

Public Space Leasing Rates and Governing Regulations of TaiNEX1

2021.10.21 version

Unit: NTD/hour (tax excluded)

Location of public space	Dimensions (Sq m)	Construction height limit (m)	Load (ton)	Rental fee	
				Move-in / Move-out	Event /Exhibition period (Air-conditioning provided in indoor space)
Outdoor area A	132	N/A	5	4,800	6,000
Outdoor area B	154	N/A	5	5,700	6,900
Outdoor area C	130	N/A	5	4,800	5,700
Outdoor area D	27	N/A	5	1,200	1,500
Outdoor area E	165	N/A	5	6,000	7,200
Outdoor area F	135	N/A	5	5,100	6,000
Biz Plaza	380	N/A	5	13,800	16,500
Light Gallery (1F)	60	6	1	3,600	13,800
Lobby (1F)	139.5	6	1	8,400	20,100
Lobby (3F/303)	140	3.4	0.5	5,100	15,300
Light Gallery (4F/Area L)	414	6	0.5	15,000	27,000
Lobby (4F/Area M)	189.2	6	0.5	6,900	17,700
Taitra Lounge	200	2.2	0.5	12,000	23,700
Lobby (5F/522)	156	2.2	0.5	5,700	16,200
Corridor (5F)	975	2.2	2.2	15,900	28,500

[Note] If a decorative object higher than 4 m needs to be constructed, please submit an application in accordance with “Regulations on works at Taitra Venues” .

Governing Regulations

1. Public Space Leasing Rates and Governing Regulations of the Taipei Nangang Exhibition Center, Hall 1 (hereinafter theTaiNEX1) is applicable for individual lessees of the public spaces of TaiNEX1 (hereinafter the public spaces).
2. The public spaces are the areas indicated in the above list (please refer to the public space floor plan for the available space). Public spaces only provide open areas for temporary events. Leasing rates listed above exclude 5% tax.
3. Lessees shall submit 2 copies of the event proposal (both copies must be in the same format) along with the application form to TAITRA upon applying for the usage of public spaces. The proposal must have detailed descriptions of the event content, procedures and floor plan. It must be reviewed and approved by TAITRA before approving the application of public spaces (TAITRA reserves the right to approve or reject applications). If lessees plan to set up temporary buildings in outdoor exhibition areas or on the Biz Plaza, not only prior approval of TAITRA is required, but the lessees shall also apply for the “Construction License for the tentative buildings” , which will be issued by the Taipei City Government Department of Urban Development.
4. Cooking and naked flames are prohibited in the indoor public spaces of TaiNEX1. To cook at outdoor public spaces, lessees must specify the request in the application form. Lessees may proceed cooking in designated areas upon the approval of TAITRA is obtained. The lessees are responsible for safety, sanitation, and cleaning after the event. An additional NT\$ 50,000 (tax included) maintenance fee will be charged for each of the designated areas.
5. The lessee must comply with all of the regulations stipulated in the “Taipei Nangang Exhibition Center, Hall 1 Exhibition Space Rental Guidelines” for all events during the lease period.
6. During the leasing period, the lessee is responsible for the maintenance of facilities in public spaces, repair costs, and is responsible for keeping all items safe.
7. The minimum rental period of public space is 8 hours (rental period less than 8 hours shall be charged for 8 hours). The minimum event period of public space is 4 hours (event period less than 4 hours shall be charged for 4 hours). Overtime usage for less than 1 hour shall be charged for 1 hour.
8. The rental period daily is from 08:00 to 23:00. The rental time shall not be later than 23:00. For every 15 minutes of extension, a fee of NT\$ 10,000 for each area will be charged.
9. Air conditioning will not be available during move-in and move-out; if there is air conditioning request, a fee of NT\$ 4,000 (tax included) per hour for each area will be charged.
10. If the lessee sets up booths in the 5th floor:
 - (1) Security: In order to ensure onsite construction and personnel safety, the lessee must assign at least 1 security from move-in to move-out period. The security will be responsible for patrolling the rental areas,

fire safety and evacuation guidance in the west corridors, also to report back to the current security team leader of TaiNEX1.

(2) Cleaning: The lessee shall be responsible for the cleaning of the rental areas during the move-in and event/exhibition periods. Based on the event organizer's booth layout in the corridor, TaiNEX1 can request the additional cleaning staff for move-out cleaning and the lessee is responsible for the incurred fees.

11. After the event, the rental areas shall be restored in its original state. If there is any damage or infringement occurred during the rental period, the lessee shall hold all liabilities for any compensation. TAITRA may deduct related repair and compensation fees from the security deposit, and the insufficient part shall still be borne by the lessee.
12. The payment shall be proceeded in full amount upon the confirmation of rental date. The lessee shall also pay an NT\$ 100,000 security deposit along with the payment.
13. Lessees who plan to serve refreshments shall contact contracted caterer of TaiNEX1. If refreshments are provided by non-contracted caterer, a 10% refreshment service fee (10% of total refreshment costs) will be charged. The lessee shall provide refreshment order forms or invoices prior to move-in period for TaiNEX1 to calculate the refreshment service fee, which shall be paid within 10 days after the event /exhibition.
14. TaiNEX1 is operated by Taiwan External Trade Development Council (TAITRA). Due to different addresses of the head office and business office, separate business entities are registered. And business tax shall be declared to the competent tax collection authority in accordance with Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for TaiNEX1 shall be "TAITRA Taipei Nangang Exhibition Hall", VAT No.: 48971187.
15. The aforementioned rates are subject to change without prior notice.

Electricity Fee Standard

1. There are no additional fees for existing lighting equipment in TaiNEX1. If the lessee has a special requirement for electricity usage:
 - (1) The lessee must provide a detailed list for electricity usage and a diagram of electricity distribution at least seven days before the move-in, once obtained the approval of TAITRA, the construction can be proceeded.
 - (2) All relevant fees shall be charged according to actual consumption, as shown on the electricity meter (the actual fee of electricity depends on the standard charges announced by TaiNEX1), and the lessee is responsible for the costs of electrical installation and electricity distribution.

Regulations on works at Taitra venues

1. Lessees using the public spaces on the 5th and 6th floors, the corridor must maintain a clear space of at least 3 meters.
2. The installed partitions, decorations, booths, and stages must be made with flameproof and environmentally friendly materials and must be modular or recyclable or reusable. Detailed construction plans must be submitted to TAITRA for review at least **seven days before move-in** and commencing construction. If decorations taller than 4 meters are to be built, an application must be submitted in accordance with the TAITRA Exhibition Hall Decoration Construction Regulations. The construction of booths taller than 2 floors (inclusive) is not permitted.
3. Pursuant to Article 11 of the Fire Services Act, booth decorations shall be made of materials indicated as flameproof; relevant materials including carpets, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been verified by a supervisory authority. Exhibitors shall prepare valid documents of proof for the flameproof materials they use as references for the fire department from the day they start the decoration work to the end of construction. If there is regulations violation, causing TAITRA to receive a ticket or incur penalties, the lessee and the exhibitor in violation shall bear full responsibility. (for regulations and details regarding flameproof materials, please refer to Booth Decorations with Flameproof Materials of TaiNEX1).
4. To comply with fire safety laws and regulations, the sealing or roofing of structures is forbidden, and all construction or booths in the public space must maintain a clear space of 45 cm beneath the ceiling.
5. The decorations or booths in the public space must not obstruct or cover any facilities in TaiNEX1, which includes surveillance cameras, emergency exits, electronic displays, entrances to conference rooms and machine rooms, as well as facilities of fire safety, air conditioning, and utilities.
6. The decorations and materials must be kept at least 30 cm away from the fire shutters and must not obstruct or block the emergency exits and switches to the side of the shutters.
7. When working with wood on the marble floor or carpet of TaiNEX1, carpeting must first be placed on top of the existing flooring (do not use plastic film as a substitute). If non-compliance is found, an additional 5% rental fee will be charged and construction will be suspended. If damage to the marble floor or carpet occurs, the venue must be restored to its original state before exiting the venue.
8. If lessees have been notified violations of aforementioned regulations and fail to make timely improvement, TAITRA will perform compulsory removal of the construction. The removal fees shall be borne by the lessee.