

TAITRA Taipei Nangang Exhibition Center, Hall 1 (TaiNEX1):

Rental Regulations and Rates for the 3F Ballroom

Version 2026.01.01

The total area of the Ballroom on the 3rd floor of TaiNEX 1 is 671 square meters, which can be partitioned into Room A (337 sqm) and Room B (334 sqm). Lessees may rent Room A, Room B, or the entire hall based on their needs. The maximum occupancy for the entire Ballroom is 447 persons (Room A: 224 persons; Room B: 223 persons).



Unit: NTD, excluding 5% VAT

Floor	Name	Area		Rental rate per time slot			
				Mon-Fri		Nights/Holidays/ Exhibition	
		Sqm	Ping	Meeting	08:00-12:00 13:00-17:00	Meeting/ Exhibition	08:00-12:00 13:00-17:00 18:00-22:00
		Banquet	10:00-16:00	Banquet	10:00-16:00 16:00-22:00		
3F	Ballroom	671	203	60,000		80,000	
	Ballroom-A	337	102	30,000		40,000	

	Ballroom-B	334	101	30,000	40,000
	Ballroom-VIP Room	50	15	4,000	5,000
	Name	Area		Hourly Rental Fee	
		Sqm	Ping	Move-in/out	Event period (indoor space with air conditioning)
	South Corridor (to Service Elevator)	108	33	500	1,000

Explanatory Notes:

1. The amounts listed in this table are exclusive of 5% VAT. The definition of weekends and holidays shall be based on the “Government Office Calendar” announced by the Directorate-General of Personnel Administration, Executive Yuan. If a Monday–Friday workday is adjusted to a holiday, evening/weekend rates shall apply. If a weekend or holiday is adjusted to a working day, Monday–Friday rates shall apply.
2. The VIP Room cannot be rented separately. It is only available to Ballroom lessees for an additional fee. No booth construction or discounts apply to the VIP Room.
3. When **used as a conference room**, the following basic equipment is provided free of charge:
two wireless microphones; one podium; one reception desk with tablecloth and table skirt; and two poster stands. All other equipment will be charged according to the price list (see “TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Equipment Leasing Fee Standards”). The basic equipment cannot be refunded or substituted if not required. No refunds will be granted for the cancellation of confirmed rented equipment. Additional equipment requested on short notice will be charged at 30% above the standard rate. The number of tables and chairs is limited to the standard capacity listed in the table; any additional requirements or on-site requests will be charged separately.

Space Name	Standard Capacity (persons)				
	Theater	Standard	Classroom	Hollow Square	U-Shape
Ballroom	372	264	160	92	88
Ballroom-A(South)	120	84	56	36	32
Ballroom-B(North)	192	132	88	52	48

4. **For banquet or catering** (external catering) events, only the contracted restaurant operators of Taipei Nangang Exhibition Center Halls 1 and 2 may be engaged (TaiNEX1: Festival Western Restaurant, The Menu; TaiNEX 2: CHIN CHIN. Please refer to the official website for contact details). **A 70% discount** on the venue rental fee will be

granted. The basic equipment will be rented at the following package rates, while additional equipment will be charged according to the standard price list.

(1) Half Hall

3 stage platforms (including stairs), 2 wireless handheld microphones, 1 fixed ceiling-mounted lift projector (including screen), 1 audio input line, 1 electronic signage display, and one 1 reception desk (including tablecloth and skirting): NTD 5,000 (tax excluded).

(2) Full Hall

3 stage platforms (including stairs), 2 wireless handheld microphones, 2 fixed ceiling-mounted lift projectors (including screens), 1 signal distributor (1 input / 4 outputs), 1 audio input line, 2 electronic signage displays, and 1 reception desk (including tablecloth and skirting): NTD 8,000 (tax excluded).

5. Except for bottled water, the bringing of food and beverages into the venue is strictly prohibited. Any exceptions must be approved in advance and handled in accordance with the following provisions:

(1) Conference refreshments may only be provided by the Exhibition Center's contracted refreshment vendors.

(2) For the use of refreshments or catering services within the rented premises, please engage the contracted conference refreshment vendor of Taipei Nangang Exhibition Center Hall 1 (please refer to the official website for contact details). If catering services are not provided by the contracted vendor of Taipei Nangang Exhibition Center Hall 1, the Exhibition Center will charge the venue user an additional Food & Beverage Management Fee of NTD 3,000 per time slot (tax excluded), in addition to the venue rental fee.

(3) For the use of lunch boxes (boxed meals) within the rented premises, rental fees shall be calculated on an hourly basis. The hourly rate shall be one quarter (1/4) of the standard meeting room rental rate for the applicable time slot, with a minimum rental period of two hours (any duration less than two hours shall be charged as two hours). If event setup or decoration is required, it shall be handled in accordance with Article 6 of these Rental Regulations. The number of tables and chairs is limited to the standard capacity of the meeting room; any additional requirements or on-site additions will be charged separately. Lunch boxes may only be supplied by the contracted conference refreshment vendor of Hall 1 or the contracted restaurants of Halls 1 and 2. If lunch boxes are not supplied by the aforementioned contracted vendors, the Exhibition Center will charge the venue user an additional Food & Beverage Management Fee of NTD 5,000 per time slot (tax excluded), in addition to the venue rental fee.

(4) Dining within the venue (including but not limited to refreshments and lunch boxes) is subject to a cleaning fee equivalent to **10%** of the venue rental fee at the original list price. The aforementioned cleaning fee does not include the removal of special effect confetti or streamers, decorative flowers, or catering-related waste (including but not limited to food waste, lunch boxes, wine bottles, beverage cans, and tabletop waste), nor does it include cleaning of food serving or plating areas.

6. Rental charges for setup and dismantling periods are calculated on a per time-slot basis,

in accordance with the following provisions:

(1) 08:00–12:00 / 13:00–17:00 / 18:00–22:00

Rental fees shall be charged at 60% of the standard rental rate for the applicable time slot (air-conditioning not included).

(2) 22:00–24:00 / 00:00–04:00 / 04:00–08:00

Rental fees shall be charged at 30% of the standard nighttime rental rate (air-conditioning not included).

These time slots are not available for standalone rental and must be rented in conjunction with the immediately preceding or subsequent time slot.

(3) Venue Occupancy Fee

The venue occupancy fee shall be charged at 30% of the standard rental rate for the applicable time slot.

(4) Additional Air-Conditioning Charges

If air-conditioning is required during setup or dismantling periods, the following air-conditioning fees shall be charged in addition to the rental charges specified in Items (1) and (2):

A. 08:00–12:00 / 13:00–17:00 / 18:00–22:00

Air-conditioning fees shall be charged at 24% of the standard weekday daytime rental rate (Monday to Friday).

B. 22:00–24:00 / 00:00–04:00 / 04:00–08:00

Air-conditioning fees shall be charged at 24% of the standard weekday daytime rental rate (Monday to Friday), plus an additional charge of NTD 3,000 per hour (tax excluded).

If two or more tenants are using the air-conditioning during the same period, the additional hourly charge shall be shared equally among them.

7. For overtime use of the venue of less than one hour, an overtime charge equivalent to one quarter (1/4) of the standard rental rate for the applicable time slot shall be applied. For overtime use exceeding one hour but less than four hours, the full rental rate for one complete time slot shall be charged.
8. When the venue is **used for exhibition** booths or stage construction, a venue layout/design plan (with dimensions clearly indicated) shall be submitted to the Exhibition Center for review and approval at least thirty days prior to move-in, in accordance with Article 6.1.1 of the “Taipei Nangang Exhibition Center, Hall 1 and Hall 2 Rental and Operational and Technical Regulations (hereinafter referred to as the “Technical Regulations”). Construction may commence only after approval has been granted by the Exhibition Center.
9. To support the spirit of green and sustainable exhibitions, tenants are encouraged to minimize the use of wooden structures for booths.

10. Tenants shall not affix advertisements, promotional materials, or backdrop panels directly to the walls or columns of the meeting rooms. If necessary, protective measures may be used, and prior approval from the Exhibition Center must be obtained before posting. All materials must be removed by the tenant after the event, and any damage to walls or columns must be compensated.
11. If partitions, system furnishings, wooden structures, or other decorative installations are to be set up within the meeting rooms, the following requirements apply: Protective carpeting must be fully laid on the floor during setup, dismantling, and exhibition periods. Transparent films cannot be used as a substitute. If protective carpeting is not installed, the Exhibition Center will charge an additional 5% of the venue rental fee and may prohibit construction or exhibition. Any damage caused to the existing carpet must be compensated by the tenant.
12. During the construction period, the contractor shall implement appropriate protective measures for public areas (such as corridors, walls, and flooring). In the event of any damage, the contractor shall be responsible for compensation or restoration to the original condition. The restoration method must be approved by the venue management.
13. If partitions, modular system structures, carpentry, or other decorative installations are to be erected within the venue, the height of such installations shall not exceed 2.7 meters. A clear vertical clearance of 45 cm must be maintained from the ceiling, and the installations shall not be fully enclosed at the top, in order to comply with fire safety regulations.
14. Only lightweight materials, such as foam board (polystyrene board) and red fabric banners, are permitted to be suspended from the ceiling. The use of destructive tools, such as nail guns, is strictly prohibited on walls. The floor load limit is 400 kg per square meter.
15. All decoration-related waste shall be removed by the decorator or the event organizer at their own expense. In addition, the “Leftover Waste Disposal Authorization Form (Banquet and Non-Banquet Events)” must be signed and submitted to the venue management at the time of payment.
16. Existing electrical panels, fire safety equipment, air-conditioning systems, power supplies, audiovisual systems, and all related switches or connection points within the meeting rooms shall not be concealed, obstructed, or relocated. Adequate access routes must be maintained at all times to ensure that authorized personnel can access and operate these controls and equipment.
17. The existing power outlets within the venue provide 110 volts, 15A. If additional power is required, a separate Electrical Usage Application Form must be submitted, and wiring must be installed by a venue-approved, qualified electrical contractor. Any related labor, materials, and electricity costs shall be borne by the event organizer. The electrical circuits must pass a safety inspection conducted by the venue’s engineering team before use, and the power must be turned off at the end of each day’s activities. For 24-hour power supply, a separate application is required.
18. Special Regulations for Ballroom: If the hall is rented for use as an exhibition venue, in

addition to the above regulations, the following must be observed during move-in and move-out:

- (1) Refer to Technical Regulations 6.1.5 – Escalator/Elevator Usage Precautions. If exhibits or decorative installations are to be lifted using outdoor cranes, the traffic flow must be confirmed with the venue in advance.
 - (2) The renter must hire security personnel during move-in and move-out periods (including overnight operations). Security services must be provided by the contracted security vendor of TaiNEX 1. It is recommended to deploy 2 personnel per post to maintain orderly access and exit of personnel, vehicles, decorative installations, exhibits, and construction waste.
19. If the space is rented for exhibition booths, the renter shall be responsible for venue cleaning fees during move-in, move-out, and the exhibition period. The fee is calculated at 10% of the venue rental cost, prorated according to the actual rental period. This fee does not cover the disposal of the following waste: confetti, paper flowers, and other materials generated by exhibition or event effects; food scraps, waste from catering areas, bottles, and kitchen waste; construction waste such as wood panels, foam boards, cardboard, and packaging materials; flowers, plants, and floral arrangements.
 20. For banquets, meetings, exhibitions, and other events, the renter must assign personnel to coordinate and complete the handover procedures with the venue management during move-in and move-out.
 21. Upon returning the venue, if the carpet shows obvious stains such as spilled beverages that require special cleaning, a cleaning fee of NT\$2,000 (excluding tax) per spot will be charged based on the actual situation. A "spot" refers to a single, clearly identifiable stain or area, as determined by the venue staff according to the circumstances.
 22. The scheduling priority for banquet halls will be determined based on the rental scale (including area size and rental fee) and the renter's cooperation (such as timely payment of the venue fee as required). The venue reserves the right to make the final adjustments to the scheduling.
 23. Payment Methods:
 - (1) Venue Rental: Payment is due upon confirmation of the booking.
 - (2) Equipment Rental and Other Usage Fees: Full payment must be made no later than three working days before the event. Fees for any additional items requested on short notice must be settled before the conclusion of the event.
 - (3) Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Due to differences in business addresses, in accordance with Articles 28 and 38 of the Value-Added and Non-Value-Added Business Tax Act, separate business registration and tax declarations must be made with the competent tax authority. The registered business name of Taipei Nangang Exhibition Center, Hall 1 is: Taiwan External Trade Development Council, Taipei Nangang Exhibition Center, Hall 1, Unified Business Number: 48971187.
 24. These charging standards are subject to adjustment without prior notice.