

Taipei Nangang Exhibition Center, Hall 1

EXHIBITION SPACE RENTAL GUIDELINES

Revised 2015.06.29

INTRODUCTION

Pursuant to the “Taipei Nangang Exhibition Center, Hall 1 Management Contract” signed with the Ministry of Economic Affairs, the Taiwan External Trade Development Council (“TAITRA”) is authorized to operate and manage the Taipei Nangang Exhibition Center, Hall 1 (“Exhibition Hall”).

The 1st and 4th floors (hereinafter called “Ground Floor” and “Sky Dome”, respectively) of the Exhibition Hall are made available to other “interested parties” for rent when these areas are not used for international exhibitions organized by TAITRA. For matters concerning exhibition space rental, please refer to the following guidelines.

RENTERS

“Interested parties” mentioned above refer to domestic/foreign government agencies (institutions) and legally registered domestic/foreign organizations, whether for-profit or not-for-profit. For-profit corporations renting the Exhibition Hall (the organizer or one of the organizers) must have a paid-in capital of over NT\$ 30 million.

RENTAL SPACES

The Ground Floor is divided into Areas I, J, and K and Sky Dome into Areas L, M, and N. These halls can be rented together or separately. The minimum space for rent is one Area, however.

APPLICATION FOR EXHIBITION SPACE RENTAL

1. The renter must submit an “Taipei Nangang Exhibition Center, Hall 1 Application Form for Showground Reservation” (Appendix 1) between November 1 and December 31 of that year for TAITRA to reserve the venue for exhibitions that would take place between January and December two years later. TAITRA will ask the renter to submit the exhibition proposal when it is deemed necessary.
2. Upon receiving the application from the renter, TAITRA will start reviewing the renter’s eligibility and related documents, and complete this by February of the following year. Once the application has been approved and the requested date arranged, according to the “Review Operation Guidelines for Renting Exhibition Venues of the Taiwan External Trade Development Council” (hereafter referred to as the Review Operation Guidelines, see Appendix 2), TAITRA will require the renter to make a down payment and to sign and submit the contract for event space rental before a prescribed deadline. In the event of failure to make the down payment and to submit the signed contract by the given deadline, TAITRA will move to cancel the application without prior notice.
3. The renter must submit the participation rules and the Site Plan to TAITRA for review at least 30 days prior to the start date of the rental period.
4. Applicants who fail to request exhibition dates by the required deadline will be put on the waiting list and once suitable dates become available, the available space will be filled by the next renter on the waiting list according to the requested date on the renter’s application. (In order not to undermine the rights of organizers of exhibitions of a similar nature that have reserved dates, there will be an interval of three months in between two exhibitions of a similar nature unless permission has been obtained from organizers of the two exhibitions of a similar nature.)

PAYMENT

The renter should pay to TAITRA the following fee by cashier check, demand

draft, telegraphic transfer, or in cash.

1. Rental Fee: Including the leased venue, lighting, air conditioning (not provided during move-in and dismantling periods), and other public facilities, cleaning for sanitary facilities and a day nurse, payment procedure as follows:

a) First down payment and contract signing: 20% of the total rental fee of the venue computed based on the Rental Rates for Taipei Nangang Exhibition Center, Hall 1 for that year of exhibition (to be established separately) should be made. After TAITRA receives the down payment and the Contract, the requested dates will be reserved and the approval letter will be issued. The renter will then complete other procedures with the relevant authorities.

b) Second down payment: 30% of the total rental fee of the venue according to the Space Rental Rate Standards of the Taipei Nangang Exhibition Center, Hall 1 for that year of exhibition should be made at least 120 days before the start date of the rental period.

c) Balance: The remaining 50% of the total rental fee of the venue according to the Space Rental Rate Standards of the Taipei Nangang Exhibition Center, Hall 1 for that year of exhibition should be made at least 30 days prior to the start date of the rental period.

2. Security Deposit: The renter should pay 10% of the total rental fee of the venue as specified in the Contract at least 30 days prior to the start date of the rental period.

a) If the renter has fully complied with the rules and conditions set forth in these guidelines, the security deposit will be refunded without interest and after deduction of any charges, expenses and/or penalties incurred during the rental period.

- b) If the renter fails to comply with the requirements in these guidelines resulting in the incurred costs or penalties (e.g. costs of cleaning, clearing, repairs or hiring of security guards by TAITRA on behalf of the renter as a result of any of the following: failure to remove event materials, garbage, waste and decorations out of the exhibition venue by the required deadline, damaging rented venue or equipment, failure to prevent children from entering the venue, or failure to comply with TAITRA's requirements regarding the control of the number of visitors and firefighting operations), the expenses incurred will be deducted from the security deposit.

- c) If the security deposit is insufficient to cover for payments due, the renter should settle the remaining amount due within one month upon the receipt of a notice from TAITRA. Otherwise, this is considered a breach of the Contract and TAITRA will suspend the renter's eligibility to apply for exhibition space for a period of two years.

3. Rental Surcharges:

- a) Food exhibition: An additional 2% of the total cost of the venue will be charged for the rental area during the exhibition and should be settled at least 30 days prior to the start date of the rental period.

- b) Air-conditioning during setup and dismantling: Should the renter requires air-conditioning during setup and dismantling periods, a prior permission from TAITRA is required. The request for air-conditioning will incur an additional charge based on the length of time and area concerned (according to the Space Rental Rate Standards of the Taipei Nangang Exhibition Center, Hall 1), and this amount will be deducted from the security deposit.

- c) Extended setup period, dismantling period, or exhibition event period: Fee will be computed based on the extended number of hours and size of

the rented area (at least 1 hour for each area), and this amount will be deducted from the security deposit.

- d) If the exhibition falls on a holiday (including national holidays), an additional 5% of the daily feet of the venue will be charged for the day(s). Holidays will be those announced by the Central Personnel Administration of the Executive Yuan.
- e) Exhibitions that are open to children less than 12 years old (or children measuring less than 150 cm) are subject to an additional 5% for children management fee according to Rental Rates For Taipei Nangang Exhibition Center, Hall 1 for the rented area during an exhibition.
- f) If a booth has two levels, an additional “fee for booths covering two floors” will be collected. The additional booth utilization fee for the area of the two levels (including the stairway) will be collected at 50% of the fee of the booth and venue of an equivalent area of the first floor. The fee must be made at least 10 days prior to setup. Please refer to Article 4, Paragraph (14) of the General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1.”
- g) In the event that the structure of a booth exceeds 4 meters in height, an additional" fee for ultra-high structures shall be collected. An exhibitor should rent at least 4 standard booths to be eligible to build ultra-high structure booth(s). Each ultra-high structure should not exceed 6 meters in height and its peripherals must be 1 meter from the outer edges of adjacent walkways. Ultra-high structures must be 1 meter from adjacent booth(s) belonging to another exhibitor and the back of the structure walls must be decorated. Should it is impossible to allow a meter space between adjacent sides, a written permission from the neighboring booth will be needed in advance. The rental fee for an ultra-high structure will be computed based on the top-view projected area in the design layout. A unit equivalent to 18 square meters is NT\$100,000 (tax included).Should the measurement exceeds18 square meters, the top-view projected area of

an ultra-high building will be divided by 18 square meters to obtain the unit count and NT\$100,000 per unit will be collected. For a built area smaller than 18 square meters, NT\$100,000 will be collected as rental fee (please refer to Article IV Paragraph (III) of the “General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1”).

WATER & ELECTRICITY USE

1. Payment for water, electricity and air-conditioning used during the rental period must be settled within 10 days after the event ends. Any utility installation work (i.e., water, electricity and air-conditioning) must be handled by an Exhibition Hall-contracted utility service company. Any costs incurred must be settled between the renter and the contractor. The cost per unit of the aforementioned work should not exceed the cost of a unit shown in the Engineering Contract entered into by and between the contractor and the Exhibition Hall.
2. All utility contracted staff are required to wear uniforms or work vest, and wear a helmet with work permit. Smoking, chewing betel nut or drink (alcoholic beverages) are strictly prohibited in the hall.
3. Contractors of water and electric utilities must complete the Affidavit and Exhibition Aspirated Power Transmission and Water Source Notification Form and returned to our staff. Contractors must conduct checks to prior to regular use verify the safety of utilities (water, electricity and compressed air).

ASSIGNMENT

During the rental period, the renter must assign a representative on site to over the affairs during the entire rental period.

SAFETY PRECAUTIONS

1. In order to prevent occupational hazards and to ensure the safety of workers, the renter must abide by the worker safety laws and regulations established by the government. In addition, the renter must conduct construction work in accordance

with the Exhibition Hall's "Rental Space Preconstruction Standard Operating Procedures" and "Rental Space Construction Safety & Health Management Guide", as well as the proper filing of "Accident/Incident Investigation Report".

2. During the rental period, the renter must follow the Exhibition Hall's applicable regulations for hiring security guards, and defining their duties must be in accordance with the regulations set forth by TAITRA in order to maintain safety in the venue. Renter's staff and workers must also abide by the direction of the internal supervisor.
3. The renter should submit the layout showing the entrances and exits of the exhibition venue to TAITRA and advise the same regarding assigning of security guards before the exhibition starts to keep TAITRA abreast of the situation and for enhancing supervision and management.
4. The renter must observe regulations for vehicle use supervision and control during setup and dismantling periods. For vehicle use supervision and control as well as vehicle move-in application, please refer to the "Taipei Nangang Exhibition Center, Hall 1 Operational Instructions & Requirements" and the "General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1" guidelines.
5. The renter should inform exhibitors and their decoration contractors to divide Sky Dome and Ground Floor of the exhibition hall into 8 areas each for exhibition booths, with the walkways to be designed with a net width of 6.1 meters (the walkways must be wider than 7.4 meters for automobile shows). The exhibition hall and all the booths in the venue should comply with fire prevention laws and regulations and shall use materials that are labeled "flame resistant," in order to prevent flames from spreading easily in the event of a fire.
6. If a column on the rented area will be decorated for an event, the renter must submit a corresponding design layout of the column which should be in accordance with the procedure provided in the "General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1". Only

upon approval and confirmation by TAITRA that no fire prevention facilities are blocked can the renter proceed with their plan. In case of any damage to the column, the renter will be liable for compensation.

7. Stage erection or work environment using scaffolding, the relevant staff must wear helmets and seat belts and other safety-related measures. In case of personal injury or property damage, the renter and its construction firms themselves are responsible and liable jointly and severally.

CHANGES/CANCELATION

Changes to and cancellation of the reserved exhibition date and/or the rental contract should be done in compliance with the following:

1. If the renter needs to cancel the bookings, they must inform TAITRA with a written notice 120 days prior to the start of the rental period. Application can be made for the venue fees already paid to be postponed and be used for the same exhibition next year or a new exhibition. Should no exhibition is held the following year, the payment will not be refunded. Should the renter wishes to reduce the number of booths, they must inform the TAITRA with a written notice of the minimum number of booths to be leased 30 days prior to the start of the rental period. After the exhibition, fees will be charged according to the actual number of booths used. TAITRA will refund the fees already paid for unused booths except the down payment. Should the revision is not applied according to the regulations detailed above, payments for the venue fees will not be refunded.
2. In case of mechanical failures, typhoons, earthquakes, rain, or other natural disasters, force majeure, or for reasons beyond TAITRA's control resulting in interrupted or discontinued power supply to air-conditioning, elevators, escalators, illumination, or power service during the rental period, TAITRA will carry out repairs as soon as possible, but will not be liable for compensation.

3. Should the venue be requisitioned by the government or unavailable due to force majeure, the TAITRA will notify the renter beforehand and assist with alternative plans, or offer a total refund for fees already paid (including venue fees and security deposit) for the unavailable venue and duration. TAITRA is not responsible for any further actions.
4. For renters failing to pay the down payment and complete the signing of the agreement by the given date in the contract, TAITRA will immediately cancel their reserved dates. For renters failing to make the second payment or to pay the balance by the given date in the contract, TAITRA will cancel their reserved dates and terminate this agreement without prior notice, and the fee already received will not be refunded.
5. In case of any unforeseen events, such as typhoons, earthquakes, other natural disasters or force majeure leading to the suspension of work on the day of the event, the renter will have to decide whether or not to hold the event as scheduled. The renter also will have to notify TAITRA there and then of their decision and inform other concerned parties through various forms of media and communication. Should the Taipei City Government announces the suspension of work and school lessons, the exhibition may be postponed for 1 day but subject to the availability of the venue.
6. If a renter is going to organize a joint event of several exhibits in the same rental period, the renter may not alter the exhibit areas provided by TAITRA without authorization. To make any alteration, the renter must submit an application to TAITRA for approval; otherwise TAITRA may refuse to provide the area to the renter.

INSURANCE

To protect the renter against accidents and liability claims, a public liability insurance coverage is required for the duration of rental period (including the periods for set-up and dismantling of materials for the event). The type of insurance and minimum amount insured will be as follows:

Minimum amount insured: (in NTD)	Per person	NT\$ 1,000,000
	Against bodily injury or death	NT\$ 10,000,000
	Against property damage	NT\$ 1,000,000
	Total maximum coverage during the insured period: NT\$12,000,000	
Accident deductible:	NT\$ 20,000	

The renter must send a photocopy of the insurance policy to the Exhibition Hall for record keeping 5 days prior to the setup period. The renter is also required to purchase insurance for fire, burglary and water damage to signboards and related designs and decoration structures inside and outside the venue. They must also carry public liability insurance for damage or incidents related to elevators, escalators, typhoons, earthquakes, floods, heavy rains or other natural disasters for which they might be held liable.

OTHER REQUIREMENTS

1. Walkways (6.1 meters wide) between different areas of the venue must be accessible at all times for emergency use. The renter may not occupy these areas for putting up exhibits or for other purposes. In the event that the promotional campaign in the booth gathers a huge crowd and undermines the normal traffic flow, the renter should divert the flow of the crowd in a timely manner. The renter is also prohibited from occupying public walkways. In the event that booths and walkways are to be altered, the layout must be submitted to TAITRA for approval in advance.
2. The renter must file with the taxation bureau any tax payment related to the event's activities. Should admission tickets are to be sold during the event, they must bear the title of the event and name(s) of the organizer(s), and co-organizer(s).

3. The renter must strictly review the eligibility of each exhibitor (like company registration and operational status) and their exhibits. Should the exhibits do not match the theme of the exhibition, or these have false representation of labels, which are in violation of laws and regulations, obstruct public order, in conflict with other social customs, or counterfeits, the renter must refuse such exhibits, otherwise the violators must take sole legal liability and will be responsible for related compensation.
4. For any operations in the Exhibition Hall, the renter and their exhibitors or employees must follow the guidelines set forth in the “Operational Requirements for the Taipei Nangang Exhibition Center, Hall 1” (Appendix 3), the “Exhibition Operational Manual for the Taipei Nangang Exhibition Center, Hall 1,” and the “General Requirements for Decorating Operations at the Taipei Nangang Exhibition Center, Hall 1.” Any violation will be handled according to applicable laws.
5. The renter will be responsible for restoring any damage made to facilities of the Exhibition Hall during the rental period, or compensating for actual damage costs. The renter will also be liable for any legal liabilities resulting from accidents, casualties, property damages and bodily injuries.
6. To ensure optimal safety and quality of the Exhibition Hall, the renter should control the number of visitors entering the venue.
7. To ensure safety and quality of the exhibition, children under 12 years old, or less than 150 cm will be prohibited from entering the venue. Special exhibitions are not restricted by this provision. However, an application must be submitted in advance to TAITRA for approval, with children management fee paid and insurance purchased. Exhibitions that sell tickets to the public and open to children should follow related Government requirements. Children less than 115 cm (or under 6 years old) should be given free access; and children 115 cm tall and above, but less than 150 cm (or six years old and above but under 12 years old) should be entitled to discounts.

8. If the work hours for the construction and/or decoration for the event must be extended, the renter may formally apply with TAITRA for an extension of working hours, but the application must be submitted before 4:00 pm of that day. The renter should pay for all additional costs related to the extended use of the venue.
9. Foreign products to be displayed during the exhibition must be imported in compliance with ROC Government requirements. Related imported exhibits should not present TAITRA as the recipient of the delivery.
10. The maximum weight capacity of the Ground Floor is 5 tons per square meter. The requirements for trucks and cargoes entering this area are as follows: 20 tons for two-axle trucks and 43 tons for trucks with more than two axles. To prevent damage to the Exhibition Hall's floors and structures, TAITRA will reject move-in of any single exhibit (including non-machinery equipment) with weight exceeding the aforementioned limits into the venue. In the event that such move-in causes damage to the floors and/or structures, the renter will be liable for compensation, and all consequences. The renter should require independent contractors and other related parties to strictly comply with the regulations in order to ensure public safety.
11. The maximum weight capacity of Sky Dome is 2 tons per square meter. The requirements for trucks and cargoes entering this area are as follows: 15 tons for two-axle trucks and 35 tons for trucks with more than two axles. To prevent damage to the Exhibition Hall's floors and structures, TAITRA will reject move-in of any single exhibit (including non-machinery equipment) with weight exceeding the aforementioned limits into the venue. In the event that such move-in causes damage to the floors and/or structures, the renter will be liable for compensation and all consequences. The renter should require independent contractors and other related parties to strictly comply with the regulations in order to ensure public safety.
12. If the renter will engage in selling products at their event, the renter should adhere to the requirements by completing the "Taipei Nangang Exhibition Center, Hall 1

Business Information Form” 3 days prior to the exhibition date and send it together with the exhibitor roster to the Taipei City National Tax Administration Nangang Office, and also send the receipt to TAITRA for reference.

13. If the renter plans to set up a temporary structure outside the Exhibition Hall for their event. A prior permission from TAITRA is required, and a permit for the construction of the temporary structure should be applied for and obtained from the Taipei City Government Department of Urban Development in compliance with applicable government regulations.
14. Taking fire prevention and safety as well as a smooth traffic flow into consideration, the renter should plan the booths accordingly, and submit the booth layout to TAITRA for review. In accordance with the standard floor plan provided, the renter may begin assigning the booths. In the event that the renter needs to alter the floor plan for any specific reasons, an application must be submitted in advance to TAITRA for approval before the assignment of booths and subsequent operations begin. Should the setup operation is not done according to the TAITRA-approved booth layout and improvement is not made upon notice, TAITRA will be forced to dismantle the booth(s), with the incurred costs to be deducted from the security deposit.
15. In order to comply with the regulations of Taipei ban hamper peace area and period, “grabbling operations outside of exhibition hall must be finished before 10 P.M.

PENALTIES

Incidents of the following nature will be duly documented, and those found to have seriously violated the conditions and requirements stipulated in the contract and agreement (including that of the number of booths with the said violations exceeding 5% of the actual number of booths being utilized) will be grounds for a two-year suspension of the renter’s eligibility to use any TAITRA-managed venue.

1. Any construction of stages, structures, and facilities, or setup of decorations for

the event that is blocking or has blocked safety prevention equipment and/or source like fire hydrants, fire alarm panels, fire extinguishers/boxes, emergency exits, air quality detectors, and electrical switch boxes, or should the renter fails to comply with Paragraph 4 under Safety Precautions of this Guidelines document and fails to immediately remedy any violation following receipt of notice from TAITRA, the renter will be subject to a fine of NT\$ 5,000 for each instance.

In the event that the said violation has not been immediately remedied, TAITRA will forcibly clear the blocked area(s). The renter will be liable for any citation and/or fine imposed by the fire department for violations of public safety and/or claims for any accident arising from such.

2. The renter should ensure that their exhibitors, contractors, and decorators adhere to all fire prevention and public safety requirements. In case of fire, the renter will be subject to not only a fine of NT\$ 100,000 for each of the Area either on Ground or Upper Level, but will also be liable for compensation for any losses and/or litigation.
3. Exhibits presented by the exhibitors which are different from the theme of the exhibition organized, or are found with false information of the place of origin by the governing authority will be considered a breach of agreement. In addition, Should it is reported in writing by the organizer that the number of exhibits which do not comply with the exhibition theme exceeds 5% of the actual number of booths being utilized for the exhibition, and once verified, the following measures will be taken:
 - a) A warning letter will be issued to let the renter know that repeated violations will be subject to fines.
 - b) If the exhibition is reported again with the number of booths with violations exceeding 5% to 10% of the actual number of booths being utilized, the renter will be fined according to the total number of violating booths, and each booth is subject to a fine of NT\$5,000. Should the number of booths with violations exceeds 10% of the actual number of booths utilized for the exhibition, the

renter will have its eligibility to apply for a similar exhibition suspended for a period of 2 years.

- c) If the exhibition has been penalized twice (including warnings) and a third violation is found, the renter will have its eligibility to apply for a similar exhibition suspended for a period of 1 year.

In the event that a dispute arises in the determination of a certain exhibit's compliance with the theme of the exhibition, related associations and agencies will be invited to hold a joint meeting to settle the dispute.

- 4. The organizer/co-organizer(s) of the exhibition, exhibition title and categorization of the exhibits must not be amended or added without prior application with and written approval from TAITRA. They must be identical to the exhibit recruitment rules or promotional brochure the renter hands out to the public, or the content of the advertisements the renter distributed to various media. Serious violations are considered in breach of agreement, and TAITRA will immediately terminate the rental contract, and the fee received will not be refunded.
- 5. If selling of products will be made at the venue, the renter should inform the taxation bureau in advance and precisely issue a receipt for each transaction or amount of down payment received on site. Should failure to issue a receipt is found by the taxation authority, the renter will take sole responsibility. In addition, TAITRA will mete out a fine of NT\$5,000 for each failure to issue a receipt, and this will be deducted from the security deposit.
- 6. The renter must refrain from using an event title and/or a logo belonging to others. In such instance, TAITRA will demand the renter to rename their event and/or replace their logo before a given deadline. Failure to do so will result in termination of their rental contract, and all fee received will not be refunded.
- 7. The renter will not be allowed to sublet or lend all or part of the rented venue for any type of events without a written request for permission from TAITRA. Any violation of this provision is considered a breach of agreement. In such instance, TAITRA will move to terminate the rental contract without prior notice, and all

fee received will not be refunded.

8. The renter will be strictly prohibited from staging any performance involving the use of flames or fireworks, or having an Adult Video (AV) performer to serve as the host of the event or as an endorser of their product in any of the venues directly managed by TAITRA. Any violation of this provision will be deemed a breach of agreement. In such instance, TAITRA will move to terminate the rental contract without prior notice, and all fee received will not be refunded. This also will be grounds for a two-year suspension of the renter's eligibility to use any TAITRA-managed venue.
9. Retail of sales-oriented exhibitions must not involve illegitimate exhibitors and/or any violation of requirements established in OTHER REQUIREMENT, Paragraph 12.
10. For any violation of Article 6 (Paragraph 2) or Article 8 (Paragraph 7), the violator will be fined NT\$10,000 per incident.

OTHER VENUES

Regulated requirements in these Guidelines shall also apply to other non-exhibition events organized in other venues managed by the Exhibition Hall.

DENIFINTION

In the event of a dispute as to the definition or scope of a provision in this Event Space Rental Guidelines document, TAITRA will invoke its ultimate right to decide the outcome with finality.

ENFORCEMENT

The guidelines mentioned above will be enforced starting from the date of promulgation. Other issues not covered herein will be addressed by TAITRA, and make appropriate announcement of any changes to this document.