

Taipei Nangang Exhibition Center, Hall 1 Conference Room Application Form

Jun 29, 2015

Application for Conference Room No				※ Please fill out the columns on the left for Digital Information Display
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) <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom <input type="checkbox"/> U-shape <input type="checkbox"/> Square If different from above, please sketch a simple layout below: (Layout must be submitted to 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 Nangang Exhibition Center, Hall 1 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.