

TAITRA Taipei NANGANG Exhibition Center Hall 1 Sky Dome
Truss Hanging Equipment
Work Guidelines

April 3, 2018

I. Purpose:

These Guidelines are formulated based on the TAITRA Contractor Health and Safety Management Regulations in order to comply with occupational health and safety laws, maintain the integrity of the facilities of Taipei NANGANG Exhibition Center Hall 1 and to ensure the safety of contractor personnel and equipment.

II. Applicability:

These Guidelines apply to all contractors and workers who work with hanging equipment in the trusses of the Sky Dome in Taipei NANGANG Exhibition Center Hall 1.

III. Work Rules:

- (1) The company leasing Sky Dome space is responsible for seeking out contractors for stages, lighting equipment, lasers, sound equipment, camera equipment, advertisement displaying, etc., in accordance with their actual needs. The following technical documents shall be provided to TAITRA at least 5 business days prior to the contractor's entry into the space:
 1. Signed certification from a structural engineer: The said certification must include the list of hanging equipment (Attachment 1), a plan showing the location of the hanging equipment (Attachment 2) and a calculation of the load borne at each hanging point (Attachment 3).
 2. Hanging point leasing application form (Attachment 4).
- (2) Each hanging point on each truss can withstand a maximum load of 500 kg and a span between points of 9 meters. Hanging operations shall not damage the truss coverings. Hanging operations shall include slings with sufficient load capacity, made of fiber, to envelope the trusses; and equipment meeting standards such as hooks, chains, hoops, etc. may only then be connected.
- (3) Cable suspended from hanging points, when used as cable camera track, shall use cables of no more than 150 meters' length; and each end shall be suspended from 2 or more hanging points sharing cable tension. When cable of more than 150 meters length is used, the contractor shall supply their own weight-bearing tower, and such cable shall not use the Hall's hanging points.

- (4) In accordance with TAITRA Exhibition Hall Decoration Construction Regulations, the person in charge of the work site shall review the work environment prior to all aerial work. The person in charge must be cognizant of all possible incidents that may occur during work, and take steps to prevent them. The person in charge shall also inform the workers of the work environment and potential hazards.
- (5) The hanging point usage application form and all attachments shall comply with all laws and regulations of the relevant authority regarding construction, fire safety, and occupational health and safety, as well as all related regulations and guidelines formulated by TAITRA.
- (6) If any violation of the competent authority's rules or deviations from the submitted application is discovered during the work period, TAITRA can demand the contractor to cease work until improvements are made. After the required improvements are made, the company which has leased the Sky Dome and the contractor shall request an on-site review by TAITRA, and work may proceed only after the conditions have passed review.
- (7) The company leasing the Sky Dome shall be responsible for paying all fines levied by the competent authority for violations of its regulations. TAITRA may deduct the fine from the company's deposit.
- (8) If the company leasing the Sky Dome fails to submit the structural engineer's certificate or architect's certificate (including stage plans and hanging point applications) 5 business days before the contractor is due to enter the space, TAITRA may levy a fine of NT\$1,000 per day for late submission. TAITRA can deduct the fine from the company's deposit.
- (9) If the company leasing the Sky Dome still has not submitted the structural engineer's certificate on the day the contractor is due to enter the space, TAITRA may stop the event from using the space.
- (10) All work shall follow the procedures stipulated by TAITRA's personnel access rules.
- (11) The contractor shall be responsible for ensuring that exhibition space facilities and equipment remain undamaged. The contractor shall be liable for any damage caused to TAITRA or a third party.
- (12) The company leasing the Sky Dome must clear away all tools, materials and waste at the end of each day, and clean the working area. If not, TAITRA may employ a third party to clear away any remaining waste at the end of a day and

clean all uncleaned areas and all related expenses shall be paid by the company leasing the Sky Dome.

- (13) If the hanging work causes damage or peeling of the exterior to the trusses, walls, or columns, the company leasing the sky dome, after hung equipment is cleared, shall repair the damage so the function and appearance of the damaged item is returned to its original state. If the company fails to conduct the repairs, TAITRA may employ a third party to do so. All related expenses shall be paid by the company leasing the Sky Dome and deducted from the company's deposit.

IV. Work Insurance:

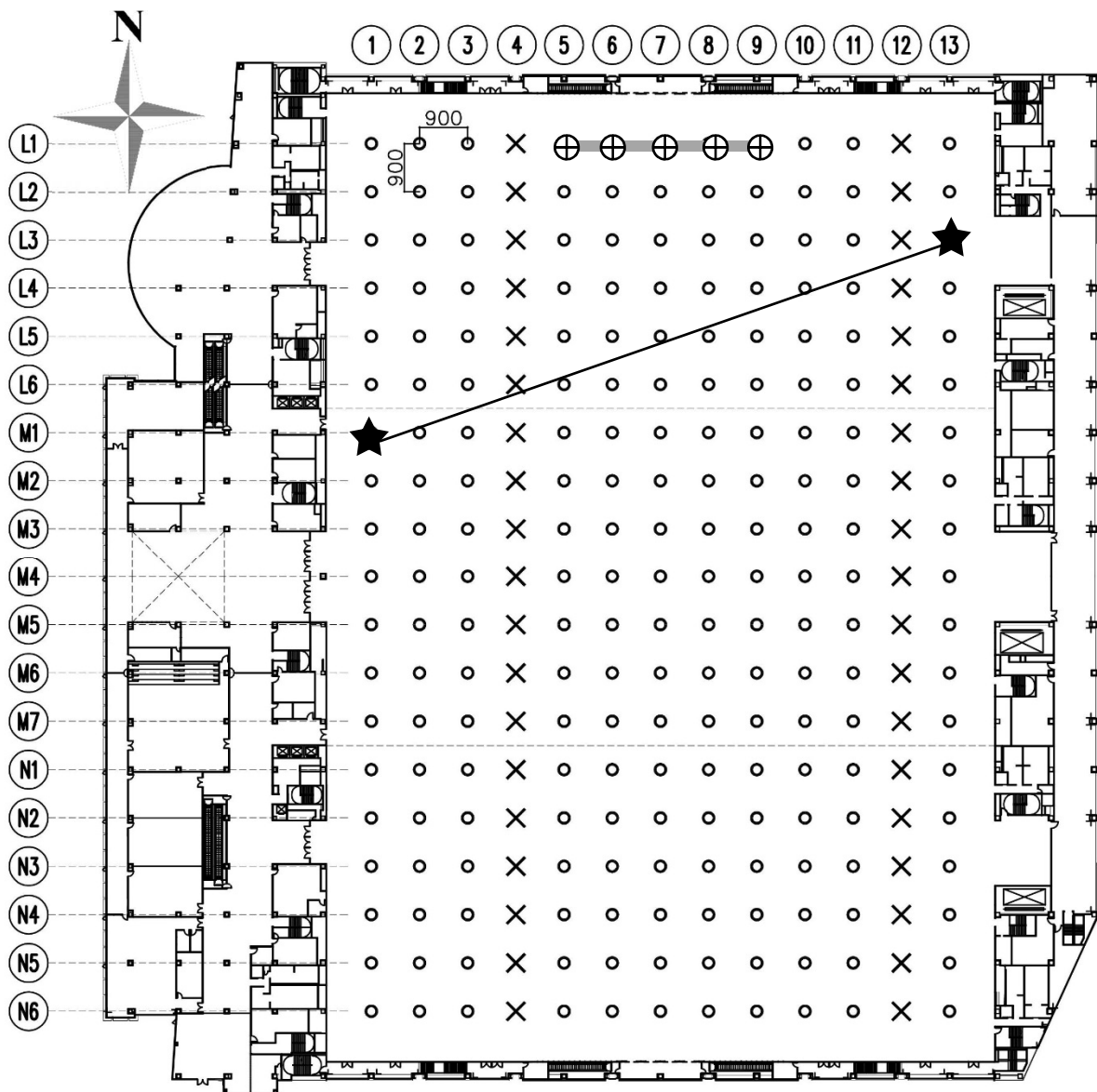
Work insurance shall be purchased in accordance with the individual event contract.

- V. These Guidelines shall take effect from the day they are released. For matters not stipulated in these Guidelines, TAITRA may amend or update the rules and announce them separately.

Equipment List

Item No.	Name and Illustration of Equipment	Unit Weight	Quantity	Total Weight
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

***If you have more items than this form allows, please extend this table as needed**



Hanging Point Plan

1. O's indicates the available hanging points. The X's mark unavailable hanging points, from which equipment may not be hung. The hanging points' east-west and north-south coordinate numbers are as shown in the diagram. The distance between hanging points is 900 cm.
2. The points marked "★" in the example are hanging points used as a cable camera track; the line connecting the two points is the cable camera track. Points marked "⊕" represent leased hanging points.

Hanging Point Load Calculation

Item No.	Hanging Point No.	Item(s) Hanged	Calculation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*If you have more items than this form allows, please extend this table as needed

TAITRA Taipei NANGANG Exhibition Center, Hall 1 Hanging Point Leasing Application Form

Event Name	
Lease Duration	From _____ (MM/DD/YYYY) to _____ (MM/DD/YYYY)
Number and Location of Hanging Points Leased	1stColumn: _____ points total 2ndColumn: _____ points total 3rdColumn: _____ points total 5th Column: _____ points total 6th Column: _____ points total 7th Column: _____ points total 8th Column: _____ points total 9th Column: _____ points total 10th Column: _____ points total 11th Column: _____ points total 13th Column: _____ points total

For the event _____ to be held in Taipei NANGANG Exhibition Center Hall 1, this company hereby applies for the leasing and use of trusses in the Sky Dome for hanging equipment with _____ hanging points in total being used. We guarantee that all equipment will be cleared after the event ends. During the leasing period, we shall comply with all work and management rules of TAITRA, and take all measures required by occupational health and safety laws and regulations in Taiwan (with particular attention to the prevention of fires, explosions, objects falling from heights and electrical incidents). In the event of property damages, injury or death, or other infringements due to inappropriate design, construction, usage, or demolishing, our company will take full responsibility and will indemnify TAITRA from all civil and criminal charges that may occur as a result. If our company is unable to do so, we will compensate TAITRA for all damages, including litigation and attorney fees.

To:
 Taiwan External Trade Development Council
 Lessee: _____ (seal) Date: _____

Legal Representative: _____ (seal)

Address:

Contact person: _____ Telephone: _____

***This application form, together with a signed certification from a structural engineer, shall be submitted at least 5 days before the event is due to enter the space. TAITRA shall collect a fine of NT\$1,000 for every day the submission is delayed, to be deducted from the deposit. If the information has not been submitted as of the day the event is due to enter the space, TAITRA may prevent the event from entering the space.**