

Taipei Nangang Exhibition Center, Hall 1 and Hall 2

Rental and Operational and Technical Regulations

2023.10.03 Version

1 Objective

- 1.1 Taiwan External Trade Development Council (TAITRA) is responsible for the operation and management of Taipei Nangang Exhibition Center, Hall 1 and Hall 2 (hereinafter referred to as TaiNEX 1 and 2) through the “Taipei Nangang Exhibition Center, Hall 1 (hereinafter referred to as TaiNEX 1) Operation Management Contract” and “Taipei Nangang Exhibition Center, Hall 2 (hereinafter referred to as TaiNEX 2) Operation Transfer Contract” signed with the Ministry of Economic Affairs (MOEA). The “TaiNEX 1 and 2 Rental and Operational and Technical Regulations” and its appendices, including but not limited to various forms (hereinafter referred to as these regulations) are thus established for compliance by all parties for the management of the rental of the venue by the Lessee, the decoration of the aforementioned venues by the decoration contractors and the exhibitors for the holding of exhibitions, events, and conferences.
- 1.2 Except for special situations requiring additional regulations, the regulations for indoor and outdoor decorative work listed here apply to all areas described above.
- 1.3 These regulations shall become effective upon approval by TAITRA and shall be implemented as of the announcement date. Revisions shall follow the same procedure. Unless otherwise specified or approved in writing by TAITRA that old regulations may be used within a specified time period, Lessee and decorators shall comply with the latest revision of these regulations in their decorating activities and shall be responsible for the latest notices related to the amendment of these regulations.
- 1.4 With the exception of decorating companies operating under special regulations, Lessee shall be responsible for any violation of these regulations and for any compensation or reimbursement. The Lessee is required to include these regulations in the contracts with the exhibitors and, based on these regulations, to assign qualified occupational health and safety personnel to supervise the work performed by the exhibitors and decoration companies during the construction of the rented space. Copies of the personnels occupational health and safety certificates must also be provided. Acceptable qualifications include, but are not limited to, Occupational Health and Safety Manager, Occupational Health and Safety Representative, Occupational Health and Safety Supervisor Level A (or B or C), Occupational Health and Safety Technician, Industrial/Mining Hygienist, and other equivalent or higher qualifications.
- 1.5 Please implement the values of Green MICE during the term of the lease.

2 Definitions

- 2.1 Lessee: the lessee refers to a legal entity that rents the venues in TaiNEX 1 or TaiNEX 2. The legal entity should be a domestic or foreign government agency or a domestic or foreign statutory, for-profit or non-profit organization. **If the lessee organizing an exhibition is a for-profit organization, the paid-in capital of one of its units or the total paid-in capital of all units must be at least NT\$10 million.**
- 2.2 Decorating Contractors: Decorating contractors include staffing, modular trade show booths, woodworking, art design, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklifts, and customs.
- 2.3 Exhibition Halls: Exhibition halls in these regulations refer to the exhibition areas on 1F and 4F of TaiNEX 1 and 2.
- 2.4 Conference rooms: they refer to the conference rooms on 3F, 4F, and 5F of TaiNEX 1 and the conference rooms on 4F, 6F and 7F of TaiNEX 2.
- 2.5 Exhibition Areas: The showgrounds in TaiNEX 1 may be rented in their entirety or in individual areas, including areas I, J, and K on the ground floor and areas L, M, and N in the Sky Dome. The showgrounds in TaiNEX 2 can be rented in their entirety or in individual areas, include areas P and Q on the ground floor and areas R and S in 4F.
- 2.6 Lease period: the period during which Lessee leases the venue (s) in TaiNEX 1 and 2 from TAITRA, including the Move-In, Exhibition or Event Period and the Move-Out Period.
- 2.7 Weekends and national holidays: According to the dates announced by the Directorate-General of Personnel Administration, Executive Yuan.
- 2.8 Move-in: The preparatory work carried out by the Lessee to set up the booths, decorate the stage and set up the equipment and related facilities prior to the exhibition or event.
- 2.9 Move-out: This refers to the removal of booths, stage, equipment, furnishings, trash and other cleanup by the lessee after the exhibition or event.

3 Lease Procedures

- 3.1 The following procedures are to be followed by the exhibition organizers:
 - 3.1.1 The Lessee must visit TAITRA's official website (URL: www.twtc.org.tw) and download the "TAITRA Exhibition Venue Reservation Application Form" Applications for exhibition periods from January through December of the year after next should be submitted to TAITRA between November 1 and December 31 of that year. If necessary, TAITRA may require the lessee to submit an exhibition plan.
 - 3.1.2 Lessee shall pay a reservation deposit in the amount of NT\$300,000 per area (NT\$300,000 for 1 area, NT\$600,000 for 2 areas, etc.) based on the "TAITRA Exhibition Venue Reservation Application Form" submitted by Lessee. The reservation deposit is payable by non-transferable check with the venue as the beneficiary and the invoice date 31st March of the following year.
 - 3.1.3 After TAITRA approves the exhibition periods in the application, the reservation

deposit will be transferred to the Lessee's deposit for rental fees.

- 3.1.4 If the Lessee sends a notice of cancelation or reduction of the rented space before 15th March of the following year), the reservation deposit already paid will be refunded.
- 3.1.5 If TAITRA is unable to approve an exhibition period, the reservation deposit paid by the Lessee will be refunded without interest.
- 3.1.6 If the reservation deposit check cannot be cashed, the reservation application will be considered invalid and TAITRA may award those exhibition periods to other organizations, but may also reject the applicant's reservation application within 2 years. If the applicant submits the reservation application in the 3rd year, the reservation deposit can only be paid by bank transfer.
- 3.1.7 The reservation application will be considered invalid if the application is not submitted within the deadline, if the information submitted is incomplete, or if the reservation deposit is not paid in full.
- 3.1.8 After TAITRA has completed the review and arranged the exhibition periods, TAITRA will ask the Lessee to sign a rental contract and pay the rental fee deposit by the deadline. TAITRA will reserve the exhibition periods only after the Lessee has signed the contract and paid the deposit by the deadline.
- 3.1.9 If the Lessee does not pay the deposit and does not sign the contract in time, TAITRA may make the exhibition periods available to other applicants/lessee.

3.2 The following procedures apply to the organizers of the event:

- 3.2.1 The Lessee (including organizers of large conferences, concerts, sporting events, banquets, and artistic or cultural performances) must download the "Nangang Exhibition Center Hall 1 Exhibition Hall Reservation Application Form for Events" from the official website of TaiNEX (URL: <https://www.tainex.com.tw/venue/app-event/1>) or download the "Nangang Exhibition Center Hall 2 Exhibition Hall Reservation Application Form for Events" (URL: <https://www.tainex.com.tw/venue/app-event/2>). In addition, the company must provide a photocopy of the 'business license, tax certificate and event plan, and submit an application to TAITRA for the event period at least 6 months before the event.
- 3.2.2 Upon receipt of the Lessee's application for a reservation, TAITRA will verify the Lessee's qualifications and supporting documentation. If the Lessee's event name is contrary to public order and morality or is an apparent violation of The Protection of Children and Youths Welfare and Rights Act, TAITRA may require the Lessee amend the event name.
- 3.2.3 Once the application is approved and an event period is set, TAITRA will immediately notify the Lessee and remind them to pay the deposit of the rental

fee and sign the rental contract by the deadline. If the Lessee fails to pay the deposit and sign the contract by the deadline, TAITRA reserves the right to revoke the Lessee's eligibility to rent the exhibition hall.

3.2.4 TAITRA will not reserve an event period until it has officially received the reservation form and deposit. Prior to signing the contract, the Lessee shall not state in any media or promotional materials that TaiNEX 1 or 2 is the venue, nor shall Lessee claim that TAITRA is the co-organizer of the event without permission. If the Lessee makes such claims, the Lessee shall be solely responsible for any legal issues that may arise and TAITRA shall be released from any liability.

3.2.5 If an Event Period is required for an Exhibition before the event organizer has submitted the application and paid the deposit of the venue fee, TAITRA will give priority to the Exhibition and the event organizer may adjust its Event Period accordingly.

3.2.6 If the rental of TaiNEX 1 and 2 poses a risk of damage to facilities or threat to public safety, TAITRA may refuse to rent the venue.

3.2.7 Depending on the nature of the event, if an event permit is required from the authority having jurisdiction, Lessee must obtain in advance a permit to conduct special activities inside or outside the venue. A copy of the permit must be delivered to TAITRA no later than 14 days prior to the start of the event. In addition to strictly complying with the law, the lessee must also comply with all conditions set forth in the permit.

3.3 Rental of the Skylight Convention Center on 7F of TaiNEX 2 will be handled according to the following procedures:

3.3.1 The Lessee must inquire in advance with TAITRA about the use of the leased premises, based on the Lessee's actual need for the event. TAITRA's response or offer to the Lessee's inquiry prior to the signing of the contract shall serve only as an indication and shall have no legal effect.

3.3.2 If the Leased Space includes Conference Room 701, Lessee shall notify TAITRA in writing of the requirements for the use of the entire Leased Space as the basis for TAITRA's preparation of the "TAITRA Taipei Nangang Exhibition Center Hall 2 Venue Quotation" If the Leased Space does not include Conference Room 701, Lessee shall complete the "TAITRA Taipei Nangang Exhibition Center Hall 2 Conference Room Lease Application Form" and submit a lease application to TAITRA. The Lessee shall attach the event plan, list of responsible persons and equipment plan to the application form for TAITRA' to review and make the appropriate arrangements.

3.3.3 The application process shall be deemed to be completed when the "TAITRA

Taipei Nangang Exhibition Center Hall 2 Venue Quotation" or the "TAITRA Taipei Nangang Exhibition Center Hall 2 Conference Room Lease Application Form" referred to above has been signed by the parties; and after the Lessee has paid the Venue Fee deposit in full by the due date, if the Leased Space does not include Conference Room 701, the Agreement shall be deemed to be signed by the parties. Only if the Leased Space includes Conference Room 701 shall the parties be required to sign this Contract after Lessee has made the Venue Fee Deposit.

3.3.4 Lessee's events shall not disturb public order and morality in any way. Lessee shall be fully responsible for maintaining order in the facility during the event to ensure the safety of event participants.

3.3.5 In the event that approval of the event organizer's event plan by the appropriate authority is required, Lessee shall obtain such approval in advance and shall bear all legal responsibility arising out of the event. The Lessee shall not name TAITRA as an organizer, co-organizer or sponsor without written approval from TAITRA.

3.3.6 Prior to receiving the approval letter for venue rental from TAITRA, Lessee shall not advertise that the event will be held at the venue operated by TAITRA, otherwise Lessee shall be liable for all damages incurred by both parties.

3.3.7 If an event period is required for an exhibition before the Lessee has submitted the application and paid the deposit, TAITRA will give priority to the exhibition, and the Lessee may adjust its event period accordingly.

4 Principles for the review of exhibitions and the Scheduling of Exhibition Periods

4.1 Principles for the review of exhibitions

4.1.1 Priorities in determining exhibition periods: export-oriented international specialized exhibitions, exhibitions of key industries promoted by the government, and government-commissioned projects have priority. If the requested exhibitions are to be held at the same venue and in the same month, the exhibition periods will be arranged in the following order:

First priority: for applications involving the same venue and the same month, preference will be given to the exhibition that has been held more frequently overall in the past.

Second priority: in the case of requests concerning exhibitions that are held the same number of times in the same month, priority will be given to the exhibition with the larger size. The size of the exhibition will be calculated based on the number of booths within the rented space at the previous exhibition.

Third priority: priority is given to the exhibition with the greater total number of foreign buyers during the previous exhibition period. The requested issuance

of the total number of foreign buyers must be proven by notarized documents (e.g., by an accounting firm, etc.). For those who cannot prove documents, the order of priority will be decided by lot.

4.1.2 If, among the applications for the same exhibition period, the priority tenant (determined by Regulation 4.1.1) does not pay the deposit within the deadline specified in the official letter from TAITRA, the exhibition period will be released to other applicants in order of priority. In this case, the applicant who is second in the order of priority will receive the requested exhibition period. TAITRA reserves the right to schedule exhibitions with a one-month interval before and after the exhibitions, depending on the nature of the exhibitions.

4.1.3 TAITRA follows the above principles and aims to allocate exhibition periods in accordance with the month of first preference indicated by applicants. If applicants do not receive their first preference for the exhibition period, TAITRA will assign the exhibition period in the order of preference months indicated on the application form.

4.1.4 If exhibition periods established based on the above priorities give rise to disputes, a review meeting will be convened for discussion. TAITRA will convene an Exhibition Hall Rental Review Committee composed of 2 TAITRA representatives and 5 non-TAITRA representatives and chaired by the Executive Vice President of TAITRA. The decision of the review meeting will be made by consensus of the committee.

The organizations of non-TAITRA representatives are as follows:

- International Trade Administration, Ministry of Economic Affairs,
- Department of Information and Tourism, Taipei City Government,
- General Chamber of Commerce of the Republic of China
- Chinese National Federation of Industries,
- Chinese National Association of Industry and Commerce, Taiwan.

Representatives of TAITRA include Executive Vice President and Director of TWTC Exhibition and Convention Operation Department.

4.2 Exhibition name review:

4.2.1 If the Lessee's exhibition name is contrary to public order and morality or is an obvious violation of the Law on the Protection of the Rights of Children and Adolescents, TAITRA may request the Lessee to change the exhibition name. To avoid confusion between exhibitors and consumers due to similar exhibition names, the Lessee is advised to include appropriate information in the name of the exhibition to distinguish it from other exhibitions. He must also register the exhibition name with TAITRA and use the exhibition name approved by

TAITRA for advertising and sales purposes.

4.2.2 For exhibitions that have been canceled for two consecutive years after a confirmed application review for the same exhibition period, or that have not reached the minimum size of 60 booths for two consecutive years, TAITRA will no longer grant permission to the Lessee to hold exhibitions of its type during the same exhibition period with similar industries or similar exhibition names.

4.2.3 If the name of an exhibition contains the words "international exhibition," foreign companies or agencies from at least six countries or regions must be represented. If the name of an exhibition contains the words "Far East or Asia-Pacific" and is advertised as a regional exhibition, foreign companies or agencies from at least four countries or regions must be represented.

4.3 Other notices:

4.3.1 If reservation requests are not submitted within the time frame required to request exhibition periods, the requests will be considered inline requests. When appropriate exhibition periods become available, TAITRA will notify applicants in queue to complete the venue rental process, with priority of notification based on the order of reservation applications are submitted. The term "appropriate exhibition periods" refers to the arrangement of applications in the queue on the premise of protecting the rights of Lessees who have already been granted exhibition periods and whose exhibit subject is the same as that of the applicants in the queue, by arranging the intervening two months before and after the assigned exhibition periods of the priority lessees. However, this does not apply if the lessees who have already been granted exhibition periods have agreed that the intervening two months before and after the assigned exhibition periods will be disregarded.

4.3.2 The name of the organizers listed in the exhibition schedule published on the official website of TAITRA corresponds to the name of the lessee who signed the venue rental contract with TAITRA.

4.3.3 The recipient of invoices issued by TAITRA for venue fees, overtime charges, water and electricity charges, etc. is limited to either the exhibition organizer or the co-organizer signed on the venue rental contract.

5 Operation time

5.1 When renting exhibition venue,, the move-in and move-out takes place between 8:00 am and 5:00 pm. Exhibition hours shall be between 9:00 a.m. and 5:00 p.m. or between 10:00 a.m. and 6:00 p.m. (depending on the schedule agreed upon by the parties). Any extension of use of the rental space must be requested in advance. Additional fees for overtime will be charged according to the rates listed in the Nangang Exhibition Hall 1 and 2 Space Rental Rates.

- 5.2 When renting event venue, the minimum rental time is 8 hours between 7 a.m. and 12 p.m. (a rental of event space, including move-in and move-out, that is less than 8 hours will still be charged as 8 hours). On the day of the event, the minimum rental time for the event space itself (excluding move-in and move-out) is 4 hours (an event that takes less than 4 hours will still be charged as 4 hours).
- 5.3 During the Lease Term, Lessee shall evacuate the crowd in the Leased Exhibition Hall at the end of each Lease Day. If Lessee or its employees continue to use the space after the rental period without requesting in advance an extension of use of all or any portion of the rented space and obtaining TAITRA's approval, TAITRA will charge Lessee the overtime fee for the entire rented space and deduct that amount from Lessee's security deposit. TAITRA also reserves the right to require Lessee to cease operations immediately.
- 5.4 During move-in and move-out periods, additional time must be reserved for unexpected needs to avoid unexpected requests for early move-in or extended use of the leased exhibition hall causing inconvenience and chaos for both parties. The move-in and move-out time specified for booth construction/decoration before an exhibition/event and for dismantling after an exhibition/event in the rented space must take into account the size of the rented space, the complexity of the booth construction/ decoration and the difficulty of setting up the exhibits, etc.

6 Move-in and move-out periods

6.1 Basic notices

- 6.1.1 Floor plan and related documents must be submitted to TAITRA for review 90 days prior to move-in. If temporary advertisement, booth exceeding 4 meters, promotional balloons, two (multiple)- story booths, stage and sound system are to be constructed, the lessee must submit an application to TAITRA 90 days prior to the date of the exhibition or event. The above construction activities may not be commenced without written approval from TAITRA.
- 6.1.2 Plans for ingress and egress for personnel, vehicles, and machinery equipment during move-in and move-out period, and for ingress and egress for visitors during the exhibition or event and the plan for managing traffic flow and crowds should be coordinated with TAITRA 90 days prior to the exhibition or event date to make appropriate arrangements.
- 6.1.3 Construction (decoration) inside and outside TaiNex 1 and 2 should be limited to the leased area(s), and public area facilities should not be impacted or blocked for any reason, including the main entrance, lobby, open spaces, walkways, elevators, stairs, public walls, emergency exits, power boxes, air sensors, and exhaust vents. NO promotional items may be displayed in the above facilities and areas. NO Banners of any kind are permitted in the 1st floor lobby. The area in front of the fire hydrant, fire alarm panel and fire extinguisher must remain clear and unobstructed. In the event of a violation, the lessee is required to immediately remedy the situation, otherwise TAITRA has the right to remove

the obstructions without notice and the lessee cannot claim compensation or damages.

All costs incurred by the removal will be deducted from the deposit of the Lessee.

6.1.4 If the Lessee intends to place temporary advertisements in areas near or outside TaiNEX 1 and 2 during the Lease Period, he must obtain TAITRA's approval in advance and apply for a permit from the relevant authority in accordance with the relevant regulations. He must also submit an application to TAITRA at least 10 days before the exhibition or event by submitting documents such as the affidavit, the decoration and design plan, and the site plan of the installation. To set up a temporary advertisement inside or outside TaiNEX 1 and 2, please follow the procedures described in the "Regulations for Temporary Advertisements in TaiNEX 1 and 2".

6.1.5 Sufficient safety precautions should be taken during the transportation of exhibits and decorative materials to avoid unforeseen incidents.

6.1.6 Lessee is responsible for removing exhibits, decorations and decorative waste from TaiNEX 1 and 2 (including areas inside and outside the rented venue) prior to the end of the lease period. Otherwise, TAITRA will hire a third party to transport the waste to a legal disposal site. The costs will be borne by the Lessee and will be deducted from the security deposit.

6.1.7 To ensure the safety of exhibits, the Lessee is allowed to install surveillance cameras on the showground, and exhibitors are required to take good care of their exhibits and valuables. If necessary, Exhibitors may install surveillance cameras at their booths. If exhibits or valuables are damaged or lost, TAITRA will not be responsible.

6.1.8 If the Lessee hangs banners on the showground, they must not interfere with firefighting equipment and emergency exit signs. These banners must meet the specifications prescribed by TAITRA (i.e., less than 360 cm long and less than 120 cm wide). At the end of the exhibition, the Lessee must remove all banners including all ropes and wires used to hang the banners. Otherwise, TAITRA will commission a third party to dismantle them, and the costs incurred will be borne by the Lessee and deducted from the security deposit.

6.2 Personnel

6.2.1 Lessee shall issue exhibitor badges and decoration badges to decorators prior to the exhibition or event. Lessee shall also deliver sample badges to TaiNEX 1 and 2 three days prior to move-in so that security personnel can perform access control for the exhibition/event.

6.2.2 TaiNEX 1 and 2 also set up access control with facial recognition for decorators. Decorators who hold a Taiwan Occupational Safety and Health Card can register in the system before entering the venue (official website: <https://www.tainex.com.tw/>; path: Home > Services & Facilities > Contractor Services > Facial Recognition). Once registration is complete, decorators can verify their qualifications to enter the venue via

facial recognition. Those who choose not to use facial recognition will be required to carry (or show via the app) their Taiwan Occupational Safety and Health Cards for verification by the security personnel.

6.2.3 Move-in and move-out periods: All workers must wear a helmet (all helmets must bear the name of the company) and carry Taiwan Occupational Safety and Health Card issued by the Ministry of Labor, or wear decoration badge issued by the lessee to enter the showground for work.

6.2.4 Exhibition or Event Period: Persons holding the Taiwan Occupational Safety and Health Card or the Decoration badge issued by the Lessee may enter the exhibition premises on the first day of the exhibition to perform decoration work on the booths upon presentation of the card or the badge.

6.2.5 TAITRA's contractors (including but not limited to water and electric utilities, air conditioning, surveillance services, authorized decorating contractors, vending machine vendors, food and beverage vendors, etc.) will be granted access by showing their TaiNEX 1 and 2 contractor badges or work badges issued by the Lessee.

6.3 Vehicles

6.3.1 Electric or LPG forklifts weighing 2.5 tons or less may enter the exhibition halls. Diesel forklifts may enter the exhibition halls only with prior approval from TaiNEX 1 and 2 (machinery exhibitions are not subject to this restriction).

6.3.2 Trucks entering the exhibition halls are required to pay a NT\$1,000 deposit at the entrance. Vehicles leaving the exhibition hall within 1 hour will be refunded the full amount of the deposit. For each additional hour a vehicle stays beyond the designated time, NT\$200 will be charged (time is counted from the time the vehicle enters the exhibition hall, and the deposit amount is higher for machinery or large exhibitions). The maximum speed of vehicles inside the exhibition hall must not exceed 10 km/h. Engines must be turned off after vehicles arrive at their destination. Delivery vehicles carrying decorative materials must adhere to the time set by the Lessee to enter the showground in a timely and orderly manner. If a vehicle does not enter according to the scheduled time, security personnel may prohibit the vehicle from entering the exhibition hall.

6.3.3 Small passenger vehicles are not permitted to enter the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they arrive at their destination. The speed of vehicles inside the exhibition hall must not exceed 10 km/h.

6.3.4 **Entry into TaiNEX 1 and 2 with grapple trucks is prohibited. Lessee shall encourage its exhibitors to reduce woodwork in booth design.**

If the use of grapple trucks is necessary because there is insufficient time to move out or the planning of the exhibition schedule or booth layout creates noise or traffic problems in the surrounding area, the grapple truck operator may submit a "Application for Grapple Trucks Entry into TaiNEX 1 and 2" to the Administrative Office 3 business

days prior to the entry day. However, an application will only be processed if the following conditions are met:

* **TaiNEX1: Two or more areas are leased.**

* **TaiNEX2: One or more areas are leased.**

The rules for grapple trucks entering the exhibition hall are as follows:

1. In TaiNEX1 and TaiNEX2, forklifts may be used to load wood decoration waste onto grapple trucks. In exhibition halls, grapple trucks may not be used to disassemble waste, including using a grapple truck for floor work, hammering on grapple trucks, and performing vehicle-to-vehicle work. Forklift operators must avoid damaging the floor with the forks. When a forklift is used to dismantle decorations, the intentional breaking of glass is strictly prohibited. Any resulting incident that endangers public safety will be dealt with according to the law. Waste generated during the dismantling of decorations in a work area (as indicated in the floor plan), such as wood chips, must be cleared away at the end of the dismantling.
 2. Any violation of the above provisions that can be substantiated by photographic evidence will result in separate penalties for the Lessee and the grapple truck operator. The Lessee shall pay a fine of NT\$20,000 (including taxes) for each violation. The grapple truck operator must pay a fine of NT\$50,000 (including taxes) for each violation.
 3. Additional security guards must be hired to assist with surveillance while a grapple truck is in operation. A security guard must be hired for each area to oversee the security of the grab operation. The base cost for security guards is based on four hours (official move-out time) and will be paid by the applicant.
 4. According to the Taipei Noise Restriction Regulations, the operation of grapple trucks outside the showgrounds must end before 10 pm.
 5. TaiNEX1 and TaiNEX2 reserve the right to make a final review and approval of the Lessee's application. With respect to any changes to the venue's regulations, the Lessee is responsible for reviewing the latest notices of the venue's regulations.
- 6.3.5 For trucks with a gross vehicle weight exceeding 15 tons (based on the load indicated on the vehicle or vehicle registration certificate) or crane trucks, forklifts and trucks of any capacity to be operated in the Exhibition Hall, the Lessee must submit an application to TAITRA 5 days in advance by completing the "Application for Entry for Heavy Vehicles TaiNEX 1 and 2". When entering the exhibition hall, the truck weight ticket issued in the last 24 hours must be presented at TaiNEX1 and TaiNEX2. After approval by the venue, trucks will be allowed to enter during the allowed period.
- 6.3.6 Special regulations for TaiNEX1:
1. Trucks are only allowed to enter the exhibition areas from the east side of the exhibition hall (vehicle entrance on Jingmao 1st Road). To enter the Sky Dome exhibition hall, vehicles must drive up the truck ramp (also known as the spiral ramp with a total width of 11.4 meters and a height of 6 meters; the height limit for vehicles is 4 meters).
 2. The height and width of the freight entrances in each area are shown below: (Unit: meters)

	Area I	Area J	Area K	Area L	Area M	Area N
Height	5	4.5	5	4	8.5	4
Width	9.9	11.6	10	11	11.9	10.1

The maximum vehicle height for entry into the entire exhibition hall on the ground floor and Sky Dome is 4 meters. If the total height of the vehicle and load exceeds 4 meters, an application must be submitted to TAITRA (including 4.25 meter high container trucks). Vehicles may enter the exhibition grounds via designated routes after approval.

3. The maximum floor loading capacity of the first floor exhibition hall is 5 tons/m², and that of the Sky Dome exhibition hall is 2 tons/m². Vehicles or freight exceeding the width of the freight entrance or freight elevator door or the height limit of the spiral ramp will not be allowed to enter the exhibition hall. Exhibits and decorations exceeding the weight limit must be dismantled and packed separately before entering the exhibition area. Anyone causing damage to the facility through improper handling will be liable for the damage.
4. Regulations on loading capacity for vehicles entering/exiting the showground:

Ground floor (including entrance driveway)	
1. Weight capacity of the truck (including the combined weight of the vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for 3 axles and above. (2) The minimum safety distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) The total load of a single forklift should not exceed 18 tons. (2) When two adjacent forklifts transport different objects, they should maintain a safety distance of at least 6 meters. (3) For objects weighing more than 18 tons (and less than 36 tons is mandatory), two forklifts may work together, provided they maintain a safety distance of at least 4 meters. (4) Each loading and unloading operation must not last longer than 50 minutes.
3. Load restrictions for crane trucks	(1) The total load of a single crane car must not exceed 27 tons. When 2 adjacent cranes handle different objects, they should keep a safety distance of at least 9 meters. (2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm thick) or a steel plate (at least 1.5 cm thick) must be placed under the load beams in advance to support the load. For crane trucks with a

	<p>maximum load of more than 18 tons, wooden sleepers must be placed under the load beams. The size of the wooden sleepers should not be smaller than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading operation must not exceed 50 minutes.</p>
Sky Dome Exhibition Hall (including ramps and unloading platforms)	
1. Weight capacity of truck (including the combined weight of vehicle and load)	<p>(1) 15 tons for dual-axle; 35 tons for 3 axles and above.</p> <p>(2) The minimum safety distance between two vehicles is 6 meters.</p>
2. Load restrictions for forklifts	<p>(1) The total load of a single forklift should not exceed 8 tons.</p> <p>(2) When two adjacent forklifts transport different objects, they should maintain a safety distance of at least 6 meters.</p> <p>(3) For objects weighing over 8 tons (and less than 16 tons is mandatory), two forklifts may work together, provided they maintain a safety distance of at least 4 meters.</p> <p>(4) Each loading and unloading operation must not last longer than 50 minutes.</p>
3. Load restrictions for crane trucks	<p>(1) The total load of a single crane car must not exceed 12 tons. When 2 adjacent cranes handle different objects, they should keep a safety distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm thick) or a steel plate (at least 1.5 cm thick) must be placed under the load beams in advance to support the load. For crane trucks with a maximum load of more than 8 tons, wooden sleepers must be placed under the load beams. The size of the wooden sleepers should not be smaller than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading operation must not exceed 50 minutes.</p>

6.3.7 Special regulations for TaiNEX2:

1. Trucks entering "1F (Areas P and Q)" must enter the exhibition hall from the north (the truck entrance in Section 1, Nangang Road and Lane 62, Jingmao 2nd Road), and the maximum vehicle height is 4 meters. Vehicles entering the exhibition area in 4F must enter via the truck ramp (also known as the spiral ramp with a width of 5.5 meters; the maximum vehicle height is 4 meters).

2. The height and width of the freight entrances in each area are shown below:

	Area P	Area Q	Area R	Area S	7F Skylight Convention Center
Height	West/south: 4	West/north: 4	West: 4	West: 4	West: 2.5
Width	West/south: 4.6	West/north: 4.6	West: 4.6	West: 4.6	West: 2.4

Vehicles are prohibited from entering the Skylight Convention Center on the 7th floor.

3. The maximum floor loading capacity of the first floor exhibition hall is 5 tons/m² and that of the 4th floor is 2 tons/m². On the 7th floor, the maximum floor loading capacity of the 7th floor Exhibition Hall is 1.2 tons/m² and that of the 7th floor Sky Gallery is 0.75 tons/m². Vehicles or freight exceeding the width of the freight entrance or freight elevator door or the height limit of the ramp will not be allowed to enter the exhibition hall. Exhibits and decorations exceeding the weight limit must be dismantled and packed separately before entering the exhibition area. Anyone causing damage to the facility through improper handling will be liable for the damage.

4. Hanging or attaching advertising or promotional materials directly to the walls and ceilings is prohibited on the first floor and 4th floors of the Exhibit Hall. Lessee may not attach advertising or promotional materials directly to columns or walls. If Lessee wishes to use back walls or take other protective measures to attach advertising or promotional materials, approval from TAITRA is required. Should damage occur to the surface of columns and walls, the lessee will be liable for damages. All materials must be removed as soon as the exhibition or event is over.

5. Regulations on loading capacity for vehicles entering/exiting the showground:

1F Exhibition Hall (including entrance driveway)	
1. Weight capacity of the truck (including the combined weight of the vehicle and goods)	(1) 20 tons for dual-axle; 35 tons for 3 axles; 44 tons for 4 axles. (2) The minimum safety distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) The total load of a single forklift should not exceed 18 tons. (2) When two adjacent forklifts transport different objects, they should maintain a safety distance of at least 6 meters. (3) For objects weighing more than 18 tons (and less than 36 tons is mandatory), two forklifts may work together,

	<p>provided they maintain a safety distance of at least 4 meters.</p> <p>(4) Each loading and unloading operation must not last longer than 50 minutes.</p>
3. Load restrictions for crane trucks	<p>(1) The total load of a single crane car must not exceed 27 tons. When 2 adjacent cranes handle different objects, they should keep a safety distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm thick) or a steel plate (at least 1.5 cm thick) must be placed under the load beams in advance to support the load. For crane trucks with a maximum load of more than 18 tons, wooden sleepers must be placed under the load beams. The size of the wooden sleepers should not be smaller than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading operation must not last longer than 50 minutes.</p>
4F exhibition hall (includes ramps and platforms)	
1. Weight capacity of the truck (including the combined weight of the vehicle and goods)	<p>(1) 15 tons for dual-axle; 25 tons for 3 axles; 35 tons for 4 axles.</p> <p>(2) The minimum safety distance between two vehicles is 6 meters.</p>
2. Load restrictions for forklifts	<p>(1) The total load of a single forklift should not exceed 8 tons.</p> <p>(2) When two adjacent forklifts transport different objects, they should maintain a safety distance of at least 6 meters. For objects weighing over 8 tons (and less than 16 tons is mandatory), two forklifts may work together, provided they maintain a safety distance of at least 4 meters.</p> <p>(3) Each loading and unloading operation must not last longer than 50 minutes.</p>
3. Load restrictions for crane trucks	<p>(1) The total load of a single crane car must not exceed 12 tons. When 2 adjacent cranes handle different objects, they should keep a safety distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm thick) or a steel plate (at</p>

	<p>least 1.5 cm thick) must be placed under the load beams in advance to support the load. For crane trucks with a maximum load of more than 8 tons, wooden sleepers must be placed under the load beams. The size of the wooden sleepers should not be smaller than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading operation must not exceed 50 minutes.</p>
--	---

6.4 Freight elevator

6.4.1 The dimensions of the TaiNEX1 and TaiNEX2 freight elevators are the same with doors 3 meters wide and 3 meters high, a depth of 7.8 meters and a load capacity of 6 tons. TaiNEX1 has 3 large freight elevators and TaiNEX2 has 2 large freight elevators for transporting exhibits and booth decoration materials.

6.4.2 If Lessee requires the use of the large freight elevators, Lessee must notify TAITRA in advance of the number of freight elevators and the hours to be used.

6.5 Operation procedures during Move-in

6.5.1 All on-site decorator work should be completed by the end of the move-in period the day before the first day of the exhibition or event. If the decorators are unable to complete the work by this date, the Lessee must request an extension of the use of the space and pay any associated overtime fees to allow the decorators to complete their work. If an adjustment is required on the day of the exhibition or event, decorators may bring only light tools and materials for the work. Adjustments must be completed prior to the opening of the exhibition or the start of the event to preserve the image of the exhibition/event and the safety of the exhibition hall.

6.5.2 After receiving lessee's approval, the electrical technician of the exhibition must contact TaiNEX1 or TaiNEX2 to request approval for electrical wiring between exhibitions or events. The electrical technician of the exhibition must submit a copy of the installation plan to TaiNEX1 or TaiNEX2 for review prior to commencing work or they will not be allowed to enter the exhibition hall; they also must also obtain permission from the lessee if they wish to enter the showgrounds early or work overtime during the lease period.

6.5.3 If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.

6.5.4 For all decoration work, the Lessee must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance.

6.5.5 Decoration contractors should measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.

6.6 Operation procedures during Move-out

- 6.6.1 When the tape is used on the floor, please make sure it is all cleaned up and disposed of once the exhibition or event is over.
- 6.6.2 Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed.
- 6.6.3 All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.

7 Maintenance of existing facilities of exhibition halls

- 7.1 Nails cannot be used on exhibition ground, walls, pillars ceilings and other facilities of TaiNEX1 and TaiNEX2, or to cause any damage.
- 7.2 Ceilings, all types of lighting, pilot lights, air conditioning units, wiring and piping shall not be removed, altered or used to hang decorations, exhibits or lighting objects.

8 Electricity, water, compressed air, telecommunications, and network equipment

- 8.1 The Lessee shall contract the electrical technician of the event to set up and manage the water, electricity and compressed air supply for the exhibition and the event. The Lessee shall complete the Water and Power Supply Sheet for water and power requirements for all booths. The sheet shall include information on electricity usage, water supply, and compressed air supply for each booth. The sheet shall be stamped with the lessee's seal or signature and given to the electrical technician of the event, who shall forward it to TaiNEX1 or TaiNEX2 for review 15 days prior to move-in and then set up according to the drawings during move-in. The electrical technician of the event shall inquire the lessee about the aforementioned construction elements.
- 8.2 Electrical load wiring for booths must be contracted and performed by electrical and plumbing contractors holding a Level A or higher electrical installation certificate and registered with a member organization of TAITRA. The electrical technician of the event may not modify the existing electrical systems of the exhibition halls or connect electrical equipment that is incompatible with the electrical systems of the exhibition halls. If violations of these regulations are found, the booth's electrical distribution box will be removed and the power supply will be cut off. The Electrical wiring grooves of TaiNEX1 and TaiNEX2 are for wiring only. It is strictly forbidden to lead water into the wiring grooves.
- 8.3 Lessee is responsible for related costs for water, electricity, compressed air, and construction costs for water and electricity installations during the lease period. Lessee is also responsible for safety during construction and use of electricity (or water) and air

conditioning. To enhance safety during the use of electricity, all operations must be handled in accordance with the "TaiNEX 1 and 2 Electrical Appliance Rental Vendor Management Rules". The electrical appliance installation contractor selected by the Lessee must pay a deposit of NT\$100,000 for the safe use of electricity.

- 8.4 The Lessee is obliged to pay TAITRA within 10 days after the end of the event the charges for water, electricity and compressed air consumed during the lease period. Wiring and installation of the aforementioned water, electricity or compressed air lines will be done by the Lessee's electrical and plumbing contractors.
- 8.5 Lessee's electrical and plumbing contractors shall complete the Affidavit of the Exhibition Hall and Notice of Sources of Transmission of Electricity/Water/Air to TaiNEX 1 or TaiNEX 2. TAITRA staff will work with the lessee's electrical and plumbing contractors to conduct a preliminary inspection to prevent malfunctions. After confirming the safety of power usage, the supply of electricity, water and compressed air will be carried out.
- 8.6 The electricity charges of exhibitors shall be collected by the Lessee. TAITRA will calculate electricity charges for the lease period based on the electricity meter (from move-in through the duration of the exhibition or event until move-out). Exhibitors requesting 24-hour power will not be compensated by TAITRA if electrical equipment fails due to a Taiwan Power Company power outage resulting in damage. In support of the government's policy to conserve energy and reduce carbon emissions, the Lessee and exhibitors are requested to use energy efficient lighting equipment whenever possible.
- 8.7 In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:
 - 8.7.1 First level, self-management:

Exhibition: Electrical and plumbing contractors with Level A Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the move-in period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the move-in period ends. Electricity will be temporarily shut off from booths that do not complete and pass the electrical safety inspection until the inspection is completed or the deficiency has been corrected.

Events (including large-scale conferences): When the temporary utilities installation contractor connects cables from the power supply end of the power distribution panel to the onsite power switch of the activity, it is required to execute cable insulation tests. The load side of the aforementioned onsite power switch of the activity shall be connected by the electrical appliance installer to the equipment used for the activity. It shall also execute cable insulation tests and self-inspections on load distribution capacity safety and submit records.

8.7.2 Second level, supervising unit inspections:

Exhibition: The utilities maintenance contractor of the Exhibition hall and the electrical technician of the event shall complete electricity usage safety inspections for booths of the exhibition hall before electricity is supplied. Booths that fail to qualify in inspections shall not be supplied electricity and an improvement notice shall be posted. Electricity shall only be supplied to the booths after they complete improvements and the management unit inspects and verifies the improvements.

Events (including large-scale conferences): The utilities maintenance contractor of the exhibition hall and the electrical technician of the event shall complete insulation tests for the load before supplying electricity to the activity.

8.7.3 Third level, third-party inspections:

Exhibition: Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation, power distribution panel, and related electrical equipment on the move-in day.

Events (including large-scale conferences): The electrical consultant shall be hired, depending on the scale of the event, to inspect the electrical appliances used for the activity during the maximum load test to ensure load balance and electricity usage safety. It shall also submit safety inspection records for reference. The maximum load test shall be conducted by the construction personnel of the electrical appliance installer, utilities maintenance contractor of the exhibition hall, and temporary utilities installation contractor onsite.

8.8 If Lessee or its exhibitor requires a transmitting and receiving antenna of any kind for the exhibit, permission to display the exhibit must be granted by TAITRA before the exhibit may be displayed. Exhibitor must proceed with set-up in accordance with the specified location and route. All costs incurred will be the responsibility of the Lessee. Upon completion of the exhibition or event, the Lessee or its exhibitors must remove the lines and equipment and restore the space..

8.9 If Lessee or its exhibitor requires installation of telecommunications and network cables, Lessee may request installation of telecommunications and network equipment from the contractors of TaiNEX1 and TaiNEX2. The fees will be borne by the Lessee.

9 Electricity & air-conditioning

9.1 Electricity:

9.1.1 During move-in (except the day before the exhibition or event): Ceiling lighting will be provided during open hours for set-up and decoration. However, electricity will NOT be provided for individual booths. If decorators require working electricity, a request may be made to the Lessee's Information Desk and electricity will be provided according to the time requested.

9.1.2 Duration of the exhibition or event: electric power must be supplied each day before

move-in; the ceiling lighting must be turned off 15 minutes after the end of the exhibition; electric power to booths in the exhibition hall must be shut off 30 minutes after the end of the exhibition.

9.1.3 The day before the exhibition or event: the time for the electric power supply of the day will be determined by the Lessee by prior written request. Any change to the originally agreed upon time for power must be requested in writing up to one hour prior to the originally requested time..

9.1.4 The use of fuel generators for power supply is prohibited inside the exhibition hall.

9.2 Air-Conditioning:

9.2.1 Air conditioning will not be available during move-in and move-out.

9.2.2 Air conditioning supply time in the exhibition hall: every day 30 minutes before the start of the exhibition or event until 30 minutes after the end of the exhibition or event.

9.2.3 Exhibitors may not install air conditioning in their booths without TAITRA's approval. If installation of air conditioning is required within a booth, a written request must be submitted to the Lessee prior to the exhibition. The lessee must submit the applications 7 days prior to the exhibition, and only after TAITRA has given written approval can the equipment be installed..

10 Booth decoration

10.1 Design and structure

10.1.1 The maximum permissible height for the conference room 701 is 8 m. The maximum permissible height for the booth structure is 4 m..

10.1.2 If the exhibitor plans to build a "two (multiple)-story booth" or an "extra-height booth"," the exhibitor must apply to the lessee, obtain approval from TAITRA, and pay a deposit prior to construction. The following provisions must be followed.

10.1.2.1 Two (multiple)-story booths:

1. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-story booths.
2. For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100m² or more, the signing structural engineer, civil engineer, or architect shall be on site to supervise. Fire extinguishers shall be placed on all floors in a clear position every 50m². Full time security shall also be hired to ensure public safety and they shall be in charge of fire safety throughout the duration of the exhibition period.
3. The floor height of the second floor shall not exceed 2.5m. The total height of the construction shall not exceed 4 m. The floor height of the third floor shall not exceed 5m. The total height of the construction shall not exceed 6.5m, and so forth. To ensure structural safety, booths taller than three floors shall be constructed with steel structures.
4. The Lessee shall submit the application form, affidavits of exhibitors that construct two (multiple)-story booths, Affidavit letter of the architect, photocopy of the license, and

structural calculation document and design diagrams of the architect (professional civil or structural engineer) to TAITRA 15 days prior to the opening of the exhibition or event.

5. The height limit of the Sky Gallery on the 7th floor of TaiNEX2 is 4 meters. Two (multiple)-story booths are not allowed.
6. Calculation method for two (multiple)-story booths fee:
(Exhibition rent/number of standard booths leased) *0.5*number of standard booths on second (and above) floor*days of exhibition (tax included).

10.1.2.2 **Extra-high structure (exceed 4 meters):**

1. Exhibitors must rent more than 4 booths to be allowed to construct extra-height booths.
2. The structural height of extra-height booths constructed by exhibitors shall not exceed 6 m.
3. The Lessee shall submit the application form, Affidavits of Construction of Booth Exceeding 4 Meters, Affidavit letter of the architect, photocopy of the license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer) to TAITRA 15 days prior to the opening of the exhibition or event.
4. The height limit of the Sky Gallery on the 7th floor of TaiNEX2 is 4 meters. Extra-high booths are not allowed.
5. The fee for extra-height booths is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square meters (tax included). If the area is over 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters /unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square meters, the fee is still NT\$100,000.

10.1.3 If there are special requirements for booths for which the planned height, number of floors, and the floor area of the two (multiple)-storey booth exceeds limits, in addition to providing related affidavits and the certification of the architect (professional structural or civil engineers), the certifying architect (professional structural or civil engineers) shall personally be responsible for onsite supervision and notify the Lessee and management unit of TaiNEX 1 and TaiNEX 2 to conduct safety inspections together.

10.1.4 It is prohibited to occupy the public areas in TaiNEX 1 and TaiNEX 2 (such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of Lessees who have applied for, paid for, and received permission from the relevant management unit).

- 10.1.5 When setting up back walls, trusses and other decorations in the Skylight Convention Center on the 7th floor of TaiNEX2 and in the public areas of TaiNEX 1 and TaiNEX 2, it is required to lay out carpets or other non-slip materials under the support points and maintain a distance of at least 60 cm from facilities such as walls, partitions, glass curtains, steel columns, elevators, etc. to avoid damage to the venue facilities.
- 10.1.6 For the construction of wooden booths in the Skylight Convention Center on the 7th floor of TaiNEX2 and in public areas, only putty (no polish), wallpaper, and printed materials can be used for construction (paint, cement paint, etc. are not allowed).
- 10.1.7 Booths with a raised floor must be equipped with safety warnings, and ramps should be installed at possible entrances and exits at the booths.
- 10.1.8 The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
- 10.1.9 No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the pillars. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the lessee is responsible for any fees incurred by the removal.
- 10.1.10 If an exhibition booth includes all or part of a pillar, the exhibitor must fill out the Pillar Decoration Application Form along with a booth design blue print (floor and elevation plan). After exhibitors' application form is compiled, the lessee must submit the applications at least 15 days before the exhibition. Once construction permission is confirmed, exhibitors may begin to decorate the pillar. Instructions for decorating pillars: If walls are added to pillars, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for pillars shall not be more than 4 m. If any of the above regulations have been violated, the wall shall be torn down and the lessee/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the lessee/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.
- 10.1.11 All booth backboards, billboards, etc., that span more than 9 m long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition. When adequate support for booth cannot be properly installed due to exhibits, structural calculation documents and design diagrams signed by structural engineer must be provided.

- 10.1.12 In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 m in height, proper supports (pillars) shall be constructed. A visible sagging of the structure is considered a severe violation and the booth shall be closed for immediate improvement; otherwise, the booth shall be prohibited from exhibition. When adequate support for booth cannot be properly installed due to exhibits, structural calculation documents and design diagrams signed by structural engineer must be submitted.
- 10.1.13 The horizontal structure (rod) that span over two consecutive booths 6 m in height should be set to a considerable degree of stiffness. The vertical pillar or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances are major violation which will result in booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition. For booths that cannot be adequately supported due to the exhibits on display, structural calculation documents and design diagrams signed off by the structural engineer must be submitted.
- 10.1.14 When building a 2-storey booth, the lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. If transverse or lateral support is not setup, it will result in booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition.
- 10.1.15 Steel plates must be placed on the bottom of steel trusses, circular trusses, steel pillars and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
- 10.1.16 TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the lessee and decorators are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
- 10.1.17 The decoration construction diagrams shall include diagrams for the prevention of hazards related to working at height. They shall include the height of railings, methods for setting up the construction scaffold, methods for dismantling and supporting materials and decorations, and other documents for precaution for preventing falling or falling objects required by related occupational health and safety regulations.
- 10.1.18 During the move-in period of the exhibition or event, Lessee must participate in the inspection of the booth structure of all booths at the specified time along with the architect (professional civil engineer or structural engineer), TAITRA's fire safety

officer or personnel, health and safety personnel, and on-site security.

10.2 Special decorations and facilities

10.2.1 Video wall and large screen wall:

If video walls, large screen walls, or other facilities are required, please follow the regulations listed below:

1. If the installation is less than 2.5m in height, the front shall be at least 1 m away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
2. If the installation is over 2.5m, the maximum height is 4m and the front shall be at least 2m away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline..
3. Video walls should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the video wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the video wall). It's a violation if not set properly.
4. For video wall installation and dismantling operations, a working platform must be set up and the pedals must be fully paved if personnel are working at a height over 2 m. Vertical safety net or lifeline must be equipped around the platform for personnel to wear safety belt (safety belt can only be adopted when the height is over 3.8 m) in the cause of falling prevention.
5. Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

10.2.2 Tethered balloons:

1. If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to TAITRA and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the Lessee. Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. For large advertisement balloons, the top of the balloon shall not be higher than 7m from the ground. A fee of \$10,000NTD will be charged for each balloon. The top of small decorative balloons cannot be higher than 4 m from the ground.
2. Tethered balloons can only be filled with air or non-inflammable gas.

10.2.3 Stage and sound equipment:

Stage and sound equipment set up in a booth shall comply with the following regulations:

1. Speakers on stage shall be faced the exhibitor's own booth and speakers shall be angled downward. Sound volume shall be maintained below 85 decibels. Adjacent booths may not hold stage activities or play audios at the same time.
2. The Lessee shall require all exhibitors to abide by the aforementioned regulations. In

the event of a violation, TAITRA shall implement related penalties following Article 15 of the Regulations.

10.2.4 **Wireless microphone equipment:**

The Lessee must apply to TAITRA for approval for the frequency of microphone, and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities in TaiNEX1 or TaiNEX2, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation under the three stages listed in Article 15.15 of the Regulations.

10.2.5 **Rigging service:**

Please refer to the "TAITRA TaiNEX 1 Sky Dome Truss Hanging Work Guidelines" and "TAITRA TaiNEX 2 Rigging Work Guideline".

Please download the aforementioned work guidelines from the official website of TaiNEX1 and TaiNEX2

URL: <https://www.tainex.com.tw/>

Download link: Home>Organizing>Documentation>For Events>Access Control.

Download link: Home>Organizing>Documentation>For Exhibitions>Other Facilities.

10.3 **Fire safety management**

10.3.1 If a single level booth is designed with a ceiling to seal the top, or if a two-storey booth (regardless if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers. An additional fire extinguisher is required for every 50 square meters of booth ceiling area..

10.3.2 Special regulations for TaiNEX1 & TaiNEX2:

Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall and the decorations of event stage shall be made of materials indicated as flameproof; relevant materials including carpet, 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 certified by the competent authority. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TaiNEX1 & TaiNEX2 to receive a fine or incur penalty, the Lessee and the exhibitors in violation of regulations shall bear joint responsibilities for the fines (for regulations and details regarding flameproof materials, please refer to the Nangang Exhibition Hall Booth Decoration with Flameproof Materials).

10.3.3 The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, TAITRA will

immediately remove the offending object, and the Lessee shall bear all expenses incurred.

10.4 Painting

10.4.1 Painting in the exhibition hall must be done with water-based paint and is restricted to small areas only.

10.4.2 The decorators are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.

10.4.3 PVC cloths or plywood shall be placed on the floor before painting, so that paint does not stain the floor.

10.4.4 Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Paint must not be splattered in non-designated areas inside the exhibition halls (particularly in the showground, cleaning rooms, and toilets). In the case of a violation, the Lessee is responsible for cleaning and all related costs.

10.5 Carpeting

Installing carpet by spreading adhesive on the floor is strictly prohibited. Special, wide-edged fabric-based adhesive tapes should be used when laying out a carpet. To install carpet, non-residue tape shall be placed on the floor, along the wall, and 10 cm from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. Super glue, plastic or double-sided foam tapes should not be used on the floor to avoid any residue left by their strong adhesives. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.

10.6 Others

10.6.1 Water, flower, and meal delivery personnel or promotional materials are prohibited from entering the exhibition hall to solicit sales.

10.6.2 The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.

10.6.3 Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The Lessee is responsible for disposing wastes that were not removed in time and all related costs. The Lessee shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.

10.6.4 All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.

11 Conference room

11.1 Lessee shall comply with the maximum capacity of each conference room specified in the "TaiNEX 1 Conference Room Rental Rates". TAITRA may restrict the use of the

- conference room if the maximum capacity is exceeded and may suspend the event for public safety reasons if necessary. The Lessee cannot claim compensation for damages.
- 11.2 For the conference equipment to be used in the conference room rented by the Lessee in TaiNEX 1 and TaiNEX 2, the Lessee shall rent the equipment from TAITRA or prepare the equipment itself, provided that the Lessee obtains TAITRA's consent.
 - 11.3 Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission from TAITRA must be obtained.
 - 11.4 The Lessee and event participants are prohibited from engaging in irrelevant actions during event without receiving prior approval in writing from TAITRA.
 - 11.5 The full name of the Lessee must be specified on all advertisements, publicity materials, invitations, signs, and other documents related to the event hosted by the Lessee.
 - 11.6 Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the Lessee is required to submit a written form requesting additional electric power. TAITRA will appoint licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the Lessee. Electricity will only be supplied after the Technical Support Section of TaiNEX 1 and TaiNEX 2 completes electricity safety inspections. Each day, power must be turned off after exhibition or event has ended for the day. Separate application is required for exhibition or event that require 24-hour power supply.
 - 11.7 Hanging or posting advertisements and publicity materials on walls and from ceilings is strictly prohibited. The lessee may attach event-themed materials on the backboard of the podium using thumbtacks (the use of double-sided tape and staple guns is prohibited), and shall remove the themed material after the exhibition or event concludes. Posters or signs may not be posted on any other walls and surfaces.
 - 11.8 Special regulations for TaiNEX1:
As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5m in height at 4th floor; and furnishings must not exceed 2m in height at 5th floor; and furnishings must not exceed 2.2m in height at 6th floor. A distance of at least 45cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top, to comply with fire safety regulations. Only lightweight materials such as foam core or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 400kg per square meter.
 - 11.9 Special regulations for TaiNEX2:
Furnishings such as partitions or woodwork must not exceed 5m in height in Room 701 (for booths exceeding 4 meters are required to submit extra-height booth application

and provide related documents; for structures exceeding 5 meters are required to sign an affidavit as it might affect the circulation of air-conditioning). Furnishings such as partitions or woodwork must not exceed 2m in height in Room 702 and 703; and the height limit on the 6th floor and 4th floor is 2.2 meters. A distance of at least 45cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top, to comply with fire safety regulations. All decorations must be confined within the leased area. The carpet in the construction area should be covered by protective layers such as PVC tarp or wooden board during construction. The use of steel nails on the floor is not permitted.

- 11.10 If there are any matters not mentioned herein, Lessee must notify TAITRA in writing. The parties will negotiate and solutions will be implemented only with the written consent of TAITRA.

12 Occupational safety and health and construction in the exhibition hall

- 12.1 To prevent occupational hazards and protect labor safety, the Lessee shall follow the Vocational Health and Safety Act established by the government. If construction work performed by Lessee or its contractors or subcontractors is stopped by the proper authority for violation of health and safety laws and regulations, Lessee assumes sole responsibility and TAITRA shall be relieved of all liability.
- 12.2 During the lease, the lessee is responsible for managing workplace safety in the leased area. The lessee is required to prevent workplace hazards and protect the safety and health of workers. While working in TaiNEX1 and TaiNEX2, the Lessee, exhibitors and their contractors, decorators and employees of the above-mentioned parties must comply with the regulations and laws on occupational safety and health. as well as TAITRA's "TaiNEX 1 and 2 Contractor Safety and Health terms of Agreement", "TaiNEX 1 and 2 Place Renting Unit Construction Safety and Health Management Guidelines", "TaiNEX 1 and 2 Contractor Safety and Health Management Regulations", and "TaiNEX 1 and 2 Notice of Worksite Hazardous Elements".
- 12.3 All construction workers entering the exhibition halls must wear equipment (such as uniforms, vests, construction helmets or armbands) bearing the name of their employer.
- 12.4 If a work-related accident occurs during a conference, exhibition or event (including move-in/out period), the Lessee must immediately take the necessary measures such as first aid and emergency rescue, conduct an investigation with the site management unit, analyze the accident and make records. For any one of the following types of occupational accidents, employers shall not disturb or damage the accident site without the permission of the appropriate judicial body or inspection agency except for necessary first aid or emergency rescue, and shall notify a labor inspection agency within eight hours of the occurrence:
1. accidents involving death;

2. accidents causing injuries to three people or more;
 3. accidents causing injuries to one person or more that require hospitalization; and
 4. all other categories of accidents designated and officially announced by the central competent authority.
- 12.5 The Lessee must attend a fire safety training or workshop organized by the Taipei City Fire Department prior to the exhibition or event and follow the Taipei City Fire Department's regulations. The Lessee's representatives attending the training or workshop must be listed on the emergency and risk management group list provided by the Lessee and be on standby during the event. The Lessee shall be solely responsible for any non-compliance that results in the exhibition or event not being able to take place as scheduled. TAITRA will be held harmless from any liability.
- 12.6 If the Lessee plans to construct a temporary structure, the relevant occupational health and safety proposals and illustrations of firefighting equipment must be submitted to the Labor Standards Bureau of the Department of Labor of the Taipei City Government and the Taipei City Fire Department for review. Construction shall not begin until the proposals and illustrations have been approved by the aforementioned authorities. For the maximum allowable weight for TaiNEX1 and TaiNEX2 exhibition halls in 1F and 4F, please refer to Articles 6.3.6 and 6.3.7.

13 Cleaning

- 13.1 TaiNEX1 and TaiNEX2 are responsible for general cleaning and disposal of general trash in the public areas and restrooms outside the exhibition halls. Lessee is responsible for cleaning the rented areas (including cleaning the floors and toilets, treating oil stains and adhesive residue on the floors), the rented rooms, and disposing of decorative and food waste.
- 13.2 In addition to general waste, the Lessee is also responsible for the disposal of the following types of waste.:
1. Ribbons, streamers and confetti used for special effects at exhibitions or events.
 2. Food waste, waste in catering areas, alcohol bottles and kitchen waste.
 3. Decoration waste (e.g. wooden boards, foam boards, cardboard boxes and packaging waste).
 4. Flowers, plants, flower baskets, etc.
- Note: The venue cleaning fee does not include the disposal of the above-mentioned wastes.
- 13.3 The Lessee may have waste disposed of in the following manner:
1. The Lessee handles waste disposal itself (or by outsourcing).
 2. Contact the contracted cleaning company of the exhibition hall - Cheng Cleaning Ltd (TaiNEX1: Manager Chen +886-956-552-113, TaiNEX2: Ms. Yeh +886-936-628-321) for waste disposal (chargeable service).

3. If the Lessee requests TaiNEX1 and TaiNEX2 to dispose of decoration waste, the additional fee will be based on the standard rate established by the Venue. The Lessee must sign the Letter of Authorization for outsourcing waste disposal.

13.4 In response to crowds at the exhibition or event, TaiNEX1 and TaiNEX2 will ensure that the venue remains clean by increasing staff, ordering overtime, and arranging for nightly cleaning (10:00 p.m. to 7:00 a.m. the next day) based on actual conditions. Fees are the responsibility of the Lessee.

14 Safety Management

14.1 Crow Control

The Lessee must control the number of visitors using the following table to ensure safety in TaiNEX1 and TaiNEX2 and the quality of the exhibition or event.

Exhibition Hall	Floor	Maximum accommodation capacity
TaiNEX 1	1F, Sky Dome Exhibition Hall	18,000 persons
	Entire Exhibition Hall	42,000 persons
TaiNEX 2	1F and 4F Exhibition Hall	12,000 persons
	Skylight Convention Center (7F)	3,600 persons
	Entire Exhibition Hall	32,000 persons

When the persons accommodated in the Exhibition Hall have reached the maximum accommodation capacity indicated in the above table, entry and exit for all will be on a "one out, one in" basis. The Lessee will use its staff to fully control all entrances and exits and stop ticket sales. The principle of "one out, one in" should be applied at the main entrances and exits (by sensors controlling entry and exit). Visitors will be asked to enter and exit the exhibition hall in the correct order. Lessee's personnel will explain to visitors that "the number of people in the hall has reached the total control capacity. To ensure the safety of visitors, please follow the instructions of on-site personnel for entering and exiting the hall. We thank you for your cooperation".

14.2 Fire Safety

1. The fire compartments of the exhibition halls in TaiNEX1 and TaiNEX2 consist of 6.1-meter-wide aisles that divide the exhibition halls into 8 and 9 fire compartments respectively (the area of each fire compartment shall not exceed 3,000 square meters. The width of the aforementioned fire compartments for automobile exhibitions must be

- at least 7.4 meters). The materials used for booth decorations must be flame retardant.
2. At least 90 days prior to the start of the rental period, the Lessee must submit to TAITRA for review a site plan and elevation drawings, a fire safety plan, an evacuation plan, special effects information, and a certificate of flame retardant material for decorations. TAITRA will forward these documents to the Taipei City Fire Department, Nangang Branch for review.
 3. The aisles, corridors, walkways, entrances and exits of the areas used must remain clear. The areas 3 meters in front of emergency exits must be used as emergency aisles. Lessee may not use the areas for exhibits or other purposes. Exhibits or decorations on display may also not be located on public sidewalks. Lessee shall require exhibitors and decorators to comply with the above regulations. Occupation of such areas will result in the Lessee paying 1.5 times the surcharge for the occupied sidewalk area. Any alteration of sidewalks between booths must be submitted to TAITRA for review and requires written approval.
 4. the Lessee is obliged to comply with fire safety regulations and use materials with flame retardant labels to prevent the spread of flames in case of a fire. Lessee must also provide adequate fire protection equipment and fire extinguishers in the leased premises and require its contractors and on-site decorators to comply with fire safety regulations.
 5. Flame retardant materials mentioned above include carpets, curtains, drapes, billboards, and other designated flame retardant items that must have a certified flame retardant label affixed to a visible corner of the item.
 6. Dangerous objects and open flames are strictly prohibited. Flammable materials may not be brought into the hall. If required, the Lessee must first apply for a permit from TAITRA and sign an affidavit affirming that all exhibitors and vendors using open flames have liability insurance. Lessee must also improve safety measures and signage.
 7. Performances with open flames, sparks or embers are strictly prohibited. If there are special requirements for an open flame performance, the Lessee must submit an application directly to the appropriate fire authority prior to the exhibition or event and provide TAITRA with a copy of the application (including attachments). Only after the Lessee has received official approval from the fire authority for the use of open flames will TAITRA approve the performance at the event. If there is a violation, TAITRA will take the necessary action to stop the event and require the removal of the open flame material..

14.3 Security

14.3.1 During the Lease Term, Lessee shall hire and manage security guards for exhibitions and events to maintain the security in TaiNEX1 and TaiNEX2.

1. During Move-In and move-out (including overnight move-out): Lessee shall hire security guards from the security contractor of TaiNEX 1 and TaiNEX 2.

2. During the Exhibition or Event (including overnight move-out): The Lessee must hire security guards from a licensed security company with a paid-in capital of more than NT\$40 million, approved by the Ministry of Interior with a business license, proven to have been in the security service industry for more than 2 years, and registered with TaiNEX1 and TaiNEX2. The security service fee shall be agreed upon between the Lessee and the security company.

14.3.2 Tasks of the security guard in each period & principle of guard dispatch:

1. Tasks:

- 1). During Move-In: Security guards hired by Lessee are responsible for maintaining order in the flow of workers, vehicles, decorative materials and exhibits.
- 2). During the Exhibition or Event: security guards hired by Lessee are responsible for securing decorations and exhibits, security in the exhibit hall, crowd control, and admission control, etc... The Lessee should provide TAITRA with samples of badges for the exhibition or event for reference.
- 3). During Move-Out: Security guards hired by Lessee are responsible for maintaining order in the flow of workers, vehicles, decorative materials, exhibits and waste transportation.

2. Principle of guard dispatch:

* **TaiNEX1:**

1F Exhibition Hall: Areas I, J, and K

[Move-in]

A foreman for surveillance, security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at the entrance and exit for vehicles (each for 1 sentinel point) on the east side of the hall (Jingmao 1st Road side), at the entrance and exit (corridor) for cargo in each leased area (each area for 2 sentinel points) , at the exhibition site for at least 1 mobile guard and 1 safety personnel patrolling in each leased area, at each entrance open to visitors on the west side of the hall (depending on the entrance opened, each for 1 sentinel point), at the entrance for cargo trucks (at least 2 toll collectors). If the Lessee requests the use of the freight elevator, security guards must be assigned for the unloading area in B1 (each elevator for 1 sentinel point). Lessee must also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Exhibition period]

Security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at each entrance open to visitors on the west side of the hall (depending on the entrance opened, each for 1 sentinel point), at the exhibition site for at least 1 mobile

guard patrolling in each leased area (more guards will be deployed for an exhibition or event with more than 10,000 visitors). If the Lessee decides to open the entrance specially for transporting goods so that exhibitors can replenish their booths or decorators can repair their booth decorations, security guards shall be assigned to the entrance on the east side of the hall (each entrance for 2 sentinel points), and to the vehicle entrance on Jingmao 1st Road (1 sentinel point). Lessee shall also hire security guards for night shift, with at least 1 mobile guard patrolling each leased area.

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as needed from move-in, exhibition or event until move-out, Lessee shall also hire at least 4 additional mobile security guards to stand by in the event of an unforeseen situation.

Sky Dome: Areas L, M, and N

[Move-in]

A foreman for surveillance, security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at the entrance and exit for vehicles (each for 1 sentinel point) on the east side of the hall (Jingmao 1st Road side), at the upper and lower levels of the ramp (2 sentinel points, to manage vehicle access to the ramp), at the 4F unloading platform (1 sentinel point), at the entrance and exit (corridor) for cargo in each leased area (each area for 2 sentinel points), at the entrance for cargo trucks (at least 2 toll collectors), at the exhibition site for at least 1 mobile guard and 1 safety personnel patrolling in each leased area, at each entrance open to visitors on the west side of the hall (depending on the entrance opened, each for 1 sentinel point). If the Lessee requests the use of the freight elevator, security guards must be assigned for the unloading area in B1 (each elevator for 1 sentinel point). Lessee must also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Exhibition period]

Security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at each entrance open to visitors on the west side of the hall (depending on the entrance

opened, each for 1 sentinel point), at the exhibition site for at least 1 mobile guard patrolling in each leased area (more guards will be deployed for an exhibition or event with more than 10,000 visitors). If the Lessee decides to open the entrance specially for transporting goods so that exhibitors can replenish their booths or decorators can repair their booth decorations, security guards shall be assigned to the entrance on the east side of the hall (each entrance for 2 sentinel points), to the vehicle entrance on Jingmao 1st Road (1 sentinel point), and the upper and lower levels of the ramp (each for 1 sentinel point). The Lessee shall also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as needed from move-in, exhibition or event until move-out, Lessee shall also hire at least 4 additional mobile security guards to stand by in the event of an unforeseen situation.

Outdoor Exhibition Area:

Lessee shall hire 2 or 3 security guards from move-in, exhibition or event until move-out and night shift.

*** TaiNEX2:**

1F Exhibition Hall: Areas P and Q

[Move-in]

A foreman for surveillance, security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at the entrance and exit (each for 1 sentinel point) of vehicles and cargo at the south and north side of the hall (Section 1, Nangang Road and Lane 62, Jingmao 2nd Road), at the exhibition site for at least 1 mobile guard patrolling in each leased area, at each entrance open to cargos on the east and west side of the hall (depending on the entrance opened, each for 1 sentinel point), safety personnel patrolling in each leased area (1 area for 1 personnel), at the entrance for cargo trucks (at least 2 toll collectors). If the Lessee requests the use of the freight elevator, security guards must be assigned for the unloading area in B1 to guide vehicles (each elevator for 1 sentinel point). Lessee must also hire security guards for the night shift, with at least 1 mobile

guard patrolling each leased area.

[Exhibition period]

Security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at each entrance open to visitors on the east side of the hall (depending on the entrance opened, each for 1 sentinel point), at the exhibition site for at least 1 mobile guard patrolling in each leased area (more guards will be deployed for an exhibition or event with more than 10,000 visitors). If the Lessee decides to open the entrance specially for transporting goods so that exhibitors can replenish their booths or decorators can repair their booth decorations, security guards shall be assigned to the entrance of the hall (each for 1 sentinel point), depending on the opening time of the entrance, in addition, security guards will be assigned to the vehicle entrance on the south west side (1 sentinel point), as well as B1 Taxi checkpoint (4 sentinel points). The Lessee shall also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as needed from move-in, exhibition or event until move-out, Lessee shall also hire at least 4 additional mobile security guards to stand by in the event of an unforeseen situation.

4F Exhibition Hall: Areas R and S

[Move-in]

A foreman for surveillance, security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at the entrance and exit (each for 1 sentinel point) of vehicles and cargo at the south and north side of the hall (Section 1, Nangang Road and Lane 62, Jingmao 2nd Road), at the upper and lower levels of the ramp (2 sentinel points, to manage vehicle access to the ramp), at the 4F unloading platform (1 sentinel point), at each entrance open to cargos on the east and west side of the hall (depending on the entrance opened, each for 1 sentinel point), at the exhibition site for at least 1 mobile guard patrolling in each leased area, safety personnel patrolling in each leased area (1 area for 1 personnel), at the

entrance for cargo trucks (at least 2 toll collectors). If the Lessee requests the use of the freight elevator, security guards must be assigned for the unloading area in B1 to guide vehicles (each elevator for 1 sentinel point). Lessee must also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Exhibition period]

Security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at each entrance open to visitors on the east side of the hall (depending on the entrance opened, each for 1 sentinel point), at the exhibition site for at least 1 mobile guard patrolling in each leased area (more guards will be deployed for an exhibition or event with more than 10,000 visitors). If the Lessee decides to open the entrance specially for transporting goods so that exhibitors can replenish their booths or decorators can repair their booth decorations, security guards shall be assigned to the entrance of the hall (each entrance for 2 sentinel points), depending on the opening time of the entrance, in addition, security guards will be assigned to the vehicle entrance on the east side (1 sentinel point), the upper and lower levels of the ramp (each for 2 sentinel points), as well as the B1 Taxi checkpoint (3 sentinel points). The Lessee shall also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as needed from move-in, exhibition or event until move-out, Lessee shall also hire at least 4 additional mobile security guards to stand by in the event of an unforeseen situation.

7F Skylight Convention Center:

For exhibitions and events with more than 500 visitors per day or events using at least half of all areas on 7F, Lessee must hire 2 or 3 security guards from move-in, exhibition or event until move-out and night shift (depending on type and size of exhibition or event).

Outdoor Exhibition Area:

Lessee shall hire 2 or 3 security guards from move-in, exhibition or event until move-out and night shift.

If the Lessee needs to extend move-in hours to work overtime, a prior application to TAITRA is required. In addition to the basic number of security guards on duty during the night shift, Lessee must hire additional security guards as needed for the overtime area and related entry and exit points.

If TAITRA deems that the number of security guards hired by Lessee does not meet the above requirements, TAITRA will provide sufficient security guards for security reasons and the additional cost will be deducted from Lessee's security deposit.

14.4 Air quality

14.4.1 Lessee shall implement air quality management during the exhibition or event and maintain strict control in accordance with the following standards:

1. TaiNEX1: For 1F Exhibition Hall or the Sky Dome:

The average CO ₂ level in the Exhibition hall	Response measures of the Lessee	Notes
Below 800 ppm	No	
800ppm or above	Open the main roll-up doors to 1 meter above the floor to increase the airflow in the exhibition hall.	Stage 1 Control
900ppm or above	1. The Lessee shall monitor crowded areas closely and direct visitors into the exhibition hall at the main entrances so that visitors are distributed among the various areas. 2. The Lessee controls visitors to enter the exhibition hall only through the main central entrance to the floor. A sign will also be posted announcing that the carbon dioxide level in the exhibition hall has reached the control level, and the current average carbon dioxide level will be displayed for information.	Stage 2 Control
1,000ppm or above	Open the main roll-up doors fully to improve air circulation in the exhibition	Stage 3 Control

	hall. The Lessee shall also post staff at the main entrances to explain to visitors that the current average carbon dioxide level is near the maximum control level and that the organizer plans to suspend admission and control the number of visitors at any time.	
After the roll-up doors have been fully open for 30 minutes, the average carbon dioxide level continues to rise and exceeds 1,000 ppm.	A sign shall be posted for the public stating, "The air quality in the exhibition hall is currently poor. All entry is prohibited. Please await further instructions." The Lessee is also required to post staff at the main entrances to fully control the entrances, suspend the entry of people and vehicles, and explain to visitors, "The average carbon dioxide level in the exhibition hall has exceeded the maximum level. To ensure public safety, please follow the instruction. We apologize for the inconvenience."	

2. TaiNEX2:

For 1F Exhibition Hall:

The average CO ₂ level in the exhibition hall	Response measures of the Lessee	Notes
Below 800ppm	No	
800ppm or above	Open the doors at the cargo entrance of Gate South 1, Gate South 2, Gate North 1 and Gate North 2 of the floor to increase the airflow in the exhibition hall.	Stage 1 Control
900ppm or above	Open all doors at the cargo entrance of Gate South 1, Gate South 2, Gate North 1, and Gate North 2 of the floor to improve air circulation within the venue. The Lessee shall monitor crowded areas closely and direct visitors into the	Stage 2 Control

	<p>exhibition hall at the main entrances so that visitors are distributed among the various areas.</p> <p>The Lessee controls visitors to enter the exhibition hall only through the main central entrance to the floor. A sign will also be posted announcing that the carbon dioxide level in the exhibition hall has reached the control level, and the current average carbon dioxide level will be displayed for information.</p>	
1,000ppm or above	<p>Open all doors at the cargo entrance of Gate West 1, Gate West 2, Gate South 1, Gate South 2, Gate North 1, and Gate North 2 of the floor to improve air circulation in the exhibition hall.</p> <p>The Lessee shall also post staff at the main entrances to explain to visitors that the current average carbon dioxide level is near the maximum control level and that the organizer plans to suspend admission and control the number of visitors at any time.</p>	Stage 3 Control
After the doors at cargo entrances have been fully opened for 30 minutes, the average carbon dioxide level continues to increase and exceeds 1,000ppm	<p>A sign shall be posted for the public stating, "The air quality in the exhibition hall is currently poor. All entry is prohibited. Please await further instructions." The Lessee is also required to post staff at the main entrances to fully control the entrances, suspend the entry of people and vehicles, and explain to visitors, "The average carbon dioxide level in the exhibition hall has exceeded the maximum level. To ensure public safety, please follow the instruction. We apologize for the inconvenience.</p>	

For the 4F Exhibition Hall:

The average CO ₂ level in the exhibition hall	Response measures of the Lessee	Notes
Below 800ppm	No	
800ppm or above	Open the doors at the cargo entrance of Gate West 1 and Gate West 2 of the floor to increase the airflow in the exhibition hall.	Stage 1 Control
900ppm or above	<p>Open all doors at the cargo entrance of Gate West 1 and Gate West 2 of the floor to improve air circulation within the venue.</p> <p>The Lessee shall monitor crowded areas closely and direct visitors into the exhibition hall at the main entrances so that visitors are distributed among the various areas.</p> <p>The Lessee controls visitors to enter the exhibition hall only through the main central entrance to the floor. A sign will also be posted announcing that the carbon dioxide level in the exhibition hall has reached the control level, and the current average carbon dioxide level will be displayed for information.</p>	Stage 2 Control
1,000ppm or above	Open the single main doors at the cargo entrance of Gate West 1 and Gate West 2 of the floor to improve air circulation in the exhibition hall. The Lessee shall also post staff at the main entrances to explain to visitors that the current average carbon dioxide level is near the maximum control level and that the organizer plans to suspend admission and control the number of visitors at any time.	Stage 3 Control
The average carbon dioxide	A sign shall be posted for the public stating, "The air quality in the exhibition hall is	

<p>level continues to increase and exceeds 1,000ppm after the large doors at cargo entrances have been fully opened for 30 minutes</p>	<p>currently poor. All entry is prohibited. Please await further instructions." The Lessee is also required to post staff at the main entrances to fully control the entrances, suspend the entry of people and vehicles, and explain to visitors, "The average carbon dioxide level in the exhibition hall has exceeded the maximum level. To ensure public safety, please follow the instruction. We apologize for the inconvenience.</p>	
--	---	--

14.5 Other safety measures

- 14.5.1 If there is a concern of air pollution in the exhibition hall, TAITRA will open the roll-up doors or surrounding emergency exits in the exhibition hall.
- 14.5.2 Lessee must send staff to instruct exhibitors and visitors not to smoke in the non-smoking areas inside and outside the exhibition hall. Chewing betel nut is also prohibited in the exhibition hall.
- 14.5.3 Products or equipment used in performances must be equipped with protective devices to prevent harm to the audience.
- 14.5.4 For exhibitions or events involving food, the Lessee should advise its exhibitors or event participants in advance to place their food and materials in a sealed, sturdy container at the end of the exhibition or event each day to ensure food safety.
- 14.5.5 TAITRA has the right to directly stop any sponsorship, marketing event or performance in TaiNEX1 and TaiNEX2 that violates public order and good morals and require the Lessee to make immediate improvements. If necessary, TAITRA may inform the competent authority to conduct enforcement and certain inspections.
- 14.5.6 If, during the Lease Term, Lessee's debts, personal grudges, private disputes or other factors cause third parties to engage in protests, riots, or other irrational violent behavior inside or outside of TaiNEX1 and affect the peace in the venue or interfere with the office, TAITRA will use peaceful means to intervene with the protesters and immediately report the incident to the police. If the protesters do not comply with the advice, TAITRA may terminate the event or exhibition. The Lessee cannot request a postponement or change of the rental period, nor a refund of the fees paid.
- 14.5.7 The Lessee may install surveillance cameras in the leased areas and is solely responsible for the storage of the equipment brought by him. TAITRA assumes no liability for the safekeeping of these items.
- 14.5.8 During move-in and move-out periods, Lessee shall cooperate with TAITRA in controlling the entry of vehicles. Regarding the management of vehicles and

applications, see Article 4.3 for provisions.

- 14.5.9 If the leased areas contain columns, TAITRA must confirm that the decoration will not block any working electrical outlets, fire protection or safety equipment, and the Lessee must obtain a permit prior to construction.
- 14.5.10 If the stage setup or work environment includes scaffolding, the lessee must ensure that workers wear construction hard hats and safety harnesses and comply with the appropriate safety measures.
- 14.5.11 Staffing: during the rental period of the exhibition halls in TaiNEX1 and TaiNEX2, the Lessee must assign a representative on site to supervise the affairs. At the same time, the Lessee shall employ a sufficient number of cleaners, first aid personnel and ambulances, emergency responders, volunteer traffic controllers, and security guards to maintain cleanliness, safety, and order in the hall during the exhibition and event.

15 Information security

- 15.1 The Lessee shall make every effort to maintain information and communication security and shall cooperate with TAITRA in complying with all obligations arising under the Information and Communication Security Administration Law, its relevant subsidiary laws and all information and communication security regulations and standards issued by the Executive Yuan. If the Lessee becomes aware of an information and communication security incident involving TAITRA or the Lessee, the Lessee shall notify TAITRA within half an hour and take immediate emergency action and cooperate with TAITRA's appropriate procedures.
- 15.2 If the business of the Lessee involves matters related to information and communication software, hardware or services and the competent authority publishes the list of vendors and products that pose a threat to national information and communication security in accordance with the principles for restricting the use of products that threaten national information and communication security by the authorities, the Lessee shall not use the products produced, developed, manufactured or provided by such vendors, as well as the products included in the aforementioned product list. The same applies to adjustments or changes to the list.
- 15.3 If the Lessee uses devices such as electronic scrolls, electronic screens or other means to publicly disseminate content, the Lessee must ensure that the content does not violate laws, morality or social order. If inappropriate content is maliciously inserted by hackers, the Lessee must immediately stop the broadcast and report and handle the incident in accordance with this clause.
- 15.4 If the Lessee violates the provisions of this clause and TAITRA suffers any damage as a result, the lessee must compensate TAITRA for any direct or indirect damage. If this affects the rights of third parties, the lessee shall also be solely liable.

16 Penalties

- 16.1 **(For Exhibitions)** For exhibitions hosted by the Lessee, if the exhibits of the exhibitors do not conform to the exhibition theme, TAITRA may impose penalties on the Lessee in accordance with the following penalty provisions:
1. If the number of booths in violation is 5% to 10% of the actual exhibition space, an additional fee of NT\$5,000 (including taxes; same hereinafter) will be charged for each booth in violation.
 2. If the number of booths in violation exceeds 10% of the actual exhibition space, an additional fee of NT\$5,000 will be charged for each booth in violation, and the lessee will be barred from applying to TAITRA for similar-themed exhibitions for one year.
- 16.2 The Lessee may not change or edit the name of the exhibition or event without written permission from TAITRA. TAITRA will impose an additional NT\$500,000 fee on Lessee for violation of this provision.
- 16.3 The Lessee must notify the taxing authority in advance if the exhibition or event includes retail sales and must instruct participating exhibitors or vendors at the event to issue uniform invoices if they conduct on-site sales or accept deposits. If the tax authority determines that participating exhibitors or vendors have not issued uniform invoices, the Lessee shall be fully liable and TAITRA shall impose a fine of NT\$5,000 on the Lessee for each uniform invoice not issued. The fine will be deducted directly from the Lessee's security deposit.
- 16.4 If a final judicial decision or final determination by other competent authorities finds unlawful use of the exhibition or event name or mark, TAITRA may permanently revoke Lessee's right to apply to TAITRA for exhibition schedule with a similar theme or revoke Lessee's right to apply for holding event for 2 years. If TAITRA suffers any damage as a result, the Lessee must bear all related compensation.
- 16.5 Without TAITRA's prior written consent, Lessee may not lease, sublease, transfer the right to lease, or use any other method of leasing all or any portion of the leased space to another entity for the purpose of holding exhibitions or other events. If the Lessee violates the above provisions, it shall be considered a breach of contract. TAITRA is entitled to exclude the Lessee from applying to hold exhibitions or events at TAITRA for one year.
- 16.6 The following activities are strictly prohibited in all TAITRA operated venues. In case of violation, TAITRA may take necessary action and stop or send away those who violate the prohibition and impose a surcharge of NT\$100,000 (including taxes) on the Lessee.
1. Performances involve the use of fire or the generation of sparks.
 2. Exhibitions or events that involve gambling or are against public order or morality.
- 16.7 Lessee's personnel, exhibitors and visitors are strictly prohibited from smoking in the

exhibition halls, showing themselves shirtless, or bringing animals into the halls without TAITRA's approval. If such violations are not promptly corrected after notification by TAITRA, TAITRA will impose a surcharge of NT\$1,000 per incident on Lessee, which surcharge will be cumulative for each instance.

- 16.8 Lessee must supervise its exhibitors, contractors and decorators to be mindful of fire safety. In the event of a fire accident, TAITRA will fine the Lessee NT\$100,000 and the Lessee will bear all legal obligations and be responsible for compensating all damages. If the Lessee is warned by the relevant authorities for non-compliance with laws and regulations, the Lessee must bear the responsibility for all penalties and TAITRA may impose an additional NT\$100,000 surcharge on the Lessee. Depending on the situation, TAITRA may require the violating Lessee to rectify the situation within a specified period of time. If the Lessee fails to rectify the situation, TAITRA may impose a cumulative surcharge of more than NT\$100,000 and less than NT\$200,000; this surcharge may be cumulative for repeated failure to rectify. In serious cases, TAITRA will exclude the Lessee from applying to TAITRA for holding exhibitions or events for one year.
- 16.9 If, at the exhibition or event hosted by the Lessee, the exhibits or decorations or objects block public facilities such as fire hydrants, fire alarms, fire extinguishers, emergency exits, air quality detectors, and electrical boxes, or if the Lessee fails to comply with relevant health and safety and fire regulations by failing to promptly remedy the situation after being notified by TAITRA, TAITRA will impose a fine of NT\$5,000 for each incident. TAITRA may remedy the situation without notice, and the cost thereof will be borne by the lessee..
- 16.10 If the Lessee violates the provisions for vacating the exhibition hall twice, TAITRA will revoke the Lessee's right to apply to TAITRA to hold exhibitions or events at venues operated by TAITRA for 2 years.
- 16.11 If decorators violate glass product recycling regulations, a fine of NT\$2,000 to NT\$5,000 will be imposed for each incident.
- 16.12 If the Lessee, exhibitors or decorators violate the conditions for the installation of independent air conditioning units in Article 9.2.3, the exhibitors and Lessee will be warned and required by TAITRA to remove the units within two hours. If the air conditioners are not removed within two hours, the violator will be fined NT\$10,000 and the electrical wiring of the air conditioners will be removed. The associated costs and fine will be deducted from the security deposit paid by the Lessee.
- 16.13 In the event of a collapse of the booth structure, a penalty of NT\$20,000 will be imposed on the Lessee for each incident, which will be deducted from the deposit paid by the Lessee. The Lessee and the Exhibitor shall bear all legal obligations and shall be jointly liable for compensation of any financial loss, damage to equipment or casualties.

- 16.14 As for the advertising balloons regulated in Article 10.2.2, balloons floating on the ceiling of the exhibition hall or strings hanging from the pipes on the ceiling must be removed before the end of the Lessee's Move-Out period, otherwise a fine of NT\$10,000 per balloon/string will be levied. The Lessee is liable for all legal obligations and damages for accidents caused by advertising balloons.
- 16.15 At TaiNEX1 and TaiNEX2, concession stands are located in the exhibition hall. Lessee shall not set up food stalls or shade the stands belonging to the hall without prior approval from TAITRA. Failure to do so will result in a penalty of NT\$20,000 per stalls to be deducted from the deposit paid by the Lessee.
- 16.16 (For exhibitions) The maximum sound level in the exhibition hall is 85 decibels. In the event of a violation, there are three stages of action that can be taken: "warning," "imposing a fine on the Lessee" and then "shutting off the power in the violator's booth."
1. Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.
 2. Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for fourth time offenders, and NT\$20,000 for fifth time offenders.
 3. Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.
- 16.17 Exhibitors should prepare their own equipment to immediately and properly remove smog, exhaust fumes, dust, foul odors, stimulating gasses, organic chemical solvents and other pollutants generated during the demonstration and display of exhibits. Exhibitors are also requested not to disturb the displays of neighboring booths. In case of the above mentioned pollution, the lessee must immediately stop the exhibitor from demonstrating or even revoke the exhibitor's right to exhibit. Otherwise, TAITRA will impose a fine of NT\$10,000 on the Lessee, which will be deducted from the security deposit. In serious cases, the power will be cut off to stop the demonstration.
- 16.18 Smoking in TaiNEX 1 and TaiNEX 2 is strictly prohibited; penalties for violators are as follows:
1. First offense: A warning will be issued with no penalty points given and the lessee, exhibitor or decorator must ask their employee who has been smoking to change their behavior.
 2. Second offence: a warning and 1 penalty point will be issued.
 3. Third offence: a warning with 2 penalty points will be issued.
- Each subsequent smoking incident will result in additional penalty points. If the violator

is an employee of a decorator, once three points have been assigned the decorator, they will lose their eligibility for use of their decorator registration for 1 year, and will be prohibited from entering TaiNEX 1 and TaiNEX 2 for construction work until he regains the qualification.

16.19 If Lessee, exhibitors, or decorators violate the provisions herein and the provisions in the appendices thereto, TAITRA may take the following actions:

1. Cut off the water and electricity supply.
2. Close the booth and ban the exhibit.
3. Prohibit the Lessee, decorator, or exhibitor from organizing or participating in an exhibition or event organized by TAITRA for the next 2 years.
4. Depending on the severity of the violation, one or more of the following penalties may be imposed on the Lessee and/or decorators:
 - 1). Any violation will result in a fine of NT\$2,000 to NT\$5,000 for the Lessee (past due fines will be deducted twice from the security deposit paid) and/or a notice to remedy will be issued to the decorator within the time limit set. If no corrective action is taken within the time limit set, 1 penalty point will be assessed for a general violation and 2 penalty points for a serious violation (each booth will be calculated separately and then added together). If a decorator accumulates 5 penalty points within one year, the decorator's work permit for booth construction in the exhibition hall will be canceled and the decorator will be banned from entering TAITRA affiliated exhibition halls and venues for the next 12 months.
 - 2). In the event of a serious accident that was the direct result of a violation of these regulations, a fine of NT\$20,000 will be imposed for each incident.
 - 3). If exhibit hall security personnel have been subjected to violent treatment (including but not limited to verbal and physical conduct), a fine of NT\$10,000 will be imposed for the first incident, and an additional NT\$10,000 will be added for each subsequent incident.
 - 4). Upon receipt of notice to make improvements, those who fail to make the improvements required by TAITRA will have their facilities demolished or will be dealt with accordingly by TAITRA. The Lessee and the decorators shall be jointly responsible for demolition fees and other related costs. TAITRA shall have the right to deduct the above costs directly from the deposit paid by the Lessee or to double the amount.
 - 5). In the event of a material breach or persistent failure to remedy a breach of work safety, the Lessee shall be officially notified and a copy of the notification shall be sent to the organizer, co-organizer and related contractors.

17 Others

17.1 If the Lessee wishes to use the broadcast system, an application form must be completed

and sent in advance to TAITRA for review and approval, along with the script to be broadcast.

- 17.2 Products used in performances should be provided with protective equipment to prevent harm to the audience.
- 17.3 Exhibits and decorations should be properly transported. Avoid transporting items by dragging them on the floor to avoid costs associated with damage to the floor.
- 17.4 The utility contractor of the Lessee shall assign a representative on-site from move-in to move-out periods. The representative(s) must provide their cell phone numbers and equip with walkie-talkie at all times for any urgent contact.

18 Application Forms and Reference Information

URL for downloading the Exhibition Manual for TaiNEX1 and TaiNEX2:

* TaiNEX1: <https://reurl.cc/ZXn8mA>

* TaiNEX2: <https://reurl.cc/EGKYAk>

- 19 Any matters not addressed herein, or any questions or inadequacies relating to the terms and conditions set forth herein, shall be dealt with in accordance with the relevant laws and regulations of the Republic of China or additional rules as may be amended by TAITRA and posted on the Official Website. TAITRA reserves the right to final interpretation.