

**Event (Non-Exhibition) Rental Rates for Taipei Nangang Exhibition Center, Hall 1**

Effective as of January 1, 2018

(On a NT Dollar basis, whole hour units only, tax excluded)

Area	Dimension	Event Period		Set-up / Dismantling Period	
	Square meter	07:00-18:00	18:00-23:00	00:00-07:00	07:00-24:00
		<i>Rental fee in these periods are charged per hour</i>			
Area I	7,750	64,000	81,000	12,000	20,000
Area J	7,180	64,000	81,000	12,000	20,000
Area K	7,750	64,000	81,000	12,000	20,000
<b>Ground Level Showground(I+J+K)</b>	<b>22,680</b>	<b>192,000</b>	<b>243,000</b>	<b>36,000</b>	<b>60,000</b>
Area L / M / N	7,560	65,000	82,000	12,000	20,000
1.5 Areas (Half of the upper level showground)	11,340	98,000	123,000	18,000	30,000
2 Areas(L+M / M+N)	15,120	130,000	164,000	24,000	40,000
<b>Upper Level Showground(L+M+N)</b>	<b>22,680</b>	<b>195,000</b>	<b>246,000</b>	<b>36,000</b>	<b>60,000</b>
<b><u>Cleaning Fee</u></b>					
Used Area	1 Area	1.5 Areas	2 Areas	3 Areas	On a NT\$ basis, <b>per event</b> , Tax included
Event Period (including cleaning during set-up and after dismantling)	25,000	30,000	35,000	50,000	
Catering (additional fees)	4,000	6,000	8,000	10,000	
Remarks	<ol style="list-style-type: none"> <li>All decorative material for the event, flowers, waste from catering (including bottles and cans, kitchen waste and table waste), the catering area, and the food serving area must be completely cleaned up and removed from showground before the end of move-out period. <b>Above prices quotes do not include cleaning for the cooking and food preparing area which is the responsibility of the lessee.</b></li> <li>Fee charges shall be made based on a standard quote according to the area of the venue whereby full-time cleaning staffs will be dispatched during the set up and event periods, including 4 hours of cleaning time after stage/table/chair dismantling.</li> <li>Related cleaning fees shall be deducted from the security deposit.</li> </ol>				

**Remarks**

1. The above listed rental rates are on a NT dollar basis and do not include 5% VAT (value added tax).
2. Lessee is required to comply with all regulations for leasing showground of the Taipei Nangang Exhibition Center, Hall 1. 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 lessee agrees to offer complete cooperation in granting access.
3. **Eight hours is the required minimum lease unit within 07:00-24:00 period each day.** Those using the showground for less than eight hours will be charged for a full eight-hour unit. **Minimum rental time for event period is four hours.** Those using the showground for less than four hours will still be charged for four hours. If usage time exceeds rental time by less than one hour, then a surcharge for an entire hour will be charged.
4. **Minimum rental space is 1 single area;** when the usage area is over 1 single area but smaller than 1.5 areas, rental rate for 1.5 areas (half showground) will be charged. When the usage area is over 1.5 areas but smaller than 2 areas, rental rate for 2 areas will be charged. When the usage area is over 2 areas, rental rate for whole showground will be charged. Prior approval from TAITRA is required for lessees to use the area rented.
5. **All events are recommended to be over before 23:00.** For events lasting over 23:00, each area will be charged NTD 50,000 every 15 minutes; for events lasting past 23:30, each area will be charged NTD 100,000 every 15 minutes. Since the showground closes at midnight 24:00, all events should end by 24:00.
6. **All rented area will be charged for the cleaning fee according to areas being used.**
7. Cooking-related events must first gain the approval of TAITRA in advance. Such activity which TAITRA permits must take place in the designated area. The lessees are responsible for their own safety, sanitation and post-event cleaning. **There will be an additional NTD 50,000 charge (tax included) for using the designated cooking area.**
8. Method of Payment:

<b>Part 1</b> Down Payment	<b>40%</b> of total rental fee. The down payment has to be made when the event date has been confirmed. (Note: Down payment is non-refundable).
<b>Part 2</b> Balance	<b>60%</b> of total rental fee. Balance has to be cleared 1 month prior to the first day of set-up period.
<b>Part 3</b> Security deposit	<b>20%</b> of total rental must be made at least 2 weeks prior to the first day of set-up period. However, the minimum security deposit is NT\$400,000 - regardless of size of leased space.

9. **An additional 20% surcharge will be made for leasing the showground when the event is held during non-working days such as weekends and national holidays.** (The surcharge will be charged according to the rented hour, less than one hour will be charged as one hour).
10. **Air-conditioning is not provided during set up/dismantling periods.** There will be an additional charge for air-conditioning during set-up/dismantling period (NTD 13,600/ per area / per hour). **But no extra charge will be made for lighting equipment and air-conditioning during the event that is provided by TAITRA.**
11. Lessee shall pay the apportioned fee for water and electricity during the event.
12. To ensure onsite event security, the organizer should provide the area with contracted security

personnel during the official event period (including one hour before and after the event). Their services include patrolling the showground, providing relevant fire safety for the west side corridor, providing evacuation direction guidance (various escape ladders at the west side/iron rolling doors at the east side), and reporting to the squad captain or leader of the building. Costs for security personnel is NT\$180 per hour per person (including tax, according to the current unit price with security company). The relevant security guard dispatch fees are deducted from the security deposit.

Rental area (1 <sup>st</sup> floor or 4 <sup>th</sup> floor)	Showground Area	West Corridor	Back up	Total
3 areas	2 people	1 person	1 person	4 people
2 areas	1 person	1 person	1 person	3 people
1 area	1 person		1 person	2 people

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

13. Rental rates are subject to modification without prior notice.