

Taipei Nangang Exhibition Center, Hall 1
Conference Rooms Rental Rates

Effective from Jun. 29, 2015
on a NT\$ basis (tax excluded)

Conference Rooms	Seating Capacity(person)					Room Size		Dimensions (L x W x H) meter	Rental Rate Per Period	
									Mon.-Fri.	Weekend, Holiday, Evening & Exhibition
	Theater	Classroom	Standard	U-Shape	Square	SQM	Ping		08:00-12:00/13:00-17:00/18:00-22:00	
401	384	144	216	52	72	375.7	113.7	20.2 x 18.6 x 3.5	34,700	41,800
402	396	168	224	62	80	372.6	112.7	27.0 x 13.8 x 3.5	34,200	41,100
402a	100	56	72	26	36	121.4	36.7	8.8 x 13.8 x 3.5	11,200	13,500
402b	110	56	72	26	36	122.8	37.1	8.9 x 13.8 x 3.5	11,200	13,400
402c	110	56	72	26	36	128.3	38.8	9.3 x 13.8 x 3.5	11,800	14,200
402a+b	234	108	144	42	56	244.3	73.9	17.7 x 13.8 x 3.5	22,400	26,900
402b+c	234	108	144	42	56	251.2	76.0	18.2 x 13.8 x 3.5	23,000	27,600
403	125	68	92	34	44	149.5	45.2	8.4 x 17.8 x 3.5	13,600	16,300
404	90	48	72	26	36	133.5	40.4	9.3 x 12.9 x 3.5	12,200	14,600
501	105	56	84	30	36	131.1	39.7	9.3 x 14.1 x 2.8	12,000	14,400
502	95	34	68	26	32	102.3	30.9	7.6 x 12.0 x 2.8	9,300	11,100
503	110	56	84	30	36	150.9	45.7	9.7 x 14.2 x 2.8	13,600	16,300
504	504	224	360	68	84	505.4	152.9	26.6 x 19.0 x 2.8	45,800	54,900
504a	165	80	120	38	44	184.3	55.8	9.7 x 19.0 x 2.8	16,800	20,100
504b	150	80	120	38	44	169.1	51.2	8.9 x 19.0 x 2.8	15,300	18,400
504c	150	80	120	38	44	152.0	46.0	8.0 x 19.0 x 2.8	13,700	16,400
504a+b	336	144	216	48	64	353.4	106.9	18.6 x 19.0 x 2.8	32,100	38,500
504b+c	312	128	216	48	64	321.1	97.1	16.9 x 19.0 x 2.8	29,000	34,800
505	140	72	116	46	52	159.8	48.3	9.7 x 18.6 x 2.8	14,500	17,400

Remarks:

1. The above rental rates do not include 5% VAT (value added tax).
2. Seats and tables will be provided in accordance with the seating arrangements listed above. Additional seating and other requests will incur extra charge.
 - a) Basic conferencing equipment that are provided free of charge include: two (2) wireless microphones; one (1) podium; one (1) reception desk with tablecloth and table skirt; one (1) digital display (shared by conference rooms 501 and 502); and two (2) poster stands. Price list for additional conferencing equipment is available upon request.
 - b) Basic conferencing equipment may not be exchanged for other conferencing equipment. Unused items are non-refundable. No refunds will be given for last minute cancellations of confirmed rental items. Last minute additional rentals will incur 30% surcharge.
 - c) Basic conferencing equipment will not be provided when the conference room is used for an exhibition. Site plan must be submitted and approved before any construction and/or decoration can be carried out.
 - d) Audio and video equipments that are not provided by Taipei Nangang Exhibition Center, Hall 1 are not allowed into the rooms without prior permission.
3. Use of the conference room during setup or dismantling is billed based on the rates per session listed below:
 - a) 08:00~12:00/13:00~17:00/18:00~22:00: 40% off standard rates per session for that day.
 - b) 22:00~24:00/00:00~04:00/04:00~08:00: 70% off standard rates per session for that day.
4. There is a charge for overtime use of the conference rooms. For overtime less than one (1) hour, there will be an additional charge equivalent to 25% of the standard rates per session for that day. Overtime exceeding one (1) hour will be charged at the full standard rates per session (four (4) hours) for that day.
5. For weekend, public holiday, or evening rentals, the renter must rent at least two conference rooms at the same time.
6. Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission must be obtained and the requirements below must be followed:
 - a) Refreshments may be provided only by the contracted caterer of Taipei Nangang Exhibition Center, Hall 1.
 - b) Renters who plan on serving food and/or beverage in the conference rooms should contact Taipei Nangang Exhibition Center, Hall 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must provide a refreshment order form or invoice to Taipei Nangang Exhibition Center, Hall 1

- prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid no later than ten (10) days after the event has been held.
- c) Serving meals or meal-boxes will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day.
 - d) For banquets organized by the renter's own caterer, additional carpeting must be provided to protect the floor from stain and dirt. Banquets will incur a cleaning service fee equivalent to five (5) percent of the rates per session for that day. Open fire usage is strictly prohibited.
7. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor. Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damages done to the existing carpeting, and the venue must be restored to its original state upon return.
 8. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 meters in height in the 4th floor conference rooms; and furnishings must not exceed 2 meters in height in the 5th floor conference rooms. Only lightweight materials such as foamcore or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 900kg per square meter.
 9. Construction wastes must be removed by the contracted furnishing companies or the renter. If wastes are not properly removed, the renter will be billed by the contracted cleaning service company of Taipei Nangang Exhibition Center, Hall 1 for waste removal.
 10. All switches and connectors to facilities within the conference rooms, including circuit boxes, fire-fighting equipment, air conditioning, power outlets, and audio/video equipment, may not be covered or moved. Adequate space must be retained in order for the staff of Taipei Nangang Exhibition Center, Hall 1 to carry out proper operation of the above facilities.
 11. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. Taipei Nangang Exhibition Center, Hall 1 will contract licensed electricians to implement the appropriate wiring. The additional contracting, wiring, and electricity fees will be borne by the renter.
 12. Payment:
 - a) The renter should settle the rental fee once the schedule is finalized.
 - b) Rental of audio visual equipment and other additional charge should be settled no less than three (3) days prior to the event. Any additional charge from added services and rentals during the event should be settled prior to the end of the event.
 - c) Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business 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. The business entity name for Taipei Nangang Exhibition Center, Hall 1 is: TAITRA Nangang Exhibition Hall; Business Tax ID: 48971187.
 13. Rental rates are subject to change without prior notice.

