



**TaiNEX 2**  
**Exhibition Manual**  
**January, 2023**



**TaiNEX 2**  
南港展覽2館



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# CHECKLIST

Deadline		Services / Items	Contact (Tel & Email) / Remarks	Page
ASAP		Conference Room Application		95-105
ASAP		Public Space Application		115-120
30 days	Before Move-in	Construction of Two (multiple)-storey Booth		43-45
30 days		Construction of Booth Exceeding 4 Meters		46-48
30 days		Television Wall Setup		51
25 days		Pillar Decoration Application		124
22days		Water & Electricity / Drainage Installation	+886-2-2725-5200 Ext.5569(1F) / 5568(4F)	37-40
14 days		Telephone Rental and ADSL	Only the exhibitor's representative/ agent in Taiwan may order phone connections for booths. Please apply directly to : Chunghwa Telecom Corp. Ltd. +886-2-2720-0149 (Installation) +886-2-2720-0290 (Refund of Deposit)	5
10 days		Occupational Safety & Health Terms of Agreement		28-36
20 days		Heavy Vehicle Entry Application		87-89
10 days		VIP Room, Press Center Application		112-114
10 days		Temporary Advertisement		54-86
10 days		Promotional Balloon Installation		49-50
10 days		Stage Equipment and Sound System Setup		52-53
5 days		Agreement on Showground Cleaning		93-94
5 days		Certificate of Public Accident Liability Insurance		122
Before 4pm everyday		Showground use overtime		111
10 days		Air-conditioning during Move-in/out		42
Upon request		Retention of Decoration Materials in Showground		90
		Venue Checklist (Move-in/out)		91-92



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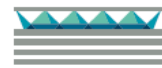


## FACILITIES & SERVICE

Service	Location and Information
<b>Information Counter (Organizer)</b>	1 <sup>st</sup> floor (Near each area entrance ) Tel:+886-2-27255200 # 6112~# 6115 4 <sup>th</sup> floor (Near each area entrance) Tel:+886-2-27255200 # 6410~# 6413
<b>Information Counter (TaiNEX 2)</b>	1 <sup>st</sup> floor, lobby Tel:+886-2-27255200 # 6101
<b>Food &amp; Beverage</b>	Café / Fast Food / Restaurant / Convenience Store: *B1 : East side- *1 <sup>st</sup> Floor : West of Showground- Snack bars *4 <sup>th</sup> Floor : West of Showground - Snack bars
<b>ATM</b>	1 <sup>st</sup> Floor : Near information counter B1 : Near MRT Underpass
<b>First Aid</b>	1 <sup>st</sup> Floor : Near area Q 4 <sup>th</sup> Floor : Near area R
<b>AED</b>	1 <sup>st</sup> Floor : Near area P entrance 4 <sup>th</sup> Floor : Near area R entrance 7 <sup>th</sup> Floor :Main entrance
<b>Breastfeeding Room</b>	1 <sup>st</sup> Floor : Please contact the information counter before using
<b>Vending Machine</b>	*Beverage B1, 1 <sup>st</sup> Floor, 4 <sup>th</sup> Floor  *Face Mask B1, 1 <sup>st</sup> Floor
<b>Parking Lot</b>	B1 ~ B3
<b>Prayer Room for Muslim</b>	4 <sup>th</sup> Floor
<b>Electricity/Water Service</b>	1 <sup>st</sup> Floor, 4 <sup>th</sup> Floor
<b>Cellphone Charging Station</b>	1 <sup>st</sup> Floor : Near information counter B1 : Near MRT Underpass
<b>Cleaning Service</b>	*Best CNC Co. Ltd. +886-2-27255200 # 6025
<b>Security Service</b>	*SE Security Co. Ltd. +886-2-27255200 # 6107



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## General Remarks on Applications

**The organizer of the exhibition or event shall thoroughly abide by and require exhibitors and decoration contractors to abide by the regulations of this exhibition manual.**

The organizer of exhibition or event may modify relevant regulations in this manual to their need (such as deadline of application). Modified norms and standards shall not be lower than the regulations in this manual.

### 1.1 Application for Construction and Decoration

#### 1.1.1 Application for water, electricity and compressed air for the exhibition venue

The lessee (exhibition or event organizer) should pay for the electrical materials, electricity consumption and water piping materials and water charges other than the public lighting electricity. For overall electrical installation work, exclusive contractors of Taipei Nangang Exhibition Center, Hall 1 (hereinafter referred to as TaiNEX 2) or the electrical installation operators that have level A electric appliance contractor certificate issued by the municipal or county (city) competent authority shall be hired to coordinate and handle the installation.

1.1.2 After the completion of the installation of utilities in the exhibition hall, the electrical installation contractor entrusted by the lessee must fill in the " Affidavit of Electricity Security" (Appendix 2) to apply for power supply.

1.1.3 The venue will start full power supply for the exhibition hall at 8:30 a.m. the day before the exhibition, and turn off the power supply at 5:30 p.m. (overtime or special exhibition hours may be applied separately). However, if the application for power supply has not been completed, the venue will not supply power. During the rest of the admission period, no electricity will be provided for booth lighting.

### 1.2 Application for Chunghwa Telecom Temporary Booth Telephones

1.2.1 For temporary hotlines during exhibition, Chunghwa Telecom Co., Ltd Service hotline: +886-2-2720-0149. Please submit the application along with booth layout 14 days before the exhibition.

1.2.2 It is required to hand over the telephone to the truck entry either in Area P on the west side of the ground floor or in Area R on the west side of 4<sup>th</sup> floor to complete telephone return procedures 30 minutes before the end of the exhibition.

### 1.3 Application for Fiber Internet and Television

Please contact Chunghwa Telecom for fiber internet and digital TV boxes application. Service hotline: +886-2-2720-0149. Please submit the application along with booth layout 14 days before the exhibition.

1.3.1 It is required to hand over the modem to the truck entry either in Area P on the west side of the ground floor or in Area R on the west side of 4<sup>th</sup> floor to complete telephone return procedures 30 minutes before the end of the exhibition.

### 1.4 Free Wi-Fi Service at Taipei Nangang Exhibition Center Hall 2 (TaiNEX 2)

1.4.1 Access locations: B1 dining area, 1<sup>st</sup> and 4<sup>th</sup> showground, hallways and meeting rooms from 6<sup>th</sup> floor to 7<sup>th</sup> floor of TaiNEX 2.

1.4.2 The service is only provided for exhibitors to send and receive e-mails and browse websites. If there is requirement for long periods of Internet access or large uploads and downloads of data, please apply fiber internet from Chunghwa Telecom.

1.4.3 When using this service, please protect the security and privacy of your company's (personal)



information. The venue holds no liability for any business loss damage or legal dispute.

1.4.4 Please refer to Appendix 3 for details. 中文有誤

**1.5 Application for Air-conditioning during Move-in/out**

Please refer to Appendix 4 for details.

**1.6 Application for Construction of Two(multiple)-storey Booth**

Please refer to Appendix 5 for details.

**1.7 Application for Construction of Booth Exceeding 4 Meters**

Please refer to Appendix 6 for details.

**1.8 Application for Promotional Balloon Installation**

Please refer to Appendix 7 for details.

**1.9 Application for Stage Equipment and Sound System Setup**

Please refer to Appendix 9 for details.

**1.10 Application for Temporary Advertisement**

Please refer to Appendix 10 for details.

**1.11 Application for Heavy Vehicle Entry**

Please refer to Appendix 11 for details.

**1.12 Application for Retention of Decoration Material in Showground**

Please refer to Appendix 13 for details.

**1.13 Application for Exhibition move-in/out Procedures**

1.13.1 Checklist Before Move-in (1/2) (Appendix 14):

The lessee must send personnel to inspect the exhibition facilities in the rented area together with the service team and engineering team of the venue at least 2 hours before the agreed entry time. It must be noted on the inspection sheet and the floor plan if there is any damage. If the lessee is unable to dispatch personnel for inspection at the agreed time for any reason, all facilities in the rented area shall be deemed as flawless.

1.13.2 Checklist After Move-out (2/2) (Appendix 14.1):

When leaving the venue, the service team and engineering team will deliver the return checklist together with the entry checklist to the personnel of the lessee for verification. If new damage is found, and confirmed the damages are caused during rental period, the maintenance fee will be deducted from the deposit.

1.13.3 If there is requirement to entrust the venue to remove the decoration waste in the exhibition hall, please fill in the "Agreement on Showground Cleaning" (Appendix 15).

**1.14 No Pass Required for trucks or trailers around TaiNEX**

Trucks or trailers over 6.5 tons are not prohibited around TaiNEX. Please follow the traffic sign and related regulation accordingly.



## **2.1 Application for Conference Room**

Please refer to Appendix 16 for details.

## **2.2 Application for Showground Use Overtime**

- 2.2.1 Booth construction / decoration and exhibit entry / exit time: 8 a.m. to 5 p.m. daily
- 2.2.2 Exhibition time: 9:00 a.m. to 5:00 p.m. or 10:00 a.m. to 6:00 p.m. daily
- 2.2.3 Entry time of exhibitors during the exhibition: First day, 8:00 or 9:00 a.m.
- 2.2.4 After the second day, 8:30 or 9:30 a.m.
- 2.2.5 If overtime outside of the aforementioned hours is required, please fill in the application form for showground use overtime (Appendix 18) in advance (before 4 p.m. every day at the latest) and send it to the service team for processing.

## **2.3 Application for VIP Rooms and Press Center**

Please refer to Appendix 19 for details.

## **2.4 Application for Public Space**

Please refer to Appendix 20 for details.

## **2.5 Application for Adjustment of the Exhibition Hours**

Please refer to Appendix 21 for details.

## **2.6 Public Accident Liability Insurance**

The lessee must take out public liability insurance with sufficient coverage during rental period by taking into account the form, scale and number of anticipated visitors of the exhibition. (including the liability for a death or injury of a worker or loss of property caused by accidents relating to the indoor and outdoor signs and design or decoration structure in regard to the booths, exhibition items, or elevator/escalator). The type of insurance and the minimum insured amount may not be less than the amount prescribed in Taipei Commercial Property Compulsory Public Accident Liability Insurance Implementation Regulations.

The lessee must send a copy of the insurance policy to the service team of the venue for review 5 days before entering the venue. Please refer to Appendix 22.



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南港展覽2館

# REGULATIONS ON WORK AT TAITRA VENUES

Revised August, 2022

## Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition, Hall 1 (hereinafter referred to as "TWTC1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, Hall 1 (hereinafter referred to as "TaiNEX1"), and Taipei Nangang Exhibition Center, Hall 2 (hereinafter referred to as "TaiNEX2"). For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts, and during the construction of the exhibition site, qualified occupational safety and health personnel shall be assigned to monitor the construction work done by the exhibitors according to the specification. Copies certificates held by the personnel shall also be provided. Acceptable certificates of qualifications include but are not limited to occupational health/safety manager, occupational health and safety administrator, Level A (or B or C) occupational health and safety supervisor, industrial safety technician, industrial/mining hygienist and other equivalent or higher qualifications.
- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:
  - (I.) *Leaseholder*: Exhibition or event organizer.
  - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
  - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.
- VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety" (TAITRA encourages workers to also attain a valid Taiwan Occupational Safety And Health Card). By signing the application/affidavit, workers will be issued the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for the affidavit/the Exhibition Hall Service Permit, please see the enclosed attachment. Additionally, starting from January 1st, 2023, TAITRA will replace "TAITRA Exhibition Hall Service Permit" with "Taiwan Occupational Safety and Health Card". "TAITRA Exhibition Hall Service Permit" will expire on December 31st, 2022.
- VIII. Leaseholders and their exhibitors or employers are required to comply with the specifications of the "TAITRA Venues Operation Rules ", "Exhibition Manual" and "Regulations on Work at TAITRA Venues". If there is a violation, relevant penalties will be conducted.

## Chapter 2: Occupational Safety & Health Matters

- I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form. And fill the "TAITRA Letter of Undertaking for Pre-Construction Safety and Health", allows entrance to the exhibition hall for construction, and also for the reference of competent authorities.
- II. TAITRA's applicable health and safety regulations can be downloaded from the following website:
- TWTC1: <http://www.twtc.org.tw/content/E/E3b.asp>  
 (Home>Booking Showground)
- TaiNEX1 & TaiNEX2: <https://www.tainex.com.tw/>  
 (Home>Organizing>Occupational safety management and insurance)
- III. All workers entering the exhibition halls must wear equipment (such as uniforms, vests, safety helmets, or armbands) showing the names of their employers.
- IV. If occupational accident occurs during a conference, exhibition, or event (including move-in/out period), the leaseholder shall immediately take necessary measures such as first aid and emergency rescue, and conduct an investigation with the exhibition hall administrator.
- 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.

### Chapter 3: Regulations for Booth Decoration

#### I. Design and Structure:

1. The maximum height allowed for the booth structure is 4 m (the structural height of booths in Area H on the second floor of TWTC Hall 1 shall not exceed 2.3 m). For decorations of booths facing the walkway, the length of their walls must be less than 50 percent of the length of the booth, and the length of sealed walls must not exceed 9 m. If there are any special needs, the leaseholder shall submit an application to the organizer and obtain its approval before construction.
2. Where the exhibitor builds a "two (multiple)-storey booth" or "extra-high booth", it shall submit an application to the organizer and obtain its approval. It shall also pay the "venue fee" before construction (two (multiple)-storey booths are not allowed at exhibition sites on the second floor of TWTC1 and TICC). Two (multiple)-storey booth and extra-high booth are not allowed in Sky Gallery on 7<sup>th</sup> floor of TaiNEX 2. Following regulations shall be abided by accordingly at any TAITRA venues.
  - (1). Two (multiple)-storey booths:
    - I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-storey booths.
    - II. For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100m<sup>2</sup> 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 50m<sup>2</sup>. 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.
    - III. 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.
    - IV. The leaseholder shall submit the application form, affidavits of exhibitors that construct two (multiple)-storey booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.



- V. Calculation method of the venue fee: (Exhibition rent/number of standard booths leased) \*0.5\*number of standard booths on second (and above) floor\*days of exhibition (tax included).

(2). Extra-high booths:

- I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-storey booths.
- II. The structural height of extra-high booths constructed by exhibitors shall not exceed 6 m.
- III. The leaseholder shall submit the application form, affidavits of exhibitors that construct extra-high booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.
- IV. The fee for extra-high booths is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square m (tax included). If the area is over 18 square m, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square m/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square m, the fee is still NT\$100,000.

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 specified in Section II and III of this Article (two (multiple)-storey booths and extra-high booths), 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 organizer and management unit to conduct safety inspections together. Detailed explanation is provided in Attachment 4 "Notices for Building Two (Multiple)-Storey Booths" and Attachment 5 "Notices for Building Extra-High Structures" in the exhibitors' manual.
4. The use of public areas is strictly controlled (areas 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 leaseholders who have applied for, paid for, and received permission from the relevant management unit)
5. Booths with a raised floor must be equipped with safety warnings, and ramps should be installed at possible entrances and exits at the booths.
6. 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.
7. 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 columns. 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 leaseholder is responsible for any fees incurred by the removal.
8. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, 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 columns shall not be more than 4 m. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/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 leaseholder/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.
9. 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,



exhibition will be prohibited. Where adequate support for a booth is prevented by the display items, structural calculation documents and design diagrams signed off by the structural engineer must be provided.

- 10、In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 m in height, proper supports (columns) 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. Where adequate support for a booth is prevented by the display items, structural calculation documents and design diagrams signed off by the structural engineer must be provided.
- 11、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 column or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances is a major violation which will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
- 12、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, exhibition will be prohibited.
- 13、Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns 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.
- 14、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 leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
- 15、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.
- 16、During the construction period of the exhibition, TAITRA shall conduct one inspection with the fire safety manager or personnel from the construction team, safety and health personnel, onsite security, and the organizer based on the inspection time of the architect (professional civil or structural engineer).
- 17、Special Regulations for TWTC1:

If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-storey booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
- 18、Special regulations for TaiNEX1:

There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 m wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares m. For decorations to be installed in public hallways, anti-skid carpet must be placed underneath the supports for protection.
- 19、Special regulations for TaiNEX2:

There are nine display booth areas separated by 6.1 m wide walkways on the first and fourth floors of the exhibition hall (walkways must be more than 7.4 m wide for car exhibitions). The area of each booth section shall not exceed 3,000 squares m. For decorations to be installed in public hallways, anti-skid carpet must be placed underneath the supports for protection.
- 20、Special regulations for the Taipei International Convention Center:
  - (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 m, except for those on the side with air conditioning units. The height for other sides may reach 4 m, and raised parts should be set up 0.5 m away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.



- (2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 m. Their design and dimensions must first be approved by the management unit, and only then can they be set up.
- (3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 m tall and 5 m wide. The position of the billboards cannot be more than 70 cm from the wall and no objects can be attached to the surface of the wall.
- (4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 m in width and 4.5 m in length. There are a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.
- (5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)

(Chinese)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=zh-tw&Sort=13>

(English)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=13>

- (6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 m above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 m above the floor and are placed at 1.29 meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29 meter intervals.
- (7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag hanging rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95 meter intervals.
- (8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 m apart have them strengthened with wood strips to prevent the boards from breaking.
- (9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.
- (10) The suspension system and hanging equipment (lamps, advertising light boxes, audio speakers, TV wall, etc.) above the stage shall not exceed the weight limit. If such violation occurs, the stage will be closed for replacing the hanging equipment. Otherwise, the stage will be forbidden for any performance.
- (11) When the suspension system above the stage is in operation, signals should be set to command contact personnel, and provides a unified command signal. Crew is strictly prohibited from entering underneath the hanging objects, hanging chain, or cable while lifting operations are in progress.
- (12) It is strictly forbidden to smoke, drink water, stack debris and rest in electrical room.

## II. Special decorations and facilities:

### 1. TV wall and large screen wall:

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

- (1) If the installation is less than 2.5 m in height, the front shall be at least 1 meter 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 2.5 m, the maximum height is 4 m and the front shall be at least 2 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.

- (3) TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- (4) For TV 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.

## 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 the management unit 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 leaseholder. 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. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
- (2) Tethered balloons can only be filled with air or non-inflammable gas.
- (3) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall and second floor H area of TWTC1.

## 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 leaseholder shall require all exhibitors to abide by the aforementioned regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.
- (3) Violations will be processed in three stages:

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.

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.

Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.

## 4. Wireless microphone equipment:

Leaseholder must apply to the management unit for approval for the maximum microphone level and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation pursuant to the three stages listed above.

## 5. Rigging services (Special regulations for TaiNEX):

- (1) Please refer to the "TAITRA Nangang Exhibition Center Hall 1 Sky Dome Truss Hanging Equipment Work Guidelines" and "TAITRA Nangang Exhibition Center Hall 2 Hanging Equipment Work Guidelines". For details, refer to Attachment 35 "TAITRA Taipei Nangang Exhibition Center Hall 1 Fourth Floor Sky Dome Truss Hanging Equipment Work Guidelines" in the exhibitors' manual.



- (2). Please download the aforementioned work guidelines via the official website of TaiNEX (<https://www.tainex.com.tw/>): home>organizing>download>application>access control.

### III. Utility Installation Management:

1. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
2. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.
4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completed their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (with the exception of lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility.
5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.
6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths will be cut off if violators do not make improvements upon receiving notification. All lighting equipment shall not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.
7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purpose only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT\$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. 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:
  - (1) First level, self-management:

Exhibition: Electrical and plumbing engineers 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.

Activity (for TaiNEX1 and TaiNEX2): 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.

(2) Second level, supervising unit inspections:

Exhibition: The utilities maintenance contractor of the management unit 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.

Activity (for TaiNEX1 and TaiNEX2): 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.

(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.

Activity (for TaiNEX1 and TaiNEX2): 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.

(4) The electrical switch boxes in the exhibition hall are strictly forbidden to be opened during non-operating hours, and the electrical switch boxes shall not be used to exhaust gas.

(5) The connection of electricity shall be in accordance with the provisions of Article 276 of the Occupational Safety and Health Facilities. The opening and closing of the switch shall be true and the locking device shall be locked after operation.

(6) Spaces outside of the exhibition area, such as conference rooms and public hallways, will be processed depending on the situation.

#### IV. Fire safety management:

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 m of booth ceiling area.

2. Special regulations for TWTC1, TaiNEX1 and TaiNEX2:

Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall 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 TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: TaiNEX Booth Decoration with Flameproof Materials).

3. Special Regulations for TWTC1:

Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

- (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
  - (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
  - (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2<sup>nd</sup> District HQ.
  - (4) A breaker for the gas supply shall be installed.
  - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
  - (6) Complete TAITRA TWTC1 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. 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, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

#### V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

#### VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, 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. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.

#### VII. Other

1. Water, flower, and meal delivery personnel or promotional materials are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
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 leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.
5. Nails cannot be used on exhibition ground, walls, columns ceilings and other facilities, or to cause any damage.
6. 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.

### Chapter 4: Site Access Control

#### I. Traffic control:



1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. Diesel forklifts are not allowed to enter the exhibition hall unless the prior approval of related venues obtained. (Machinery exhibitions are not subject to this restriction)
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large-scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). The speed limit of vehicles inside the exhibition hall must not exceed 10 km/hour. Engines must be turned off after the vehicles arrive at the destination. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.
3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Special regulations for TWTC1:
  - (1) The maximum load capacity of TWTC1's ground floor is 1,300 kg/m<sup>2</sup>. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2<sup>nd</sup> floor of TWTC1 is 400 kg /sq. meter )

(2) No vehicles shall pass through the post office or the front of the glass elevator areas.

(3) Relevant load capacity limits are listed below

Regulations regarding the ground floor load capacity of TWTC1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter. The maximum load (weight including machinery, display facilities and staff) per booth (in 9 square m) is 11.7 tones.
2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 m.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the two vehicles should maintain a distance of at least 9 m.
4. Load restrictions for crane trucks	(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closer than 9 m. (2) Wooden boards or steel plates must be used underneath load supports as padding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) Limit for the number of diesel forklifts: In principle, TWTC1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).

(6) The entrance of TWTC1 is 4.2 m high and 7 m wide. Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):

i. Entry during work hours (6AM to 7PM during business days):

Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large-scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work.

The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.

ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.

iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.

(8) Grapple trucks are prohibited inside TWTC1. However, leaseholders may obtain permits three days in advance to allow those meeting the following criteria to enter.

i. The schedule requires overnight move-out.

ii. There are more than 5 contractors who decorate their booths with wood structures in one area.

(9) The operation of grapple trucks is limited to areas A, B, and C. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 6AM on business days. There are no restrictions on operating times on weekends. However, for exhibitions that require overnight move-out, grapple trucks must not enter the exhibition hall until 2 hours after the exhibitions end.

(10) No more than 4 grapple trucks are allowed in TWTC1 at the same time. One security guard must be hired for each area to maintain security in the exhibition hall. The base cost of security guards is based on four hours, and can be shared with grapple trucks working in the same area. The rules for grapple trucks entering the exhibition hall are as follows:

i. Forklifts may be used to load wood decoration waste onto grapple trucks in the exhibition hall. No waste dismantlement, including applying a grapple to any ground operation, hammering on a grapple truck, and performing vehicle-to-vehicle operations, is allowed inside the exhibition hall. Any intentional glass breaking is strictly prohibited. Legal action will be taken against any resulting public safety incident. All waste from dismantling decorations in a working area, such as wood chips, must be cleared away at the end of the dismantlement.

ii. Any violation of the provisions above, as proven by photographic evidence, will lead to separate penalties on the leaseholder and the grapple truck. The leaseholder must pay a fine of NT\$20,000 (tax included) for each violation. The grapple truck operator must pay a fine of NT\$50,000 (tax included) for each violation.

#### 5. Special regulations for TaiNEX1:

(1) Exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 m and height of 6 m. Vehicle height limit is 4 m).

(2) The height and width of cargo entrances at each area are:

Area I: 5 m high, 9.9 m wide

Area J: 4.5 m high, 11.6 m wide

Area K: 5 m high, 10 m wide

Area L: 4 m high, 11 m wide

Area M: 8.5 m high, 11.9 m wide

Area N: 4 m high, 10.1 m wide

The vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is 4 m. If total height of a vehicle or its cargo exceeds 4 m, an application must be submitted to the management unit (including 4.25 meter extra height container trucks). Only after receiving approval can a vehicle enter the site and only by taking the designated routes.

- (3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m<sup>2</sup>, and the maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m<sup>2</sup>. Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration loads that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

- (4) Load capacity regulations for vehicles entering/exiting the exhibition hall:

**(Latest data to be updated)**

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for 3 axles and above. (2) Minimum safe distance between two vehicles is 6 m.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 18 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 m. (3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 m. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 m. (2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.
Sky Dome Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 15 tons for dual-axle; 35 tons for 3 axles and above. (2) The minimum safety distance between two vehicles is 6 m.



2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 8 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 m. (3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 m. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 m. (2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.

(5) For trucks with a total weight of over 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must submit an application to TaiNEX1 5 days in advance by filling out the TAITRA Taipei Nangang Exhibition Center Hall 1 Heavy Vehicle Access Application Form. A weigh bridge slip issued in the last 24 hours shall be submitted for TaiNEX1's approval before given access to the exhibition hall during the permitted time period.

(6) Grapple trucks are prohibited. Leaseholders are asked to dissuade wood decorated booths

If a grapple truck must be deployed as a result of scheduling leaving insufficient time for moving out or venue or booth planning (which meets the following criteria) leading to noise or traffic issues in the surrounding area, the grapple truck operator must submit a "Taipei Nangang Exhibition Center Hall 1 Grapple Truck Entry Application and Affidavit" to the management unit 3 business days before the grapple truck's entry.

\*TaiNEX1: Two or more areas are leased.

\*TaiNEX2: One or more areas are leased.

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

- i. Forklifts may be used to load wood decoration waste onto grapple trucks in TaiNEX1 and TaiNEX2. Grapple trucks are not allowed to dismantle any waste, including applying a grapple to any ground operation, hammering on a grapple truck, and performing vehicle-to-vehicle operations, inside the exhibition halls. Forklift operators shall avoid floor damage caused by the forks. When a forklift is used to dismantle decorations, any intentional glass breaking is strictly prohibited. Legal action will be taken against any resulting public safety incident. All waste from dismantling decorations in a working area (as shown in the booth map), such as wood chips, must be cleared away at the end of the dismantlement.
- ii. Any violation of the provisions above, as proven by photographic evidence, will lead to separate penalties on the leaseholder and the grapple truck. The leaseholder must pay a fine of NT\$20,000 (tax included) for each violation. The grapple truck operator must pay a fine of NT\$50,000 (tax included) for each violation.
- iii. Additional security must be hired to assist with supervision during grapple truck operations. One security guard has to be hired for each area to supervise safety of grapple truck operations. The base cost of security guards is based on four hours (official move-out period), and will be paid by the applicant.

- iv. In accordance with the Taipei Noise Restriction Regulations, grapple truck operations outside the exhibition site must be finished before 10PM.
- v. The management unit has the final authority to approve or reject a leaseholder's application. Regarding any changes in the regulations, contractors will be responsible for checking the latest announcements made by the management unit.

6. Special regulations for TaiNEX2:

- (1). Trucks used for the first floor (Area P and Q) shall enter from the south and north side of the Exhibition Hall (vehicle entrance on Nangang Road Section 1 and Lane 62 of Jingmao 2nd Road). To get to the fourth floor of the Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 5.5 m and height of 4.2 m, the vehicle limit is 4 m for height and 13 m for width).
- (2). The dimension of cargo elevators 14 and 15 in the exhibition hall is 3m (H) x 3m (W) x 7.8m (L).
- (3). The height and width of cargo entrances at each area are listed below:  
 Area P: 4.8 m tall, 4.6 m wide (south); 4.8 m tall, 4.6 m wide (west)  
 Area Q: 4.8 m tall, 4.6 m wide (north); 4.8 m tall, 4.6 m wide (west)  
 Area R: 4.8 m tall, 4.6 m wide (west)  
 Area S: 4.8 m tall, 4.6 m wide (west)

The dimension of the Skylight convention center (room 701-703) on the 7th floor is 2.5m(H) x 2.4m(W)(West district).

The vehicle's height limit for the entire first and fourth floors of the exhibition hall is 4 m. If the total height of the vehicle or its cargo exceeds 4 m, an application must be submitted to the management unit (including 4.25-meter extra-high container trucks). Vehicles may enter the site by taking designated routes after receiving approval.

No vehicles are allowed to enter the Skylight convention center on the 7th floor.

- (4). If it is necessary to set up partition boards, wood work, or other decoration in the conference room, it is recommended that the decoration should not exceed 5 m in room 701 (for booth exceeds 4 m is required to submit extra-high booth application and related document. It is also required to sign affidavit if related decoration exceeds 5m as it might affect circulation of air-conditioning), the height limit in room 702 and 703 is 2 m, the height limit on the 6<sup>th</sup> floor and 4<sup>th</sup> floor is 2.2 m. The decorations must maintain a distance of at least 45 cm from the ceiling and may not be covered on the top in compliance with fire safety regulations. All decorations must be confined within the leased area. The carpet in the construction area should be covered by protective layer such as PVC tarp or wooden board during construction. Steel nails are not permitted to be used on the floor.
- (5). When building backboards, trusses and other decorations in the Skylight Convention Center and public areas of TaiNEX 2, it is required to maintain at least 60 cm of clear space with the facilities such as walls, partitions, glass curtains, structural steel columns, elevators, etc. to avoid damaging the facilities of the venue.
- (6). For the construction of wooden booths in the Skylight Convention Center on the 7<sup>th</sup> floor and in public areas, only putty (no polishing), wallpaper and printed output can be used for construction (paint, cement paint, etc. are not allowed).
- (7). The height limit of Sky Gallery on the 7<sup>th</sup> floor is 4 m. "Two (multiple)-storey booth" or "extra-high booth" are not allowed.
- (8). The maximum load capacity of the first floor is 5 tons/m<sup>2</sup>, and the maximum load capacity of the 4<sup>th</sup> floor is 2 tons/m<sup>2</sup>. The maximum load capacity of the 7<sup>th</sup> floor is 1.2 tons/m<sup>2</sup>. The maximum load capacity of the Sky Gallery on 7<sup>th</sup> floor is 0.75 tons/m<sup>2</sup>. Vehicles or cargo that exceed the widths of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.



(9). Hanging or posting advertisements and promotional materials directly on walls and from ceilings are strictly prohibited on the first and fourth floors of the exhibition hall. The lessee may attach event themed materials on the backboard of the podium using thumbtacks or other protection method to avoid any damages of the facilities, and shall remove the themed material as soon as the event is concluded. The indemnity shall be paid if there is damage on related areas.

(10). Load capacity regulations for vehicles entering/exiting the exhibition hall:

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 35 tons for 3 axles; 44 tons for 4 axles (2) Minimum safe distance between two vehicles is 6 m.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 18 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 m. (3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 m. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 m. (2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.
Upper Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 15 tons for dual-axle; 25 tons for 3 axles; 35 tons for 4 axles (2) The minimum safety distance between two vehicles is 6 m.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 8 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 m. (3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 m. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 m. (2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in



	<p>thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading shall not exceed 50 minutes.</p>
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(11). For trucks with a total weight of over 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall on the first and fourth floor, the leaseholder must submit an application to TaiNEX2 5 days in advance by filling out the TAITRA Taipei Nangang Exhibition Center Hall 2 Heavy Vehicle Access Application Form. A weigh bridge slip issued in the last 24 hours shall be submitted for TaiNEX2's approval before given access to the exhibition hall during the permitted time period.

(12). Access control for grapple trucks: Same as the provisions for TaiNEX1.

7. Special regulations for Taipei International Convention Center:

(1) Decorative materials should be delivered through the underground parking lot, and only cargo elevators 11, 13, and 14 shall be used for delivery. The dimension and weight of the material shall be within the specifications displayed on each cargo elevator (see graph below). Also, to avoid collisions, proper attention should be paid to the posted different ceiling heights between entrances, exits and corridors.

Elevator number	Length (m)	Width (m)	Height (m)	Load (kilograms)
11	6	2	2.2	4,500
13, 14	2.5	1.5	1.8	1,600

(2) Those requiring the use of balloons for decoration must inflate the balloons with a safe gas (helium or air) and those using flowers should trim them in the B1 pick-up area. When doing floral arrangements on site, plastic tarps should be placed under the flower baskets to cover the entire working area, which should be cleaned afterwards.

(3) The load limit for the exhibition floor is 400 kilograms per square meter, and the height of a booth is limited to 2.5 m. Walkway between booths should be at least two m wide.

(4) Carpet should be laid in all exhibition (display) areas, including booths and public passages. All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

II. Operation procedures during move-in

1. All work by on-site decoration contractors should be completed no later than one day before the exhibition opens. If contractors cannot finish timely, they should apply for an extension for certain area and pay related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.
2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
4. If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.

5. For all decoration work, the leaseholders 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. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
7. Leaseholders must submit copies of their exhibition work permits to the management unit 3 days prior to site entry to permit security guards at the entrance use them for reference.
8. Decoration contractors should take measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.
9. TWTC1, TaiNEX1, and TaiNEX2 have also installed facial recognition access control for contractors. Contractors who have obtained a Taiwan Occupational Safety and Health Card (or TAITRA Exhibition Hall Service Permit) are required to complete prior registration in the system (official website: <https://www.tainex.com.tw/>; path: Home>Services&Facilities>Contractor Services>Facial Recognition). Once registration completed, contractors will be able to use facial recognition permit to enter and work in the corresponding exhibition hall. Contractors not interested in using facial recognition will have to carry (or show on the app) their Taiwan Occupational Safety and Health Cards or TAITRA Exhibition Hall Service Permits to gain access into the exhibition halls.

### III. Operation procedures during move-out

1. When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
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. A fine in the amount of NT\$2,000 to NT\$5,000 will be imposed on offenders according to the penalties.
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.
4. Special regulations for TaiNEX1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finished operations before 10PM. Leaseholders have to consider the length of time needed for set up and site removal, and allocate reasonable and sufficient amount of time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Leaseholders are held fully accountable for any damages to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.

(Note: if any exhibition or decoration item exceeds the maximum height and width of an entrance/exit then it must be dismantled before entry or exit. Those that cause damage to the facility due to improper handling shall be liable for compensation).

## Chapter 5: Responsibilities

### I. Risk Sharing

1. During the exhibition or event, exhibitors shall assign personnel in monitoring their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, TAITRA shall not be held responsible.
2. If due to improper installation, operation, maintenance or management during the exhibition or event (including set up before the exhibition and dismantling after the exhibition), a booth's facilities, objects, or exhibits cause injury, death, or financial loss to the exhibitor's personnel or a third party, the exhibitor and its decoration contractor shall be held fully liable for all compensation and legal responsibility. TAITRA shall not be held accountable. The exhibitor and the decoration contractor are responsible for the strengthening all safety measures and the purchase of suitable insurance policies.

3. In order to maintain the safety of the exhibits, leaseholders shall install security cameras at the exhibition hall, and exhibitors shall take care of their own exhibits and valuable properties. If necessary, exhibitors may install security cameras at their booths. If exhibits or properties are damaged or lost, TAITRA will not be held responsible.
4. If an exhibition hall's facilities are damaged during construction or transportation, the damage shall be repaired or compensation shall be made. If property damage, injury, or death has occurred as a result of a construction accident, the leaseholder shall be held fully responsible for handling the situation and shall bear the relevant legal responsibility.

## II. Procedures for handling violations

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:

First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked

Second offence: a warning ticket and 1 penalty point will be issued

Third offence: a warning ticket 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 decoration contractor, once three points have been assigned the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year, and will be prohibited from entering all TAITRA exhibition halls for construction work.

2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers or bringing pets while working on site. But if due to the display needs, must bring pets admission, those who have applied in advance and permitted by TAITRA, do not apply.
3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:
  - (1) Cut off water and electricity supply.
  - (2) Close the booth and ban the exhibit.
  - (3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an exhibition organized by TAITRA for the next 2 years.
  - (4) One or more of the following punitive actions may be taken, depending on the severity of the violation:
    - i. Every violation is subject to a fine of NT\$ 2,000 to \$5,000 for the leaseholder (overdue fines will be double deducted from deposit paid) and / or issuing violation notice to contractor to improve within the time limit. If not improved by the deadline, 1 violation point will be issued for general violation and 2 points for major violation (each booth is calculated separately and then add up). If 5 points are accumulated within a year, work permit will be cancelled and no entry into any exhibition halls or venues affiliated with TAITRA for the next 12 months.
    - ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT\$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT\$10,000, and an additional NT\$10,000 will be added for each repeat offense.
    - iii. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.
4. In the event of a material violation or a persistent failure to correct an occupational safety violation, the leaseholder will be given official notice, and a copy of the notice will be sent to the organizer、co-organizer and related contractors.

**Chapter 6:** This regulation is only principal specification. If there is any matters not mentioned herein, it shall be separately issued and announced on the website of TAITRA venues.



# Appendix



## Appendix 1 : Taiwan External Trade Development Council Disclosure of Worksite Hazardous Elements

Revised Oct., 2019 (applicable to lessees)

Note: In accordance with Article 26 of the occupational Safety and Health Act, prior to contracting its operations in whole or in part, business entities shall inform the contractors of the work environment, hazardous elements and measures required by this Act and related safety and health regulations. Prior to subcontracting all or part of the work contracted, contractors shall also inform the subcontractors in accordance with the previous paragraph. During the construction period, in addition to complying with government occupational safety and health act and other legislations, the contractor shall also comply with the TAITRA Pre-Construction Standard Procedure for Contractors and Contractor Safety and Health Administration Guidelines.

### Taipei Nangang Exhibition Center Hall 2 Work Environment

<ol style="list-style-type: none"> <li>1. B3F~B1F Parking Space</li> <li>2. 1F, 4F, 7F Exhibition hall</li> <li>3. B3F and 6F East Side Offices</li> <li>4. B1F Shopping Street, 3F Restaurants</li> <li>5. B2F, 7F Kitchen</li> </ol>	<p>Status of site environment: Trees planted along the sidewalks surrounding the exhibition hall, carpet laid on 7F meeting space floor, concrete pavement on underground parking space and machine rooms, floor tiles in restaurants, emergency direction signs throughout the hall, fire detection equipment installed in ceilings, multiple escape staircases on each floor leading directly to 1F ground floor outside space.</p>
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#### Potential hazardous elements:

- |   |  |   |   |  |
|---|--|---|---|--|
| <input checked="" type="checkbox"/> Fall      | <input checked="" type="checkbox"/> Electrocution hazard   | <input type="checkbox"/> Explosion  | <input checked="" type="checkbox"/> Improper gesture    | <input checked="" type="checkbox"/> Object fall/collapse |
| <input checked="" type="checkbox"/> Collision | <input type="checkbox"/> Oxygen deprivation                | <input checked="" type="checkbox"/> Object fly-off                                  | <input type="checkbox"/> Contact with harmful substance | <input type="checkbox"/> Object breakage                 |
| <input checked="" type="checkbox"/> Bumping   | <input checked="" type="checkbox"/> Fire                   | <input type="checkbox"/> Cramping and scrolling                                     | <input type="checkbox"/> Traffic accident               | <input type="checkbox"/> Cuts and bruises                |
| <input checked="" type="checkbox"/> Tripping  | <input type="checkbox"/> Contact with high/low temperature | <input checked="" type="checkbox"/> Others: Hazards due to improper operation, etc. |   |  |

#### Hazard prevention measures to be undertaken:

1. The contractor shall arrange personnel in the construction area to control access against unrelated persons. Labor safety administrators shall be assigned onsite to establish a construction safety protection plan. All persons accessing the construction site shall wear safety helmets. Site workers shall wear protective gear such as electrician's helmets, safety waist belts, back harness, elevation fall-prevention device, central safety harness, scrolling anti-fall device, leather gloves, insulated gloves, insulated shoes, face protection masks, light-reflection vests and high/low-voltage electricity detection pens, depending on the nature of the work.
2. Qualified electrical machines shall be used with protection shelters and equipped with leak-protection interrupters. When using combination ladders, verify whether there is any breakage and do not stand on single side. Another person is required on the floor for support and protection when the ladder exceeds 2 meters. Operators of hazardous machinery are only allowed with 3 legally required certificates and shall comply with the Hall's vehicle circulation route and safety control. Vehicle operators shall drive slowly, without touching electric wires or booths in the exhibition hall. Construction or scaffold work shall only be performed following certification by the relevant technicians.
3. Work performed in restricted spaces shall be provided with ventilation device, 4-type gas detector, personnel rescue and electrocution prevention device, etc.
4. If any matter is not stipulated in this disclosure, the contractor and labor safety personnel shall undertake disaster-prevention measures depending on the nature of the work. In case of occupational disaster due to failure to exercise due care that could have been exercised, the contractor and the subcontractor shall bear all legal compensation liabilities.

Relevant form: Contractors should follow the forms in [Attachment A].



Attachment A

## Hazardous Element Disclosure Form

Exhibition:

Date of Completion:

Lessee		Rental Period	Year Month Date to Year Month Date
On-site Representative Of Lessee	(User shall complete)	Occupational Safety and Health Administrator of Lessee	(User shall complete)
No. of Suppliers Accessing during Rental Period	(optional, please provide estimated number)	Total Number of Construction Workers during Rental Period (including all suppliers)	(optional, please provide estimated number)

**We have read carefully the main points of this worksite Hazardous Element Disclosure Form and absolutely agree and will follow below risk-prevention measures and undertakings.**

Work Item	Potential Hazard	Hazard Prevention Measure
<b>1. Dismantling</b>	Collapse (fall), dropping of materials, dust hazard	<ol style="list-style-type: none"> <li>1. Install segregation control device such as fences and scaffolds surrounding the worksite before commencement of work.</li> <li>2. Exercise due care to air pollution at all times during construction. Install anti-dust nets or canvas segregation in the surrounding as required.</li> <li>3. Fix and support unstable parts first. Waste pile does not exceed 2 meters in height.</li> <li>4. Strict prohibition against simultaneous work performed by staff both in higher and lower positions in the same location.</li> <li>5. Install proper ventilation and air exchange equipment, personal protection gears such as goggles and masks and installation of warning signs such as “No Smoking”.</li> </ol>



<p><b>2. Vehicle and large-size machinery access</b></p>	<p>Traffic accident, dropping materials, electrocution hazard, collapse (fall)</p>	<ol style="list-style-type: none"><li>1. Install proper traffic sign, logo, indication or fence. During procedure by workers, assign traffic guides to direct traffic and prevent unexpected vehicle access.</li><li>2. Cranes shall pass inspection, with qualification certificates for operators and hanging staff. Personnel access under hung-up objects is strictly prohibited.</li><li>3. Work shall not be performed during bad weather such as strong winds or heavy rain. Workers shall wear personal protection gears such as rubber shoes with strong anti-slippery functions, helmets, goggles and safety gloves.</li><li>4. Large-size machinery shall be operated with dedicated guiding staff, whose signals shall be followed.</li><li>5. Hanging tool and steel ropes shall not be cut off, worn, deformed or twisted. Hanging hooks shall be equipped with anti-slip device. Excess-rolling prevention and excess-weight prevention device shall function normally. Hung-up objects shall not exceed authorized weight.</li><li>6. Structures such as truss, saddle and stretch arms shall be fixed. Mechanical functions such as gears, axels, trigger devices and sheaves shall be normal. Automated devices shall be triggered during strong wind.</li><li>7. Climbing or dismantling shall be handled by professionals in accordance with the prescribed procedure. It is strictly prohibited to move truss, saddle or stretch arms before the structure is fixed.</li><li>8. Main electricity disk should be equipped with land connection lines <math>\leq 100</math> ohms, with each branch disk equipped with 5-30mA, 0.1sec high-speed circuit breaker. Electric tools shall be connected to the load side without cross connection.</li><li>9. AC electric welders used in locations over 2 meters in height shall be equipped with functioning auto-electric-shock prevention device, alarm device and control device.</li><li>10. All large-size machinery shall be regularly serviced, maintained and verified to ensure safe use.</li></ol>
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<p><b>3. Elevated hanging and assembly</b></p>	<p>Fall, dropping materials, flipping, hanging rods bending, electrocution hazard</p>	<ol style="list-style-type: none"> <li>1. Safety (fall-prevention) net shall be installed before commencement of work.</li> <li>2. The “anti-slip device” in the crane shall not be released.</li> <li>3. All construction workers shall use “3-point safety belts”, helmets and other required protection gears, with central safety harness and safety belt anchor device.</li> <li>4. Before release of elevated hanging, the temporary fixation or connection shall be fixed with at least 2 bolts or other measures.</li> <li>5. Moving scaffolds shall be consistent with the Guidelines for Assembly of Moving Scaffolds published by the Council of Labor Affairs No. 0940026274 dated 18 May 2005.</li> <li>6. Warning areas shall be set up in the vicinity of the construction area and access by unrelated staff shall be strictly prohibited.</li> <li>7. Forklifts shall pass inspection, with qualified certificates for operators and hanging staff. Personnel access under the hung-up object is strictly prohibited.</li> <li>8. Routes between vertical structures and personnel shall be equipped with 6 mm central safety harness of 1.1M in height and workers shall wear safety belts.</li> <li>9. Turning angles of vertical structures shall be equipped with a work platform with protection fence <math>\geq 75</math> cm. Safety nets shall be put under horizontal structures. Steel support boards shall not be dismantled until the pavement is fully completed.</li> <li>10. Protection nets shall be installed for height difference over 2 floors or 7.5M. Hanging structures <math>\geq 6</math>M in length shall be fixed with 2 steel ropes, together with stabilizing rope.</li> </ol>
<p><b>4. Onsite electric welding, gas cutting, spray painting, etc.</b></p>	<p>Electrocution hazard, explosion, oxygen deprivation, intoxication</p>	<ol style="list-style-type: none"> <li>1. Main electricity disk should be equipped with land connection lines <math>\leq 100</math> ohms, with each branch disk equipped with 5-30mA, 0.1sec high-speed circuit breaker. Electric tools shall be connected to the load side without cross connection.</li> <li>2. Electric welders shall be equipped with “secondary side” protection device.</li> <li>3. All workers shall wear personal protection gears such as helmets and insulation gloves.</li> <li>4. Gas (acetylene) and oxygen bottles shall be placed separated and vertically fixed. Fire-safety measures shall be undertaken during welding work.</li> <li>5. Install proper ventilation and air exchange equipment, personal protection gears such as goggles and masks and installation of warning signs such as “No Open Flames”.</li> <li>6. Welding rods used in electric welding work shall possess certain insulation durability and heat-resistance.</li> <li>7. Warning areas shall be set up in the vicinity of the construction area and access by unrelated staff shall be strictly prohibited.</li> </ol>
<p><b>5. Work in restricted space</b> (such as raft base fire safety box, reservoir access, water tower cleaning, sewage facility cleaning, etc.)</p>	<p>Lack of oxygen Flammable gas</p>	<ol style="list-style-type: none"> <li>1. Verify whether there is harmful or flammable gas or liquid before accessing restricted space to perform work.</li> <li>2. Use mechanical ventilation.</li> <li>3. Personal protection gear (breathing protection gear) and protection harness.</li> <li>4. Test density of O<sub>2</sub>/flammable gas every 2 hours.</li> </ol>



<p><b>6. Environmental cleaning and disinfection</b></p>	<p>Contact with harmful substance</p>	<ol style="list-style-type: none"> <li>1. During chemical spray, wear personal safety protection gear, helmet, goggles, ear plugs, anti-toxic masks, long sleeves and high rubber shoes.</li> <li>2. Following chemical spray, shower and change immediately. Empty cans should be collected for recycling.</li> <li>3. In operating disinfection machines, exercise due care on the spray gun to avoid harming other persons.</li> </ol>
<p><b>7. Elevated work</b> (such as building module assembly, reinforced steel assembly, elevated grouting, indoor and outdoor roof repair, roof dismantling, outer wall cleaning, etc.)</p>	<p>Dropping (rolling), collapse (fall), materials dropping, electrocution hazard</p>	<ol style="list-style-type: none"> <li>1. Require all workers to wear helmets, safety belts, working gloves and rubber shoes with strong anti-slip functions.</li> <li>2. Strict prohibition to use combination ladders, A-shaped ladders or stepping stool on scaffolds.</li> <li>3. Use 9mm steel rope central safety harness of 1.1m in height on scaffolds. For elevated work performed at 1.5 meters or higher, install equipment that allows safe elevation of the workers.</li> <li>4. Safety net shall be installed in the gap between the scaffolds and the structured and the scaffold boards shall be <math>\geq 30</math>cm in width and <math>\geq 3.5</math>cm in depth.</li> <li>5. Sliding fences or safety grills shall be installed in neighboring or crossing working walkways.</li> <li>6. Warning areas shall be set up in the vicinity of the construction area to strictly prevent unrelated persons from accessing assembly or dismantling work.</li> <li>7. Strictly prohibit piling of materials and interference with circulation in working platforms, walkways, stairs, etc. Exercise care about weight limit of the scaffolds when piling heavy objects.</li> <li>8. Scaffold materials, main pillars, horizontal beams, purlins, side support materials shall be checked at all times against loose ends, damage, shifting, sinking or erosion.</li> <li>9. Wall-connecting pillars shall not be unduly removed for outer-wall construction work.</li> <li>10. Verify whether safety harness and hanging belts are used to hang or unload materials, equipment and tools.</li> <li>11. Verify normal insulation and land line connection of handheld electric tools. Electric wires crossing passageways or workers' structures shall be elevated or protected.</li> <li>12. No work shall be performed by any person under the influence or potential influence of alcohol or any person with weak physical status.</li> <li>13. No work shall be performed by any person who is emotionally unstable or diagnosed by a physician for unsatisfactory physical status.</li> <li>14. Scaffolds shall be made of steel pipes and portal frames with moso-bamboo node connections, firmly affixed with galvanized iron wires below no. 10.</li> <li>15. Hanging cage used for building outer wall cleaning shall be consistent with Hanging Cage Safety Inspection and Structure standards, with scrolling steel ropes with sufficient length.</li> <li>16. Any operation of 2 meters and above shall be equipped with protection device such as protection lid or safety net.</li> </ol>



<p><b>8. Painting, refurbishing and coating</b></p>	<p>Dropping (rolling), materials dropping, dust hazard, electrocution hazard, intoxication, oxygen deprivation, flammable gas</p>	<ol style="list-style-type: none"> <li>Moving scaffolds shall be consistent with the “Guidelines for Assembly of Moving Scaffolds” published by the Council of Labor Affairs Lao-Jian-4-Zi No. 0940026274 dated 18 May 2005.</li> <li>Verify normal insulation and land line connection of handheld electric tools. Electric wires crossing passageways or workers’ structures shall be elevated or protected.</li> <li>Strict prohibition to use combination ladders, A-shaped ladders or stepping stool on scaffolds.</li> <li>Main electricity disk should be equipped with land connection lines <math>\leq 100</math> ohms, with each branch disk equipped with 5-30mA, 0.1sec high-speed circuit breaker. Electric tools shall be connected to the load side without cross connection.</li> <li>Require all workers to wear helmets, safety belts, working gloves and rubber shoes with strong anti-slip functions.</li> <li>Install proper ventilation and air exchange equipment, personal protection gears such as goggles and masks, and installation of warning signs such as “No Open Flames”.</li> <li>Verify whether there is harmful or flammable gas or liquid before accessing restricted space to perform work.</li> <li>Turn off all power source equipment before commencement of work.</li> </ol>
<p><b>9. Tripping</b></p>	<p>Protrusion, unevenness slippery floor or passageways</p>	<ol style="list-style-type: none"> <li>Remove protruding object.</li> <li>Warning for protruding object and precautionary measures against tripping.</li> <li>Precautionary measures against tripping in uneven surfaces.</li> <li>Anti-slipping measures in slippery areas.</li> </ol>
<p><b>10. Object fly-off</b></p>	<p>Harm caused by machine or equipment fly-off during operation, object falling during relocation</p>	<ol style="list-style-type: none"> <li>Undertake precautionary measures against fly-off risk.</li> <li>Affix object during relocation and assign guiding staff.</li> <li>Use correct postures to move objects.</li> <li>In operating mowers, wear protection clothing, hat and necessary masks, etc. to avoid being hit by objects thrown by the machine.</li> </ol>
<p><b>11. Electrical work (electrocution)</b></p>	<p>Use bare or broken wire, electricity exposure, live wire, electric wire in damp surface, electricity leakage from machines, electric cable crushed on walkway</p>	<ol style="list-style-type: none"> <li>High-voltage electrical equipment shall be handled under supervision by experienced contractor or consulting member.</li> <li>Install interrupter for electrical circuits.</li> <li>Implement auto-inspection and check points.</li> <li>Electrical equipment and cables consistent with national standards.</li> <li>Anti-electric fences or insulation.</li> <li>Training.</li> </ol>

Signature and Seal of Lessee

Company Name:  
Person in Charge:  
VAT No.:  
Site Representative:  
Occupational Safety and Health Administrator:

Company Seal and Legal Representative’s Seal





## Appendix 1.1 : Pre-construction Safety and Hygiene Commitment

Revised Feb.,2020

To: Taiwan External Trade Development Council (TAITRA)

We will hold \_\_\_\_\_ in TaiNEX 2 from \_\_year\_\_month\_\_day to \_\_year\_\_month\_\_day. The company has visited TAITRA before construction to participate in the vendor’s coordination meeting and Disclosure of Worksite Hazardous Elements meeting. The company has indeed understood the safety and health facilities and work safety precautions of the construction site. During the construction period, the laborers employed by the company and the contractor are willing to observe occupational safety and health laws and other related laws and regulations. If subcontracting is required, the subcontractor shall be notified that they should abide by the occupational safety and health laws and other relevant laws and regulations. In the event of any negligence during the construction or activity period that causes occupational disasters or any other accidents, the company and the contractor are willing to bear all legal compensation liabilities and be responsible for all losses suffered by TAITRA as a result. During the period of construction, the Company and its sub-contractors will take care not to damage the venue equipment or devices. We will compensate any damages according to the price or provide repairs without charge.

**Throughout the contract period, the Company and its sub-contractor will ensure that all laborers comply with the following provisions:**

1. **TAITRA Pre-construction Standard Operation Rule for Contractors (only Chinese version available)**
2. **TAITRA Construction Safety and Health Management Regulations (only Chinese version available)**
3. **Disclosure of Worksite Hazardous Elements**
4. **The lessee and the subcontractor should visit <https://www.tainex.com.tw/en/venue/app-safety/2> (Home>Organising>Occupational Safety and Insurance) to read carefully and understand the relevant regulations of occupational safety. If there are violations during the operation, we are willing to face consequence in accordance with the regulations.**

**The unit is aware that TAITRA has notified the above-mentioned occupational safety and health content regulations, and has fully read and understood the regulations of your association's workplace environment and precautions.**

**[The electronic copy holds same effect as the original document.]**

Company: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

VAT No.: \_\_\_\_\_

Company address: \_\_\_\_\_ (Company and person in charge seals)

Company phone: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_Year\_\_Month\_\_Day

To fully implement the requirements of Taipei City Labor Inspection Office, if construction personnel fail to wear the exhibition service badge, related uniform, helmets, safety belts for working above a height of 2 meters, fail to assign personnel to oversee operations in restricted work areas for hoisting operations or forklift operations, fail to set up safety cones under hoisted objects, or fail to restrict personnel access, TAITRA will take photographs for record and impose fines.



## Appendix 1.2 : Affidavit of Decoration

To: Taiwan External Trade Development Council (TAITRA)

The company participates in the \_\_\_\_\_ exhibition, and the decoration company entrusted by the company will jointly and strictly observe the relevant management rules and decoration operations (including flame-proof materials, etc.) regulations of the exhibition, and will instruct the decoration company to remove the decoration materials and waste materials before the end of the exhibition (including the adhesive tape and residual glue on the booths), which will all be removed and transported away from the exhibition hall. If the company violate the regulations, the company is willing to unconditionally accept your association's handling in accordance with the regulations, and bear all damages and legal liabilities.

The company guarantees that if any property loss, casualties, or other infringement accidents occur due to improper design, construction, use or dismantling of the booth, in addition to all legal liabilities, it guarantees that TAITRA will be free from the consequences arising therefrom. For any civil or criminal lawsuits or otherwise, the company will be responsible for all damages including litigation fees and attorney fees.

Name of exhibitor: \_\_\_\_\_ Seals: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile phone no.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Decoration company name: \_\_\_\_\_ Seals: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile phone no.: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### (Required) Utilities contractor

Company name: \_\_\_\_\_ Person in Charge: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile phone no.: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of carpet contractor: \_\_\_\_\_ Person in Charge: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile phone no.: \_\_\_\_\_  
Address: \_\_\_\_\_

※ Please refer to the aforementioned "REGULATIONS ON WORK AT TAITRA VENUES " for details. All the vendors entrusted with the construction have completed the registration of the decorator qualification with TAITRA, and then fill in this document (please keep a copy). **Along with Appendix 1.1, please scan in color before \_\_month\_\_ day and write "This scanned affidavit has the same effect as the original" in the blank space of the form, and send it electronically to nk2safe@taitra.org.tw, or return it by registered mail "11568, No.2, Jingmao 2nd Road, Nangang District, Taipei City, received by the Occupational Safety Administrator of TaiNEX 2, Tel: +886-2-2725-5200 #6641".** Exhibitors who fail to submit the Affidavit shall not be given exhibition identification badges.

※ For exhibitors who have submitted aforementioned document, please go to the service counter and produce business card to receive the exhibition ID card during move-in period (\_\_month\_\_day to \_\_day)



## Appendix 2 : Affidavit of Electrical Safety (for exhibition)

To: Taiwan External Trade Development Council (TAITRA)

\_\_\_\_\_ will be held in TaiNEX 2 from \_\_Year\_\_month\_\_day to \_\_Year\_\_month\_\_day. The overall electrical installation project of the exhibition will be coordinated by the company (contractor) . The installation has been completed and has been fully inspected by the company (contractor) for safety. Please provide water, power and gas on time in accordance with the specified time. If any accidental loss of life and property is caused by poor construction, the electricity installation company of showground shall be liable for compensation and legal responsibilities.

Lessee:

(Seal)

Person in Charge:

(Seal)

Electricity installation company of showground:

(Seal)

Person in Charge:

(Seal)

\_\_\_\_\_ (Year-Month-Day)

※ Please return completed form to TAITRA before power is supplied.



## Appendix 2.1 : Tariff for Heavy Duty Electric Power

(For Summer Electricity Rate Period)

Item	Description of Service	Unit Cost NT\$ (VAT Included)	Item	Description of Service	Unit Cost NT\$ (VAT Included)
1	AC 110V 5A(500W ; 0.5KW)	700	35	3 phase 380V 150A	55,842
2	AC 110V 10A(1,000W ; 1KW)	1,400	36	3 phase 380V 175A	63,310
3	AC 110V 15A(1,500W ; 1.5KW)	2,100	37	3 phase 380V 200A	82,933
4	3 phase 110V/190V 2KW	2,800	38	3 phase 380V 225A	95,491
5	3 phase 110V/190V 4KW	5,600	39	3 phase 380V 250A	109,042
6	3 phase 110V/190V 6KW	8,400	40	24hrs single phase 110V 5A(500W)	2,230
7	3 phase 110V/190V 9KW	12,600	41	24hrs single phase 110V 15A(1,500W)	2,901
8	3 phase 110V/190V12KW	16,800	42	24hrs single phase 110V 20A(2,000W)	3,334
9	3 phase 110V/190V 15KW	21,000	43	220V 24 hrs 15A	9,546
10	3 phase 110V/190V18KW	25,200	44	220V 24 hrs 20A	14,525
11	3 phase 110V/190V 22KW	30,800	45	220V 24 hrs 30A	18,952
12	3 phase 220V 15A	3,255	46	220V 24 hrs 40A	22,142
13	3 phase 220V 20A	6,301	47	220V 24 hrs 50A	25,445
14	3 phase 220V 30A	8,382	48	220V 24 hrs 60A	33,465
15	3 phase 220V 40A	10,604	49	380V 24 hrs 15A	15,640
16	3 phase 220V 50A	12,947	50	380V 24 hrs 20A	19,330
17	3 phase 220V 60A	17,070	51	380V 24 hrs 30A	26,157
18	3 phase 220V 75A	19,659	52	380V 24 hrs 40A	31,749
19	3 phase 220V 100A	25,865	53	380V 24 hrs 50A	37,453
20	3 phase 220V 125A	31,678	54	380V 24 hrs 60A	47,876
21	3 phase 220V 150A	37,829	55	Water/Drainage installation	5,000
22	3 phase 220V 175A	42,294	56	Compressed Air	5,500
23	3 phase 220V 200A	58,915			
24	3 phase 220V 225A	68,470			
25	3 phase 220V 250A	79,020			
26	3 phase 380V 15A	7,812			
27	3 phase 380V 20A	10,057			
28	3 phase 380V 30A	13,303			
29	3 phase 380V 40A	15,924			
30	3 phase 380V 50A	18,951			
31	3 phase 380V 60A	24,275			
32	3 phase 380V 75A	28,665			
33	3 phase 380V 100A	37,875			
34	3 phase 380V 125A	46,691			



*(For Non-Summer Electricity Rate Period)*

Item	Description of Service	Unit Cost NT\$ (VAT Included)		Item	Description of Service	Unit Cost NT\$ (VAT Included)
1	AC 110V 5A(500W ; 0.5KW)	750		35	3 phase 380V 150A	63,202
2	AC 110V 10A(1,000W ; 1KW)	1,500		36	3 phase 380V 175A	71,896
3	AC 110V 15A(1,500W ; 1.5KW)	2,250		37	3 phase 380V 200A	92,746
4	3 phase 110V/190V 2KW	3,000		38	3 phase 380V 225A	106,531
5	3 phase 110V/190V 4KW	6,000		39	3 phase 380V 250A	121,309
6	3 phase 110V/190V 6KW	9,000		40	24hrs single phase 110V 5A(500W)	2,319
7	3 phase 110V/190V 9KW	13,500		41	24hrs single phase 110V 15A(1,500W)	3,169
8	3 phase 110V/190V12KW	18,000		42	24hrs single phase 110V 20A(2,000W)	3,692
9	3 phase 110V/190V 15KW	22,500		43	220V 24 hrs 15A	10,569
10	3 phase 110V/190V18KW	27,000		44	220V 24 hrs 20A	15,889
11	3 phase 110V/190V 22KW	33,000		45	220V 24 hrs 30A	20,997
12	3 phase 220V 15A	3,681		46	220V 24 hrs 40A	24,869
13	3 phase 220V 20A	6,869		47	220V 24 hrs 50A	28,853
14	3 phase 220V 30A	9,234		48	220V 24 hrs 60A	37,556
15	3 phase 220V 40A	11,740		49	380V 24 hrs 15A	17,406
16	3 phase 220V 50A	14,367		50	380V 24 hrs 20A	21,685
17	3 phase 220V 60A	18,774		51	380V 24 hrs 30A	29,690
18	3 phase 220V 75A	21,790		52	380V 24 hrs 40A	36,459
19	3 phase 220V 100A	28,706		53	380V 24 hrs 50A	43,341
20	3 phase 220V 125A	35,229		54	380V 24 hrs 60A	54,942
21	3 phase 220V 150A	42,090		55	Water/Drainage installation	5,000
22	3 phase 220V 175A	47,265		56	Compressed Air	5,800
23	3 phase 220V 200A	64,596				
24	3 phase 220V 225A	74,862				
25	3 phase 220V 250A	86,122				
26	3 phase 380V 15A	8,548				
27	3 phase 380V 20A	11,039				
28	3 phase 380V 30A	14,775				
29	3 phase 380V 40A	17,887				
30	3 phase 380V 50A	21,404				
31	3 phase 380V 60A	27,219				
32	3 phase 380V 75A	32,345				
33	3 phase 380V 100A	42,781				
34	3 phase 380V 125A	52,824				

**Remarks:**

1. The exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
2. No electrical power sockets provided.
3. Any change or cancellation must be made in writing 15 days prior to first day of move-in, after which 80% of duly paid charges will be re-funded. No refund or any change will be made if request is overdue.



## Appendix 2.2 : Estimated Power Consumption for Electrical Appliances

Item	Power Consumption
Basic Spotlight	10W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Personal Computer	100~200W
Notebook	20~50W
Television	150W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600W~1,500W

### Remarks:

1. The above estimates are for reference only.
2. 1KW = 1,000W
3. Each booth is entitled to the free use of 500 Watts of 110V electricity

Power Fee	Payment (Discount/Surcharge)
32 days before move-in	10% Discount
22-31 days before move-in	Set Price
12-21 days before move-in	20% Surcharge
11 days before move-in	50% Surcharge



## Appendix 2.3 : Electricity & Water / Drainage Requirements

Each booth is supplied with 110 volts 0.5 KW power free of charge. Exhibitors requiring additional or heavy-duty power supply should apply for such requirements by completing the following:

DESCRIPTION OF SERVICE	QTY
AC 110V 60 Cycle single phase 5A (0.5 KW)	
AC 110V 60 Cycle single phase 15A(1.5 KW)	
AC 110V 60 Cycle single phase 20A(2 KW)	
AC 110V 60 Cycle 4 KW	
AC 110V 60 Cycle 6 KW	
AC 110V 60 Cycle 9 KW	
AC 110V 60 Cycle 15 KW	
AC 110V 60 Cycle 22 KW	
AC □220V □380V 60 Cycle 3 phase 15A	
AC □220V □380V 60 Cycle 3 phase 20A	
AC □220V □380V 60 Cycle 3 phase 30A	
AC □220V □380V 60 Cycle 3 phase 40A	
AC □220V □380V 60 Cycle 3 phase 50A	
AC □220V □380V 60 Cycle 3 phase 60A	
AC □220V 60 Cycle 3 phase 75A	
24hrs AC 110V 60 Cycle single phase 5A	
24hrs AC 110V 60 Cycle single phase 15A	
24hrs AC 110V 60 Cycle single phase 20A	
24hrs AC 220V 60 Cycle 3 phase 15A	
24hrs AC 220V 60 Cycle 3 phase 20A	
24hrs AC 220V 60 Cycle 3 phase 30A	
Water/Drainage installation	
Compressed Air	

**Remarks:**

1. Electricity will be provided based on the application.
2. To ensure electrical safety of exhibits, exhibitors should install Active Voltage Regulation/Regulator (AVR) or Uninterruptible Power Supply (UPS).
3. The exhibitors shall be fully responsible for any claim of damage to property or injury to any person arising out of improper installation of electric facilities in his booth.
4. Any change or cancellation must be made in writing 15 days prior to the first day of move-in, after which 80% of duly paid charges will be re-funded. No refund or any change will be made if request is overdue.
5. No electrical power sockets provided.
6. The electrical wiring diagram should be submitted by local representative in Chinese edition.

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please contact:**

Nangang Power Supply Technical Support Section

Tel: +886-2-2725-5200 Ext. 5568 (1<sup>st</sup> floor)

Fax: +886-2-2788-6109

E-mail: power5564@taitra.org.tw\_

Tel: +886-2-2725-5200 Ext. 5569 (4<sup>th</sup> floor)

Fax: +886-2-2788-6109

E-mail: power5563@taitra.org.tw\_\_\_\_\_



## Appendix 3 : Free Wi-Fi Service

**(1) Access locations:**

Showground on 1<sup>st</sup> and 4<sup>th</sup> floors, public hallways on 1<sup>st</sup> , 3<sup>rd</sup> and 4<sup>th</sup> floors, B1 Dining Area, and Conference rooms on the 6<sup>th</sup> and 7<sup>th</sup> floors.

**(2) Basic equipment required for using the Wi-Fi internet connection:**

- Notebook computer, tablet computer or smart phone.
- Wi-Fi-certified wireless network cards compliant with 802.11a/b/g/n/ac/ax.
- Cards operating at 2.4GHz (wireless card protocols: b/g/n) are more susceptible to channel interference, resulting in poor internet connection quality. Try to use equipment that supports the 5GHz (wireless card protocols: a/n/ac/ax) for accessing the internet.

**(3) Taipei Nangang Exhibition Center, Hall 2's Wi-Fi SSID are as follows:**

- TWTC Free (For buyers and visitors, no password required)
- TWTC Vendor (Exhibitors can obtain password from event organizer)
- TWTC Press(Domestic & foreign journalists can obtain password from event organizer)

**(4) Notes for using the Wi-Fi Service:**

- This service is intended solely for the provision of basic E-mail sending/receiving and for web page browsing by buyers, exhibitors and journalists.
- There are many competing Wi-Fi devices within the 2.4 GHz band, such as Bluetooth devices, wireless speakers, wireless audio electronics, microwave ovens, plus the AP equipment set up by exhibitors that will affect the venue's Wi-Fi service quality; as a result, only the 5 GHz service will be provided on the first floor and 4<sup>th</sup> floor, and all other areas will have both 2.4 GHz and 5 GHz services.
- Wi-Fi access speeds will be affected by the network terminal equipment's performance, placement, distance, building (decoration) shielding, electromagnetic radio frequency interference (such as those mentioned in the second item above), the host website's bandwidth, and numerous other factors; if this causes direct or indirect damage or loss, TaiNEX 2 assumes no liability for damages.
- Use of software/hardware systems which interfere with or sabotage other online users or nodes, such as disseminating computer viruses, attempting to hack into unauthorized systems, is strictly prohibited.
- TaiNEX 2 shall terminate the rights to use the service in the event of a personal device being infected with a virus or is making malicious attacks on other computers which may compromise internet connection quality.
- Users shall avoid violating copyright laws or engaging in illicit online activities. Any legal liability resulting from such violations shall be borne solely by the user(s).
- Users shall comply with TaiNEX 2's related internet usage guidelines when using the Wi-Fi service. For violators, TaiNEX 2 shall terminate the perpetrator's access rights to the service.

**(5) In order to maintain quality Wi-Fi frequency spectrum, exhibitors are prohibited from setting up their own wireless access points without an approved application.**

**(6) TaiNEX 2 reserves the right to change or terminate this service at any time without prior notice.**



## Appendix 4 : Application For Air-conditioning During Move-in/out

\_\_Year\_\_Month\_\_Day

Exhibition / Event					
Lessee					
Rental period:	__Year__month__day__hour to __year__month__day__hour				
Areas (Please tick)	<input type="checkbox"/> Area P <input type="checkbox"/> Area Q <input type="checkbox"/> Area R <input type="checkbox"/> Area S <input type="checkbox"/> 701 (Area ____) 				
Air-conditioning time	__Year__month__day__hour__minute to __hour__minute				
Actual air-conditioning time (Filled by TaiNEX 2)	__Month__day__hour__minute to __hour__minute				
Air-conditioning for move-in/out (Electricity fee per hour / tax included)	4 areas divided into P, Q, R, S : NT\$ 16,600 per hour per area 701 (less than 50%) : NT\$ 12,600 per hour per area 701 (no less than 50%) : NT\$ 16,800 per hour per area (中文有誤)				
Total air-conditioning cost (Filled by TaiNEX 2)	During Move-in	During Move-out	Total Hour(s)	Unit Price	Amount
	Hour(s)	Hour(s)			
Applicant	Reviewed by (Main Coordinator of venue )	Executed by (Technical Support Section)		Verified by (Deputy supervisor)	

Note:

1. Please fill in the air-conditioning time according to actual needs.
2. Please return completed form to TaiNEX 2 upon request.
3. TaiNEX 2 shall fill in the "Actual Air Conditioning Time" pillar, sign and return the form to the main coordinator the next day.
4. The air-conditioning areas can be adjusted according to the rented area. For example, if the rented area is P+1/2Q, the cost will be charged for 1.5 areas when applying for air-conditioning



## Appendix 5 : Application For Two(multiple)-storey Booth

To: Taiwan External Trade Development Council (TAITRA)

We participate in the \_\_\_\_\_ held at the Taipei Nangang Exhibition Center, Hall 2. As more space is needed for the show, we hereby apply for the construction of two(multiple)-storey booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the related regulations on “Regulations on work at Taitra Venues”. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damage is made to showground facilities, such as pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for two(multiple)-storey booths. Please check and grant approval for the construction.

Company: \_\_\_\_\_ (Seal)

Person in Charge: \_\_\_\_\_ (Seal) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

Area of Ground Booth: \_\_\_\_\_ square meters

Area of Second-storey Booth: \_\_\_\_\_ square meters

Contractor of the Two(Multiple)-storey Booths: \_\_\_\_\_ (Seal)

Person in Charge: \_\_\_\_\_ (Seal)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

※Please return completed form to the organizer 30 days before the exhibition / event at the latest (please provide this form together with Appendix 5.1)



## Appendix 5.1 : Affidavit of Two(multiple)-storey Booth Design

To: Taiwan External Trade Development Council (TAITRA)

With regard to the \_\_\_\_\_ (name of the exhibitor).

That is making application for the construction of two(multiple)-storey booth in the

\_\_\_\_\_ at booth number: Area \_\_\_\_\_ Number \_\_\_\_\_

In the Taipei Nangang Exhibition Center, Hall 2, we have checked the structural design of the booth, and ensure that it is safe and comply with the related regulation on “Regulations on Work at Taitra Venues”. We will also take responsibility for on-site supervision during construction, and will issue a certificate upon its completion.

Architect Company: \_\_\_\_\_

Civil or structure engineer Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Architect : \_\_\_\_\_ (Signature)

Civil or structure Engineer: \_\_\_\_\_ (Signature)

Inspector: \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_





## Appendix 6 : Application For Construction of Booth Exceeding 4 Meters

(Minimum 4 units)  
**(For exhibitor)**

To: Taiwan External Trade Development Council (TAITRA)

We participate in the \_\_\_\_\_ held at the Taipei Nangang Exhibition Center, Hall 2. As more space is needed for the show, we hereby apply for the construction of booths exceeding 4 meters. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the related regulations on “Regulations on Work at Taitra Venues”. We will take sole responsibility for the safety of the booths. If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damage is made to showground facilities, such as pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for booth exceeding 4 meters. Please check and grant approval for the construction.

Company: \_\_\_\_\_ (Seal)

Person in Charge: \_\_\_\_\_ (Seal) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

Area of Ground Booth: \_\_\_\_\_ square meters

Area of Booth Exceeding 4 meters: \_\_\_\_\_ square meters

Contractor of Booth Exceeding 4 meters: \_\_\_\_\_ (Seal)

Person in Charge: \_\_\_\_\_ (Seal)

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

※Please return completed to the organizer 30 days before the exhibition event at the latest  
(please provide this form together with Appendix 6.1)



## Appendix 6.1 : Affidavit of Construction of Booth Exceeding 4 Meters (For civil or structure engineer company)

To: Taiwan External Trade Development Council (TAITRA)

With regard to the \_\_\_\_\_ (name of the exhibitor).  
That is making application for the construction of booths exceeding 4 meters in the  
\_\_\_\_\_ at booth number: Area \_\_\_\_\_ Number \_\_\_\_\_

In the Taipei Nangang Exhibition Center, Hall 2, we have checked the structural design of the booth, and ensure that it is safe and comply with the related regulation on “Regulations on Work at Taitra Venues”. We will also take responsibility for on-site supervision during construction, and will issue a certificate upon its completion.

Architect Company: \_\_\_\_\_

Civil or structure engineer Company: \_\_\_\_\_

Address:

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Architect : \_\_\_\_\_ (Signature)

Civil or structure Engineer: \_\_\_\_\_ (Signature)

Inspector: \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_





## Appendix 7 : Application and Affidavit for Promotional Balloon Installation

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the \_\_\_\_\_ held at the Taipei Nangang Exhibition Center, Hall 2. To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the related regulations on “Regulations on work at Taitra Venues”.

We will also take sole responsibility for the safety of the balloon.

If there is any injury, financial loss or infringement upon the rights of other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any civil liability or compensation responsibility. We will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Please tick one option:

- Option 1:** a balloon between 4 and 7 meters in height with a deposit of NT\$50,000 and an additional non-refundable fee of NT\$10,000.
- Option 2:** a small non-flying balloon lower than 4 meters and a deposit of NT\$50,000.

If nothing occurred before, during and after the show, the organizers will return the check, otherwise, the deposit will be confiscated.

Company: \_\_\_\_\_ (Seal)

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Seal)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

※Please return completed form to TAITRA via registered mail 10 days before move-in.





## Appendix 8 : Application and Affidavit for Television Wall Setup

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the \_\_\_\_\_ held at TaiNEX 2. We would like to display televisions or big screens in the booth during the show and will abide by regulations not only set forth below but also the related ones on “Regulations on work at Taitra Venues”.

1. Walls must not exceed 2.5 meters in height.
2. The front must be at least one meter from the edge of the booth baseline or maintain an angle of at least 30 degrees with respect to the booth baseline.
3. The volume of the films or videos must not exceed 85 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

If there is any injury, financial loss or infringement upon the rights of other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any civil liability or compensation responsibility. We will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Company: \_\_\_\_\_ (Seal)

Person in Charge: \_\_\_\_\_ (Seal)

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

Contact Person: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

※Please return completed form to TAITRA via registered mail or fax 30 days before move-in.

## Appendix 9 : Application and Affidavit for Stage Equipment and Sound System Setup in the Booth

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the \_\_\_\_\_ held at TaiNEX 2. We would like to apply for the setup of  stage equipment  sound system for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and sound system setup as stipulated in “Regulations on work at Taitra Venues” as well as other regulations given by the show organizer as set forth below:

1. The stage must be setback at least 2 meters from the edge of the booth baseline, no more than 2 amplifiers are allowed.
2. Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by the organizer. There should be at least an hour interval in between the activities; duration for each activity should not last more than 15-20 minutes.

Enclosed:

- Design/Construction plan (please indicate the stage distance in relation to the aisle as well as the location of the amplifiers)
- Estimated time for stage activities (duration should be less than 15-20 minutes per time, with at least an hour interval in between)

Company: \_\_\_\_\_ (Seal)

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Seal)

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Stereo Contractor : \_\_\_\_\_ (Seal)

Person in Charge: \_\_\_\_\_ (Seal)

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_




※ Please return completed form with NT\$100,000 (check deposit only) to TAITRA via registered mail.

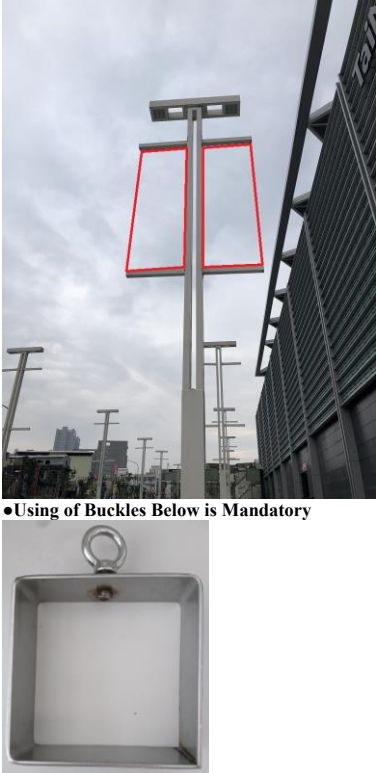
※ Those who have not submitted this form and deposit are not allowed to install any system/equipment aforementioned.




## Appendix 10 : Installation Locations, Dimensions, and Rental Rates of Temporary Advertisements in TaiNEX 2





Revised Dec. 2020  
(NTD)

<b>Outer Wall and Outdoor Sites</b>							
No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
1	Film Advertisement	East Side Front door entrance	1 unit	No residue glue PVC sticker	Width: 8750 Height: 1910	100,000	
2	Advertisement Pillar Flag	West Side Roadside (3 units) Parking lot (4 units)	7 units	Outdoor flags	Width: 100 Height: 283 Net flag height: 275	200 per unit	 ●Using of Buckles Below is Mandatory 

3	Advertisement Pillar Flag	North Side (10 units)  South Side (13 units)	23 units	Outdoor r flags	Width: 100 Height: 283 Net flag height: 275	400 per set (2 units)	 <p>•Using of Buckles Below is Mandatory</p>
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### In-Hall Public Sites

No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
4	Large Sticker Advertisement	East Side  Lift Door B1-B3 1F, 3F, 4F, 7F	6 units / Floor	No residue glue PVC sticker	Width: 49.5 Height: 220	10,000 per set (2 units)	




5	Large Sticker Advertisement	East Side Lift door button wall B1-B3 1F, 3F, 4F, 7F	4 units/floor	No residue glue PVC sticker	Width: 142 Height: 220	10,000 per set (2 units)	 <p>●Lift buttons must not be covered</p>
6	Large Sticker Advertisement	East Side B1 Lift lobby	2 units/floor	No residue glue PVC sticker	Width: 340 Height: 208	10,000 per unit	
7	Large Sticker Advertisement	East Side 1F Lift Lobby	2 units/floor	No residue glue PVC sticker	Width: 340 Height: 208	10,000 per unit	
8	Large Sticker Advertisement	East Side 3F Lift Lobby	2 units/floor	No residue glue PVC sticker	Width: 253 Height: 206	3,000 per unit	




9	Large Sticker Advertisement	East Side 4F Lift Lobby	2 units/floor	No residue glue PVC sticker	Width: 340 Height: 315	10,000 per unit	
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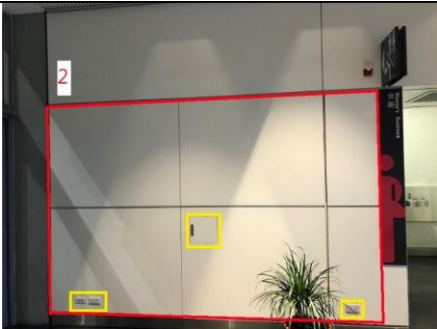
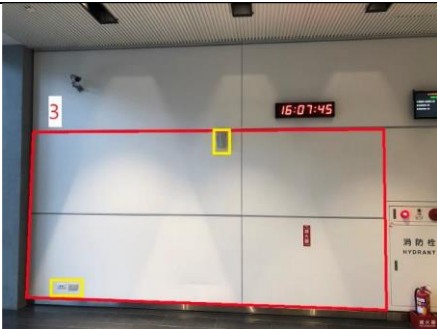
### 1F Sites

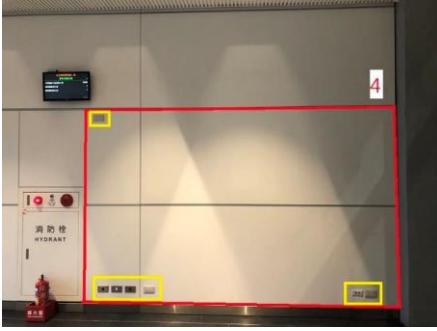

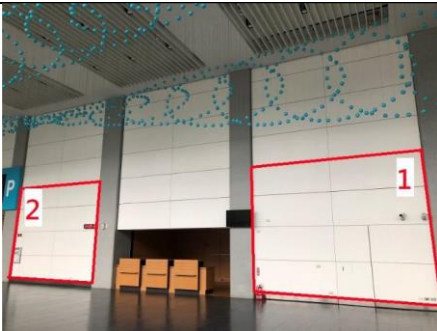
•1F lobby ceilings have hanging decorative art. Visibility of certain locations (marked with ※) may be slightly blocked

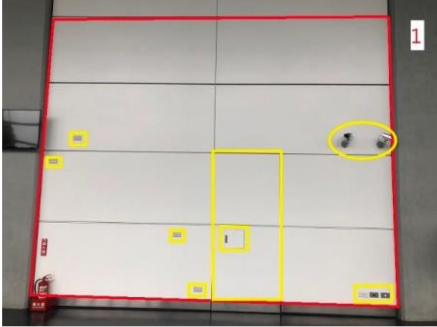
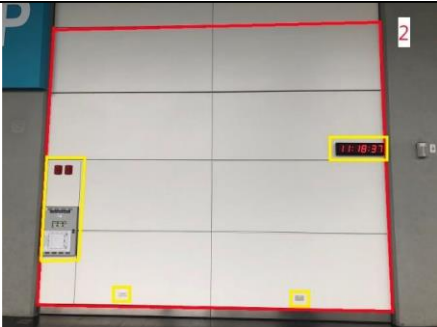
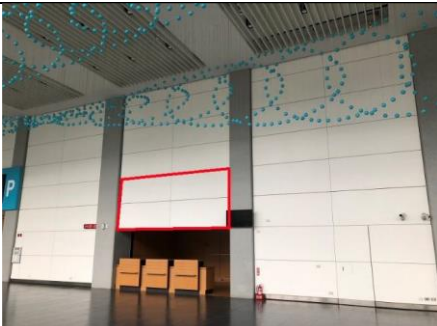
No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
10 ※	Large Sticker Advertisement	East Side Lobby South/North Side Wall	2 units	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 600 Height: 310	15,000 per unit	 •Direction signs in the front may block visibility
11 ※	Large Sticker Advertisement	East Side Lobby South/North Side Wall	2 units	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 510 Height: 412	15,000 per unit	

12	Large Sticker Advertisement	East Side Lobby South/North Side Wall	2 units	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 510 Height: 310	15,000 per unit	 <p>•Keep emergency escape door clearance</p>
13 ※	Large Sticker Advertisement	East Side Lobby South Side Wall	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 574 Height: 319	15,000 per unit	 <p>•Behind information counter</p>
14	Large Sticker Advertisement	East Side Lobby North Side Wall	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 570 Height: 420	15,000 per unit	 <p>•Available from 2022/1/1</p>




15	Large Sticker Advertisement	East Side Lobby North Side Wall	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 520 Height: 310	15,000 per unit	 <p>●Incident light, electric socket included</p>
16 ※	Large Sticker Advertisement	East Side Lobby Entrance Walls on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 503 Height: 210	15,000 per unit	
17	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on P Area		No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards		15,000 per unit	 <p>●Emergency escape door and electricity box must not be covered</p>



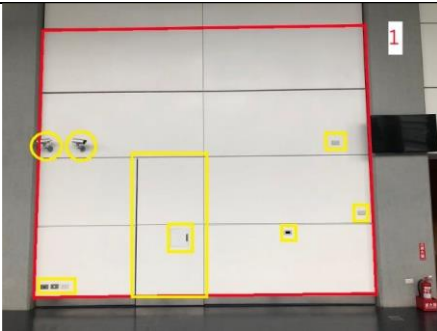
17-1	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 325 Height: 208	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
17-2	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 330 Height: 208	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
17-3	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 430 Height: 208	15,000 per unit	 <p>●Incident light and electricity box must not be covered</p>


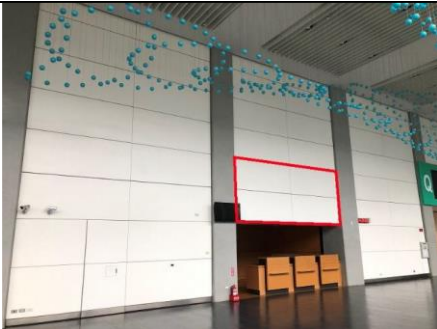

17-4	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 335 Height: 208	15,000 per unit	 <p>●Electricity box must not be covered</p>
18 ※	Large Sticker Advertisement	East Side Lobby Registration Desk on P Area	3 units	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Right side Width: 513 Height: 315  Middle and left side Width: 503 Height: 315	15,000 per unit	
19	Large Sticker Advertisement	East Side Lobby Hall Entrance on P Area		No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards		15,000 per unit	 <p>●Digital clock, monitor, control equipment and escape exit must not be covered</p>

19-1	Large Sticker Advertisement	East Side Lobby Hall Entrance on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 513 Height: 420	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
19-2	Large Sticker Advertisement	East Side Lobby Hall Entrance on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 505 Height: 210	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
20	Large Sticker Advertisement	East Side Lobby Registration Desk on P Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 503 Height: 210	15,000 per unit	



21 ※	Large Sticker Advertisement	East Side Lobby Entrance Walls on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 503 Height: 210	15,000 per unit	
22	Large Sticker Advertisement	East Side Lobby Entrance Walls on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards		15,000 per unit	 <p>•Emergency escape door and electricity box must not be covered</p>
22-1	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 325 Height: 215	15,000 per unit	 <p>•Controller and electricity box must not be covered</p>

22-2	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 325 Height: 215	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
22-3	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 410 Height: 208	15,000 per unit	 <p>●Electricity box must not be covered</p>
22-4	Large Sticker Advertisement	East Side Lobby Entrance Side Wall on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 366 Height: 208	15,000 per unit	 <p>●Electricity box must not be covered</p>

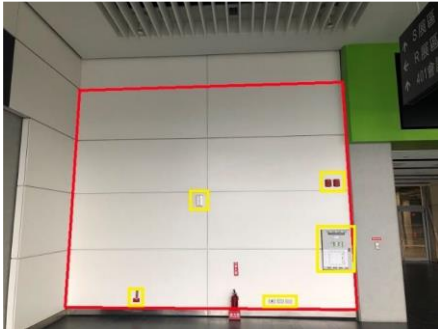
23 ※	Large Sticker Advertisement	East Side  Lobby Hall Entrance on Q Area	3 units	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Left side Width: 513 Height: 315  Middle and Right side Width: 503 Height: 315	15,000 per unit	
24	Large Sticker Advertisement	East Side  Lobby Hall Entrance on Q Area		No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards		15,000 per unit	
24-1	Large Sticker Advertisement	East Side  Lobby Hall Entrance on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 510 Height: 420	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>


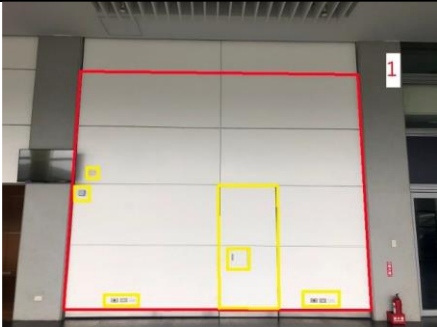

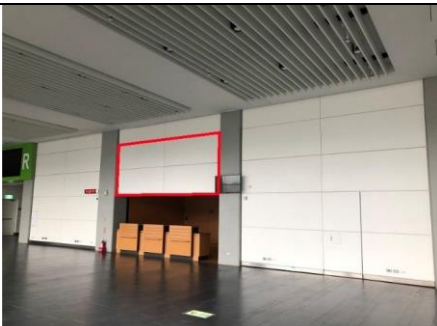
24-2	Large Sticker Advertisement	East Side Lobby Hall Entrance on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 504 Height: 420	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
25	Large Sticker Advertisement	East Side Lobby Registration Desk on Q Area	1 unit	No residue glue, PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 507 Height: 210	15,000 per unit	
26	Film Advertisement	1F Lobby Exhibition on Hall Entrance	12 units/floor	No residue glue, PVC sticker	Width: 195 Height: 101	5,000 per unit	 <p>●Same charge of both sides of this sites ●The monitor in the front may block visibility</p>




27 ※	Film Advertisement /Large-Surunit Advertisement	East Side  Lobby Entrance Glass	2 units	No residue glue, PVC sticker	Width: 503 Height: 720	20,000 per unit	
28	Film Advertisement /Large-Surunit Advertisement	East Side  Lobby Lift Entrance	6 sets/flo or	No residue glue, PVC sticker	(1) Door: Width: 98 Height: 195  (2) Glass : Width: 237 Height: 90	15,000 per set (2 units)	 <p>●Do not damage existing signage</p>
29	Canvas/Divisi on Boards	East Side  Lobby Exhibiti on Hall Entrance Support Pillars	8 pillars	Fire- safe canvas or light- weight material s such as foam boards, PVC boards, hallow boards	Width: 285 Height: 960	10,000 per pillar	




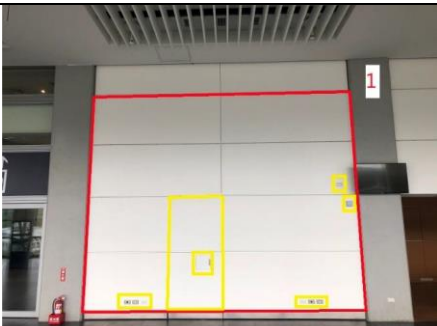
30	Film Advertisement	East Side  Lobby Exhibiti on Hall Entrance Glass  South/N orth Side, 2 areas each	24 units	No residue glue, PVC sticker	Width: 85 Height: 302	5,000 per unit	
31	Film Advertisement	East Side  Lobby Exhibiti on Hall Entrance Overhead  South/N orth Side, 2 areas each	6 units	No residue glue, PVC sticker	Width: 300 Height: 67	5,000 per unit	

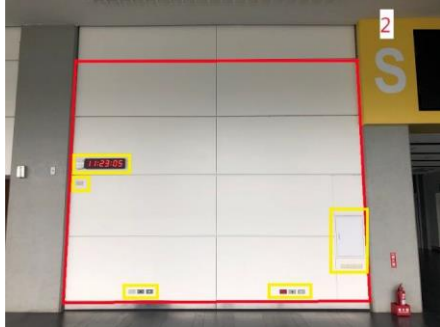


### 4F Sites

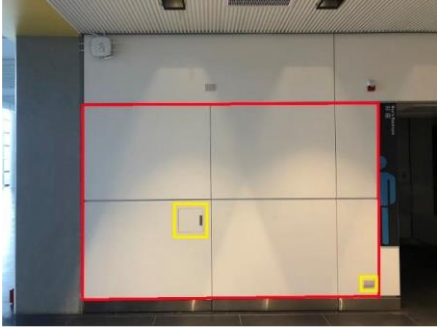



No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
32	Large Surunit Sticker Advertisement	East Side  Lobby South Side Wall	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 524 Height: 420	15,000 per unit	 <p>● Monitor and electricity box must not be covered</p>




33	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area		No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards		15,000 per unit	 <p>●Monitor, emergency door and clock must not be covered</p>
33-1	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 510 Height: 412	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
33-2	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 506 Height: 412	15,000 per unit	 <p>●Controller and electricity box must not be covered</p>
34	Lage Surunit Sticker Advertisement	East Side Lobby Registration Desk on R Area	1 unit	No residue glue, PVC sticker or light-weight materials	Width: 510 Height: 210	8,000 per unit	

				Is such as foam boards, PVC boards, hollow boards			
35	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area		No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards		15,000 per unit	 <p>•Emergency door and electricity box must not be covered</p>
35-1	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 320 Height: 215	15,000 per unit	 <p>•Cntroller and electricity box must not be covered</p>
35-2	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 325 Height: 215	15,000 per unit	 <p>•Cntroller and electricity box must not be covered</p>

35-3	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on R Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 180 Height: 210	15,000 per unit	 <ul style="list-style-type: none"> <li>•The signage must not be covered</li> </ul>
36	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on S Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 524 Height: 420	15,000 per unit	 <ul style="list-style-type: none"> <li>•Cntroller and electricity box must not be covered</li> </ul>
37	Lage Surunit Sticker Advertisement	East Side Lobby Registration Desk on S Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 503 Height: 420	15,000 per unit	 <ul style="list-style-type: none"> <li>•Emergency escape door and electricity box must not be covered</li> </ul>
37-1	Lage Surunit Sticker Advertisement	East Side Lobby Registration Desk on S Area	1 unit	No residue glue, PVC sticker or light-weight materia	Width: 515 Height: 420	15,000 per unit	

				Is such as foam boards, PVC boards, hollow boards			<ul style="list-style-type: none"> <li>•Controller and electricity box must not be covered</li> </ul>
37-2	Lage Surunit Sticker Advertisement	East Side Lobby Registration Desk on S Area	1 unit	No residue glue, PVC sticker or lightweight materials such as foam boards, PVC boards, hollow boards	Width: 505 Height: 420	15,000 per unit	 <ul style="list-style-type: none"> <li>•Controller and electricity box must not be covered</li> </ul>
38	Lage Surunit Sticker Advertisement	East Side Lobby Registration Desk on S Area	1 unit	No residue glue, PVC sticker or lightweight materials such as foam boards, PVC boards, hollow boards	Width: 510 Height: 210	8,000 per unit	
39	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on each Area		No residue glue, PVC sticker or lightweight materials such as foam boards, PVC boards, hollow boards		15,000 per unit	 <ul style="list-style-type: none"> <li>•Emergency door and electricity box must not be covered</li> </ul>




39-1	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on each Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 330 Height: 215	15,000 per unit	 <p>●Cntroller and electricity box must not be covered</p>
39-2	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on each Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 330 Height: 215	15,000 per unit	 <p>●Cntroller and electricity box must not be covered</p>
39-3	Lage Surunit Sticker Advertisement	East Side Lobby Entrance on each Area	1 unit	No residue glue, PVC sticker or light-weight materials such as foam boards, PVC boards, hollow boards	Width: 180 Height: 215	15,000 per unit	
40	Film Advertisement	4F Lobby Exhibiti on Hall Entrance	12 units/ floor	No residue glue, PVC sticker	Width: 195 Height: 101	5,000 per unit	


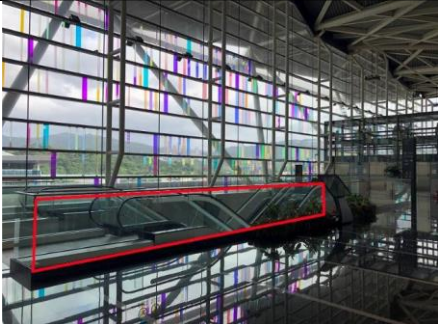
							<ul style="list-style-type: none"> <li>•Same charge of both sides of this sites</li> <li>•The monitor in the front may block visibility</li> </ul>
41	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Entrance Glass	3 units	No residue glue, PVC sticker	Width: 503 Height: 430	15,000 per unit	
42	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Lift Entrance Overhead	4 units/floor	No residue glue, PVC sticker	Width: 250 Height: 90	10,000 per unit	
43	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Lift Entrance Overhead	6 sets/floor	No residue glue, PVC sticker	(1) Door: Width: 98 Height: 195 (2) Glass : Width: 237 Height: 90	15,000 per set (2 units)	 <p>•Please do not damage existing hall signage</p>

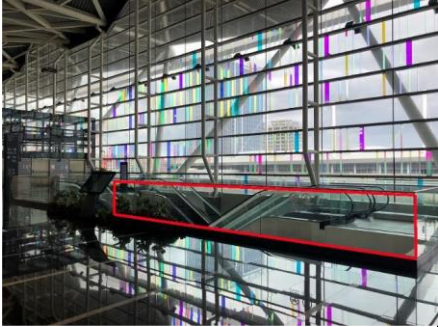

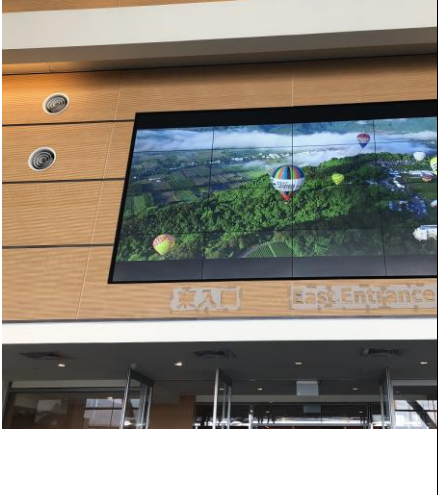
44	Canvas/Division Boards	East Side  Lobby Exhibition hall Entrance Support Pillars	8 pillars	Fire-safe canvas or lightweight materials such as foam boards, PVC boards, hollow boards	Short Pillar: Width: 285 Height: 645 Long Pillar: Width: 285 Height: 858	10,000 per pillar	
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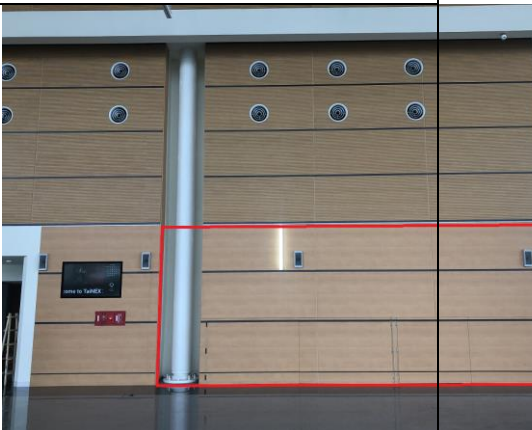

### 7F Sites

No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
45	Film Advertisement /Large-Surunit Advertisement	East Side Lobby  Lift Front Side	2 sets	No residue glue, PVC sticker	Width: 816 Height: 312	12,000 per unit	<p>•Do not damage the Hall's existing matted film</p>
46	Film Advertisement /Large-Surunit Advertisement	East Side Lobby  Lift Back Side	2 sets	No residue glue, PVC sticker	Width: 816 Height: 312	20,000 per unit	<p>•Do not damage the Hall's existing matted film</p>

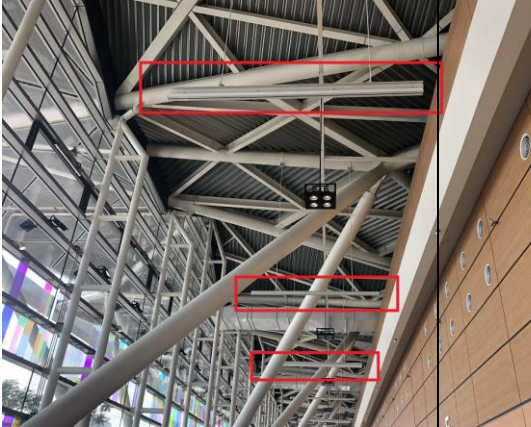
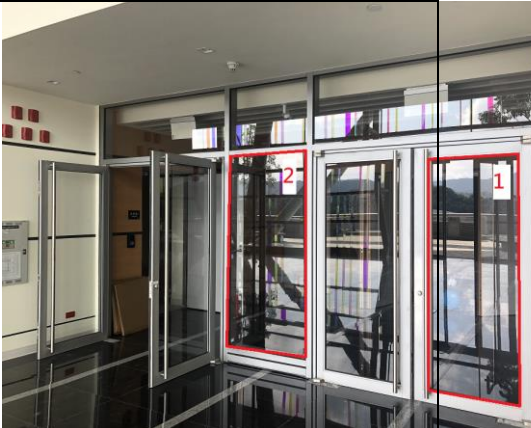
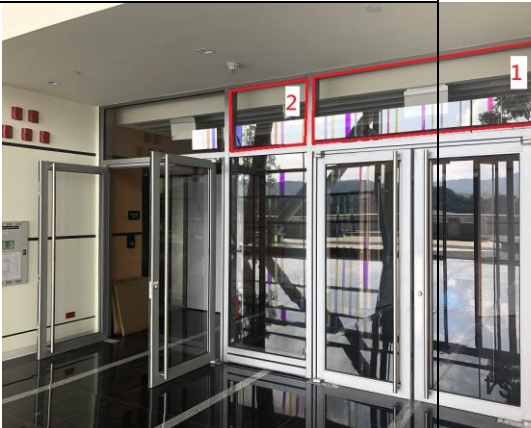
47	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Lift Lateral Side	2 sets	No residue glue, PVC sticker	Width: 300 Height: 312	10,000 per unit	 <p>•Do not damage the Hall's existing matted film</p>
48	Film Advertisement /Large-Surunit Advertisement	East Side Lobby North Side Escalator	1 unit	No residue glue, PVC sticker	Width: 287 Height: 103	8,000 per unit (single unit)	 <p>•Do not damage the Hall's existing matted film</p>
49	Film Advertisement /Large-Surunit Advertisement	East Side Lobby North Side Escalator	4 units	No residue glue, PVC sticker	Width: 239 Height: 103	3,000 per unit (single unit)	

50	Film Advertisement /Large-Surunit Advertisement	East Side Lobby South Side Escalator	2 units	No residue glue, PVC sticker	Width: 239 Height: 103	3,000 per unit (single unit)	
51	Film Advertisement /Large-Surunit Advertisement	East Side Lobby South Side Escalator	2 units	No residue glue, PVC sticker	Width: 233 Height: 103	6,000 per unit (single unit)	 <ul style="list-style-type: none"> <li>●Do not damage the Hall's existing film</li> </ul>
52-1	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Escalator Glass Wall	1 unit	No residue glue, PVC sticker	Width: 800 Height: 103	12,000 per unit (single unit)	 <ul style="list-style-type: none"> <li>●Visibility may be blocked by KIOSK and potted plants</li> <li>●Do not damage the Hall's existing film</li> </ul>

52-2	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Escalator Glass Wall	1 unit	No residue glue, PVC sticker	Width: 820 Height: 103	12,000 per unit (single unit)	 <ul style="list-style-type: none"> <li>●Visibility may be blocked by KIOSK and potted plants</li> <li>●Do not damage the Hall's existing film</li> </ul>
53	Digital Board	East Side Lobby	2 sets	Resolution 1080*1920 Photo: JPG/JPEG/PNG Film: @p30 MP4/AVI	Width: 70 Height: 120	1,000 per hour	
54	Digital Boards	East Side Main Entrance	1 set	Resolution 3840*2160 Photo : JPG/JPEG/PNG Film: @p30 MP4/AVI	220 inches	2,500 per hour	

55	Division Boards	East Side Lobby South/North Side	2 units	No sticker Separate TRUSS to be installed	Width: 358 Height: 335	10,000 per unit	 <p>•Staff access must be reserved</p>
56	Division Boards	East Side Lobby South/North Side	2 units	No sticker Separate TRUSS to be installed	Width: 838 Height: 335	12,000 per unit	 <p>•Staff access must not be covered</p>
57	Banners	East Side Lobby South/North Side	2 sets	Fire-safe canvas	Width: 400 Height: 300	2,000 per unit	

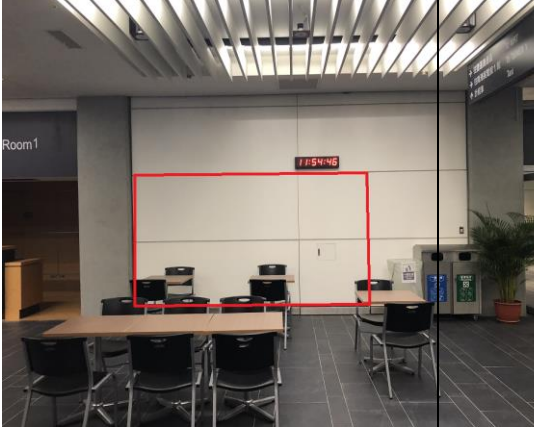
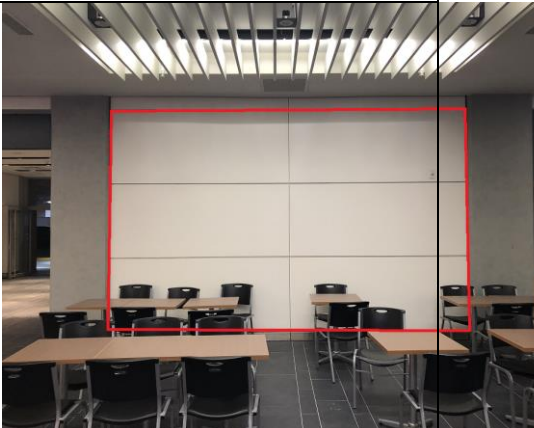
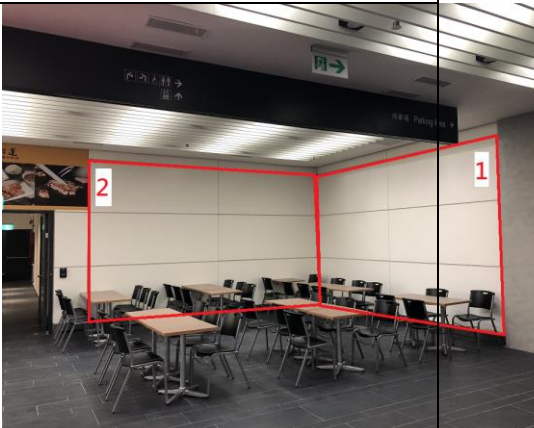
58	Division Boards	South/North Side Skylight Corridor	2 sets	No sticker  Separate TRUSS to be installed	Width: 625 Height: 335	10,000 per unit	 <p>•Monitors must not be covered</p>
59	Division Boards	South/North Side Skylight Corridor	2 sets	No sticker  Separate TRUSS to be installed	(1) Width: 453 Height: 335  (2) Width: 606 Height: 335	10,000 per unit	 <p>•Staff passage (width 50cm minimum) must be reserved</p>
60	Division Boards	South/North Side Skylight Corridor	6 units/each side	No sticker  Separate TRUSS to be installed	Width: 392 Height: 335	10,000 per unit	 <p>•Staff passage (width 50cm minimum) must be reserved</p>


61	Banner	South/North Side Skylight Corridor	8 units	Fire-safe canvas	Width: 400 Height: 300	2,000 per unit	 <p>•Alternate positioning with the banners of the Hall</p>
62	Film Advertisement /Large-Surunit Advertisement	South/North Side Skylight Corridor  Each area entrance	4 units/entrance	No residue glue, PVC sticker	(1) Width: 72 Height: 193  (2) Width: 93 Height: 200	2,000 per unit (single unit)	
63	Film Advertisement /Large-Surunit Advertisement	South/North Side Skylight Corridor  Each area entrance	2 units/entrance	No residue glue, PVC sticker	(1) Width: 190 Height: 64  (2) Width: 93 Height: 64	(1) 2,000 per unit (single unit)  (2) 1,000 per unit (single unit)	

64	Banner	701 Indoor Division Boards	-	Fire- Safe Canvas	(1) Width: 120 Height: 323  (2) Width: 120 Height: 527	1,000 per unit	
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### B1F Sites

No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
65	Film Advertisement /Large-Surunit Advertisement	Lobby Lift Lobby Entrance , Front and Back Sides	8 units/floor	No residue glue, PVC sticker	Width: 237 Height: 90	5,000 per unit	<p>•Do not damage existing signage</p>
66	Film Advertisement /Large-Surunit Advertisement	East Side Lobby Entrance Glass	3 units	No residue glue, PVC sticker	Width: 490 Height: 300	12,000 per unit	

67	Film Advertisement /Large-Surunit Advertisement	East Side Lobby	2 units/floor	No residue glue PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 367 Height: 207	3,000 per unit	 <p>●Emergency exit must not be blocked</p>
68	Film Advertisement /Large-Surunit Advertisement	East Side Lobby	2 units/floor	No residue glue PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	Width: 503 Height: 207	4,000 per unit	
69	Film Advertisement /Large-Surunit Advertisement	East Side Lobby South/North Side	4 units/floor	No residue glue PVC sticker or light-weight advertisement materials such as foam boards, PVC boards or hollow boards	(1) Width: 515 Height: 207  (2) Width: 540 Height: 207	4,000 per unit	

70	Canvas/Division Boards	East Side Connection on corridor entrance	2 pillars	Fire-safe canvas or lightweight materials such as foam boards, PVC boards, hollow boards	Length: 100 Width: 80 Height: 250	6,000 per pillar	 <ul style="list-style-type: none"> <li>• Ad heights must not reach the anti-smoke division block on top</li> <li>• Please reserve space for fire extinguishers</li> </ul>
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### Other Sites

No.	Type of Advertisement	Location	Quantity	Materials	Dimension (CM)	Rental (Booking)	Image
71	Hanging Points	1F/4F Exhibition Hall	As detailed in layout plan	Maximum weight 500 kg per hanging point	-	10,000 per hanging point	 <ul style="list-style-type: none"> <li>• For more detail, please contact the staff</li> </ul>
72	Hanging Points	Meeting Room 701	As detailed in layout plan	Maximum weight 300 kg per hanging point	-	10,000 per hanging point	(None) <ul style="list-style-type: none"> <li>• The hydraulic aerial vehicle should be prepared by organizer</li> </ul>
73	Digital Board	1F/4F Exhibition Hall Entrance	1 unit/entrance	Photo: 3840*1080 JPG/JPEG/PNG Film: 3840*1080 @p30 MP4/AVI	Width: 485.4 Height: 136.86	1,000 per unit/hour (Event) 1,300 per unit/hour (Advertisement)	 <ul style="list-style-type: none"> <li>• For more detail, please contact the staff</li> </ul>

Note:



1. The above rental does not include 5% business tax and does not include advertisement materials and construction cost.
2. Please do not set any form of advertisement other than the advertising locations above.
3. The rental rates above are priced by “exhibition” or “event schedule”. Exhibition / event schedule includes move-in, move-out and exhibition (event) days.
4. The locations above are also available for long-term lease priced by “month” and charged based on the above prices per location. Any lease shorter than one month will be charged at one month. However, if the organizer of an event needs to use the advertising location during the lease period, such location shall be vacated without objection. The advertisement shall be dismantled or relocated and only reinstated after the end of the lease period of the exhibition or event organizer. All cost incurred shall also be undertaken.
5. If the organizer uses any location other than the above for sponsorship advertisement, it shall be subject to separate charge. The fee shall be calculated based on the closest fee item of the same nature in proportion to the surunit, rounded up unconditionally to units of 1,000, provided that minimum fee is NT\$10,000 per location (exclusive of tax, same hereinafter). For example, for the installation of a billboard 100\*200 cm on 4F, the price will be based on the similarly vertical lobby banner advertisement (205\*700 cm, NT\$10,000/banner), at NT\$1,394 in proportion to the surunit. After unconditional rounding up to units of 1,000, the price is NT\$2,000. However, since minimum fee is NT\$10,000 per location, NT\$10,000 will be charged.
6. Application Manner: The design drawing, dimension, sample material or design structure and location layout, application form and affidavit shall be submitted to the TAITRA Nangang Exhibition Center Hall 2 (hereinafter the “Center”) for review and approval 10 days before the date of display. Construction work shall only start after approval is granted.
7. The displayed advertisement must be consistent with the design drawing submitted for review. Any change shall be subject to the Center’s approval. In case of breach, the advertisement shall be replaced or dismantled before the prescribed deadline. Any fee already paid by the user shall not be refunded. If it is not completed before the deadline, the Center may dismantle the advertisement and the fee incurred from the dismantlement shall be borne by the user. The user shall comply with the materials and installation manner provided for each location. In case of inconsistency, the Center may seek immediate dismantling. In case of damage to the Center’s facility due to improper construction work, it shall be repaired and returned before the designated deadline or compensation shall be provided based on the price quotation provided by the Center’s maintenance supplier.
8. The user shall purchase public accident and third-party liability insurance for its advertisement and shall duly perform safety maintenance responsibilities. In case of accident, the user shall be fully liable for personnel injury, death or property loss.
9. The advertising contents shall be consistent with the application and shall not breach any law or interfere with public order or good customs.
10. After the application is approved, the fee note issued by the Center shall be settled or the amount will be deducted from the security deposit. The Center may refuse construction work if the payment is not made before the deadline.
11. Rental shall not be refunded once paid, nor shall any advertisement location leased by the organizer be assigned to any third party.
12. If the lease target is not available for use due to natural disaster, machine breakdown or other reason, the Centre will send staff to handle the situation as soon as possible. If the problem cannot be repaired, the Center shall not be liable for compensation other than returning the rental for the unavailability period.
13. The Center reserves the right to amend the locations, dimensions, prices and rules of this schedule. Any change may be made without notice.



## Appendix 10.1 : Application and Affidavit for Temporary Advertisements

To: Taiwan External Trade Development Council (TAITRA)

We will hold \_\_\_\_\_ at TaiNEX 2. We hereby apply for establishment of the following temporary advertisements. We ensure that all temporary advertisements will be established in accordance with the related regulations not only aforementioned on appendix 10 /10.1 but also on “Regulations on work at Taitra Venues”.

We will also take sole responsibility for the safety of temporary advertisements.

If there is any injury, financial loss or infringement upon the rights of other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any civil liability or compensation responsibility. We will reimburse TAITRA for all damages and legal costs, and for all related losses incurred.

Item	Type	Location	Quantity	Rental (NT\$)

Applicant (Organizer): \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Seal)

Contact Person: \_\_\_\_\_ (Signature)

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

※Please return completed form to TAITRA 10 days before move-in.





Remarks:

1. Application Contact: In order to protect the safety of the structure, floor, personnel and facilities of TaiNEX 2, any vehicle accessing the exhibition center with total weight over 15 tons (as specified on the body of the vehicle or in the vehicle registration license) or any crane or forklift of any tonnage shall be subject to a prior application to be filed by the exhibitor as required with the exhibition or event organizer in accordance with the following. Access shall only be granted after the application is approved.
2. Application Qualification and Procedure: If the vehicle is needed by the exhibition or event, the exhibitor shall submit a photocopy of the vehicle registration license or relevant access permit before the vehicle enters the site and shall file an application with the organizer during the prescribed period. Following initial review by the organizer, TaiNEX 2 may make its own decision as to whether the access is approved in consideration of safety and order.
3. Safety Responsibility: The floor weight limit of ground floor(1<sup>st</sup> floor) of TaiNEX 2 is 5 tons/square meter. The floor weight limit in the 4th floor is 2 tons/square meter. Vehicles accessing the site shall arrange and install tools to expand loading surface (such as steel beam, steel board, cushion base or sleeper, etc.) to reduce weight concentration and protect the safety of the exhibition hall. In case of damage to any facility or personnel due to the weight, operation or other reason of the vehicle or its cargo, the event organizer shall bear all liabilities. (Note: Cargo entrance to any area of TaiNEX 2: Ground Floor(1st floor) Area P, Q and 4th floor Area R, S: 4.8 meters high, 4.6 meters wide. If the total height of the cargo exceeds access limit, please break down the cargo before access. In case of damage to any facility in the exhibition hall due to improper handling, relevant compensation liabilities shall be undertaken.)
4. Restriction on Working Hours and Locations: Vehicles accessing the site shall follow the approved hours and locations.
5. Notes:
  - A. All heavy vehicles shall present a weight certificate issued within 24 hours to prove that the total weight of the vehicle does not exceed the weight limit of the exhibition hall. In case of excess weight, lack of weight proof, failure to file access application and acquire approval in advance or concern of vehicle weight as determined by the inspection personnel onsite, access will be denied.
  - B. If the vehicle is consistent with the above requirements, the inspection personnel on site will issue the “TAITRA Nangang Exhibition Center Hall 2 Vehicle Circulation Safety Instructions” to the vehicle driver for careful review and signed confirmation. Access shall also be subject to payment of temporary parking fee at the exhibition center.
  - C. please contact TaiNEX 2 (Tel: 02 27255200 #6643) for further questions.

Applicant (Signature and Seal)	Review by Organizer	Reviewed by TaiNEX 2
We agree and will comply with all provisions above and will also undertake relevant legal and compensation liabilities.		

※Please return completed form to TAITRA 10 days before the vehicle accessing the showground.



## Appendix 12 : Application for Grapple Trucks Entry

Revised Apr. 2021

Grapple truck company :	Exhibition / Event :		
VAT No. :	Area :		
Person in Charge :	*Qty of booths require Grapple Truck Operation : _____		
Tel :	*Qty of Grapple Trucks entering the site : _____		
Contact Person :	*Vehicle License Plate : _____		
Mobile :	Working Period	From _____ Month _____ Day To _____ Month _____ Day <b>Total _____ hours (approximately)</b>	
<p>If a grapple truck must be deployed due to insufficient move-out time , design or scale of the exhibition (which meets the following criteria) leading to noise or traffic issues in the surrounding area, the grapple truck operator must submit a "Taipei Nangang Exhibition Center Hall 1 Grapple Truck Entry Application and Affidavit" to the management section 3 business days before the grapple truck's entry.</p> <p>*TaiNEX1: Two or more areas are leased. *TaiNEX2: One or more areas are leased.</p>			
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Regulations</div>			
<p>The rules for grapple trucks entering the exhibition hall are as follows:</p> <ol style="list-style-type: none"> <li>Forklifts may be used to load wood decoration waste onto grapple trucks in TaiNEX1 and TaiNEX2. Grapple trucks are not allowed to dismantle any waste, including applying a grapple to any ground operation, hammering on a grapple truck, and performing vehicle-to-vehicle operations, inside the exhibition halls. Forklift operators shall avoid floor damage caused by the forks. When a forklift is used to dismantle decorations, any intentional glass breaking is strictly prohibited. Legal action will be taken against any resulting public safety incident. All waste from dismantling decorations in a working area (as shown in the booth map), such as wood chips, must be cleared away at the end of the dismantlement.</li> <li>Any violation of the provisions above, as proven by photographic evidence, will lead to separate penalties on organizer and the grapple truck. The organizer must pay a fine of NT\$20,000 (tax included) for each violation. The grapple truck operator must pay a fine of NT\$50,000 (tax included) for each violation.</li> <li>Additional security must be hired to assist with supervision during grapple truck operations. One security guard must be hired for each area to supervise safety for grapple truck operations. Four hours is the required minimum unit for security guards (official move-out period) and the fee will be paid by the applicant.</li> <li>In accordance with the Taipei Noise Restriction Regulations, grapple truck operations outside the exhibition site must be finished before 10PM.</li> <li>The management section has the final authority to approve or reject an application. Regarding any changes in the regulations, contractors will be responsible for checking the latest announcements made by the management section. For further inquiries, please contact: +886-2-27255200 #5517 (TaiNEX 1), #6642 (TaiNEX 2)</li> </ol>			
Applicant (Signature and Seal)	Organizer (Signature and Seal)	<input type="checkbox"/> TaiNEX 1 <input type="checkbox"/> TaiNEX 2	
		(1) Venue Management Section	(2) Supervisor
		_____ <b>areas for security * 1</b> <b>person * 4hours</b> ( From _____ to _____ )	

※Please return completed form to TAITRA 3 business days before entering the showground.



## Appendix 13 : Application for Retention of Decoration Materials in Showground

To: Taiwan External Trade Development Council (TAITRA)

During the period from \_\_year\_\_month\_\_day to \_\_year\_\_month\_\_day, there is requirement for decoration materials to store in the exhibition hall for next exhibition. Any damage or loss will be the responsibility of the company, TAITRA will hold no liability. Our company agrees to pay the retention fee in accordance with TAITRA’s regulations ( NT\$200 / m3 / per night).

Company name:\_\_\_\_\_

VAT No:\_\_\_\_\_

Contact Person:\_\_\_\_\_

Mobile:\_\_\_\_\_

Retention fee	Reviewed by	Form completed by
Items left on site are __ cubic meters (NT\$ _____)		

※Please return completed form to TAITRA on the move-out day.



## Appendix 14 : Venue Checklist (1/2) – Before Move-in

To: Taiwan External Trade Development Council (TAITRA)

We hold \_\_\_\_\_ at TaiNEX 2.

The exhibition hall AreaP Area Q Area R Area S 7<sup>th</sup> Floor Public Space (please tick) facilities check before move-in is completed:

Name	Area	P	Q	R	S	7th Floor	public Space
Pillar	Pillar surface	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged		
	Switch box	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged		
Wall	Wall surface	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
	Switch box	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
Ceiling	Truss	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	
	Sound-proofing panels	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	
Ground	Trench cover/Marble Floor	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
	Emergency exit light	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
Fire box (fire extinguisher) door		( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
No.14,15 Freight elevator doors		( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
Steel Coiling door		( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
Catering Area		( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	
Toilet		( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
Drinking fountains		( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged	( ) Damaged
Tape on the floor is not fully removed						( ) Damaged	( ) Damaged
Carpet							
Others (Decoration waste area)							
Notes							

\*If no items are marked, the facilities are normal.

Lessee: \_\_\_\_\_ (Signature)

Client Service Section of TaiNEX 2: \_\_\_\_\_ (Signature)

Technical Support Section of TaiNEX 2: \_\_\_\_\_ (Signature)



## Appendix 14.1 : Venue Checklist (2/2) – After Move-out

To: Taiwan External Trade Development Council (TAITRA)

We hold \_\_\_\_\_ at TaiNEX 2.

The exhibition hall AreaP Area Q Area R Area S 7<sup>th</sup> Floor Public Space (please tick) move-out operations are completed.

- 1.  There is no exhibits left on site after thoroughly inspection of exhibition hall.
- 2.  No large-scale decoration waste left on site [including wood, planks, wooden strips, carpets, paint and coatings and their containers, glass, sand and stone, various solvents and waste liquids and their containers].
  - There are large pieces of decoration waste left on site. We have assigned TAITRA’s contracted cleaners to do the cleaning.
  - There is new residual tape on site that has not been removed. We have assigned TAITRA’s contracted cleaners to do the cleaning (NT\$30,000 per area, will be deducted from the security deposit).
- 3.  There are new damaged facilities in the exhibition hall (please refer to attached picture)

4. Note: \_\_\_\_\_  
\_\_\_\_\_

Above checklist shall be completed and signed by the lessee before returning to TAITRA

Lessee: \_\_\_\_\_(Signature)

Client Service Section of TaiNEX 2: \_\_\_\_\_(Signature)

Technical Support Section of TaiNEX 2: \_\_\_\_\_(Signature)



## Appendix 15 : Agreement on Cleaning

To: Taiwan External Trade Development Council (TAITRA)

We will organize \_\_\_\_\_ at TaiNEX 2, using area \_\_\_\_\_.

The last move-out date is scheduled on \_\_\_year\_\_\_month\_\_\_day. For any decoration waste and waste from special effect, ribbons, flowers for decoration, catering garbage (including kitchen waste, wine bottles, beverage cans, garbage on tables etc.) left on-site, we hereby authorize contracted cleaning company of TaiNEX 2 to proceed the cleaning. Related cleaning fee will be directly deducted from the security deposit.

Company: \_\_\_\_\_ (Seal)

l)

Contact Person: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

※Please return completed form to TAITRA via registered mail or fax 5 days before move-in.



## Appendix 16 : Conference Room Rental Rates and Regulations

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

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

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

Note 2 The Rental Rates will be adjusted without prior notice, but the fee basis will be according to the fee basis at the time of contract signing.

Note 3 Notes on holidays: Holidays are based on the Government Agencies Workday Calendar announced by the



Directorate-General of Personnel Administration, Executive Yuan. If a weekday is adjusted into a holiday, the evening, weekend and holiday rate will be used for calculating rent. If a holiday is adjusted into a weekday, the weekday rate will be used for calculating rent.

- Note 4 Taipei Nangang Exhibition Center, Hall 2 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity is registered, and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. Name of the business entity of Taipei Nangang Exhibition Center, Hall 2: TAITRA Taipei Nangang Exhibition Center, Hall 2; Unified Business Number: 42553714。
- Note 5 Catering services (including banquets, meeting refreshments and meal boxes) in the conference rooms on 7F shall be provided by the venue's catering contractors. If not provided by our contractors, a 10% catering service fee will be charged to the Lessee (i.e. 10% of the total catering turnover including service charge and tax; the Lessee must provide the relevant catering order for the venue to calculate the catering service fee before the move-in, and must complete the payment of the catering service fee within 10 days after the event). The catering related trash (such as kitchen waste, wine bottles, beverage cans, and waste on tables) must be disposed of after the event or commissioned to the venue's contracted cleaning companies.
- Note 6 The live broadcast from the conference rooms is subject to the following regulations:  
Live broadcast from the conference rooms is limited to the services provided by the venue's live broadcast contractors. Those who rent the conference room for live broadcast can contact the venue's live broadcast contractors themselves. If the service is not provided by the venue's live broadcast contractors, the venue will charge the Lessee an additional NT\$3,000 management fee per time slot in addition to the venue rental fee.



## Notes on Conference Room Rental Rates

1. Conference room rental is charged according to time slots, each time slot is four hours, divided into: 08:30~12:30/13:30~17:30/18:30~22:30。
2. Overtime of less than one (1) hour will be charged twenty-five (25) percent of the leasing rate per time slot; overtime of over one (1) hour and under four (4) hours will be charged the full leasing rate per time slot.
3. The buffer period 12:30-13:30/17:30-18:30 will be free of charge for those who have rented the morning or afternoon session for lunch lectures; one hour additional rate will be charged for equipment. If there is no rental in the morning and afternoon, the rental rate of one time slot will be charged for the venue rental and equipment for the use of the buffer period.
4. If the rental time is for the evening or weekends, at least 25% of the space in the 701 conference room must be rented during the same period.
5. Rental Fee for Decorations or Dismantling: charged by time slot, **without air conditioning**, and are calculated as follows:
  - (1) 08:30~12:30/13:30~17:30/18:30~22:30 : rental fee is charged at 40% of the original rent for the time slot.
  - (2) 23:30~03:30/03:30-07:30 : rental fee is charged at 40% of the original rent for the **evening time slot**.
  - (3) There is no air-conditioning provided at the venue for specific rental periods such as decorating, dismantling, occupation. If air-conditioning is needed, please refer to the "Air Conditioning Fees Standards" for additional air conditioning charges, in addition to the venue rental.
6. Occupation Fee: For any period between 08:30-12:30/13:30-17:30/18:30-22:30, after the decorations and equipment have been set up during the rental time slot, if no event is held in the area of the rented venue, there is no move-in/move-out, and no one enters or exits the venue, the occupation fee will be charged at 70% of the original rent for the rental time slot..
7. If the same organizer(s) uses multiple partitioned rooms in Conference Room 701 for the same event period, and uses the partitioned rooms in the same time slot for the same purpose (such as meeting, exhibition, event, decoration, official use, occupation, dismantling, etc.), the rates can be combined and calculated based on that of adjacent space configurations.
8. The listed prices of the adjacent space configurations for Conference Room 701 are the best price for the relevant space configurations; non-adjacent meeting rooms will be calculated at the respective single room price..
9. Conference Rooms 702ABC and 703ABC are in principle rented on a whole-room basis, but can be rented separately if combined with Conference Room 701.
10. Payment Procedures:
  - (1) Deposit: If the deposit is not paid in accordance with the following provisions, TAITRA reserves the right to rent the venue to other organizer(s).
    - A. If more than 50% of Conference Room 701 is rented, the venue rental agreement shall be signed and 30% of the total rental amount shall be paid as the signing deposit within 270 calendar days after the start date of the lease.
    - B. If other meeting spaces are rented, 30% of the total rental amount shall be paid as deposit upon confirmation of the event period.
  - (2) Final Payment:
    - A. If more than 50% of Conference Room 701 is rented, all outstanding amount shall be paid within 90 calendar days after the start date of the lease.
    - B. If other meeting spaces are rented, all outstanding amount shall be paid within 30 calendar days after the start date of the lease.
  - (3) Security Deposit: according to the rented area and the nature of the activity
    - A. If more than 75% of Conference Room 701 is rented, a security deposit of NT\$400,000 shall be paid within 90 calendar days after the start date of the lease.
    - B. If more than 50% but less than 75% of Conference Room 701 is rented, a security deposit of NT\$300,000 shall be paid within 30 calendar days after the start date of the lease.
    - C. If less than 50% of Conference Room 701 is rented, a security deposit of NT\$100,000 shall be paid within 30 calendar days after the start date of the lease.
    - D. If the space is rented for indoor booths, in addition to the aforementioned security deposit, 10% of the venue fee for the space used for the exhibition must also be paid as the exhibition security deposit.



- (4) **Equipment Rent and Other Additional Fees:** The fees shall be paid in full within 30 calendar days after the start date of the lease; the fees for additional last-minute items shall be settled before the end of the event.

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

Fee Standards and Application Form	Notes
1. Equipment Fee Standard	Includes the rental fee standards and guidelines of various equipment of the venue; free basic equipment; change of venue operation time should be reserved for change of venue; please refer to the description under the standards
2. Electricity Application Form / Electricity Security Deposit	Conference Room 701 electricity requirement application only *Only the existing sockets are provided for the conference rooms of 4F, 6F, 702, and 703, at 110 volts, 1500 watts
3. Cleanup Fee Standard	Cleaning fee charged separately according to the usage (meeting, event, exhibition, refreshment, catering)
4. Event Security and Related Guidelines	When half of Conference Room 701 is used or for events with more than 500 people, security personnel must be hired to maintain safety When the entire Conference Room 701 is used or for events with more than 3,000 people, an ambulance is required to be on standby
5. Decoration Construction Regulations	
6. Rigging Rental Fee Standards and Construction Safety Guidelines	
7. Temporary Ad Installation Locations, Dimensions, and Rental Rates	Refer at same time to "7-1 Ad Location Diagram"
8. Usage Guidelines and Fees Standards for the 7F Skylight Convention Center Temporary Catering Area	The use of the catering area requires prior approval; to be carried out in the venue designated area
9. Air-Conditioning Fee Standard	Additional air-conditioning fee will be charged for move-in/move-out, occupation, or other special circumstances



## Appendix 16.2 : Conference Room Leasing Application Form

2019.08.06

Conference Room No.			
Duration of Lease	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)	
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)	
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)	
Event Title			
Name of lessee			
Please complete the four fields above in detail, so the information can be shown on the digital signage on the external wall.			
Address	□□□-□□		
Invoice Address	□□□-□□		
Uniform Tax ID		Representative	
Contact Person		Contact Person's Tel.	
Contact Person's Mobile		Contact Person's Fax	
Email			
Expected number of attendees		Expected number of VIPs (for reference only)	

Reviewing authority	Other requests or memos	Applicant (Attach official chop and applicant's seal)
	Select layout: <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom <input type="checkbox"/> Other (please provide drawing) *Please confirm one week prior to the event, at the latest.	Fill out date: _____ (year/month/date)

Remarks:

- For leasing regulations, please refer to the “TAITRA Taipei Nangang Exhibition Center, Hall 2 Conference Room Leasing Regulations”, “Conference Rooms Event Leasing Rates and Governing Regulations” and “Conference Room Leasing Regulations”. Website: <https://www.twtcnangang2.com.tw/>
- This form constitutes the leasing agreement for the Conference Rooms. Please affix official seal in the designated area or the application will be rejected.
- Renters who plan on serving food and/or beverages in the conference rooms should contact Taipei Nangang Exhibition Center, Hall 2 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must provide a refreshment order form or invoice to Taipei Nangang Exhibition Center, Hall 2 prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid no later than ten (10) days after the event has been held.
- As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 meters in height in Room 701; furnishings must not exceed 2.2 meters in height in Rooms 702 and 703; furnishings must not exceed 2.2 meters in height on the 6th floor; and furnishings must not exceed 2.2 meters in height on the 4th floor. In order to comply with fire safety regulations, a distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top.
- Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. Taipei Nangang Exhibition

Center, Hall 2 will contract licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. The wiring may only begin to supply electric power after the Technical Support Section completes electrical safety inspections. Each day, power must be turned off after activities have ended for the day. A separate application is required for activities that require 24-hour power supply.

6. Taipei Nangang Exhibition Center, Hall 2 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 2 is: TAITRA Nangang Exhibition Center, Hall 2; Business Tax ID: 42553714.
7. The above information is provided to enable TAITRA to contact the information providers via telephone or email if needed from 2019 to 2023. Information providers may contact TAITRA on the following matters: 1. Making inquiries about or requesting access to information. 2. Requesting copies of information be made. 3. Requesting supplements or corrections to information. 4. Requesting the cessation of collection, processing, or use of information. 5. Requesting the deletion of information. In order to exercise the rights listed above, please contact the event coordinator.



## Appendix 17 : Rental Rates and Application Form for Congress System

Effective from January 1, 2023

Serial Number	Equipment Description	Unit Price: NT\$(not including tax)		Notes
		Per Time Slot	2 Consecutive time slots on a single day	
<b>I. Facilities (length×width×height)</b>				
1	Tablecloth	150/each		For the refreshment table
2	Table Skirting	250/each		
3	Chair Cover	200/each		
4	Conference Table (140×60×75cm)	150/each		
5	Conference Table (150×45×74cm)	150/each		For use on 7F only
6	Small Round Table (diameter 65cm)	150/each		
7	Conference Chair (40×43×81cm)	100/each		
8	Conference Chair (50×50×80cm)	100/each		For use on 7F only
9	Couch (86×78×80cm)	400/each		Beige
10	Couch (54×61×83cm)	400/each		Yellow/Blue/Green
11	Large Lectern (W×H 120×108cm)	500/each		
12	Small Lectern (W×H 70×111cm)	350/each		
13	Stage (W×H 60×110cm)	300/each		Transparent acrylic
14	Mobile Stage (183×244cm, including steps)	900/each		H: 40、60cm
15	Poster Stand (vertical, W×H 41×58cm)	250/each		
16	White Board (W×H 50×68cm)	200/each		
17	White Board (W×H 150×120cm)	300/each		
18	Divider Barriers (rope length 200cm)	200/each		H: 98.5cm
19	Divider Sign Board (W×H 19×28cm)	100/each		
20	Anti-Splatter Shield Screen (W×H 120×70cm)	200/each		
21	Anti-Splatter Shield Screen (W×H 45×60cm)	120/each		
<b>II. Conferencing System</b>				
1	Desktop Conference System Host	3,500/set	5,300/set	



2	Desktop Conference System Microphone	300/each	500/each	
<b>III. Video Conferencing System</b>				
1	Handheld Wireless Presenter Remote	200/each	300/each	
2	Perfect Cue Remote	4,200/each	6,000/each	
3	XRSPACE MANOVA (VR) Headset	9,900/set		
◎Fixed/Lift Projector (HDMI cable is included for all projectors rented from the venue)				
401 Conference Room				
4	Fixed Projector (6,000Lm)	8,000/set		With 180" lift screen
601-603 Conference Room				
5	Fixed Projector (6,300Lm)	8,000/set		With 135" lift screen
6	Fixed Projector (6,300Lm) and video conferencing set	9,000/set		1. With 135" lift screen 2. With amplifier, noise cancelling microphone, video camera
701 Conference Room				
7	Lift Projector (25,000Lm) ※ Only for use in area 701D	60,000/set		With 600" lift screen Note: The resolution of the lecturer's PPT or video is recommended to be 1920 * 1200 or above.
8	Lift Projector (16,000Lm)	18,000/set		With 360" lift screen Note: The resolution of the lecturer's PPT or video is recommended to be 1920 * 1200 or above.
702, 703 Conference Room				
9	Fixed Projector (5,000Lm)	8,000/set		With 180" lift screen
◎Single-Chip DLP Projector				
10	Ultra High Brightness Projector (6,500Lm)	10,000/set	15,000/set	Desktop Single-Chip DLP Projector
11	Ultra High Brightness Projector (10,000Lm)	16,500/set	25,000/set	With wide angle lens, long lens and 2m stand
12	Ultra High Brightness Projector (15,000Lm)	20,000/set	30,000/set	With wide angle lens, long lens and 2m stand
◎Portable Projector Screen				
13	120" aluminum frame front projector screen	2,500/each	3,800/each	183*244cm(4:3)
14	150" Aluminum Frame Front Projector Screen	3,000/each	4,500/each	244*305cm(4:3)
15	180" Aluminum Frame Front Projector Screen	4,000/each	6,000/each	274*366cm(4:3)
◎Signal Splitter, Signal Selector				
16	Signal Splitter (1 in 4 out)	1,000/set	1,500/set	



17	4K Signal Splitter (1 in 4 out)	1,500/set	2,500/set	
18	Signal Selector (4 in 1 out)	5,000/set	7,500/set	
19	High-level Signal Selector (8 in 1 out)	10,000/set	15,000/set	
20	Matrix Selector (4 in 4 out)	6,000/set	9,000/set	
21	Matrix Selector (8 in 8 out)	18,000/set	27,000/set	
22	Video 4K Matrix Selector (20 in 16 out)	250,000/set	300,000/set	
23	Live Switcher (4 in 1 out)	5,000/set	7,500/set	Function: add subtitles, main visual projection
<b>◎Monitors</b>				
24	24" monitor	1,000/set	1,500/set	If there's a need to synchronize the projection screen on site, you need to rent 7-1 additionally/ If there's a need to switch between 2 computers at the same time, you need to rent 7-3 additionally
25	55" Teleprompter Monitor (including floor stand)	7,000/set		
<b>IV. Simultaneous Interpretation Equipment</b>				
1	Simultaneous Interpretation System (including infrared transmitter and central control unit)	7,000/set	10,500/set	Infrared transmitter board and interpreter headset are not included
2	Mobile Interpretation Booth	8,000/each	12,000/each	2 interpreters/booth
3	Infra-Red Receiver	250/set	400/set	According to the number of meeting attendees with listening needs
4	Interpreter Headset	50/set		Can be taken home by user
5	Infrared Transmitter Board	2,500/each	3,800/each	2 boards for a single booth, 4 boards for a double booth, and so on.
6	Interpreter Device (including headphones)	2,000/set	3,000/set	According to the number of interpreters
7	Certificate exchange box (for headset exchange)	200/each	300/each	
8	Headset Exchange Service	1,500/person	3,000/person	
9	Audio Expander	10,000/set	16,000/set	
<b>V. Sound System</b>				
1	Wireless Microphone (handheld / lavalier)	1,000/each	1,500/each	
2	Wireless Microphone (headset)	1,000/each	1,500/each	
3	High-Sensitivity Gooseneck Microphone	2,000/each	3,000/each	
4	Portable Wireless Amplifier	2,000/set	3,000/set	With CD player function

	(includes 2 wireless microphones)			
5	Small Portable Stereo System (includes 2 wireless microphones, 2 speakers or audio output/input)	7,000/set	10,500/set	(excludes dedicated on-site control engineers)
	Medium Portable Stereo System (includes 4 wireless microphones, 4 speakers or audio output/input)	10,000/set	15,000/set	(excludes dedicated on-site control engineers)
6	Computer Audio Interface Processor (Interface)	2,500/set	4,000/set	Live microphone audio can be sent to the computer
7	Sound Mixer (monitor speaker)	1,500/set	1,500/set	
8	Audio output/input	1,000/set	1,500/set	
	System audio output/input (701 Room 1/6)	1,000/set	1,000/set	
	System audio output/input (701 Room 1/4)	1,000/set	1,000/set	
	System audio output/input (701 Room 1/3)	1,000/set	1,000/set	
	System audio output/input (701 1/2 room)	5,000/set	5,000/set	
	System audio output/input (701 2/3 room)	5,000/set	5,000/set	
	System audio output/input (701 3/4 room)	5,000/set	5,000/set	
	System audio output/input (701 entire conference room)	8,000/set	8,000/set	
<b>VI. Others</b>				
1	Dedicated On-Site Control Engineers)	3,500/person	5,000/person	
2	Live Audio Recording	1,000/session	1,000/session	
3	Live Video Recording	1,500/session	2,300/session	Fixed Camera Recording
4	Interpretation Recording (1) Interpretation recording, recorded in DVD format. (2) If more than one language is required, an additional charge of NT\$2,000 will be applied for each additional channel.	2,000/set	3,000/set	This item includes audio amplifiers (for this service, the Organizer(s) must provide an interpreter's signed agreement to audio recording).

- For the same Organizer(s) and the same venue rented for 2 consecutive time slots on a single day, the conference room equipment will be priced on a daily basis, and the price for 3 time slots on a single day will be calculated separately.
- Free basic equipment for each meeting session:** 2 wireless microphones, 1 lectern, 1 reception table (including table cloth and table skirting), 1 information board (except 601, 602, 603), 2 poster stands. For other equipment, please refer to the price list. If the free basic equipment is not used, no refund will be



given and no replacement will be allowed. No refund will be given for the last-minute cancellation of the rented equipment, and last-minute addition will be charged according to the fixed price plus 30%.

3. The above equipment will not be provided to those who rent the conference room for exhibition purposes.
4. All audio-visual equipment, including simultaneous interpretation equipment, stereo equipment, microphones for conference and discussion systems, camera/video recording services, LED TV walls and video projection equipment, are not allowed to be brought in without the consent of the Center.
5. **If there is a need for an external connection to the venue's sound system, it must be connected to an audio isolator first, otherwise the external connection will not be permitted.**
6. The existing sockets in each conference room is 110 volts and 1500 watts. If the electricity consumption exceeds this amount, an additional power application form must be filled in, and a qualified water and electricity contractor will be designated by the venue for wiring. The resulting engineering, wiring material, and electricity fees will be paid for by the Organizer(s). This line can only be powered after the venue has completed the electricity usage safety inspection, and it must be shut off at the end of each day after the activities. Please indicate if there is a 24-hour power supply demand.



## Appendix 18 : Application for Venue Use Overtime

Exhibition / Event				
Lessee				
Rental period and area	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	Rented area <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> 701		
Application time and area	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	Overtime use area <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> 701		
Move-out time (After the on-site security guard confirms that the area clearance is completed, fill in the time of exit, which must be consistent with the time on the sign-in and sign-out form)	____ Month ____ Day ____ Hour ____ Minute	Signature of the guard of the venue:		
Showground light turn-off time (Filled in by the central control room of the technical support section)	____ Month ____ Day ____ Hour ____ Minute	Signature of technical support section:		
Move-in/out or exhibition time Overtime rental fee (counted by hour/tax included) ※ Based on the latest published rental rates	Overtime of move-in/out fee (hourly)	Overtime exhibition fee (hourly)		
	Area P NT\$	Area P	NT\$	
	Area Q NT\$	Area Q	NT\$	
	Area R NT\$	Area R	NT\$	
	Area S NT\$	Area S	NT\$	
	701 NT\$	701	NT\$	
Total overtime rental fee (Filled by the main coordinator of TaiNEX 2)	Extended hours	Area	Unit Price	Total
	Hour			

Applicant: \_\_\_\_\_ (Signature)

Client Service Section of TaiNEX 2: \_\_\_\_\_ (Signature)

Technical Support Section of TaiNEX 2: \_\_\_\_\_ (Signature)

**Note:**

1. This application form shall be filled out by the lessee if necessary during the move-in/out or exhibition period, and shall be sent to the Client Service Section of TaiNEX 2 before 4 pm of the application date.
2. After the Client Service Section of TaiNEX 2 signs, it will be delivered to the Technical Support Section of TaiNEX 2 before extending.
3. After the on-site guards have filled in the "move-out time" and signed, the Technical Support Section of TaiNEX 2 will fill in the time of " Turn off the light of the venue" and return it to the Client Service Section of TaiNEX 2 next day, so that the overtime rental fee can be calculated.



## Appendix 19 : VIP Rooms, Briefing Room, Organizers' Rooms and Function Room Leasing Rates and Governing Regulations

Revised 2020.02

NT\$ basis(tax excluded)

Room Name	Room Size (Sqm) *Note	Dimensions (L x W x H) *Note	Leasing rate (NT\$, per hour)
(1F) VIP Room 1	92	11.4 x 8.1 x 2.6	6,000
(1F) Briefing Room	96	11.4 x 8.4 x 2.6	6,000
(1F) Area P/Q Organizers' Room	11	4.1 x 2.8 x 2.6	1,000
(4F) VIP Room 2	96	11.4 x 8.4 x 2.6	6,000
(4F) Area R/S Organizers' Room	11	4.1 x 2.8 x 2.6	1,000
(7F) Lounge A	29	5 x 5.8 x 2.6	2,000
(7F) Lounge B	22	3.8x 5.8 x 2.6	2,000
(7F) Lounge C	29	5 x 5.8 x 2.6	2,000
(7F) Lounge D	32	6.1 x 5.1 x 2.6	2,000
(7F) Lounge E	29	5 x 5.8 x 2.6	2,000
(7F) Lounge F	22	3.8x 5.8 x 2.6	2,000
(7F) Lounge G	29	5 x 5.8 x 2.6	2,000
(7F) Lounge H	32	6.1 x 5.1 x 2.6	2,000
(7F) VIP Room	66	8.5 x 7.2 x 2.6	4,000
(7F) Function Room	262		10,000

**\*Note: Subject to revise based on actual dimensions**

### Governing Regulations:

1. The above leasing rates do not include 5% VAT (value added tax).
2. Leasing for VIP Rooms, Briefing Room, Organizers' Rooms and Function room are calculated based on hourly rates.
3. For room use exceeding the time stipulated in the agreement, 50 percent of the hourly rate is charged for less than 30 minutes, and 100 percent for 30 minutes to one (1) hour of extra time used.
4. Room use during setup or takedown is calculated at 60 percent of the leasing rate per hour.
5. Renting of VIP Rooms, Briefing Room, Organizers' Rooms, Lounges and Function Room is offered only to 1) event organizers, 2) exhibitors, and 3) renters of the conference room or public spaces in the exhibition hall.
6. VIP Briefing Room should be used by the renter to receive VIP guests or hold interviews with news reporters only. No changes may be made to the arrangement of existing equipment and no food or drink are allowed into the room.
7. In case of damage to property or breach of contract, the renter is liable for compensation. Any costs incurred for repair or compensation will be deducted directly from the security deposit. If the amount therein is not sufficient to cover the costs, the remaining balance will be collected directly from the renter.
8. Payments for the rented room(s) must be made upon confirmation of the event date.
9. Should there be any violations of the aforementioned regulations, and failure to make the necessary corrections following notification, TAITRA will immediately terminate the leasing contract and all payments made will not be returned.
10. The leasing rates above are subject to change without prior notification.



## Appendix 19.1 : VIP Room, Briefing Room, Organizers' Room Rental Application Form

Revised Jan., 2019

Event Title:

Rooms to be leased (please indicate with a check mark all rooms you wish to use)	Duration of Lease	
• (1F) VIP Room 1	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (1F) Briefing Room	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (1F) Area P/Q Organizers' Room	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (4F) VIP Room2	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (4F) Area R/S Organizers' Room	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (7F) Lounge <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (7F) VIP Room2	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
• (7F) Function Room	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)



Name of lessee			
Address	□□□-□□		
Invoice address	□□□-□□		
Uniform Tax ID		Representative	
Contact Person		Contact Person's Tel.	
Contact Person's Mobile		Contact Person's Fax	
Email			
Expected number of attendees		Expected number of VIPs (for reference only)	

\	Other requests or memos	Applicant (Attach official chop and applicant's seal)
		Fill out date: _____ (year/month/date)

Remarks:

1. For all relevant requirements, please refer to the "Taipei Nangang Exhibition Center, Hall 2 VIP Rooms, Briefing Room, Organizers' Rooms and Function Room Leasing Rates and Governing Regulations." Website: : <https://www.tainex.com.tw/>
2. This form constitutes the leasing contract for the VIP Rooms, Briefing Room, Organizers' Rooms and Function Room. Please affix official seal in the designated area or the application will be rejected.
3. The above information is provided to enable TAITRA to contact the information providers via telephone or email if needed from 2019 to 2023. Information providers may contact TAITRA concerning the following matters: (1) Making inquiries about or requesting access to information. (2) Requesting copies of information be made. (3) Requesting supplements or corrections to information. (4) Requesting the cessation of collection, processing, or use of information. (5) Requesting deletion of information. In order to exercise the rights listed above, please contact the event coordinator.



## Appendix 20 : Public Space Rental Rates & Regulation

Effective from January 2023

NT\$: per hour, excluding tax

Location of public space		Surface Area (Square meters)	Size (length x width)	Rent (hour)	
				Monday to Friday (08:00-18:00)	Evenings, weekends, holidays and indoor booths
B1/B2/B3	Warehouse	9~530	N/A	Rent will vary based on the area rented and the intended purpose.	
B3	Office	260	N/A		
B1	B1 Tunnel Lobby	104	13 x 8	2,100	2,700
First Floor	Outdoor area (north)	1,512	168 x 9	5,000	6,500
	Outdoor area (west)	1,040	13 x 80	3,000	3,900
	Outdoor area (south)	1,512	21 x 72	10,000	13,000
Third Floor	East corridor	967	101.8 x 9.5	20,000	26,000
Fourth Floor	East corridor (south/north)	267	44.5 x 6	5,400	7,000
Seventh Floor	Entire Starlight Gallery	2,796	N/A	138,000	179,400
	Starlight Gallery areas a-j	180	18 x 10	6,000	7,800
	Starlight Gallery areas k/l	486	27 x 18	45,000	58,500
	Entire Sky Garden	6,166	N/A	N/A	N/A
	Sky Garden (east side)	1,260	90 x 14	N/A	N/A
	Sky Garden (south/north side)	2,592	18 x 144	N/A	N/A

Note 1 The Rental Charging Standards will be adjusted without prior notice, but the fee will be according to the fee basis at the time of contract signing.

Note 2 Taipei Nangang Exhibition Center, Hall 2 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity is registered, and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 2 is: TAITRA Taipei Nangang Exhibition Center, Hall 2; Unified Business Number: 42553714。



## Notes on Public Space Leasing Rates

1. The daily starting and ending times of an event taking place in a rented indoor public space are between 08:00 and 23:00. In principle, the ending time should not be later than 23:00. An additional charge for one hour shall be made for every 15 minutes of overtime.
2. The decoration or dismantling period will be charged at 40% of that time slot.
3. When the venue's 1F or 4F exhibition hall, or over 50% of the 7F Conference Room 701 are used for exhibitions, meetings, or other activities, a 70% discount will be applied when renting the 7F public spaces.
4. The rent for indoor booths is charged as the evening, weekend and holiday rate (including Monday to Friday daytime).
5. When multiple discounts or offers are present for any given exhibition, meeting, or activity, the most advantageous option may be applicable. Only one discount may be applicable at any time.
6. The public spaces are the areas indicated in the above list (for the available spaces of these areas, refer to the public space floor plan). Public spaces only provide open areas for temporary events, and lessees shall maintain cleared areas in the corridors that are at least 3 meters in length.
7. To avoid affecting the neighbors, the outdoor space on the first floor is open for move-in/move-out and event period from 08:00 to 20:00.
8. For the rental of public space on the 7F, priority will be given to those who rent all conference rooms on 7F.
9. Public spaces on the 7F may only be leased when the seventh-floor conference room is not occupied. Said space may be rented to organizers or individuals of the 1F, 4F, meetings, or activities in that order of priority.
10. Those who rent at least 50% of Conference Room 701 will be given priority to use area k or area l of the 7F Starlight Gallery (either one).
11. To use the Starlight Gallery in front of each conference room to hold events, the relevant conference room must be rented (e.g. if 701AB is rented, then area ab of the Starlight Gallery can be rented); or the area can be rented if there are no other meetings in the conference room.
12. Payment Procedures:
  - (1) Deposit:
    - A. Those who are also renting the 1F and 4F exhibition halls must pay 40% of the total venue fee as deposit for contract-signing once the event period has been confirmed.
    - B. Those who are also renting the 7F Skylight Convention Center must pay 30% of the total venue fee as deposit for contract-signing once the event period has been confirmed. Furthermore, the final payment must be paid 30 days before the start of renting period.
    - C. Venue-only lessees must pay the full amount of the venue fee immediately once the event period has been confirmed.
  - (2) Final Payment:
    - A. Those who are also renting the 1F and 4F exhibition halls shall pay the final payment of the venue fee 30 days before the start of the renting period.
    - B. Those who are also renting the 7F Skylight Convention Center shall make the payment of the venue together with the final payment of the conference room.
  - (3) Security Deposit:
    - A. The security deposit is waived if the Lessee is already renting an exhibition hall of the Exhibition Center or the 7F Skylight Convention Center.
    - B. Those who are renting the Starlight Gallery for exhibitions must pay, in addition to the deposits listed above, a security deposit of 10% of the venue fee of the exhibition area.
    - C. Venue-only lessees must pay an extra NT\$100,000 security deposit in addition to the standard venue fee.



## Appendix 20.1 : Public Space Rental Application Form

Revised Aug., 2019

Public space to be leased (please indicate with a check mark the spaces you wish to use)	Duration of Lease	
<b>B1 Underpass Lobby</b>	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
<b>1F Outdoor Area</b> <input type="checkbox"/> North、 <input type="checkbox"/> West、 <input type="checkbox"/> South	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
<b>3F Corridor</b>	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
<b>4F Corridor</b> <input type="checkbox"/> North、 <input type="checkbox"/> South	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
<b>7F Starlight Gallery Area _____(Area a~l)</b>	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
<b>7F Sky Garden</b> <input type="checkbox"/> East、 <input type="checkbox"/> North、 <input type="checkbox"/> South	Setup	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Event Date	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
	Takedown	From 20 (yy) (mm) (dd) (hr) To (mm) (dd) (hr)
Event Title		
Name of lessee		
Address	□□□-□□	
Invoice address	□□□-□□	



Uniform Tax ID		Representative	
Contact Person		Contact Person's Tel.	
Contact Person's Mobile		Contact Person's Fax	
Email			
Expected number of attendees		Expected number of VIPs (for reference only)	

Reviewing authority	Other requests or memos	Applicant (Attach official chop and applicant's seal)
	<input type="checkbox"/> Applying to use the catering platform <input type="checkbox"/> Applying to the Exhibition Hall's electricity	          Fill out date: _____ (year/month/date)

Remarks:

1. For relevant requirements, please refer to the "Taipei Nangang Exhibition Center, Hall 2 Public Space Leasing Rates and Governing Regulations."
2. This form constitutes the leasing contract for the public spaces. Please affix official seal in the designated area or the application will be rejected.
3. Lessees who plan to serve food and/or beverages in leased spaces should contact a contracted caterer for Taipei Nangang Exhibition Center, Hall 2 for provision of refreshments. If refreshments are provided by a non-contracted supplier, a 10% refreshment service fee (10% of total refreshment costs) will be charged to the lessee. The lessee must provide refreshment order forms or invoices to the Exhibition Hall prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid within ten (10) days after the event has been held.
4. Taipei Nangang Exhibition Center, Hall 2 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 2 is: TAITRA Nangang Exhibition Center, Hall 2; Business Tax ID: 42553714.
5. The above information is provided to enable TAITRA to contact the information providers via telephone or email if needed from 2019 to 2023. Information providers may contact TAITRA on the following matters: 1. Making inquiries about or requesting access to information. 2. Requesting copies of information be made. 3. Requesting supplements or corrections to information. 4. Requesting cessation of collection, processing, or use of information. 5. Requesting deletion of information. In order to exercise the rights listed above, please contact the event coordinator.



## Appendix 21 : Application for Adjustment of the Exhibition Hours

Exhibition / Event		
Organizer		
Rental period and area	from _____ year _____ month _____ day to _____ year _____ month _____ day	Area <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> 701
Scheduled Exhibition Hours	from _____ year _____ month _____ day _____ hour to _____ year _____ month _____ day _____ hour	
<b>Adjusted Exhibition Hours</b>	from _____ year _____ month _____ day _____ hour to _____ year _____ month _____ day _____ hour	

Organizer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

※ Please return completed form to TAITRA 30 days before the exhibition at the latest.



## Appendix 22 : Certificate of Public Accident Liability Insurance

To: Taiwan External Trade Development Council (TAITRA)

We, the organizer, will hold \_\_\_\_\_ (Exhibition) at Taipei Nangang Exhibition Center, Hall 2 from \_\_\_\_\_ (year)/ \_\_\_\_\_ (month)/ \_\_\_\_\_ (day). We have purchased public accident insurance during the exhibition period (move-in/out period included )

Please refer to attached copy of the insurance policy for public accident liability insurance.

Organizer: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

※Please return completed form to TAITRA 5 days before move-in at the latest.

## **Appendix 23 : Regulations of Flameproof Material for Booth Construction**

1. Requirements and Legal Basis for Flameproof Furnishing Requirements in Exhibition Hall:
  - 1). Legal Basis: In accordance with Article 11 of the Fire Services Act, carpets, curtains, drapes, display advertisement boards and other designated objects used anywhere in TaiNEX 2 must have flameproof logos. The flameproof logo used in flameproof objects or the materials thereof shall be certified to have flameproof functions by the central competent authority. Relevant flameproof objects include:
    - A. Carpets: Floor pavements such as fabric carpet, cluster carpet, syndicated fabric carpet or artificial lawn.
    - B. Curtains: Fabric curtains (including general fabric curtains, vertical blade curtains, horizontal blade curtains).
    - C. Drapes: Stage or shooting studio drapes.
    - D. Display advertisement boards: Advertisement boards for indoor displays.
    - E. Other designated flameproof objects refer to construction canvas with mesh below 12 mm.
  - 2). Other remarks about flameproof materials:
    - A. The purpose of flameproof objects is to prevent the spread of minor fire sources, controlling the fire at initial burning stage and preventing continued spreading, or to slow down the fire expansion speed by obstructing the fire.
    - B. Flameproof objects are not entirely inflammable. They are only less flammable than other objects. Objects such as curtains are flammable, however, they can be less flammable after flameproof treatment. They are not inflammable materials such as steel or concrete. Therefore, when flameproof objects come in touch with a fire source, it would take a longer time for it to start burning. For objects that have started burning, the fire spreading time would be extended, or the flame may be turned off in case of minor fire source.
    - C. When carpets, curtains, drapes or display advertisement boards are used in a booth in TaiNEX 2, flameproof materials shall be used as mentioned above. Flameproof logos certified by professional institutions shall be displayed in a conspicuous corner of the materials.
2. The management department of TaiNEX 2 and the organizer of the exhibition or event shall both be responsible for supervising the compliance of the above fire safety regulations by relevant contractors and shall require each contractor to provide valid supporting documents for using flameproof materials onsite from the time of move-in furnishing until the end of the exhibition in accordance with the requirements of the fire safety authority for its verification. In case of breach of law, resulting in any penalty imposed on the exhibition center or accidental liability, the organizer and the breaching contractor shall bear all liabilities.



## Appendix 24 : Application For Pillar Decoration

Revised Sep.,2019

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the \_\_\_\_\_ (Exhibition) held at TaiNEX 2.  
There are pillars in our booth area. To comply with fire safety and aesthetics requirements, we request the following:

- Pillar Decoration required
- No Pillar Decoration required

(Note: Layout plan and elevation plan are mandatory to submit for review and approval)

Company: \_\_\_\_\_ (Seal)

VAT No.: \_\_\_\_\_

Booth Number: Area \_\_\_\_\_ Number \_\_\_\_\_

Person in Charge: \_\_\_\_\_ (Signature)

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Contractor : \_\_\_\_\_ (Seal)

Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

### Notes:

1. Please send the completed form along with related layout plans to the exhibition organizer via registered mail 30 days before move-in. The application will be forwarded to TaiNEX 2 for review.
2. Exhibitor shall proceed construction upon receiving approval. Pillars shall be wrapped in the following manner: (1)**The design of furnishing added to the wall surface on the east and west side should be reserved 50 cm from the ground, all furnishing on the pillars shall not block access to any existing electric appliance or fire safety equipment;** (2) Temporary wall surface wrapping shall not be over 4 meters in height; if the height exceeds 4 meters, a separate application for excess-height structure shall be filed. Please call TaiNEX 2 (TEL: 2725-5200 ext. 6666) for further queries.
3. Related decoration will be removed at the cost of the lessee and exhibitor if there is breach against above regulation. If the construction work failed to comply with the fire safety regulations and is not improved promptly, the lessee and exhibitor shall bear any penalty imposed by the fire department. Please refer to "Regulations on Work at Taitra Venues" for related regulation.

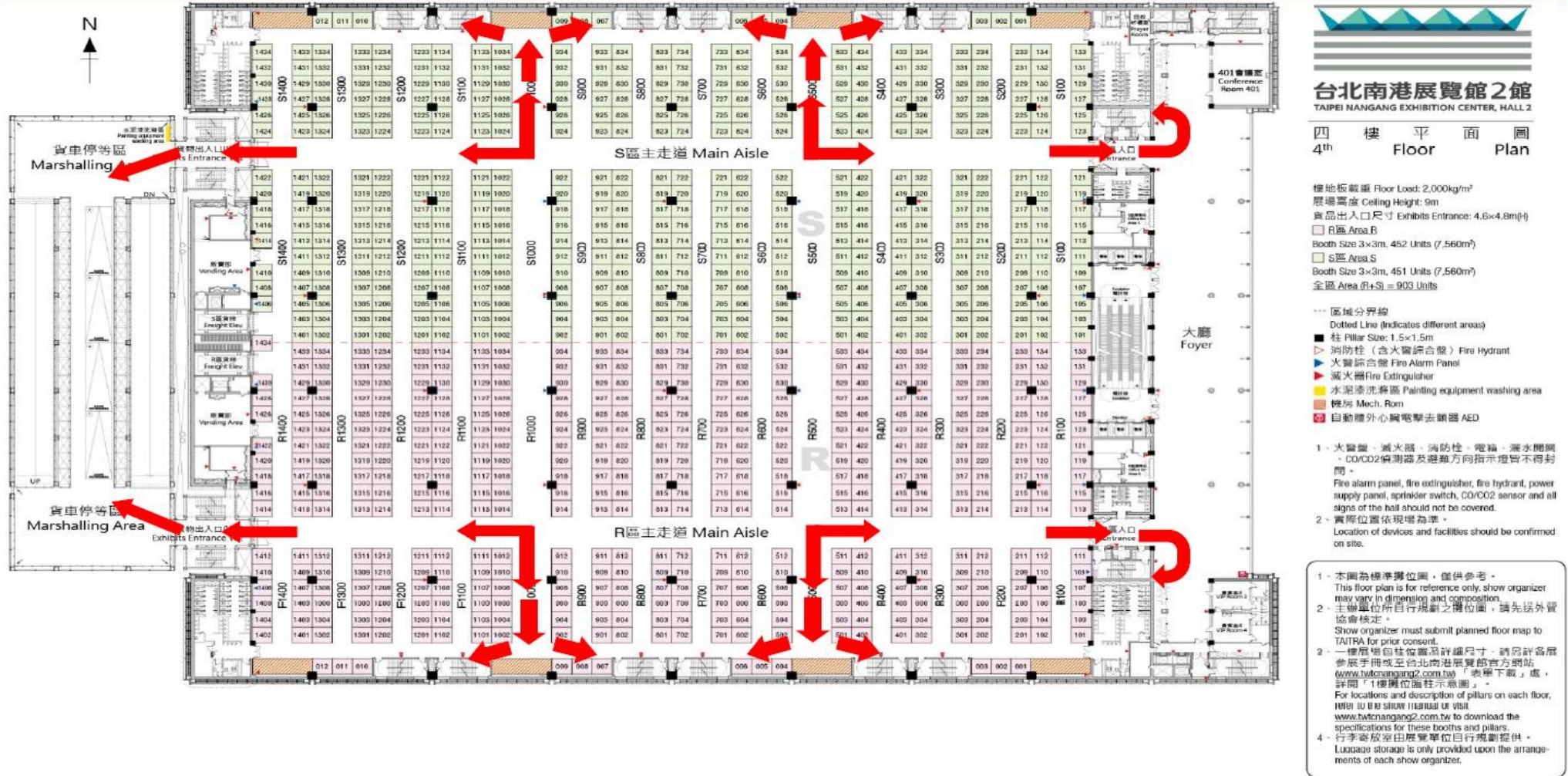
1. Reviewed by the Lessee	2. Reviewed by TaiNEX 2

# Appendix 25 : TaiNEX 2 Emergency Exit Route (1F)



# Appendix 25.1 : TaiNEX 2 Emergency Exit Route (4F)

## 4 Floor Emergency Exit Route 4F 逃生動線圖





## Appendix 26 : Parking Area and Transportation Information



### Parking Area Information

➡ Entrance    ➡ Exit

- P1** TaiNEX2 | 1290 space for cars | 1136 space for motorcycles | 32 spaces for Bus
- P2** TaiNEX1/620 space for cars | 1770 space for motorcycles
- P3** Nangang Park/400 space for cars | 199 space for motorcycles
- P4** CTBC Financial Park | 149 space for cars
- P5** Nangang Software Park | 42 spaces for cars

### Transportation Information

- 1** Shuttle Bus Pick-up
- 2** Bus Station
- 3** Drop Off (Taxi)
- 4** Drop Off (Vehicle)
- 5** The Taxi Stand on B1  
※ Only during Exhibitions

### Parking Lot APP



(IOS/Android)

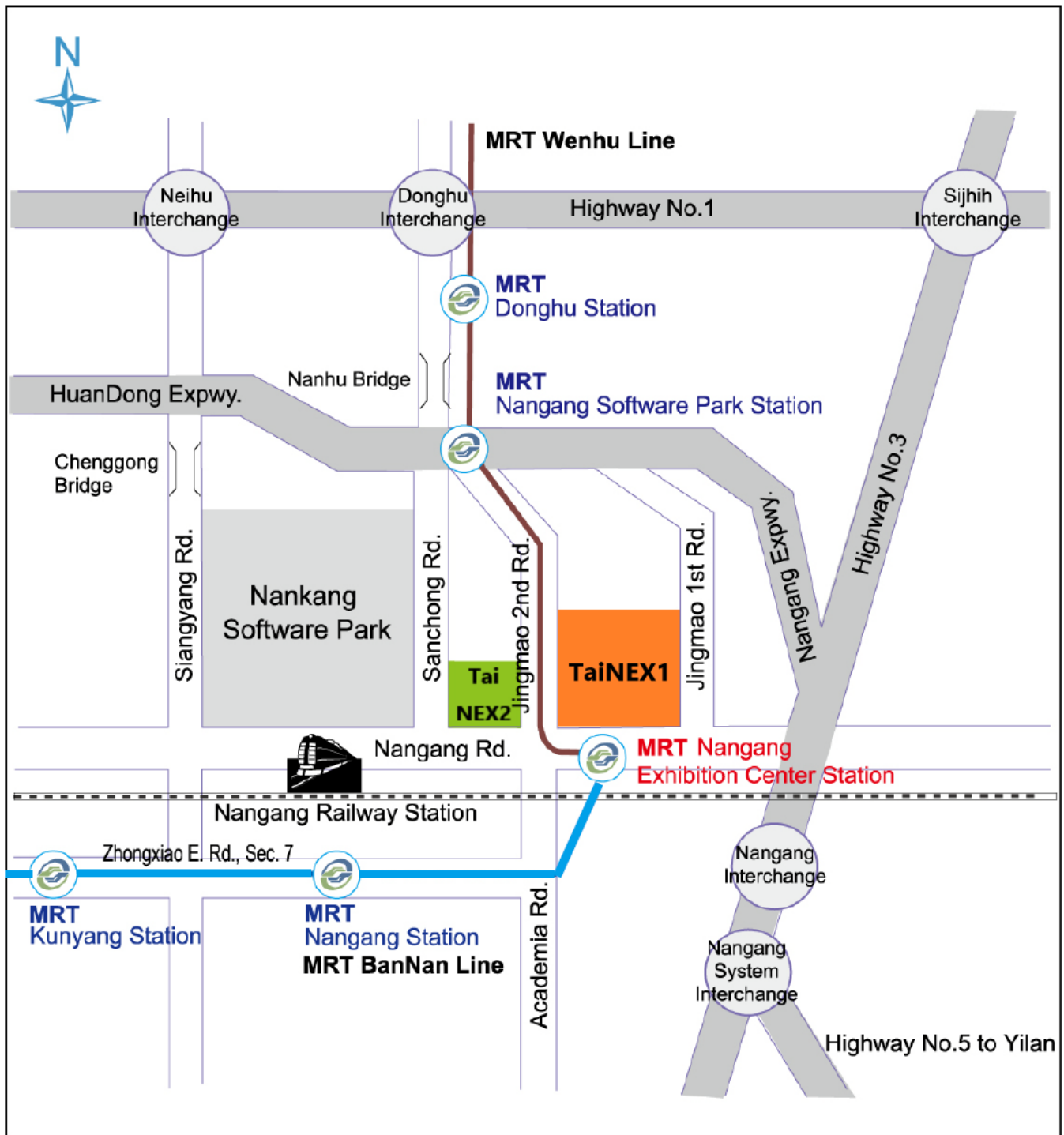
### iTaipei Parking



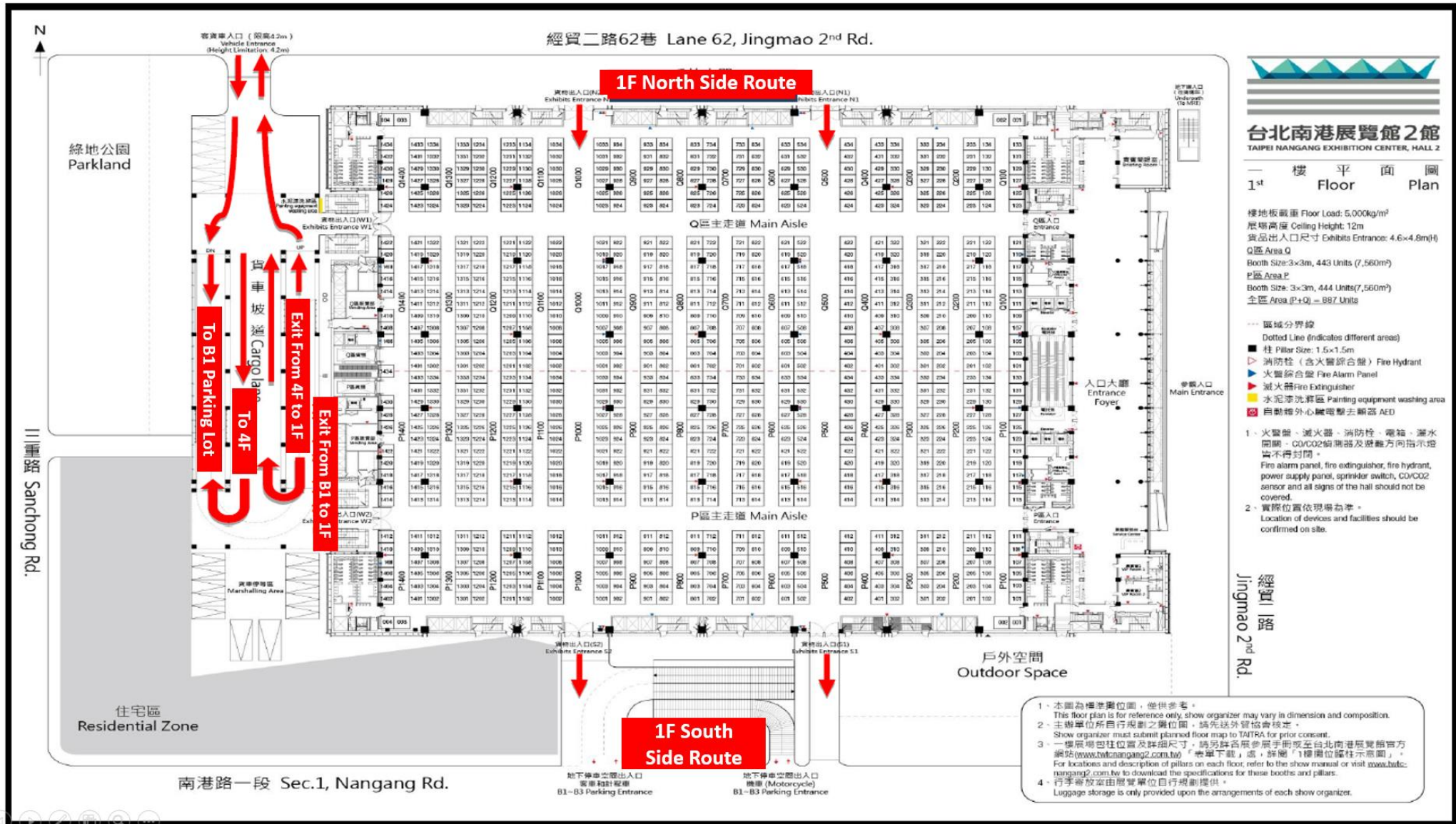
(IOS)



(Android)




# Appendix 27 : Routes for Trucks During Move-in/Move-out





**Routes for Trucks During  
Move-in/Move-out on 4F**

**台北南港展覽館2館**  
TAIPEI NANGANG EXHIBITION CENTER, HALL 2

**四樓平面圖**  
4<sup>th</sup> Floor Plan

- 樓地板載重 Floor Load: 2,000kg/m<sup>2</sup>  
 展棚高度 Ceiling Height: 9m  
 貨品出入口尺寸 Exhibit Entrance: 4.2x4.7m(H)
- R區 Area B  
Booth Size 3x3m, 451 Units (7,560m<sup>2</sup>)
  - S區 Area S  
Booth Size 3x3m, 451 Units (7,560m<sup>2</sup>)
  - 全區 Area (R+S) = 902 Units
- 區域分界線  
 Dotted Line (Indicates different areas)
- 柱 Pillar Size: 1.5x1.5m
  - 消防栓 (含火警綜合盤) Fire Hydrant
  - 火警綜合盤 Fire Alarm Panel
  - 滅火器 Fire Extinguisher
  - 水泥漆洗滌區 Painting equipment washing area
  - 機房 Mech. Rom
  - 自動體外心臟電擊去脈器 AED

- 1、火警警、滅火器、消防栓、電箱、潛水開關、CO/CO2偵測器及避難方向指示燈皆不得封閉。  
Fire alarm panel, fire extinguisher, fire hydrant, power breaker, sprinkler switch, CO/CO2 sensor and all related signage in the hall should not be covered.
- 2、實際位置依現場為準。  
Location of devices and facilities should be confirmed on site.

- 1、本圖為標準攤位圖，僅供參考。  
This floor plan is for reference only, dimensions and composition are subject to change.
- 2、主辦單位所自行規劃之攤位圖，請先送外貿協會核定。  
Show organizer must submit planned floor map to TAIFRA for prior consent.
- 3、四樓標準柱位置及詳細尺寸，請另詳各展參展手冊或至台北南港展覽館官方網站 ([www.tainangang2.com.tw](http://www.tainangang2.com.tw))「表單下載」或「詳閱「4樓攤位區柱位示意圖」。  
For locations and specifications of pillars on each floor, refer to the show manual or visit [www.tainangang2.com.tw](http://www.tainangang2.com.tw) to download the 1st floor booths and pillars location map.
- 4、行李寄放室由展覽單位自行規劃提供。  
Luggage storage is only provided per arrangement by show organizer.



**TaiNEX 2**  
南港展覽2館