

Taipei Nangang Exhibition Center, Hall 1

Public Space Leasing Application Form

The public space that applicant plans to lease (please indicate with check mark)	<input type="checkbox"/> Outdoor Exhibition Area (<input type="checkbox"/> Area A <input type="checkbox"/> Area B <input type="checkbox"/> Area C <input type="checkbox"/> Area D <input type="checkbox"/> Area E <input type="checkbox"/> Area F) <input type="checkbox"/> Biz Plaza <input type="checkbox"/> 1F Light Gallery <input type="checkbox"/> 1F Lobby <input type="checkbox"/> Area L Lobby (Light Gallery) <input type="checkbox"/> Area M Lobby <input type="checkbox"/> Taitra Lounge <input type="checkbox"/> 5F Lobby (522) <input type="checkbox"/> 5F Corridor <input type="checkbox"/> 6F Lounge <input type="checkbox"/> 6F Corridor <input type="checkbox"/> 6F Roof Garden		
Lease period	Setup period	From _____ (Hour/Month/Day) To _____ (Hour/Month/Day)	
	Event period	From _____ (Hour/Month/Day) To _____ (Hour/Month/Day)	
	Dismantling period	From _____ (Hour/Month/Day) To _____ (Hour/Month/Day)	
Event Name			
Name of the lessee			
Address	□□□□□		
Invoice address	□□□□□		
Uniform-invoice No.		Responsible person	
Contact person		Phone no./ Mobile no.	
E-mail			
Estimated number of visitors		Estimated number of guests (for reference only)	

Reviewing authority	Other requests or memos	Applying lessee (Affix official seal and company chops)
	<input type="checkbox"/> Applying to use the catering platform <input type="checkbox"/> Applying to use air-conditioning during the leasing period <input type="checkbox"/> Applying to the Exhibition Hall's electricity	Fill out date: _____ (year/month/day)

All of the information provided above will only be used by TAITRA when contacting the lessee (in particular, the provider of the information) via telephone, mail, or other means of communication between 2012 and 2016. Individuals who have provided information can use their information to: 1. Make inquiries or ask for preview and demonstration. 2. Request for a copy. 3. Request to add or rectify information. 4. Request to stop the collection, process, or use of the information. 5. Request that information be deleted. Please contact the event officer should the lessee decide to exercise the above rights.

- 1、For relevant requirements, please refer to the "Taipei Nangang Exhibition Center, Hall 1 Public Space Leasing Rates and Governing Regulations."
- 2、This form is construed as the leasing contract of the public spaces. Please affix seal in the designated area or the application will be rejected.
- 3、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.
- 4、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, Uniform-invoice No.: 48971187.

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