

## NON-EXHIBITION SPACE RENTAL CONTRACT

Revised 2016.08.22  
Contract Date :  
Document Number :

1. Parties to the Contract :

Party A – Taiwan External Trade Development Council

Party B – \_\_\_\_\_

2. Venue to be rented : Taipei Nangang Exhibition Center, Hall 1

Ground Floor :  All,  Area I,  Area J,  Area K

Sky Dome :  All,  Area L,  Area M,  Area N

Other :  Outdoor Exhibition Area

3. Rental periods :

a) Setup period :

b) Event period :

c) Dismantling period :

4. Title of event: \_\_\_\_\_

a) Party B shall not alter the aforementioned purpose or lend/sublet the venue to a third party for an exhibition or other events.

b) In the event that Party B needs to change the title of the event, a written permission from Party A shall be obtained 14 days prior to the event date. Party A may refuse any change for legitimate reasons and Party B may not demand a refund of the down payment accordingly.

5. Total rental fees and payment method :

- a) Down payment : NT\$\_\_\_\_\_ (tax included) to be paid upon confirmation on the rental period.
- b) Balance : NT\$\_\_\_\_\_ (tax included) to be paid no later than 30 days prior to the start date of the rental period (i.e., month/day/year)

Total : NT\$\_\_\_\_\_ (tax included)

- c) Party B shall pay the rental fees by the schedule prescribed in this Contract in order to rent the venue.

6. Security deposit: NT\$\_\_\_\_\_ in total.

- a) Facility security deposit: NT\$\_\_\_\_\_.
- b) Electricity safety security deposit: NT\$\_\_\_\_\_.

Party B shall pay the security deposit together with the balance. Party A shall refund the security deposit in full without interest within 30 days after all decorations are removed from the venue, and the venue is restored to its original condition and undamaged (including flowers, trees, and lawns), and the payment due has already been settled or related fees are subtracted and confirmed by Party A, and be free of any liability and dispute after the event is completed. Otherwise, Party A shall use the security deposit for repairs, compensations, or damages to the venue attributable to Party B. The remainder of the security deposit shall be refunded. Should there be insufficient fund, the amount shall be collected from Party B, to which Party B may not have any objections.

7. Party B's obligations

- a) Party B shall be responsible for maintaining order and public safety, and a healthy environment inside and outside the venue. In the event that Party A discovers possible damage to facilities in the Taipei Nangang Exhibition Center, Hall 1, or public safety concerns, Party A shall demand immediate remedies, corrections, or inhibitive measures from Party B, and Party B shall cooperate unconditionally.
- b) Party B shall restore the venue after completion of rental period and return it to Party A by the agreed deadline. Failure to restore the venue by the agreed deadline shall be subject to Party A's arbitrary disposition. Any item of Party B which have been left behind the venue shall be at Party A's disposal when Party B does not take action following a written notice from Party A. Party A is not obligated to keep the said item in custody, to which Party B shall not have any objections. Any accrued cost shall be deducted from the security deposit. In case of insufficient amount in the security deposit, Party B shall settle the difference within one month after the event ends.

- c) Unless all amount dues have been settled, Party B may not apply for space rental of any venue under Party A's management.
- d) Without prior permission from Party A, Party B shall not set up a vendor booth, freely put up posters, hang up lights, post advertisements, or place hazardous items inside or outside the Taipei Nangang Exhibition Center, Hall 1. Any violation of the aforementioned conditions shall be considered a breach of this Contract.
- e) While planning the event, Party B shall follow the approved capacity for the Taipei Nangang Exhibition Center, Hall 1 in order to maintain order and safety in the venue. Party B shall also supervise crowd control inside the venue during the event (refer to Rule c under VIII Security Maintenance of the Taipei Nangang Exhibition Center, Hall 1 Operational Instructions & Requirements).
- f) In the event that Party B needs to construct a temporary structure while the event is ongoing (including stages, PA console stations, and suspensions), related operations must be applied for with the Department of Urban Development of the Taipei City Government in compliance with the "Management Rules for Makeshift Buildings Used in Performances in Taipei City." Photocopies of individual documents specified in Article 4 of the said management rules and written materials that have been approved by governing authorities concerned must be submitted to Party A at least 5 days prior to the event date. In the event that Party B fails to submit the aforementioned documentation as required, Party A shall prohibit Party B from constructing the said makeshift structure in the venue and Party B shall not request Party A for a refund of the total rental cost, or claims against Party A for resulting losses associated with the event.
- g) Party B shall employ electricians without unsatisfactory records as specified under Paragraph 1, Article 9 of the Management Rules. If Party B employs any electrician that does not meet the aforementioned description, Party B shall submit an electricity safety security deposit of NT\$100,000 at the same time as submitting the final payment for the event. Security deposit deductions shall follow Article 7 of the Management Rules.
- h) In case of any suspended or terminated event or damaged equipment as a result of Party B failing to comply with the TWTC Taipei Nangang Exhibition Center, Hall 1 Electrical Appliance Rental Vendor Management Rules or other reason attributable to Party B or its electricians, Party B shall be held fully liable for any consequences. Should Party A or any third party incur any damage, Party B shall be liable for compensation.
- i) In order to comply with the regulations of "Taipei ban hamper peace area and period, "grabbling operations outside of exhibition hall must be finished before 10 P.M.

8. Liability for damages

For damages to facilities or equipment of the Taipei Nangang Exhibition Center, Hall 1 due to purposeful intention or negligence on the part of Party B (including their employees and contractors) or people invited by Party B to participate in the event, Party B and the perpetrator(s) shall take sole responsibility for any compensation.

#### 9. Work Permit

Party A shall ask Party B to provide work permits during the rental period, including unlimited access work permits and ordinary work permits in order for Party A to access the venue rented by Party B to operate and maintain mechanical and electrical equipment, which will help with the maintenance of safety, order, and evacuation in an emergency. The quantity of the work permits shall depend on the manpower needed by Party A while the event is in session.

#### 10. Site Configuration

- a) The Site Plan submitted by Party B shall meet regulations established for the Taipei Nangang Exhibition Center, Hall 1 and comply with existing applicable laws and regulations (e.g., Construction Act and Fire Prevention Act).
- b) Party B shall not freely alter the original submitted Site Plan. To change the Site Plan, Party B must submit a written application to Party A before setup begins and only change it following receipt of written permission from Party A. Party B shall remove structure(s) that are not approved by Party A by a reasonable deadline. Failure to remove the said structure(s) shall be subject to Party A's arbitrary disposition and Party A is not obligated to keep them in custody, to which Party B shall not have any objections. Party B shall also not seek any claims against Party A for damages. The accrued costs shall be deducted from the security deposit. Under serious circumstances, Party A is entitled to stop the event or terminate the Contract.

#### 11. Labor Safety

- a) Party B must attend fire prevention training or workshops organized by the Taipei City Fire Department before this event takes place and follow Taipei City Fire Department's regulations. Party B's representatives participating in the training or workshops must be those whose names are on the Emergency and Risk Management Group roster submitted by Party B and shall be on standby during the event. Party B shall take sole responsibility for any failure to follow regulations resulting in delays of the event. Party A shall not be involved in any way.
- b) To prevent against occupational hazards and protect labor safety, Party B shall follow labor safety laws and regulations established by the Government. In the event that the construction performed by Party B or its partners or caretakers is suspended by government authorities due to violation of labor safety laws and regulations, Party B shall take sole responsibility. Party A shall not be involved in any way.

- c) In the event that Party B plans to construct a makeshift structure mentioned above (see Paragraph f under Party B's obligations), related proposals on labor safety and health and firefighting equipment drawings must be submitted to the Labor Standards Inspection Office under the Department of Labor of the Taipei City Government and the Taipei City Fire Department for review. The construction shall only begin after the proposals and drawings are approved by the said authorities.

## 12. Insurance

- a) The Renter must obtain public accident liability insurance that takes into account the type of exhibition, range of uses, scale and number of visitors. Insurance coverage shall be in effect from the first day of the Move-in period to the last day of Move-out period. The insured amount must be no less than the amount required by the "Taipei Commercial Property Compulsory Public Accident Liability Insurance Implementation Regulations". If a copy of the aforementioned insurance policy is not delivered to TAITRA for filing 7 days prior to the first day of move-in period, the Renter shall have no access to the exhibition area. With respect to the exhibition items, indoor and outdoor signs, and booth designs and decoration structures etc., the Renter and participating vendors must obtain all relevant insurances, such as fire, theft and flood. TAITRA will not bear any liability for losses suffered by the Renter and participating vendors arising from typhoons, earthquakes, floods, heavy rains or other natural disasters.
- b) Party B and its contractor shall be liable and hold legal responsibility for any damages (loss of property or casualties or improper influence on other activities) caused by factors such as stage, lighting, audio-visual sound, video wall, special effects and decoration arrangements.

## 13. In the event that Party B violates the terms and conditions in this Contract and fails to remedy by a reasonable deadline given by Party A through a written notice, or has any of the following conditions, Party B shall take the responsibility for compensation, and Party A shall terminate this Contract, recall Party B's right to use the venue immediately, and confiscate the security deposit. All payments made by Party B will not be refunded.

- a) Party B does not pay the exhibition hall rental fees, equipment rental fees, or other fees by the agreed schedule and continues to miss payments by a given reasonable deadline upon a written reminder.
- b) Party A has evidence that shows that Party B's event is in violation of applicable laws and regulations.
- c) Party B sublets, lends, shares, or allots all or part of the rental period for the venue to a third party.

- d) Contents of the event obviously contradict those specified in the rental contract.

#### 14. Special Contracts

- a) In cases of natural disasters, emergency evacuations, threat to public safety, force majeure, or other reasons wherein the venue must be recalled, Party A shall notify Party B of a change in rental period. In the event that the rental period cannot be changed, Party A shall refund payments already made by Party B without interest within 30 days following receipt of Party B's notice, to which Party B shall not have any objections. Party B shall also not seek any claims for damages accordingly. Party A shall decide whether or not to recall the venue based on the government's announcements.
- b) Party B shall take sole responsibility for any disputes arising from the event organized by Party B and any property loss or personal injury issue that occurs in the venue during the rental period and cannot be attributed to Party A. Party A shall not be involved in any way.
- c) Party A is entitled to lend other venues it owns to a third party to organize events identical or similar to Party B's event during the same rental period, or adjacent or close dates with prior permission from Party B.
- d) Contracts or agreements established between Party B and any third party shall not involve Party A.
- e) Correspondences on details of the event, signing of the Contract, and collection and refunding of all payments for the event shall be binding to Party A as long as they are done between Party A and Party B's representatives or authorized representatives.

#### 15. Appendix

- a) The "Taipei Nangang Exhibition Center, Hall 1 Non-exhibition Space Rental Guidelines" and its appendixes the "Taipei Nangang Exhibition Center, Hall 1 Operational Instructions and Requirements" and the "Regulations Governing Booth Decorations in Taipei Taipei Nangang Exhibition Center, Hall 1" shall be equally binding as this Contract. In the event that Party B violates the aforementioned regulations therein, it is considered a breach of this Contract.
- b) Party A shall ask Party B to provide a detailed safety control plan (which shall include the deployment of security guards, paramedics, and staff) based on the nature and details of the organized event. The said safety control plan shall be considered the Letter of Commitment from Party B once approved by Party A and shall be incorporated as part of this Contract.
- c) Other Letters of Commitment/Affidavits related to this event that are signed by and between Party A and Party B shall all be considered a part of, and shall be as equally binding, as this Contract. Any violation of the contents of the Letters of Commitment/Affidavits by any party shall be considered a breach of this Contract.

16. Termination of this Contract

- a) When a party to this Contract has filed a petition for settlement or has had a petition filed against for settlement under the Bankruptcy Law, filed for or declared bankruptcy, liquidated, restructured, discontinued operations, or been marked a dishonored account by any financial institution, the other party may send a written notice and terminate the Contract regardless of whether the said other party is aware of or is informed of the aforementioned details.
- b) In the event that Party B cannot implement items specified in this Contract and the inability to implement these items continues through a given deadline notified by Party A in writing, Party A may terminate this Contract earlier than the period prescribed herein.
- c) Termination of this Contract does not exempt or relieve Party A and Party B of their rights, responsibilities, or obligations as a result of this Contract prior to its termination.

17. Amendment to this Contract

Any change or modification to, or details not covered in, this Contract shall be done in writing with prior consent from the other party.

18. Interpretation of this Contract and Jurisdiction over Disputes :

- a) For details not covered in this Contract, or issues in the interpretation of its contents that will undermine implementation of this Contract, the parties agree to make their utmost efforts to reach an agreement and settle disputes on the principles of honesty and trust and in compliance with applicable laws and regulations of the Republic of China.
- b) In the event that the parties have made their utmost efforts to negotiate but disputes about this Contract still cannot be resolved and a lawsuit may be necessary, the parties agree to seek the Taiwan Taipei District Court as the court of first instance.
- c) The parties agree that the governing law for this Contract is the Law of the Republic of China.

19. Contract management:

Rights and ways to exercise them prescribed in the Personal Information Protection Act: With regard to the personal information provided by Party B, Party B has the right to exercise the following rights in accordance with the Personal Information Protection Act:

- (1) Inquire, request access, or request to make a copy; however, Party A may charge a fee for the necessary cost;

- (2) Request supplement or correction of the information, provided that Party B shall be required to provide a proper explanation in accordance with laws;
- (3) Request cessation of the collection, processing, or use of the information or request to delete the information. However, if the information is required for Party A for the execution of its duties or businesses, Party A may legally execute its duties or businesses without compliance to Party B's request; and
- (4) Where Party A uses Party B's personal information for marketing purposes, Party B may refuse to accept marketing. Where Party B intends to exercise the rights specified above, please contact the event coordinator.

20. Possession of this Contract

This Contract is prepared with two original copies and one duplicate copy. Party A and Party B shall each keep 1 original copy. Party A shall keep the duplicate copy for reference.

21. Effective Date of this Contract

This Contract takes effect after it is duly signed by both parties.

Party A: Taiwan External Trade Development Council

Representative: Yeh, Ming-Suei

Address: 6F, No. 333, Keelung Road Section 1, Taipei City

Party B: \_\_\_\_\_ Institutional Seal

Representative: \_\_\_\_\_ Representative's personal Seal

Passport No.: \_\_\_\_\_ (please enclose photocopies of the Passport )

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

M M / D D / Y E A R

## **NON-EXHIBITION SPACE RENTAL GUIDELINES**

Revised 2016.8.22

- Article 1. Taiwan External Trade Development Council (TAITRA) is responsible for the management of Taipei Nangang Exhibition Center, Hall 1 (TaiNEX 1) as authorized by the Nangang Exhibition Center Management Contract signed with the Ministry of Economic Affairs (MOEA). The exhibition halls on the first and fourth floors of TaiNEX 1 (hereinafter referred to as "Ground Floor Exhibition Hall" and "Sky Dome Exhibition Hall"), in addition to being used by TAITRA for its international exhibitions, are also available for rental by other organizations (hereinafter referred to as the "Renter") during unused event periods; The rental of Ground Floor Exhibition Hall and Sky Dome Exhibition Hall shall be handled in accordance with these Guidelines.
- Article 2. The Ground Floor Exhibition Hall of TaiNEX 1 has three areas: I, J, and K; Sky Dome Exhibition Hall has three areas: L, M, and N. Each exhibition hall may be rented as a whole or by area, but a minimum of one area must be rented. Rent is calculated by number of areas. If the Renter uses less than 1 area, the rent for 1 area will be charged. If the Renter uses more than 1 area but less than 1.5 areas (half of the exhibition hall), the Renter will be charged for 1.5 areas. If the Renter uses more than 1.5 areas but less than 2 areas, the Renter will be charged for 2 areas. If the Renter uses more than 2 areas but less than 3 areas, the Renter will be charged for 3 areas. The Renter must obtain approval from TAITRA for the planned use of any areas.
- Article 3. Exhibition hall rental shall be handled according to the following procedures:
- A. The Renter (including organizers of large conferences, concerts, sports events, banquets, and artistic performances) shall fill out Event Application Form for Showground Reservation at least 6 months before the activity, and shall attach a copy of the business license, tax statements, and activity proposal, in order to apply for an event period reservation.
  - B. After receiving the Renter's application for a reservation, TAITRA will review the Renter's eligibility and related documents. Once the application is approved and an event period is scheduled, TAITRA will immediately notify the Renter, reminding them to pay the venue down payment and sign the rental agreement before the specified deadline. Where the Renter fails to pay the deposit and sign the agreement before the specified deadline, TAITRA reserves the right to revoke the Renter's

renting eligibility.

- C. TAITRA will only reserve an event period after having officially received the Renter's reservation form and down payment. Prior to signing the agreement, the Renter shall not assert that TaiNEX 1 is the event venue in any media or promotional materials, and the Renter may not announce that TAITRA is the co-organizer of the event. If the Renter makes such claims, they will be held solely responsible for any legal issues that may arise, and TAITRA shall be indemnified against all liability.
- D. The Renter must submit the floor and elevation plans (including stage and seating plans) for the event venue, as well as the fire safety plan and the traffic maintenance plan to TAITRA for review at least 30 days before the starting date of the rental of the venue.
- E. If an event period is needed for an exhibition before the Renter has submitted the application and paid the down payment, TAITRA will give priority to the exhibition, and the Renter may adjust its event period accordingly.
- F. If the rental of a venue risks damaging facilities or endangering public safety, TAITRA may refuse to rent out the venue.

#### ARTICLE 4. RENTAL FEE PAYMENT REGULATIONS

The Renter shall pay the following fees to TAITRA by cashier's check, sight check, wire transfer, or cash:

- A. Rental fee: Includes the rented venue, lighting, and air conditioning (not provided during setup and dismantling periods), public areas, and cleaning for sanitary facilities (restrooms). Payment shall be carried out as follows:
  - (A) Down payment: 40% of the total rental fee, to be paid upon confirmation of the event dates.
    - 1. If the Renter needs to cancel the booking, they must alert the TAITRA with a written notice no later than 90 days prior to the start of the rental period. The down payment already paid can be postponed and used for the same event next year or a new event. If no event is held the next year, the paid down payment will not be refunded.
    - 2. If the Renter reduces the rental period or area size, the down payment will still be collected based on the time and area in the application, and the difference will not be refunded.
  - (B) Balance: 60% of the total rental fees must be paid no later than 1 month prior to the start of the rental period.
  - (C) The minimum rental period between 07:00 and 24:00 is 8 hours (a period of less than 8 hours shall be charged as 8 hours). During the event period, the minimum rental period is 4 hours (a period of less than 4 hours shall be charged as 4 hours). Overtime for less than one hour is counted as one hour.
- B. Security deposit: 20% of the total rental fees must be paid 2 weeks prior to the start of the rental period. The minimum security deposit is NT\$400,000.
  - (A) If the Renter complies with the provisions of these Guidelines, the deposit minus related fees will be refunded without interest after the event is concluded.

- (B) Fees or fines resulting from the Renter failing to comply with the provisions of these Guidelines will be deducted from the deposit (e.g. fees incurred by TAITRA on behalf of the Renter for cleanup, repair or employment of security personnel resulting from the Renter's failure to complete cleanup procedures (see Article 6 for details), or timely removal of activity items, trash, waste or decorations from the exhibition halls, and failure to implement crowd control at the venue in accordance with TAITRA's requirements, etc.).
  - (C) If the deposit is not enough to cover all fees, the Renter shall pay the remaining amount of fees within 1 month after the end of an activity. The Renter may not rent any other venue managed by TAITRA before paying the outstanding fees.
- C. Rental Surcharges:
- (A) If the Renter needs to cook during the activity, the Renter must first submit an application and obtain approval from TAITRA for permission to cook food within the designated area. A venue maintenance fee will be charged for the designated area in accordance with the Venue Rental Charging Standards. The Renter is solely responsible for cleanup of the area designated for cooking (please refer to Article 6 of the agreement).
  - (B) Air conditioning is not provided during move-in and move-out periods. If the Renter needs to apply for air conditioning during the move-in and move-out period, the Renter must obtain approval from TAITRA and will be charged according to the time and area air conditioning is to be provided (in accordance with the Venue Rental Charging Standards). The air conditioning fee will be deducted from the Renter's deposit.
  - (C) Extended move-in and move-out periods or activity time: The Renter will be charged according to the actual number of hours extended and number of areas (in accordance with the Venue Rental Charging Standards, with a minimum of 1 hour for 1 area). The fee will be deducted from the Renter's deposit.
  - (D) If the event takes place on Saturday, Sunday or national holidays, or the move-in and move-out periods fall from 07:00 on Chinese New Year's Eve to 24:00 the day after Chinese New Year, an additional 20% of the rental fee will be charged (according to the number of hours rented, periods under 1 hour will be charged as 1 hour). Holidays are announced by the Directorate-General of Personnel Administration, Execution Yuan.
  - (E) The renter shall pay the water, electricity, and air conditioning fees during the event period in accordance with the actual amount used.
  - (F) Floor cleaning fees for the rental period will be collected and paid by the Exhibition Hall, please refer to the Venue Rental Charging Standards (please refer to Article 6 of the **Agreement** for the cleaning areas).

## Article 5. STAFF ASSIGNMENTS

The renter must assign a representative on site to oversee the affairs during the entire rental periods. Assigning sufficient number of cleaning staff, paramedics, emergency response team, traffic control volunteers, and security guards to ensure that the venue is clean, safe, and orderly during the event is also required.

## Article 6. CLEARING/CLEANING RENTED SPACE

- A. In cases when cooking is permitted, the renter must take responsibility for safety and sanitation of the cooking area, including cleaning and removing of grease stains from the floor and garbage (e.g., wine bottles, beverage cans, used tableware, food waste, etc.). Please note that all cleaning must be completed within the given deadline.
- B. Assigned Areas of Responsibility : TAITRA will be responsible for clearing of trash of livelihood and cleaning of public areas and restrooms of the Exhibition Hall.

The renter will be responsible for cleaning of the rented space and adjacent surroundings and clearing of all their belongings, material waste and residues, including oil stains, waste of decorative materials, food waste, and event bouquets.

## Article 7. WATER & ELECTRICITY USE

- A. Payment for water, electricity and air-conditioning used during the rental period must be settled within 10 days after the event ends.
- B. All utility contracted staff must wear uniforms or work vests, and wear a helmet with work permit. Smoking, chewing betel nut, and drinking (alcoholic beverages) are strictly prohibited in the hall
- C. Utility service contractors must fill in the affidavit of the Exhibition Hall and the notice for the sources of transmission of electricity/water/air to the exhibition site. TAITRA employees shall cooperate with utility service contractors in the implementation of pre-examination of malfunction to confirm that the use of electricity is safe before the contractor supplies electricity, water and compressed air. In that way, the rights and interests of both parties are protected.
- D. All types of fuel-powered generators are prohibited at the exhibition hall.

NOTE : Any utility installation work (i.e., water, electricity and air-conditioning) must be handled by an Exhibition Hall-contracted utility service company.

## Article 8. SAFETY PRECAUTIONS

- A. In order to prevent occupational hazards and to ensure the safety of workers, the renter must abide by the worker safety laws and regulations established by the government. In addition, the renter must conduct construction work in accordance with the Exhibition Hall's "Rental Space Preconstruction Standard Operating Procedures" and "Rental Space Construction Safety & Health Management Guide", as well as the proper filing of "Accident/Incident Investigation Report".
- B. During the rental period, the renter must follow the Exhibition Hall's applicable regulations for hiring security guards, and defining their duties must be in accordance with the regulations set forth by TAITRA in order to maintain safety in the venue.

Renter's staff and workers must also abide by the direction of the internal supervisor.

- C. The renter must submit to TAITRA for review no later than 30 days prior to the rental start date their Site and Elevation plans, as well as their evacuation route plan, details of types and scope of their program, use of the event space, safety and protective measures, documents supporting use of non-inflammable materials for decorations, and Fire Prevention and Protection plan. TAITRA in turn will forward these documents to the Taipei City Fire Department, Nangang Branch for examination.
- D. All types of open flame performances are prohibited according to the law in Hall 1 of the Taipei Nangang Exhibition Center. In the event that the renter has special demands for making an open flame performance that generates flames or sparks, that renter is required to file an application on their own initiative with the fire regulating authorities before the event and simultaneously submit a copy of the aforesaid application (including attachments) to TAITRA; TAITRA may approve the performance only after the renter obtains an official approval letter from the fire regulating authorities.
- E. The renter must observe regulations for vehicle use supervision and control during setup and dismantling periods. For vehicle use supervision and control as well as vehicle entry application, please refer to the "Nangang Exhibition Hall Operational Instructions & Requirements" and the "Regulations on Work at TAITRA Venues".
- F. Smoking is prohibited at the exhibition site to maintain the safety of the site. Offenders will face the following punishments:
  - 1. First time offender →A warning will be issued without recording penalty points, and the decoration contractor will be asked to reprimand the employee who smoked.
  - 2. Second time offender →A warning will be issued and 1 penalty point will be recorded.
  - 3. Third time offender →A warning will be issued and 2 penalty points will be recorded. Each subsequent smoking incident will result in an incremental penalty point. The penalty points shall be recorded against the contractor with whom the smoker is employed; once three points have been recorded against the contractor, the contractor will lose its membership qualifications for 1 year, and will be prohibited from entering TaiNEX 1 for construction work until it receives new membership.
- G. The renter will be responsible for the safe keeping of their personal belongings and equipment. TAITRA will not be liable for any item lost, and thereby any claim for compensation has no merit.
- H. The renter must abide by the Fire Prevention Act. Any backdrop, curtain, and decoration used during the event must comply with applicable regulations for use of non-inflammable material (non-inflammable mark on material may serve as proof.). Walkways, passageways, and exits and entrances must not be blocked at any time. The renter and/or their contractor(s) will be responsible for property loss or casualties resulting from failure to follow the aforementioned regulations. In such instance, the renter and/or their contractor(s) will have to bear responsibility and compensation.
- I. If a column on the rented area will be decorated for an event, the renter must submit a

corresponding design layout of the column which should be in accordance with the procedure provided in the “Regulations on Work at TAITRA Venues”. Only upon approval and confirmation by TAITRA that no fire prevention facilities are blocked can the renter proceed with their plan. In case of any damage to the column, the renter will be liable for compensation.

- J. If the event to be held charges an admission fee, the renter will be required to secure a written approval from TAITRA and to inform the tax bureau of their activity before the event start date. Also, each ticket must bear the following :
  - (A) When the event has already started, latecomers should first approach the reception to secure permission to enter.
  - (B) Without prior permission, no picture taking, audio recording, or videotaping will be allowed inside the venue.
  - (C) Smoking is NOT allowed inside the venue. Visitors also are prohibited from bringing food, alcoholic drinks, canned and bottled beverages, pets, and other hazardous items into the venue.
  - (D) Disruptive behavior inside the venue which may undermines orderliness and safety is prohibited.
  - (E) Visitors (ticket holders) must abide by the Exhibition Hall’s rules and regulations posted at the entrance and exit.
- K. In the event that the stage setup or the work environment involves scaffolding, the workers using the scaffolding must wear helmets, fasten safety belts, and comply with other safety-related measures. In case of a death or injury of a worker or loss of property, the renter and its contractor shall take responsibility of their own accord and will be held jointly liable for damages.

## Article 9. CHANGES/CANCELLATION

- A. Instructions and conditions for cancellation/change of reserved date, termination of contract, or reduction in reserved period and/or area to be rented :
  - (A) Cancellation of bookings, change of bookings, or termination of lease  
In the event that the renter needs to cancel a booking, change a booking, or terminate the lease, it must inform TAITRA with a written notice no later than 90 days prior to the beginning of the lease period. The paid down payment can be postponed and used for the same event next year or a new event. If no event is held the next year, the paid down payment will not be refunded.
- B. Reduction of rental area or rental period
  - (B) In the event that the renter intends to reduce the rental area or shorten the duration and provides TAITRA with written notice 45 days prior to the start of the rental period, the deposit for the venue fees will still be charged according to the original rental area and duration. Any differences will not be refunded. The remaining venue fees will be charged in accordance with the actual area and time used.
- C. In the event that the renter intends to reduce the rental area or shorten the

duration and provides TAITRA with written notice within 45 days prior to the start of the rental period, the down payment for the rental fees and the balance will be charged according to the original rental area and duration.

- D. In case of mechanical failures, typhoons, earthquakes, rain, or other natural disasters, force majeure, or for reasons beyond TAITRA's control resulting in interrupted or discontinued power supply to air-conditioning, elevators, escalators, illumination, or power service during the rental period, TAITRA will carry out repairs as soon as possible, but will not be liable for compensation.
- E. In the event that the land on which the exhibition hall was built is withdrawn by the central governing authority, making it impossible for the renter to use all or part of the venue or facilities, TAITRA will return the paid fee without interest pro rata for the remaining part and rented period (including the fee received for the space rental as well as the security deposit), and will assume no other responsibility.
- F. If the renter fails to make a down payment and complete the signing of the contract by the prescribed date of payment, TAITRA will move to cancel their reserved date without prior notice. If the renter fails to settle the balance for the rental space fee by the prescribed date of payment, TAITRA will move to cancel their reserved date and terminate the contract without prior notice. And all the fee received will not be refunded.
- G. In case of any unforeseen events, such as typhoons, earthquakes, other natural disasters or force majeure leading to the suspension of work on the day of the event, the renter will have to decide whether or not to hold the event as scheduled. The renter also will have to notify TAITRA there and then of their decision and inform other concerned parties through various forms of media and communication. In the event that the Taipei City Government announces work and school cancellations, the event may be postponed for 1 day, but the postponement will be subject to the availability of the venue.

#### Article 10. INSURANCE REQUIREMENT

- A. To protect the renter against accidents and liability claims, a public liability insurance coverage is required for the duration of rental period (including the periods for set-up and dismantling of materials for the event). The renter shall purchase public accident liability insurance (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 stage, exhibition items, or elevator/escalator) with sufficient coverage by taking into account the form, scale, and number of visitors of the event. The type of insurance and the minimum insured amount may not be less than the amount prescribed in the Taipei Commercial Property Compulsory Public Accident Liability Insurance Implementation Regulations. The renter must send a photocopy of the insurance policy to the Exhibition Hall for record keeping 5 days prior to the setup period. The renter is also required to purchase insurances against fire, burglary, and water damages to the signboards and related designs and decoration structures inside and outside the venue.
- B. The renter and their contractors must take sole responsibility for all compensations and legal liabilities arising from any property damage, personnel casualty, or compromised activities at the venue due to various factors involving stage

construction, lighting, audio-visual facilities, wall fixtures, special effects, and decorations.

## Article 11. OTHER REQUIREMENTS

- A. Walkways (6.1 meters wide) between different areas of the venue must be accessible at all times for emergency use. The renter may not occupy these areas for putting up exhibits or for other purposes. The renter is also prohibited from occupying public walkways. The Site plan for the event must be submitted to TAITRA for approval before the given deadline.
- B. The renter must file with the taxation bureau any tax payment related to the event's activities. If admission tickets are to be sold during the event, the renter must bear the title of the event and name(s) of the organizer(s), and co-organizer(s).
- C. The renter must obtain permission from the appropriate authority in advance to conduct any special activity inside or outside the Exhibition Hall. A copy of the permit must be forwarded to TAITRA for record keeping no less than 14 days prior to the event start date. All terms and conditions indicated in the permit must be strictly followed. Adherence to existing statutes and regulations are also required.
- D. Rentals for cooking events are subject to prior application and permission to use a designated area for such activity. The renter must take sole responsibility for the safety, sanitation, and cleaning of the area(s) after the event.
- E. The renter and their contractor(s) must follow the procedures set forth in the "Nangang Exhibition Hall Operational Instructions & Requirements" and the "Regulations on Work at TAITRA Venues". Any violation shall be subject to a penalty.
- F. The renter will be responsible for restoring any damage made to facilities of the Exhibition Hall during the rental period, or compensating for actual damage costs. The renter will also be liable for any legal liabilities resulting from accidents, casualties, property damages and bodily injuries.
- G. To ensure optimal safety and quality of the Exhibition Hall, the renter should control the number of visitors entering the venue.
- H. If the work hours for the construction and/or decoration for the event must be extended, the renter may formally apply with TAITRA for an extension of working hours, but the application must be submitted before 4:00 pm of that day. The renter should pay for all additional costs related to the extended use of the venue.
- I. The maximum weight capacity of the Ground Level is 5 tons per square meter. The requirements for trucks and cargoes entering this area are as follows: 20 tons for two-axle trucks and 43 tons for trucks with more than two axles. To prevent damage to the Exhibition Hall's floors and structures, TAITRA will reject entry of any single exhibit (including non-machinery equipment) with weight exceeding the aforementioned limits into the venue. In the event that such move in causes damage to the floors and/or structures, the renter will be liable for compensation, and all consequences. The renter should require independent contractors and other related parties to strictly comply with the regulations in order to ensure public safety.
- J. The maximum weight capacity of the Upper Level is 2 tons per square meter. The

requirements for trucks and cargoes entering this area are as follows: 15 tons for two-axle trucks and 35 tons for trucks with more than two axles. To prevent damage to the Exhibition Hall's floors and structures, TAITRA will reject entry of any single exhibit (including non-machinery equipment) with weight exceeding the aforementioned limits into the venue. In the event that such move in causes damage to the floors and/or structures, the renter will be liable for compensation and all consequences. The renter should require independent contractors and other related parties to strictly comply with the regulations in order to ensure public safety.

- K. If the renter plans to set up a temporary structure outside the Exhibition Hall for their event. A prior permission from TAITRA is required, and a permit for the construction of the temporary structure should be applied for and obtained from the Department of Urban Development, Taipei City Government in compliance with applicable government regulations.
- L. TAITRA reserves the right to enter any event or exhibition at anytime to take photos or other visual recordings to use in future promotion materials, and as such the Renter agrees to offer complete cooperation in granting access.
- M. In accordance with the Taipei Noise Restriction Regulations, grapple truck operations outside the exhibition site must be finished before 10 p.m.
- N. During the conference or exhibition period (including but not limited to decoration or dismantling of the site, rehearsal, audio/visual tests, and activities), should debts, personal grudges, private disputes or other factors cause third parties to conduct protests, disturbances, or other behaviors inside or outside of the Exhibition Hall and thereby affect the proceedings of the conference or exhibition, the Exhibition Hall will exercise its management duties to gently persuade those third parties to leave the premises. In the event that the third parties do not make improvements after several attempts, the Exhibition Hall will be entitled to notify the law enforcement authorities and may terminate the proceedings of the conference or exhibition; in which case the renter may not request a postponement or change of the rental period, nor may it request a refund of paid expenses. However, in the event that the incident is attributable to the renter and causes damages to other renters or incurs lawsuits against the Exhibition Hall or losses, the renter shall be fully liable for all damages.

## Article 12. PENALTIES

Incidents of the following nature will be duly documented, and those found to have seriously violated the conditions and requirements stipulated in the contract and agreement (including violations against fire prevention regulations and public safety) will be grounded for a two-year suspension of the renter's eligibility to use any TAITRA-managed venue.

- A. Any construction of stages, structures, and facilities, or setup of decorations for the event that is blocking or has blocked safety prevention equipment and/or source like fire hydrants, fire alarm panels, fire extinguishers/boxes, emergency exits, air quality detectors, and electrical switch boxes, or if the renter fails to comply with regulations stated under Safety Precautions of this Guidelines document and fails to immediately cease or improve any violation following receipt of notice from TAITRA, the renter will be subject to a fine of NT\$ 5,000 for each instance. In the event that the said violation has not been immediately remedied, TAITRA will forcibly clear the

blocked area(s). The renter will be liable for any citation and/or fine imposed by the fire department for violations of public safety and/or claims for any accident arising from such.

- B. If the renter will engage in selling products at their event, a notice must be filed by the renter with the taxation bureau in advance, and must issue a receipt for each transaction made or amount received on site.

The renter will take sole responsibility for failure to issue a receipt and any legal liability. In addition, TAITRA will impose a fine of NT\$ 5,000 for failure to issue a receipt for every sale, and this amount will be deducted directly from their security deposit.

- C. The renter should ensure that their partners, contractors, and decorators adhere to all fire prevention and public safety requirements. In case of fire, the renter will be subject to not only a fine of NT\$ 100,000 for each of the Area either on Ground or Upper Level, but will also be liable for compensation for any losses and/or litigation.
- D. Material contents for use in the event which have been altered and thus different from the ones submitted following the application of the rental space, or programs to be presented which are banned due to violations concerning presentation of prohibited activities will be considered a serious breach of agreement. In such case, TAITRA will move to terminate the rental contract without prior notice, and all fee received will not be refunded.
- E. No changes, alterations, or insertions should be made to the event's title and/or the format of the event without prior written permission from TAITRA. In addition, all contents in the handouts, fliers, and other advertising materials should be similar to the ones submitted following the application for rental space. Any violation of this nature is considered a serious breach of agreement. In such case, TAITRA will move to terminate the rental contract without prior notice, and all fee received will not be refunded.
- F. The renter must refrain from using an event title and/or a logo belonging to others. In such instance, TAITRA will demand the renter to rename their event and/or replace their logo before a given deadline. Failure to do so will result in termination of their rental contract, and all fee received will not be refunded.
- G. The renter will not be allowed to sublet or lend all or part of the rented venue for any type of events without a written request for permission from TAITRA. Any violation of this provision is considered a breach of agreement. In such instance, TAITRA will move to terminate the rental contract without prior notice, and all fee received will not be refunded.
- H. The renter will be strictly prohibited from staging any performance involving the use of flames or fireworks, or having an Adult Video (AV) performer to serve as the host of the event or as an endorser of their product in any of the venues directly managed by TAITRA. Any violation of this provision will be deemed a breach of agreement. In such instance, TAITRA will move to unilaterally terminate the rental contract, and all fee received will not be refunded. This also will be grounds for a two-year suspension of the renter's eligibility to use any TAITRA-managed venue.
- I. A fine of NT\$10,000 will be imposed on the Renter for each violation of Paragraph 2 of Article 7 and Paragraph 10 of Article 8 of the rental regulations.

Article 13. DEFINITION

In the event of a dispute as to the definition or scope of a provision in this Event Space Rental Guidelines document, TAITRA will invoke its ultimate right to decide the outcome with finality.

Article 14. ENFORCEMENT

The guidelines mentioned above will be enforced starting from the date of promulgation. Other issues not covered herein will be addressed by TAITRA, and make appropriate announcement of any changes to this document.

# OPERATIONAL INSTRUCTIONS & REQUIREMENTS

Revised April 05, 2017

The renter must abide by all instructions and requirements contained in this document when undertaking work for an event in the Taipei Nangang Exhibition Center, Hall 1 ("Exhibition Hall").

## 1. DECORATION

- a) The Site Plan and related documents must be submitted to the Taiwan External Trade Development Council ("TAITRA") for review a month prior to the setup date. If construction of makeshift advertisement(s), ultra-high structure(s), hoisted balloon(s), two-level booth(s), stage(s), or audio equipment is needed, the renter should submit an application to TAITRA 10 days prior to the date of the event. No construction shall begin without a written permission from TAITRA.
- b) Plans for all entrances and exits for personnel, vehicles, machinery equipment during setup and dismantling, as well as entrances and exits for visitors during the event, and traffic flow and crowd control measures should be coordinated with TAITRA a month prior to the event date for any appropriate arrangement.
- c) All construction (and decorating) personnel must wear a helmet (NOTE: helmets must bear the name of their company) and the event service badge issued by TAITRA (see Regulations on work of TAITRA venues for details), or the Identification Card issued by the renter, when entering the Exhibition Hall during setup and dismantling. Smoking, chewing betel nut or drink (alcoholic beverages) are strictly prohibited in the hall. Construction (decorating) should be limited to the rented area(s) of the Exhibition Hall and should not encroach or block any public area, including gates, lobby, public spaces, walkways, stairways, wall areas, and emergency exits, as well as elevators, power boxes, air detectors, and vents located inside and outside the Exhibition Hall.

NO promotional paraphernalia will be allowed to be posted by the facilities and areas mentioned above. NO banners of any kind will be set up in the lobby on the 1<sup>st</sup> floor. NO booths or stacks of materials should be left in front of or blocking any fire hydrant, fire alarm panel, and/or fire extinguisher. In the event that the said violation has not been remedied immediately, TAITRA will forcibly clear the blocked area(s), and any accrued costs arising from such will be deducted from the security deposit.

- d) If the renter plans to set up makeshift advertising displays in the surrounding or peripheral area(s) of the Exhibition Hall during the rental period, a prior permission from TAITRA is required. The renter should also apply for the necessary permit(s) with the respective government agency(s) in accordance with applicable laws and regulations. The permit(s), together with the design layout and site drawings should be submitted to TAITRA no later than 10 days prior to the event (e.g., exhibition) date for any required arrangement.

The renter must purchase both public liability insurance and third-party liability insurance

coverages for such purpose, and fulfill their obligations to maintain public safety. In case of an accident, the renter will take sole responsibility for any compensation and/or legal liability. To set up a makeshift advertising display inside or outside the Exhibition Hall, please follow the procedures set forth in the "Guidelines for Constructing Advertising Displays at the Taipei Nangang Exhibition Center, Hall 1".

- e) There should be sufficient safety protection measures in place during transport of exhibits and decorating supplies to prevent any untoward incident. The renter will take sole responsibility for any bodily injury and/or damage to property.
- f) In accordance with the "Taipei Nangang Exhibition Center, Hall 1 Disaster Prevention Plan, Volume IV, Appendix", which was duly amended and approved by the Ministry of Economic Affairs on October 27, 2009, the Ground Floor (1st floor) and Sky Dome (4th floor) of the Taipei Nangang Exhibition Center, Hall 1 will be divided into 8 fire safety zones separated by a 6.1 meter wide walkway between two zones, with each zone measuring not more than 3,000 square meters. While walkways between zones for an automobile exhibition will be not less than 7.4 meters.

There will be no restrictions on the use of "non-inflammable materials" for decorating exhibition booths. Nevertheless, the materials used to construct the booths should be "flameproof". In addition, assembly or recyclable, reusable environmentally friendly materials can be used for booth decoration wherever possible.

In order to prevent noise and air pollutions, use of electric saws, paint sprays, or welding tools in the Exhibition Hall is disallowed. Decorations on the booths should be securely fastened. If a structure collapses, the renter will be meted a fine of NT\$5,000 (tax included), which will be deducted from the security deposit. In case of bodily injury and/or damage to property resulting from such, the renter will take full responsibility.

The renter (organizer of an exhibition) will be responsible for removing all exhibits, decorations, and material waste out of the Exhibition Hall (including those within and around the peripherals of the Exhibition Hall) by the end of the rental period. In case of failure from the part of the renter to do so, TAITRA shall hire workers to remove all the items, with the accrued costs to be borne by the renter and be deducted from the security deposit. In case of any legal dispute or liability, the renter shall take sole responsibility.

- g) The height of each booth (or display stand and booth partition) is limited to 2.5 meters. For structures with signboards, the height can be reasonably increased to 4 meters. An exhibitor should rent at least four booth spaces to be able to set up an ultra-high structure, and the height of which should not exceed 6 meters. An ultra-high structure should maintain a meter width from the outer edge of the walkway and also a meter width from the adjacent side of its neighboring booth. In addition, the back of its adjacent walls should be appropriately decorated. If it is impossible to allow a meter space between adjacent sides, a written permission from the neighboring booth will be needed in advance. The rental fee for an ultra-high structure will be computed based on the top-view projected area in the design layout. A unit equivalent to 18 square meters is NT\$100,000 (tax included). If the measurement exceeds 18 square meters, the top-view projected area of an ultra-high building will be divided by 18 square meters to obtain the unit count and NT\$100,000 per unit will be collected. For a built area smaller than 18 square meters, NT\$100,000 will be collected as rental fee (please refer to Regulations on work of TAITRA venues for details). If the rental area for booths encompasses columns, the Design Layout for decorating the said columns in compliance with the Regulations Governing Booth Decorations in Taipei Nangang Exhibition Center, Hall 1 should be submitted and approved by TAITRA before construction can begin. In case of any damage, the renter will be liable for

compensation.

- h) Hanging banners to be used in the Ground Level must not obstruct any firefighting equipment and/or emergency exit signs. These banners should be of the right specifications prescribed by TAITRA (which is less than 360 cm long and less than 120 cm wide). After the event ends, the renter must remove their banner(s) including all ropes and wires used in hanging up the banners. In case of failure, TAITRA will hire workers to do so, with the accrued costs to be borne by the renter and deducted from the security deposit. No hanging banners are allowed in the Upper Level, except under certain circumstances and a prior permission from TAITRA.
- i) Renters setting up a two-level booth must abide by the "Procedures for Construction of Two-level Booths in the Exhibition Hall". The renter must submit a written guarantee to TAITRA no less than 10 days prior to the event date.
- j) If a balloon is to be hoisted during an event, the Application Form/Affidavit (enclosed in the Exhibition Operational Manual) should be filled out and submitted to TAITRA 10 days prior to the event date. A hoisted balloon should be set above the rented booth(s), and it should be steadied to prevent from drifting. The top edge of a large advertising balloon should not exceed 7 meters from the ground. There will be no charge for balloons hoisted less than 5 meters high. NT\$10,000, however, will be charged for each balloon hoisted over 5 meters high. The top edge of a small decorating balloon should not be more than 4 meters from the ground.

In cases of balloons floating against the ceiling, balloon strings hanging from the beams, or balloons not removed during dismantling, the renter will be meted a NT\$ 10,000 fine for each balloon. As for each balloon string left hanging from the ceiling, a fine of NT\$ 10,000 will be imposed. In case of an accident resulting from a hoisted balloon, the renter will take sole responsibility for any legal liability and/or compensation. Please refer to Regulations on work of TAITRA venues for details.

- k) In setting up a stage or audio equipment in the booth, the renter should follow Appendix 7 of the Exhibition Hall Operational Manual and Paragraph XII, Article IV of the "Regulations on work of TAITRA venues for details". This includes submission of layouts, other required information, and application form to TAITRA 10 days prior to the event.
- l) For procedure regarding decoration of a booth, please follow the "Regulations on work of TAITRA venues" for details.
- m) To protect the renter against accidents and liability claims, a public liability insurance coverage is required for the duration of rental period (including the periods for set-up and dismantling of materials for the event). The renter shall purchase public accident liability insurance (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 booths, exhibition items, or elevator/escalator) with sufficient coverage by taking into account the form, scale, and number of visitors of the exhibition. The type of insurance and the minimum insured amount may not be less than the amount prescribed in the Taipei Commercial Property Compulsory Public Accident Liability Insurance Implementation Regulations.
- n) The renter must send a photocopy of the insurance policy to the Exhibition Hall for record keeping 5 days prior to the setup period. The renter is also required to purchase insurance for fire, burglary and water damage to signboards and related designs and decoration structures inside and outside the venue. They must also carry public liability insurance for damage or incidents related to elevators, escalators, typhoons, earthquakes, floods, heavy rains or other natural disasters for which they might be held

liable.

- o) Party B and its contractor shall jointly bear all damage and legal liabilities for any property damage, injury or death, interference with the proceeding of other activities at the venue which is attributable to its construction or operation pertaining to stage, lighting, Audio/Video equipment, TV wall, special effects, or decorative works.

## **2. OPERATIONAL SCHEDULE**

- a) Booth setup/dismantling will take place between 8:00 am and 5:30 pm. For an exhibition, booth setup/dismantling will be between 9:00 am to 5:00 pm or 10:00 am to 6:00 pm (depending upon the schedule agreed among the parties concerned). Any extension in the use of the Exhibition Hall is subject to prior application. Additional charges for an extended use shall be computed in accordance with the rates set forth in the Space Rental Rate Standards of the Nangang Exhibition Hall.
- b) During an ongoing exhibition, the renter must clear the Exhibition Hall at the end of each day. If the renter or their staff continue to occupy the area after show hours without prior application for an extended use of all or part of the area(s) for that day, or prior permission from TAITRA to do so, TAITRA will bill the renter for the rate of the entire rented area, and will deduct this amount from the security deposit. TAITRA also reserves the right to demand the renter to leave the premises immediately. If the renter commits the same violation twice, TAITRA will impose a two-year suspension of the renter's eligibility to use any TAITRA-managed venue.
- c) The time given for pre-exhibition decoration and post-exhibition dismantling, including restoration of the rented area to its original condition, will take into consideration the extent of the rented area, the complexity of the setup/dismantling of decorations, and the difficulty involved in setup/dismantling of displays and exhibit arrangements.

## **3. BASIC MAINTENANCE**

- a) No nails and other penetrating objects should be used on floors, walls, columns, and ceilings of the Exhibition Hall. Care also should be observed so as not to damage surfaces.
- b) Specialized, wide-edged, cloth-based tapes should be used when laying out a carpet. Plastic or double-sided foam tapes should not be used on the floor to avoid any residue left by their strong adhesives. When a carpet is being removed, all adhesive substances and materials should be cleaned and removed from the Exhibition Hall together with the carpet.
- c) Electrical boxes on walls and/or posts should not be covered or blocked.
- d) Ceilings, lighting fixtures, indicators, air-conditioning units, cables and pipes should not be removed, altered, or used to hang any decoration, exhibit, and illuminating object.

## **4. UTILITY INSTALLATION**

- a) Any utility installation work, engineering and management (i.e., water, electricity and air-conditioning) must be handled by an Exhibition Hall-contracted utility installation service

company. The renter should submit a demand checklist for utility work needed for all of their booths. The checklist should include electrical specifications (i.e., voltage output, electricity consumption, electricity boxes and switch numbers), quantities of water (including quantity of water supply valve boxes) and volumes of compressed air to be used per booth.

And upon validation by the renter confirming the required specifications on the checklist, the renter should hand the checklist over to the said utility installation service company, and this will be submitted 15 days prior to any utility work specified in the checklist to TAITRA for review and approval. Once work has been undertaken, the utility installation service company will report directly to the renter for any development in their ongoing work. In case of an accident (due to poor quality material or equipment; inadequate engineering or piping installation) resulting in property damage to the Exhibition Hall or third-party casualty, the renter and their contractor will take sole responsibility for any compensation and/or legal liability.

- b) Electricity bills due all exhibitors should be collected by the renter (organizer). TAITRA will only collect metered electricity and water charges during the rented period (i.e., periods from setup to exhibition and dismantling).
- c) In the event that the renter or their exhibitors will require setting up of a receptive antenna for the event, the renter or their exhibitors should request in advance to obtain permission from TAITRA in addition to applying for a permit from the authorities concerned before any installation/construction can begin. Any accrued costs based on a specific location and along a specific route will to be borne by the renter. Removal and restoration of lines and equipment at the end of the event will be the sole responsibility of the renter.
- d) In case of a power disruption occurring over 24 hours due to failure of the Taiwan Power Company to deliver electricity to the venue, or sudden failure of the Exhibition Hall's power facility, TAITRA will not be responsible for any damage and compensation.
- e) In case of any requirement for installation of telecommunication lines, the renter or their exhibitors should apply with the Chunghwa Telecom Co., Ltd. and pay the required fee.
- f) In support of the government's policy on energy-saving and carbon reduction, the renter and their exhibitors will be encouraged to use energy-efficient bulbs or energy-efficient lighting equipment.

## **5. ELECTRICITY & AIR-CONDITIONING**

- a) Power Supply
  - 1) During setup (excluding the day before the event): Compressed air and ceiling lighting will be provided between booth decorating hours. However, electricity will NOT be provided for individual booths. If decorating requires power use, an application can be made with the Information Desk and power will be supplied with rates to be computed based on the amount of time used.
  - 2) During exhibition: Power supply will be ready before the day's opening. Ceiling lights shall be shut (except night lights) 15 minutes after the exhibition hours end, and power to all the booths will be shut 30 minutes thereafter.
  - 3) Exhibition's eve: The time for power to be supplied for the day will be confirmed by the renter through a prior written request. If changes will be made to the

originally agreed time of power shut-off, the renter should make a written request an hour prior to the original shut-off time.

- 4) The use of all oil-gas fueled power generators is prohibited in the hall during setup, dismantling and in the exhibition

b) Air-Conditioning

- 1) No air conditioning is available during setup and dismantling.
- 2) Use time: Air-conditioning is turned on 30 minutes prior to the starting time and shut down 30 minutes after the closing time for the day.
- 3) Exhibitors must not set up their own air-conditioning equipment inside or outside their booth(s), In case of any violation and failure to remedy upon notification, TAITRA will immediately disconnect the power supply to the said booth(s), and reserves the right to legally remove the equipment. Any cost to be incurred thereof will be deducted from the security deposit.

## 6. SERVICE ELEVATORS

The Exhibition Hall operates 3 large service elevators (EV7, EV8, and EV9, with doors 3 meters wide, height of 3 meters, depth of 7.8 meters, and a loading capacity of 6 tons) to transport exhibits and decorating materials for the event. If the renter requires the use of the service elevators, it is necessary to inform TAITRA in advance on the number of service elevators and hours to be used.

## 7. PUBLIC FACILITIES

- a) The renter must properly make use of any public facility in the Exhibition Hall, and they will be responsible for any repair or compensation for any damage or loss.
- b) For exhibitions that make use of 2 areas or more, the renter can use the front lobby or the lobby at the entrance facing the Outdoor Exhibition Area for their opening ceremony free of charge. However, the renter must apply for use of the said facility in advance and shall start decorating it in the afternoon of the day prior to the exhibition and will remove the decorations and restore it to its original condition after use on that same day.

Activities other than an opening ceremony or exhibitions that use only one area for which decorating and removal are required, besides the hours mentioned in the foregoing, use of the area will be subject to charges per the rates stipulated in the "Space Rental Rate Standards of the Taipei Nangang Exhibition Center, Hall 1".

- c) With prior application and approval, the renter may use the VIP rooms for one hour free of charge during the opening ceremony for their important guests. As to the use during other period and for other purposes, the renter will need to follow the "Rules for Using VIP Rooms at the Taipei Nangang Exhibition Center, Hall 1" enclosed in the Exhibition Operational Manual, and pay the required fee.
- d) In the event that 2 or more exhibition organizers apply for use of the same public facilities, lobbies, and/or VIP Rooms in the Exhibition Hall at the same time, TAITRA will arrange in a

way that the individual organizers can share the facilities, lobbies and VIP Rooms. But in case sharing of the facilities is impossible, the individual organizers will have to discuss among themselves on how and when to use the facilities, lobbies and VIP Rooms.

- e) The Exhibition Hall several operates conference rooms, VIP rooms, lobbies, and other public spaces, which are all available for rent.

## 8. SECURITY MAINTENANCE

- a) During the rental period, the renter must follow the Exhibition Hall's applicable regulations for hiring security guards, and defining their duties must be in accordance with the regulations set forth by TAITRA in order to maintain safety in the venue. The renter also must take sole responsibility for any damage to equipment or violation against the law, and TAITRA will not be a party to any liability and/or dispute.

- 1) During setup period and dismantling (except overnight dismantling): Security guards will be assigned by the TAITRA-contracted security agency.

- 2) During the exhibition (including overnight dismantling): Security guards from an authorized security company with paid-in capital of over NT\$40 million, been approved by the Criminal Investigation Bureau, National Police Agency of the Ministry of the Interior with a Business License, been in the security service industry for more than 2 years, and registered with TAITRA for reference, can be utilized. Payments for the services of the security guards will be discussed between the renter and the security company.

- b) Security Guard Tasks & Assignments by Period

- 1) Tasks

- i. During setup, security guards in the Exhibition Hall will be responsible for maintaining order in the flow of workers, vehicles, decorating materials, and exhibits.
- ii. During exhibition, security guards in the Exhibition Hall will be responsible for securing decorations and exhibits, order in the Exhibition Hall, controlling the number of people entering the Exhibition Hall, assisting with authentication, and preventing children under 12 years of age from entering the Exhibition Hall. The renter should prepare various types of IDs and present them to TAITRA for reference.
- iii. During dismantling, security guards in the Exhibition Hall will be responsible for maintaining order in the flow of workers, vehicles, decorating materials, exhibits, and waste items during dismantling and transporting.

- 2) Assignments & Number of Security Guards

- i. Ground Floor (1<sup>st</sup> floor): Areas I, J, and K

- **[Move-in]** 1 team leader at each checkpoint (with 1.5 security guards per checkpoint) at either entrance or exit for vehicles on the east side (Jingmao 1st Road), 2 checkpoints at the entrance and exit (hallway) for cargoes in each area, at least four mobile checkpoints to patrol the Exhibition Hall, one checkpoint (with

1.5 security guards at each checkpoint) for every entrance opened for visitors on the west side, at least 2 toll collectors at the entrance for cargo trucks, 1 checkpoint for each cargo elevator location (which will be based on the number of service elevators applied for in Unloading Area B1), and at least 1 additional mobile checkpoint in each area with security guards at night.

- **[During-Exhibition]** 1 checkpoint (with 1.5 security guards at each checkpoint) for each entrance opened for visitors on the west side, at least 4 mobile security guards to patrol the Exhibition Hall (with the number to be added for large exhibitions with over 10,000 visitors), two checkpoints for each cargo entrance opened on the east side for exhibitors to supplement goods or decorating companies to enter the Exhibition Hall and to modify booths based on the opening hours and 1 checkpoint at the entrance for vehicles (on Jingmao1st Road) at the same time, 4 checkpoints at the traffic control points for taxis in parking lots on the east side and in Basement 1, and at least 1 additional mobile checkpoint in each area with security guards at night.
- **[Move-out]** Same as during setup.
- **[Other]** In addition to the number of security guards required during setup, exhibition, and dismantling, at least 4 additional mobile patrol security guards shall be stationed to respond to any unforeseen situation.

ii. Sky Dome(4<sup>st</sup> floor): Areas L, M, and N

- **[Move-in]** 1 team leader at each checkpoint (with 1.5 security guards per each checkpoint) at either entrance or exit for vehicles on the east side (Jingmao 1st Road), 1 checkpoint (with 1.5 security guards at each check point) at either upper or lower level ramps (which are for controlling vehicles entering and leaving the Exhibition Hall), 1 checkpoint (1.5 security guards per checkpoint) at the unloading platform on the 4<sup>th</sup> floor, 2 checkpoints (with 1.5 security guards per checkpoint) at the entrance and exit (hallway) for cargoes in each area, at least 2 toll collectors at the entrance for cargo trucks, 1 checkpoint (with 1.5 security guards per checkpoint) for each cargo elevator location (which will be based on the number of service elevators applied for in Unloading Area B1), and at least 1 additional mobile checkpoint in each area with security guards at night.
- **[During Exhibition]** 1 checkpoint (with 1.5 security guards per checkpoint) for each entrance opened for visitors on the west side, at least 4 mobile checkpoints to patrol the Exhibition Hall (with the number to be added for large exhibitions with over 10,000 visitors), 2 checkpoints for each cargo entrance opened on the east side for exhibitors to supplement goods or decorating companies to enter the Exhibition Hall and to modify booths based on the opening hours and 1 checkpoint (with 1.5 security guards per checkpoint) at the entrance for vehicles and upper level and lower level ramps at the same time, 4 checkpoints at the traffic control points for taxis in parking lots on the east side and in Basement 1, and at least 1 additional mobile checkpoint in each area with security guards at night.
- **[Move-out]** Same as during setup.
- **[Other]** In addition to the number of security guards required during setup, exhibition, and dismantling, at least 4 additional mobile checkpoints will be set up to respond to any unforeseen situation.

iii. Outdoor Exhibition Area

2 to 3 security guards during setup, exhibition, dismantling, and at night.

- 3) In the event that the renter needs to extend the setup operating hours, a prior application with TAITRA is required. In addition to the basic number of security guards on duty at night, additional number will be assigned for the area with extended operations and at related entrances and exits whenever necessary.
  - 4) If TAITRA deems that the number of security guards assigned by the renter fails to meet the aforementioned requirements, TAITRA, for safety reasons, will assign more security guards, with the accrued costs to be deducted from the security deposit.
- c) A renter shall implement air quality and capacity controls during the exhibition period. The renter shall be responsible for any fine imposed by the government for an accident involving public safety or violation of the Air Quality Control Guidelines. It is recommended for a renter to ensure strict control by adopting the following standards:
- 1) Air quality: For ground floor or sky dome
    - i. When the average carbon dioxide level reaches 800ppm in a venue, open the large roller doors on the floor to 1 meter above the floor in order to increase air flow.
    - ii. When the average carbon dioxide level reaches 850ppm in the venue, activate Stage 1 controls by having the staff monitor the more crowded areas and guiding people coming in through main entrances to take different routes in order to spread the crowd more evenly across different areas.
    - iii. When the average carbon dioxide level reaches 900ppm in a venue, activate Stage 2 controls by restricting entry at all entrances/exits and leaving only the main entrance in the central area on the floor open. In addition, a sign will be displayed to announce that the carbon dioxide level in the venue has reached the allowed maximum, and the current average carbon dioxide level will be displayed for the visitors.
    - iv. When the average carbon dioxide level reaches 950ppm in a venue, activate Stage 3 controls by fully opening all large roller doors on the floor to increase air flow. The exhibition organizer shall send staff to main entrances/exits to explain that the current average carbon dioxide level is about to reach the allowed maximum and be ready to suspend entry and control the number of entrants at anytime.
    - v. After the roller doors have been fully opened for 30 minutes, if the average carbon dioxide level continues to increase and exceeds 1000ppm, it will be necessary to display a sign stating that “The current air quality of the exhibition hall is poor and therefore entry and exit is restricted. Please come back at a later time.” and strictly restrict entrance to the venue. Visitors shall also be notified that “The average carbon dioxide level in the exhibition hall has exceeded the maximum allowable level. In order to ensure public safety, please adhere to the guidance of the venue staff. We are sorry for

the inconvenience.” The exhibition organizer shall also assign venue staff to all entrances and exits for comprehensive control and shall suspend the sale of tickets.

2) Capacity Control

When the number of people inside the ground floor or sky dome reaches the maximum capacity of 18,000, the number of people in the Exhibition Hall should be controlled by the “one-out, one-in” policy. The exhibition organizer should assign their staff to comprehensively control all entrances and exits and discontinue ticket sales. At the main entrances and exits, the “one-out, one-in” policy should be used (control of visitors entering and exiting will be monitored by sensors). Visitors will be asked to queue up and enter and exit the Exhibition Hall orderly. The staff shall also explain to the visitors that “the current capacity in the Exhibition Hall has reached the control volume. To ensure your safety, please follow the staff’s instructions when entering and leaving the Exhibition Hall. We apologize for any inconvenience.”

- d) The renter should send representatives to advise the 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.
- e) When there is a concern about the air situation in the Exhibition Hall, TAITRA will assign maintenance to open the roll-up stainless steel gate or surrounding emergency exits in the Exhibition Hall.
- f) The renter should coordinate with TAITRA regarding the control of vehicles entering and leaving the Exhibition Hall.
  - 1) For each truck entering the Exhibition Hall, a security deposit of NT\$1,000 will be demanded at the entrance (with the amount higher for machinery or large exhibitions). The truck must leave the Exhibition Hall within 1 hour and the security deposit would be returned in full upon exit. When the truck leaves the Exhibition Hall past the 1 hour requirement, NT\$200 will be charged for each additional hour of delay (starting from the time of entrance). The engine must be shot down once the vehicle reaches its point in the Exhibition Hall.
  - 2) Sedans will not be allowed to enter the Exhibition Hall.
  - 3) Trucks carrying decorations must enter the Exhibition Hall within the schedule prescribed, and in the order arranged by the renter. Those intending to enter the Exhibition Hall beyond the given schedule would be stopped by the security guards based inside the Exhibition Hall.
  - 4) Requirements for the total weight of a vehicle entering the Exhibition Hall (including weight of the vehicle and the cargo it carries):

<b>Ground Floor (including entrance driveway)</b>	
1. Weight capacity of truck  (weight of the truck +cargo)	(1) one for two-axle trucks. 43 tons for trucks with more than two axles.  (2) The safety distance between any two vehicles should be more than 6 meters.
2. Weight limit for	(1) The total weight of cargo a stacker carries should not

stackers	<p>exceed 18 tons.</p> <p>(2) When two adjacent stackers are performing separate cargo operations, their distance from each other must be over 6 meters.</p> <p>(3) For cargo weighing over 18 tons (but no more than 36 tons), two stackers must work together and their distance from each other should be over 4 meters.</p> <p>(4) Each lifting and unloading operation must not last longer than 50 minutes.</p>
3. Weight limit for cranes	<p>(1) A single crane may not lift cargo over 27 tons. When two adjacent cranes are performing separate cargo operations, their distance from each other must be over 9 meters.</p> <p>(2) Cranes with a weight capacity of 18 tons must have wooden pads(thickness of at least 15cm) or steel plates (thickness of at least 1.5cm) underneath their loading bearing supports prior to operations. Cranes with a weight capacity over 18 tons must have sleeper pads underneath their loading bearing supports prior to operations and the dimensions of the sleeper pads must not be smaller than 90 cm (L) × 90 cm (W) x 15 cm (H).</p> <p>(3) Each lifting and unloading operation should not last longer than 50 minutes.</p>
<b>Sky Dome (including ramps and the unloading platform)</b>	
1. Weight capacity of truck  (weight of the truck + cargo)	<p>(1) 15 tons for two-axle trucks. 35 tons for trucks with more than two axles.</p> <p>(2) The safety distance between any 2 vehicles is more than 6 meters.</p>
2. Weight limit for stackers	<p>(1) The total weight of cargo a stacker carries should not exceed 8 tons.</p> <p>(2) When 2 adjacent stackers are performing separate cargo operations, their distance from each other must be over 6 meters.</p> <p>(3) For cargo weighing over 8 tons (but no more than 16 tons), two stackers should work together and their distance from each other must be over 4 meters.</p> <p>(4) Each lifting and unloading operation should not last longer than 50 minutes.</p>
3. Weight limit for cranes	<p>(1) A single crane may not lift cargo over 12 tons. When 2 adjacent cranes are performing separate cargo operations, their distance from each other must be over 9 meters. Cranes with a weight capacity of 8 tons must have wooden pads (thickness of at least 15cm) or steel</p>

	<p>plates (thickness of at least 1.5cm) underneath their loading bearing supports prior to operations. Cranes with a weight capacity over 8 tons must have sleeper pads underneath their loading bearing supports prior to operations and the dimensions of the sleeper pads must not be smaller than 90 cm (L) × 90 cm (W) x 15 cm (H).</p> <p>(2) Each lifting and unloading operation should not last longer than 50 minutes.</p>
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For setup or dismantling operations that require entrance of trucks with a total weight capacity over 15 tons (as indicated on their truck or vehicle license) or hoists (cranes), stackers or cargo lifting trucks of any capacity, the "Application Form for Heavy Weight Vehicles Entering Taipei Nangang Exhibition Center, Hall 1" must be completed and submitted to TAITRA 20 days prior to the renter's setup or dismantling operations. Upon entering the Exhibition Hall, the form issued by the weighing station will be presented, and entrance will only be allowed during TAITRA-approved hours.

- 5) No grapple truck is allowed inside and outside the Exhibition hall and at major entrances and exits. In order to comply with the regulations of "Taipei ban hamper peace area and period, "grabbling operations outside of exhibition hall must be finished before 10 P.M. The renter will be asked to assess the time needed for setup and dismantling in advance and application for sufficient and reasonable schedule for setup and dismantling.
- g) The renter should coordinate with TAITRA with regard to control over personnel entering and leaving the Exhibition Hall.
    - 1) The renter must issue exhibitor IDs and work permits for decoration contractors before the exhibition, and provide TAITRA with ID samples for reference.
    - 2) During setup and dismantling, all workers must wear a helmet (all helmets must bear the name of their respective companies) or exhibition service badges issued by TAITRA (or uniforms with reference information available at TAITRA), or work permits issued by the renter to be allowed entry to the Exhibition Hall for related operations.
    - 3) During the exhibition, workers with Exhibition Service badges (photo badges) or decoration contractors with work permits would be allowed entry into the Exhibition Hall by presenting badges or permits on Day 1 of the exhibition to make conduct related work at the booths.
    - 4) TAITRA contractors (including those working on utilities, air-conditioning, surveillance, decoration, vending machines and restaurants) could enter the Exhibition Hall by presenting a Contractor ID issued by TAITRA or the work permit provided by the renter.
  - h) In order to ensure the safety of the exhibition, the renter should install additional surveillance cameras at the venue, and exercise appropriate care and caution regarding the items on exhibit and valuables. If necessary, exhibitors may install additional surveillance cameras at their individual stalls. TAITRA shall not be held liable for any damage or loss of items on exhibit or valuables.

## 9. Other

- a) TAITRA has given concessions to restaurant operators inside the Exhibition Hall. The renter may not set up additional booths or erect obstructions in front of these establishments. The renter also is not allowed to erect their own food and beverage booths (except food of the exhibitors). Or each booth will be subject to a fine of NT\$20,000 (tax included), and this amount would be deducted from the security deposit.
- b) Exhibitors should avoid making noise exceeding 85 decibels during the exhibition. Any violation will be subject to 3 stages of punishment (i.e., issuance of a warning slip, a fine for the renter, and discontinued power supply to the violating booth) as specified in Paragraph XII: "Establishment of Stage and Audio Equipment in Booths of Article IV of the Regulations Governing Booth Decorations in Taipei Nangang Exhibition Center, Hall 1".
- c) Exhibitors should prepare their own decontamination equipment to immediately and properly deal with smog, waste gas, dust, smelly odor, stimulating gases, and organic chemical solvents, among other pollutants created by demonstrating and displaying exhibits. Exhibitors are also advised from affecting displays of adjacent booths. In case of the aforementioned pollution, the renter should stop the exhibitor from demonstrating, or to terminate the exhibitor's eligibility to hold exhibition. Otherwise, TAITRA will impose a fine of NT\$ 10,000 on the renter, which will be deducted from the security deposit. Under serious circumstances, power supply will be discontinued to stop the demonstration or performance.
- d) In the event that the renter requires to use the broadcasting system, an application for broadcast form must be completed and submitted along with the script to be broadcast to TAITRA in advance for review and approval, and probably revisions before it can be allowed to air by the renter.
- e) The renter should prepare a sufficient number of firefighting devices and fire extinguishers in the exhibition areas. It is strictly prohibited to use hazardous goods and use fire to cook in the Exhibition Hall. Inflammable goods would be banned from entering the Exhibition Hall. If these items are required for the event, safety measures should be reinforced. For such the renter should present a written guarantee and submit it to TAITRA in advance to obtain permission.
- f) Exhibits to be used for demonstration should have appropriate protection measures on hand in case of harm caused to spectators.
- g) Exhibits and decorations should be transported properly. Any transported item being dragged should be avoided so as not to cause damage to the floor and liability.
- h) The renter's utility contractor should assign a representative on site during setup/dismantling and exhibition periods. The representative(s) should leave their cell phone numbers and have a walkie-talkie with them at all times in case their services are needed.
- i) For a food exhibition, the renter (organizer) would be advised to inform the exhibitors to store foods and food ingredients properly at the end of each exhibition day to avoid spoilage and thus ensuring food safety.
- j) All paint jobs conducted inside the Exhibition Hall is restricted to small areas only and with only use water-soluble paint permitted. Care must be taken to prevent paint splatter inside the Hall, the washrooms and toilets. Violators must pay the full cost for restoring and repairing the damage. .

## **10. AMENDMENTS**

Other issues not covered herein shall be addressed by TAITRA, and make appropriate announcement of any changes to this document.

# REGULATIONS ON WORK AT TAITRA VENUES

Revised December 2018

## Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition, Hall 1 (hereinafter referred to as "TWTC 1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, Hall 1 (hereinafter referred to as "TaiNEX 1"), and Taipei Nangang Exhibition Center, Hall 2 (hereinafter referred to as "TaiNEX 2"). TAITRA will also manage and operate the Taipei World Trade Center Exhibition, Hall 3 as per the agreement signed with the National Property Administration. For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts and guarantee all exhibitors will follow these regulations during the exhibition event, and during the construction of the exhibition site, a safety and health personnel shall be assigned to monitor the construction work done by the exhibitors according to the specification.
- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:
  - (I.) *Leaseholder*: Exhibition or event organizer.
  - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
  - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.
- VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety"( TAITRA encourages the construction workers to obtain a valid Taipei City Government Employment Security Card.) and receive a TAITRA class certificate before applying for the

"TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for a TAITRA class certificate and the Exhibition Ground Service Permit, please see the enclosed attachment.

VIII. Leaseholders and their exhibitors or employers are required to comply with the specifications of the "TAITRA Venues Operation Rules ", "Exhibition Manual" and "Regulations on Work at TAITRA Venues". If there is a violation, relevant penalties will be conducted.

## **Chapter 2: Occupational Safety & Health Matters**

I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form. And fill the "TAITRA Letter of Undertaking for Pre-Construction Safety and Health", allows entrance to the exhibition hall for construction, and also for the reference of competent authorities.

II. TAITRA's applicable health and safety regulations can be downloaded from the following website:

*<http://www.twtc.org.tw/content/E/E3b.asp>*

## **Chapter 3: Regulations for Booth Decoration**

I. Design and Structure:

1. The maximum height allowed for the booth structure is 4 meters (the structural height of booths in Area H on the second floor of TWTC Hall 1 shall not exceed 2.3 meters). For decorations of booths facing the walkway, the length of their walls must be less than 50 percent of the length of the booth, and the length of sealed walls must not exceed 9 meters. If there are any special needs, the leaseholder shall submit an application to the organizer and obtain its approval before construction.
2. Where the exhibitor builds a "two (multiple)-story booth" or "extra-high booth", it shall submit an application to the organizer and obtain its approval. It shall also pay the "venue fee" before construction (two (multiple)-story booths are not allowed at exhibition sites on the second floor of TWTC 1, Taipei World Trade Center Exhibition Hall 3 and TICC, and abide by the following regulations:

(1) Two (multiple)-story booths:

- I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-story booths.
- II. The height of the two (multiple)-story booth may not exceed 2.5 meters and the total height may not exceed 4 meters. The floor area of the second floor shall not exceed 100 square meters.
- III. The leaseholder shall submit the application form, affidavits of exhibitors that construct two (multiple)-story booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.

(2) Extra-high booths:

- I. Exhibitors must rent more than 4 booths to be allowed to construct two (multiple)-story booths.
  - II. The structural height of extra-high booths constructed by exhibitors shall not exceed 6 meters.
  - III. The leaseholder shall submit the application form, affidavits of exhibitors that construct extra-high booths, affidavit of architect, photocopy of the license, photocopy of the practitioner license, and structural calculation document and design diagrams of the architect (professional civil or structural engineer), a copy of the public liability insurance, third-party liability insurance, and a photocopy of the association membership certification 15 days before the opening of the exhibition.
  - IV. The fee for extra-high booths is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square meters (tax included). If the area is over 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square meters, the fee is still NT\$100,000.
3. If there are special requirements for booths for which the planned height, number of floors, and the floor area of the two (multiple)-story booth exceeds limits specified in Section II and III of this Article (two (multiple)-story booths and extra-high booths), in addition to providing related affidavits and the certification of the architect (professional structural or civil engineers), the certifying architect (professional structural or civil engineers) shall personally be responsible for onsite supervision and notify the organizer and management unit to conduct safety inspections together. Detailed explanation is provided in Attachment 4 "Notices for Building Two (Multiple)-Story Booths" and Attachment 5 "Notices for Building Extra-High Structures" in the exhibitors' manual.
  4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
  5. Special Regulations for TaiNEX 1:

If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-story booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
  6. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
  7. No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.

8. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 meters. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.
9. All booth backboards, billboards, etc., that span more than 9 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, exhibition will be prohibited.
10. In the case that the decorative beams or other structure (including cover or ceiling) of the booth exceeds 6 meters in height, proper supports (columns) shall be constructed. A visible sagging of the structure is considered a severe violation and the booth shall be closed for immediate improvement; otherwise the booth shall be prohibited from exhibition.
11. 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 column or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances is a major violation which will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
12. When building a 2-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, exhibition will be prohibited.
13. Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
14. TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.
15. The decoration construction diagrams shall include diagrams for the prevention of hazards related to working at height. They shall include the height of railings, methods for setting up the construction scaffold, methods for dismantling and supporting materials and decorations, and other documents for precaution for preventing falling or falling objects required by related occupational health and safety regulations.

16. TAITRA shall conduct one inspection with the fire safety manager, onsite security, and the organizer based on the inspection time of the architect (professional civil or structural engineer) during the construction period of the exhibition,

17. Special regulations for TaiNEX 1:

There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 meters wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares meters.

18. Special regulations for TaiNEX 2:

There are nine display booth areas separated by 6.1 meters wide walkways on the first and fourth floors of the exhibition hall (walkways must be more than 7.4 meters wide for car exhibitions). The area of each booth section shall not exceed 3,000 squares meters.

19. Special regulations for the Taipei International Convention Center:

- (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 meters, except for those on the side with air conditioning units. The height for other sides may reach 4 meters, and raised parts should be set up 0.5 meters away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.
- (2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 meters. Their design and dimensions must first be approved by the management unit, and only then can they be set up.
- (3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 meters tall and 5 meters wide. The position of the billboards cannot be more than 70 centimeters from the wall and no objects can be attached to the surface of the wall.
- (4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 meters in width and 4.5 meters in length. There are a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.
- (5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)

(Chinese)

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

(English)

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

## II. Special decorations and facilities:

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

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

- (1) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (2) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (3) TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- (4) Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

### 2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees

must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder. Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. The maximum height of large advertising balloons shall not exceed 7 meters from the top of the balloon to the ground. Large balloons that are more than 5 meters above the ground require payment of a fee of NT\$10,000 per balloon; balloons that are less than 5 meters from the ground are free of charge. The top of small decorative balloons cannot be higher than 4 meters from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.

(2) Tethered balloons can only be filled with air or non-inflammable gas.

(3) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall, second floor H area of TWTC 1 and TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 .

### 3. Stage and sound equipment:

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

(1) Speakers on stage shall be faced the exhibitor's own booth and speakers shall be angled downward. Sound volume shall be maintained below 85 decibels. Adjacent booths may not hold stage activities or play audios at the same time.

(2) The leaseholder shall require all exhibitors to abide by the aforementioned regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.

(3) Violations will be processed in three stages:

Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.

Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for fourth time offenders, and NT\$20,000 for fifth time offenders.

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

### 4. Wireless microphone equipment:

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

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

(1) Please refer to the "TAITRA Nangang Exhibition Center Hall 1 Sky Dome Truss Hanging Equipment Work Guidelines". For details, refer to Attachment 35 "TAITRA TaiNEX 1 Fourth

Floor Sky Dome Truss Hanging Equipment Work Guidelines" in the exhibitors' manual.

- (2) Please download the aforementioned work guidelines from the official website of TaiNEX 1 and TaiNEX 2 ([www.twtcnangang.com.tw/zh-tw/](http://www.twtcnangang.com.tw/zh-tw/)): Homepage Exhibition -> Organizers -> Showground -> Event Application-> Truss Hanging Equipment Work Guidelines

Added I.18 in Chapter 3 of "TAITRA Exhibition Hall Decoration Construction Regulations"

### III. Utility Installation Management:

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

equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.

9. In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:

(1) First level, self-management:

Electrical and plumbing engineers with Level A Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the setup 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 setup period ends. Electricity will be temporarily shut off at booths that do not complete and pass the electrical safety inspection and remain off until the inspection is completed or the deficiency has been corrected.

(2) Second level, supervising unit inspections:

Before electricity is connected, management's electrical and plumbing maintenance contractor and TAITRA electrical engineers shall complete the electrical safety inspection. Booths that fail to pass inspection will not be supplied with electricity, and an Improvement Notice will be posted. After the booth completes the necessary improvements and is re-inspected and verified by management unit, electricity will only then be supplied to the booth.

(3) Third level, third-party inspections:

Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation and exhibition hall's electric switch boards on the day electricity is to be connected.

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

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

#### IV. Fire safety management:

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.

2. Special regulations for TWTC 1 , TaiNEX 1 and TaiNEX 2:

Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been certified by the competent authority. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated,

causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: TaiNEX Booth Decoration with Flameproof Materials).

### 3. Special Regulations for TWTC 1:

Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC 1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC 1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

- (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
  - (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
  - (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2<sup>nd</sup> District HQ.
  - (4) A breaker for the gas supply shall be installed.
  - (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
  - (6) Complete TAITRA TWTC 1 and TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 Fire Usage Safety Affidavit (see Appendix 3) and submit form to management unit.
4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

### V. Painting:

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

### VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 centimeters from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.

### VII. Other

1. Water, flower, and meal delivery personnel are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
3. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.
5. Nails cannot be used on exhibition ground, walls, columns ceilings and other facilities, or to cause any damage.
6. All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.

#### **Chapter 4: Site Access Control**

##### **I. Traffic control:**

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. But diesel forklifts are prohibited inside the exhibition halls (with the exception of machinery exhibitions).
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). If a vehicle's exit time is delayed due to traffic congestion inside the exhibition hall, after receiving the seal of a security guard hired by TAITRA as proof, a lateness period of 20 minutes will be waived. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.
3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Leaseholders must apply for permission from TAITRA for aerial lift work vehicles to enter the showground in order to be admitted for operation.
5. Special regulations for TWTC 1 and Hall 3:
  - (1) The maximum load capacity of TWTC 1's ground floor is 1,300 kg/m<sup>2</sup>. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2<sup>nd</sup> floor of TWTC 1 is 400 kg /sq. meter ; weight capacity for TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 is 2 tons / sq. meter)
  - (2) No vehicles shall pass through the post office or the front of the glass elevator areas.
  - (3) Relevant load capacity limits are listed below

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

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) Limit for the number of diesel forklifts: In principle, TWTC 1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).
- (6) The entrance of TWTC 1 is 4.2 meters high and 7 meters wide; the entrance of TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 is 5 meters high and 6.5 meters wide (however, the exhibition area of TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 is 4.47 meters high). Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):
- i. Entry during work hours (6AM to 7PM during business days):
 

Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for

machinery or large scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work. The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.

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

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

(8) If grapple trucks are required, the leaseholder should apply in advance. The operation of grapple trucks is limited to areas A, B, and C of TWTC 1. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 06AM on business days. There are no restrictions on operating times on weekends. However, the organizer should take into consideration the time required for preliminary work such as removal of water and electricity items as well as carpets. Exhibition and event organizers shall submit the TWTC 1 Grapple Truck Entry Application Form to the management unit five days prior to the entry of the grapple truck. TAITRA may reject or approve the application based on safety concerns. The World Trade Center Exhibition Hall 1 only allows up to 4 grapple trucks at any given time. Previously stated provisions for exhaust emissions and cost of security personnel shall apply.

(9) Cranes trucks and grapple trucks are not allowed to operate in the TAIPEI WORLD TRADE CENTER EXHIBITION, HALL 3 .

#### 6. Special regulations for TaiNEX 1:

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

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

Area I: 5 meters high, 9.9 meters wide

Area J: 4.5 meters high, 11.6 meters wide

Area K: 5 meters high, 10 meters wide

Area L: 4 meters high, 11 meters wide

Area M: 8.5 meters high, 11.9 meters wide

Area N: 4 meters high, 10.1 meters wide

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

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

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

Sky Dome Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	<p>(1) Maximum of 15 tons for dual-axle, 35 tons for those with more than two axles.</p> <p>(2) The minimum safety distance between two vehicles is 6 meters.</p>
2. Load restrictions for forklifts	<p>(1) An individual forklift's total load should not exceed 8 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters.</p>

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

(5) For trucks with total weight exceeding 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must first submit an application to TaiNEX 1, at least 20 days in advance by filling out the TAITRA TaiNEX 1 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for TaiNEX 1's approval before giving access to the exhibition hall during the permitted time period.

(6) No grapple trucks are allowed outside the exhibition hall and its perimeter (entrances, sidewalks, squares, unloading areas, and parking lots).

#### 7. Special regulations for TaiNEX 2:

(1) Trucks used for the first floor (Area P and Q) shall enter from the south and north side of the Exhibition Hall (vehicle entrance on Nangang Road Section 1 and Lane 62 of Jingmao 2nd Road). To get to the fourth floor of the Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 5.5 meters and height of 4.2 meters, the vehicle height limit is 4 meters).

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

Area P: 4.8 meters tall, 4.6 meters wide (south); 4.8 meters tall, 4.6 meters wide (west)

Area Q: 4.8 meters tall, 4.6 meters wide (north); 4.8 meters tall, 4.6 meters wide (west)

Area R: 4.8 meters tall, 4.6 meters wide (west)

Area S: 4.8 meters tall, 4.6 meters wide (west)

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

(3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m<sup>2</sup>, and the maximum load capacity of the fourth floor is 2 tons/m<sup>2</sup>. Vehicles or cargo that exceed the widths of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibits

or decorations that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

- (4) Load capacity regulations for vehicles entering/exiting the exhibition hall (same as TaiNEX 1):
- (5) For trucks with a total weight of over 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must submit an application to TaiNEX 2 20 days in advance by filling out the TAITRA TWTC 2 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for TaiNEX 2's approval before giving access to the exhibition hall during the permitted time period.
- (6) No grapple trucks are allowed outside the exhibition hall and its surroundings (entrances, sidewalks, squares, unloading areas, and parking lots).

8. Special regulations for Taipei International Convention Center:

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

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

- (2) Those requiring the use of balloons for decoration must inflate the balloons with a safe gas (helium or air) and those using flowers should trim them in the B1 pick-up area. When doing floral arrangements on site, plastic tarps should be placed under the flower baskets to cover the entire working area, which should be cleaned afterwards.
- (3) The load limit for the exhibition floor is 400 kilograms per square meter, and the height of a booth is limited to 2.5 meters. Walkway between booths should be at least two meters wide.
- (4) Carpet should be laid in all exhibition (display) areas, including booths and public passages. All decorations must be confined within the leased area. During construction, the carpet in the construction area should be covered by a protective layer (such as with a PVC tarp). Steel nails are not permitted to be used on the floor.

II. Operation procedures for entering the site

- 1. All work by on-site decoration contractors should be completed by no later than one day before the exhibition opens. If a contractor cannot finish on schedule, they should apply for an extension to use the area and pay all related fees. If something needs to be adjusted on the day of the exhibition, decoration contractors may only carry lightweight tools and materials for work. Adjustments must be complete before the opening of the show in order to maintain the image of the exhibition and the security of the exhibition hall.
- 2. Utility contractors must submit a copy of their installation plan to the management unit for reference before any on-site is done, otherwise such work will not be permitted. After receiving permission from the leaseholder, utility contractors must contact the management unit to apply

for the approval for electrical wiring between exhibitions. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.

3. For the exhibition of large machinery or heavy exhibits, carpeting contractors must submit a request to the management unit for permission to enter the grounds early between exhibitions. Contractors may begin laying carpet after obtaining permission, and they need to pay the related utility costs and security fees. Contractors must also obtain permission from the leaseholder if they wish to enter the site early or work overtime during the lease period.
4. If decorations are made mainly of wood, they should be pre-fabricated outside the exhibition hall and transported inside for assembly.
5. For all decoration work, the leaseholders must require exhibitors and decoration contractors to be insured under the contractors' comprehensive insurance or installation insurance, third-party liability insurance, and employers' liability insurance. Leaseholders will be legally liable and held responsible for compensation for any injury, death or facility damage caused by decoration construction work.
6. Those who failed to apply for an Exhibition Hall Service Permit shall apply according to the processes outlined in this document, and obtain the Exhibition Hall Service Permit 15 days prior to the opening of the exhibition.
7. Leaseholders must submit copies of their exhibition work permits to the management unit 3 days prior to site entry to permit security guards at the entrance use them for reference.
8. Decoration contractors should take measure the site before designing and planning booths in order to ascertain the exact positioning and corresponding location of the booth.

### III. Operation procedures for leaving the site

1. When tape is used on the floor, care must be taken to assure that all remnants are removed and disposed after the exhibition.
2. Glass products (including booth decorations or display items) must be intact when leaving the showground, and recycled by the contractor. Smashing glass products is not allowed. A fine in the amount of NT\$2,000 to NT\$5,000 will be imposed on offenders according to the penalties.
3. All exhibition items, decoration materials and waste must be completely cleaned and transported away from the exhibition hall before leaving the site and must not affect the proceeding of subsequent exhibitions. When there is an open day following the closing of the exhibition, all items, materials, and waste may be transported off site during that time, with an additional leasing fee.
4. Special regulations for TaiNEX 1: according to Taipei Noise Restriction Regulations, grapple trucks operations outside the exhibition hall must finished operations before 10PM. Leaseholders have to consider the length of time needed for set up and site removal, and allocate reasonable and sufficient amount of time for the work.
5. Leaseholders are responsible for requesting their contractors to prepare and install bases and bearings (such as steel beams, steel plates, backing bases or railway sleepers) that can reduce the load burden of concentrated weight of vehicles and cargo if necessary, in order to maintain site safety. Leaseholders are held fully accountable for any damages to the facility as well as any injury caused by the loading operation of vehicles, the cargo they carry, or related matters.

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

due to improper handling shall be liable for compensation).

## **Chapter 5: Responsibilities**

### **I. Risk Sharing**

1. During the exhibition or event, exhibitors shall assign personnel in monitoring their own exhibits, materials, decorations and construction equipment. Exhibitors should also purchase insurance policies depending on their needs. If items are lost or damaged, TAITRA shall not be held responsible.
2. If due to improper installation, operation, maintenance or management during the exhibition or event (including set up before the exhibition and dismantling after the exhibition), a booth's facilities, objects, or exhibits cause injury, death, or financial loss to the exhibitor's personnel or a third party, the exhibitor and its decoration contractor shall be held fully liable for all compensation and legal responsibility. TAITRA shall not be held accountable. The exhibitor and the decoration contractor are responsible for the strengthening all safety measures and the purchase of suitable insurance policies.
3. In order to maintain the safety of the exhibits, leaseholders shall install security cameras at the exhibition hall, and exhibitors shall take care of their own exhibits and valuable properties. If necessary, exhibitors may install security cameras at their booths. If exhibits or properties are damaged or lost, TAITRA will not be held responsible.
4. If an exhibition hall's facilities are damaged during construction or transportation, the damage shall be repaired or compensation shall be made. If property damage, injury, or death has occurred as a result of a construction accident, the leaseholder shall be held fully responsible for handling the situation and shall bear the relevant legal responsibility.

### **II. Procedures for handling violations**

1. Smoking in exhibition halls is strictly prohibited; penalties for violators are as follows:  
First offence: a warning ticket will be issued without assigning penalty points, and the decoration contractor shall reprimand the employee who smoked  
Second offence: a warning ticket and 1 penalty point will be issued  
Third offence: a warning ticket with 2 penalty points will be issued  
Each subsequent smoking incident will result in additional penalty points. If the violator is an employee of a decoration contractor, once three points have been assigned the decoration contractor, they will lose their eligibility for use of their decoration contractor registration for 1 year, and will be prohibited from entering all TAITRA exhibition halls for construction work.
2. Consumption of alcohol (including alcoholic beverages) and chewing betel nuts or gum inside the exhibition halls is strictly prohibited, and for the purpose of maintaining image and safety, workers are prohibited from being shirtless or wearing slippers or bringing pets while working on site. But if due to the display needs, must bring pets admission, those who have applied in advance and permitted by TAITRA, do not apply.
3. Unless otherwise specified within these regulations, if leaseholders, exhibitors or decoration contractors violate the regulations stated herein, TAITRA may take the following actions:
  - (1) Cut off water and electricity supply.
  - (2) Close the booth and ban the exhibit.
  - (3) Prohibit the leaseholder, booth contractor, or exhibitor from organizing or participating in an

exhibition organized by TAITRA for the next 2 years.

- (4) One or more of the following punitive actions may be taken, depending on the severity of the violation:
- i. Every violation is subject to a fine of NT\$ 2,000 to \$5,000 for the leaseholder (overdue fines will be double deducted from deposit paid) and / or issuing violation notice to contractor to improve within the time limit. If not improved by the deadline, 1 violation point will be issued for general violation and 2 points for major violation (each booth is calculated separately and then add up). If 5 points are accumulated within a year, work permit will be cancelled and no entry into any exhibition halls or venues affiliated with TAITRA for the next 12 months.
  - ii. In the event of a major accident which was the direct result of violating these regulations, the fine for each incident is NT\$20,000. If violent behavior was used against the exhibition hall's security guards, the fine for the first incident is NT\$10,000, and an additional NT\$10,000 will be added for each repeat offense.
  - iii. Those who fail to make improvements in accordance with the regulations set forth by the management unit after being advised to do so will have their booths dismantled by due force. The leaseholder and the decoration contractor are jointly responsible for dismantling fees and failure to cover costs, will let such expenses be deducted from the security deposit directly at double the amount.

**Chapter 6** : This specification is only a principled specification. If there are any unfinished matters, it will be separately issued by the Association.