

Taipei Nangang Exhibition Center, Hall 1

Public Space Leasing Rates and Governing Regulations

2019.11.21

Unit: NT\$/hour (without tax)

Location of public space	Dimensions (Square meters)	Venue fee	
		Setup/dismantling	During the event (indoor space will be air conditioned)
Outdoor area A	132	4,800	6,000
Outdoor area B	154	5,700	6,900
Outdoor area C	130	4,800	5,700
Outdoor area D	27	1,200	1,500
Outdoor area E	165	6,000	7,200
Outdoor area F	135	5,100	6,000
Biz Plaza	380	13,800	16,500
1F Light Gallery	60	3,600	13,800
1F Lobby	139.5	8,400	20,100
3F Lobby (303)	140	5,100	15,300
Area L Lobby (Light Gallery)	414	15,000	27,000
Area M Lobby	189.2	6,900	17,700
Taitra Lounge	200	12,000	23,700
5F Lobby (522)	156	5,700	16,200
5F Corridor	975	15,900	28,500
6F Lounge	326	12,000	23,700
6F Corridor	809	13,500	25,500
6F Roof Garden	742	Refer to the '6F Roof Garden Promotion Project'	

(Note) The effective width of all corridors from 5F to 6F are at least 3 meters.

Governing Regulations

1. Taipei Nangang Exhibition Center, Hall 1 Public Space Leasing Rates and Governing Regulations is applicable for **individual lessees** of the public spaces of Taipei Nangang Exhibition Center, Hall 1 (hereinafter the public spaces).
2. The public spaces are the areas indicated in the above list (for the available spaces of these areas, refer to the public space floor plan). Public spaces only provide open areas for temporary events, and lessees that use the fifth floor and sixth floors shall maintain cleared areas in the corridors that are at least 3 meters in length. Leasing rates listed above do not include the 5% business tax.
3. Lessees shall submit 2 copies of the event proposal (both copies must be in the same format) along with the application form to TAITRA upon applying for the usage of public spaces. The event proposal must have detailed descriptions of the event content, procedures, and venue planning. It must be reviewed and approved by TAITRA before the venue can be leased (TAITRA reserves the right to approve or reject applications). **In the event that lessees plan to set up temporary buildings in outdoor exhibition areas or on the Biz Plaza during the leasing period, prior permission from TAITRA is required, and the Construction License for the tentative buildings shall be applied for through the Taipei City Government Department of Urban Development and shall be in compliance with applicable regulations.**
4. Cooking is prohibited in the indoor public spaces of the Taipei Nangang Exhibition Center, Hall 1 (hereinafter the Exhibition Hall). To cook at outdoor public spaces, lessees must specify a request to do so in the application form. If approved by TAITRA, lessees may cook in **designated areas**. The lessees are responsible for safety, sanitation, and cleaning after the event. An additional NT\$ 50,000 (tax included) maintenance fee will be charged for each of the designated areas.
5. The lessee must comply with all of the regulations stipulated in the Taipei Nangang Exhibition Center, Hall 1 Leasing Regulations for all events during the lease period.
6. During the leasing period, the lessee is responsible for the maintenance of facilities in public spaces, repair costs, and is responsible for keeping all items safe.
7. The minimum duration of public space leasing during regular days between 07:00 to 24:00 is 8 hours (a duration of less than 8 hours shall be charged as 8 hours). During the event **the minimum duration of public space leasing is 4 hours (a duration of less than 4 hours shall be charged as 4 hours)**. Overtime for less than 1 hour is charged as 1 hour.
8. **The daily starting and ending times of an event applied for by the lessee are between 08:00 and 23:00. In principle, the ending time should not be later than 23:00. For every 15 minutes exceeded, an NT\$ 10,000 fee will be charged for each area that exceeds the time limit.**
9. There are no additional costs for existing lighting equipment in the Exhibition Hall. If the lessee has a special requirement for electricity usage:
 - (1) The lessee must provide a detailed list for electricity usage and a diagram of electricity distribution for approval by TAITRA five days before setting up the event area and commencing construction.
 - (2) To guarantee the electrical safety of the Exhibition Hall, when distributing electricity the lessee

shall install an additional distribution box, and the wiring must comply with electrical regulations.

(3) All relevant fees shall be charged according to the actual consumption, as shown on the electricity meter (currently electricity is NT\$ 5.5 per kWh, however the actual electricity cost **depends on the standard charges promulgated by the Exhibition Hall**), and the lessee is responsible for the cost of electrical installation and electricity distribution.

(4) The basic electricity specifications are as follows:

Location of public space	Area L Lobby (Light Gallery)	Area M Lobby
Electrical Power Equipment	3-Phase, 4-Wire 208V/120V;100A 3-Phase, 3-Wire 220V;100A	3-Phase, 4-Wire 208V/120V;100A 3-Phase, 3-Wire 220V;100A

10. Air conditioning will not be available during setup and dismantling; however, if air conditioning is required, a fee of NT\$ 4,000 per hour for every location (tax included) will be charged.
11. The TAITRA lounge on the fourth floor of the Exhibition Hall offers the following equipment free of charge: two sets of electronic locks and five chairs for the reception desk, two 19” multimedia LCD monitors, one 32” and one 42” LCD monitor, two sets of 9” digital frames, six suction-top speakers, two sets of DVD+HDTV color difference signal distribution amplifiers, one amplifier, 14 sets of one small round table with three single sofas, 12 high chairs, three large aluminum trash cans, one large plastic trash can (in the sink), and one telephone set. The lessee is responsible for ensuring that all items are returned in their original condition.
12. Decorations in public spaces shall not block the air-conditioning units, firefighting boxes, emergency exits, and entrances to electrical machinery control rooms in the exhibition hall. When engaging in carpentry for exhibitions and events on the first and fourth floors of the Nangang Exhibition Hall (public spaces such as the lobby, light gallery, and concourse in particular), **protective covers or carpets shall first be installed on the ground to avoid damaging the marble floor.**
13. To comply with fire safety laws and regulations, the sealing or roofing of structures is forbidden, and all construction in indoor space must be at least 45 cm beneath the ceiling.
14. After using the public spaces, the lessee is responsible for ensuring that everything is returned in its original condition. If there is any property damage or other infringement of rights during the leasing period, the lessee must assume all liability for compensation. TAITRA may deduct related repair and compensation costs from the security deposit balance, with the shortage to be supplemented by the lessee.
15. **Payment: The payment to rent the venue must be made in full upon confirmation of the event date. When paying the fee for the venue, the lessee must also pay an NT\$ 100,000 security deposit** (if the lessee is already leasing showgrounds of the Exhibition Hall, then the security deposit is not necessary).
16. Lessees who plan to serve food and/or beverages in leased spaces should contact a contracted caterer of Taipei Nangang Exhibition Center, Hall 1 for provision of refreshments. If refreshments are provided by a non-contracted supplier, a **10% refreshment service fee** (10% of total

- refreshment costs) will be charged to the lessee. The lessee must provide refreshment order forms or invoices to the Exhibition Hall prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid within ten (10) days after the event has been held.
17. Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity is registered, and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 1 is TAITRA Nangang Exhibition Hall, Unified Business No.: 48971187.
 18. The payment collection criteria herein are subject to change without prior notification.