

Taipei World Trade Center Nangang Exhibition Hall Conference Room Application Form

July 23, 2007

Application for Conference Room No				Please complete the columns on the left to help us prepare the post stand for you.
Period (Dates/Hours)	Set Up/ Move In	From: Date	/Hours	
		To : Date	/Hours	
	Event Period	From: Date	/Hours	
		To : Date	/Hours	
	Dismantling/ Move Out	From: Date	/Hours	
		To : Date	/Hours	
Title of Event				
Applicant Name				
Mailing Address	□□□□□			
Uniform Invoice Address	□□□□□			
Uniform Invoice Number		Company CEO		
Contact Person		Tel No.		
Cellular Phone		Fax No.		
E-mail				
Expected Number of Participants		Expected VIPs (For reference only)		

Purveyor	Style of Layout	Applicant (stamped seal, company seal & president's seal)
	Select a layout for tables and chairs: (refer to layout charts) Theater Standard Classroom If different from above, please sketch a simple layout below: (Layout must be submitted to TWTC Nangang at least one week before the date of the event)	Date of application:

Remarks:

- A) Related lend-lease regulations please refer to the "Taipei World Trade Center Nangang Exhibition Hall Conference Room Lease Rules". Related information can be accessed on-line at : <http://www.twtcnangang.com.tw> .
- B) This document is to initiate a leasehold contract for conference rooms. Please complete and sign on the specified locations, or else your application will not be processed.