

# 2018 IAEA HRD Conference

## Guide on Exhibition



# Exhibition Guideline

## Schedule

Application and payment for exhibition: Before April 1, 2018

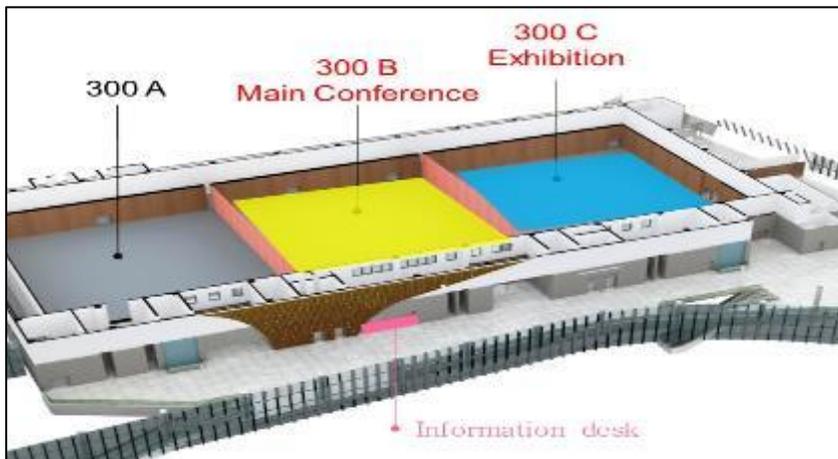
Booth Installation: From May 26 to May 27 12:00

Exhibition Period: From May 28 to May 31 10:00~18:00

Booth Removal: From May 31 18:00 to June 1

## Venue

Hwabaek International Convention Center (HICO), 300C  
 (W 29.5m X L 38.4m X H 12.5m)



※ The venue can be changed depending on the number of applications  
 (From 300C to 1st Floor Exhibition Hall)

## Layout (300C) - TBD

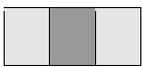
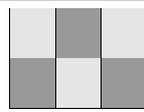
## Booth types and Cost

\* 1 booth = 3m × 3m (9 m<sup>2</sup>)

Type	Benefits	Cost (Excluding VAT)	Remarks
Raw Area (Independent Booth)	Only providing exhibition space and basic power	2,500,000 KRW	Exhibitors build their own booths
Standard Booth	<ul style="list-style-type: none"> <li>• Octanium system structure</li> <li>• 3 spot lights</li> <li>• 1 signboard</li> <li>• 1 information desk &amp; 1 chair</li> <li>• 1 electric outlet (1kw)</li> </ul>	3,000,000 KRW	Exhibition space with Standard structure

<b>Premium Booth</b>	※ Everything from Standard Booth, plus • Maxima system structure • 1 counsel table & 3 chairs • 2 advertising light panels	4,000,000 KRW	Exhibition space with Premium structure
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## Booth Variations

A. 1 booth	B. 2 booths	C. 3 booths	D. 4 booths	E. 6 booths
				
$3 \times 3 = 9 \text{ m}^2$	$6 \times 3 = 18 \text{ m}^2$	$9 \times 3 = 27 \text{ m}^2$	$6 \times 6 = 36 \text{ m}^2$	$9 \times 6 = 54 \text{ m}^2$

## Booth Location

The location of the exhibition booths will be allocated after the deadline. The secretariat (KHNP/Local Secretariat) can adjust the details of booth locations considering number of participating exhibitors, time order of applications, contents of the exhibition, size of the exhibition space, and other appropriate criteria. Exhibitors cannot dispute the final decision of the Secretariat. Also, allocated exhibition areas cannot be rented, leased, or transferred to the third party, and exhibitors are not allowed to exchange the location of their booths. Violation of above conditions may lead to cancellation of the exhibition in question by the Secretariat.

## Exhibition Operating Agency

All works relating to the operation of the Exhibition will be carried out by the selected Agency authorized by the Secretariat. Planning and operation of all work related to the exhibition is subject to the decision of the Secretariat and can be restricted if proceeded without the approval of the Secretariat.

The information of the Agency is as follows:

<b>Name</b>	UNIONE Communications Co., Ltd.
<b>Address</b>	Unione Building, 42, Seoun-ro, Seocho-gu, Seoul, 06728, Korea

## **Electricity/Power**

Electricity construction must be carried out by official electricity company appointed by the Secretariat. Exhibitor must apply for enough electricity by considering total lighting and electric power usages. Additional application for electricity is required in case of shortage of capacity during preparation period. Payment on the extra usage of the electricity over 1kw should be paid by the exhibitor. In order to use extra electricity/power, the application form should be submitted to the Secretariat in advance. In case of any damage including outbreak of fire in exhibition hall due to overload, the exhibitor should compensate the Secretariat, HICO and affected neighboring exhibitors. The responsibility for all problems caused by electricity/power matters will be borne by exhibitor.

## **Restricted Items to 300C Exhibition Hall**

Exhibitors cannot install any kind of exhibition stand or structure over 8 meters high inside 300C Exhibition Hall. Also, in case of bringing in and/or exhibiting an item over 0.5 ton/m<sup>2</sup> of surface weight, the exhibitor should submit structural calculation and weight dispersion plan to be approved by the Secretariat. When exhibitors are carrying in/out, and installing heavyweights, they must take measures for dispersion to avoid the concentrated load on surface. Vehicle or forklift cannot enter into the area and all fire hazards are restricted in the area. All materials used in the booth must be nonflammable or flame-resistant. Truss ringing is not allowed. Power saw, electric plane, welding machine, electric grinder and oxygen cutting machines are not allowed to use in exhibition hall.

Information on the exhibition that generates vibration should be approved by the Secretariat in advance. Vibration-generating exhibition that has not obtained prior approval can be banned on site, and the exhibitor in question shall be responsible for it.

## **Notes on Booth Installation**

The exhibition booth should be installed 50 cm away from the existing wall of the facility or from the built up (shell scheme) and cannot be fixed on the existing facilities. Exhibitor cannot perforate and/or nail the floor/wall of the facility, and painting is not permitted either. Please use double-sided tapes if you want some adherence on the walls. If any damage is found on existing facilities, the Secretariat can request for compensation to the exhibitor in question. Exhibitors should finish the preparation for the booth at least an hour before the opening of the Exhibition. The hallway between the booths is common space which should be kept clean and clear from any obstacles.

## Security

Please note that small, portable and unique items are at risk of theft after the exhibition hours. Exhibitors are advised to keep those items out of the exhibition area.

## Cleaning and Waste Disposal

When the Conference is over, all the waste from each exhibition space should be brought out by each exhibitor or be dealt by a contracted agency at the expense of the exhibitor.

## Responsibilities

Exhibitors are obliged to get insurance for their own exhibition items.

Exhibitors are responsible for all activities occurred during the exhibition, and in case of any damage to the facility, they need to pay the restoration fee to HICO or designated restoration company.

In case of property damage to exhibitors due to natural disaster, calamity, outbreak of war, change of state policy or other force majeure, the Secretariat and HICO are not liable for the damage. And in case of property damage to exhibitors due to fire, theft, breakage, and/or other accident happening inside the exhibition hall, the Secretariat and HICO are not liable for the damage.

HICO, the exhibition venue, requests separate forms to participate in the exhibition. All exhibitors should submit the forms by due date in order to participate in the exhibition.

## Commodity Rental for Exhibition

Exhibitors can rent necessary commodities for the exhibition. The list of rentable commodities is in **<Appendix1. The list of rentable items>**

## Cancellation of the Exhibition

The Secretariat basically does not accept any application for cancellation of the exhibitions. If the exhibitor wants to cancel it, however, owing to circumstances beyond its control, the cancellation form must be written and submitted to the Secretariat for the approval.

■ The cancellation charge is as follows:

Application Date of Cancellation (upon confirmation)	Cancellation Charge
Before April 16, 2018	50% of the exhibition fee (half refund)
From April 16, 2018	100% of the exhibition fee (no refund)

# Application Form

Please fill out this form and send it by e-mail or fax below. After sending, please dial below number for confirmation of receipt.

## Contact Information

### ***KHNP (Korea Hydro & Nuclear Power Co., Ltd.)***

Younghee Ko : youngheeko@khnp.co.kr, TEL (82) 54-704-7657

Syngryong Lee : ryong.lee@khnp.co.kr, TEL (82) 54-704-7654

### ***UNIONE Communications:***

Sanghee Adrian Lee : adrianlee@unione.co.kr, TEL (82) 2-550-2519

Hyunseok Oh : ohryu@unione.co.kr, TEL (82) 2-550-2515

### A. Exhibitor Information

Name of Organization			
Name of Representative		Website	
Address	(Zip code )		
Name of person in charge for exhibition		Department/ Position	
Telephone		Mobile Phone	
E-mail			
Total Weight *with supporting document			

### B. Application Details

Type	Quantity		Price
Raw Area		Booth	KRW 2,500,000/booth
Standard Booth		Booth	KRW 3,000,000/booth
Premium Booth		Booth	KRW 4,000,000/booth
Electricity (kW)		kW	KRW 50,000/kW/daytime
		kW	KRW 70,000/kW/24HRS
LAN		Line	KRW 100,000/LAN
Phone		Line	KRW 70,000

\* 10% of the above amount will be charged as Value Added Tax (VAT).



**Liabilities**

In case of natural disasters including typhoon, earthquakes, flood, fire and/or similar circumstances beyond control of the host of this Conference, the host reserves the right to cancel the Conference two weeks (14 days) prior to the opening date of the Conference. If the Conference gets cancelled due to abovementioned reasons, host will return the deducted application fees to the exhibitors. The amount of deduction will not exceed 10% of total application fee.

**Refund Policy**

If you need to cancel your application due to unavoidable circumstances, the cancellation form must be written and approved by the Secretariat of the IAEA HRD Conference.

The cancellation charge is as follows:

- \* Before April 16, 2018 --- Half of the application fee (50%)
- \* From April 16, 2018 --- Total participation fee (100%)

I have read the Exhibition Guide for 2018 IAEA HRD Conference and would like to apply for the exhibition space as above.

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Date

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Signature

(Appendix 1. The list of rentable items)

## Exhibition Rental Items Order

Please fill out this form and return it by email at <a href="mailto:ohryu@unione.co.kr">ohryu@unione.co.kr</a> by May 15							
<b>Date</b>				<b>Booth No.</b>			
<b>Company</b>				<b>E-mail</b>			
<b>Name</b>				<b>Fax.</b>			
<b>Tel.</b>							
No.	Products No. and Name	Size	Quantity	Unit	Unit Cost	Price (VAT Included)	Note
1						₩	
2						₩	
3						₩	
4						₩	
5						₩	
6						₩	
7						₩	
8						₩	
<b>Total</b>						₩	

\* Please find rental Items list for details

\* If you need other rental items which are not in the catalogue, please email us at [ohryu@unione.co.kr](mailto:ohryu@unione.co.kr)

\* Payment should be made by May 15

\* Please keep in mind that additional compensation will be asked in case of any loss or damage of rented products.

\* Only Bank Transfer available and all remittance fees should be paid by exhibitors.

\* On-site rentals are not available.

### Bank information

**Name of Bank: WOORI BANK**

**Account Name: UNIONE Communications Co., Ltd.**

**Account Number: 1005-003-414944**

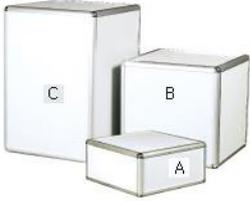
**Swift Code: HVBKKRSEXXX**

※ The application/exhibition fee must be paid in Korean Won (KRW) including 10% VAT.

## Exhibition Rental Items

No.		Price (KRW) (excluded VAT)	No.		Price(KRW) (excluded VAT)
DS-01	Display Base 1M	30,000	FC-13	Design Chair2	20,000
DS-02	Display Base 2M	60,000	FC-14	High Pack Chair	15,000
DS-03	1M Info table set	40,000	FC-15	Living Sofa	25,000
DS-04	2M Display base set	80,000	FC-16	Long Chair	50,000
DS-05	Olympics Display Base	80,000	FC-17	Sofa Person1	60,000
DS-06	Display Base 1M	80,000	FC-18	Sofa Person2	80,000
DS-07	Square table 1	40,000	ETC-01	Catalogue Stand1	40,000
DS-08	Square table 2	40,000	ETC-02	Catalogue Stand2	15,000
DS-09	Acryl Dome	40,000	ETC-03	Mash	10,000
DS-10	VTR&Monitor Base	30,000	ETC-04	Banner Stand	10,000
DS-11	Display Cube	20,000	ETC-05	Spec Stand	20,000
DS-12	Showcase1	50,000	ETC-06	POP Stand	15,000
DS-13	Showcase3	50,000	ETC-07	Easel	15,000
DS-14	Showcase2M	120,000	ETC-08	Partition	30,000
DS-15	Shelf	20,000	ETC-09	Guard Rail A	15,000
DS-16	Hold Info	150,000	ETC-09	Guard Rail B	25,000
FS-01	table+ 2 chairs A	50,000	ETC-10	Hanger	10,000
FS-01	table+ 4 chairs B	60,000	ETC-11	Trash Can	3,000
FS-02	Alumin Table Set	80,000	ETC-12	Visitor's Book	10,000
FS-03	Easy Chair Set	70,000	ETC-13	Picture Hanger	5,000
FS-04	Office Chair Set	70,000	ETC-13	S-Hanger	1,000
FS-05	Glass Table Set	80,000	ETC-13	Businesscard Collection Box	12,000
FS-06	Air Table Set	60,000	E-01	Hot/Cold Water Dispenser	40,000
FS-07	Parasol set	60,000	E-02	Desktop	80,000
FT-01	Round Table	30,000	E-03	Notebook Computer	120,000
FT-02	Aluminum Table	40,000	E-04	LCD Monitor 19"	80,000
FT-03	Glass Table	40,000	E-04	LCD Monitor 21"	100,000
FT-04	High Table	30,000	E-05	Laser Printer	80,000
FT-05	Air Table	40,000	E-06	Copy Machine	120,000
FT-06	Sofa table	40,000	E-07	Fax	100,000
FC-01	Round Chair	10,000	E-08	Television 29"	100,000
FC-02	Folding Chair	10,000	E-09	PDP 42" (special order)	
FC-03	Aluminum Chair	15,000	E-09	PDP 50" (special order)	
FC-04	Wood Chair	20,000	E-09	PDP 60" (special order)	
FC-05	Easy Chair	15,000	E-10	DVD Combo Player	50,000
FC-06	Office Chair	15,000	E-11	LCD Projector	100,000
FC-07	Benz Chair	20,000	E-11	Screen	50,000
FC-08	High Stool1	15,000	E-12	Refrigerator100L	50,000
FC-09	High Stool2	20,000	E-13	Amp/speaker	300,000
FC-10	High Stool3	20,000	E-14	Amp	150,000
FC-11	Apple Chair	25,000	E-15	Portable amp	80,000
FC-12	Design Chair1	25,000	E-16	Walki-Talkie	7,000

 <p><b>DS-01</b>                      Item : Display Base 1M                      Feature : 1000*500*750</p> <p>Price : ₩30,000</p>	 <p><b>DS-02</b>                      Item : Display Base 2M                      Feature : 2000*500*750</p> <p>Price : ₩60,000</p>
 <p><b>DS-03</b>                      Item : 1M Info table set                      Feature : 1000*500*750                      1000*300*250</p> <p>Price : ₩40,000</p>	 <p><b>DS-04</b>                      Item : 2M Display base set                      Feature : 2000*500*750                      2000*300*250</p> <p>Price : ₩80,000</p>
 <p><b>DS-05</b>                      Item : Olympics Display Base                      Feature : 560*560*1000                      560*560*750</p> <p>Price : ₩80,000</p>	 <p><b>DS-06</b>                      Item : Display Base 1M                      Feature : 1000*750*1000</p> <p>Price : ₩80,000</p>
 <p><b>DS-07</b>                      Item : Square table 1                      Feature : A-1800*900*750                      B-1500*900*750                      C-1200*900*750</p> <p>Price : ₩40,000 (A,B)                      ₩30,000 (C)</p>	 <p><b>DS-08</b>                      Item : Square table 2                      Feature : A-1800*600*750                      B-1500*600*750</p> <p>Price : ₩40,000 (A,B)</p>
 <p><b>DS-09</b>                      Item : Acryl Dome                      Feature : A- φ 600*750                      B- φ 600*1000</p> <p>Price : ₩40,000 (A,B)</p>	 <p><b>DS-10</b>                      Item : VTR&amp;Monitor Base                      Feature : A-500*500*1000                      B-750*500*1000</p> <p>Price : ₩30,000 (A,B)</p>

 <p><b>DS-11</b> Item : Display Cube Feature : A-500*500*300           B-500*500*500           C-500*500*750</p> <p>Price : (A,B,C) ₩20,000</p>	 <p><b>DS-12</b> Item : Showcase1 Feature : 900*450*900</p> <p>Price : ₩50,000</p>
 <p><b>DS-13</b> Item : Showcase3 Feature : 900*450*900</p> <p>Price : ₩50,000</p>	 <p><b>DS-14</b> Item : Showcase2M Feature : 900*450*2000</p> <p>Price : ₩120,000</p>
 <p><b>DS-15</b> Item : Shelf Feature : 1000*300</p> <p>Price : ₩20,000</p>	 <p><b>DS_16</b> Item : Hold Info Feature : 1600*450*960</p> <p>Price : ₩150,000</p>
 <p><b>FS-01</b> Item : Round Table Set Feature : φ 750*750           A-table1+chair2           B-table1+chair4</p> <p>Price : ₩50,000 (A)           ₩60,000 (B)</p>	 <p><b>FS-02</b> Item : Alumin Table Set Feature : φ 700*750           table1+chair4</p> <p>Price : ₩80,000</p>
 <p><b>FS-03</b> Item : Easy Chair Set Feature : φ 750*750           table1+chair4</p> <p>Price : ₩70,000</p>	 <p><b>FS-04</b> Item : Office Chair Set Feature : φ 750*750           table1+chair4</p> <p>Price : ₩70,000</p>

 <p><b>FS-05</b> Item : Glass Table Set Feature : T- <math>\phi</math> 700*750 table1+chair4</p> <p>Price : ₩90,000</p>	 <p><b>FS-06</b> Item : Air Table Set Feature : T- <math>\phi</math> 600*900</p> <p>Price : ₩60,000</p>
 <p><b>FS-07</b> Item : Parasol set Feature : P- <math>\phi</math> 1800*2200 T- <math>\phi</math> 700*750 C-4EA</p> <p>Price : ₩60,000</p>	 <p><b>FT-01</b> Item : Round Table Feature : A- <math>\phi</math> 750*750 B- <math>\phi</math> 700*1000 (High table)</p> <p>Price : ₩30,000</p>
 <p><b>FT-02</b> Item : Aluminum Table Feature : <math>\phi</math> 700-800*750</p> <p>Price : ₩40,000</p>	 <p><b>FT-03</b> Item : Glass Table Feature : <math>\phi</math> 700*750</p> <p>Price : ₩40,000</p>
 <p><b>FT-04</b> Item : High Table Feature : <math>\phi</math> 600*1000</p> <p>Price : ₩30,000</p>	 <p><b>FT-05</b> Item : Air Table Feature : <math>\phi</math> 600*900</p> <p>Price : ₩40,000</p>
 <p><b>FT-06</b> Item : Sofa table Feature : 1200*600*550</p> <p>Price : ₩40,000</p>	 <p><b>FC-01</b> Item : Round Chair Feature : 425*410*455</p> <p>Price : ₩10,000</p>



**FC-02**  
Item : Folding Chair  
Feature : 450\*480\*450

Price :  
₩10,000



**FC-03**  
Item : Aluminum Chair  
Feature : 510\*405\*450

Price :  
₩15,000



**FC-04**  
Item : Wood Chair  
Feature : 510\*405\*450

Price :  
₩20,000



**FC-05**  
Item : Easy Chair  
Feature : 400\*450\*470

Price :  
₩15,000



**FC-06**  
Item : Office Chair  
Feature : 580\*510\*470

Price :  
₩15,000



**FC-07**  
Item : Benz Chair  
Feature : 530\*460\*470

Price :  
₩20,000



**FC-08**  
Item : High Stool1  
Feature : 4380\*700

Price :  
₩15,000



**FC-09**  
Item : High Stool2  
Feature : 4380\*700

Price :  
₩20,000



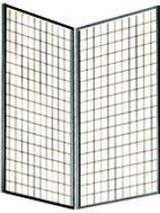
**FC-10**  
Item : High Stool3  
Feature : 450\*450\*700

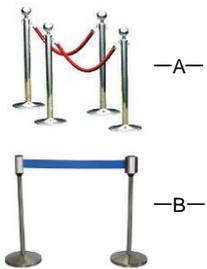
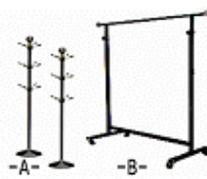
Price :  
₩20,000



**FC-11**  
Item : Apple Chair  
Feature : 520\*460

Price :  
₩25,000

 <p><b>FC-12</b> Item : Design Chair1 Feature : 530*460*470</p> <p>Price : ₩25,000</p>	 <p><b>FC-13</b> Item : Design Chair2 Feature : 480*450*450</p> <p>Price : ₩20,000</p>
 <p><b>FC-14</b> Item : High Pack Chair Feature : 580*580*850</p> <p>Price : ₩15,000</p>	 <p><b>FC-15</b> Item : Living Sofa Feature : 580*620*850</p> <p>Price : ₩25,000</p>
 <p><b>FC-16</b> Item : Long Chair Feature : 1600*470*440</p> <p>Price : ₩50,000</p>	 <p><b>FC-17</b> Item : Sofa Person1 Feature : 760*780*750</p> <p>Price : ₩60,000</p>
 <p><b>FC_18</b> Item : Sofa Person2 Feature : 1900*780*750</p> <p>Price : ₩80,000</p>	 <p><b>ETC-01</b> Item : Catalogue Stand1 Feature : 300*1560</p> <p>Price : ₩40,000</p>
 <p><b>ETC-02</b> Item : Catalogue Stand2 Feature : 300*1500</p> <p>Price : ₩15,000</p>	 <p><b>ETC-03</b> Item : Mash Feature : 1200*900</p> <p>Price : ₩10,000</p>

 <p><b>ETC-04</b> Item : Banner Stand Feature : 600*1800</p> <p>Price : ₩10,000</p>	 <p><b>ETC-05</b> Item : Spec Stand Feature : 300*1000</p> <p>Price : ₩20,000</p>
 <p><b>ETC-06</b> Item : POP Stand Feature : 200*300*1000</p> <p>Price : (A4) ₩15,000 (A3) ₩30,000</p>	 <p><b>ETC-07</b> Item : Easel Feature : 500*400~700</p> <p>Price : ₩15,000</p>
 <p><b>ETC-08</b> Item : Partition Feature : 1200*1500</p> <p>Price : ₩30,000</p>	 <p><b>ETC-09</b> Item : Guard Rail Feature : 1000*950 A-Pole Guard Rail B-Strap Guard Rail</p> <p>Price : (A) ₩15,000 (1set:30,000) (B) ₩25,000 (1set:50,000)</p>
 <p><b>ETC-10</b> Item : Hanger Feature : A-1200 B-1000*750~1200</p> <p>Price : (A,B) ₩10,000</p>	 <p><b>ETC-11</b> Item : Trash Can Feature : 30L</p> <p>Price : ₩3,000</p>
 <p><b>ETC-12</b> Item : Visitors' Book (For Sale) Feature : Large-Lined</p> <p>Price : ₩10,000</p>	 <p><b>ETC-13</b> Item : Others (For sale) Feature : A-Picture hangers B-S hanger C-Businesscard collection box</p> <p>Price : ₩5,000 (A) ₩10,000 (4EA) (B) ₩12,000 (C)</p>



 <p><b>E-11</b> Item : LCD Projector/Screen Feature : Screen 2100*1800</p> <p>Price : ₩100,000 ₩50,000 (Per day)</p>	 <p><b>E-12</b> Item : Refrigerator 100L Feature : 100L</p> <p>Price : ₩50,000</p>
 <p><b>E-13</b> Item : Amp/speaker Feature : 300W~600W</p> <p>Price : ₩300,000</p>	 <p><b>E-14</b> Item : Amp Feature : 250W</p> <p>Price : ₩150,000</p>
 <p><b>E-15</b> Item : Portable amp Feature : 30W</p> <p>Price : ₩80,000</p>	 <p><b>E-16</b> Item : Walki-Talkie Feature : Motorola</p> <p>Price : ₩7,000 (Per day)</p>

**(Appendix 2. HICO requested materials)**

## Safety Work Pledge

This pledge is made to ensure that the work is done safely at the venue of HICO.

1. The worker(s) of this company ( ) will wear personal protective equipment (goggles, gloves, ear plugs, safety helmets, safety shoes, safety gear, etc.) at work and pledge to pay special attention to safety accidents.
2. The field supervisor will work on site after conducting safety training for all workers.
3. We will not smoke or drink alcohol in HICO.
4. Awarded services will be provided by the designated registrant(s) and we will not allow any sub-contracting or name lending. We will not assign any or all of our rights and obligations to others without prior approval of HICO.
5. In principle, we will make the same construction as the job declaration. If any change is required, we will report it immediately and get the approval from the hall manager before construction.
6. Waste collected during operation will be disposed of by itself. In addition, the garbage during the work will not be dumped into the garbage disposal center or other places in the center without permission.
7. We will make sure that there will be no obstructions in all access to the aisles and that emergency facilities such as fire extinguishers will be accessed with ease.
8. The contractor will take full responsibility for the safety of the booth in order to prevent fire.
9. Materials that can easily burn in case of fire (wood, fiber, etc.) should be flame retarded and we will submit the original certificate of flame retardant finish.
10. In any case, we will not block or hide an emergency exit light while working.
11. We will install structures at least 50cm apart from basic facilities (exhibition halls, dividers, exhibition hall walls).
12. When working on a high place over 2 meters, we will wear a safety helmet and a safety belt and hook a safety collar.
13. We will cut off all the power before working on the electricity and check the voltage before operating.

14. When bringing in dangerous goods (gas, various oil, chemicals, etc.), we will get prior approval from the hall manager.
15. When bringing in heavy equipment or heavy goods, we will inform the hall manager and get prior approval.
16. When bringing in heavy goods, we will protect the floor with strong plywood.
17. We will operate the stage equipment after obtaining prior approval of the hall manager.
18. We recognize that painting is prohibited in the meeting rooms and exhibition halls. If necessary, we will use only water-based paints after obtaining prior approval from the hall manager in advance.
19. We will notify the hall manager immediately if an accident occurs, even if it is minor.
20. Each company will work in accordance with the regulations stipulated by HICO (rules and rules of operation of the venue), the operation manual for the designated registered companies, and the relevant laws such as the Industrial Safety and Health Act.
21. If we do not follow the work rules stated above, we will acceded to HICO's request to stop work.
22. We will also actively cooperate with the work items instructed by HICO (including Hall managers and center staff) except the above.

We pledge to work in compliance with the above safety regulations.

\_\_\_\_\_  
Month

\_\_\_\_\_  
Date

\_\_\_\_\_  
Year

Name of the company:

Position:

Pledger:

\_\_\_\_\_ (Signature)

# Technical Support Application

<b>Title of Event</b>		<b>Venue</b>	
<b>Rent period</b>	. . ,2018 ~ . . , 2018 ( days)		
<b>Exhibition Period</b>	. . ,2018 ~ . . , 2018 ( days)		
<b>Constructor</b>	Base unit:	Electric facility:	Floor (carpet) construction:

Power Supply

Sort	Item
<b>Exhibition lighting</b>	Single Phase 220V 60Hz _____KW
<b>Operation of Exhibition</b>	Single Phase 220V 60Hz _____KW
	Three Phases 380V 60Hz _____KW
<b>24 hours power supply</b>	<input type="checkbox"/> Single Phase 220V / <input type="checkbox"/> Three Phases 380V 60Hz _____KW

Service

<b>Water supply</b>	_____ EA	<b>Drainage system</b>	_____ EA
<b>Gas</b>	_____ EA	<b>Compressed air</b>	_____ EA
<b>Air-conditioning</b>	_____ room(s)	<b>Period:</b>	. . ,2018 ~ . . , 2018 ( days)
		<b>Working hour:</b>	
<b>Heating</b>	_____ room(s)	<b>Period:</b>	. . ,2018 ~ . . , 2018 ( days)
		<b>Working hour:</b>	

\*Remarks

1. Please write the information in the appropriate box
2. You need to apply for air-conditioning and heating in 'room'.
3. Attachment: 1 floor plan for technical support service
4. For telephone, wired internet and TV, separately apply to designated companies.

We comply with your 「Meeting Room / Exhibition Hall Rules」 of HICO  
and apply for technical support as above.

\_\_\_\_\_  
Month

\_\_\_\_\_  
Date

\_\_\_\_\_  
Year

Address:

Name of the company:

Representative: \_\_\_\_\_ (Signature)

