

TAITRA Taipei Nangang Exhibition Center, Hall 2

Conference Room Rental Rates

Effective from January 2023
NT\$: per time slot, 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	Rental Rates Per Time Slot	
			Theater Configuration	Classroom Configuration			Monday to Friday	Evenings, weekends, holidays and indoor booths
							08:30-12:30/13:30-17:30	08:30-12:30/13:30-17:30/ (Evening) 18:30-22:30
7 th Floor	8 Rooms	701 ABCDEFGH	3,240/3,240	1,512/1,512	3,880	72 x 53.9 x 9	370,000	481,000
	7 Rooms Configurations	701 ABCDEFG	Note 1		3,557	Note 1	351,000	456,300
		701 ABCEFGH	Note 1		3,233	Note 1	326,000	423,800
	6 Rooms Configurations	701 ABCDEF	Note 1		3,233	Note 1	326,000	423,800
		701 BCDFGH	2,340/2,160	1,152/1,056	2,910	54 x 53.9 x 9	280,000	364,000
		701 ABEFGH	Note 1		2,587	Note 1	258,000	335,400
	5 Rooms Configurations	701 ABCDE	Note 1		2,910	Note 1	280,000	364,000
		701 ABCEF	Note 1		2,587	Note 1	258,000	335,400
		701 ABEFG	Note 1		2,263	Note 1	239,000	310,700
		701 DEFGH	Note 1		1,940	Note 1	194,000	252,200
	4 Rooms Configurations	701 ABCD	2,000/1,920	972/896	2,587	72 x 35.9 x 9	258,000	335,400
		701 ABCD'	Note 1		2,263	Note 1	239,000	310,700
		701 ABEF	1,560/1,320	728/672	1,940	36 x 53.9 x 9	194,000	252,200
		701 EFGH	1,000/768	474/384	1,293	72 x 18 x 9	136,000	176,800
	3 Rooms Configurations	701 ABC	1,560/1,440	728/672	1,940	36 x 53.9 x 9	194,000	252,200
		701 FGH	780/576	360/288	970	18 x 54 x 9	103,000	133,900
		701 B'CD	Note 1		1,617	Note 1	174,000	226,200
	2 Rooms Configurations	701 AB	1,000/960	474/448	1,293	36 x 35.9 x 9	136,000	176,800
		701 AE	780/624	360/336	970	18 x 54 x 9	103,000	133,900
		701 EF	500/384	240/192	646	18 x 35.9 x 9	71,000	92,300
Single Room	701 A	500/480	240/224	646	18 x 35.9 x 9	71,000	92,300	
	701 E	240/192	126/96	324	18 x 18 x 9	46,000	59,800	
702/703	Entire Room	180/160	60/60	181	20.6 x 8.8 x 2.7	17,000	22,100	
	BC	120/100	48/42	129	14.7 x 8.8 x 2.7	13,000	16,900	
	AB	90/70	32/30	103	11.8 x 8.8 x 2.7	11,000	14,300	
	C	60/60	24/24	77	8.8 x 8.8 x 2.7	8,000	10,400	
	A/B	42/42	16/16	51	5.9 x 8.8 x 2.7	6,000	7,800	
	6 th Floor	601	64/64	36/36	87	6.0 x 14.6 x 2.9	7,000	9,100
602		70/70	28/28	81	6.9 x 11.8 x 2.9	7,000	9,100	
603		50/50	24/24	62	7.0 x 8.8 x 2.9	5,000	6,500	
4 th Floor	401	80/80	48/48	96	11.4 x 8.4 x 2.6	10,000	13,000	

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.

TAITRA Taipei Nangang Exhibition Center, Hall 2

Notes on Conference Room Rental Rates

1. Conference room rental is charged according to time slots, each time slot is four hours, divided into: 08:30~12:30/13:30~17:30/18:30~22:30 ◦
2. Overtime of less than one (1) hour will be charged twenty-five (25) percent of the leasing rate per time slot; overtime of over one (1) hour and under four (4) hours will be charged the full leasing rate per time slot.
3. The buffer period 12:30-13:30/17:30-18:30 will be free of charge for those who have rented the morning or afternoon session for lunch lectures; one hour additional rate will be charged for equipment. If there is no rental in the morning and afternoon, the rental rate of one time slot will be charged for the venue rental and equipment for the use of the buffer period.
4. 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.
5. Rental Fee for Decorations or Dismantling: charged by time slot, **without air conditioning**, and are calculated as follows:
 - (1) 08:30~12:30/13:30~17:30/18:30~22:30 : rental fee is charged at 60% of the original rent for the time slot.
 - (2) 23:30~03:30/03:30-07:30 : rental fee is charged at 60% of the original rent for the **evening time slot**.
 - (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 Fee: For any period between 08:30-12:30/13:30-17:30/18:30-22:30, 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 original rent for the rental time slot..
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) Deposit: If the deposit is not paid in accordance with the following provisions, TAITRA reserves the right to rent the venue to other organizer(s).
 - A. 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 calendar days before the start date of the lease.
 - B. If other meeting spaces are rented, 30% of the total rental amount shall be paid as deposit upon confirmation of the event period.
 - (2) Final Payment:
 - A. If more than 50% of Conference Room 701 is rented, all outstanding amount shall be paid within 90 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: according to the rented area and the nature of the activity
 - A. If more than 75% of Conference Room 701 is rented, a security deposit of NT\$400,000 shall be paid within 90 calendar days before the start date of the lease.
 - B. If more than 50% but less than 75% of Conference Room 701 is rented, a security deposit of NT\$300,000 shall be paid within 30 calendar days before the start date of the lease.
 - C. If less than 50% of Conference Room 701 is rented, a security deposit of NT\$100,000 shall be paid within 30 calendar days before the start date of the lease.
 - D. If the space is rented for indoor booths, in addition to the aforementioned security deposit, 10% of the venue fee for the space used for the exhibition must also be paid as the exhibition security deposit.

- (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 *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