

TAITRA Taipei Nangang Exhibition Center, Hall 2

Conference Rooms and Public Space Cleanup Fee Standard

Effective from January 2026

NT\$: VAT included

1. The cleaning fee is charged according to the usage and size of the space:

(1) 7F Conference Rooms:

NT\$: per day, VAT included

Conference Rooms		Exhibitions, events, and banquets
701 Conference Room	1/12 room	4,400
	1/6 room	9,400
	1/4 room	15,000
	1/3-1/2 room	18,800
	7/12-8/12 room	21,300
	3/4-entire room	22,500
702/703 Conference Room	Entire conference room	2,000
	BC	1,600
	AB	1,400
	C	1,200
	B	
	A	

(2) The cleaning fee for the serving of meeting refreshments or meal boxes in the conference rooms on the **1st Floor**, 4th Floor and 6th Floor will be calculated based on the number of meal days and will be charged NT\$1,050 (tax included) per conference room per day.

(3) Public Space

NT\$: per half-day, VAT included

Public Space		Exhibition/Event and Move-In/Move-Out Period	Banquets and Move-In/Move-Out Period
B1	Tunnel Lobby	1,050	1,050
1 st Floor	Outdoor area (north)	2,100	3,150
	Outdoor area (west)		
	Outdoor area (south)		
	East corridor (south/north)	1,050	2,100
3 rd Floor	East corridor	2,100	4,200
4 th Floor	East corridor (area m-q)	420	840
7 th Floor	Entire Sky Gallery	3,150	4,200
	Sky Gallery areas a-j	1,050	2,100
	Sky Gallery areas k/l	1,600	2,650
	SN/SW Function Room	1,050	2,100
	Sky Garden (south/north side)	3,150	4,200

2. Use of Conference Rooms and Public Spaces for Exhibitions, Events, and Banquets:

- (1) The fees listed above cover venue cleaning and maintenance, general waste disposal, cleaning consumables, and same-day overtime labor costs. They do not include the removal or disposal of decoration waste (such as prints, foam boards, glass, wooden crates, or pallets), special effects confetti /ribbons, decorative flowers, or catering-related waste (including food scraps, bottles, cans, and tabletop trash). For the 7th floor, catering waste is the responsibility of the contracted catering vendor, CHIN CHIN.
- (2) Protective carpeting must be laid along all move-in and move-out routes for the 7th-floor conference rooms (including the Sky Gallery areas). If the above-listed spaces are rented for mechanical or food-related purposes, involve a high proportion of wooden booths, or are used for other special purposes, wooden boards or carpeting must be placed beneath the booths to prevent damage to the venue. Any additional cleaning staff required shall be paid for by the event organizer.
- (3) Competition-type events will be handled on a project-by-project basis, depending on the scale of the event and the type of waste or special materials generated. The standard cleaning fees described above do not apply. Should additional personnel be required, the Organizer shall coordinate directly with the Venue's cleaning contractor and bear the associated costs.

3. Regulations for Food and Beverage Consumption in Conference Rooms

- (1) Catering and refreshment services on the 7th floor are exclusively provided by the contracted vendor, CHIN CHIN. Apart from this vendor, attendees are prohibited from bringing outside food or beverages (except bottled water or plain water). Any exceptions must receive prior permission from TaiNEX 2. If outside food or beverages cause damage to the carpet, a cleaning and repair fee of NT\$2,000 (tax included) per affected area will apply.
- (2) On other floors, if catering is not provided by the Venue's contracted vendor, the Organizer shall pay an additional 10% Catering Management Fee (calculated as 10% of total catering revenue), in addition to venue rental and cleaning fees. The catering management fee must be settled within 10 days after the event.
- (3) Sponsored refreshments may only be provided in the form of gift set souvenirs and must not be consumed within the Venue.

