

The Chinese version of this Application shall be deemed the authoritative version, and in case of any inconsistencies between the Chinese version and English version, the Chinese version shall prevail.

**TAITRA Taipei Nangang Exhibition Center, Hall 1 (TaiNEX1)
Application for the 3F Ballroom**

Revised JAN 2026

Conference room No.	<input type="checkbox"/> Ballroom(Entire hall) <input type="checkbox"/> Ballroom(Room A) <input type="checkbox"/> Ballroom(Room B) <input type="checkbox"/> Ballroom VIP room <input type="checkbox"/> Ballroom Kitchen <input type="checkbox"/> Ballroom(South Corridor)			Select layout (please refer to attached image): <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom <input type="checkbox"/> Horseshoe <input type="checkbox"/> Closed board <input type="checkbox"/> Other (please provide drawing) *Please confirm 7 days prior to the event.
Lease duration	Move-in Period			
	Event Date			
	Move-out Period			
Event Name				
Type of Event	<input type="checkbox"/> Banquet (tentatively to be catered by: _____) <input type="checkbox"/> Exhibition <input type="checkbox"/> Non-streaming conference <input type="checkbox"/> Live Streaming Conference (If yes please check as remarks shown) <input type="checkbox"/> Others			
Refreshments	<input type="checkbox"/> NO <input type="checkbox"/> YES (Please be aware that a cleaning fee equivalent to 10% of the session rate will be added to the total).			
Name of lessee				
Address	□□□□□			
Invoice Address	□□□□□			
VAT No.		Person in Charge		
Contact Person		Contact Person Tel.		
Contact Person Mobile:		Contact Person Fax		
Email				
Expected number of attendees		Expected number of VIPs (for reference only)		
(A)Conference room Rental Fee		(B)Equipment rental and other expenses	(A)+ (B)	
Reviewed by TaiNEX 1	Applicant (Signature and seal)			
	The applicant hereby agrees to comply with “ Rental Regulations and Rates for the 3F Ballroom of TAITRA Taipei Nangang Exhibition Center, Hall 1 (TaiNEX1) ”. (Company seal & President's seal)			
	Date: _____ (MM/DD/YYYY)			

Remark:

1. Rental Application Procedure:
 - a) This application form and the “TAITRA Taipei Nangang Exhibition Center, Hall 1-the 3F Ballroom Rental Quotation” issued by TAITRA (collectively referred to as the “Application Documents”) serve as the basis for the applicant to request the rental of the 3F Ballroom, TaiNEX 1 from TAITRA. The applicant must affix the required seals/signatures at the designated locations and submit the documents to TAITRA. The application submitted without required seals/signatures will not be processed.
 - b) The applicant confirms that it has thoroughly read and understood the “TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations ” and the “TAITRA Taipei Nangang Exhibition Center, Hall 1 the 3F Ballroom Rental Regulations and Rates” (collectively referred to as the “Relevant Regulations”), and agrees to comply with the Relevant Regulations and any instructions provided by TAITRA regarding the rental.
 - c) TAITRA may review the application in accordance with the Relevant Regulations. If the application is approved, TAITRA will notify the applicant in written documents or by email and issue a payment notice. Once TAITRA confirms the payment received, the rental agreement shall be deemed established, and the rights and obligations of both parties shall be governed by the Application Documents and the Relevant Regulations. If the applicant fails to complete payment within the specified deadline, the application shall be deemed expired, and TAITRA may allocate the venue to others. The applicant shall not claim any rights based on the expired application.
 - d) During the rental period, the applicant shall use the venue in accordance with the “TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations” and all other applicable regulations. In case of any violation, TAITRA may take actions in accordance with said regulations. TAITRA reserves the right to amend the Relevant Regulations and Fee Standards. Any amendments shall take effect upon announcement on the TAIPEI NANGANG EXHIBITION CENTER official website (URL: <https://www.tainex.com.tw/>) The applicant agrees to comply with the amended regulations starting from the effective date of the announcement.
2. TaiNEX1 is operated by Taiwan External Trade Development Council (TAITRA). Due to different addresses of the head office and business office, separate business entities are registered. And business tax shall be declared to the competent tax collection authority in accordance with Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for TaiNEX1 shall be “TAITRA Taipei Nangang Exhibition Hall”, VAT No.: 48971187.
3. Dining within the venue (including but not limited to refreshments, snack breaks, and meal boxes) is subject to a cleaning fee equivalent to 10% of the original venue rental rate. The aforementioned fee does not include the removal of special-effect paper confetti/streamers, decorative flowers, catering waste generated by banquets or external caterers (including but not limited to food waste, meal boxes, wine bottles, beverage cans, and tabletop waste), nor the cleaning of food service or plating areas. Any user intending to serve refreshments, meals, or host banquets within the rented premises is required to engage the contracted conference catering provider of TaiNEX 1, or the contracted restaurant operators of TaiNEX 1 and 2. Should catering services be provided by vendors other than the aforementioned contracted suppliers, the Center shall additionally charge the venue user a catering management fee. The relevant fees shall be charged in accordance with the Center’s Operating Regulations. The Center reserves the right of final interpretation and adjustment.
4. If partitions, modular systems, wooden structures, or other decorative installations are to be erected within the meeting rooms, protective carpeting must be fully laid underneath during move-in, move-out, and the event/exhibition period. Transparent plastic film may not be used as a substitute. If protective carpeting is found not to have been installed, a surcharge equivalent to 5% of the venue rental fee will be imposed, and construction or exhibition activities will be prohibited. Any damage caused to the existing carpet shall be subject to compensation. All such installations shall not exceed a height of 2.7 meters, must maintain a minimum clearance of 45 cm from the ceiling, and shall not be fully enclosed at the top, in compliance with fire safety regulations.
5. Each conference room/the 3F Ballroom is equipped with 110V, 15A AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. TaiNEX 1 will appoint licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. Electricity may only be supplied after the Technical Support Section completes electricity safety inspections. Each day, power must be turned off after activities have ended for the day. Separate application is required for activities that require 24-hour power supply.
6. Webcast services official contractors: <https://www.tainex.com.tw/en/venue/room-streaming>

*Note: The above information is provided to enable TAITRA to contact the information providers via telephone or email from 2025 to 2031. Information providers may contact TAITRA on the following matters: 1. Make inquiries or request access. 2. Request copies be made. 3. Request to supplement or correct information. 4. Request to cease collection, processing, or use of information. 5. Request to delete information. In order to exercise the rights listed above, please contact the event coordinator.