

**(Attachment 1) TAITRA Taipei Nangang Exhibition Center, Hall 1
Conference Room Leasing Application Form**

2017.10.26

Please select a conference room: No.					Please complete the four fields on the left in detail, so the information can be shown on the digital signage on the external wall.	
Lease duration	Setup Duration	From	(mm)	(dd)		(hr)
		To	(mm)	(dd)		(hr)
	Event Date:	From	(mm)	(dd)		(hr)
	To	(mm)	(dd)	(hr)		
Dismantling Duration	From	(mm)	(dd)	(hr)	(hr)	
To	(mm)	(dd)	(hr)	(hr)		
Event Name						
Name of lessee						
Address	□□□□□□					
Invoice Address	□□□□□□					
Uniform Tax ID			Representative person			
Contact Person			Contact Person Tel.			
Contact Person Mobile:			Contact Person Fax			
Email						
Expected number of attendees			Expected number of VIPs (for reference only)			

Reviewing authority	Other requests or memos	Applicant (Attach official chop and applicant's seal)
	Select layout (please refer to attached image): <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom <input type="checkbox"/> Horseshoe <input type="checkbox"/> Closed board <input type="checkbox"/> Other (please provide drawing) *Please confirm the latest, one week prior to the event.	Form completion date: Year Month Day

- Note: 1. For leasing regulations, please refer to the TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Room Leasing Regulations. Website <http://www.twtcnangang.com.tw>
2. This form constitutes the leasing agreement for the Conference Rooms. Please affix the 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 an authorized caterer of the Taipei Nangang Exhibition Center, Hall 1 for provision of refreshments. If refreshments are contracted by a non-authorized supplier, a 10% refreshment service fee (10% of the total refreshment costs) will be charged to the lessee. The lessee must provide the refreshment order forms or invoices to the Exhibition Hall prior to event setup, to calculate service fees. The refreshment service fee must be paid within ten (10) days of the event being held.
4. Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). As the head office and place of business are located at different addresses, a separate business entity is registered, and 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. Name of business entity of the Taipei Nangang Exhibition Center, Hall 1: TAITRA Nangang Exhibition Hall, Unified Business No.:48971187.
5. If interior decorations such as partition boards and wooden structures are required within the conference room, a carpet must be laid beneath the construction, which may not be replaced with a transparent plastic sheet. Decorations are prohibited in Fu Xuan. Decorations may not exceed a height of 2.5m on the fourth floor, 2m on the fifth floor, and may not exceed 2.2m on the sixth floor. **Decorations must maintain at least 45cm from the ceiling and may not be covered at their tip, in compliance with fire safety regulations.**
6. If voltage requirements exceed the supply of power sockets within the conference room, 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 turned off after activities at the end of each day. Separate applications are required for activities that require 24-hour power supply.

*Note: The above information is provided to enable TAITRA to contact the information providers via telephone or email from 2015 to 2019. Information providers may contact TAITRA on the following matters: 1. Make inquiries or request access. 2. Request copies be made. 3. Request to supplement or correct information. 4. Request to cease collection, processing, or use of information. 5. Request to delete information. In order to exercise the rights listed above, please contact the event coordinator.