

OPERATIONAL INSTRUCTIONS & REQUIREMENTS

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 Articles I and II of the General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1 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 1st 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.

- g) 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.

- h) 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 Article IV Paragraph (III) of the "General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1"). 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 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.

- i) 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.
- j) 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.
- k) 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 Article IV, Paragraph XI of the General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1.

- l) 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 "General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1". This includes submission of layouts, other required information, and application form to TAITRA 10.

- m) For procedure regarding decoration of a booth, please follow the "General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1".

- n) 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.

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.

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

- During setup, security guards in the Exhibition Hall will be responsible for maintaining order in the flow of workers, vehicles, decorating materials, and exhibits.
- 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.
- 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

- Ground Floor (1st 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 Jingmao 1st 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.

- Sky Dome(4st 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 4th 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.

- 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

- 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.
- 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.
- 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.
- 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.
- 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):

Ground Floor (including entrance driveway)	
1. Weight capacity of truck (weight of the truck +cargo)	<p>(1) 23 tons for two-axle trucks. 43 tons for trucks with more than two axles.</p> <p>(2) The safety distance between any two vehicles should be more than 6 meters.</p>
2. Weight limit for stackers	<p>(1) The total weight of cargo a stacker carries should not 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 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>

	(3) Each lifting and unloading operation should not last longer than 50 minutes.
Sky Dome (including ramps and the unloading platform)	
1. Weight capacity of truck (weight of the truck+cargo)	(1) 15 tons for two-axle trucks. 35 tons for trucks with more than two axles. (2) The safety distance between any 2 vehicles is more than 6 meters.
2. Weight limit for stackers	(1) The total weight of cargo a stacker carries should not exceed 8 tons. (2) When 2 adjacent stackers are performing separate cargo operations, their distance from each other must be over 6 meters. (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. (4) Each lifting and unloading operation should not last longer than 50 minutes.
3. Weight limit for cranes	(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 or steel 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). (2) Each lifting and unloading operation should not last longer than 50 minutes.

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 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.