



TaiNEX 1
Exhibition Manual
November, 2024

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CHECKLIST

Deadline		Services / Items	Contact (Tel & Email) / Remarks	Page
ASAP		Conference Room Application		105-113
ASAP		Public Space Application		120-123
ASAP		Multi-Functional Space Application		124-127
30 days	Before Move-in	Construction of Two (multiple)-storey Booth		68-70
30 days		Construction of Booth Exceeding 4 Meters		71-73
30 days		Television Wall Setup		76
25 days		Pillar Decoration Application		132
21 days		Water & Electricity / Drainage Installation	+886-2-2725-5200 Ext.5569(1F) / 5568(4F)	62-65
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)	7
14 days		Occupational Safety & Health Terms of Agreement		50-60
10 days		Heavy Vehicle Entry Application (Grapple Trucks included)		98-100
10 days		VIP Room, Press Center Application		118-119
10 days		Temporary Advertisement		79-97
10 days		Promotional Balloon Installation		74
10 days		Stage Equipment and Sound System Setup		77-78
5 days		Agreement on Showground Cleaning		104
5 days		Rigging Construction Application		136-142
5 days		Exhibits on a Bonded Basis		128

5 days		Certificate of Public Accident Liability Insurance		130
Before 4pm everyday		Showground use overtime		117
Upon Request		Air-conditioning during Move-in/out		67
Upon request		Retention of Decoration Materials in Showground		101
Upon request		Crane Hydraulic Support Steel Plate and Sleeper		134-135
		Venue Checklist (Move-in/out)		102-103

FACILITIES & SERVICE

Service	Location and Information
Information counter (Organizer)	1 st floor (Near each area entrance) Tel:+886-2-27255200 # 5121 (area I) 、 # 5102(area J) 、 # 5123(area K) 4 th floor (Near area M entrance) Tel:+886-2-27255200 # 5401 (area M, south) 、 # 5411 (area M, North)
Information counter (TaiNEX 1)	1 st floor, lobby, main entrance (Near area J) Tel:+886-2-27255200 # 5111
Food & Beverage	Café / Fast Food / Restaurant / Convenience Store: *1 st Floor : West side- Mos Burger / Chicken Master / Messe Bistro / 7-11 / Real Bakery / Louisa Coffee/ Subway *1 st Floor : East of Showground- Snack bars *3 rd Floor : Restaurants -Festival Western Restaurant (coffee, light meal and Western dishes) -The Menu (Set Meal, Chinese style dishes, Boxed Meal, Beverages & Desserts) -Ballroom (For rental info, please contact +886-2-27255-5200 ext. 5520)
ATM	1 st Floor - South Entrance (Near area K)
Free Internet Service	B1 - 6 th Floor (Inside TaiNEX 1)
Luggage Storage Room	1 st Floor - Room 145 (Near area J)
First Aid	1 st Floor - Room 158 (Near area K) 4 th Floor - Room 452 (Near area N)
AED	1 st Floor-Near area J entrance 4 th Floor-Near area M entrance
Breastfeeding Room	1 st Floor-Room 115 (Near area J)
Vending Machine	*Beverage B1, 1 st Floor, 4 th Floor
Parking Lot	B1 (Vehicle: 620, Motorbike: 1,770)
Musalla (Prayer Room for Muslim)	4 th Floor (Near area L entrance)
Electricity/Water Service	1 st floor - Information Counter (TaiNEX 1) Tel:+886-2-27255200 # 5112
Cellphone Charging Station	*ChargeSpot Power Bank 1 st Floor (Near area J 、 K) *Wireless charging station 1 st Floor (Near area J), 4 th Floor (Near area M)

	*Regular charging station B1 dining area, 1 st Floor (Near area J)
Forwarders	*Eurotran Expo Service Co., Ltd. Tel: +886-2-2785-6000 *Evergreen Logistics Co., Ltd. Tel: +886-2-2512-6973
Cleaning Service	*Best CNC Co. Ltd. Tel: +886-2-2577-3451 / +886-2-27255200 # 5011
Security Service	*SE Security Co. Ltd. Tel: +886-2-2278-7189 / +886-2-27255200 # 5136

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 1) 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 I on the east side of the ground floor or in Area L on the east side of 4th 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 I on the east side of the ground floor or in Area L on the east side of 4th 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 1 (TaiNEX 1)

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

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.

1.4.3 Please refer to Appendix 3 for details.

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, 8:10 or 9:10 a.m.
- 2.2.4 After the second day, 8:40 or 9:40 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 16) 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 18 for details.

2.4 Application for Public Space

Please refer to Appendix 19 for details.

2.5 Application for Multi-Functional Space

Please refer to Appendix 20 for details.

2.6 Application for Exhibits on a Bonded Basis

Please refer to Appendix 21 for details.

2.7 Application for Adjustment of the Exhibition Hours

Please refer to Appendix 22 for details.

2.8 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 23.

Taipei Nangang Exhibition Center, Hall 1 and Hall 2

Rental and Operational and Technical Regulations

Oct. 23th 2024 revised

1 Objective

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

2 Definitions

- 2.1 Lessee: the lessee refers to a legal entity that rents the venues in TaiNEX 1 or TaiNEX 2. The legal entity should be a domestic or foreign government agency or a domestic or foreign statutory, for-profit or non-profit organization. **If the lessee organizing an exhibition is a for-profit organization, the paid-in capital of one of its units or the total paid-in capital of all units must be at least NT\$10 million.**
- 2.2 Decorating Contractors: Decorating contractors include staffing, modular trade show booths, woodworking, art design, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklifts, and customs.
- 2.3 Exhibition Halls: Exhibition halls in these regulations refer to the exhibition areas on 1F and 4F

of TaiNEX 1 and TaiNEX 2.

- 2.4 Conference rooms: they refer to the conference rooms on 3F, 4F, and 5F of TaiNEX 1 and the conference rooms on 4F, 6F and 7F of TaiNEX 2.
- 2.5 Exhibition Areas: The showgrounds in TaiNEX 1 may be rented in their entirety or in individual areas, including areas I, J, and K on the ground floor and areas L, M, and N in the Sky Dome. The showgrounds in TaiNEX 2 can be rented in their entirety or in individual areas, include areas P and Q on the ground floor and areas R and S in 4F.
- 2.6 Lease period: the period during which Lessee leases the venue (s) in TaiNEX 1 and 2 from TAITRA, including the Move-In, Exhibition or Event Period and the Move-Out Period.
- 2.7 Weekends and national holidays: According to the dates announced by the Directorate-General of Personnel Administration, Executive Yuan.
- 2.8 Move-in: The preparatory work carried out by the Lessee to set up the booths, decorate the stage and set up the equipment and related facilities prior to the exhibition or event.
- 2.9 Move-out: This refers to the removal of booths, stage, equipment, furnishings, trash and other cleanup by the lessee after the exhibition or event.

3 Lease Procedures

- 3.1 The following procedures are to be followed by the exhibition organizers:
 - 3.1.1 The Lessee must visit TAITRA's official website (www.twtc.org.tw) and download the "TAITRA Exhibition Venue Reservation Application Form" Applications for exhibition periods from January through December of the year after next should be submitted to TAITRA between November 1 and December 31 of that year. If necessary, TAITRA may require the lessee to submit an exhibition plan.
 - 3.1.2 Lessee shall pay a reservation deposit in the amount of NT\$300,000 per area (NT\$300,000 for 1 area, NT\$600,000 for 2 areas, etc.) based on the "TAITRA Exhibition Venue Reservation Application Form" submitted by Lessee. The reservation deposit is payable by non-transferable check with the venue as the beneficiary and the invoice date 31st March of the following year.
 - 3.1.3 Once TAITRA approves the exhibition periods in the application, the reservation deposit will be transferred to the Lessee's deposit for rental fees.
 - 3.1.4 If the Lessee sends a notice of cancelation or reduction of the rented space before 15th March of the following year), the reservation deposit already paid will be refunded.
 - 3.1.5 If TAITRA is unable to approve an exhibition period, the reservation deposit paid by the Lessee will be refunded without interest.
 - 3.1.6 If the reservation deposit check cannot be cashed, the reservation application will be considered invalid and TAITRA may award those exhibition periods to other organizations, but may also reject the applicant's reservation application within 2 years. If the applicant submits the reservation application in the 3rd year, the reservation deposit can only be paid by bank transfer.
 - 3.1.7 The reservation application will be considered invalid if the application is not submitted within the deadline, if the information submitted is incomplete, or if the reservation deposit is not paid in full.
 - 3.1.8 After TAITRA has completed the review and arranged the exhibition periods, TAITRA will ask the Lessee to sign a rental contract and pay the rental fee deposit by the

deadline. TAITRA will reserve the exhibition periods only after the Lessee has signed the contract and paid the deposit by the deadline.

3.1.9 If the Lessee does not pay the deposit and does not sign the contract in time, TAITRA may make the exhibition periods available to another applicants/lessee.

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

3.2.1 The Lessee (including organizers of large conferences, concerts, sporting events, banquets, and artistic or cultural performances) must download the "Nangang Exhibition Center Hall 1 Exhibition Hall Reservation Application Form for Events" from the official website of TaiNEX (<https://www.tainex.com.tw/venue/app-event/1>) or download the "Nangang Exhibition Center Hall 2 Exhibition Hall Reservation Application Form for Events" (<https://www.tainex.com.tw/venue/app-event/2>). In addition, the company must provide a photocopy of the 'business license, tax certificate and event plan, and submit an application to TAITRA for the event period at least 6 months prior to the event.

3.2.2 Upon receipt of the Lessee's application for a reservation, TAITRA will verify the Lessee's qualifications and supporting documentation. If the Lessee's event name is contrary to public order and morality or is an apparent violation of The Protection of Children and Youths Welfare and Rights Act, TAITRA may require the Lessee amend the event name.

3.2.3 Once the application is approved and an event period is set, TAITRA will immediately notify the Lessee and remind them to pay the deposit of the rental fee and sign the rental contract by the deadline. If the Lessee fails to pay the deposit and sign the contract by the deadline, TAITRA reserves the right to revoke the Lessee's eligibility to rent the exhibition hall.

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

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

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

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

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

- 3.3.1 The Lessee must inquire in advance with TAITRA about the use of the leased premises, based on the Lessee's actual need for the event. TAITRA's response or offer to the Lessee's inquiry prior to the signing of the contract shall serve only as an indication and shall have no legal effect.
- 3.3.2 If the Leased Space includes Conference Room 701, Lessee shall notify TAITRA in writing of the requirements for the use of the entire Leased Space as the basis for TAITRA's preparation of the "TAITRA Taipei Nangang Exhibition Center Hall 2 Venue Quotation" If the Leased Space does not include Conference Room 701, Lessee shall complete the "TAITRA Taipei Nangang Exhibition Center Hall 2 Conference Room Lease Application Form" and submit a lease application to TAITRA. The Lessee shall attach the event plan, list of responsible persons and equipment plan to the application form for TAITRA' to review and make the appropriate arrangements.
- 3.3.3 The application process shall be deemed to be completed when the "TAITRA Taipei Nangang Exhibition Center Hall 2 Venue Quotation" or the "TAITRA Taipei Nangang Exhibition Center Hall 2 Conference Room Lease Application Form" referred to above has been signed by the parties; and after the Lessee has paid the Venue Fee deposit in full by the due date, if the Leased Space does not include Conference Room 701, the Agreement shall be deemed to be signed by the parties. Only if the Leased Space includes Conference Room 701 shall the parties be required to sign this Contract after Lessee has made the Venue Fee Deposit.
- 3.3.4 Lessee's events shall not disturb public order and morality in any way. Lessee shall be fully responsible for maintaining order in the facility during the event to ensure the safety of event participants.
- 3.3.5 In the event that approval of the event organizer's event plan by the appropriate authority is required, Lessee shall obtain such approval in advance and shall bear all legal responsibility arising out of the event. The Lessee shall not name TAITRA as an organizer, co-organizer or sponsor without written approval from TAITRA.
- 3.3.6 Prior to receiving the approval letter for venue rental from TAITRA, Lessee shall not advertise that the event will be held at the venue operated by TAITRA, otherwise Lessee shall be liable for all damages incurred by both parties.

4 Principles for Reviewing Exhibitions and Scheduling Exhibition Periods

4.1 Principles for the review of exhibitions

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

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

Second place: in the case of requests concerning exhibitions that are held the same number of times in the same month, priority will be given to the exhibition with the

larger size. The size of the exhibition will be calculated based on the number of booths within the rented space at the previous exhibition.

Third place: priority is given to the exhibition with the greater total number of foreign buyers during the previous exhibition period. The requested issuance of the total number of foreign buyers must be proven by notarized documents (e.g., by an accounting firm, etc.). For those who cannot prove documents, the order of priority will be decided by lot.

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

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

4.2 Exhibition name review:

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

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

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

4.3 Other notices:

4.3.1 To maintain the order of development in the exhibition market, when exhibitions of the same industry (or similar nature) apply for new annual slots, there must be an interval of at least one month between the two exhibitions if they are to be held in the same exhibition hall. If held in different exhibition halls, the interval must be at least 21 days.

4.3.2 For the classification of the exhibition industry being applied for, please refer to the

'Exhibition Industry Classification List' on the official website of TWTC (Taipei World Trade Center). In case of any disputes, TAITRA reserves the right of final interpretation.

4.3.3 For the allocation of exhibition areas during the same exhibition periods, priority will be given to those exhibitions with larger rented areas.

4.3.4 To fully utilize each exhibition area, TAITRA reserves the final rights for allocation during each exhibition period.

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

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

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

5 Operation time

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

5.2 When renting event venue, the minimum rental time is 8 hours between 7 a.m. and 12 p.m. (a rental of event space, including move-in and move-out, that is less than 8 hours will still be charged as 8 hours). On the day of the event, the minimum rental time for the event space itself (excluding move-in and move-out) is 4 hours (an event that takes less than 4 hours will still be charged as 4 hours).

5.3 During the Lease Term, Lessee shall evacuate the crowd in the Leased Exhibition Hall at the end of each Lease Day. If Lessee or its employees continue to use the space after the rental period without requesting in advance an extension of use of all or any portion of the rented space and obtaining TAITRA's approval, TAITRA will charge Lessee the overtime fee for the entire rented space and deduct that amount from Lessee's security deposit. TAITRA also reserves the right to require Lessee to cease operations immediately.

5.4 During move-in and move-out periods, additional time must be reserved for unexpected needs to avoid unexpected requests for early move-in or extended use of the leased exhibition hall

causing inconvenience and chaos for both parties. The move-in and move-out time specified for booth construction/decoration before an exhibition/event and for dismantling after an exhibition/event in the rented space must take into account the size of the rented space, the complexity of the booth construction/ decoration and the difficulty of setting up the exhibits, etc.

6 Move-in and move-out periods

6.1 Basic notices

- 6.1.1 Floor plan and related documents must be submitted to TAITRA for review 30 days prior to move-in. If temporary advertisement, booth exceeding 4 meters, promotional balloons, two (multiple)- story booths, stage and audio equipment are to be constructed, the lessee must submit an application to TAITRA 30 days prior to the date of the exhibition or event. The above construction activities may not be commenced without written approval from TAITRA.
- 6.1.2 Plans for ingress and egress for personnel, vehicles, and machinery equipment during move-in and move-out period, and for ingress and egress for visitors during the exhibition or event and the plan for managing traffic flow and crowds should be coordinated with TAITRA 30 days prior to the exhibition or event date to make appropriate arrangements.
- 6.1.3 Construction (decoration) inside and outside TaiNEX 1 and 2 should be limited to the leased area(s), and public area facilities should not be impacted or blocked for any reason, including the main entrance, lobby, open spaces, walkways, elevators, stairs, public walls, emergency exits, power boxes, air sensors, and exhaust vents. NO promotional items may be displayed in the above facilities and areas. NO Banners of any kind are permitted in the 1st floor lobby. The area in front of the fire hydrant, fire alarm panel and fire extinguisher must remain clear and unobstructed. In the event of a violation, the lessee is required to immediately remedy the situation, otherwise TAITRA has the right to remove the obstructions without notice and the lessee cannot claim compensation or damages. All costs incurred by the removal will be deducted from the deposit of the Lessee.
- 6.1.4 If the Lessee intends to place temporary advertisements in areas near or outside TaiNEX 1 and 2 during the Lease Period, he must obtain TAITRA's approval in advance and apply for a permit from the relevant authority in accordance with the relevant regulations. He must also submit an application to TAITRA at least 10 days before the exhibition or event by submitting documents such as the affidavit, the decoration and design plan, and the site plan of the installation. To set up a temporary advertisement inside or outside TaiNEX 1 and 2, please follow the procedures described in the "Regulations for Temporary Advertisements in TaiNEX 1 and 2".
- 6.1.5 Sufficient safety precautions should be taken during the transportation of exhibits and decorative materials to avoid unforeseen incidents.
- 6.1.6 Lessee is responsible for removing exhibits, decorations and decorative waste from TaiNEX 1 and 2 (including areas inside and outside the rented venue) prior to the end of the lease period. Otherwise, TAITRA will hire a third party to transport the waste to a legal disposal site. The costs will be borne by the Lessee and will be deducted from the security deposit.
- 6.1.7 To ensure the safety of exhibits, the Lessee is allowed to install surveillance cameras on the showground, and exhibitors are required to take good care of their exhibits and valuables. If necessary, Exhibitors may install surveillance cameras at their booths. If exhibits or valuables

are damaged or lost, TAITRA will not be responsible.

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

6.2 Personnel

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

6.2.2 TaiNEX 1 and 2 also set up access control with facial recognition for decorators. Decorators who hold a Taiwan Occupational Safety and Health Card can register in the system before entering the venue (official website: <https://www.tainex.com.tw/>; path: Home > Services & Facilities > Contractor Services > Facial Recognition). Once registration is complete, decorators can verify their qualifications to enter the venue via facial recognition. Those who choose not to use facial recognition will be required to carry (or show via the app) their Taiwan Occupational Safety and Health Cards for verification by the security personnel.

6.2.3 Move-in and move-out periods: All workers must wear safety helmets and present the Taiwan Occupational Safety and Health Card issued by the Ministry of Labor before entering the showground. Workers must also wear uniforms, vests, or other identifiable company-branded equipment (company-branded helmets are acceptable).

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

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

6.3 Vehicles

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

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

entering the exhibition hall.

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

6.3.4 **Entry of grapple trucks into TaiNEX 1 and 2 is prohibited. Lessees should encourage exhibitors to minimize woodwork in booth designs.**

If the use of grapple trucks is necessary because there is insufficient time to move out or the planning of the exhibition schedule or booth layout creates noise or traffic problems in the surrounding area, the grapple truck operator may submit a "Application for Grapple Trucks Entry into TaiNEX 1 and 2" to the Administrative Office 3 business days prior to the entry day. However, an application will only be processed if the following conditions are met:

* **TaiNEX1: At least two areas are leased.**

* **TaiNEX2: At least one area is leased.**

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

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

- Trucks are only allowed to enter the exhibition areas from the east side of the exhibition hall (vehicle entrance on Jingmao 1st Road). To enter the Sky Dome exhibition hall, vehicles must drive up the truck ramp (also known as the spiral ramp with a total width of 11.4 meters and a height of 6 meters; the height limit for vehicles is 4 meters).
- The height and width of the freight entrances in each area are shown below: (Unit: meters)

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

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

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

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

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

6.3.7 Special regulations for TaiNEX2:

1. Trucks entering the 1st floor (Areas P and Q) from the north and south sides of the exhibition hall (truck entrances on Section 1, Nangang Road and Lane 62, Jingmao 2nd Road) need to use the exhibition hall's truck ramp (also known as the spiral ramp, with a width of 5.5 meters, height of 4.2 meters, vehicle height limit of 4 meters, and length limit of 13 meters) to access the 4th floor exhibition area.
2. The dimensions of freight elevators 14 and 15 in the exhibition hall are 3 meters (height) x 3 meters (width) x 7.8 meters (depth), with a weight limit of 6,000 kilograms.

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

(Unit: meters)

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

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

4. The maximum floor loading capacity of the 1st floor exhibition hall is 5 tons/m² and that of the 4th floor is 2 tons/m². On the 7th floor, the maximum floor loading capacity of the 7th floor Exhibition Hall is 1.2 tons/m² and that of the 7th floor Sky Gallery is 0.75 tons/m². Vehicles or freight exceeding the width of the freight entrance or freight elevator door or the height limit of the ramp will not be allowed to enter the exhibition hall. Exhibits and decorations exceeding the weight limit must be dismantled and packed separately before entering the exhibition area. Anyone causing damage to the facility through improper handling will be liable for the damage.
5. Hanging or attaching advertising or promotional materials directly to the walls and ceilings is prohibited on the 1st floor and 4th floors of the Exhibit Hall. Lessee may not attach advertising or promotional materials directly to columns or walls. If Lessee wishes to use back walls or take other protective measures to attach advertising or promotional materials, approval from TAITRA is required. Should damage occur to the surface of columns and walls, the lessee will be liable for damages. All materials must be removed as soon as the exhibition or event is over.
6. Regulations on loading capacity for vehicles entering/exiting the showground:

1F Exhibition Hall (including entrance driveway)	
1. Weight capacity of the truck (including the gross weight of the vehicle and goods)	(1) 20 tons for dual-axle; 35 tons for 3 axles; 44 tons for 4 axles. (2) The minimum safety distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) The total load of a single forklift should not exceed 18 tons. (2) When two adjacent forklifts transport different objects, they should maintain a safety distance of at least 6 meters. (3) For objects weighing more than 18 tons (and less than 36 tons is mandatory), two forklifts may work together, provided they maintain a safety distance of at least 4 meters. (4) Each loading and unloading operation must not last longer than 50 minutes.
3. Load restrictions for crane trucks	(1) The total load of a single crane car must not exceed 27 tons. When 2 adjacent cranes handle different objects, they should keep a safety distance of at least 9 meters.

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

6.4 Freight elevator

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

6.4.2 If Lessee requires the use of the large freight elevators, Lessee must notify TAITRA in advance

the number of freight elevators and the hours to be used.

6.4.3 During the rental period, when operating vehicles are moved in/out the freight elevator, each vehicle must be staffed by at least two personnel (one responsible for driving and another for operating the freight elevator and ensuring operational safety in the surrounding area). If freight elevator damage occurs due to improper operation, violating contractors shall be liable for the full cost of repairs and will also be subject to a fine of NT\$100,000 for each incident.

6.5 Operation procedures during Move-in

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

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

6.5.3 If decoration is made mainly of wood, it should be pre-fabricated outside the exhibition hall and transported inside for assembly.

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

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

6.6 Operation procedures during Move-out

6.6.1 When the tape is used on the floor, make sure it is all cleaned up and disposed of once the exhibition or event is over.

6.6.2 Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed.

6.6.3 All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.

7 Maintenance of original facilities of exhibition halls

7.1 The use of nails is prohibited on the floors, walls, pillars, ceilings, and other facilities of TaiNEX 1 and TaiNEX 2, as well as any actions that may cause damage.

7.2 Ceilings, all types of lighting, pilot lights, air conditioning units, wiring and piping shall not be removed, altered or used to hang decorations, exhibits or lighting objects.

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

- 8.1 The Lessee shall contract the electrical technician of the event to set up and manage the water, electricity, and compressed air supply for the exhibition and the event. The Lessee shall complete the Water and Power Supply Sheet for water and power requirements for all booths. The sheet shall include information on electricity usage, water supply, and compressed air supply for each booth. The sheet shall be stamped with the lessee's seal or signature and given to the electrical technician of the event, who shall forward it to TaiNEX1 or TaiNEX2 for review 15 days prior to move-in and then set up according to the drawings during move-in. The electrical technician of the event shall inquire the lessee about the aforementioned construction elements.
- 8.2 Electrical load wiring for booths must be contracted and performed by electrical and plumbing contractors holding a Level A or higher electrical installation certificate and registered with a member organization of TAITRA. The electrical technician of the event may not modify the existing electrical systems of the exhibition halls or connect electrical equipment that is incompatible with the electrical systems of the exhibition halls. If violations of these regulations are found, the booth's electrical distribution box will be removed and the power supply will be cut off. The Electrical wiring grooves of TaiNEX1 and TaiNEX2 are for wiring only. It is strictly forbidden to lead water into the wiring grooves.
- 8.3 Lessee is responsible for related costs for water, electricity, compressed air, and construction costs for water and electricity installations during the lease period. Lessee is also responsible for safety during construction and use of electricity (or water) and air conditioning. To enhance safety during the use of electricity, all operations must be handled in accordance with the "TaiNEX 1 and 2 Electrical Appliance Rental Vendor Management Rules". The electrical appliance installation contractor selected by the Lessee must pay a deposit of NT\$100,000 for the safe use of electricity.
- 8.4 The Lessee is obliged to pay TAITRA within 10 days after the end of the event the charges for water, electricity and compressed air consumed during the lease period. Wiring and installation of the aforementioned water, electricity or compressed air lines will be done by the Lessee's electrical and plumbing contractors.
- 8.5 Lessee's electrical and plumbing contractors shall complete the Affidavit of the Exhibition Hall and Notice of Sources of Transmission of Electricity/Water/Air to TaiNEX 1 or TaiNEX 2. TAITRA staff will work with the lessee's electrical and plumbing contractors to conduct a preliminary inspection to prevent malfunctions. After confirming the safety of power usage, the supply of electricity, water and compressed air will be carried out.
- 8.6 The electricity charges of exhibitors shall be collected by the Lessee. TAITRA will calculate electricity charges for the lease period based on the electricity meter (from move-in through the duration of the exhibition or event until move-out). Exhibitors requesting 24-hour power will not be compensated by TAITRA if electrical equipment fails due to a Taiwan Power Company power outage resulting in damage. To align with energy-saving and carbon-reduction policy announced by government, the Lessee and exhibitors are requested to use energy efficient lighting equipment whenever possible.
- 8.7 In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:

8.7.1 First level, self-management:

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

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

8.7.2 Second level, supervising unit inspections:

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

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

8.7.3 Third level, third-party inspections:

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

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

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

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

9 Electricity & air-conditioning

9.1 Electricity:

- 9.1.1 During move-in (except the day before the exhibition or event): Ceiling lighting will be provided during open hours for set-up and decoration. However, electricity will NOT be provided for individual booths. If decorators require working electricity, a request may be made to the Lessee's Information Desk and electricity will be provided according to the time requested.
- 9.1.2 Duration of the exhibition or event: electric power must be supplied each day before move-in; the ceiling lighting must be turned off 15 minutes after the end of the exhibition; electric power to booths in the exhibition hall must be shut off 30 minutes after the end of the exhibition.
- 9.1.3 The day before the exhibition or event: the time for the electric power supply of the day will be determined by the Lessee by prior written request. Any change to the originally agreed upon time for power must be requested in writing up to one hour prior to the originally requested time.
- 9.1.4 The use of fuel generators for power supply is prohibited inside the exhibition hall.
- 9.1.5 During the exhibition and event, including move-in and move-out periods, power shut-offs will be conducted according to the work schedule. The lessee must ensure their designated electrical contractor is present to properly shut down the equipment. If the electrical contractor is not present during the power shut-off and equipment damage occurs, the exhibition hall management will not be held responsible.

9.2 Air-Conditioning:

- 9.2.1 Air conditioning will not be provided during move-in and move-out periods.
- 9.2.2 Air conditioning supply time in the exhibition hall: every day 30 minutes before the start of the exhibition or event until 30 minutes after the end of the exhibition or event.
- 9.2.3 Exhibitors may not install air conditioning in their booths without TAITRA's approval. If installation of air conditioning is required within a booth, a written request must be submitted to the Lessee prior to the exhibition. The lessee must submit the applications 7 days prior to the exhibition, and only after TAITRA has given written approval can the equipment be installed.

10 Booth decoration

10.1 Design and structure

- 10.1.1 The maximum permissible height for the conference room 701 is 8 meters. The maximum permissible height for the booth structure is 4 meters.
- 10.1.2 If the exhibitor plans to build a "two (multiple)-story booth" or an "extra-height booth", the exhibitor must apply to the lessee, obtain approval from TAITRA, and pay a deposit prior to construction. The following provisions must be followed.

10.1.2.1 Two (multiple)-story booths:

- Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-story booths.
- For multi-floor decorations of 2 or more floors with a total surface area (including stairs) of 100 m² 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 50 m². 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.
- The floor height of the second floor shall not exceed 2.5 meters. The total height of the construction shall not exceed 4 meters. The floor height of the third floor shall not exceed

5meters. The total height of the construction shall not exceed 6.5 meters, and so forth. To ensure structural safety, booths taller than three floors shall be constructed with steel structures.

4. The Lessee shall submit the application form, affidavits of exhibitors that construct two (multiple)-story booths, Affidavit letter of the architect, photocopy of the license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer) to TAITRA 15 days prior to the opening of the exhibition or event.
5. The height limit of the Sky Gallery on the 7th floor of TaiNEX2 is 4 meters. Two (multiple)-story booths are not allowed.
6. Calculation method for two (multiple)-story booths fee:
 (Exhibition rent/number of standard booths leased) *0.5*number of standard booths on second (and above) floor*days of exhibition (tax included).

10.1.2.2 Extra-high structure (exceed 4 meters):

1. Exhibitors must rent more than 4 booths to be allowed to construct extra-height booths.
2. The structural height of extra-height booths shall not exceed 6 meters.
3. The Lessee shall submit the application form, Affidavits of Construction of Booth Exceeding 4 meters, Affidavit letter of the architect, photocopy of the license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer) to TAITRA 15 days prior to the opening of the exhibition or event.
4. The height limit of the Sky Gallery on the 7th floor of TaiNEX2 is 4 meters. Extra-high booths are not allowed.
5. The usage fee for extra-height booths is calculated based on the projected area of the structure's top view. The basic unit is 18 m², which incurs a fee of NTD 100,000 (tax included). For areas exceeding 18 m², the number of units is calculated by dividing the projected area by 18 m² and rounding up to the nearest whole number, with each unit charged at NTD 100,000. The minimum fee is NTD 100,000, applicable even if the construction area is less than 18 m².

e.g.

(A) Construction area of extra-height booth (sqm)	(B)=(A)/18 The area of the extra-height booth is divided by 18 m ² . Any non-integer result is rounded up to the nearest whole number.	(B) x NTD100,000
24 m²	2 units	NTD 200,000

- 10.1.3 If there are special requirements for booths for which the planned height, number of floors, and the floor area of the two (multiple)-story booth exceeds limits, in addition to providing related affidavits and the certification of the architect (professional structural or civil engineers), the certifying architect (professional structural or civil engineers) shall personally be responsible for onsite supervision and notify the Lessee and management unit of TaiNEX 1 and TaiNEX 2 to conduct safety inspections together.
- 10.1.4 It is prohibited to occupy the public areas in TaiNEX 1 and TaiNEX 2 (such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands,

exhibition billboards, flag poles, advertisements, posters or flower baskets. (In cases where the lessee submits an application, secures approval from TAITRA, and pays the required fees, this provision shall not apply).

- 10.1.5 When setting up back walls, trusses and other decorations in the Skylight Convention Center on the 7th floor of TaiNEX2 and in the public areas of TaiNEX 1 and TaiNEX 2, it is required to lay out carpets or other non-slip materials under the support points and maintain a distance of at least 60 cm from facilities such as walls, partitions, glass curtains, steel columns, elevators, etc. to avoid damage to the venue facilities.
- 10.1.6 For the construction of wooden booths in the Skylight Convention Center on the 7th floor of TaiNEX2 and in public areas, only putty (no polish), wallpaper, and printed materials can be used for construction (paint, cement paint, etc. are not allowed).
- 10.1.7 Booths with a raised floor must be equipped with safety warnings, and ramps should be installed at possible entrances and exits at the booths.
- 10.1.8 The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
- 10.1.9 No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning, or pipelines, and no posters/advertisements are permitted on the pillars. If a particular violation has not been resolved after a warning been issued, TAITRA has the right to remove these objects, and the lessee is responsible for any fees incurred by the removal.
- 10.1.10 If an exhibition booth includes all or part of a pillar, the exhibitor must fill out the Pillar Decoration Application Form along with a booth design blue print (floor and elevation plan). After exhibitors' application form is compiled, the lessee must submit the applications to TAITRA at least 15 days before the exhibition. Once construction permission is confirmed, exhibitors may begin to decorate the pillar. Instructions for decorating pillars: If walls are added to pillars, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for pillars shall not be more than 4 meters, if the aforementioned decoration exceeds 4 meters in height, a prior application is required. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the lessee/exhibitor shall be responsible for its payment and all related responsibilities.
- 10.1.11 All booth backboards, billboards, etc., that span more than 9 meters long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, the booth shall be prohibited from exhibition. When adequate support for booth cannot be properly installed due to exhibits, structural calculation documents and design diagrams signed by structural engineer must be provided.
- 10.1.12 In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 meters in height, proper supports (pillars) shall be constructed. A visible sagging of the structure is considered a severe violation and the booth shall be closed for immediate improvement; otherwise, the booth shall be prohibited from exhibition. When adequate support for booth cannot be properly installed due to exhibits, structural calculation documents and design diagrams signed by structural engineer must be

submitted.

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

10.2 Special decorations and facilities

10.2.1 Video wall and large screen wall:

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

1. If the installation is less than 2.5 meters in height, the front shall be at least 1 m away from the booth's baseline, or it shall be set at a 30-degree angle to the booth's baseline.
2. If the installation is over 2.5 meters, the maximum height is 4 meters and the front shall be at least 2 meters away from the booth's baseline, or it shall be set at a 30-degree angle to the booth's baseline.
3. Video walls should be set against toppling over with proper facilities (installation of lateral

support, fixed cable and nylon rope, the video wall base shall be padded with steel plates, in case of an earthquake, to avoid uneven force resulting in the collapse of the video wall). It's a violation if not set properly.

4. For video wall installation and dismantling operations, a working platform must be set up and the pedals must be fully paved if personnel are working at a height over 2 meters. A vertical safety net or lifeline must be equipped around the platform for personnel to wear safety belts (safety belts can only be adopted when the height is over 3.8 meters) in the cause of falling prevention.
5. Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

10.2.2 Tethered balloons:

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

10.2.3 Stage and audio equipment:

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

1. Speakers on stage shall be faced the exhibitor's own booth and speakers shall be angled downward. Sound volume shall be maintained below 85 decibels. Adjacent booths may not hold stage activities or play audios at the same time.
2. The Lessee shall require all exhibitors to abide by the aforementioned regulations. In the event of a violation, TAITRA shall implement related penalties following Article 15 of the Regulations.

10.2.4 Wireless microphone equipment:

The Lessee must apply to TAITRA for approval for the frequency of microphone, and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities in TaiNEX1 or TaiNEX2, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation under the three stages listed in Article 16.17 of the Regulations.

10.2.5 Rigging service:

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

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

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

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

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

10.3 Fire safety management

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

10.3.2 Special regulations for TaiNEX1 & TaiNEX2:

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

10.3.3 The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs are prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items are strictly prohibited. If a violator does not rectify the situation after receiving notice, TAITRA will immediately remove the related object, and the Lessee shall bear all expenses incurred.

10.4 **Painting**

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

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

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

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

10.5 **Carpeting**

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

10.6 Others

- 10.6.1 Water, flower, and meal delivery personnel or promotional materials are prohibited from entering the exhibition hall to solicit sales.
- 10.6.2 The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
- 10.6.3 Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The Lessee is responsible for disposing wastes that were not removed in time and all related costs. The Lessee shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
- 10.6.4 All electrical outlets (boxes), water control access points, drainage openings, faucets, and similar features on the walls or floor must remain uncovered and unblocked to ensure easy access for operation and maintenance.

11 Conference room

- 11.1 Lessee shall comply with the maximum capacity of each conference room specified in the "TaiNEX Conference Room Rental Rates". TAITRA may restrict the use of the conference room if the maximum capacity is exceeded and may suspend the event for public safety reasons if necessary. The Lessee cannot claim compensation for damages.
- 11.2 For the conference equipment to be used in the conference room rented by the Lessee in TaiNEX 1 and TainEX 2, the Lessee shall rent the equipment from TAITRA or prepare the equipment itself, provided that the Lessee obtains TAITRA's consent.
- 11.3 Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, a prior permission from TAITRA must be obtained.
- 11.4 The Lessee and event participants are prohibited from engaging in irrelevant actions during event without receiving prior approval in writing from TAITRA.
- 11.5 The full name of the Lessee must be specified on all advertisements, publicity materials, invitations, signs, and other documents related to the event hosted by the Lessee.
- 11.6 Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the Lessee is required to submit a written form requesting additional electric power. TAITRA will appoint licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the Lessee. Electricity will only be supplied after the Technical Support Section of TaiNEX 1 and TaiNEX 2 completes electricity safety inspections. Each day, power must be turned off after exhibition or event has ended for the day. Separate application is required for exhibition or event that require 24-hour power supply.
- 11.7 Hanging or posting advertisements and publicity materials on walls and ceilings is strictly prohibited. The lessee may attach event-themed materials on the backboard of the podium using thumbtacks (the use of double-sided tape and staple guns is prohibited) and shall remove the themed material after the exhibition or event concludes. Posters or signs may not be posted on any other walls and surfaces.
- 11.8 Special regulations for TaiNEX1:
As per the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed

2.5 meters in height on the 4th floor, 2 meters on the 5th floor, and 2.2 meters on the 6th floor. A minimum distance of 45 cm must be maintained between the ceiling and any interior decorations, which must remain uncovered at the top to comply with fire safety regulations. Only lightweight materials, such as foam core or fabric banners, may be hung from the ceiling. The use of destructive equipment, such as nail guns and staplers, on conference room walls is strictly prohibited. The floor load capacity is limited to 400 kg per square meter.

11.9 Special regulations for TaiNEX2:

Furnishings such as partitions or woodwork must not exceed 5 meters in height in Room 701. For booths exceeding 4 meters, an extra-height booth application and related documents must be submitted, and structures over 5 meters require the signing of an affidavit, as they may affect air-conditioning circulation. In Rooms 702 and 703, the height limit for furnishings is 2 meters, while on the 6th and 4th floors, the limit is 2.2 meters. A minimum distance of 45 cm must be maintained between the ceiling and any interior decorations, which must remain uncovered at the top to comply with fire safety regulations. All decorations must be confined within the leased area. During construction, the carpet must be protected with layers such as PVC tarp or wooden boards, and the use of steel nails on the floor is prohibited.

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

12 Occupational safety and health and construction in the exhibition hall

12.1 To prevent occupational hazards and protect labor safety, the Lessee shall follow the Vocational Health and Safety Act established by the government. If construction work performed by Lessee or its contractors or subcontractors is stopped by the proper authority for violation of health and safety laws and regulations, Lessee assumes sole responsibility and TAITRA shall be relieved of all liability.

12.2 During the lease, the lessee is responsible for managing workplace safety in the leased area. The lessee is required to prevent workplace hazards and protect the safety and health of workers. While working in TaiNEX1 and TaiNEX2, the Lessee, exhibitors and their contractors, decorators and employees of the above-mentioned parties must comply with the regulations and laws on occupational safety and health, as well as TAITRA's "TaiNEX 1 and 2 Contractor Safety and Health terms of Agreement", "TaiNEX 1 and 2 Place Renting Unit Construction Safety and Health Management Guidelines", "TaiNEX 1 and 2 Contractor Safety and Health Management Regulations", and "TaiNEX 1 and 2 Notice of Worksite Hazardous Elements".

12.3 All construction workers entering the exhibition halls must wear equipment (such as uniforms, vests, construction helmets or armbands) bearing the name of their employer.

12.4 If a work-related accident occurs during a conference, exhibition or event (including move-in/out period), the Lessee must immediately take the necessary measures such as first aid and emergency rescue, conduct an investigation with the site management unit, analyze the accident and make records. For any one of the following types of occupational accidents, employers shall not disturb or damage the accident site without the permission of the appropriate judicial body or inspection agency except for necessary first aid or emergency

rescue, and shall notify a labor inspection agency within eight hours of the occurrence:

1. accidents involving death;
2. accidents causing injuries to three people or more;
3. accidents causing injuries to one person or more that require hospitalization; and
4. all other categories of accidents designated and officially announced by the central competent authority.

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

13 Cleaning

- 13.1 TaiNEX1 and TaiNEX2 are responsible for the general cleaning and disposal of general trash in the public areas and restrooms outside the exhibition halls. Lessee is responsible for cleaning the rented areas (including cleaning the floors and toilets, treating oil stains and adhesive residue on the floors), the rented rooms, and disposing of decorative and food waste.
- 13.2 In addition to general waste, the Lessee is also responsible for the disposal of the following types of waste.:
1. Ribbons, streamers, and confetti are used for special effects at exhibitions or events.
 2. Food waste, waste in catering areas, alcohol bottles, and kitchen waste.
 3. Decoration waste (e.g. wooden boards, foam boards, cardboard boxes, and packaging waste).
 4. Flowers, plants, flower baskets, etc.

Note: The venue cleaning fee does not include the disposal of the above-mentioned wastes.

- 13.3 The Lessee can choose from the following options for waste disposal:
1. Self-handling (outsourcing) by The Lessee.
 2. Engaging the venue's contracted cleaning company - Cheng Cleaning Co., Ltd.:
 - TaiNEX 1: Manager Chen (+886-956-552-113)
 - TaiNEX 2: Ms. Ye (+886-936-628-321)

Note: Cost negotiation required.

3. For decoration or bulk waste:

Contact the venue's waste disposal contractor, 水立方環保有限公司:

 - Mr. Liu (+886-932-206-915)

- Rate: NT\$667 per cubic meter (tax included)
- Requirement: Submit a waste disposal authorization form prior to venue entry.

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

14 Safety Management

14.1 Crowd Control

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

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

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

14.2 Fire Safety

1. The fire compartments of the exhibition halls in TaiNEX1 and TaiNEX2 consist of 6.1-meter-wide aisles that divide the exhibition halls into 8 and 9 fire compartments respectively (the area of each fire compartment shall not exceed 3,000 square meters. The width of the aforementioned fire compartments for automobile exhibitions must be at least 7.4 meters). The materials used for booth decorations must be flame retardant.
2. At least 30 days prior to the start of the rental period, the Lessee must submit to TAITRA for review a site plan and elevation drawings, a fire safety plan, an evacuation plan, special effects information, and a certificate of flame-retardant material for decorations. TAITRA will forward these documents to the Taipei City Fire Department, Nangang Branch for review.
3. The aisles, corridors, walkways, entrances and exits of the areas used must remain clear. The areas 3 meters in front of emergency exits must be used as emergency aisles. Lessee may not use the areas for exhibits or other purposes. Exhibits or decorations on display may also not be located on public sidewalks. Lessee shall require exhibitors and decorators to comply with the above regulations. Occupation of such areas will result in the Lessee paying 1.5 times the surcharge for the occupied sidewalk area. Any alteration of sidewalks between booths must be submitted to TAITRA for review and requires written approval.

4. the Lessee is obliged to comply with fire safety regulations and use materials with flame retardant labels to prevent the spread of flames in case of a fire. Lessee must also provide adequate fire protection equipment and fire extinguishers in the leased premises and require its contractors and on-site decorators to comply with fire safety regulations.
5. Flame-retardant materials mentioned above include carpets, curtains, drapes, billboards, and other designated flame-retardant items that must have a certified flame-retardant label affixed to a visible corner of the item.
6. Dangerous objects and open flames are strictly prohibited. Flammable materials may not be brought into the hall. If required, the Lessee must first apply for a permit from TAITRA and sign an affidavit affirming that all exhibitors and vendors using open flames have liability insurance. Lessee must also improve safety measures and signage.
7. Performances with open flames, sparks or embers are strictly prohibited. If there are special requirements for an open flame performance, the Lessee must submit an application directly to the appropriate fire authority prior to the exhibition or event and provide TAITRA with a copy of the application (including attachments). Only after the Lessee has received official approval from the fire authority for the use of open flames will TAITRA approve the performance at the event. If there is a violation, TAITRA will take the necessary action to stop the event and require the removal of the open flame material.

14.3 Security

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

1. During Move-In and Move-Out (including overnight move-out): Lessee must hire security guards from the security contractor of TaiNEX 1 and TaiNEX 2.
2. During the Exhibition or Event (including overnight move-out): The Lessee must hire security guards from a licensed security company with a paid-in capital of more than NT\$40 million, approved by the Ministry of Interior with a business license, proven to have been in the security service industry for more than 2 years, and registered with TaiNEX1 and TaiNEX2. The security service fee shall be agreed upon between the Lessee and the security company.

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

1. Tasks:

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

2. Principle of guard dispatch:

***TaiNEX1:**

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

[Move-in]

A foreman for surveillance, security guards are dispatched with a policy of 2 sentinel

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

[Exhibition / Event period]

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

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as required from move-in to move-out, the Lessee shall also hire at least 4 additional mobile security guards to stand by in case of unforeseen situations.

Sky Dome: Areas L, M, and N

[Move-in]

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

[Exhibition / Event period]

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

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as required from move-in to move-out, the Lessee shall also hire at least 4 additional mobile security guards to stand by in case of unforeseen situations.

Outdoor Exhibition Area:

Lessee shall hire 2 or 3 security guards from move-in to move-out and night shift.

*** TaiNEX2:****1F Exhibition Hall: Areas P and Q****[Move-in]**

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

[Exhibition / Event period]

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

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

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as required from move-in to move-out, the Lessee shall also hire at least 4 additional mobile security guards to stand by in case of unforeseen situations.

4F Exhibition Hall: Areas R and S

[Move-in]

A foreman for surveillance, security guards are dispatched with a policy of 2 sentinel points to be rotated by 3 guards (same policy as below). Security guards will be deployed at the entrance and exit (each for 1 sentinel point) of vehicles and cargo at the south and north side of the hall (Section 1, Nangang Road and Lane 62, Jingmao 2nd Road), at the upper and lower levels of the ramp (2 sentinel points, to manage vehicle access to the ramp), at the 4F unloading platform (1 sentinel point), at each entrance open to cargos on the east and west side of the hall (depending on the entrance opened, each for 1 sentinel point), at the exhibition site for at least 1 mobile guard patrolling in each leased area, safety personnel patrolling in each leased area (1 area for 1 personnel), at the entrance for cargo trucks (at least 2 toll collectors). If the Lessee requests the use of the freight elevator, security guards must be assigned for the unloading area in B1 to guide vehicles (each elevator for 1 sentinel point). Lessee must also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Exhibition / Event period]

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

points), as well as the B1 Taxi checkpoint (3 sentinel points). The Lessee shall also hire security guards for the night shift, with at least 1 mobile guard patrolling each leased area.

[Move-out] Same as Move-In.

[Other]

In addition to hiring a sufficient number of security guards as required from move-in to move-out, the Lessee shall also hire at least 4 additional mobile security guards to stand by in case of unforeseen situations.

7F Skylight Convention Center

For exhibitions and events with more than 500 visitors per day, or for those utilizing at least half of all areas on the 7th floor, the Lessee must hire 2 to 3 security guards for both day and night shifts from move-in to move-out, depending on the type and size of the exhibition or event.

Outdoor Exhibition Area:

Lessee must hire 2 to 3 security guards for both day and night shifts from move-in to move-out.

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

If TAITRA determines that the number of security guards hired by the Lessee does not meet the required standards, TAITRA will provide the necessary additional security guards, and the associated costs will be deducted from the Lessee's security deposit.

14.4 Air quality

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

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

The average CO ₂ level in the Exhibition Hall	Response measures of the Lessee	Notes
Below 800 ppm	Nil	
800ppm or above	Open the main roll-up doors to 1 meter above the floor to increase the airflow in the exhibition hall.	Stage 1 Control
900ppm or above	1. The Lessee shall monitor crowded areas closely and direct visitors into the	Stage 2 Control

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

2. TaiNEX2:

For 1F Exhibition Hall:

The average CO ₂ level in the exhibition hall	Response measures of the Lessee	Notes
Below 800ppm	Nil	
800ppm or above	Open the doors at the cargo entrance of Gate South 1, Gate South 2, Gate North 1 and Gate	Stage 1 Control

	North 2 of the floor to increase the airflow in the exhibition hall.	
900ppm or above	Open all doors at the cargo entrance of Gate South 1, Gate South 2, Gate North 1, and Gate North 2 of the floor to improve air circulation within the venue. The Lessee shall monitor crowded areas closely and direct visitors into the exhibition hall at the main entrances so that visitors are distributed among the various areas. The Lessee controls visitors to enter the exhibition hall only through the main central entrance to the floor. A sign will also be posted announcing that the carbon dioxide level in the exhibition hall has reached the control level, and the current average carbon dioxide level will be displayed for information.	Stage 2 Control
1,000ppm or above	Open all doors at the cargo entrance of Gate West 1, Gate West 2, Gate South 1, Gate South 2, Gate North 1, and Gate North 2 of the floor to improve air circulation in the exhibition hall. The Lessee shall also post staff at the main entrances to explain to visitors that the current average carbon dioxide level is near the maximum control level and that the organizer plans to suspend admission and control the number of visitors at any time.	Stage 3 Control
After the doors at cargo entrances have been fully opened for 30 minutes, the average carbon dioxide level continues to increase and exceeds 1,000ppm	A sign shall be posted for the public stating, "The air quality in the exhibition hall is currently poor. All entry is prohibited. Please await further instructions." The Lessee is also required to post staff at the main entrances to fully control the entrances, suspend the entry of people and vehicles, and explain to visitors, "The average carbon dioxide level in the exhibition hall has exceeded the maximum level. To ensure public safety, please follow the instruction. We apologize for the inconvenience.	

For 4F Exhibition Hall:

The average CO ₂ level in the exhibition hall	Response measures of the Lessee	Notes
Below 800ppm	Nil	
800ppm or above	Open the doors at the cargo entrance of Gate West 1 and Gate West 2 of the floor to increase the airflow in the exhibition hall.	Stage 1 Control
900ppm or above	Open all doors at the cargo entrance of Gate West 1 and Gate West 2 of the floor to improve air circulation within the venue. The Lessee shall monitor crowded areas closely and direct visitors into the exhibition hall at the main entrances so that visitors are distributed among the various areas. The Lessee controls visitors to enter the exhibition hall only through the main central entrance to the floor. A sign will also be posted announcing that the carbon dioxide level in the exhibition hall has reached the control level, and the current average carbon dioxide level will be displayed for information.	Stage 2 Control
1,000ppm or above	Open the single main doors at the cargo entrance of Gate West 1 and Gate West 2 of the floor to improve air circulation in the exhibition hall. The Lessee shall also post staff at the main entrances to explain to visitors that the current average carbon dioxide level is near the maximum control level and that the organizer plans to suspend admission and control the number of visitors at any time.	Stage 3 Control
The average carbon dioxide level continues to increase and exceeds 1,000ppm after the large doors at cargo entrances have been fully opened for 30 minutes	A sign shall be posted for the public stating, "The air quality in the exhibition hall is currently poor. All entry is prohibited. Please await further instructions." The Lessee is also required to post staff at the main entrances to fully control the entrances, suspend the entry of people and vehicles, and explain to visitors, "The average carbon dioxide level in the exhibition hall has exceeded the maximum level. To ensure public safety, please follow the instruction. We apologize for the inconvenience.	

14.5 Other safety measures

- 14.5.1 If there is a concern of air pollution in the exhibition hall, TAITRA will open the roll-up doors or surrounding emergency exits in the exhibition hall.
- 14.5.2 Lessee must send staff to instruct exhibitors and visitors not to smoke in the non-smoking areas inside and outside the exhibition hall. Chewing betel nut is also prohibited in the exhibition hall.
- 14.5.3 Products or equipment used in performances must be equipped with protective devices to prevent harm to the audience.
- 14.5.4 For exhibitions or events involving food, the Lessee should advise its exhibitors or event participants in advance to place their food and materials in a sealed, sturdy container at the end of the exhibition or event each day to ensure food safety.
- 14.5.5 TAITRA has the right to directly stop any sponsorship, marketing event or performance in TaiNEX1 and TaiNEX2 that violates public order and good morals and require the Lessee to make immediate improvements. If necessary, TAITRA may inform the competent authority to conduct enforcement and certain inspections.
- 14.5.6 If, during the Lease Term, Lessee's debts, personal grudges, private disputes or other factors cause third parties to engage in protests, riots, or other irrational violent behavior inside or outside of TaiNEX1 and affect the peace in the venue or interfere with the office, TAITRA will use peaceful means to intervene with the protesters and immediately report the incident to the police. If the protesters do not comply with the advice, TAITRA may terminate the event or exhibition. The Lessee cannot request a postponement or change of the rental period, nor a refund of the fees paid.
- 14.5.7 The Lessee may install surveillance cameras in the leased areas and is solely responsible for the storage of the equipment brought by him. TAITRA assumes no liability for the safekeeping of these items.
- 14.5.8 During move-in and move-out periods, Lessee shall cooperate with TAITRA in controlling the entry of vehicles. Please refer to Article 6.3 for the management of vehicles and applications.
- 14.5.9 If the leased areas contain columns, TAITRA must confirm that the decoration will not block any working electrical outlets, fire protection or safety equipment, and the Lessee must obtain a permit prior to construction.
- 14.5.10 If the stage setup or work environment includes scaffolding, the lessee must ensure that workers wear construction hard hats and safety harnesses and comply with the appropriate safety measures.
- 14.5.11 Staffing: during the rental period of the exhibition halls in TaiNEX1 and TaiNEX2, the Lessee must assign a representative on site to supervise the affairs. At the same time, the Lessee shall employ a sufficient number of cleaners, first aid personnel and ambulances, emergency responders, volunteer traffic controllers, and security guards to maintain cleanliness, safety, and order in the hall during the exhibition and event.

15 Data security

- 15.1 The Lessee shall make every effort to maintain information and communication security and shall cooperate with TAITRA in complying with all obligations arising under the Information and Communication Security Administration Law, it's relevant subsidiary laws and all information

and communication security regulations and standards issued by the Executive Yuan. If the Lessee becomes aware of an information and communication security incident involving TAITRA or the Lessee, the Lessee shall notify TAITRA within half an hour and take immediate emergency action and cooperate with TAITRA's appropriate procedures.

- 15.2 If the business of the Lessee involves matters related to information and communication software, hardware or services and the competent authority publishes the list of vendors and products that pose a threat to national information and communication security in accordance with the principles for restricting the use of products that threaten national information and communication security by the authorities, the Lessee shall not use the products produced, developed, manufactured or provided by such vendors, as well as the products included in the aforementioned product list. The same applies to adjustments or changes to the list.
- 15.3 If the Lessee uses devices such as electronic scrolls, electronic screens or other means to publicly disseminate content, the Lessee must ensure that the content does not violate laws, morality or social order. If inappropriate content is maliciously inserted by hackers, the Lessee must immediately stop the broadcast and report and handle the incident in accordance with this clause.
- 15.4 If the Lessee violates the provisions of this clause and TAITRA suffers any damage as a result, the lessee must compensate TAITRA for any direct or indirect damage. If this affects the rights of third parties, the lessee shall also be solely liable.

16 Penalties

- 16.1 **(For Exhibitions)** For exhibitions hosted by the Lessee, if the exhibits of the exhibitors do not conform to the exhibition theme, TAITRA may impose penalties on the Lessee in accordance with the following penalty provisions:
 1. If the number of booths in violation is 5% to 10% of the actual exhibition space, an additional fee of NT\$5,000 (including taxes; same hereinafter) will be charged for each booth in violation.
 2. If the number of booths in violation exceeds 10% of the actual exhibition space, an additional fee of NT\$5,000 will be charged for each booth in violation, and the lessee will be barred from applying to TAITRA for similar-themed exhibitions for one year.
- 16.2 Any modification or addition to the approved exhibition name requires prior consent from TAITRA. If an exhibition name not approved by TAITRA is used in promotional media (including but not limited to the internet, promotional flyers, or banners), and if a written complaint with substantiated evidence is filed by others before or during the exhibition, and the issue remains unresolved after TAITRA's written notice within the specified deadline, one violation point will be recorded. Additional violation points may be recorded separately for each promotional medium used unless such violations cannot be attributed to the renting organization. If accumulated violation points reach 5 from the date of TAITRA's approval until the last day of the exhibition, TAITRA may, without prior notice, cancel the organization's approved exhibition for the following year (equivalent to terminating the rental contract between both parties) and forfeit the paid deposit. Furthermore, TAITRA may reject the organization's applications to hold the same exhibition at TAITRA-operated exhibition halls for two years.
- 16.3 The Lessee must notify the taxing authority in advance if the exhibition or event includes

retail sales and must instruct participating exhibitors or vendors at the event to issue uniform invoices if they conduct on-site sales or accept deposits. If the tax authority determines that participating exhibitors or vendors have not issued uniform invoices, the Lessee shall be fully liable and TAITRA shall impose a fine of NT\$5,000 on the Lessee for each uniform invoice not issued. The fine will be deducted directly from the Lessee's security deposit.

- 16.4 If a final judicial decision or final determination by other competent authorities finds unlawful use of the exhibition or event name or mark, TAITRA may permanently revoke Lessee's right to apply to TAITRA for exhibition schedule with a similar theme or revoke Lessee's right to apply for holding event for 2 years. If TAITRA suffers any damage as a result, the Lessee must bear all related compensation.
- 16.5 Without TAITRA's prior written consent, Lessee may not lease, sublease, transfer the right to lease, or use any other method of leasing all or any portion of the leased space to another entity for the purpose of holding exhibitions or other events. If the Lessee violates the above provisions, it shall be considered a breach of contract. TAITRA is entitled to exclude the Lessee from applying to hold exhibitions or events at TAITRA for one year.
- 16.6 The following activities are strictly prohibited in all TAITRA operated venues. In case of violation, TAITRA may take necessary action and stop or send away those who violate the prohibition and impose a surcharge of NT\$100,000 (including taxes) on the Lessee.
 1. Performances involve the use of fire or the generation of sparks.
 2. Exhibitions or events that involve gambling or are against public order or morality.
- 16.7 Lessee's personnel, exhibitors and visitors are strictly prohibited from smoking in the exhibition halls, showing themselves shirtless, betel nuts chewing, gambling, or bringing animals into the halls without TAITRA's approval. If such violations are not promptly corrected after notification by TAITRA, TAITRA will impose a surcharge of NT\$1,000 per incident on Lessee, which surcharge will be cumulative for each instance.
- 16.8 Lessee must supervise its exhibitors, contractors and decorators to be mindful of fire safety. In the event of a fire accident, TAITRA will fine the Lessee NT\$100,000 and the Lessee will bear all legal obligations and be responsible for compensating all damages. If the Lessee is warned by the relevant authorities for non-compliance with laws and regulations, the Lessee must bear the responsibility for all penalties and TAITRA may impose an additional NT\$100,000 surcharge on the Lessee. Depending on the situation, TAITRA may require the violating Lessee to rectify the situation within a specified period of time. If the Lessee fails to rectify the situation, TAITRA may impose a cumulative surcharge of more than NT\$100,000 and less than NT\$200,000; this surcharge may be cumulative for repeated failure to rectify. In serious cases, TAITRA will exclude the Lessee from applying to TAITRA for holding exhibitions or events for one year.
- 16.9 If, at the exhibition or event hosted by the Lessee, the exhibits or decorations or objects block public facilities such as fire hydrants, fire alarms, fire extinguishers, emergency exits, air quality detectors, and electrical boxes, or if the Lessee fails to comply with relevant health and safety and fire regulations by failing to promptly remedy the situation after being notified by TAITRA, TAITRA will impose a fine of NT\$5,000 for each incident. TAITRA may remedy the situation without notice, and the cost thereof will be borne by the lessee.
- 16.10 If the Lessee violates the provisions for vacating the exhibition hall twice, TAITRA will revoke

the Lessee's right to apply to TAITRA to hold exhibitions or events at venues operated by TAITRA for two years.

- 16.11 If decorators violate glass product recycling regulations, a fine of NT\$2,000 to NT\$5,000 will be imposed for each incident.
- 16.12 If the Lessee, exhibitors or decorators violate the conditions for the installation of independent air conditioning units in Article 9.2.3, the exhibitors and Lessee will be warned and required by TAITRA to remove the units within two hours. If the air conditioners are not removed within two hours, the violator will be fined NT\$10,000 and the electrical wiring of the air conditioners will be removed. The associated costs and fine will be deducted from the security deposit paid by the Lessee.
- 16.13 In the event of a collapse of the booth structure, a penalty of NT\$20,000 will be imposed on the Lessee for each incident, which will be deducted from the deposit paid by the Lessee. The Lessee and the Exhibitor shall bear all legal obligations and shall be jointly liable for compensation of any financial loss, damage to equipment or casualties.
- 16.14 As for the advertising balloons regulated in Article 10.2.2, balloons floating on the ceiling of the exhibition hall or strings hanging from the pipes on the ceiling must be removed before the end of the Lessee's Move-Out period, otherwise a fine of NT\$10,000 per balloon/string will be levied. The Lessee is liable for all legal obligations and damages for accidents caused by advertising balloons.
- 16.15 At TaiNEX1 and TaiNEX2, concession stands are located in the exhibition hall. Lessee shall not set up food stalls or shade the stands belonging to the hall without prior approval from TAITRA. Failure to do so will result in a penalty of NT\$20,000 per stalls to be deducted from the deposit paid by the Lessee.
- 16.16 Except for food-related exhibitions, the Lessee and their vendors must obtain prior written consent from TAITRA to set up food and beverage stalls within the exhibition venue. Violators will be subject to an additional charge of NT\$20,000 per stall.
- 16.17 **(For exhibitions)** The maximum sound level in the exhibition hall is 85 decibels. In the event of a violation, three stages of action can be taken: "warning," "imposing a fine on the Lessee" and then "shutting off the power in the violator's booth."
 1. Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.
 2. Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for forth time offenders, and NT\$20,000 for fifth time offenders.
 3. Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.
- 16.18 Exhibitors should prepare their own equipment to immediately and properly remove smog, exhaust fumes, dust, foul odors, stimulating gasses, organic chemical solvents and other pollutants generated during the demonstration and display of exhibits. Exhibitors are also requested not to disturb the displays of neighboring booths. In case of the aforementioned

pollution, the lessee must immediately stop the exhibitor from demonstrating or even revoke the exhibitor's right to exhibit. Otherwise, TAITRA will impose a fine of NT\$10,000 on the Lessee, which will be deducted from the security deposit. In serious cases, the power will be cut off to stop the demonstration.

16.19 Smoking in TaiNEX 1 and TaiNEX 2 is strictly prohibited

Violators who smoke (including the use of e-cigarettes and heated tobacco products) at non-smoking area will be fined from NT\$2,000 to NT\$10,000 by the Department of Health by Article 40, Paragraph 2 of the Tobacco Hazards Prevention Act.

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

1. Cut off the water and electricity supply.
2. Close the booth and ban the exhibit.
3. A list of companies with serious occupational safety violations will be regularly announced on the exhibition hall's website for reference.
4. Depending on the severity of the violation, one or more of the following penalties may be imposed on the Lessee and/or decorators:
 - 1). Any violation will result in a fine of NT\$2,000 to NT\$5,000 for the Lessee (past due fines will be deducted twice from the security deposit paid) and/or a notice to remedy will be issued to the decorator within the time limit set. If violations are not rectified by the deadline and safety concerns persist, TAITRA may close the booth and prohibit exhibition participation.
 - 2). In the event of a serious accident that was the direct result of a violation of these regulations, a fine of NT\$20,000 will be imposed for each incident.
 - 3). If exhibit hall security personnel have been subjected to violent treatment (including but not limited to verbal and physical conduct), a fine of NT\$10,000 will be imposed for the first incident, and an additional NT\$10,000 will be added for each subsequent incident.
 - 4). Upon receipt of notice to make improvements, those who fail to make the improvements required by TAITRA will have their facilities demolished or will be dealt with accordingly by TAITRA. The Lessee and the decorators shall be jointly responsible for demolition fees and other related costs. TAITRA shall have the right to deduct the above costs directly from the deposit paid by the Lessee or to double the amount.
 - 5). In cases of major violations or persistent non-compliance with occupational safety regulations despite repeated warnings, a formal notice will be issued to the contracted decorator, with copies sent to the lessee and the organizing unit.

17 Others

- 17.1 If the Lessee wishes to use the broadcast system, an application form must be completed and sent in advance to TAITRA for review and approval, along with the script to be broadcast.
- 17.2 Products used in performances should be provided with protective equipment to prevent harm to the audience.
- 17.3 Exhibits and decorations should be properly transported. Avoid transporting items by dragging them on the floor to avoid costs associated with damage to the floor.
- 17.4 The utility contractor of the Lessee shall assign a representative on-site from move-in to move-out periods. The representative(s) must provide their cell phone numbers and equip with walkie-talkie at all times for any urgent contact.

18 Application Forms and Reference Information

URL for downloading the Exhibition Manual for TaiNEX1 and TaiNEX2:

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

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

- 19** Any matters not covered by these terms, or any questions or inadequacies thereof, shall be addressed in accordance with the relevant laws of the Republic of China or supplementary rules issued by TAITRA and published on the Official Website. TAITRA retains the right of final interpretation.

Appendix

Appendix 1

Taiwan External Trade Development Council Disclosure of Worksite Hazardous Elements

Revised August, 2022 (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 legislations 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 1 Worksite Environment

B1F: Parking Lot
 1F: Exhibition Hall/Stores
 /West Side Corridor /East
 Side loading Area
 3F: Restaurant and Taiwan
 Excellence
 4F: Exhibition Hall/West Side
 Corridor/East Side loading
 Platform / Conference Room
 5F: Conference Room
 6F: Sky Garden and Offices

Indoor: Polished floors in the exhibition center, with emergency direction lights on the floor, grooves on the floor (with electric wires, water supply/evacuation pipes, air pressure tubes, etc.) and flame detectors above the ceiling. In the east direction is the main escape platform. The roof is an arc shape, with roof grooves, smoke evacuation windows and catwalks. Risk of missed step in pipeline room. Elevation in the West Side corridor.

Outdoor: Greenland arbors and shrubs in the outdoor vicinity of the exhibition hall. Green environmental soft floor tiles on the west side. Southern and northern sides are fire safety passages with concrete floor tiles, 1 gutter on each side and 1 exhaust shaft on each side. The east side is tarred road surface. The outer wall of the exhibition center is aluminum screens and glass materials. The rain shelter is also glass material.

Potential hazardous elements:

- | | | | | |
|---|--|--|---|--|
| ☒ Fall | ☒ Electrocution hazard | ☐ Explosion | ☒ Improper gesture | ☒ Object fall/collapse |
| ☐ Collision | ☐ Oxygen deprivation | ☒ Object fly-off | ☐ Contact with harmful substance | ☒ Object breakage |
| ☒ Bumping | ☒ Fire | ☒ Cramping and scrolling | ☐ Traffic accident | ☒ Cuts and bruises |
| ☒ Tripping | ☐ Contact with high/low temperature | | | |
| ☒ 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]**.

Hazardous Element Disclosure Form

Attachment A

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	
1. Dismantling	Collapse (fall), dropping of materials, dust hazard	1. Install segregation control device such as fences and scaffolds surrounding the worksite before commencement of work. 2. Exercise due care to air pollution at all times during construction. Install anti-dust nets or canvas segregation in the surrounding as required. 3. Fix and support unstable parts first. Waste pile does not exceed 2 meters in height. 4. Strict prohibition against simultaneous work performed by staff both in higher and lower positions in the same location. 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".	

2. Vehicle and large-size machinery access	Traffic accident, dropping materials, electrocution hazard, collapse (fall)	1. Install proper traffic sign, logo, indication or fence. During procedure by workers, assign traffic guides to direct traffic and prevent unexpected vehicle access. 2. Cranes shall pass inspection, with qualification certificates for operators and hanging staff. Personnel access under hung-up objects is strictly prohibited. 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. 4. Large-size machinery shall be operated with dedicated guiding staff, whose signals shall be followed. 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. 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. 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. 8. Main electricity disk should be equipped with land connection lines ≤ 100 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. 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. 10. All large-size machinery shall be regularly serviced, maintained and verified to ensure safe use.
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3. Elevated hanging and assembly	Fall, dropping materials, flipping, hanging rods bending, electrocution hazard	1. Safety (fall-prevention) net shall be installed before commencement of work. 2. The “anti-slip device” in the crane shall not be released. 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. 4. Before release of elevated hanging, the temporary fixation or connection shall be fixed with at least 2 bolts or other measures. 5. Moving scaffolds shall be consistent with the “Guidelines and Precautions for Assembly of Moving Scaffolds” in the 3rd amendment of the letter No. 1071054458 which is published by Occupational Safety and Health Administration, Ministry of Labor dated 22nd December 2018. 6. Warning areas shall be set up in the vicinity of the construction area and access by unrelated staff shall be strictly prohibited. 7. Forklifts shall pass inspection, with qualified certificates for operators and hanging staff. Personnel access under the hung-up object is strictly prohibited. 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. 9. Turning angles of vertical structures shall be equipped with a work platform with protection fence ³75 cm. Safety nets shall be put under horizontal structures. Steel support boards shall not be dismantled until the pavement is fully completed. 10. Protection nets shall be installed for height difference over 2 floors or 7.5M. Hanging structures ³6M in length shall be fixed with 2 steel ropes, together with stabilizing rope.
4. Onsite electric welding, gas cutting, spray painting, etc.	Electrocution hazard, explosion, oxygen deprivation, intoxication	1. Main electricity disk should be equipped with land connection lines ≤ 100 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. 2. Electric welders shall be equipped with “secondary side” protection device. 3. All workers shall wear personal protection gears such as helmets and insulation gloves. 4. Gas (acetylene) and oxygen bottles shall be placed separated and vertically fixed. Fire-safety measures shall be undertaken during welding work. 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”. 6. Welding rods used in electric welding work shall possess certain insulation durability and heat-resistance. 7. Warning areas shall be set up in the vicinity of the construction area and access by unrelated staff shall be strictly prohibited.

5. Work in restricted space (such as raft base fire safety box, reservoir access, water tower cleaning, sewage facility cleaning, etc.)	Lack of oxygen Flammable gas	1. Verify whether there is harmful or flammable gas or liquid before accessing restricted space to perform work. 2. Use mechanical ventilation. 3. Personal protection gear (breathing protection gear) and protection harness. 4. Test density of O₂/flammable gas every 2 hours.
6. Environmental cleaning and disinfection	Contact with harmful substance	1. During chemical spray, wear personal safety protection gear, helmet, goggles, ear plugs, anti-toxic masks, long sleeves and high rubber shoes. 2. Following chemical spray, shower and change immediately. Empty cans should be collected for recycling. 3. In operating disinfection machines, exercise due care on the spray gun to avoid harming other persons.

7. Elevated work (such as building module assembly, reinforced steel assembly, elevated grouting, indoor and outdoor roof repair, roof dismantling, outer wall cleaning, etc.)	Dropping (rolling), collapse (fall), materials dropping, electrocution hazard	1. Require all workers to wear helmets, safety belts, working gloves and rubber shoes with strong anti-slip functions. 2. Strict prohibition to use combination ladders, A-shaped ladders or stepping stool on scaffolds. 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. 4. Safety net shall be installed in the gap between the scaffolds and the structured and the scaffold boards shall be $\geq 30\text{cm}$ in width and $\geq 3.5\text{cm}$ in depth. 5. Sliding fences or safety grills shall be installed in neighboring or crossing working walkways. 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. 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. 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. 9. Wall-connecting pillars shall not be unduly removed for outer-wall construction work. 10. Verify whether safety harness and hanging belts are used to hang or unload materials, equipment and tools. 11. Verify normal insulation and land line connection of handheld electric tools. Electric wires crossing passageways or workers' structures shall be elevated or protected. 12. No work shall be performed by any person under the influence or potential influence of alcohol or any person with weak physical status. 13. No work shall be performed by any person who is emotionally unstable or diagnosed by a physician for unsatisfactory physical status. 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. 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. 16. Any operation of 2 meters and above shall be equipped with protection device such as protection lid or safety net.
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8. Painting, refurbishing and coating	Dropping (rolling), materials dropping, dust hazard, electrocution hazard, intoxication, oxygen deprivation, flammable gas	1. Moving scaffolds shall be consistent with the "Guidelines and Precautions for Assembly of Moving Scaffolds" in the 3rd amendment of the letter No. 1071054458 which is published by Occupational Safety and Health Administration, Ministry of Labor dated 22nd December 2018. 2. Verify normal insulation and land line connection of handheld electric tools. Electric wires crossing passageways or workers' structures shall be elevated or protected. 3. Strict prohibition to use combination ladders, A-shaped ladders or stepping stool on scaffolds. 4. Main electricity disk should be equipped with land connection lines ≤ 100 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. 5. Require all workers to wear helmets, safety belts, working gloves and rubber shoes with strong anti-slip functions. 6. 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". 7. Verify whether there is harmful or flammable gas or liquid before accessing restricted space to perform work. 8. Turn off all power source equipment before commencement of work.
9. Tripping	Protrusion, unevenness slippery floor or passageways	1. Remove protruding object. 2. Warning for protruding object and precautionary measures against tripping. 3. Precautionary measures against tripping in uneven surfaces. 4. Anti-slipping measures in slippery areas.
10. Object fly-off	Harm caused by machine or equipment fly-off during operation, object falling during relocation	1. Undertake precautionary measures against fly-off risk. 2. Affix object during relocation and assign guiding staff. 3. Use correct postures to move objects. 4. In operating mowers, wear protection clothing, hat and necessary masks, etc. to avoid being hit by objects thrown by the machine.
11. Electrical work (electrocution)	Use bare or broken wire, electricity exposure, live wire, electric wire in damp surface, electricity leakage from machines, electric cable crushed on walkway	1. High-voltage electrical equipment shall be handled under supervision by experienced contractor or consulting member. 2. Install interrupter for electrical circuits. 3. Implement auto-inspection and check points. 4. Electrical equipment and cables consistent with national standards. 5. Anti-electric fences or insulation. 6. Training.

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
Signature and Seal of Lessee's Contractor	
Company Name: Person in Charge: VAT No.: Site Representative: Occupational Safety and Health Administrator:	Company Seal and Legal Representative's Seal

[Notes]

1. The lessee is only informed of all hazardous elements in a "general manner". The lessee shall provide the details to all workers based on the hazardous elements listed in this form from move-in to move-out period (In case of "joint work", a coordinating organization shall be established and the contractor's "worksite representative" shall serve as the "worksite representative" in relation to labor safety of this project, responsible for directing and coordination tasks).
2. The lessee shall supervise the contractor's compliance with applicable provisions of the Enforcement Rules of the Occupational Safety and Health Act, Occupational Safety and Health Facility Regulations, Construction Safety and Health Facility Standards, Occupational Safety and Health Administration Regulations, Enforcement Rules of the Labor Inspection Act, Hazardous Work Place Review and Inspection Regulations, Enforcement Rules of the Labor Standards Act, Road Traffic Sign, Line and Light Installation Regulations during move-in, move-out and construction period. Due care shall be exercised at all times about the safety and disaster prevention in the leased site. In case of any accident due to the omission or negligence of its contractor (subcontractor) or exhibitors, the lessee shall bear all liabilities together with its contractor (subcontractor) or exhibitors.

Appendix 1.1

Pre-construction Safety and Hygiene Commitment

Revised Feb.,2020

To: Taiwan External Trade Development Council (TAITRA)

We will hold _____ in TaiNEX 1 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/1> (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 nksafe@taitra.org.tw, or return it by registered mail "11568, No.1, Jingmao 2nd Road, Nangang District, Taipei City, received by the Occupational Safety Administrator of TaiNEX 1, Tel: +886-2-2725-5200 #5515".** 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**Taipei Nangang Exhibition Center, Hall 1
Affidavit of Electrical Safety (for exhibition)**

To: Taiwan External Trade Development Council (TAITRA)

_____ will be held in TaiNEX 1 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.

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 reference only)
2021.11

Item	DESCRIPTION OF SERVICE	UNIT COST NT\$ (VAT included)
1	AC 110V 60 Cycle single phase 5A (500W)	625
2	AC 110V 60 Cycle single phase 10A (1000W)	1,250
3	AC 110V 60 Cycle single phase 15A (1500W)	1,875
4	AC 110V 60 Cycle 2KW	2,500
5	AC 110V 60 Cycle 4KW	5,000
6	AC 110V 60 Cycle 6KW	7,500
7	AC 110V 60 Cycle 9KW	11,250
8	AC 110V 60 Cycle 12KW	15,000
9	AC 110V 60 Cycle 15KW	18,750
10	AC 110V 60 Cycle 18KW	22,500
11	AC 110V 60 Cycle 22KW	27,500
12	AC 220V 60 Cycle 15A	2,920
13	AC 220V 60 Cycle 20A	5,521
14	AC 220V 60 Cycle 30A	7,571
15	AC 220V 60 Cycle 40A	9,864
16	AC 220V 60 Cycle 50A	11,890
17	AC 220V 60 Cycle 60A	15,638
18	AC 220V 60 Cycle 75A	17,953
19	AC 380V 60 Cycle 15A	7,227
20	AC 380V 60 Cycle 20A	9,032
21	AC 380V 60 Cycle 30A	12,170
22	AC 380V 60 Cycle 40A	14,836
23	AC 380V 60 Cycle 50A	17,501
24	AC 380V 60 Cycle 60A	22,372
25	AC 440V 60 Cycle 15A	7,858
26	AC 440V 60 Cycle 20A	9,874
27	AC 440V 60 Cycle 30A	13,433
28	AC 440V 60 Cycle 40A	16,519
29	24hrs AC 110V 60 Cycle single phase 5A	1,901
30	24hrs AC 110V 60 Cycle single phase 15A	2,711
31	24hrs AC 110V 60 Cycle single phase 20A	3,116
32	24hrs AC 220V 60 Cycle 3 phase 15A	8,759
33	24hrs AC 220V 60 Cycle 3 phase 20A	13,575
34	24hrs AC 220V 60 Cycle 3 phase 30A	17,607
35	Water/Drainage installation	2,363
36	Compressed Air	5,000

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 10 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
Square Spotlight	300W
Round Spotlight	100W
Halogens Light	50W
Florescent Lamp	10~40W
Personal Computer	100~200W
Notebook	20~50W
Monitor	50~100W
Laser Printer	500~800W
Jet Printer	30~150W
Point Printer	100~200W
Computer Graphic Machine	50~500W
Television	150W
Video Set	50W
Audio Set	100~200W
Refrigerator	80~200W
Drinking Water Machine	600W
Hot Plate	800W
Microwave Oven	800W
Coffee Maker	600W
Photo Copier	1,000~1,500W
Fax Machine	100W
Electric Fan	100W
Overhead Projector	800W
Slide Projector	600W

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)
37 days before move-in	20% Discount
21-36 days before move-in	Set Price
10-20 days before move-in	20% Surcharge
9 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 □440V 60 Cycle 3 phase 15A	
AC □220V □380V □440V 60 Cycle 3 phase 20A	
AC □220V □380V □440V 60 Cycle 3 phase 30A	
AC □220V □380V □440V 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:

- Electricity will be provided based on the application.
- To ensure electrical safety of exhibits, exhibitors should install Active Voltage Regulation/Regulator (AVR) or Uninterruptible Power Supply (UPS).
- 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.
- Any change or cancellation must be made in writing 10 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.
- No electrical power sockets provided.
- 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. 5569 (1st floor)

Fax: +886-2-2788-6109

E-mail: power5563@taitra.org.tw

Tel: +886-2-2725-5200 Ext. 5568 (Sky Dome, 4th floor)

Fax: +886-2-2788-6109

E-mail: power5564@taitra.org.tw

Appendix 3

Free Wi-Fi Service

To offer a stable environment for high-capacity Wi-Fi with seamless connection, Taipei Nangang Exhibition Center, Hall 1(TaiNEX 1) has introduced a new Wi-Fi system. The system enables 10,000 end-user devices to access free internet service. It also does away with the need to set up private internet facilities like Wi-Fi access points and Wi-Fi hotspot sharing.

(1) Access locations:

Showground on 1st and Sky Dome (4th floor), all public hallways, B1 Dining Area, and Conference rooms on the 3rd, 4th, 5th and 6th 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.
- 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) for accessing the internet.

(3) Taipei Nangang Exhibition Center, Hall 1'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 Sky Dome (4th 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 1 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 1 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 1's related internet usage guidelines when using the Wi-Fi service. For violators, TaiNEX 1 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 1 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)	☐ Area I ☐ Area J ☐ Area K ☐ Area L ☐ Area M ☐ Area N				
Air-conditioning time	__Year__month__day__hour__minute to __hour__minute				
Actual air-conditioning time (Filled by TaiNEX 1)	__Month__day__hour__minute to __hour__minute				
Air-conditioning for move-in/out (Electricity fee per hour / tax included)	6 areas divided into I, J, K, L, M, N NT\$ 18,200 per hour per area				
Total air-conditioning cost (Filled by TaiNEX 1)	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 1 upon request.
3. TaiNEX 1 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 I+1/2J, 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 1. 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 1, 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: _____

[illegible]

Appendix 6

Application For Construction of Booth Exceeding 4 Meters

(Minimum 4 units)

To: Taiwan External Trade Development Council (TAITRA)

We participate in the _____ held at the Taipei Nangang Exhibition Center, Hall 1. 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

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 1, 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: _____

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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 1. 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 1. 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 1. 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.

Regulations for Temporary Advertisements in TaiNEX 1

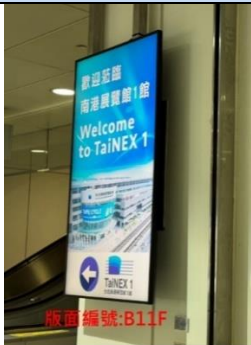
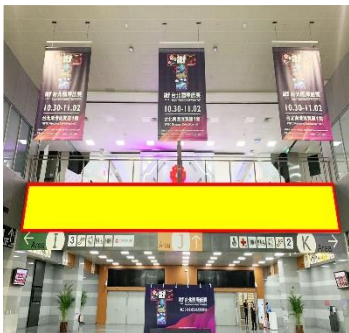
Revised March, 2012

1. The Taiwan External Trade Development Council (TAITRA) hereby establishes these Guidelines for Temporary Advertisements Setup at TaiNEX 1 in order to maintain the image and public security of the Exhibition Hall.
2. "Temporary advertisements" herein refer to various advertisement billboards, advertising pillars, archways, and flags, etc. temporarily set up for exhibitions (or events).
3. The design, structure, and location layout (Appendix 10.1), application and affidavit form (Appendix 10.2) for the setup of advertisements shall be submitted by the lessee to TaiNEX 1 no later than 10 days prior to the exhibition or event. Construction shall not begin until approval is granted. Advertisements set up at locations not approved by TaiNEX 1 will be removed immediately. Upon any failure to promptly remove the said advertisements, TAITRA shall unilaterally hire workers to remove them, with the accrued costs and liability to be borne solely by the lessee.
4. Advertisements setup are mainly at locations planned by TaiNEX 1. The production of advertisements must follow applicable requirements. When there are no applicable regulations available, wooden materials shall be avoided. Efforts shall be made to adopt assembled advertisements, which shall not obstruct public safety, traffic flow, and the integrity of vision and shall not block emergency evacuation routes.
5. The lessee must purchase public liability insurance and third party liability insurance for established advertisements and fulfill its responsibility. The lessee shall take full responsibilities for personnel injuries or property damage as a result of accidents.
6. Text and graphics used in advertisements must be relevant to the exhibition (or event) and shall not violate applicable laws and regulations or undermine public order or social moral. In the event that advertisement(s) contain information irrelevant to the exhibition (unless sponsored by exhibitor), TAITRA will collect additional NT\$1,000 (tax excluded) per square meter per day for the advertisement.
7. All advertisements and waste must be cleared after the exhibition. TAITRA will hire workers to clear any remaining advertisements and waste at the end of the dismantling period with the accrued costs to be chargeable to the lessee or deducted directly from the paid security deposit.
8. Construction Notice:
 - (1) The construction shall not cause any damage to grounds, trees, flowers, lawns, and other facilities. It is strictly prohibited to nail, drill (dig) or paint walls or grounds inside and outside of TaiNEX 1.
 - (2) Advertisement mounts shall be reinforced to prevent collapse. Advertisements shall not be fixed with wires to TAITRA facilities or roadside trees.
 - (3) The lessee shall prepare poles for flags and shall not stick flags in the garden or tie them to rails and roadside trees.
 - (4) Unauthorized power connections are prohibited for outdoor advertisements. If it is necessary to use power at the Exhibition Hall, the lessee shall apply for a power supply permit in accordance with the Exhibition Operations Manual.
 - (5) When facilities at the Exhibition Hall are damaged due to improper operation, the lessee shall be responsible for the restoration of facilities and damages. TaiNEX 1 may turn down the lessee's application for Exhibition Hall rental in the future.
9. For any detail not covered herein, please refer to "Regulations on work at Taitra Venues".

Appendix 10.1

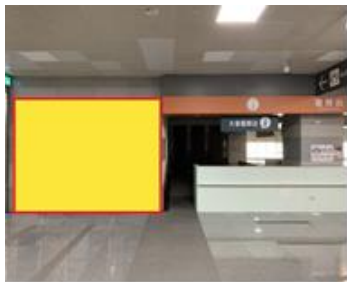
Installation Locations, Dimensions, and Rental Rates of Temporary Advertisement in TaiNEX 1

Revised Nov.11th, 2024
(NTD)

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
1	Digital Signage MRT	Taipei Nangang Exhibition Center - Hall 1 B1 Digital Signage No: B11F	1	Resolution: 1080*1920	JPG/MP4	3,000/each	 1) Graphics cannot include any sales campaigns or promotions. 2) Designs must include directional arrows. 3) All designs must be submitted 8 days before posting date.
2-1	Suspended flags in the lobby	1F Light Gallery	3	205(W) × 320(H)	3M double-sprayed fire-proof canvas	10,000/each	
2-2		4F Lobby	3	205(W) × 200(H)	3M double-sprayed fire-proof canvas	10,000/each	
2-3		4F Light Gallery	3	205(W) × 700(H)	3M double-sprayed fire-proof canvas	10,000/each	
3	Indoor Horizontal billboards	Above the entrance of 1F Lobby	1	1,682(W) × 182(H)	foam boards or light-weight, hollow boards	25,000/each	
4		Above the entrance of 4F Lobby	1	1,688(W) × 180(H) (away from vent)		Please make use of the stainless steel hangers installed on the ground of 3F and 5F (13 hangers for each). Suspension from glass or rails is strictly prohibited.	

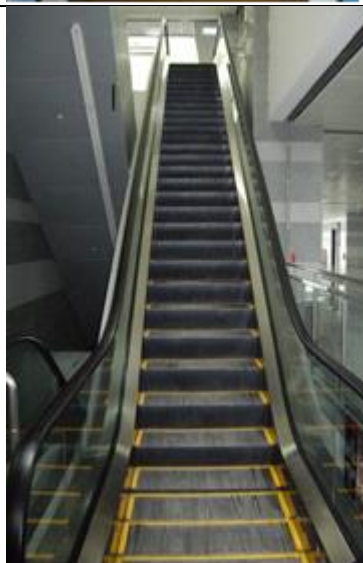
Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
5	Indoor Horizontal billboards	Above the entrance of 1F Light Gallery 5-1/5-3	2	110(W) × 120(H)	foam boards or light-weight, hollow boards	3,000/each	
		Above the entrance of 1F Light Gallery 5-2	1	360(W) × 120(H)		10,000/each	
6	Indoor Horizontal billboards	Interior of the 1F south entrance, the three entrances from north to south: 6-1 6-2 6-3	3	518(W) × 125(H)	foam boards or light-weight, hollow boards	6-1 (close to MRT Exit #1) 15,000/each	
						6-2 7,500/each	
						6-3 7,500/each	
7	Indoor Horizontal billboards	1F Area K Wall outside the Machine Room	1	460(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	25,000/each	
8	Indoor Horizontal billboards	1F Area J Wall outside the Luggage Room	1	590(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	25,000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
9	Indoor Horizontal billboards	1F Area I Wall outside the Emergency Response Center	1	270(W) × 150(H) Area above public facilities	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	10,000/each	
10	Indoor Horizontal billboards	1F Area J Wall outside the VIP Room 5	1	420(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	17,000/each	
11	Indoor Horizontal billboards	1F Area J Wall next to Venue Service Center	1	175(W) × 270(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	12,000/each	
12	Indoor Horizontal billboards	1F Area J Wall next to Service Center of Area J	1	210(W) × 270(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	12,000/each	
13	Indoor Horizontal billboards	4F Area N Wall outside the Office of Area N	1	680(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	26,000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
14	Indoor Horizontal billboards	4F Area N Wall outside the Machine Room	1	620(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	23,000/each	
15	Indoor Horizontal billboards	4F Wall outside the Conference Room 401	1	880(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	33,000/each	
16	Indoor Horizontal billboards	4F Area M Wall near the Information Counter of Area M	1	380(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	20,000/each	
17	Indoor Horizontal billboards	4F Area M Wall outside the VIP Briefing Room	1	690(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	27,000/each	
18	Indoor Horizontal billboards	4F Area M Wall outside the Office of Area M	1	730(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	29,000/each	

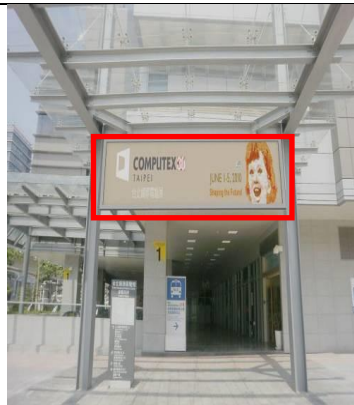
Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
19	Indoor Horizontal billboards	4F Area M Wall outside the VIP Room 4	1	660(W) × 265(H)	foam boards or light-weight, hollow boards	26,000/each	
20	Indoor Horizontal billboards	4F Area L Wall outside the Emergency Exit No.11	1	530(W) × 150(H) Area above public facilities	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	10,000/each	
21	Indoor Horizontal billboards	4F Area L Wall outside the Office of Area L	1	530(W) × 265(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	10,000/each	
22	Indoor Horizontal billboards	4F Area M Wall outside the Function Room 434	1	310(W) × 265(H) Switch cannot be covered	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	12,000/each	
23	Indoor Column	4F Area N Column at the Front of Meeting Room 404	1	247(L) × 236(W) × 280(H) 1. To avoid scratches, the ad boards must be pre-assembled. On-site carpentry is not allowed. 2. To avoid the boards rubbing column surfaces, reinforced stabilization is required. 3. Do not damage the ground and ceiling for fixation or support.	foam boards or light-weight, hollow boards	20, 000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
24	Indoor Horizontal billboards	5F North Wall outside the Function Room 521 Left Side	1	655(W) × 225(H)	foam boards or light-weight, hollow boards	13, 000/each	
25	Indoor Horizontal billboards	5F South Wall outside the Meeting Room 504	1	400(W) × 260(H)	foam boards or light-weight, hollow boards	12, 000/each	
26	Indoor Horizontal billboards	5F South Wall outside the Function Room 534	1	485(W) × 260(H)	foam boards or light-weight, hollow boards	12, 000/each	
27	Indoor Horizontal billboards	5F North Wall outside the Function Room 521 Right Side	1	790(W) × 260(H)	foam boards or light-weight, hollow boards	18, 000/each	
28	Hall interior elevator-door ads	1F lobby	6	110(W) × 210(H)	3M residue-free PVC stickers	10,000/each	
29		3F lobby	6		3M residue-free PVC stickers	5,000/each	
30		4F lobby	6		3M residue-free PVC stickers	10,000/each	
31		5F lobby	6		3M residue-free PVC stickers	5,000/each	
32		6F lobby	6		3M residue-free PVC stickers	2,500/each	
33		B1 lobby	6		3M residue-free PVC stickers	2,500/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
34	Hall interior escalator railing ads	Escalators at the south and north sides of the Exhibition Hall	8	3,450(W) × 68(H)	3M residue-free PVC stickers	10,000/each	
35	Hall interior escalator railing ads	Escalators at the south side of the Exhibition Hall (B1 to 1F)	4	1,350(W) × 68(H) 1,750(W) × 68(H) 1,750(W) × 68(H) 1,600(W) × 68(H)	3M residue-free PVC stickers	6,000/each	
36		Escalators at the south side of the Exhibition Hall (1 to 4F)	8		3M residue-free PVC stickers	10,000/each	
37		Escalators at the north side of the Exhibition Hall (1 to 4F)	8		3M residue-free PVC stickers	9,000/each	
38		Escalators at the north side of the Exhibition Hall (4 to 5F)	4		3M residue-free PVC stickers	9,000/each	
39	Outdoor plaza suspended flags	Biz Plaza at Exhibition Hall (North)	28	No.9 flag: 192 (L) × 288 (W)	Outdoor cloth flags	500/each	

This item is not available since it is under construction.

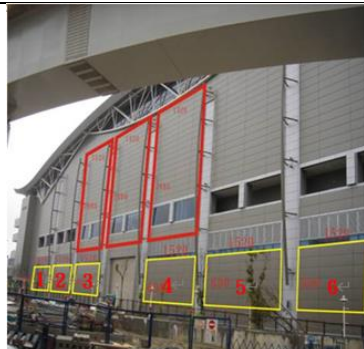
Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
40	Outdoor horizontal billboards above the main entrance	Over the rain covering at the main entrance to the Exhibition Hall	3	770 (W) × 90 (H)	foam boards or light-weight, hollow boards	15,000/each	
				1. For fastening, the use of hard materials, such as wire is not allowed. Only soft thread or plastic ties are permitted. 2. If attachments to H-beams are fastened by iron binders, the inside of each iron binder should be cushioned with rubber pads of 0.3 cm thickness. 3. Horizontal billboards should be framed for support to prevent wind damage.			
41	Outdoor main entrance morris columns	Cubic columns before the main entrance to the Exhibition Hall	6	120((W) × 250(H)	foam boards or light-weight, hollow boards	15,000/ column	
				1. Available space on the three sets of columns is 344cm, 364cm, and 386cm. 2. To avoid scratches, the ad boards must be pre-assembled. On-site carpentry is not allowed. 3. To avoid the boards rubbing column surfaces, reinforced stabilization is required. 4. Do not damage the ground for fixation or support.			
42	Image tower column ads	At the main entrance to the Exhibition Hall	2	60(L) × 60(W) × 400(H)	--	20,000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)		Allowed Materials	Rental rate (NTD/term)	Location image
43	Outdoor horizontal billboard	At main entrance	1	210 (W) × 250(H)		3M double-sprayed fire-proof canvas Canvas must be fastened with plastic ties.	30,000/each	
44	Outdoor horizontal billboard	South side rain covering	1	605(W) × 120(H)		3M double-sprayed fire-proof canvas Canvas must be fastened with plastic ties.	15,000/each	
45	Outdoor horizontal billboard	Both sides of 1F south entrance	2	119(W) × 255(H)		foam boards or light-weight, hollow boards	20,000/each	
46	Outdoor horizontal billboard	Left-hand wall of south entrance	1	Whole area	500(W) × 340(H)	foam boards or light-weight, hollow boards	40,000 (Whole area) 25,000 (Half area)	
			Left half	217(W) × 340(H)				
			Right half	280(W) × 340(H)				

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
47	Outdoor horizontal billboard	Outside wall of south entrance	1	180(W) × 360(H)	3M residue-free PVC stickers, and foam boards or light-weight, hollow boards	22,000/each	
48	Outdoor horizontal billboard	Exterior of the 1F south entrance, the three entrances from north to south: 48-1 48-2 48-3	3	518(W) × 177(H)	foam boards or light-weight, hollow boards	20,000/each	
49	Outdoor Light Gallery window covering ad	4F Light Gallery	1	4,325 (upper width) × 4,000 (lower width) × 950 (H) (410 m ²)	(residue-free, single-sided, and meshed) translucent sticker	100,000/each (whole area)	
50	Outdoor horizontal billboard	Northwest side Light Gallery entrance (between north entrances 3 and 4)	1	425 (W) × 330(H)	3M double-sprayed fire-proof canvas Canvas must be fastened with plastic ties.	30,000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
51	Outdoor horizontal billboard	Above the entrance of 1F Light Gallery	4	400(W) × 60(H)	foam boards or light-weight, hollow boards	5,000/each	
52	Outdoor wallscape exterior ad	Exterior of goods ramp wall: 52-1 52-5	5	900(W) × 750(H)	Ad canvas with double-sided ventilation (fire-proof)	10,000/each	
		52-6 Reserved for parking lot direction sign		1. There are stainless steel hangers already installed on fence exterior for fastening of unrolled ads. The hangers are not to be used for any other purpose. 2. For fastening, the use of hard materials, such as wire is not allowed. Only soft thread or plastic ties are permitted. 3. However, for leases that exceed 30 days, the lessee can use stainless steel wire. 4. If hangers are deliberately damaged, the lessee should pay for the repair. An amount of NT\$3,000 will be charged for each hanger.			
53	Streetlight banners on paths circling the Exhibition Hall	Streetlights at the perimeter of the Exhibition Hall (39 Sets)	2 banners for each set	60 (W) × 90 (H)	Outdoor cloth flags	100/set	
		LED Streetlights at the perimeter of the Exhibition Hall (14 Sets)	2 banners for each set	60 (W) × 120 (H)	Outdoor cloth flags	100/set	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
54	Outdoor wallscape exterior ad	East side exterior wall	1	3,772(W) × 790(H) (300 m ²)	3M residue-free PVC stickers	65,000/each (whole area)	
55	Outdoor wallscape exterior ad	North facing wall at the northwest corner	1	1,017(W) × 2,030(H) (206 m ²)	3M residue-free PVC stickers	45,000/each (whole area)	
56	Outdoor wallscape exterior ad	East facing wall at the southeast corner	1	510(W) × 2,040(H) (100 m ²)	3M residue-free PVC stickers	20,000/each	
57	Outdoor wallscape exterior ad	South facing wall at the southeast corner	1	476(W) × 2,040(H) (100 m ²)	3M residue-free PVC stickers	20,000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
58	Outdoor wallscape exterior ad	South side wall: 58-1 58-2 58-3	1	1,520(W) × 1,520(H) (231 m ²)	3M residue-free PVC stickers	50,000/each	
59	Outdoor wallscape exterior ad	South side exterior wall (lower part): 59-1 59-2 59-3 59-4 59-5 59-6	6	1,520(W) × 600(H) (90 m ²)	3M residue-free PVC stickers	15,000/each	
60	Outdoor wallscape exterior ad	Southwest exterior wall	1	1,017(W) × 2,100(H) (233 m ²)	3M residue-free PVC stickers	45,000/each	
61	Outdoor wallscape exterior ad	North side exterior wall (near goods vehicle ramp)	1	1,420(W) × 1,400(H)	3M residue-free PVC stickers	60,000/each	

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
62	Outdoor LED TV ad	Northwest side of the Exhibition Hall	1	425 inch/ resolution 680×450 Supported media formats: MPEG/MPG/VOB/MP3/MP4/WMA/WMV/AVI/BMP/GIF/JPEG/HTML/SWF	Video encoding methods: MPEG-1/MPEG-2/PS/MPEG-2TS/MPEG-4 ISO/MP3/WMV 7/8/9 /WMA 7/8 /Divx/RAW DV	09:00~17:00 30,000/term (rotating display) 17:00~19:00 30,000/term (rotating display)	
63	200-inch LED display ad	North and south sides of Area J entrances/Exits or other 1F locations	1	200 inch/ resolution 1472×704	Please refer to the Rental Guidelines and Rates for the 200-inch LED Display at Taipei Nangang Exhibition Center, Hall 1 Taiwan External Trade Development Council		
64	Suspended ad	Above the 4F Sky Dome Exhibition Hall	62 points of suspension in Area L, 69 points in Area M, 62 points in Area N. Each point of suspension can withstand a maximum weight of 500 kg. Please refer to the TAITRA Taipei Nangang Exhibition Center Hall 1 Sky Dome Truss Hanging Equipment Work Guidelines.	10,000/point (7 days maximum; please contact us for rentals exceeding 7 days)			
1	Bulletin Board ad	1F Area I	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
2	Bulletin Board ad	1F Area J	2	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
3	Bulletin Board ad	1F Area K	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
4	Bulletin Board ad	1F Others (a) (c)	2	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
5	Bulletin Board ad	3F South	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
6	Bulletin Board ad	3F North	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			

Item No.	Ad Category	Ad Location	Quantity	Use Range/Size (cm)	Allowed Materials	Rental rate (NTD/term)	Location image
7	Bulletin Board ad	4F Area L	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
8	Bulletin Board ad	4F Area M	2	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
9	Bulletin Board ad	4F Area N	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
10	Bulletin Board ad	4F Others (d) (f)	2	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
11	Bulletin Board ad	5F South	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			
12	Bulletin Board ad	5F North	1	Please refer to 「TAITRA Governing Regulations for Leasing Electronic Bulletin Boards in the Public Space of Taipei Nangang Exhibition Center, Hall 1」 & 「Locations, Sizes and Additional Fee of New Electronic Bulletin Boards in the Public Space of Nangang Exhibition Center, Hall 1」			

Notes:

1. Rental rates in the table are exclusive of 5% business tax, and fees for installation or advertising materials.
2. Rental rates apply for one exhibition term only. Each term includes move-in/out and exhibition period.
3. All advertising locations are available for long-term (monthly) lease. The rental rates remain the same as listed. However, if any activity takes place during the lease period requiring the use of the rented location, lessees should yield their occupancy to the lessor upon request. The lessee will be responsible for expense of ad removal or relocation as well as reinstallation after the activity ends. Occupancy of less than a month will be charged at a monthly rate.
4. Any advertisement set up by lessee in a location not specified above will be regarded as a sponsor ad. The lessee will be charged for the ad, based on the fee charged for the nearest, analogous advertising item. The advertising fee will be rounded up to the nearest NTD 1,000. However, the minimum charge for each sponsor ad will be NTD 10,000 (tax excluded). So, say, a lessee sets up a 100*200cm billboard at the fourth-floor light gallery. Then, the nearest, analogous item would be a suspended flag in the fourth-floor lobby (205*700cm, NTD 10,000/per flag). According to the area ratio between the billboard and the flag, the ad fee will be at NTD 1,394. After rounding up, the fee would be NTD 2,000. However, since the minimum charge for a sponsor ad is NTD 10,000, the lessee will pay NTD 10,000.
5. Application:
 Applicant must submit related documents (including designs marked with ratio to actual ad size, structure and installation layouts, material samples, application form and signed affidavit) to TaiNEX 1 10 days before proceeding installation. The installation can be proceeded upon receiving the approval of TaiNEX 1.
6. The final ad must be the same as the approved design. Any modifications must be approved first by TaiNEX 1. Regulations on ad materials and means of setting up ads must be observed. Violators will be asked to replace or remove their ads within a specified period. If the violator fails to fulfill such request, the Hall will remove the ad at the violator's expense. Any facility damage to TaiNEX 1, caused by replacement or removal, must be repaired within the specified time. If repairs failed to complete timely, the violator is responsible for compensation based on the quotation provided by TaiNEX 1.
7. It is the lessee's responsibility to safeguard their ad. All ad installation must be covered by public and third party liability insurance. Should any accident cause injury to anyone or damage to property, the lessee will take full responsibility for compensation.
8. The contents of an ad must fit with the theme stated in the application. Advertisements must not violate law, nor jeopardize social order or customs. Truss hanging will be charged except hanging lights, audio equipment and black curtains for non-exhibition events.
9. After an application is approved, payment must be submitted before the specified date. Payment can also be subtracted from the security deposit. A delay in payment entitles the Hall to refuse installation of the advertisement.
10. All payments are nonrefundable. No sublease is allowed.
11. In the event of disaster, mechanical error, or any other factor that disables the running of an ad, TaiNEX 1 will assign personnel ASAP to tackle the issue. If it is not possible to restore the ad, it will repay the lessee for the unused days. However, the Hall will not be responsible for any other compensation.
12. TaiNEX 1 reserves the right to revise rental rates and regulations without further notice.

Appendix 10.2
Application and Affidavit For Temporary Advertisements

To: Taiwan External Trade Development Council (TAITRA)

We will hold _____ at TaiNEX 1. 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.

Appendix 11

Application for Heavy Vehicles Entry

☐ Move-in

☐ Move-out

Application date: Year ____ Month ____ Date ____

Revised Sep. 2020

Exhibitor : Booth No.: VAT No.: Person in Charge:	Exhibition/Event :
	Vehicle License Plate Vehicle Type: ☐ Crane ☐ Truck ☐ Crane Truck ☐ Forklift Vehicle Axle No.: ☐ Two-axle ☐ Triaxle ☐ Other _____ Vehicle Height (cargo included): Vehicle Weight Limit: _____ ton/ Maximum weight lift: _____ ton Access Period: From ____ Month ____ Day To ____ Month ____ Day
	Vehicle License Plate Vehicle Type: ☐ Crane ☐ Truck ☐ Crane Truck ☐ Forklift Vehicle Axle No.: ☐ Two-axle ☐ Triaxle ☐ Other _____ Vehicle Height (including cargo): Vehicle Weight Limit: _____ ton/ Maximum weight lift: _____ ton Access Period: From ____ Month ____ Day To ____ Month ____ Day
Exhibitor On-site Representative: Office Telephone: Mobile: Email:	Vehicle License Plate Vehicle Type: ☐ Crane ☐ Truck ☐ Crane Truck ☐ Forklift Vehicle Axle No.: ☐ Two-axle ☐ Triaxle ☐ Other _____ Vehicle Height (including cargo): Vehicle Weight Limit: _____ ton/ Maximum weight lift: _____ ton Access Period: From ____ Month ____ Day To ____ Month ____ Day

Remarks:

1. Application Contact: In order to protect the safety of the structure, floor, personnel and facilities of TaiNEX 1, 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 1 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(1st floor) of TaiNEX 1 is 5 tons/square meter. The floor weight limit in the Sky Dome (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 1: Ground Floor(1st floor) Area I: 5.0 meters high, 9.9 meters wide; Area J: 4.5 meters high, 11.6 meters wide; Area K: 5.0 meters height, 10.0 meters high; Sky Dome (4th floor) Area L: 4 meters high, 11.0 meters wide; Area M: 8.5 meters high, 11.9 meters wide; Area N: 4.0 meters high, 10.1 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 1 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 1 (Tel: 02 27255200 #5545) for further questions.

Applicant (Signature and Seal)	Review by Organizer	Reviewed by TaiNEX 1
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 : VAT No. : Person in Charge : Tel : Contact Person : Mobile :	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Exhibition / Event :</td> </tr> <tr> <td colspan="2">Area :</td> </tr> <tr> <td colspan="2">*Qty of booths require Grapple Truck Operation : _____</td> </tr> <tr> <td colspan="2">*Qty of Grapple Trucks entering the site : _____</td> </tr> <tr> <td colspan="2">*Vehicle License Plate : _____</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"> Working Period </td> <td> From ____ Month ____ Day To ____ Month ____ Day Total ____ hours (approximately) </td> </tr> </table>	Exhibition / Event :		Area :		*Qty of booths require Grapple Truck Operation : _____		*Qty of Grapple Trucks entering the site : _____		*Vehicle License Plate : _____		Working Period	From ____ Month ____ Day To ____ Month ____ Day Total ____ hours (approximately)
Exhibition / Event :													
Area :													
*Qty of booths require Grapple Truck Operation : _____													
*Qty of Grapple Trucks entering the site : _____													
*Vehicle License Plate : _____													
Working Period	From ____ Month ____ Day To ____ Month ____ Day Total ____ hours (approximately)												
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. *TaiNEX1: Two or more areas are leased. *TaiNEX2: One or more areas are leased.													
Regulations The rules for grapple trucks entering the exhibition hall are as follows: - 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. - 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. - 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. - In accordance with the Taipei Noise Restriction Regulations, grapple truck operations outside the exhibition site must be finished before 10PM. - 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)													
Applicant (Signature and Seal)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; vertical-align: middle;">Organizer (Signature and Seal)</td> <td colspan="2" style="text-align: center;"> ☐TaiNEX 1 ☐TaiNEX 2 </td> </tr> <tr> <td></td> <td style="text-align: center;">(1) Venue Management Section</td> <td style="text-align: center;">(2) Supervisor</td> </tr> <tr> <td></td> <td colspan="2"> _____ areas for security * 1 person * 4hours (From ____ to _____) </td> </tr> </table>	Organizer (Signature and Seal)	☐ TaiNEX 1 ☐ TaiNEX 2			(1) Venue Management Section	(2) Supervisor		_____ areas for security * 1 person * 4hours (From ____ to _____)				
Organizer (Signature and Seal)	☐ TaiNEX 1 ☐ TaiNEX 2												
	(1) Venue Management Section	(2) Supervisor											
	_____ areas for security * 1 person * 4hours (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	Items left on site are _____ cubic meters * NTD200/m ³ * 1.05 Total Amount : NTD _____ Filled by : _____	
Reviewed by (filled by TAITRA)	1. Venue Management section	2. Supervisor of Venue Management section
	3. Client Service section	4. Supervisor of Client Service Section

※Please return completed form along with floor plan of designated area to TAITRA.

Retention fee shall be paid upon approval of TAITRA.

Appendix 14

Venue Checklist (1/2) – Before Move-in

To: Taiwan External Trade Development Council (TAITRA)

We hold _____ at TaiNEX 1.

The exhibition hall ☐Area I ☐Area J ☐Area K ☐Area L ☐Area M ☐Area N (please tick) facilities check before move-in is completed:

Name	Area	I	J	K	L	M	N
Pillar	Pillar surface	() Damaged	() Damaged	() Damaged			
	Switch box	() 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	() Damaged
	Sound-proofing panels	() Damaged	() Damaged	() Damaged	() Damaged	() Damaged	() Damaged
Ground	Trench cover	() 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
Steel Coiling door		() Damaged	() 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							
Others							
Notes							

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

Lessee: _____ (Signature)

Client Service Section of TaiNEX 1: _____ (Signature)

Technical Support Section of TaiNEX 1: _____ (Signature)

Appendix 14.1

Venue Checklist (2/2) – After Move-out

To: Taiwan External Trade Development Council (TAITRA)

We hold _____ at TaiNEX 1.

The exhibition hall ☐Area I ☐Area J ☐Area K ☐Area L ☐Area M ☐Area N (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 1: _____(Signature)

Technical Support Section of TaiNEX 1: _____(Signature)

Appendix 15
Agreement on showground Cleaning

To: Taiwan External Trade Development Council (TAITRA)

We will organize _____ at TaiNEX 1, using area ☐I ☐J ☐K☐L
☐M ☐N.

The last move-out date is scheduled on ___year___month___day. For any decoration waste and waste from special effect left on-site, we hereby authorize contracted cleaning company of TaiNEX 1 to proceed the cleaning. Related cleaning fee will be directly deducted from the security deposit.

Company: _____ (Seal)

Contact Person: _____ (signature) Date: _____

Tel: _____ Mobile: _____

Fax: _____ Email: _____

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

TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations

Revised Jan., 2021

1. Purpose:

These Regulations are enacted by the Taiwan External Trade Development Council (hereinafter referred to as "Party A") as general provisions for individual agreements on the lease of conference room premises and facilities on 4F and 5F (hereinafter referred to as the "Conference Rooms") of the Taipei Nangang Exhibition Center, Hall 1 (hereinafter referred to as "TaiNEX 1"). The lessee (hereinafter referred to as "Party B") shall read these Regulations and related lease documents carefully and thoroughly before leasing, and shall abide by all leasing terms and conditions in the agreement signed with Party A.

2. Leasing Principles:

When the conference rooms are not being used by Party A, they may be leased to the organizations specified in Article 3 herein for business or trade promotion related activities.

3. Lessees:

The conference rooms may only be leased to the following lessees (collectively referred to as Party B):

- I. Industry associations
- II. Organizer(s) and exhibitors of exhibitions, product launches, or conferences held in the Exhibition Hall.
- III. Government agencies or other agencies approved by the Ministry of Economic Affairs (MOEA).
- IV. Other domestic and foreign corporations.

4. Leased Conference Room/Equipment:

- I. Party A may lease to Party B the following premises: conference room Happiness on 3rd floor and conference rooms 401, 402, 403 and 404 along with the facilities on 4th floor and conference rooms 500, 501, 502, 503, 504, 505, 506, 507 along with the facilities on 5th floor of TaiNEX 1. The conference room or conference equipment leased to Party B shall be determined based on the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Application Form and the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Equipment Leasing Fee Schedule and Application Form issued by Party A.
- II. In order to avoid obstructing holding events (including meetings and exhibitions) by Party B, Party A may adequately adjust or change the scope or items leased to achieve a more reasonable use of the Conference Rooms. Party A shall refund without interest any price difference resulting from the said adjustment and shall not be liable for compensating any other damages sustained..

5. Application Procedures and Establishment of Lease Agreement:

- I. Party B shall inquire from Party A in advance regarding usage of the leased conference rooms based on Party B's actual requirements for organizing an event. Party A's answer or quotation made in response to Party B's inquiry is for reference only prior to the leasing of conference rooms and shall not possess any legal effect or otherwise before a formal written consent is obtained from Party A.
- II. Party B shall complete the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Application Form (Attachment 1) provided by Party A to submit a leasing application to Party A.
- III. The application procedure is completed after receiving a letter of approval from Party A in response to the application form completed by Party B in the preceding paragraph. The parties shall be deemed as having signed an agreement after Party B completes payment within the specified period.

6. Rent and Fees:

- I. Rent calculated according to the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Fee Schedule (Attachment 2) formulated by Party A includes air conditioning, indoor general lighting, and basic

cleaning fees, but does not include fees for cleaning Party B's exhibition booth(s), venue decoration and cleaning before and after the event, and removal of bulk waste left at the premises.

- II. The amount of rent required for leasing the conference room and conference equipment shall be based on the letter of approval from Party A sent in response to Party B's application. In the event of any changes, rent shall be calculated based on the rental amount listed in the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Fee Schedule at the time of the change.

7. Payment Method:

- I. Party B shall pay fees in the amount and period specified in the letter of approval from Party A.
- II. Supplementary fees must be paid in full, before the event concludes.

8. Modification of Event Plan:

If Party B needs to cancel, reschedule or rearrange the leasing area and period of the event, there is only one time for modification. Also, the period between previous event and newly scheduled event may not exceed three months. Party B shall notify Party A for any modification in writing and shall be proceeded upon receiving Party A's approval. Related supplementary or refund due to modification will be proceeded accordingly. If Party B failed to notify Party A for any modification, Party B is required to pay previously confirmed rental fee in accordance with Article 9 of this regulation.

9. Supplementary Payment and Refund:

- I. When Party B changes event plans in accordance with the preceding article, rent already paid by Party B (or difference s resulting from reducing the scope or period of lease) shall be handled as follows:
 - (I). If the notice of cancellation is delivered to Party A at least two months before the original date of the event, the rent is fully refunded without interest.
 - (II). If the notice of cancellation is delivered to Party A less than two months but within one month before the original date of the event, the rent will be fully refunded without interest under the circumstance when the rental conference rooms confirmed by Party B earlier is then leased to a third party. Otherwise, the rent for conference room shall be confiscated by Party A (rent for conference equipment and other fees will be fully refunded without interest).
 - (III). If the notice of cancellation is delivered to Party A less than one month before the original date of the event, 50% of the rent shall be confiscated and the remaining 50% shall only be refunded under the circumstance when the rental conference rooms confirmed by Party B earlier is then leased to a third party. Otherwise, the rent for conference room shall be confiscated by Party A (rent for conference equipment and other fees will be fully refunded without interest).
- II. If the notice of cancellation is delivered to Party A less than one month before the original date of the event, 50% of the rent shall be confiscated and the remaining 50% shall only be refunded under the circumstance when the rental conference rooms confirmed by Party B earlier is then leased to a third party. Otherwise, the rent shall be confiscated by Party A (rent for conference equipment and other fees will be fully refunded without interest).
- III. In the event the Conference Room cannot be used due to force majeure or severe incident, Party A shall refund rent for the Conference Room and conference equipment without interest to Party B, but will not bear liability for any other damages.

10. Notification and Implementation of Event Plan:

- I. Party B shall attach the event plan, list of responsible persons, and equipment layout to the application form for review by Party A, so that Party A may make related arrangements.
- II. Events hosted by Party B may not disrupt public order or violate codes of decency in any way. Party B shall be fully responsible for maintaining order within the rented area during event, to ensure the safety of event participants.
- III. Party B shall gain approval from the competent authority for the event plan and shall bear all legal liability arising

out of the event. Party B may not list Party A as an organizer, co-organizer, or sponsor without approval in writing from Party A.

- IV. Party B may not engage in any publicity specifying the event will be held in the venue of Party A before receiving the letter of approval for leasing the venue from Party A, otherwise Party B shall bear all liability for damages sustained by both parties.

11. Limitations of the Leased Conference Rooms:

- I. The 「TAITRA Regulations for Management of Taipei Nangang Exhibition Center, Hall 1」, 「Taipei Nangang Exhibition Center, Hall 1 Application For Conference Room」, 「Taipei Nangang Exhibition Center, Hall 1 Conference Room Rental Rates」, and Letter of Approval from Party A and related attachments are all deemed integral parts of the conference room leasing agreement. Party B shall read the materials carefully and thoroughly and abide by the terms and conditions. Any violation shall be construed as breach of contract.
- II. Party B shall comply with the maximum capacity of each conference room specified in the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Application Form. Party A may restrain use of the conference room in the event the maximum capacity is exceeded, and may suspend the event for public safety when necessary. Party B may not claim compensation for any damages.
- III. Any conference equipment required by Party B for use in the conference room shall be leased from Party A or provided by Party B after gaining prior approval from Party A.
- IV. Food and beverages other than water are prohibited in the conference rooms; all exceptions require prior approval.
- V. Party B and event attendees are prohibited from engaging in irrelevant actions during event without receiving prior approval in writing from Party A.
- VI. Party B may not sublet whole or part of the leased conference rooms as well as conference equipment to a third party without receiving prior approval in writing from Party A.
- VII. The full name of the lessee must be specified on all advertisements, publicity materials, invitations, signs, and other documents related to the event hosted by the lessee.
- VIII. Retail sales in the conference rooms are prohibited.
- IX. Children under the age of 12 are prohibited from entering the conference rooms of the Exhibition Hall.
- X. If there is requirement for partition boards construction in the conference room, the height of partition boards may not exceed 2.5 m on the 4th floor, may not exceed 2 m on the 5th floor, and may not exceed 2.2 m on the 6th floor. **The partition boards must maintain at least 45 cm from the ceiling and may not be covered on the top** in compliance with fire safety regulations.
- XI. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the lessee is required to complete an application form requesting additional electricity; TaiNEX 1 will contact licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be covered by the organizer(s). **Electricity may be supplied only after the Technical Support Section of TaiNEX 1 completes electricity safety inspection.** Power must be switched off after activities have ended for each day. Separate applications are required for activities that require 24-hour power supply.
- XII. Hanging or posting advertisements and publicity materials on walls and from ceilings is strictly prohibited. The lessee may attach event-themed materials on the backboard of the podium using thumbtacks (the use of double-sided tape and staple guns is prohibited), and shall remove the themed material after the event concludes. Posters or signs may not be posted on any other walls and surfaces.
- XIII. For any matters not stipulated above, Party B shall notify Party A in writing and may only begin acting upon such matters after gaining approval from Party A.

12. Insurance:

Party B shall purchase public liability insurance and third party liability insurance for leased conference rooms and conference equipment as needed. Party A shall not be liable for any accidents or incidents that occur in the leased areas during leasing period.

13. Compensation for Damage:

In the event the conference room, facilities or equipment is damaged by users of Party B (including employees or contractors) or event participants whether intentionally or by accident, Party B and the person incurring such an incident shall be jointly liable for damages.

14. Termination of Agreement:

- I. In the event of any one of the following circumstances, Party A may terminate the agreement immediately, without notifying Party B:
 - (I) Failure to pay rent for the conference room and conference equipment or other fees within the specified period, and failure to complete payment before the deadline after being notified.
 - (II) The event hosted by Party B violates government laws or regulations.
 - (III) Listing Party A as an organizer, co-organizer, or sponsor of the event without approval from Party A.
 - (IV) Party B sublets whole or part of the conference room or conference equipment to a third party.
 - (V) The event does not match the description on the lease agreement.
 - (VI) Party B fails to make proper use of the leased conference room and conference equipment. And warnings from Party A were not followed by Party B.
 - (VII) Other actions that severely violate the purpose of the lease.
- II. In the event Party A terminates the agreement in accordance with the preceding paragraph, Party B may not request refund of rent and fees already paid.

15. Change or Amendment to the Agreement:

Any changes or amendment to the lease agreement shall be made in writing form and approved by both parties, otherwise the change or amendment shall be deemed ineffective.

16. Jurisdiction

Any mediation or litigation arising from the lease agreement shall be subject to the jurisdiction of the Taiwan Taipei District Court.

17. Notification Address

Written notifications required in accordance with the leasing agreement shall be delivered to the following addresses:

Party A: Taipei Nangang Exhibition Center, Hall 1

Party B: Address specified by Party B in the 「Taipei Nangang Exhibition Center, Hall 1 Application For Conference Room」.

18. This regulation are subject to change and announced on TaiNEX 1 website without prior notice

Appendix 16.1

Taipei Nangang Exhibition Center, Hall 1

Conference Room Rental Rates

Revised Oct., 2021

NT\$ basis(tax excluded)

Floor	Conference Rooms	Seating Capacity(person)					Room Size	Dimensions (L x W x H) meter	Rental Rate Per Period	
		Theater	Classroom	Standard	U-Shape	Square			Mon.-Fri. Daytime 08:00-12:00 13:00-17:00	Evening 18:00-22:00 weekends, holidays and indoor booths
3F	Happiness*	60	32	48	20	28	83.5	9.6 x 8.7 x 3.9	13,800	16,600
4F	401	384	144	216	52	72	375.7	20.2 x 18.6 x 3.5	39,900	47,900
	402	396	168	224	62	80	372.6	27.0 x 13.8 x 3.5	39,400	47,300
	402a	100	56	72	26	36	121.4	8.8 x 13.8 x 3.5	12,900	15,500
	402b	110	56	72	26	36	122.8	8.9 x 13.8 x 3.5	12,900	15,500
	402c	110	56	72	26	36	128.3	9.3 x 13.8 x 3.5	13,600	16,300
	402a+b	234	108	144	42	56	244.3	17.7 x 13.8 x 3.5	25,800	31,000
	402b+c	234	108	144	42	56	251.2	18.2 x 13.8 x 3.5	26,500	31,800
	403	125	68	92	34	44	149.5	8.4 x 17.8 x 3.5	15,600	18,700
	404	90	48	72	26	36	133.5	9.3 x 12.9 x 3.5	14,000	16,800
5F	500	140	72	116	46	52	159.8	9.7 x 18.6 x 2.8	16,700	20,000
	501	105	56	84	30	36	131.1	9.3 x 14.1 x 2.8	13,800	16,600
	502	95	34	68	26	32	102.3	7.6 x 12.0 x 2.8	10,700	12,800
	503	110	56	84	30	36	150.9	9.7 x 14.2 x 2.8	15,600	18,700
	504	504	224	360	68	84	505.4	26.6 x 19.0 x 2.8	52,700	63,300
	504a	165	80	120	38	44	184.3	9.7 x 19.0 x 2.8	19,300	23,200
	504b	150	80	120	38	44	169.1	8.9 x 19.0 x 2.8	17,600	21,100
	504c	150	80	120	38	44	152.0	8.0 x 19.0 x 2.8	15,800	19,000
	504a+b	336	144	216	48	64	353.4	18.6 x 19.0 x 2.8	36,900	44,300
	504b+c	312	128	216	48	64	321.1	16.9 x 19.0 x 2.8	33,400	40,100
	505	504	224	360	68	84	511.1	26.9 x 19.0 x 2.7	53,300	64,000
	505a	165	80	120	38	44	178.6	9.4 x 19.0 x 2.7	18,600	22,300
	505b	150	80	120	38	44	171	9 x 19.0 x 2.7	17,800	21,400
	505c	150	80	120	38	44	161.5	8.5x 19.0 x 2.7	16,900	20,300
	505a+b	336	144	216	48	64	349.6	18.4 x 19.0 x 2.7	36,400	43,700
	505b+c	312	128	216	48	64	332.5	17.5 x 19.0 x 2.7	34,700	41,700
	506	165	80	120	38	44	176.7	9.3 x 19.0 x 2.7	18,500	22,200
	507	165	80	120	38	44	176.7	9.3 x 19.0 x 2.7	18,500	22,200

*Room Happiness can also be used as a private banquet-dining room that accommodates up to 4~5 tables (10 persons per table). Meal periods are 11:00-15:00 for lunches and 17:00-21:00 for dinners. Room rental for each meal period is NT\$10,000 (tax excluded). Conference equipment come with extra charge.

Remarks:

- The above rental rates do not include 5% VAT (value added tax).

Notes on holidays:

(1) Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration of the 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.

(2) The rent for indoor booths is charged as the evening, weekend and holiday rate (including weekday daytime).

- Seats and tables will be provided in accordance with the seating arrangements listed above. Additional seating and other requests come with extra charge.

a) Basic conference equipment that are provided free of charge on 3rd, 4th, 5th floor, include: two (2) wireless microphones; one (1) podium; one (1) reception desk with tablecloth and table skirt; one (1) digital display (shared by conference rooms 501 and 502); and two (2) poster stands. Price list for additional conference equipment is available upon request.

b) Basic conference equipment may not be exchanged for other conference equipment. Unused items are non-

refundable. No refunds will be given for last minute cancellations of confirmed rental items. 30% surcharge for last minute additional rentals.

- c) Basic conference equipment will not be provided when the conference room is used for an exhibition. Site plan must be submitted and approved before any show work.
- d) Audio and video equipment (please refer to items on appendix 16.3) that are not provided by TaiNEX 1 are not allowed into the rooms without prior permission.
3. Use of the conference room during setup or dismantling is billed based on the rates per session listed below:
 - (1) 08:00~12:00/13:00~17:00/18:00~22:00: 40% off standard rates per session for that day.
 - (2) 22:00~24:00/00:00-04:00/04:00-08:00: The rent for the leasing period is charged at 30% of the fixed evening rate (no air-conditioning: must be rented together with the proceeding or next time period, no single rentals).
 - (3) Occupation fee is charged at 30% of the original rent for the leasing period.
 - (4) If air conditioning is required, in addition to setup and dismantling fees listed above in (1) and (2), an air conditioning fee will be separately charged as follows:
 - A. 08:00-12:00 / 13:00-17:00 / 18:00-22:00 air conditioning rates: Charged 24% of the leasing rate for periods during weekdays.
 - B. 22:00-24:00 / 00:00-04:00 / 04:00-08:00 air conditioning rates: Charged 24% of the leasing rate for periods during weekdays. An additional NT\$3,000 (tax excluded; shared equally if there more than one renter) will be charged per hour during this period.
4. There is a charge for overtime use of the conference rooms. For overtime less than one (1) hour, there will be an additional charge equivalent to 25% of the standard rates per session for that day. Overtime exceeding one (1) hour will be charged at the full standard rates per session (four (4) hours) for that day.
5. For weekend, public holiday, or evening rentals, the renter must rent at least two conference rooms at the same time.
6. Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission must be obtained and the requirements below must be followed:
 - a) Refreshments may be provided only by the contracted caterer of TaiNEX 1.
 - b) Renters who plan on serving food and/or beverage in the conference rooms should contact TaiNEX 1 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 TaiNEX 1 prior to event move-in 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.
 - c) Serving meals or meal-boxes will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day.
 - d) For banquets organized by the renter's own caterer, the renter must provide carpeting to adequately cover and protect the floor (except Room Happiness on 3rd floor). Banquets will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day. Open fire usage is strictly prohibited.
7. Regulations for live streaming conference:
 - a) This service can only be proceeded with contracted live streaming service company of TaiNEX 1.
 - b) In addition to conference rental rate, an additional NTD3,000 management fee per period(4 hours) will be charged if using non-contracted live streaming service company.
8. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor, which is not allowed to replace with a transparent plastic sheet. And no furnishings are allowed to install in Room Happiness on 3rd floor. Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damage done to the existing carpeting, and the rental area must be restored to its original state upon return.
9. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 m in height at 4th floor; and furnishings must not exceed 2 m in height at 5th floor; and furnishings must not exceed 2.2 m in height at 6th floor. 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, to comply with fire safety regulations. Only lightweight materials such as foam core or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 400kg per square meter.

10. Construction wastes must be removed by the contracted furnishing companies or the renter. If wastes are not properly removed, the renter will be billed by the contracted cleaning service company of TaiNEX 1 for waste removal.
11. All switches and connectors to facilities within the conference rooms, including circuit boxes, fire-fighting equipment, air conditioning, power outlets, and audio/video equipment, may not be covered or moved. Adequate space must be retained in order for the staff of TaiNEX 1 to carry out proper operation of the above facilities.
12. 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. TaiNEX 1 will appoint licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. Electricity will only be supplied after the Technical Support Section of TaiNEX 1 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.
13. Payment:
 - a) The renter should settle the rental fee once the schedule is finalized.
 - b) Rental of audio visual equipment and other additional charge should be settled no less than three (3) days prior to the event. Any additional charge from added services and rentals during the event should be settled prior to the end of the event.
 - c) 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.
14. Rental rates are subject to change and announced on TaiNEX 1 website without prior notice.

Taipei Nangang Exhibition Center, Hall 1

Application For Conference Room

Revised Feb.,2024

Conference room No.					Please complete four pillars on the left in detail for setting up digital signage outside the conference room.	
Lease duration	Move-in Period	From	(mm)	(dd)		(hr)
		To	(mm)	(dd)		(hr)
	Event Date	From	(mm)	(dd)		(hr)
		To	(mm)	(dd)		(hr)
	Move-out Period	From	(mm)	(dd)	(hr)	
		To	(mm)	(dd)	(hr)	
Event Name						
Type of Event	☐ Non-streaming conference ☐ Live Streaming Conference (if yes please tick below) ☐ Using non-contracted company_____ (Management fee NTD3,000/per period) ☐ LIFESTYLE MEDIA CO., LTD. ☐ SING CING CO., LTD. ☐ CHI WAN LIVE CO., LTD. ☐ Bornfree CO., LTD. ☐ Others					
Refreshment	☐ NO ☐ YES (Please be aware that a cleaning fee equivalent to 5% 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)			
Reviewed by TaiNEX 1	Other requests or memos			Applicant (Signature and seal)		
	Select layout (please refer to attached image): ☐ Theater ☐ Standard ☐ Classroom ☐ Horseshoe ☐ Closed board ☐ Other (please provide drawing) *Please confirm 7 days prior to the event.			Applying date: Year Month Day		

Remark:

1. For leasing regulations, please refer to the **TAITRA** Taipei Nangang Exhibition Center Hall 1(TaiNEX 1) Conference Room Leasing Regulations. Website <https://www.tainex.com.tw/en/venue/app-room/1>
2. This form constitutes the leasing agreement for the Conference Rooms. Please affix the seal in the designated area or the application will be rejected.
3. Renters who plan on serving food and/or beverage in the conference rooms should contact TaiNEX 1 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 TaiNEX 1 prior to event move-in 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.
4. 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.
5. If there is requirement for partition boards construction in the conference room, **the height of partition boards may not exceed 2.5 m on the 4th floor and may not exceed 2m on the 5th floor. The partition boards must maintain at least 45 cm from the ceiling and may not be covered on the top in compliance with fire safety regulations.**
6. 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. 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.

*Note: The above information is provided to enable TAITRA to contact the information providers via telephone or email from 2023 to 2028. 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.

Appendix 16.3

Taipei Nangang Exhibition Center, Hall 1

Rental Rates and Application for Conference Equipment

Revised 2024/11/12

No.	Equipment Description	Unit Price:NT\$ (tax excluded)		Notes
		Per Time Slot	Qty	
I. Facilities (length×width×height)				
1	Tablecloth (140×60 cm)	100/each		
2	Table Skirting (260×75 cm)	150/ each		
3	Chair Cover (57×50×81 cm)	50/ each		
4	Conference Table (140×60×75cm)	150/ each		
5	Small Round Table (Diameter 80cm)	200/ each		
6	Large Lectern (120×55×109cm)	500/ each		
7	Small Lectern (60×55×109cm)	350/ each		
8	Conference Chair (57×50×81cm)	50/ each		
9	Mobile Stage (183×244×40cm, steps included)	600/ each		
10	Poster Stand (45×60×120~180cm)	150/ each		
11	Drawing Stand (51×51×152cm)	100/ each		
12	White Board (60×90×176cm)	200/ each		
13	Divider Barriers (rope length 200cm, H:98cm)	100/ each		
II. Conferencing System				
1	Desktop Conference System Host	3,500/set/*		/* discount rate refer to remark 1 st . below
2	Desktop Conference System Microphone	300/each/*		
III. Video Conferencing System				
1	Handheld Wireless Presenter Remote	100/each/*		
2	Perfect Cue Remote	3,800/each/*		
	◎Fixed/Lift Projector (HDMI cable is included for all projectors rented from the venue)			
3	Fixed Projector (5500 lm)	6,000/set/*		With lift screen
4	High Brightness Projector (6200 lm)	9,500/set/*		Movable
5	Ultra High Brightness Projector (12000 lm)	17,000/set/*		Additional 220V 15A electric power box and plug are required
6	Ultra High Brightness Projector (15000 lm)	20,000/set/*		
	◎Portable Projector Screen			
7	105" Tripod Screen	1,000/each/*		4:3
8	120" al-alloy frame front projector screen	2,500/each/*		16:9
9	150" al-alloy frame front projector screen	3,000/each/*		16:9 (4F Only)
10	180" al-alloy frame front projector screen	4,000/each/*		
	◎HDMI Splitter and Switcher			
11	HDMI Splitter (1-in 4-out)	1,000/set/*		
12	HDMI Switcher (4-in 1-out)	2,500/set/*		

No.	Equipment Description	Unit Price:NT\$ (tax excluded)		Notes
		Per Time Slot	Qty	
13	HDMI Switcher (4-in 2-out)	3,000/set/*		
	◎Monitors			
14	24" Monitor	500/pc/*		
15	55" Teleprompter Monitor	5,000/pc/*		
IV. Simultaneous Interpretation Equipment				
1	Simultaneous Interpretation System (infra-red transmitter and central control unit are included)	7,000/set/*		Infrared transmitter board and interpreter headset are not included
2	Mobile Interpreter Booth	8,000/each/*		2 interpreters/booth
3	401 Interpreter Room	8,000/rm./*		2 interpreters/booth
4	Infra-Red Receiver	200/set/*		
5	Interpreter Headset	60/set		Can be taken home by user
6	Infrared Transmitter Board	2,500/each/*		Tripod Stand included
7	Interpreter Device (headphones included)	1,500/each/*		According to the number of interpreters
8	Certificate Exchange Box	200/each/*		100 cards/box
9	Audio Expander	10,000/set/*		
V. Sound System				
1	Wireless Microphone (Handheld / Lavalier / Headset)	1,000/each/*		Using over 6 Microphones must rent Sound Reinforcement
2	Portable Wireless Amplifier (Wireless Handheld Microphonex2 included)	2,000/set/*		CD Player included
3	Small Portable Stereo System (12ch-Mixerx1, Speakerx2, and AudioLineInx1 included)	5,000/set/*		On-Site Audiovisual Operator excluded
4	Medium Portable Stereo System (16ch-Mixerx1, Speakerx2, Wireless Microphonex2 and AudioLineInx1 included)	8,000/set/*		
5	Audio Line In	500/set/*		
6	Audio Line Out	500/set/*		
7	Computer Audio Interface Processor (Interface)	2,500/set/*		Live microphone audio can be sent to the computer
8	Monitor speaker	1,500/set/*		
VI. Others				
1	Dedicated On-Site Control Engineer	3,500/person		
2	Live Audio Recording	1,500/session/*		wav format file is provided
3	Interpretation Recording 1. Recorded in wav format file 2. NT\$1,500 for each language	1,500/set/*		1.Audio Expander (IV-9) must be rented additionally for this service. 2.Organizer(s) must provide an interpreter's signed agreement to audio recording for this service.

Remark:

- 1. Equipment with /* mark: For the same Organizer(s) and the same venue rented for 2 consecutive time slots on a single day, there will be a 25% discount on the equipment rental for the 2 time slots.**
2. Basic conference equipment that is provided free of charge for each conference room, include: two wireless microphones; one podium; one reception desk with tablecloth and table skirt; one digital display(shared by conference rooms 501 and 502); and two poster stands. Price list for additional conference equipment is available upon request. Basic conference equipment may not be exchanged for other conference equipment. Unused items are non-refundable. No refunds will be given for last minute cancellations of confirmed rental items. 30% surcharge for last minute additional rentals.
3. Basic conference equipment will not be provided when the conference room is used for an exhibition.
4. Audio-visual facilities should be provided and charged by TaiNEX1.
5. 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 17

Application For Showground Use Overtime

Exhibition / Event				
Lessee				
Rental period and area	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour		Rented area ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N	
Application time and area	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour		Overtime use area ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N	
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 I	NT\$	Area I	NT\$
	Area J	NT\$	Area J	NT\$
	Area K	NT\$	Area K	NT\$
	Area L	NT\$	Area L	NT\$
	Area M	NT\$	Area M	NT\$
	Area N	NT\$	Area N	NT\$
Total overtime rental fee (Filled by the main coordinator of TaiNEX 1)	Extended hours	Area	Unit Price	Total
	Hour			

Applicant: _____ (Signature)

Client Service Section of TaiNEX 1: _____ (Signature)

Technical Support Section of TaiNEX 1: _____ (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 1 before 4 pm of the application date.
2. After the Client Service Section of TaiNEX 1 signs, it will be delivered to the Technical Support Section of TaiNEX 1 before extending.
3. After the on-site guards have filled in the "move-out time" and signed, the Technical Support Section of TaiNEX 1 will fill in the time of "Turn off the light of the venue" and return it to the Client Service Section of TaiNEX 1 next day, so that the overtime rental fee can be calculated.

Appendix 18

Taipei Nangang Exhibition Center, Hall 1 VIP Rooms, Press Center Rental Rates & Regulation

Revised Mar., 2019
NT\$ basis (tax excluded)

Room name	Room size sq meter	Rental rate (per hour)	Remark
VIP Room 1 – 1 st Fl.	47.21	1,600	
VIP Room 2 – 1 st Fl.	46.53	2,000	With a private restroom
VIP Room 3 – 4 th Fl.	47.10	1,600	
VIP Room 4 – 4 th Fl.	46.21	2,000	With a private restroom
VIP Room 5 – 1 st Fl.	78.43	3,000	With a private restroom
Briefing Room – 4 th Fl.	188.06	4,000	
Press Center – 4 th Fl.	174	2,500	

Regulation:

- The rental rates above are exclusive of 5% VAT (value added tax).
- Rentals for VIP rooms, briefing room, and press center are computed based on hourly rates.
- 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.
- Room use during setup or dismantling is computed at 60 percent of the rental rate per hour.
- Renting of VIP rooms, briefing room, and press center is offered only to 1) event organizers, 2) exhibitors, and 3) renters of the conference room or the public spaces in the exhibition hall.
- VIP rooms should be used by the renter to receive VIP guests or hold interviews with news reporters only. No changes must be made to the arrangements of existing equipment in the room.
- Use of the press center on the 4th floor includes the following free of charge items: a ceiling mounted projector, a set of 30W high-definition speakers and an amplifier, 36 Ethernet ports, an electric projector screen, a whiteboard, 5 different time zones clocks, 4 sets of round tea tables with two 2 single sofas, 4 round glass-top tables, 10 sets of magazine racks, 2 sets of newspaper/book shelves, 2 desks with 3 cabinets, a marble table, 40 personal desks cubicles with 40 chairs, an information desk with two chairs, a telephone set, 2 large aluminum trash cans, a medium-sized plastic trash can, and a small-sized plastic trash can, and 8 bar stools. The renter is responsible for ensuring that all the items in the room are returned to their original conditions after use.
- In case of damage to property or breach of contract, the renter is liable for compensation. Any costs incurred for repair or compensation would be deducted directly from the security deposit. If the amount therein is not sufficient to cover the costs, the remaining balance would be collected from the renter.
- Payments for the rented room(s) must be made upon confirmation of the event date.
- Should there be any violations of the aforementioned rules, and failure to make the necessary corrections following notification, TAITRA would immediately move to terminate the rental contract and all payments made would not be returned.
- The rental rates above are subject to change and announced on TaiNEX 1 website without prior notice.

Appendix 18.1

Taipei Nangang Exhibition Center, Hall 1

Application For VIP Room and Press Center

Application for Function Rooms	☐ (1F) VIP Room 1 ☐ (1F) VIP Room 2 ☐ (4F) VIP Room 3 ☐ (4F) VIP Room 4 ☐ (1F) VIP Room 5 ☐ (4F) VIP Briefing Room ☐ (4F) Press Center		
Period (Date/Hour)	Move-in	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
	Event Period	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
	Move-out	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
Title of Event			
Applicant Name			
Mailing Address	□□□□□		
Invoice Address	□□□□□		
VAT No.		Person in Charge	
Contact Person		Tel No	
Contact Person Mobile		Fax No	
E-mail			
Expected Number of Participants		Expected VIPs (For reference only)	
Reviewed by TaiNEX 1	Other requests or memos		Applicant (Signature and seal)
		Applying date: Year Month Day	

Remarks:

1. Please refer to Appendix 18 "Taipei Nangang Exhibition Center, Hall 1 VIP Rooms, Press Center Rental Rates & Regulation".
2. This form is liable as a leasing contract. Please submit completed and signed form to TAITRA for processing.

Appendix 19

Taipei Nangang Exhibition Center, Hall 1

Public Space (facilities included) Rental Rates & Regulation

Revised Jan., 2021
NT\$ basis (tax excluded)

Location of public space	Dimensions (Sq m)	Construction height limit (m)	Rental fee	
			Move-in / Move-out	Event /Exhibition period (Air-conditioning provided in indoor space)
Outdoor area A	132	N/A	1,600	2,000
Outdoor area B	154	N/A	1,900	2,300
Outdoor area C	130	N/A	1,600	1,900
Outdoor area D	27	N/A	400	500
Outdoor area E	165	N/A	2,000	2,400
Outdoor area F	135	N/A	1,700	2,000
Biz Plaza	380	N/A	4,600	5,500
Light Gallery (1F)	60	6	1,200	4,600
Lobby (1F)	139.5	6	2,800	6,700
Lobby (3F/303)	140	3.4	1,700	5,100
Light Gallery (4F/Area L)	414	6	5,000	9,000
Lobby (4F/Area M)	189.2	6	2,300	5,900
Taitra Lounge	200	2.2	4,000	7,900
Lobby (5F/522)	156	2.2	1,900	5,400
Corridor (5F)	975	2.2	5,300	9,500

Public facilities construction height limit (not for use as booth)

1. The construction height limit on the 1st and 3rd floor corridors is 3.4 m.
2. The construction height limit on the 4th floor corridor is 2.7 m.

Remark:

If there is need of building decoration higher than 4 m, please submit an application in accordance with “Regulations on works at Taitra Venues”.

Regulations

1. Public Space Leasing Rates and Governing Regulations of the Taipei Nangang Exhibition Center, Hall 1 (hereinafter the TaiNEX1) is applicable for individual lessees of the public spaces of TaiNEX1 (hereinafter the public spaces).
2. The public spaces are the areas indicated in the above list (please refer to the public space floor plan for the available space). Public spaces only provide open areas for temporary events. Leasing rates listed above exclude 5% tax.
3. Lessees shall submit 2 copies of the event proposal (both copies must be in the same format) along with the application form to TAITRA upon applying for the usage of public spaces. The proposal must have detailed descriptions of the event content, procedures and floor plan. It must be reviewed and approved by TAITRA before approving the application of public spaces (TAITRA reserves the right to approve or reject applications). If lessees plan to set up temporary buildings in outdoor exhibition areas or on the Biz Plaza, not only prior approval of TAITRA is required, but the lessees shall also apply for the "Construction License for the Tentative Buildings", which will be issued by the Taipei City Government Department of Urban Development.
4. Cooking and naked flames are prohibited in the indoor public spaces of TaiNEX1. To cook at outdoor public spaces, lessees must specify the request in the application form. Lessees may proceed cooking in designated areas upon the approval of TAITRA is obtained. The lessees are responsible for safety, sanitation, and cleaning after the event. An additional NT\$ 50,000 (tax included) maintenance fee will be charged for each of the designated areas.
5. The lessee must comply with all of the regulations stipulated in the "Taipei Nangang Exhibition Center, Hall 1 Exhibition Space Rental Guidelines" for all events during the lease period.
6. During the leasing period, the lessee is responsible for the maintenance of facilities in public spaces, repair costs, and is responsible for keeping all items safe.
7. The minimum rental period of public space is 8 hours (rental period less than 8 hours shall be charged for 8 hours). The minimum event period of public space is 4 hours (event period less than 4 hours shall be charged for 4 hours). Overtime usage for less than 1 hour shall be charged for 1 hour.
8. The rental period daily is from 08:00 to 23:00. The rental time shall not be later than 23:00. For every 15 minutes of extension after 23:00, a fee of NT\$ 10,000 for each area will be charged.
9. Air conditioning will not be available during move-in and move-out; if there is air conditioning request, a fee of NT\$ 4,000 (tax included) per hour for each area will be charged.
10. If the lessee need to set up booths in the 5th floor corridor:
 - (1) Security: In order to ensure onsite construction and personnel safety, the lessee must assign at least 1 security from move-in to move-out period. The security will be responsible for patrolling the rental areas, fire safety and evacuation guidance in the west corridors, also to report back to the current security team leader of TaiNEX1.
 - (2) Cleaning: The lessee shall be responsible for the cleaning of the rental areas during the move-in and event/exhibition periods. Based on the event organizer's booth layout in the corridor, TaiNEX1 can request the additional cleaning staff for move-out cleaning and the lessee is responsible for the incurred fees.
11. After the event, the rental areas shall be restored in its original state. If there is any damage or infringement occurred during the rental period, the lessee shall hold all liabilities for any compensation. TAITRA may deduct related repair and compensation fees from the security deposit, and the insufficient part shall still be borne by the lessee.
12. The payment shall be proceeded in full amount upon the confirmation of rental date. The lessee shall also pay an NT\$ 100,000 security deposit along with the payment.
13. Lessees who plan to serve refreshments shall contact contracted caterer of TaiNEX1. If refreshments are provided by non-contracted caterer, a 10% refreshment service fee (10% of total refreshment costs) will be

charged. The lessee shall provide refreshment order forms or invoices prior to move-in period for TaiNEX1 to calculate the refreshment service fee, which shall be paid within 10 days after the event /exhibition.

14. 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.
15. The aforementioned rates are subject to change without prior notice.

Electricity Fee Standard

1. There are no additional fees for existing lighting equipment in TaiNEX1. If the lessee has a special requirement for electricity usage:
 - (1) The lessee must provide a detailed list for electricity usage and a diagram of electricity distribution at least 7 days before the move-in, once obtained the approval of TAITRA, the construction can be proceeded.
 - (2) All relevant fees shall be charged according to actual consumption, as shown on the electricity meter (the actual fee of electricity depends on the standard charges announced by TaiNEX1), and the lessee is responsible for the costs of electrical installation and electricity distribution.

Regulations on works at Taitra venues

1. Lessees using the public spaces on the 5th floors, the corridor must maintain a clear space of at least 3 meters.
2. The installed partitions, decorations, booths, and stages must be made with flameproof and environmentally friendly materials and must be modular or recyclable or reusable. Detailed construction plans must be submitted to TAITRA for review at least 7 days before move-in and commencing construction. If decorations taller than 4 meters are to be built, an application must be submitted in accordance with the TAITRA Exhibition Hall Decoration Construction Regulations. The construction of two(multiple)-storey booth is not permitted.
3. Pursuant to Article 11 of the Fire Services Act, booth decorations shall be made of materials indicated as flameproof; relevant materials including carpets, 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 verified by a supervisory authority. Exhibitors shall prepare valid documents of proof for the flameproof materials they use as references for the fire department from the day they start the decoration work to the end of construction. If there is regulations violation, causing TAITRA to receive a ticket or incur penalties, the lessee and the exhibitor in violation shall bear full responsibility. (for regulations and details regarding flameproof materials, please refer to Booth Decorations with Flameproof Materials of TaiNEX1).
4. To comply with fire safety laws and regulations, the sealing or roofing of structures is forbidden, and all construction or booths in the public space must maintain a clear space of 45 cm beneath the ceiling.
5. The decorations or booths in the public space must not obstruct or cover any facilities in TaiNEX1, which includes surveillance cameras, emergency exits, electronic displays, entrances to conference rooms and machine rooms, as well as facilities of fire safety, air conditioning, and utilities.
6. The decorations and materials must be kept at least 30 cm away from the fire shutters and must not obstruct or block the emergency exits and switches to the side of the shutters.
7. When working with wood on the marble floor or carpet of TaiNEX1, carpeting must first be placed on top of the existing flooring (do not use plastic film as a substitute). If non-compliance is found, an additional 5% rental fee will be charged and construction will be suspended. If damage to the marble floor or carpet occurs, the venue must be restored to its original state before lessees exiting the venue.
8. If lessees have been notified violations of aforementioned regulations and fail to make timely improvement, TAITRA will perform compulsory removal of the construction. The removal fees shall be borne by the lessee.

Appendix 19.1

Taipei Nangang Exhibition Center, Hall 1

Application For Public Space (facilities included)

Application for Function Rooms	☐ Outdoor Exhibition Area (☐ Area A ☐ Area B ☐ Area C ☐ Area D ☐ Area E ☐ Area F) ☐ Biz Plaza ☐ 1F Light Gallery ☐ 1F Lobby ☐ Area L Lobby (Light Gallery) ☐ Area M Lobby ☐ Taitra Lounge ☐ 4F Corridor (☐ north side ☐ south side) ☐ 5F Lobby (522) ☐ 5F Corridor		
Period (Date/Hour)	Move-in	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
	Event Period	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
	Move-out	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
Title of Event			
Applicant Name			
Mailing Address	□□□□□		
Invoice Address	□□□□□		
VAT No.		Person in charge	
Contact Person		Tel No	
Contact Person Mobile		Fax No	
E-mail			
Expected Number of Participants		Expected VIPs (For reference only)	
Reviewed by TaiNEX 1	Other requests or memos		Applicant (Signature and seal)
	☐ Applying to use the catering platform ☐ Applying to use air-conditioning during the leasing period ☐ Applying to the Exhibition Hall's electricity		Applying date: Year Month Day

Remarks:

1. Please refer to Appendix 19 "Taipei Nangang Exhibition Center, Hall 1 Public Space (facilities included) Rental Rates & Regulation".
2. This form is liable as a leasing contract. Please submit completed and signed form to TAITRA for processing.
3. If there is food and/or beverages requirement in leased spaces, the lessee is advised to use contracted caterer of TaiNEX 1. If refreshments are provided by non-contracted supplier, a 10% refreshment service fee (10% of total refreshment costs) will be charged. The lessee must provide refreshment order forms or invoices to TaiNEX 1 prior to event setup for the calculation of refreshment service fee. The refreshment service fee must be paid within ten (10) days after the event completed.

Appendix 20

Taipei Nangang Exhibition Center, Hall 1

Multi-Functional Space Rental Rates & Regulation

Revised Nov., 2018
NT\$ basis(tax excluded)

Floor	Space No.	Surface area	Weekday daytime rate (4 hours/per period)	Additional 20% for evening, weekend, holiday, and indoor booth rate (4 hours/per period)	Remarks Length x Width x Height(m)
		Square Meters			
1F	107	19.07 11.10	3,200	3,840	3.9 x 4.89 x 3.2 6 x 1.85 x 3.2
1F	129	41.46	3,800	4,560	8.13 x 5.1 x 3.2
1F	134 135	46.84 29.17	5,000	6,000	6.47 x 6.44 x 3.2 6.48 x 3.13 x 3.2
1F	145	60.57	3,800	4,560	7.3 x 8.62 x 3.2
1F	152 153	37.01 22.44	3,800	4,560	6.5 x 5.94 x 3.2 6.4 x 3.7 x 4.1
4F	406	46.46	3,800	4,560	9.7 x 5.04 x 3.23
4F	429 429-1	66.26 9.65	5,000	6,000	8.16 x 9.63 x 3.23 3.81 x 2.56 x 3.23
4F	434	29.93	3,200	3,840	7.86 x 4.28 x 3.23
4F	435	32.83	3,200	3,840	7.86 x 4.33 x 3.23
4F	439	32.94	3,200	3,840	6.85 x 5 x 3.29
4F	441	41.62	3,800	4,560	7.77 x 5.47 x 3.23
4F	442	10.70	1,200	1,440	3.65 x 3.09 x 3.23
4F	449 450	79.30 8.30	5,000	6,000	8.83 x 9.64 x 3.4
5F	521	171.98	7,500	9,000	17.85 x 7.94 x 3
5F	532	64.4	4,400	5,280	9.91 x 6.5 x 2.67
5F	533	54	3,700	4,440	5.48 x 10.38 x 2.7
5F	534	59.84	3,800	4,560	8.8 x 6.8 x 3
5F	535	32.99	3,200	3,840	7.69 x 4.4 x 3

Regulations:

1. Rates listed above do not include 5% business tax. Notes for holidays:

- (1) Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration of the 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.
 - (2) The rent for indoor booths is charged at the evening, weekend and holiday rate (including weekday daytime).
2. Multi-functional space leasing rates are charged for individual leasing periods of 4 hours. An additional 20% is charged for evenings, weekends, holidays, and lessees setting up booths.
3. Leasing periods are as follows: Morning (8:00-12:00), Afternoon (13:00-17:00), and Evening (18:00-22:00). Overtime of less than 1 hour will incur an additional 25% of the leasing rate per period; overtime of more than 1 hour and

under 4 hours, will incur an additional charge of the full leasing rate per period.

4. During move-in/move-out, the rent for each leasing period is charged at 60% of the original rate (Period of 22:00-08:00 is not separately leased and must be leased along with its previous or next leasing period). An occupation fee is charged at 30% of the original rate for the leasing period. The fees listed above do not include air conditioning charges. If air conditioning is required, an air conditioning fee will be separately charged as follows:
 - (1) 08:00-12:00/13:00-17:00/18:00-22:00: Charged 24% of the leasing rate for periods during weekdays.
 - (2) 22:00-24:00/00:00-04:00/04:00-08:00: Charged 24% of the leasing rate for periods during weekdays. An additional NT\$3,000 (tax excluded; shared equally if there more than one renter) will be charged per hour during this period.
5. Applications for leasing of multi-functional spaces must be submitted no later than 7 days prior to the date of use. The TAITRA Taipei Nangang Exhibition Center, Hall 1 Multi-functional Space Leasing Application Form must be completed and submitted to TAITRA. TAITRA reserves all rights to accept or reject applications in consideration of facility schedule coordination and operational management.
6. Leasing rates listed in the above chart include air conditioning, general interior lighting, basic cleaning services and basic seating (seating will be provided as deemed adequate by TAITRA). Rates do not include cleaning service costs for bulk waste generated during events. If meal-boxes or refreshments are provided indoors, an additional 5% of the original rate will be charged as a cleaning fee.
7. Without prior approval, outside audio/video equipment may not be used within the facility. Leasing for conference equipment will be charged according to TAITRA Taipei Nangang Exhibition Hall Rental Rate and Application Form for Conference Equipment.
8. Payment:
 - (1) Full payment required upon confirmation of leasing date and time.
 - (2) Fees for equipment leasing and other services must be paid in full by the lessee no later than 3 days prior to the date of use. Supplementary fees must be paid in full before the event concludes.
9. The lessee may purchase public liability insurance for the use of the facility as required. TAITRA denies any liability for accidents or incidents that occur within the facility during the leasing period.
10. Events hosted by the lessee may not disrupt public order or violate codes of decency in any way. The lessee is fully responsible for maintaining order within the facility during an event to ensure the safety of event participants.
11. If the lessee constructs wooden structures or partition boards within the multi-functional space, a carpet must be laid underneath and may not be replaced with a transparent plastic sheet to protect the floor. A distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered at the top, to comply with fire safety regulations. Post-usage, the lessee is responsible for ensuring that everything is returned in its original condition. If there is any property damage or other infringement of rights during the leasing period, the lessee must assume all liability for compensation.
- 12. If voltage requirements exceed the above specifications, the lessee is required to complete an application form requesting additional electricity; TaiNEX 1 will contact licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be covered by the organizer(s). Electricity may be supplied only after the Technical Support Section of TaiNEX 1 completes electricity safety inspection. Power must be switched off after activities have ended for each day. Separate applications are required for activities that require 24-hour power supply.**
13. The TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Governing Regulations formulated by TAITRA, apply to this set of leasing regulations. The lessee should acknowledge and comply with all rules and regulations. TAITRA reserves the right to terminate leasing in the case of violation.
14. The rental rates above are subject to change and announced on TaiNEX 1 website without prior notice.

Appendix 20.1

Taipei Nangang Exhibition Center, Hall 1 Application For Multi-Functional Space

Application for Function Rooms	☐ 1F multi-functional space No.: _____ ☐ 4F multi-functional space No.: _____ ☐ 5F multi-functional space No.: _____		
Period (Date/Hour)	Move-in	from _____ year _____ month _____ day _____ hour to _____ year _____ month _____ day _____ hour	
	Event Period	from _____ year _____ month _____ day _____ hour to _____ year _____ month _____ day _____ hour	
	Move-out	from _____ year _____ month _____ day _____ hour to _____ year _____ month _____ day _____ hour	
Title of Event			
Applicant Name			
Mailing Address	□□□□□		
Invoice Address	□□□□□		
VAT No.		Person in charge	
Contact Person		Tel No	
Contact Person Mobile		Fax No	
E-mail			
Expected Number of Participants		Expected VIPs (For reference only)	
Reviewed by TaiNEX 1	Other requests or memos		Applicant (Signature and seal)
			Applying date: Year Month Day

Remarks:

1. Please refer to Appendix 20 "Taipei Nangang Exhibition Center, Hall 1 Multi-Functional Space Rental Rates & Regulation".
2. This form is liable as a leasing contract. Please submit completed and signed form to TAITRA for processing.
3. Renters who plan on serving food and/or beverage in leased space should contact TaiNEX 1 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 TaiNEX 1 prior to event move-in 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.

4. If the lessee constructs wooden structures or partition boards within the multi-functional space, a carpet must be laid underneath and may not be replaced with a transparent plastic sheet to protect the floor. A distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered at the top, to comply with fire safety regulations.
5. **If voltage requirements exceed the above specifications, the lessee is required to complete an application form requesting additional electricity; TaiNEX 1 will contact licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be covered by the organizer(s). Electricity may be supplied only after the Technical Support Section of TaiNEX 1 completes electricity safety inspection. Power must be switched off after activities have ended for each day. Separate applications are required for activities that require 24-hour power supply.**

Appendix 21

Application for Exhibits On a Bonded Basis

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the _____ Show held at TaiNEX 1 from _____, this company requests your approval that customs clearance of our exhibits be affected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:

1. Under no circumstances shall bonded exhibits be sold or consumed (not even on a trial basis for such items as foods and beverages).
2. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
3. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months; otherwise they shall be disposed of in accordance with the pertinent regulations of your organization.
4. This company will pay in full the amount of storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.
5. Exhibits entering on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must arrive at Keelung port **3 weeks** prior to the show opening, and air shipments at Taiwan Taoyuan International Airport **2 weeks** to give sufficient time for customs clearance.

Organizer: _____ (Seal)

Applied Company: _____ (Seal)

Person in Charge: _____ (Seal)

Booth Number: Area _____ Number _____

Date: _____

Remarks:

1. Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents, including the commercial invoice and a packing list.
2. TAITRA will not consider applications which are not duly signed.

Appendix 22
Application For Adjustment of the Exhibition Hours

Exhibition / Event		
Organizer		
Rental period and area	from ____ year ____ month ____ day to ____ year ____ month ____ day	Area ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N
Scheduled Exhibition Hours	from ____ year ____ month ____ day ____ hour to ____ year ____ month ____ day ____ hour	
Adjusted Exhibition Hours	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 23**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 1 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 24

Taipei Nangang Exhibition Center, Hall 1 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 1 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 1, 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 1 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.

Application For Pillar Decoration

Revised Sep.,2019

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the _____ (Exhibition) held at TaiNEX 1.

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: _____

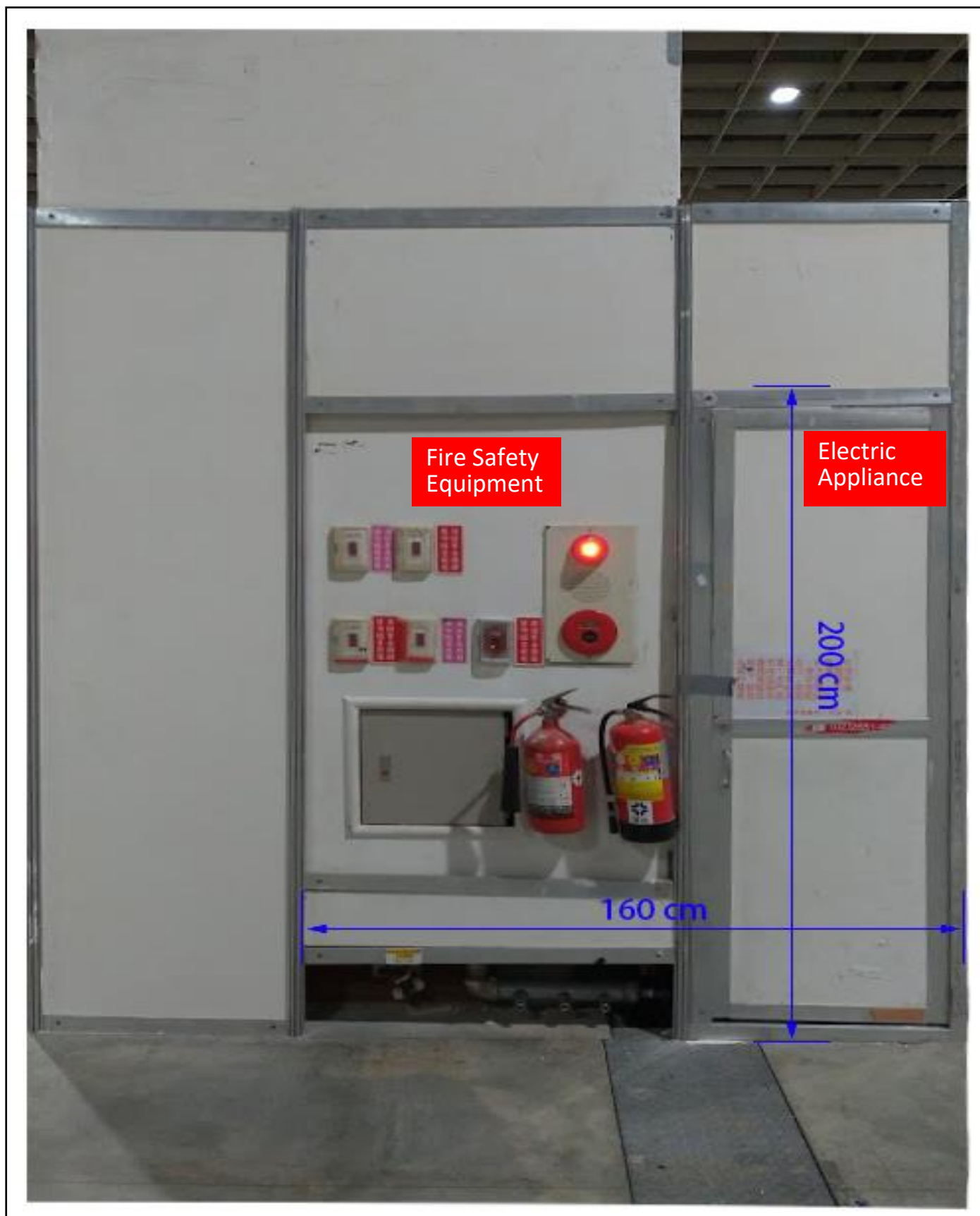
Notes:

- 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 1 for review.
- Exhibitor shall proceed construction upon receiving approval. Pillars shall be wrapped in the following manner: (1) The location of the pillar wrap shall be closely connected to existing assembled division walls in the exhibition hall (vertical side on the east and west of such division wall is 215 cm wide, 235 cm wide on the south and north, all with a height of 250 cm); **(2) The design of furnishing added to the wall surface on the pillars shall not block access to any existing electric appliance or fire safety equipment;** (3) 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; (4) No furnishing such as posters shall be nailed or affixed to any existing assembly division wall. Please call TaiNEX 1 (TEL: 2725-5200 ext. 5563) for further queries.
- 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 1

Appendix 25.1

Illustration of Electric Appliance and Fire Safety Equipment on the Existing Wall Surface



Appendix 26

Regulations and Rental Rates of Crane Hydraulic Support Steel Plate and Sleeper

Revised July. 2017

1. Purpose:

Taiwan External Trade Development Council (TAITRA, hereinafter Party A), in order to protect the safety of the floor structure and machinery construction of the exhibition hall in TaiNEX 1, hereby regulates that crane operators must use hydraulic support bases when operating spreaders. The provisions for laying large-area steel plates or sleepers establish the method and rental rates for borrowing steel plates and sleepers for the hydraulic support base of cranes.

2. Lessee:

Large crane operators (hereinafter referred to as Party B) should prepare protective steel plates or sleepers when proceeding operation in TaiNEX 1. Party B shall rent certain protections if they do not have their own, otherwise they are not allowed to enter the venue.

3. Specifications of each steel plate and sleeper

	Steel plate	Sleeper
Size	90 cm X 90 cm	96 cm X 96 cm
Thickness	Attached a 2 cm thick rubber plate if the thickness is under 1.5 cm	22 cm
Weight	Approximately 300 kg per piece	Approximately 100 kg per piece

4. Application procedure for borrowing

- 1). According to actual needs, Party B fills in the "Application Form for Steel Plates or Sleepers for Crane Hydraulic Support Bases " (as Appendix 25.1) and submit completed application form to Party A.
- 2). Once Party B pays the deposit and obtains approval from Party A , Party B shall contact the forklift company to move the rented steel plates or sleepers to the place designated by Party A (Party B shall pay for the transportation fee).

5. Rental fee and deposit

Unit: NT\$

Steel plate or sleeper	Rental fee/every 4 hours	Deposit/every 4 hours	Notes
1 piece	100	2,000	
2 pieces	200	4,000	
3 pieces	300	6,000	
4 pieces	400	8,000	

Note :

1. The rental fee is based on the minimum rental period 4 hours.
2. Overtime usage for less than 1 hour will be calculated as 1 hour. The overtime rental fee will be NT\$10 per piece/hour.

6. Return, compensation for loss or damage after use

Party B must transport rented steel plates or sleepers back to the area designated by Party A once the work is done, Party A shall return the deposit after the inspection and confirmed there is no damage. The purchase cost of each steel plate is NT\$35,000. The purchase cost of each sleeper is NT\$11,000. Party B shall bear the compensation under original price if failing to return it. Party B shall bear the repairing cost if returned items are damaged.

7. If there is any matters not mentioned herein, it shall be separately issued and announced.

Appendix 26.1
Application For Crane Hydraulic Support Steel Plate and Sleeper

Company Name		Booth No.	
Contact Person		Mobile phone	
Rental Period	from ____ year ____ month ____ day ____ : ____ (time)	Item ☐ Sleeper ☐ Steel plate	Total ____ pieces the deposit NT\$ ____
	to ____ year ____ month ____ day ____ : ____ (time)	Signature of TaiNEX 1 Guard	
Amount: NT\$ _____		Fee collector stamp:	

Notices:

1. The deposit for each piece of hydraulic support steel plate or sleeper is NT\$2,000 per hour. The hourly rent for each steel plate or sleeper is NT\$100. The rent is calculated by hour, it is still calculated as 4 hours if it the rental period is less than 4 hours.
2. For overtime use of less than one hour, the fee shall be calculated as one hour. The overtime fee for each piece of large steel plate or sleeper is NT\$100 per hour.
3. After returning the rented steel plates or sleepers, the deposit will be returned after the inspection and confirmed there is no damage. The purchase cost of each steel plate is NT\$35,000. The purchase cost of each sleeper is NT\$11,000. Party B shall bear the compensation under original price if failed to return it. Party B shall bear the repairing cost if returned items are damaged.

Appendix 27

Regulations of Rigging Equipment Construction in Sky Dome Exhibition Hall

Revised Mar., 2019

1. Purpose:

These Guidelines are established in accordance with the TAITRA Construction Contractor Safety and Health Guidelines of Taiwan External Trade Development Council (“TAITRA”) in order to comply with occupational safety and health legislation, ensure the safety of construction staff and protect the facilities of TaiNEX 1.

2. Application Area:

Rigging equipment work performed at the Sky Dome of TaiNEX 1.

3. Construction Rules:

- 1). Depending on the requirements, the user shall acquire information from its establishment, installation or furnishing suppliers for stage, lighting, laser, stereo, photography or advertisements to seek **certification by civil or structure engineer**, which shall be submitted to TAITRA **along with Rigging Application Form** for reference at least 5 working days before move-in.
 - A. Certification by civil or structure engineer: Must include **List of Objects on Rigging (Appendix 27.1)**, **Rigging layout plan (Appendix 27.2)** and **Calculation Detail of Rigging Weight (Appendix 27.3)**.
 - B. **Application form of Rigging Construction (Appendix 27.4)**.
- 2). Maximum weight load per rigging is **500 kg**, with an interval of **9 meters** and the minimum height of **15 meters**. No ceiling truss coating shall be damaged by rigging construction. Ceiling trusses shall be wrapped in advance by weight-resistant fabric suspenders before connection with any type of qualified hook, chain or rim.
- 3). When any rope is hung from rigging for photography cableway purpose, if the cable distance is within 150 meters, there shall be at least 2 rigging at each end to share the cable pull. If the cable distance exceeds 150 meters, a weight allocation tower shall be arranged and no cable shall be hung from any rigging in TaiNEX 1.
- 4). In accordance with “Regulations on work at Taitra Venues”, constructor shall first examine the work environment and make sure the safety procedures of work place before proceeding construction. The user shall also provide construction staff with education on the work environment and hazard disclosure.
- 5). The above application (including all appendix) shall be consistent with not only existing fire safety and occupational and health related legislations of the competent authorities but also TAITRA’s applicable regulations.
- 6). If the lessee breaches any regulation of the competent authority or if the onsite construction work is inconsistent with the submitted materials, TAITRA may suspend the user’s work and seek correction immediately. The lessee shall resume construction once carried out the improvement and confirmed by TAITRA.
- 7). If TAITRA is subject to any fine or penalty imposed by the competent authority due to breach of applicable regulations of the competent authority, the lessee shall bear all penalty and it will be deduct from the security deposit.
- 8). If the lessee fails to submit the above required forms 5 days before move-in, TAITRA shall charge NT\$1,000 breach penalty for each day of delay and the amount may be deducted from the security deposit.

- 9). TAITRA may suspend the move-in if the lessee does not submit above required forms on the first move-in date.
 - 10). The construction work shall be performed in compliance with TAITRA's staff access regulations and applicable procedure shall be completed.
 - 11). The lessee shall be responsible for the protection of the facilities and equipment of TaiNEX 1. In case of damage, the lessee shall compensate TAITRA or the third party suffered from the damage.
 - 12). The lessee shall clean up the construction area daily. Any waste left onsite and any construction area that is not cleaned up may be removed and cleaned up by a third party appointed by TAITRA under the lessee's cost. The amount may be deducted from the security deposit.
 - 13). If rigging work causes damage to ceiling truss, wall surface or pillar surface , or causes any painting peel-off, the lessee shall be in charge of repairment once all objects on rigging are removed. TAITRA may proceed repairment by a third party under lessee's cost if the repaired is not made. The amount may be deducted from the security deposit.
4. Insurance during move-in/out period and event period are required. It should be in accordance with the terms and conditions of the event contract.
 5. These Guidelines are implemented from the date of publication. If there is any matters not mentioned herein, it shall be separately issued and announced.

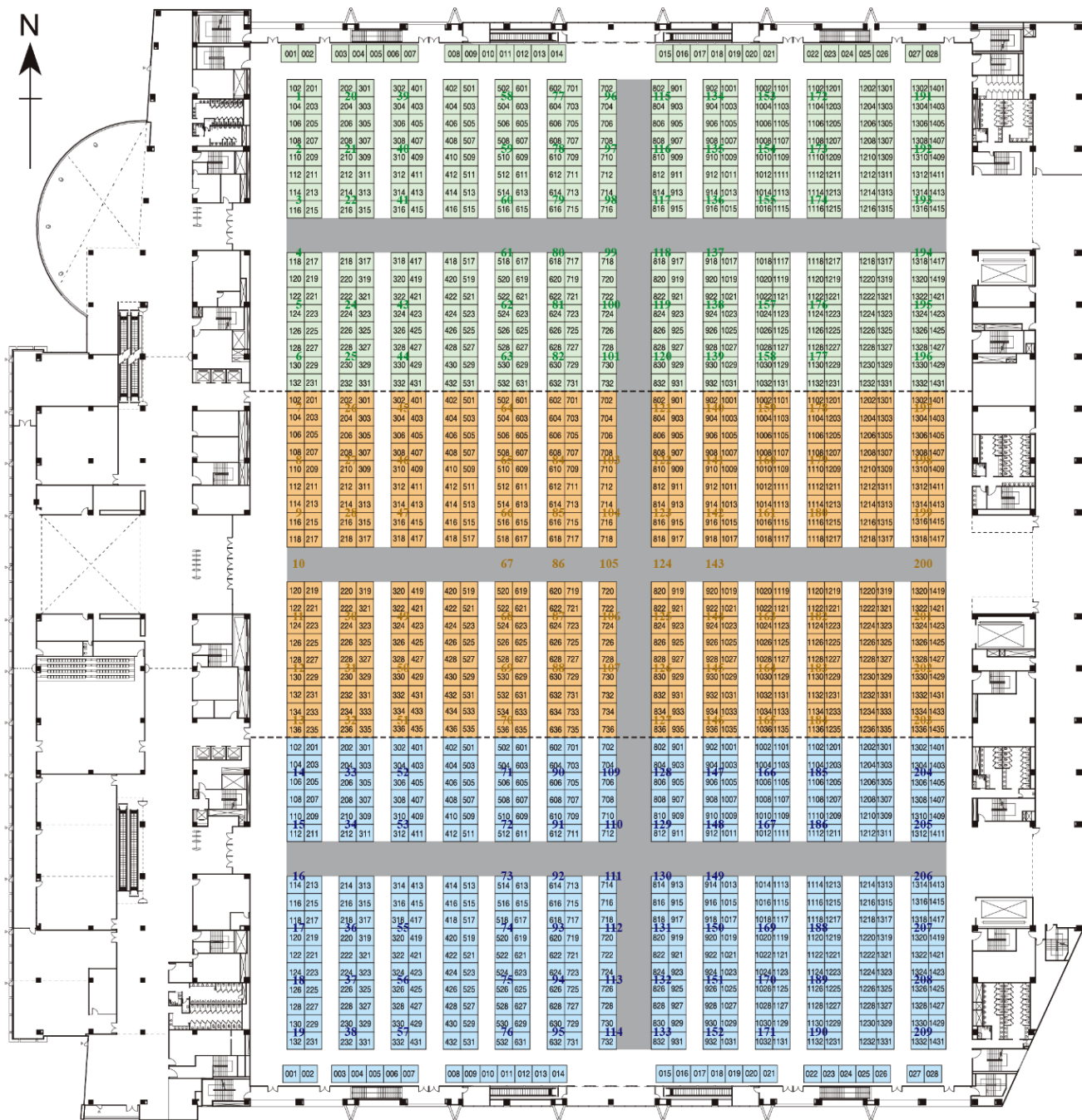
Appendix 27.1
List of Objects on Rigging

No.	Name and Diagram of Equipment	Unit Weight	Quantity	Total Weight
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

* Please feel free to extend the pillar for more items.

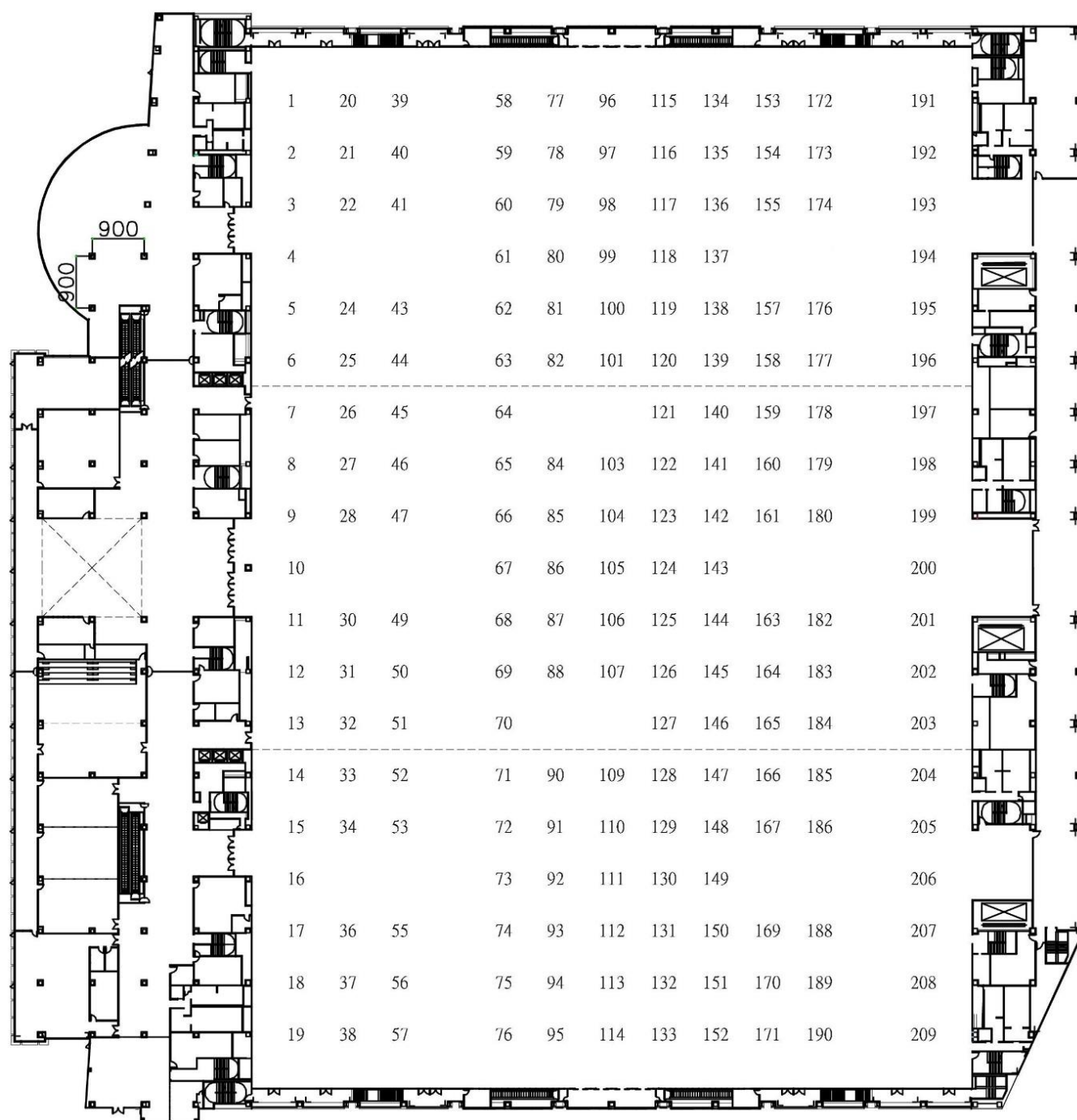
Appendix 27.2

Rigging Layout Plan



Sky Dome Rigging Layout Plan (booths included)

193 rigging affixed to the ceiling truss of the Sky Dome exhibition hall, as indicated in green, orange and blue numbers. Black numbers are standard booths in the Sky Dome exhibition hall.



Sky Dome Rigging Layout Plan (booths excluded)

Appendix 27.3
Calculation Detail of Rigging Weight

No.	Rigging No.	Suspended Object	Calculation Detail
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Please feel free to extend the pillar for more items.

Application for Rigging Construction

To: Taiwan External Trade Development Council (TAITRA)

We will hold _____ in Taipei Nangang Exhibition Center, Hall 1. Riggings are required in this event, we would like to apply for a total of ____ riggings from the ceiling truss of Sky Dome Exhibition Hall. We guarantee that all equipment will be dismantled at the end of the event. We will fully comply with TAITRA's procedures and related regulations and will undertake necessary protection measures in accordance with occupational safety and health legislations (with special reinforcement in the prevention of fire and explosion and the occurrence of falling object and electrical disaster). In case of any property damage, personnel injury, death or other infringement due to design, construction, use or dismantlement, we will bear all legal liabilities and also guarantee to hold TAITRA harmless from any civil and criminal lawsuit. Otherwise we will compensate TAITRA against all damages, including litigation fee and attorney's fee.

Exhibition / Event		
Rental Period	from ____ Year ____ Month ____ Day to ____ Year ____ Month ____ Day	
Location and Number of Rigging	Area L	
	Area M	
	Area N	

Lessee: _____ (Signature)

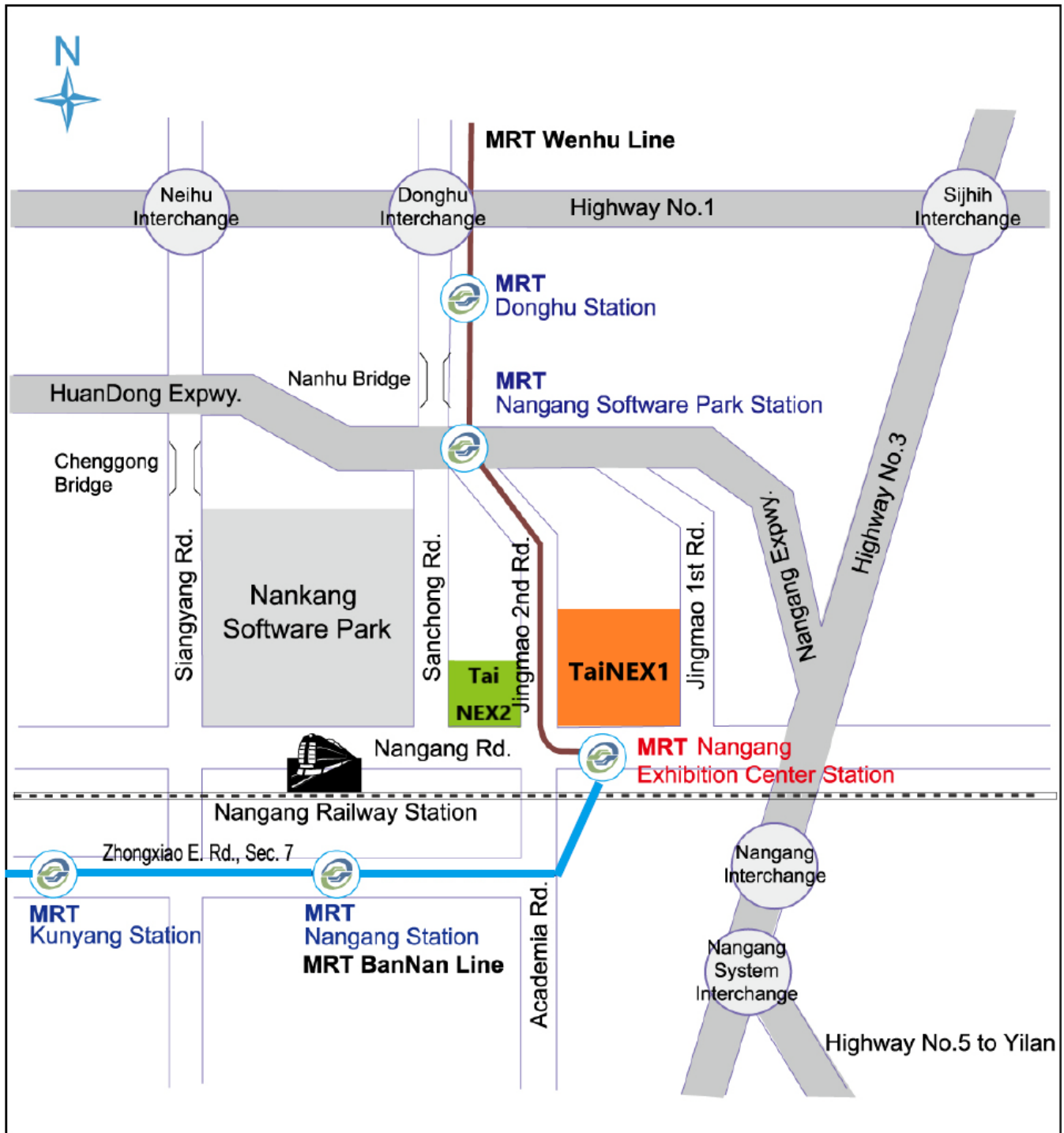
Person in Charge: _____

Address: _____

Tel: _____ Mobile: _____ Email: _____

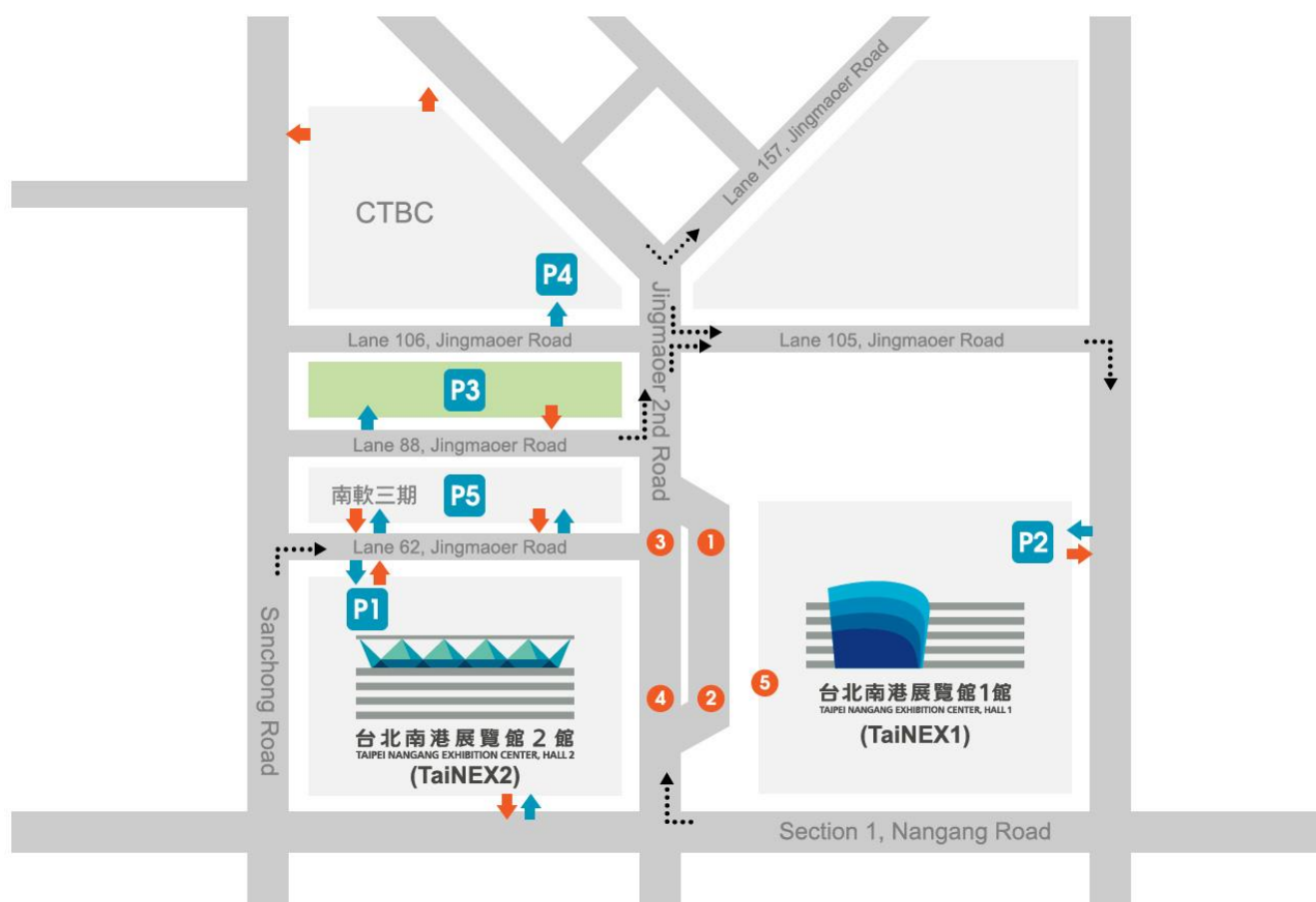
※This application form should be submitted along with a certification by civil or structure engineer at least 5 working days before move-in. TAITRA may charge NT\$1,000 breach penalty for each day of delay and the amount may be deducted from the security deposit. If the submission is not made on the first move-in date, TAITRA may suspend the event.

Location of TaiNEX



Appendix 29

Parking Area Information of TaiNEX


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)

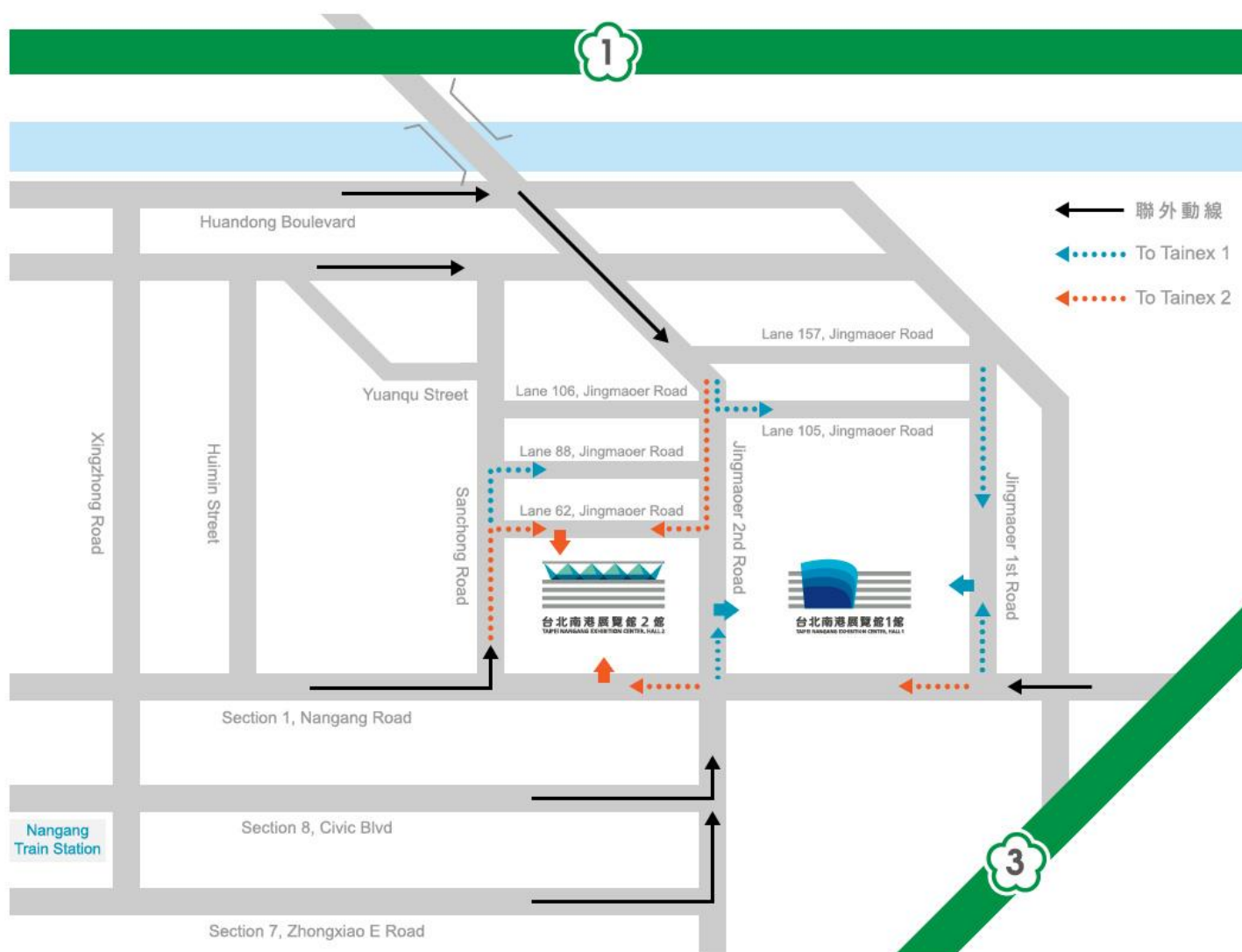
iTaipei Parking


(IOS)



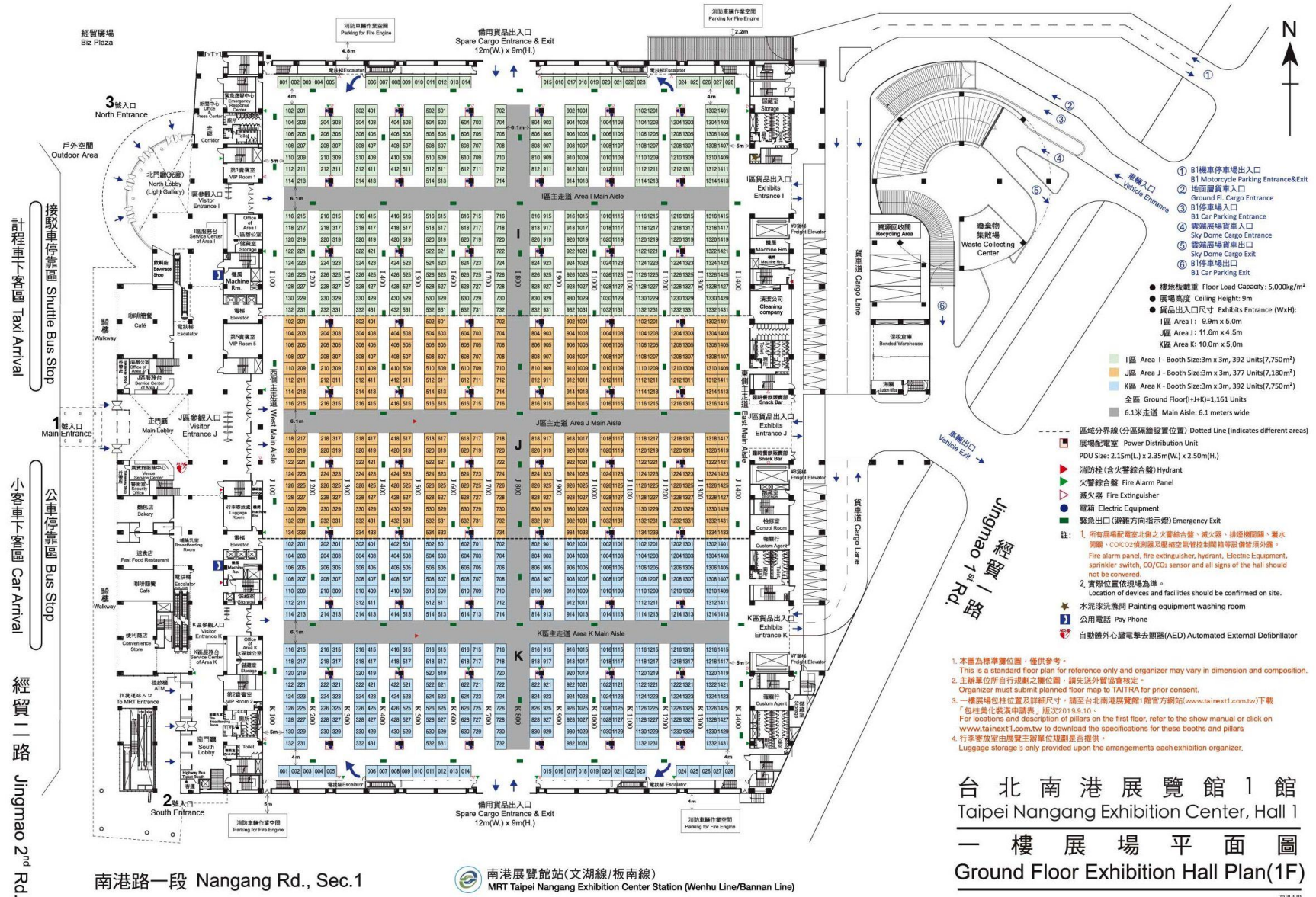
(Android)

Transportation Information



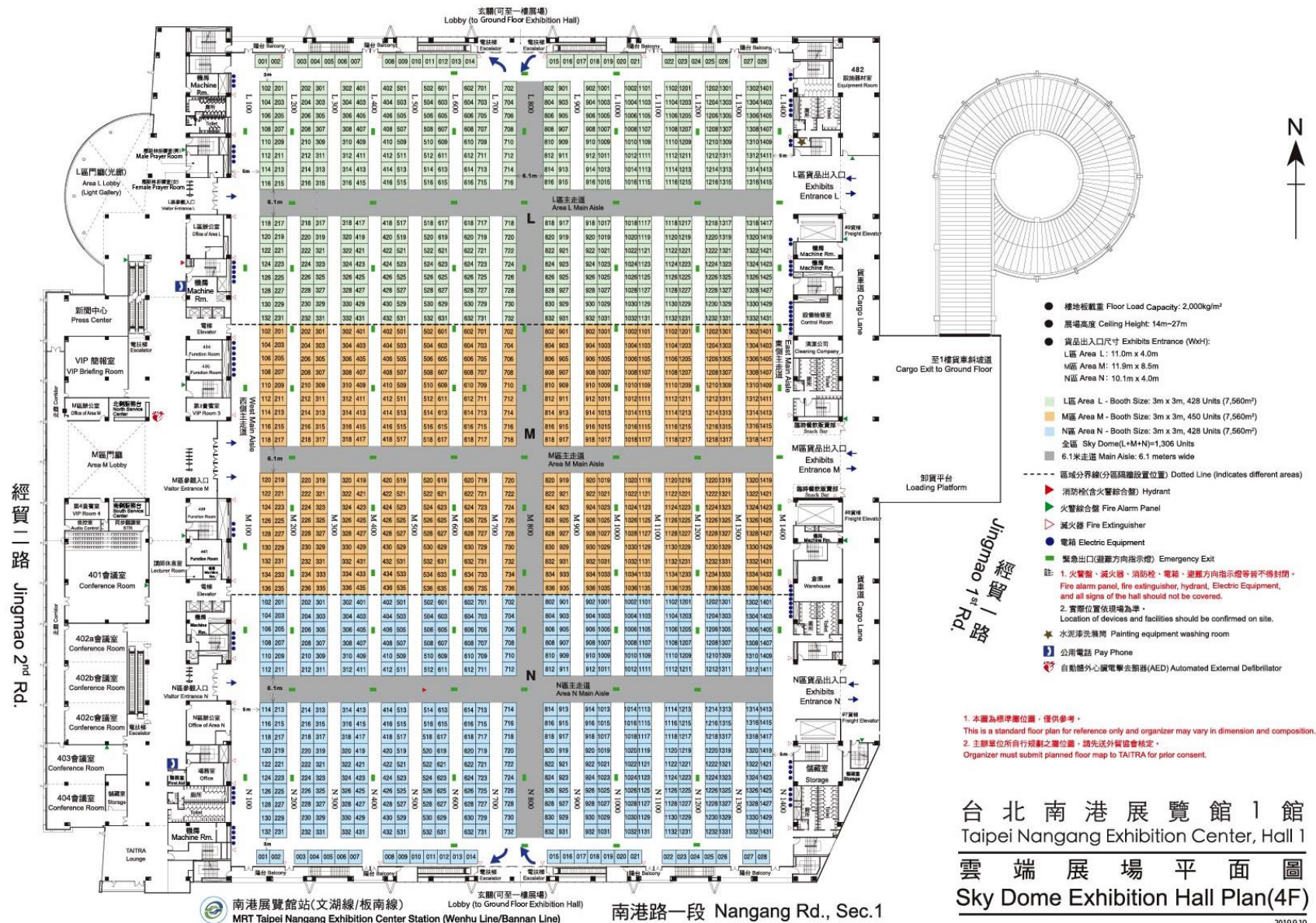
Appendix 31

TaiNEX 1 Floor Plan (1F)



台北南港展覽館1館
Taipei Nangang Exhibition Center, Hall 1
一樓展場平面圖
Ground Floor Exhibition Hall Plan(1F)

TaiNEX 1 Floor Plan (4F)



台北南港展覽館1館
Taipei Nangang Exhibition Center, Hall 1
雲端展場平面圖
Sky Dome Exhibition Hall Plan(4F)

2019.10

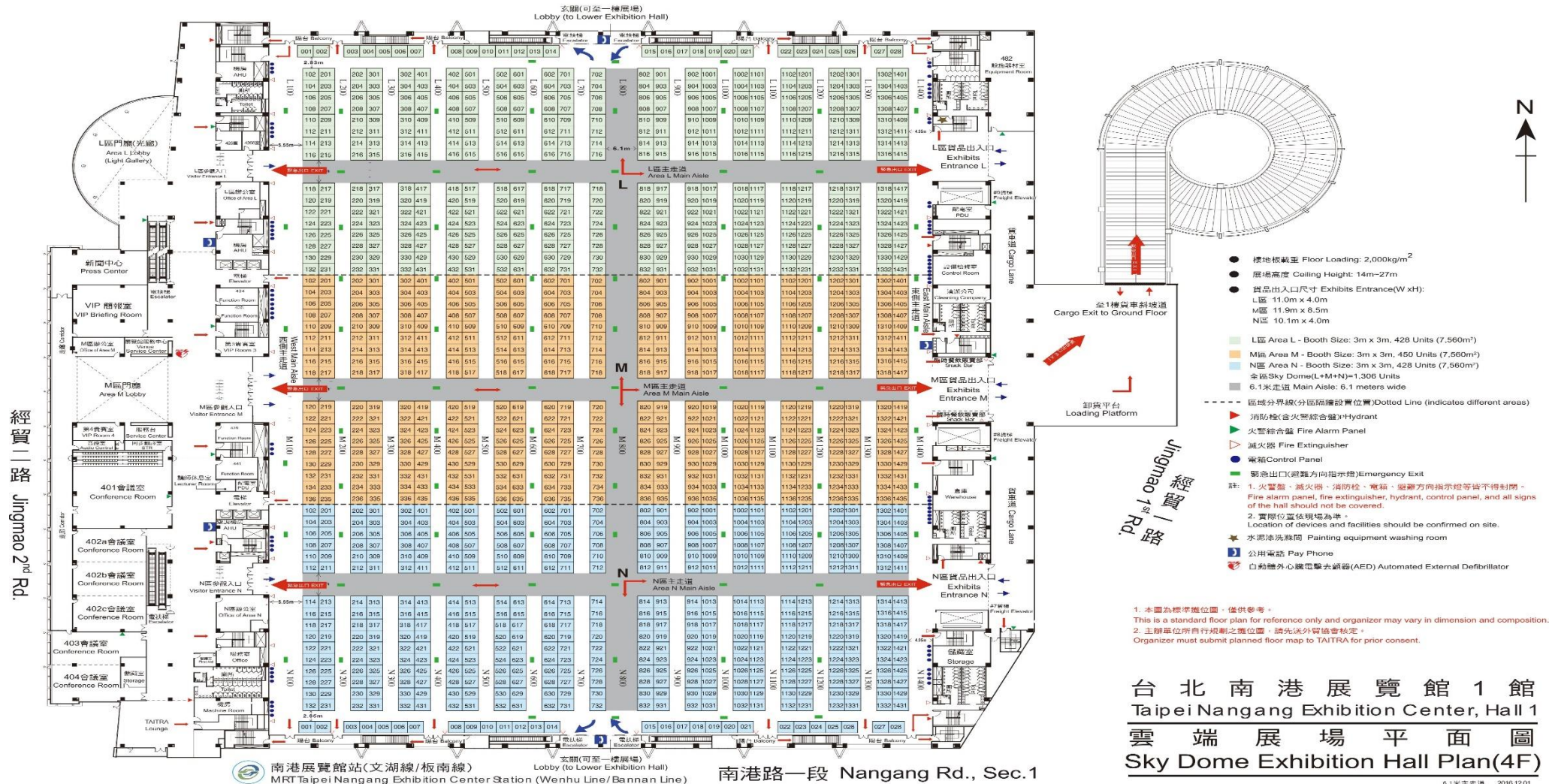
TaiNEX 1 Emergency Exit Route (1F)

1 Floor Emergency Exit Route 1F逃生動線圖



TaiNEX 1 Emergency Exit Route (4F)

4 Floor Emergency Exit Route 4F逃生動線圖



台北南港展覽館1館
Taipei Nangang Exhibition Center, Hall 1
雲端展場平面圖
Sky Dome Exhibition Hall Plan(4F)

6.1米主通道 2010.12.01