | 寬 100-150cm | 950 | | |
| F27 | 垃圾桶(含塑膠袋) Wastepaper Basket | | 150 | | |
| TV & Video 電視/視訊 | | | | | |
| A-01 | 42 吋液晶電視 42"Led TV | 含 DVD PLAYER | 12,500 | | |
| A-02 | 55 吋液晶電視 55" Led TV | 含 DVD PLAYER | 16,000 | | |
| A-03 | 19/24 吋桌上型顯示器 19/24"Monitors | | 3,500/5,500 | | |
| A-04 | 42"液晶電視/Truss 架 42"Led TV with Truss Stand | 含 DVD PLAYER | 17,500 | | |
| A-05 | 55"液晶電視/Truss 架 55"Led TV with Truss Stand | 含 DVD PLAYER | 21,000 | | |
| A-06 | 電視壁掛鐵架(不含電視壁掛架) TV Wall Mount | | 1,500 | | |
| Graphic Output 美工輸出 | | | | | |
| B-01 | 公司全銜(割字) Company Name Decals | 1 set | 800 | | |
| B-02 | Logo | 20X20cm | 250 | | |
| B-03 | | 50X70cm | 750 | | |
| B-04 | | 70X90cm | 1,400 | | |
| B-05 | | 100X75cm | 1,800 | | |
| B-06 | 海報輸出/襯珍珠板 Foam Board Printing | 100X150cm | 3,400 | | |
| B-07 | | 100X250cm | 5,600 | | |
| B-08 | | 300X30cm | 2,000 | | |
| B-09 | | 200X250cm | 11,200 | | |

| | | | | | |
|-------------------------------------|---|---|--------|--|--|
| B-10 | | 300X250cm | 16,800 | | |
| B-11 | | 600X250cm | 33,400 | | |
| Lightings / Electricity 燈光電力 | | | | | |
| G-01 | 10W Led 投光燈(包含電費) 10W Led Spotlight | | 650 | | |
| G-02 | 10W Led 長柄投光燈(包含電費) 10W Led Long Arm Spotlight | | 750 | | |
| G-03 | 52W Led 投光燈(包含電費) 52W Led Spotlight | | 1,250 | | |
| G-04 | 52W Led 長柄投光燈(包含電費) 52W Led Long Arm Spotlight | | 1,400 | | |
| G-05 | 10W Led 崁燈(包含電費) 10W Led Downlight | | 750 | | |
| G-06 | 20-40W 日光燈(包含電費) 20-40W Fluorescent Tube | | 650 | | |
| G-07 | 冰箱(包含電源插座/電費) Refrigerator | 49X49X74cmH | 3,600 | | |
| G-08 | 飲水機(包含電源插座/電費) Water Dispenser | 含電力及三桶水 Electricity and three barrels of water | 3,600 | | |
| G-09 | 5 安培 110V 單向插座(包含電費) 5A 110V Power Socket | 8hrs | 680 | | |
| G-10 | 5 安培 110V 單向插座(包含電費) 5A 110V Power Socket | 24hrs | 1,800 | | |
| G-11 | 5 安培 220V 單向插座(包含電費) 5A 220V Power Socket | 8hrs | 800 | | |
| G-12 | 5 安培 220V 單向插座(包含電費) 5A 220V Power Socket | 24hrs | 2,400 | | |

| | | | | |
|--|---|--------------------------|--------------------|--|
| G-13 | 電源牽線費(110V) 每 100W/8 小時 Extra Electricity Supply 100W/8hrs | 8hrs 需無熔絲開關/電箱(Breaker) | 230 | |
| G-14 | 電源牽線費(220V) 每 100W/8 小時 Extra Electricity Supply(220V) 100W/8hrs | 8hrs 需無熔絲開關/電箱(Breaker) | 350 | |
| G-15 | 電源牽線費(110V) 每 100W/24 小時 Extra Electricity Supply(110V) 100W/24hrs | 24hrs 需無熔絲開關/電箱(Breaker) | 700 | |
| G-16 | 電源牽線費(220V) 每 100W/24 小時 Extra Electricity Supply(110V) 100W/24hrs | 24hrs 需無熔絲開關/電箱(Breaker) | 1,500 | |
| | | | Subtotal | |
| | | | 5% VAT | |
| | | | Grand Total | |
| <p>● Charge for Remittances</p> <p>(1) Any onsite order will be charged for extra 50% of the rental fee</p> <p>(2) Additional USD\$20 will be applied for overseas order paid by telegraphic transfer.</p> <p>(3) All items are presumed to be in good condition but not brand-new.</p> | | | | |

Signature

Date

Samples (1/3)

系統家具 System Furniture

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



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



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



F-04 Information Counter
(100x50x75 cmH)
服務台



F-05 Lockable Cupboard
(100x50x75--100 cmH)
可鎖櫃



F-06 Quadrant Display Cube
(50x50x75--100 cmH)
1/4圓形展示台



F-07 Low Glass Showcase
(100x50x100 cmH)
玻璃矮櫃



F-08 Tall Glass Showcase
(100x50x250 cmH)
玻璃高櫃



F-09 Wooden Shelf (Flat/Slope)
(100x30cm)
木層板(平/斜)



F-10 Glass Shelf (Flat/Slope)
(100x30cm)
玻璃層板(平/斜)



F-11 Folding Door
(100x250cmH)
折門



F-12 Lockable Door
(100x250cmH)
可鎖木門



Samples (2/3)

桌椅 Tables & Chairs

F-13 Folding Chair
拆椅



F-14 Vogue Chair
時尚椅



F-15 Armchair
扶手椅



F-16 Sofa Chair
沙發椅



F-17 Air Lift Bar Stool
氣壓式吧椅



F-18 Air Lift Bar Stool
氣壓式吧椅



F-19 Air Lift Bar Table
φ60x105cmH 氣壓式吧桌



F-20 Air Lift Bar Table
φ60x105cmH 氣壓式吧桌



F-21 Bar Table
φ60x105cmH 黑色吧桌



F-22 Glass Round Table
75φx75cmH 玻璃圓桌



F-23 Round Table
60φx60cmH 會議圓桌



F-24 Rectangular Table
(180x60x75cmH) 會議長桌



F-25 Catalogue Holder
型錄架



F-26 Barricade
圍欄



F-27 Wastepaper Basket
垃圾桶



Samples (3/3)

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"-24" desktop monitors
19"-24" 桌上型顯示器



A-04 42" Led Tv / Truss
42" 液晶電視/Truss架



燈具 Lightings

G-01 18W Spotlight
18W 投光燈



G-02 18W Long Arm Spotlight
18W 長柄投光燈



E-03 70W Spotlight
70W 投光燈



G-04 70W Long Arm Spotlight
70W 長柄投光燈



G-05 18W Downlight
18W 嵌燈



G-06 20-40W Fluorescent Tube
20-40W 日光燈管



G-07 Refrigerator(Small)
47x49x74cmH 冰箱(小)



G-08 Water Dispenser
飲水機



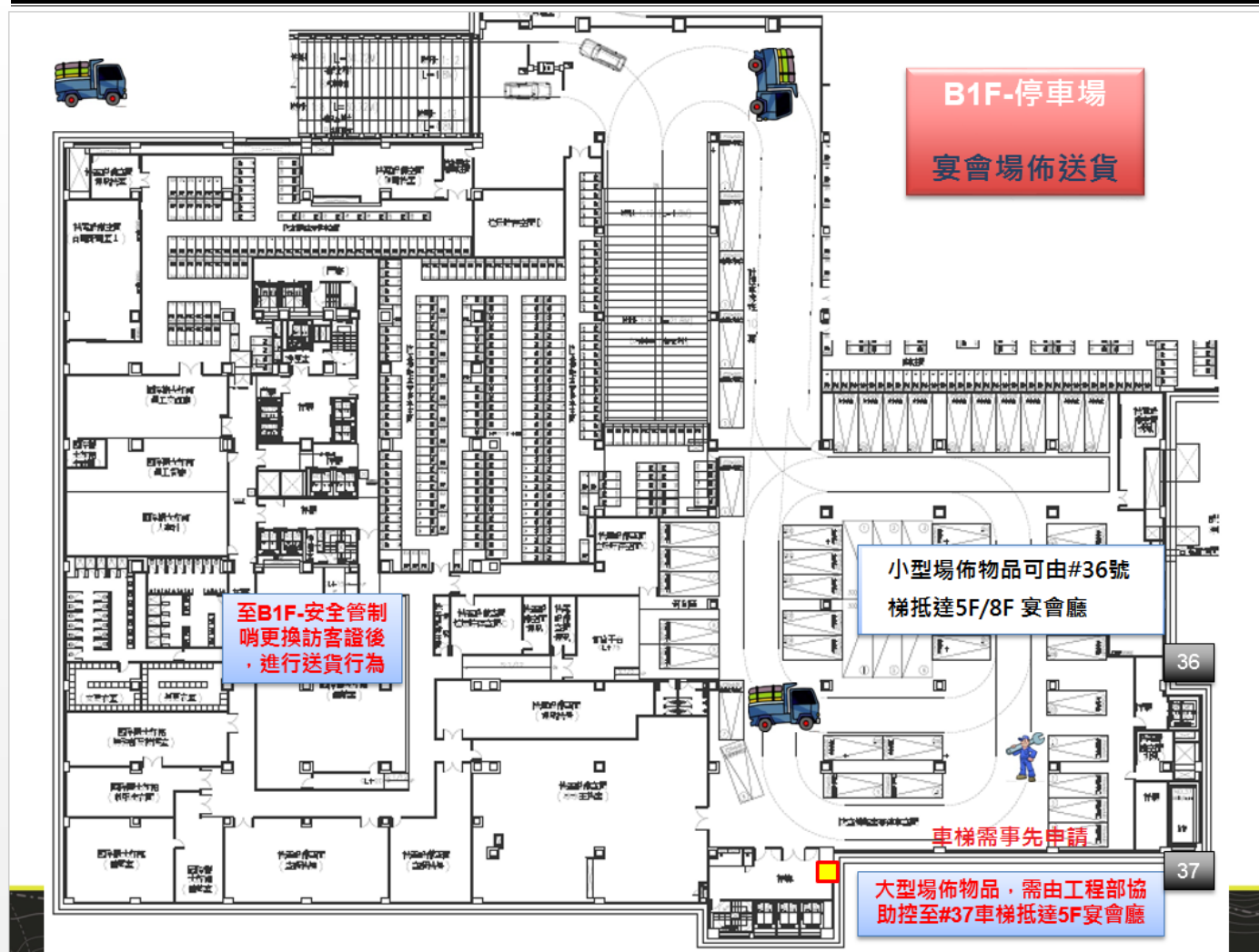
G-09 Power Socket
插座



[Form 4]

Unloading Entrance 卸貨資訊

■Optional: Exhibitors



[Form 5]

Outside Food Affidavit
顧客自帶外食切結書

■Optional: Exhibitors

By **May 1, 2019**



顧客自帶外食 切結書

品項:

代表人_____ (以下簡稱甲方) 原訂於 2019 年 6 月 15 日
台北萬豪酒店(以下簡稱乙方) 3 樓博覽廳舉行亞洲克隆氏症及潰瘍性腸炎學
會 醫學年會；甲方因需自帶外食品項：_____ 使用，乙方
雖同意其自帶外食使用，但基於衛生，安全考量，盡其告知，且若將造成其任
何食品衛生不良及安全之後果，甲方需負責後續處理責任歸屬。

此合約經甲乙雙方同意簽字後，上述合約得無異議履行。

立約人

甲方

代表人:

職稱:

乙方

台北萬豪酒店

宴會業務部

Unnie

2019 年 3 月 8 日



奕達運通
EUROTRAN

Official Forwarder of Taipei Trade Shows

AOCC 2019

(JUNE 14-16, 2019)

TAIPEI MARRIOTT HOTEL

No.199, Lequn 2nd Rd., Zhongshan Dist., Taipei City 104, Taiwan

SERVICES & SHIPPING MANUAL

Contact Information

Eurotran Expo Service Co., Ltd.

Ms. Kate Chen

kate.chen@eurotran.com

Tel: +886-2-2785-6000#102

Fax: +886-2-2785-6701

www.eurotran.com



| Content | |
|---------|---|
| A – D | Shipping Documentation, Case Marking and Deadline |
| E – F | Important Notes for Shipping, Packaging, Transportation & Insurance |

A. Shipping Documentation

For seafreight:

| | Consignee Name | Notify Party |
|---|---|-------------------|
| On the Bill of Lading | Eurotran Expo Service Co., Ltd. 10F., No.455, Chongyang Rd., Nangang Dist., Taipei 115, Taiwan Tel: +886-2-2785-6000 #101 Fax: +886-2-2785-6701 Attn: Ms. Tricia Chiu tricia.chiu@eurotran.com | Same As Consignee |
| On the commercial invoice/packing list | Giant Expo Service Co., Ltd. 10F., No.455, Chongyang Rd., Nangang Dist., Taipei 115, Taiwan Tel: +886-2-2785-6000 #101 Fax: +886-2-2785-6701 Attn: Ms. Tricia Chiu tricia.chiu@eurotran.com | |

For airfreight:

| Consignee Name | Notify Party |
|--|--|
| Giant Expo Service Co., Ltd. 10F., No.455, Chongyang Rd., Nangang Dist., Taipei 115, Taiwan Tel: +886-2-2785-6000 #101 Fax: +886-2-2785-6701 Attn: Ms. Tricia Chiu tricia.chiu@eurotran.com | Giant Expo Service Co., Ltd. 10F., No.455, Chongyang Rd., Nangang Dist., Taipei 115, Taiwan Tel: +886-2-2785-6000 #101 Fax: +886-2-2785-6701 Attn: Ms. Tricia Chiu tricia.chiu@eurotran.com |

B. Documents required for Customs Clearance

- Documents listed below are required to send to Eurotran Expo. Service Co., Ltd. **before the shipment arrives at the destination port.**

◆ Ocean shipment

- ✧ Send one copy EACH of invoice, packing list and B/L by email or fax to Eurotran first after cargo/exhibit leaves port.
- ✧ Send three copies EACH of **original** packing list, invoice and B/L to Eurotran at least **three** days before the shipment arrives in Keelung Port, Taiwan

◆ Air shipment

- ✧ Send one copy EACH of invoice, packing list and B/L by email or fax to Eurotran first after cargo/exhibit leaves airport.
- ✧ Send three copies EACH of **original** packing list, invoice and B/L or carnet with cargo/exhibit.

■ Invoice and packing list:

- ✧ Please indicate which item will be returned or consumed or sold and add the H/S code for each item on invoice.
- ✧ Please add "For show display purpose only" on each invoice.
- ✧ Packing List must show q'ty, gross weight and dimension of each item.
- ✧ All documents must be made in English.

- **All wood packing materials need to be fumigated and have to have proper IPPC heat treatment stamp on.**

■ Medical / Pharmaceutical / Chemical Products

Import Licenses are required for western medicines and traditional Chinese medicine, pharmaceutical products and chemical products.

Please note that we **DO NOT** have the authority to apply for an import license, or act as importer for any pharmaceutical products on an exhibitor's behalf, even for exhibition purposes only. Those participants planning to ship product samples must have a registered pharmacy / importer holding valid licenses to clear same.

C. Case Marking

| | |
|---------------------------------|--------------------------|
| Show Name: AOCC 2019 | |
| Name of Shipper: _____ | |
| Booth No.: _____ | Carton No.: _____ |
| Country of Origin: _____ | |

D. Arrival Deadline of Imported Exhibits

| Transportation | Arrival Deadline | Destination Port |
|----------------|----------------------|----------------------|
| By Sea | Before 28 MAY, 2019 | Keelung port, Taiwan |
| By Air | Before 04 JUNE, 2019 | TPE airport, Taiwan |

D1: Deadline of Document approval: 30 days before shipping

E. Payment Terms

- **Importation of exhibits:** Payment must be made directly to Eurotran (Taiwan) before Eurotran delivers cargo/exhibit to Exhibitor's booth. Cash, credit card, and wire transfer are all acceptable.
- **Re-exportation of exhibits and other services after show:**
 - ✧ Exhibitor who needs service for re-export has to confirm with Eurotran either before the show starts or two days before the show ends.
 - ✧ Payment must be made directly to Eurotran (Taiwan) before cargo/exhibit is leaving showground or bonded warehouse.

F. Special notes for cargo/exhibit's shipping, packing and in-country transportation

- Standard Customs Clearance requires four working days for ocean shipment and two days for air shipment. It's subject to additional terminal handling and delay charge for any exhibit shipment arrives in Taiwan later than official deadline listed on D.

- **Delay surcharge is 30% of the total service fee**

| Delay Surcharge | Min. working day for Customs Clearance | |
|-----------------|--|-----------------------|
| 30% | Ocean freight | 4 working days |
| 30% | Air freight | 3 working days |

- Using waterproof with strong cardboard cases for packing exhibits/cargoes is highly recommended because of unpredictable weather condition for multiple trans-loads from port to showground before the show, and re-packing, and shipping to customers or re-export after the show. Eurotran bears NO responsibility for any cargo/exhibit damages if they are not properly protected and packed.
- **Insurance for cargo/exhibit:**
 - ✧ All services fee doesn't COVER insurance for any cargo/exhibit from discharge port to showground, during show days and re-exporting to customers or original destination after the show. It's shipper/exhibitor's responsibility to have insurance cover the entire period of time mentioned above.
 - ✧ Upon receiving written request from shipper or exhibitor, Eurotran and its associated agents can offer insurance to cover the entire timeframe mentioned above for cargo/exhibit.