

TAITRA Taipei Nangang Exhibition Center, Hall 1

Multi-Functional Space Leasing Rates and Governing Regulations

2018.11.5

Unit: NT\$

Floor	Space No.	Surface area		Weekday daytime rate (each time slot is 4 hours)	Additional 20% for evening, weekend, holiday, and indoor booth rates (leasing period is 4 hours)	Remarks Length x Width x Height(m)
		Square Meters	Ping			
First Floor	107	19.07 11.10	5.76 3.36	3,200	3,840	3.9 x 4.89 x 3.2 6 x 1.85 x 3.2
First Floor	129	41.46	12.54	3,800	4,560	8.13 x 5.1 x 3.2
First Floor	134 135	46.84 29.17	14.06 8.82	5,000	6,000	6.47 x 6.44 x 3.2 6.48 x 3.13 x 3.2
First Floor	145	60.57	18.32	3,800	4,560	7.3 x 8.62 x 3.2
First Floor	152 153	37.01 22.44	11.19 6.78	3,800	4,560	6.5 x 5.94 x 3.2 6.4 x 3.7 x 4.1
Fourth Floor	406	46.46	14.05	3,800	4,560	9.7 x 5.04 x 3.23
Fourth Floor	429 429-1	66.26 9.65	20.04 2.91	5,000	6,000	8.16 x 9.63 x 3.23 3.81 x 2.56 x 3.23
Fourth Floor	434	29.93	9.05	3,200	3,840	7.86 x 4.28 x 3.23
Fourth Floor	435	32.83	9.93	3,200	3,840	7.86 x 4.33 x 3.23
Fourth Floor	439	32.94	9.96	3,200	3,840	6.85 x 5 x 3.29
Fourth Floor	441	41.62	12.59	3,800	4,560	7.77 x 5.47 x 3.23
Fourth Floor	442	10.70	3.23	1,200	1,440	3.65 x 3.09 x 3.23
Fourth Floor	449 450	79.30 8.30	23.98 2.51	5,000	6,000	8.83 x 9.64 x 3.4
Fifth Floor	521	171.98	52.02	7,500	9,000	17.85 x 7.94 x 3
Fifth Floor	532	64.4	19.48	4,400	5,280	9.91 x 6.5 x 2.67
Fifth Floor	533	54	16.34	3,700	4,440	5.48 x 10.38 x 2.7
Fifth Floor	534	59.84	18.1	3,800	4,560	8.8 x 6.8 x 3
Fifth Floor	535	32.99	9.98	3,200	3,840	7.69 x 4.4 x 3

Governing Leasing Regulations:

1. Values listed in the table do not include a 5% business tax. Notes for holidays:

- (1) Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration, Executive Yuan. If a weekday becomes a holiday, the evening, weekend and holiday rate will be used to calculate rent. If a holiday becomes a weekday, the weekday rate will be used to calculate rent.

- (2) The rent for indoor booths is charged at the evening, weekend and holiday rate (including weekday daytime).
2. Multi-functional space leasing rates are charged for individual leasing periods of 4 hours. An additional 20% is charged for evenings, weekends, holidays, and lessees setting up booths.
3. Leasing periods are as follows: Morning (8:00-12:00), Afternoon (13:00-17:00), and Evening (18:00-22:00). Overtime of less than 1 hour will incur an additional 25% of the leasing rate per period; overtime of more than 1 hour and under 4 hours, will incur an additional charge of the full leasing rate per period.
4. During move-in/move-out, the rent for each leasing period is charged at 60% of the original rate (22:00-08:00 this is not separately leased and must be leased along with its previous, or next, leasing period). An occupation fee is charged at 30% of the original rate for the leasing period. The fees listed above do not include air conditioning charges. If air conditioning is required, an air conditioning fee will be separately charged as follows:
- (1) 08:00-12:00/13:00-17:00/18:00-22:00 Calculated at 24% of the leasing rate for periods during weekdays.
 - (2) 22:00-24:00/00:00-04:00/04:00-08:00 Calculated at 24% of the leasing rate for periods during weekdays.
- An additional NT\$3,000 (excluding tax; evenly shared if there are two or more lessees) is charged per hour.
5. Applications for leasing of multi-functional spaces must be submitted no later than 7 days prior to the date of use. The TAITRA Taipei Nangang Exhibition Center, Hall 1 Multi-functional Space Leasing Application Form must be completed and submitted to TAITRA. TAITRA reserves all rights to accept or reject applications in consideration of facility schedule coordination and operational management.
6. Leasing rates listed in the above chart include air conditioning, general interior lighting, basic cleaning services and basic seating (seating will be provided as deemed adequate by TAITRA). Rates do not include cleaning service costs for bulk waste generated during events. If meal-boxes or refreshments are provided indoors, an additional 5% of the original rate will be charged as a cleaning fee.
7. Without prior approval, outside audio/video equipment may not be used within the facility. Leasing for conference equipment will be charged according to TAITRA Taipei Nangang Exhibition Hall Conference Equipment Leasing Rates.
8. Payment:
- (1) Full payment required upon confirmation of leasing date and time.
 - (2) Fees for equipment leasing and other services must be paid in full by the lessee no later than 3 days prior to the date of use. Supplementary fees must be paid in full before the event concludes.
9. The lessee may purchase public liability insurance for the use of the facility as required. TAITRA denies any liability for accidents or incidents that occur within the facility during the leasing period.
10. Events hosted by the lessee may not disrupt public order or violate codes of decency in any way. The lessee is fully responsible for maintaining order within the facility during an event to ensure the safety of event participants.
11. If the lessee constructs wooden structures or partition boards within the multi-functional space, a carpet must be laid underneath and **may not be replaced with a transparent plastic sheet** to protect the floor. **A distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered at the top**, to comply with fire safety regulations. Post-usage, 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.
- 12. If voltage requirements exceed the supply of power sockets within the multi-functional space, the lessee is required to submit a written form requesting additional electrical power; Nangang Exhibition Hall will contract licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the organizer(s). Electricity may only be supplied after the Technical Support Section completes electric safety inspections. Power must be switched off after activities have ended each day. A separate application is required for activities requiring 24-hour power supply.**
13. The TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Governing Regulations formulated by TAITRA, apply to this set of leasing regulations. The lessee should acknowledge and comply with all rules and regulations. TAITRA reserves the right to terminate leasing in the case of violation.
14. Leasing rates and governing regulations are subject to change without prior notice.