

TAITRA Taipei Nangang Exhibition Center, Hall 2

Rental Rates for the Use of Conference Rooms for Events

Effective from January 2023
NT\$: per hour, excluding tax

Floor	701 Number of Rooms Used	Conference Room Space (701 Conference Room has a range of space configurations, examples of adjacent configurations provided for reference)	Capacity Maximum Capacity/Recommended Capacity		Surface Area (Square meters)	Size Length x Width x Height	Hourly Rates	
			Theater Configuration	Classroom Configuration			Monday to Friday	Evenings, weekends, holidays and indoor booths
							08:00-18:00	08:00-18:00 / (Evening) 18:00-22:00
7 th Floor	Eighth Rooms	701 ABCDEFGH	3,240/3,240	1,512/1,512	3,880	72 x 53.9 x 9	92,500	120,250
	7 Rooms Configurations	701 ABCDEFG	Note 1		3,557	Note 1	87,750	114,075
		701 ABCEFGH	Note 1		3,233	Note 1	81,500	105,950
	6 Rooms Configurations	701 ABCDEF	Note 1		3,233	Note 1	81,500	105,950
		701 BCDFGH	2,340/2,160	1,152/1,056	2,910	54 x 53.9 x 9	70,000	91,000
		701 ABEFGH	Note 1		2,587	Note 1	64,500	83,850
	5 Rooms Configurations	701 ABCDE	Note 1		2,910	Note 1	70,000	91,000
		701 ABCEF	Note 1		2,587	Note 1	64,500	83,850
		701 ABEFG	Note 1		2,263	Note 1	59,750	77,675
		701 DEFGH	Note 1		1,940	Note 1	48,500	63,050
	4 Rooms Configurations	701 ABCD	2,000/1,920	972/896	2,587	72 x 35.9 x 9	64,500	83,850
		701 ABCD'	Note 1		2,263	Note 1	59,750	77,675
		701 ABEF	1,560/1,320	728/672	1,940	36 x 53.9 x 9	48,500	63,050
		701 EFGH	1,000/768	474/384	1,293	72 x 18 x 9	136,000	176,800
	3 Rooms Configurations	701 ABC	1,560/1440	728/672	1,940	36 x 53.9 x 9	48,500	63,050
		701 FGH	780/576	360/288	970	18 x 54 x 9	25,750	33,475
		701 B'CD	Note 1		1,617	Note 1	43,500	56,550
	2 Rooms Configurations	701 AB	1,000/960	474/448	1,293	36 x 35.9 x 9	34,000	44,200
		701 AE	780/624	360/336	970	18 x 54 x 9	25,750	33,475
		701 EF	500/384	240/192	646	18 x 35.9 x 9	17,750	23,075
	Single Room	701 A	500/480	240/224	646	18 x 35.9 x 9	17,750	23,075
		701 E	240/192	126/96	324	18 x 18 x 9	11,500	14,950
	702/703	Entire Room	180/160	60/60	181	20.6 x 8.8 x 2.7	4,250	5,525
		BC	120/100	48/42	129	14.7 x 8.8 x 2.7	3,250	4,225
		AB	90/70	32/30	103	11.8 x 8.8 x 2.7	2,750	3,575
		C	60/60	24/24	77	8.8 x 8.8 x 2.7	2,000	2,600
		A/B	42/42	16/16	51	5.9 x 8.8 x 2.7	1,500	1,950
	6 th Floor	601	64/64	36/36	87	6.0 x 14.6 x 2.9	1,750	2,275
602		70/70	28/28	81	6.9 x 11.8 x 2.9	1,750	2,275	
603		50/50	24/24	62	7.0 x 8.8 x 2.9	1,250	1,625	
4 th Floor	401	80/80	48/48	96	11.4 x 8.4 x 2.6	2,500	3,250	

Note 1 Please contact the Facilitator for the capacity and size of special configurations.

- Note 2 The Rental Rates will be adjusted without prior notice, but the fee basis will be according to the fee basis at the time of contract signing.
- Note 3 Notes on holidays: Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration, Executive Yuan. If a weekday is adjusted into a holiday, the evening, weekend and holiday rate will be used for calculating rent. If a holiday is adjusted into a weekday, the weekday rate will be used for calculating rent.
- Note 4 Taipei Nangang Exhibition Center, Hall 2 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity is registered, and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. Name of the business entity of Taipei Nangang Exhibition Center, Hall 2: TAITRA Taipei Nangang Exhibition Center, Hall 2; Unified Business Number: 42553714 °
- Note 5. Catering services (including banquets, meeting refreshments and meal boxes) in the conference rooms on 7F shall be provided by the venue's catering contractors. If not provided by our contractors, a 10% catering service fee will be charged to the Lessee (i.e. 10% of the total catering turnover including service charge and tax; the Lessee must provide the relevant catering order for the venue to calculate the catering service fee before the move-in, and must complete the payment of the catering service fee within 10 days after the event). The catering related trash (such as kitchen waste, wine bottles, beverage cans, and waste on tables) must be disposed of after the event or commissioned to the venue's contracted cleaning companies.

TAITRA Taipei Nangang Exhibition Center, Hall 2

Notes on Rental Rates for the Use of Conference Rooms for Events

Note:

I. Fee standards

1. When the conference room is used for events, it will be charged according to the hourly rate, with a minimum of 8 hours per day.
2. If the overtime use is less than one hour, the overtime fee will be charged at the hourly rate.
3. If the rental time is for the evening or weekends, at least 25% of the space in the 701 conference room must be rented during the same period.
4. The official rental period for the event must not exceed 24:00, and the rental fee from 22:00 to 24:00 shall be increased by 20% according to the evening rental rate.
5. Rental Fee for Decorations or Dismantling: charged by time slot, **without air conditioning**, and are calculated as follows:
 - (1) 08:00~18:00/18:00~22:00 : rental fee is charged at 60% of the hourly rental rate.
 - (2) 23:00~07:00: rental fee is charged at 60% **of the evening hourly rental rate**.
 - (3) There is no air-conditioning provided at the venue for specific rental periods such as decorating, dismantling, occupation. If air-conditioning is needed, please refer to the "Air Conditioning Fees Standards" for additional air conditioning charges, in addition to the venue rental.
6. Occupation/Rental Rates: For any period between 08:00-22:00, after the decorations and equipment have been set up during the rental time slot, if no event is held in the area of the rented venue, there is no move-in/move-out, and no one enters or exits the venue, the occupation fee will be charged at 30% of the hourly rental rate. However, if the space has been rented for 8 hours on the same day and will continue to be rented the next day, occupation fee for the evening will not be charged on the day.
7. If the same organizer(s) uses multiple partitioned rooms in Conference Room 701 for the same event period, and uses the partitioned rooms in the same time slot for the same purpose (such as meeting, exhibition, event, decoration, official use, occupation, dismantling, etc.), the rates can be combined and calculated based on that of adjacent space configurations.
8. The listed prices of the adjacent space configurations for Conference Room 701 are the best price for the relevant space configurations; non-adjacent meeting rooms will be calculated at the respective single room price.
9. Conference Rooms 702ABC and 703ABC are in principle rented on a whole-room basis, but can be rented separately if combined with Conference Room 701.
10. Payment Procedures:
 - (1) **Venue Fee Deposit:** If the fee payment is not completed, the booking procedure will be deemed as incomplete, and TAITRA has the right to rent the venue to others.
 - A. If less than 50% (inclusive) of Conference Room 701 is rented or if other meeting spaces are rented, 30% of the total rental amount shall be paid as deposit upon confirmation of the event period.
 - B. If more than 50% of Conference Room 701 is rented, the venue rental agreement shall be signed and 30% of the total rental amount shall be paid as the signing deposit within 270 days before the start date of the lease.
 - (2) **Final Payment:**
 - A. If more than 50% of Conference Room 701 is rented, all outstanding amount shall be paid within 30 calendar days before the start date of the lease.
 - B. If other meeting spaces are rented, all outstanding amount shall be paid within 30 calendar days before the start date of the lease.
 - (3) **Security Deposit:** If Conference Room 701 is rented, a **venue security deposit of 10%** of the venue fee must be paid within 30 calendar days before the start date of the lease. The minimum security deposit is NT\$200,000.
 - (4) **Equipment Rent and Other Additional Fees:** The fees shall be paid in full within 30 calendar days before the start date of the lease; the fees for additional last-minute items shall be settled before the end of the event.

Please refer to the following fee standards and guidelines for the Skylight convention center related conference services and fees:

Fee Standards and Application Form	Notes
1. Equipment Fee Standard	Includes the rental fee standards and guidelines of various equipment of the venue; free basic equipment; change of venue operation time should be reserved for change of venue; please refer to the description under the standards
2. Electricity Application Form / Electricity Security Deposit	Conference Room 701 electricity requirement application only <ul style="list-style-type: none"> ● Only the existing sockets are provided for the conference rooms of 4F, 6F, 702, and 703, at 110 volts, 1500 watts
3. Cleanup Fee Standard	Cleaning fee charged separately according to the usage (meeting, event, exhibition, refreshment, catering)
4. Event Security and Related Guidelines	When half of Conference Room 701 is used or for events with more than 500 people, security personnel must be hired to maintain safety When the entire Conference Room 701 is used or for events with more than 3,000 people, an ambulance is required to be on standby
5. Decoration Construction Regulations	
6. Rigging Rental Fee Standards and Construction Safety Guidelines	
7. Temporary Ad Installation Locations, Dimensions, and Rental Rates	Refer at same time to “7-1 Ad Location Diagram”
8. Usage Guidelines and Fees Standards for the 7F Skylight Convention Center Temporary Catering Area	The use of the catering area requires prior approval; to be carried out in the venue designated area
9. Air-Conditioning Fee Standard	Additional air-conditioning fee will be charged for move-in/move-out, occupation, or other special circumstances