

## 2014年美安台灣領導者訓練大會重要注意事項

### 來賓之夜

11/7(五)晚間的『來賓之夜』為**自由入場**，免收門票，所有參加來賓之夜的夥伴可直接進入南港展覽館4F大會會場。在此鼓勵各位超連鎖®店主，請把握機會帶領更多的新朋友參加來賓之夜。請儘早抵達會場避免塞車或捷運過於擁擠。

入場時間：11/7(五)晚上6:30pm開始入場。

離場時間：11/7(五)晚上10:00pm前 ( 因會議場地管理單位之規定，請務必於此時間前離開南港展覽館，以避免產生鉅額罰金 )。

### 2015美安美國邁阿密國際年會門票摸彩

獎品：美國邁阿密國際年會門票 30 張

可參加摸彩佳賓：已購買 2014 年美安台灣領導者訓練大會門票，且於 11/7(五)來賓之夜以及 11/8 ( 六 )、11/9 ( 週日 ) 報到入場之佳賓

#### 11/7(五)來賓之夜摸彩規則：(現場不再另外提供摸彩卷)

1. 持有2014年美安台灣領導者訓練大會門票佳賓請於入場前至南港展覽館1F的「南門報到區」辦理「預先報到」。
2. 填妥大會門票及入場聯上之姓名欄。
3. 工作人員在您報到完畢後會撕取入場聯，並將您的入場聯投入抽獎箱內，您的報到入場聯即為摸彩卷。

#### 11/8(六) 及 11/9(日)摸彩規則：

1. 持有 2014 年美安台灣領導者訓練大會門票佳賓請於 11/8(六)及 11/9(日)於入場前至南港展覽館 1F 的「南門報到區」辦理「報到」。
2. 進行報到前，請填妥門票及入場聯上之姓名欄。
3. 工作人員在為您報到完畢後會撕取入場聯，並將您的入場聯投入抽獎箱內，您的報到入場聯即為摸彩卷。( 11/7 週五已辦理預先報到之超連鎖®店主亦包括於 11/8 週六、11/9 週日之摸彩活動中 )

## 報到事宜

### 預先報到

1. 於 11/7(五)參加來賓之夜時，夥伴們可先至南港展覽館 1F 的「南門報到區」預先報到，報到時間 5:30pm - 8:30pm。
2. 報到時，請出示已填妥門票正面及入場聯背面上之姓名欄的大會門票。
3. 報到時，工作人員撕取入場聯後交回門票及一份大會資料，並為入場來賓戴上大會「專用手環」，以完成報到手續，手環鬆緊度以一隻手指寬為限。

在此鼓勵超連鎖®店主們儘量辦理預先報到，可節省隔日 11/8(六)報到的等待時間。已完成預先報到者 11/8(六)可在南港展覽館 1F「南門-快速通關」或「北門-快速通關」入口排隊直達 4F 大會會場。

### 一般報到

1. 本次大會於南港展覽館 1F 南門設立「南門報到區」。(請參照附件：進場平面圖)
2. 未完成預先報到的超連鎖®店主們請到南港展覽館 1F 的「南門報到區」完成報到方可進場。
3. 排隊報到時，請出示已填妥門票正面及入場聯背面上之姓名欄的大會門票交給工作人員。工作人員會撕取入場聯後將門票交回給您，附上一份大會資料，並為入場來賓戴上大會「專用手環」，手環鬆緊度以一隻手指寬為限，指引您至指定區排隊並依循規定路線前往4F大會會場。

已於11/7(五)「完成預先報到」的超連鎖®店主們，請到南港展覽館1F「南門」或「北門」之「快速通關」入口排隊直達4F大會會場。

「南門」報到區服務時間如下：**(北門僅設入場開口，無報到櫃檯)**

11/7(五)：5:30pm - 8:30pm

11/8(六)：7:00am - 4:00pm

11/9(日)：7:00am - 2:00pm

「南門」及「北門」開門入場時間：

11/7(五)：晚上 6:30pm 開始入場。

11/8(六)：早上 7:00am 開始入場。

11/9(日)：早上 7:00am 開始入場。

預計每日議程活動時間如下：

- 11/8(六)： 早上 9:20am ~ 1:00pm  
下午 2:00pm ~ 6:20pm  
(離場時間：9:00pm 前請務必離開南港展覽館。)
- 11/9(日)： 早上 9:00am ~ 12:50pm。  
下午 1:50pm ~ 5:20pm。  
(離場時間：6:00pm 前請務必離開南港展覽館。)

※每日下午開場及結束時間以當日議程為主。

## 注意事項

- 以下注意事項敬請配合，若您邀請之對象非美安超連鎖®店主，也請代為宣達
- 恕不接受指定他人代替或代理報到，僅限本人親自辦理報到程序。
- 大會進出場：如需暫時離開會場，再次進入會場時，需「同時」出示大會「大會門票」及大會「專用手環」，工作人員才會允許您再次進入。為了保障所有購票人之入場權益，敬請各位夥伴配合工作人員執行。
- 大會專用手環為一次性使用之塑膠防水扣式手環。配戴於手腕後，若卸下將無法再次使用，中途毀損恕不補發。請務必全程配戴並請於11月9日(星期日)大會結束後再取下。若「未同時配戴大會專用手環及大會名牌」，恕不能入場參加。欲入場則須補購門票，或補購大會專用手環新台幣2,000元方能入場。
- 報到時，工作人員為您配戴大會專用手環之原則為，戴上手環後有一隻手指寬度使手環仍可活動為準則。
- 為了會場會議的秩序及會議品質，12歲以下兒童嚴禁入場。
- 持有已劃席門票之超連鎖®店主們，提醒您每日上午大會開始前30分鐘必須入座，若未能於30分鐘前就座，美安台灣公司有權將座位重新劃位給其他需要座位的夥伴，並請移至其他座位入座。只有美安台灣公司的工作人員才可以劃位。請勿自行重新劃位，否則將失去原先已劃定的座位！最後再次提醒- 請務必於上午大會開始前30分鐘出席大會並就座！座位空蕩蕩或姍姍來遲對演講者十分不敬，並影響提早入座

夥伴的權益。

- 大會期間請著整齊服裝參加。

## 耳機租借

- 為因應國外講師及貴賓使用英文演說，公司備有專業口譯服務以及中文翻譯接收機供與會人士租借使用。

- 請您直接使用附件之翻譯接收機借用單，填寫完整清楚之資料，於 11/7(五)及 11/8(六)至耳機兌換處，將借用單交予公司的工作人員，以兌換翻譯接收機。

- 兌換翻譯接收機時，需一併出示信用卡供工作人員核對。

- 於 11/8(六)當天下午會議結束後，依租借時工作人員給予的翻譯接收機歸還單序號，在原租借處依序號歸還翻譯接收機。

- **歸還耳機時，需要同時歸還“翻譯接收機”及“耳機”（不用歸還“電池”）。**若遺失翻譯接收機或耳機，每部翻譯接收機需支付新台幣 9,000 元；每付耳機需支付新台幣 1,000 元。

耳機租還處地點：

南港展覽館 4 樓「DNA 攤位」對面。

翻譯接收機租借： 11/7(五) 6:30pm ~ 9:30pm。

11/8(六) 7:00am ~ 6:00pm。

翻譯接收機歸還： 11/8(六) 6:00pm ~ 9:00pm。

## 大會其他事宜

- 中午便當請所有夥伴要求外送的便當廠商，於「南港展覽館 1F 大門門口外」面交取餐。

預計中午休息時間:

11/8(六): 1:00pm ~ 2:00pm。

11/9(日): 12:50pm ~ 1:50pm。

※每日中午休息時間以當日議程為主。

- 會場內可飲食。依據南港展覽館及環保局之規定，場內垃圾廢棄物請依照垃圾分類規則確實執行，為環境及地球盡一份心力。
- 各獎項得獎人、全國會議聯盟系統協調員，如未領取榮譽彩帶，請至大會服務處領取。(請參照附件: 南港展覽館四樓平面圖)
- 大會議程進行時，請勿在會場內外召開組織核心小組會議，以免干擾大會會議。
- 依據南港展覽館之規定，會場內嚴禁吸煙，敬請確實遵守。吸煙的朋友請走到南港展覽館外。在館內吸煙者將會遭到取締及罰款。
- 為尊重演講者以及美安公司的智慧財產權，會場內嚴禁錄影及錄音，請務必確實遵守。
- 會議期間，請將手機關機，切勿在會場內接講手機。
- 由於參加人數眾多，請務必依會議規則遵守會場秩序，按照公司宣布的規則依序排隊入場。入場後請依序入座，請勿搶位佔位，相互尊重，勿推擠，避免造成自己及他人之不便或受傷害。現場將有保全人員巡場，請共同維持良好秩序，表現美安台灣夥伴的精神。
- 場內備有多台飲水機，請夥伴朋友斟酌攜帶運動水壺使用。現場並有礦泉水及飲料販賣，可多加利用。(請參照附件: 南港展覽館四樓平面圖)
- 南港展覽館外將增設臨時活動廁所，請男士夥伴儘量利用，將室內廁所禮讓留給女性夥伴，感謝配合。(請參照附件: 南港展覽館四樓平面圖)

## 停車資訊

- 計程車: 建議自行叫車或直接至南港展覽館 1F 正門服務台洽詢叫車服務。
- 汽車：  
南港展覽館地下一樓(B1)停車場  
11/7(五) – 11/8(六)停車場營業時間：07:00am-23:00pm  
11/9(日)停車場營業時間：07:00am-21:00pm  
請留意早晨 7:00am 才開放機車/汽車駛入停放。  
11/7(五) – 11/9(日)採計次收費，汽車每次新台幣 100 元，於進入停車場時繳納，不得過夜停放。停車費用及資訊以南港展覽館現場公告為準。
- 機車：11/7(五) – 11/9(日)採計次收費，機車每次新台幣 30 元，出場時投幣繳交，不得過夜停放。停車費用及資訊以南港展覽館現場公告為準。
- 南港展覽館週邊有多個小型汽車停車場，也請善加利用。(請參照附件: 停車場位置圖) 違規停車者，警方將請拖吊車拖走，並於取車時收取拖吊費用。重大違規事項警察將加開罰單。

## 現場購買2015美安台灣全國年會門票

凡每購買 3 張 2015 年美安台灣全國年會門票，您就能得到愛尚它®葡萄籽、松樹皮、紅酒萃取精華粉末一瓶(300g)，愛尚它®強鈣配方粉末一瓶(300g)及網路中心經營權一個，合計價值超過新台幣\$14,610 元! 同時，除了可獲得上述的超值贈品外，此次還特別再加贈送若美芙™體驗包組合 1 組(5 小包)，物超所值!門票數量有限，請儘早搶購，以免向隅。

### 售票時間

11/8(六) 7:30am – 5:00pm

11/9(日) 7:30am – 5:00pm

## 預購門票及贈品領取

- 如果您在 2014 年 9 月 30 日(含)前，線上購買單筆訂單超過 12 張(含) 2015 年美安台灣全國年會門票，公司將會免費寄送門票及贈品至您府上。
- 已預購門票但未達 12 張者，請於 2014 年 11 月美安台灣領導者訓練大會現場 (11/8-11/9)持有照片之身份證件於售票櫃檯大會門票及贈品提領處領取預購之門票及贈品。
- 如欲免費取得價值 NT\$11,200 的網路中心經營權，請務必於大會期間(11/8-11/9)，將購票 3 張所贈的免費網路中心申請表，交到大會網路中心攤位，才得以獲取免費網路中心經營權。
- 預購門票但未達 12 張者，如您未能在 2014 年 11 月美安台灣領導者訓練大會現場領取門票及贈品，公司將在大會後僅將您的 2015 年美安台灣全國年會門票以掛號方式寄給您；至於產品贈品，無論您預購幾張門票，將視同您已放棄，請恕不再另行發放。

#### 預購門票未達 12 張者門票及贈品領取時間

11/8(六) 7:30am – 5:00pm

11/9(日) 7:30am – 5:00pm

### 美安台灣社群通訊(MVPN)

遠傳公司將派駐專人在現場提供服務辦理 MVPN，請記得攜帶雙證件：身分證正反兩面影本及健保卡或駕照影本至美安台灣社群通訊現場辦理。

### 美安聯名信用卡及美安電子錢包卡儲值

- 永豐銀行將在現場設立服務處。(請參照附件：南港展覽館四樓平面圖)，請至『永豐銀行』攤位申辦或詢問有關美安聯名信用卡細節及美安電子錢包卡儲值。
- 現場辦理聯名信用卡的夥伴，請務必記得攜帶新式身分證正、反面影本，及所得或財力證明等可茲證明還款能力之相關資料。例如：(以下文件擇一即可)

- 一、 檢附永豐銀行認可之收入或財力證明如下。請擇一提供影印本：
- 近一年度扣繳憑單或綜合所得稅申報書 ( 含薪資、利息、股利、租賃...等收入 )。
  - 近兩個月之薪資單或薪資轉帳(含存摺封面及內頁明細)。
  - 未到期之定存單。
  - 近兩個月之活存(含存摺封面及內頁明細)或存款證明。
  - 不動產證明(如：權狀、稅單、謄本)。
- 二、 其他證明：
- 若為自營商(負責人)，可提供「營業人銷售額與稅額申報書」等相關報稅資料。
  - 若為家管或自由業，可提供本人之存款或不動產證明。
  - 若為公務人員退休，可提供終身俸退休金證明。
  - 若為在學學生，辦卡須年滿 20 歲(未滿 20 歲，僅能申請附卡)，且具有獨立穩定之經濟來源及充分之還款能力，並應檢附財力證明文件。永豐銀行將依主管機關對於學生申辦信用卡之相關規範辦理。
- 請填寫信用卡申請書連同相關必要證明文件，繳交至『永豐銀行』攤位。  
※永豐銀行保留准駁與否之權利。

## 醫護服務及相關大會服務

- 大會服務處設有醫護站。(請參照附件: 南港展覽館四樓平面圖)
- 若夥伴有身體不適之情況，請立即知會公司穿著員工制服之工作人員，公司會立即知會相關醫療協助單位。
- 大會期間，若有行動不便之夥伴，請與公司的大會服務處之工作人員連絡，以便做適當的安排。

## **Important Notice for 2014 Market Taiwan Leadership School**

### **Guest Night**

Admission is free for the Guest Night on Friday, November 7. No ticket is needed. All partners can walk in the venue on 4F Nangang Exhibition Center. Please take the chance and bring in more new friends to the Guest Night. Please plan the trip earlier lest the traffic should be held up.

The venue is open at 6:30 pm, November 7.

The venue will be closed at 10:00 pm. All those attending the event should leave the venue by 10:00 pm; otherwise a big fine will be imposed

### **Lucky Draw for International Convention in Miami**

Prize: International Convention Ticket

Qualification for the draw: Those who have purchased MT Leadership School tickets and signed in on the night of November 7

30 tickets are in the Lucky Draw

### **Procedure for lucky draw on the November 7 Guest Night**

1. Those who have purchased Leadership School tickets should sign in before going into the venue at the South Gate on the 1.
2. The name should be filled in on the ticket and draw slip.
3. Our staff will take the entry slip and put it in the lucky draw box. The entry slip is used in the draw.

### **Procedure for November 8 and 9**

1. Those who have purchased Leadership School tickets should sign in before going into the venue at the South Gate on the 1.
2. The name should be filled in on the ticket and draw slip.
3. Our staff will take the entry slip after sign-in and put it in the lucky draw. (Those who have pre-registered (signed-in) will be included in the lucky draw)

### **Market Taiwan Leadership School Signing In**

#### **Preregistration**

1. On the Friday guest night, you can sign in at the South Gate on the 1<sup>st</sup> floor in

advance from 17:30 to 20:30.

2. Please also present your ticket and sign on the front side and the entry slip.
3. Upon signing in, our staff will tear off the entry part and return to you the ticket with an event information envelope and put the event's exclusive wristband on your wrist.

**We encourage you to sign in in advance. It can save you the sign-in time on the next day and you can take the exclusive fast route to the venue on the 4<sup>th</sup> floor.**

### **Regular Sign-in**

1. Sign-in areas are set up in at the South Gates on 1<sup>st</sup> floor (See appendix for the floor plan)
2. Partners attending the event without advance sign-in should sign in at the South area and line up to go in.
3. When waiting in line, please take your ticket and sign on the front side and the back of the entry slip. Upon signing in, our staff will tear off the entry slip and return to you the ticket and event information, put the event's exclusive wristband on your wrist, and direct you to your assigned area on the 4<sup>th</sup> floor.

**Those who have signed in in advance can take the exclusive fast route to the venue on the 4<sup>th</sup> floor.**

Sign-in time:

11/7 Fri: 5:30pm - 8:30pm

11/8 Sat: 7:00am - 4:00pm

11/9 Sun: 7:00am - 2:00pm

Entry Time:

11/7 Fri: 6:30pm

11/8 Sat: 7:00am

11/9 Sun: 7:00am

Event time:

Saturday:

9:20 am – 1:00 pm

2:00 pm – 7:00pm

(All should be out of the Exhibition Center by 9:00 pm)

Sunday:

9:00 pm – 12:35 pm

1:35 pm – 5:00 pm

(All should be out of the Exhibition Center by 6:00 pm)

Actual starting and ending times are subject to the agenda of the day.

1. Please comply with the following rules. If you take friends who are not UnFranchise<sup>®</sup> Owners to the convention, please also remind them.
2. No representatives are allowed to sign in for others. Sign-in must be done in person.
3. If you need to leave the venue temporarily and return, you will have to show your badge and exclusive wristband to be let in again. This is to ensure the rights of all who buy the ticket.
4. The wristbands are for one-time use. Once removed from the wrist, it cannot be used again. Please remove it only when the annual convention is over on Sunday. If you do not show the badge and exclusive wristband, you will not be let in, or you will have to buy the ticket or the wristband for NT\$2000.
5. The standard for the wristbands is one finger can be inserted between your wrist and the wristband when it is worn.
6. No children under 12 are allowed in the venue.
7. If you have a ticket to an assigned area, please kindly be reminded that you need to be seated 30 minutes before the event starts. If you are not seated 30 minutes in advance, Market Taiwan has the right to assign your seats to other partners who need them and reassign you to other seats. Only Market Taiwan staff can do the seat assigning. Empty seats or late comers are impolite to the speakers.  
Thank you for your cooperation.
8. Please dress up during the event.

**Headset checkout**

1. As we have foreign speakers, Market Taiwan will provide interpretation and headsets to receive it.
2. Please download the Interpretation Headset Checkout Form (attached) and fill it out. Hand in the form to our staff on November. 7(Fri.) and 8(Sat.) to receive the headsets.
3. Please also present your credit card when you're renting the headset.
4. After all the events are over on Sat. afternoon, return the headsets by the number given to you by our staff.
5. When you return the headsets, you need to return it with the earpiece. If part or all of it is lost, for every headset you need to pay, NT\$9000; earpiece, NT\$1000.

The Headset Rental Desk is located across from the Ticket Sales Desk on the 4<sup>th</sup> floor.

Headset checkout time : Fri 6:30pm - 9:30pm  
Sat 7:00am - 6:00pm °

Return time: Sat 6:00pm - 9:00pm

**Other rules:**

- Please receive the lunch boxes you order outside the Exhibition Hall's 1F exit.  
Expected Lunch Break: 1:00 pm - 2:00 pm on Saturday  
12:50 pm - 1:50 pm on Sunday
- ※ Lunch break time is subject to the agenda of the day.
- Eating is allowed. By rules of the Exhibition Center and Bureau of Environmental Protection, you will need to sort out the waste.
- Challenge winners and NMTSS Coordinators who have not received their honorary ribbons should receive them at the Convention Service counter. (See appendix for the floor plan)
- Please do not do a group meeting during the event, which would affect the event.
- By the rules of Nangang Exhibition Center, smoking is prohibited in the Venue. If you need to smoke, please go outside the Exhibition Center. Violators will be

fined.

- To protect the intellectual properties of the speakers and Market Taiwan, taking photos, audio-recording and videotaping are prohibited.
- Please also turn off your cell phone during the sessions and do not talk on your cell phone in the venue.
- As many people are attending the event, please do follow the regulations, wait in line to get in, go to your assigned seats, and do not occupy other seats. Also, please respect each other and do not shove other people lest people get hurt or in any way inconvenienced. Security guards will patrol the venue. Please help maintain the order and exercise the spirit of MT partners.
- Drinking fountains will be available. Please also bring your sports bottle. Mineral water and other beverages will be available for sale. (see 4F floor plan in the appendix)
- Mobile toilets will be available outside the Exhibition Center. Men are advised to use them and let ladies use the toilets inside. (see 4F floor plan in the appendix)

### **Transportation and Parking**

- Taxi: You can call for a taxi or go to the information desk on the 1<sup>st</sup> floor for taxis.  
Nangang Exhibition Center B1 parking lot  
Open from 07:00am-23:00pm, November 7 to 9  
Please note the parking lot is not open until 7:00 am in the morning.
- Cars:  
Nangang Exhibition Center B1 parking lot  
November 7 to 8 -Open from 07:00am-23:00pm,  
November 9 -Open from 07:00am-21:00pm,  
Please note the parking lot is not open until 7:00 am in the morning.  
Parking is charged NT\$100 per car/time from 07:00am-23:00pm November 7 to 9:  
Parking overnight is not allowed. Parking charges are subject to the published info from Nangan Exhibition Center.
- Motorcycles:  
From November 7 to 9, parking is charged NT\$30 per car/time. Parking overnight is not allowed.

- There are other smaller parking lots near the Exhibition Center. (See parking lot location in the appendix)  
If you park in a way that violates the regulations, your car may be pulled away. The car removal will be charged when you claimed your car. Major violations will get fined by the police.

### **Tickets and Gift Claim**

If you buy 3 tickets to the 2015 Market Taiwan Annual Convention, you will get one bottle of Isotonix OPC-3<sup>®</sup>, one bottle of Isotonix<sup>®</sup> Calcium Plus, Lumière de Vie<sup>®</sup> Sample Packs and one WebCenters account— a value of over NT\$14,610 — free of charge!

Tickets are available at:

7:30am – 5:00pm, Sat

7:30am – 5:00pm, Sun

### **Ticket Pre-order and Gifts**

- If you order 12 or more tickets to the 2015 Market Taiwan Annual Convention by September 30, Market Taiwan will send the tickets and gifts to your registered address shipping free.
- If you order fewer than 12 tickets, please receive your gifts at the 2014 Market Taiwan Leadership School ticket sale booth with your photo IDs..
- If you want to get the NT\$11200 worth WebCenter account, on November 7 and 8, fill out the WebCenters account application form that comes with your 3 tickets and hand it in to the WC booth.
- If you order fewer than 12 tickets and do not pick up your tickets and gifts at the 2014 Market Taiwan Leadership School, Market Taiwan will send the 2014 Market Taiwan Leadership School tickets to you by registered mail. Your gifts will be regarded as forfeited ones. We will not send them to you.

Gift claim time:

Saturday: 7:30am – 5:00pm

Sunday: 7:30am – 5:00pm

### **MVPN**

- Fetnet staff will be at the event to help with the application of MVPN. Please bring your ID copy (two sides) and National Health Insurance card copy with you.

### **Market Taiwan Co-Branded Credit Card**

Bank SinoPac will have a service stand at the event. (see 4F floor plan in the appendix)

- Please go to the Bank SinoPac stand for application for or questions about the co-branded credit card.
- If you are going to apply for the co-branded credit card, please bring with you your ID copy (two sides) and proof of solvency: e.g., (any one of the below documents).
  - a. Any proof of tax return or annual income report (contains retirement payment, interest, rent, dividend)
  - b. Proof of salary of the past 2 months (with bankbook cover and detail)
  - c. Timed deposit
  - d. Savings account (with bankbook cover and detail) proof of recent 2 months.
  - e. Real estate certificates

Other proof:

- i. If you are a (co)owner of a business, you can present sales and tax documents
- ii. If the applicant is a housewife and cannot provide, she should provide the information of her savings account or real estate
- iii. If the applicant is a retired government employee, he/she can provide pension certificate
- iv. If the applicant is a student, he/she should still provide one of the above proof of solvency

Please fill out the application and recommendation forms and submit them together with the required proof to the Bank SinoPac booth.

### **Medical Service at the Event**

- Medical service stand is available at the service area. (see 4F floor plan in the appendix)

- If you feel unwell, please tell any of those wearing MT uniform. MT will contact medical assistance.
- For inconvenienced or handicapped partners, please contact staff at the service stand for proper arrangement.