

TAITRA Taipei Nangang Exhibition Center, Hall 2

Charging Standards and Governing Regulations for the Rental of Non-Exhibition Spaces

(Effective as of 2026.04.01)

Unit: NT\$/hour (excluding tax)

Area Size	Surface Area		Venue Cost during the Event (Attendees who are not staff members of the organizer or co-organizer will be charged with the venue fee during the event)		Venue Cost during Move-in/Move-out Periods
	Square meters	Ping	07:00~18:00	18:00~23:00	00:00~24:00
			Per hour	Per hour	Per hour
P	7,560	2,287	68,000	86,000	21,000
Q	7,560	2,287	68,000	86,000	21,000
1F (Whole)	15,120	4,574	136,000	172,000	42,000
R	7,560	2,287	68,000	86,000	21,000
S	7,560	2,287	68,000	86,000	21,000
4F (Whole)	15,120	4,574	136,000	172,000	42,000
Cleanup Fee					
Number of Areas Used for Exhibition	1 Area	1.5 Areas	2 Areas	Unit: NT\$/ Session /tax inclusive (Effective from 2026/4/1)	
Fee per event (including move-in period and cleanup after move-out)	28,000	42,000	56,000		
Additional Fees for Meal Conference Events	4,000	6,000	8,000		
Notes	<ol style="list-style-type: none"> The fee above does not include decoration waste, paper flowers and ribbons used for special effects, decoration flower, or dinner catering garbage (such as food waste, meal boxes, wine bottles, beverage cans, trash on tables, etc.) removal or cleanup for catering and food pickup areas. Trash clean-ups from competitive activities shall be charged on a case-by-case basis depending on the amount and type of trash generated. This is not covered in the standard clean-up fees. 				

3. The fee charges shall be according to the size of the venue whereby full-time cleaning staffs will be dispatched during the move-in and event periods, including 4 hours of cleanup time after stage/table/chair dismantling.

Governing Regulations:

- I. The venue fees listed does not include 5% VAT. The above fees are for the use of space only. For the use of space or **equipment outside of the venue**, please refer to the relevant fees and rental regulations.
- II. Please comply with all the requirements of the “Operation Technical Specifications of the TAITRA Nangang Exhibition Center Halls 1 and 2” . when renting a venue for events. If TAITRA must enter the site to film the area for record or promotional video purposes, the lessee shall cooperate unconditionally.
- III. The minimum rental period between 07:00 and 24:00 is 8 hours (a period of less than 8 hours shall be charged as 8 hours). During the event period, the minimum rental period is 4 hours (a period of less than 4 hours shall be charged as 4 hours). Use for less than one hour is counted as one hour.
- IV. A minimum of 1 area must be rented. Rent is calculated by number of areas. If less than 1 area is used, the rent for 1 area will be charged. If more than 1 area but less than 1.5 area is used, the rent for 1.5 area will be charged; if more than 1.5 area is used, the rent for 2 areas will be charged.
- V. In principle, activities may not be held past 23:00. An additional NT\$50,000 will be charged for each area for every 15 minutes after 23:00. An additional NT\$100,000 will be charged for each area for every 15 minutes after 23:30. The venue will be closed at 24:00. All activities must end before 24:00.
- VI. **If the activity takes place during a Saturday, Sunday or other national holiday, or the move-in and move-out periods fall between 07:00 the day before Chinese New Year and 24:00 the day after Chinese New Year, an additional 20% will be charged for the venue** (according to the number of hours rented, periods under 1 hour will be charged as 1 hour).
- VII. Other Fees and Regulations: Depending on the actual usage requirements, please comply with or pay the following additional fees.
 - (I) Cleanup Fee: Cleanup fee must be paid according to the areas rented.
 - (II) Catering area maintenance fee and water fee: Cooking is subject to prior approval and shall take place in areas designated by TAITRA following approval. Due to cleaning and hygiene considerations, venues may only be used for heating up food. The Lessee shall be solely responsible for the safety, sanitation, and post-event cleaning. An additional cleanup fee will be charged based on the area used; NT\$50,000 (VAT included) will be charged for each catering area. In addition, the water fee for the catering area will be charged at NT\$3,000 (tax included) per day for each rented area.
 - (III) Air Conditioning Fee: Air-conditioning will be provided during the event period; air conditioning will not be provided during the move-in/move-out period, but will be charged at NT\$27,900 (tax included) per hour per area. The fees shall be deducted from the deposit.
 - (IV) Water and Electricity Fees: The actual amount used during the period of venue rental will be charged.

- (V) Utilities Connection Fee: In an effort to enhance electrical safety, primary-side power supply (i.e., linking the supply from the electrical distribution equipment of the Exhibition Center to the distribution box at the event site) will be done by the Exhibition Center’s temporary utility contractor. The Lessee is asked to fill out the Utility Connection Application Form accurately. The cost of the wiring works will be deducted from the security deposit. Secondary-side power supply shall be handled by the contractor hired by the Organizer(s). The Organizer(s) will be charged an extra NT\$100,000 electrical safety deposit should they choose to hire a contractor not listed in Article 9 of the “Taipei Nangang Exhibition Center, Hall 2 Electrical Appliance Activity Contractor Management Regulations”.
- (VI) Security Fee: To ensure onsite event security, the Organizer(s) must provide the building with contracted security personnel during the official event period (including one hour before and after the event). Their services include patrolling the exhibition site, providing relevant fire safety for the east side corridor, providing evacuation direction guidance, and reporting to the squad captain or leader of the building. Costs for security personnel per hour is based on the current contract between TAITRA and the security company and will be deducted from the security deposit). The number of security personnel will be assigned as follows:

Usage areas (1F or 4F)	In the exhibition hall	East side corridor	Backup personnel	Total
2 Areas	1 person	1 person	1 person	3 persons
1 Area	1 person		1 person	2 persons

Note 1: If the use of the catering area on the 1F and 4F affects the car lane traffic of B1, 1F and 4F, in order to maintain the safety and smooth operation of the site and traffic, the venue will request the Organizer(s) to hire additional security presence (2 posts and 3 security personnel) for each catering area, depending on the scope and period of impact.

Note 2: If the south and north side entrances also need to be opened, or if the west side entrance is to be used for the delivery of goods, access of trucks or personnel, the venue may request the Organizer(s) to hire additional security presence (2 posts and 3 security personnel) during the use period.

Note 3: According to the June 9, 2014 Taipei Labor Letter No. 10333356801 issued by the Taipei City Government Bureau of Labor, if staff of an event organizer business unit requires extra security guards to maintain safety, it is recommended for said organizer to retain professional security guards for the task in order to reduce occupational safety hazards.

- (VII) Medical Personnel: The Organizer(s) must employ its own medical personnel during rented period, and ambulances (including accompanying ambulance personnel) shall be on standby outdoors at the same time.

VIII. Payment:

- (I) Deposit: The deposit is **40%** of the total venue fee and must be paid once an event period is scheduled (the deposit will not be returned if the event is canceled or the period rented is shortened).
- (II) Final Payment: The final payment is **60%** of the total venue fees, to be paid no later than one month prior to the start of the rental period.
- (III) Security Deposit: The final payment is **20%** of the total venue fees, to be paid no later than one month prior to the start of the rental period. The minimum security deposit is NT\$400,000.

IX. 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.

X. 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

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business entity name for Taipei Nangang Exhibition Center, Hall 2 is: TAITRA Taipei Nangang Exhibition Center, Hall 2; Unified Business Number: 42553714。