

TAITRA TAIPEI NANGANG EXHIBITION CENTER, HALL 2 CONFERENCE ROOM LEASING APPLICATION FORM

**Form 1
Deadline
Jan. 17, 2025**

2019.01.23

Conference Room: No.												
Duration of Lease	Setup	From	20	(yy)	(mm)	(dd)	(hr)	To	(mm)	(dd)	(hr)	
	Event Date	From	20	(yy)	(mm)	(dd)	(hr)	To	(mm)	(dd)	(hr)	
	Dismantling	From	20	(yy)	(mm)	(dd)	(hr)	To	(mm)	(dd)	(hr)	
Event Title												
Name of lessee												
Please complete the four fields above in detail, so the information can be shown on the digital signage on the external wall.												
Address	□ □ □ - □ □											
Invoice Address	□ □ □ - □ □											
Uniform Tax ID					Representative							
Contact Person					Contact Person's Tel.							
Contact Person's Mobile					Contact Person's 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: <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom <input type="checkbox"/> Other (please provide drawing) *Please confirm one week prior to the event, at the latest.	Fill out date: _____ (year/month/date)

Remarks:

1. For leasing regulations, please refer to the "TAITRA Taipei Nangang Exhibition Center, Hall 2 Conference Room Leasing Regulations", "Conference Rooms Event Leasing Rates and Governing Regulations" and "Conference Room Leasing Regulations". Website: <https://www.twtcnangang2.com.tw/>
2. This form constitutes the leasing agreement for the Conference Rooms. Please affix official seal in the designated area or the application will be rejected.
3. Renters who plan on serving food and/or beverages in the conference rooms should contact Taipei

Nangang Exhibition Center, Hall 2 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 2 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.

4. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 meters in height in Room 701; furnishings must not exceed 2.2 meters in height in Rooms 702 and 703; furnishings must not exceed 2.2 meters in height on the 6th floor; and furnishings must not exceed 2.2 meters in height on the 4th floor. In order to comply with fire safety regulations, a distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top.
5. 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 2 will contract licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. The wiring may only begin to supply electric power after the Technical Support Section completes electrical safety inspections. Each day, power must be turned off after activities have ended for the day. A separate application is required for activities that require 24-hour power supply.
6. Taipei Nangang Exhibition Center, Hall 2 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 2 is: TAITRA Nangang Exhibition Center, Hall 2; Business Tax ID: 42553714.
7. The above information is provided to enable TAITRA to contact the information providers via telephone or email if needed from 2019 to 2023. Information providers may contact TAITRA on the following matters: 1. Making inquiries about or requesting access to information. 2. Requesting copies of information be made. 3. Requesting supplements or corrections to information. 4. Requesting the cessation of collection, processing, or use of information. 5. Requesting the deletion of information. In order to exercise the rights listed above, please contact the event coordinator.
8. Return this application form to Ms. Eva Tzeng, No. 5, Hsin-Yi Rd., Sec. 5, Taipei 11011, Taiwan. Tel: +886-2-2725-5200 ext. 2867, Fax: +886-2-2729-1191, E-mail: evatzeng@taitra.org.tw

TAIPEI NANGANG EXHIBITION CENTER, HALL 2 CONFERENCE ROOM EQUIPMENT LEASING FEE STANDARDS

**Form 1-1
Deadline
Jan. 17, 2025**

Effective from January 15, 2024

No.	Item	Rental: NT\$(Tax excluded)		Remarks
		Per Period	Quantity	
I. Facilities (LengthxWidthxHeight)				
1	Tablecloth	100/pc		For the refreshment table only.
2	Table Skirting	150/pc		
3	Chair Cover	50/pc		
4	Conference Table (L140xW60xH75cm)	150/pc		
5	Conference Table (L150xW45xH74cm)	150/pc		For use on 7F only.
6	Small Round Table (L65xW65xH57cm)	200/pc		
7	Conference Chair (L40xW43xH81cm)	50/pc		
8	Conference Chair (L50xW50xH80cm)	50/pc		For use on 7F only.
9	Couch (L86xW78xH80cm)	400/pc		Color: Beige
10	Couch (L54xW61xH83cm)	400/pc		Color: Yellow/Blue/Green
11	Large Lectern (L120xW55xH108cm)	500/pc		
12	Small Lectern (L70xW60xH111cm)	250/pc		
13	Emcee Stage (60x40x114cm)	200/pc		Transparent Acrylics.
14	Portable Stage (183x244x40cm, steps included)	600/pc		
15	Poster Stand (W41xH58cm)	150/pc		
16	White Board (W50xH68cm)	200/pc		
17	White Board (W150xH120cm)	300/pc		
18	Divider Barriers (Tape L:200cm, H: 98.5cm)	100/pc		
19	Divider Sign Board(W19xH28cm)	100/pc		
II. Conferencing System				
1	Desktop Conference System Host	3,500/set/*		/*: Discount information on Note 1, Page 3.
2	Desktop Conference System Microphone	300/pc/*		
III. Video Conferencing System				
1	Handheld Wireless Presenter Remote	100/pc		
2	Perfect Cue Remote	3,800/set/*		
	◎Fixed/Lift Projector			
	401 Conference Room			
3	Fixed Projector (6,000 lm)	7,000/set		With 180" lift screen
	601-603 Conference Room			
4	Fixed Projector (6,300 lm)	7,000/set		With 135" lift screen
	701 Conference Room			
5	Lift Projector (25,000 lm) ※Only in Room 701D.	60,000/set		With 600" lift screen. Note: The resolution of PPT or video is recommended to be 1920 * 1200 or above.

6	Lift Projector (16,000 lm)	18,000/set		With 360" lift screen Note: The resolution of PPT or video is recommended to be 1920 * 1200 or above.
	702, 703 Conference Room			
7	Portable Projector (5,000 lm)	7,000/set		With 180" lift screen.
◎Portable Projector				
8	Ultra High Brightness Projector (6,500 lm)	10,000/set/*		Desktop Single-Chip Projector
9	Ultra High Brightness Projector (12,000 lm)	17,000/set/*		With wide angle lens, long lens and 2-meter stand.
10	Ultra High Brightness Projector (15,000 lm)	20,000/set/*		With wide angle lens, long lens and 2-meter stand.
◎Portable Projector Screen				
11	120" Aluminum Frame Front Projector Screen	2,500/set/*		183*244cm(4:3)
12	150" Aluminum Frame Front Projector Screen	3,000/set/*		244*305cm(4:3)
13	180" Aluminum Frame Front Projector Screen	4,000/set/*		274*366cm(4:3)
◎Signal Splitter, Signal Selector				
14	Signal Splitter (1 in 4 out)	1,000/pc/*		
15	Signal Selector (4 in 2 out)	3,000/pc/*		
16	High-Level Signal Selector (8 in 1 out)	10,000/pc/*		
17	Matrix Selector (4 in 4 out)	6,000/pc/*		
18	Matrix Selector (8 in 8 out)	15,000/pc/*		
19	Video 4K Matrix Selector (20 in 16 out)	250,000/pc/*		
◎Monitors				
20	24" Monitor	500/set/*		
21	55" Teleprompter Monitor (floor stand included)	5,000/set/*		
IV. Simultaneous Interpretation Equipment				
1	Simultaneous Interpretation System (infrared transmitter and central control unit included)	7,000/set/*		Infrared transmitter board and interpreter headset are not included. Support 2 languages.
2	Mobile Interpretation Booth	8,000/booth/*		2 interpreters/booth.
3	Infra-Red Receiver	200/set/*		2 interpreters/booth
4	Interpreter Headset	60/pc/*		Can be taken home by user.
5	Infrared Transmitter Board	2,500/pc/*		2 boards for a single booth, 4 boards for a double booth, and so on.
6	Interpreter Device (headphones included)	1,500/set/*		Based on interpreters number
7	Certificate Exchange Box (for headset exchange)	200/box/*		
8	Audio Amplifier	10,000/set/*		
V. Sound System				
1	Wireless Microphone (Handheld/Lapel/Headset)	1,000/pc/*		
2	Portable Speaker (wireless handheld microphone/PC included)	2,000/set/*		With CD player function.
3	8CH Mixer	2,000/pc/*		On-Site audiovisual operator excluded. excluded

4	16CH Mixer	5,000/set/*		On-Site audiovisual operator excluded.
5	Computer Audio Interface Processor (Interface)	2,500/pc/*		Live microphone audio can be sent to the computer.
6	Sound Mixer (monitor speaker)	1,500/pc/*		
7	Audio Input	500/set/*		XLR pin or phone jack 3.5mm
	Audio Output	500/set/*		Phone jack 3.5mm
VI. Others				
1	Dedicated On-Site Control Engineers	3,500/person/*		
2	Live Audio Recording	1,500/session/*		WAV Format
3	Interpretation Recording 1. WAV format. 2. If more than one language is required, an additional charge of NT\$1,500 will be applied for each additional channel.	1,500/set/*		1. Should add 'IV. NO.8 Audio Amplifier' . 2. For this service the Organizer(s) must provide an interpreter' s signed agreement to audio recording).

Note:

1. /*: For the same Organizer(s) and the same venue rented for 2 consecutive time slots on a single day, 25% off on equipment rental fee for these 2 sessions, the price for third time slots on the same day will be calculated separately.
2. Free basic equipment for each meeting session: 2 wireless microphones, 1 lectern, 1 reception table (tablecloth and table skirting included), 1 information board (except Room 601, 602, 603), 2 poster stands. For other equipment, please refer to the leasing fee standards. If the free basic equipment is not used, no refund will be given and no replacement will be allowed. No refund will be given for the last-minute cancellation of the rented equipment, last-minute addition will be charged according to the fixed price plus 30%, and rehearsal equipment fee is 40% off.
3. The above equipment will not be provided to those who rent the conference room for exhibition purposes
4. All audio-visual equipment, including simultaneous interpretation equipment, stereo equipment, microphones for conference and discussion systems, camera/video recording services, LED TV walls and video projection equipment, are not allowed to be brought in without the consent of the Center.
5. The existing sockets in each conference room is 110 volts and 1500 watts. If the electricity consumption exceeds this amount, an additional power application form must be filled in, and a qualified water and electricity contractor will be designated by the venue for wiring. The resulting engineering, wiring material, and electricity fees will be paid for by the Organizer(s). This line can only be powered after the venue has completed the electricity usage safety inspection, and it must be shut off at the end of each day after the activities. Please indicate if there is a 24-hour power supply demand.

TAITRA TAIPEI NANGANG EXHIBITION CENTER, HALL 2 CONFERENCE ROOM RENTAL RATES

**Form 1-2
Deadline
Jan. 17, 2025**

Effective from January 2023
NT\$: per time slot, excluding tax

Floor	701 Number of Rooms Used	Conference Room Space (701 Conference Room has a range of space configurations, examples of adjacent configurations provided for reference)	Capacity Maximum Capacity/Recommended Capacity		Surface Area (Square meters)	Size Length x Width x Height	Rental Rates Per Time Slot	
			Theater Configuration	Classroom Configuration			Monday to Friday	Evenings, weekends, holidays and indoor booths
							08:30-12:30/ 13:30-17:30	08:30-12:30/ 13:30-17:30/ (Evening) 18:30-22:30
7th Floor	8 Rooms	701 ABCDEFGH	3,240/3,240	1,512/1,512	3,880	72 x 53.9 x 9	370,000	481,000
	7 Rooms Configurations	701 ABCDEFG	Note 1		3,557	Note 1	351,000	456,300
		701 ABCEFGH	Note 1		3,233	Note 1	326,000	423,800
	6 Rooms Configurations	701 ABCDEF	Note 1		3,233	Note 1	326,000	423,800
		701 BCDFGH	2,340/2,160	1,152/1,056	2,910	54 x 53.9 x 9	280,000	364,000
		701 ABEFGH	Note 1		2,587	Note 1	258,000	335,400
	5 Rooms Configurations	701 ABCDE	Note 1		2,910	Note 1	280,000	364,000
		701 ABCEF	Note 1		2,587	Note 1	258,000	335,400
		701 ABEFG	Note 1		2,263	Note 1	239,000	310,700
		701 DEFGH	Note 1		1,940	Note 1	194,000	252,200
	4 Rooms Configurations	701 ABCD	2,000/1,920	972/896	2,587	72 x 35.9 x 9	258,000	335,400
		701 ABCD'	Note 1		2,263	Note 1	239,000	310,700
		701 ABEF	1,560/1,320	728/672	1,940	36 x 53.9 x 9	194,000	252,200
		701 EFGH	1,000/768	474/384	1,293	72 x 18 x 9	136,000	176,800
	3 Rooms Configurations	701 ABC	1,560/1,440	728/672	1,940	36 x 53.9 x 9	194,000	252,200
		701 FGH	780/576	360/288	970	18 x 54 x 9	103,000	133,900
		701 B'CD	Note 1		1,617	Note 1	174,000	226,200
	2 Rooms Configurations	701 AB	1,000/960	474/448	1,293	36 x 35.9 x 9	136,000	176,800
		701 AE	780/624	360/336	970	18 x 54 x 9	103,000	133,900
		701 EF	500/384	240/192	646	18 x 35.9 x 9	71,000	92,300
	Single Room	701 A	500/480	240/224	646	18 x 35.9 x 9	71,000	92,300
		701 E	240/192	126/96	324	18 x 18 x 9	46,000	59,800
	702/703 Entire Room			180/160	60/60	181	20.6 x 8.8 x 2.7	17,000
702/703 BC			120/100	48/42	129	14.7 x 8.8 x 2.7	13,000	16,900
702/703 AB			90/70	32/30	103	11.8 x 8.8 x 2.7	11,000	14,300
702/703 C			60/60	24/24	77	8.8 x 8.8 x 2.7	8,000	10,400
702/703 A/B			42/42	16/16	51	5.9 x 8.8 x 2.7	6,000	7,800
6th Floor	601		64/64	36/36	87	6.0 x 14.6 x 2.9	7,000	9,100
	602		70/70	28/28	81	6.9 x 11.8 x 2.9	7,000	9,100
	603		50/50	24/24	62	7.0 x 8.8 x 2.9	5,000	6,500
4th Floor	401		80/80	48/48	96	11.4 x 8.4 x 2.6	10,000	13,000

Note 1 Please contact the Facilitator for the capacity and size of special configurations.

Note 2 The Rental Rates will be adjusted without prior notice, but the fee basis will be according to the fee basis at the time of contract signing.

Note 3 Notes on holidays: Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration, Executive Yuan. If a weekday is adjusted into a holiday, the evening, weekend and holiday rate will be used for calculating rent. If a holiday is adjusted into a weekday, the weekday rate will be used for calculating rent.

Note 4 Taipei Nangang Exhibition Center, Hall 2 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 is 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. Name of the business entity of Taipei Nangang Exhibition Center, Hall 2: TAITRA Taipei Nangang Exhibition Center, Hall 2; Unified Business Number: 42553714.

Note 5 Catering services (including banquets, meeting refreshments and meal boxes) in the conference rooms on 7F shall be provided by the venue's catering contractors.

TAITRA TAIPEI NANGANG EXHIBITION CENTER, HALL 2 NOTES ON CONFERENCE ROOM RENTAL RATES

1. Conference room rental is charged according to time slots, each time slot is four hours, divided into: 08:30~12:30/13:30~17:30/18:30~22:30.
2. Overtime of less than one (1) hour will be charged twenty-five (25) percent of the leasing rate per time slot; overtime of over one (1) hour and under four (4) hours will be charged the full leasing rate per time slot.
3. The buffer period 12:30-13:30/17:30-18:30 will be free of charge for those who have rented the morning or afternoon session for lunch lectures; one hour additional rate will be charged for equipment. If there is no rental in the morning and afternoon, the rental rate of one time slot will be charged for the venue rental and equipment for the use of the buffer period.
4. If the rental time is for the evening or weekends, at least 25% of the space in the 701 conference room must be rented during the same period.
5. Rental Fee for Decorations or Dismantling: charged by time slot, **without air conditioning**, and are calculated as follows:
 - (1) 08:30~12:30/13:30~17:30/18:30~22:30 : rental fee is charged at 60% of the original rent for the time slot.
 - (2) 23:30~03:30/03:30-07:30 : rental fee is charged at 60% of the original rent for the **evening time slot**.
 - (3) There is no air-conditioning provided at the venue for specific rental periods such as decorating, dismantling, occupation. If air-conditioning is needed, please refer to the "Air Conditioning Fees Standards" for additional air conditioning charges, in addition to the venue rental.
6. Occupation Fee: For any period between 08:30-12:30/13:30-17:30/18:30-22:30, after the decorations and equipment have been set up during the rental time slot, if no event is held in the area of the rented venue, there is no move-in/move-out, and no one enters or exits the venue, the occupation fee will be charged at 30% of the original rent for the rental time slot.
7. If the same organizer(s) uses multiple partitioned rooms in Conference Room 701 for the same event period, and uses the partitioned rooms in the same time slot for the same purpose (such as meeting, exhibition, event, decoration, official use, occupation, dismantling, etc.), the rates can be combined and calculated based on that of adjacent space configurations.
8. The listed prices of the adjacent space configurations for Conference Room 701 are the best price for the relevant space configurations; non-adjacent meeting rooms will be calculated at the respective single room price.
9. Conference Rooms 702ABC and 703ABC are in principle rented on a whole-room basis, but can be rented separately if combined with Conference Room 701.
10. Payment Procedures:
 - (1) Deposit: If the deposit is not paid in accordance with the following provisions, TAITRA reserves the right to rent the venue to other organizer(s).
 - A. If more than 50% of Conference Room 701 is rented, the venue rental agreement shall be signed and 30% of the total rental amount shall be paid as the signing deposit within 270 calendar days before the start date of the lease.
 - B. If other meeting spaces are rented, 30% of the total rental amount shall be paid as deposit upon confirmation of the event period.
 - (2) Final Payment:
 - A. If more than 50% of Conference Room 701 is rented, all outstanding amount shall be paid within 90 calendar days before the start date of the lease.
 - B. If other meeting spaces are rented, all outstanding amount shall be paid within 30 calendar days before the start date of the lease.
 - (3) Security Deposit: according to the rented area and the nature of the activity
 - A. If more than 75% of Conference Room 701 is rented, a security deposit of NT\$400,000 shall be paid within 90 calendar days before the start date of the lease.
 - B. If more than 50% but less than 75% of Conference Room 701 is rented, a security deposit of NT\$300,000 shall be paid within 30 calendar days before the start date of the lease.
 - C. If less than 50% of Conference Room 701 is rented, a security deposit of NT\$100,000 shall be paid within 30 calendar days before the start date of the lease.
 - D. If the space is rented for indoor booths, in addition to the aforementioned security deposit, 10% of the venue fee for the space used for the exhibition must also be paid as the exhibition security deposit.
 - (4) Equipment Rent and Other Additional Fees: The fees shall be paid in full within 30 calendar days before the start date of the lease; the fees for additional last-minute items shall be settled before the end of the event.

Please refer to the following fee standards and guidelines for the Skylight convention center related conference services and fees:

Fee Standards and Application Form	Notes
1. Equipment Fee Standard	Includes the rental fee standards and guidelines of various equipment of the venue; free basic equipment; change of venue operation time should be reserved for change of venue; please refer to the description under the standards
2. Electricity Application Form / Electricity Security Deposit	Conference Room 701 electricity requirement application only *Only the existing sockets are provided for the conference rooms of 4F, 6F, 702, and 703, at 110 volts, 1500 watts
3. Cleanup Fee Standard	Cleaning fee charged separately according to the usage (meeting, event, exhibition, refreshment, catering)
4. Event Security and Related Guidelines	When half of Conference Room 701 is used or for events with more than 500 people, security personnel must be hired to maintain safety When the entire Conference Room 701 is used or for events with more than 3,000 people, an ambulance is required to be on standby
5. Decoration Construction Regulations	
6. Rigging Rental Fee Standards and Construction Safety Guidelines	
7. Temporary Ad Installation Locations, Dimensions, and Rental Rates	Refer at same time to “7-1 Ad Location Diagram”
8. Usage Guidelines and Fees Standards for the 7F Skylight Convention Center Temporary Catering Area	The use of the catering area requires prior approval; to be carried out in the venue designated area
9. Air-Conditioning Fee Standard	Additional air-conditioning fee will be charged for move-in/move-out, occupation, or other special circumstances

IMPORTATION OF EXHIBITS ON A BONDED BASIS

**Form 2
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

Having decided to participate in the TIMTOS 2025 Show held at the Taipei Nangang Exhibition Center, Hall 2 from March 3-8, this company requests your approval that customs clearance of our exhibits be affected on a bonded basis and that your esteemed organization act as the consignee. We assure you that we shall strictly observe customs regulations for foreign exhibits provided in the Exhibitor's Manual, of which the essential points are set forth below:

1. Under no circumstances, shall bonded exhibits be sold or consumed (not even on a trial basis for such items as foods and beverages).
2. Upon conclusion of the show, these bonded exhibits shall be handed over in total quantity to the official forwarder, who shall first have them stored at the TWTC bonded warehouse and then take care of customs clearance for importation or for re-export procedures.
3. The duration for exhibits to be stored at the bonded warehouse shall not exceed 3 months; otherwise, they shall be disposed of in accordance with the pertinent regulations of your organization.
4. This company will pay in full the amount of storage rental of your bonded warehouse before the deadline, in accordance with the established tariff, service charges of the official forwarder, as well as the import duties and other expenses.
5. Exhibits entering on a bonded basis must be shipped on "Freight Prepaid" terms. Sea shipments must arrive at Keelung port **3 weeks** prior to the show opening, and air shipments at Taiwan Taoyuan International Airport **2 weeks** to give sufficient time for customs clearance.

Applicant: _____

Company: _____

Booth Number: Area _____ Number _____

Name of show representative _____

Signature: _____ Date: _____

Remarks:

1. Please read the contents of this application with care and after completion return it to the official forwarder along with relevant documents, including the commercial invoice and a packing list (see **Form 3**).
2. TAITRA will not consider applications which are not duly signed.
(Forwarder detail see page 1)

SAFETY AND HEALTH TERMS OF AGREEMENT

**Form 4
Deadline
Feb. 3, 2025**

As an exhibitor of the TIMTOS 2025 Show, the undersigned parties and any other affiliated parties herein agree to comply with government worker health and safety regulations and Taiwan External Trade Development Council (TAITRA) guidelines. In the event of any work-related incidents and/or accidents, the undersigned parties, along with any other affiliated parties, shall be solely responsible for any legal and/or compensational proceedings pertaining thereto. The undersigned parties, along with any other affiliated parties, shall not damage equipment or machinery belonging to or leased from TAITRA, and are fully responsible for all compensation or repairs in the event of damage.

The undersigned parties and any other affiliated parties hereby agree to comply with the following regulations during the operational period:

- 1. The Standard Built-up Procedures for the show in the Taipei Nangang Exhibition Center, Hall 2**
- 2. The Worker Safety and Health Management Procedures for NANGANG Exhibition Hall Exhibitors**
- 3. Hazards Report for NANGANG Exhibition Hall Exhibitors**
- 4. On-Site Hazards Notification for NANGANG Exhibition Hall**
- 5. The above-mentioned regulations can be found on the website of NANGANG Exhibition Hall at:**
<https://www.tainex.com.tw/en/>

This form is addressed to: Taiwan External Trade Development Council

[The electronic copy holds same effect as the original document.]

Name of Exhibitor: _____

Name of Exhibitor's General Manager: _____

Address: _____

Telephone: _____ Booth No: _____

To enforce regulations set by the Labor Standards Inspection Office of the Taipei City Government, exhibition hall staff will photograph and impose fines for breaches of safety, including (but not limited to) failure to possess required entry and work permits, failure to wear required uniforms, failure to use safety helmets, unfastened safety belts at heights of 2 meters or above, lack of monitoring and controlling personnel on site during the use of tower cranes or forklifts, and lack of safety cones and personnel restrictions under suspended objects. TAITRA has the right to refuse entry to construction workers or companies under hire by exhibition participants who fail to comply with the above rules.

Please complete and mail this form by e-mail before **Feb. 3, 2025** to:

Tel: +886-2-2725-5200 ext.2679 Email: timentos@taitra.org.tw

The exhibitor is fully aware of the contents of above-mentioned regulations as well as management regulations of Taipei Nangang Exhibition Center, Hall 2.

Signature of Exhibitor's General Manager: _____ date _____

BOOTH CONSTRUCTION ASSURANCE**Form 5
Deadline
Feb. 3, 2025**

As a participant at the TIMTOS 2025 being held at the Taipei Nangang Exhibition Center, Hall 2 from March 3-8, we assure:

1. That the booth(s) is constructed in compliance with the Taipei Nangang Exhibition Center, Hall 2 Decoration Guidelines, and
2. That our contractor will clear all materials from our booth space and remove such to the approved place before the end of the move-out date, and
3. That if the booth and all materials are not removed, we will assume responsibility for all compensation and civil liability, and also agree that the show management has the right to remove all such materials.

Please bring this form to the Exhibitor's Registration counter from February 26 to March 2 to collect the exhibitor's badges upon arrival at the exhibition hall during exhibitor's move-in hours.

Date: _____

Company: _____

Booth Number: Area _____ Number _____

President /CEO of the company: _____ (Signature)

Contact Person: _____ (Signature)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Hotel in Taiwan where you stay: _____

Hotel telephone no.: _____

Booth Contractor: _____

Contact person: _____ (Sign and stamp)

Tel: _____ Mobile Phone: _____ Fax: _____

Email: _____

Add: _____



**APPLICATION FOR CONSTRUCTION OF
SECOND-STORY BOOTH**

(ONLY FOR EXHIBITORS ALLOTTED FOUR BOOTHS OR MORE)

**Form 6
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We participate in the TIMTOS 2025 held at the Taipei Nangang Exhibition Center, Hall 2. As more space is needed for the show, we hereby apply for the construction of second-story booths. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also in compliance with the Decoration Guidelines for the Taipei Nangang Exhibition Center, Hall 2, and the Construction Guidelines for Second-story Booths in the Taipei Nangang Exhibition Center, Hall 2. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages is made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation at the cost of losses which are appraised by an impartial third party.

Enclosed are related data and documents for the application for second-story booths. Please check and grant approval for the construction.

Company: _____

President of the company: _____ (Signature) Date: _____

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Second-story Booth: _____ square meters

Contractor for the Second-story Booths: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return completed form by e-mail to:

Mr. Kevin Chou

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2679

E-mail: timtos@taitra.org.tw



CONFIRMATION OF SECOND-STORY BOOTH DESIGN

**Form 6-1
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)

That is making application for the construction of second-story booths in the TIMTOS 2025 at booth number: Area _____ Number _____

In the Taipei Nangang Exhibition Center, Hall 2, we have checked the structural design of the booths, and ensure that it is safe and comply with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

Please return completed form by e-mail to:

Mr. Kevin Chou

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2679

E-mail: timtos@taitra.org.tw

**APPLICATION FOR CONSTRUCTION OF BOOTH
EXCEEDING 4 METERS (MINIMUM 4 UNITS)**

**Form 7
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the TIMTOS 2025 held in the Taipei Nangang Exhibition Center, Hall 2. To enhance our show presence, we hereby apply for the construction of booths exceeding 4 meters. We ensure that the booths will be constructed in accordance with the specifications of the construction plan (as enclosed) by a licensed architect, also the Regulation Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 2. We will take sole responsibility for the safety of the booths.

If there is any injury, financial loss or infringement upon the rights of other participants resulting from the design, construction, use or removal of such booths, we will assume all legal responsibility, and ensure that TAITRA will be excused from any civil liability or compensation responsibility. If TAITRA is charged, and subjected to making compensation or sustains any losses due to any of the above circumstances, we will reimburse TAITRA for all lawsuits and lawyer expenses, other fees and TAITRA's losses. If there are any damages is made to showground facilities, such as to pillars, the ceiling, or fire sprinklers, during construction, we will be responsible for the compensation of losses the costs of which are appraised by an impartial third party.

Enclosed are related data and documents for the application for booths exceeding 4 meters. Please check and grant approval for the construction.

Company: _____

President of the company: _____ (Signature) Date: _____

Tel: _____ Fax: _____ Email: _____

Booth Number: Area _____ Number _____

Area of Ground Booth: _____ square meters

Area of Exceeding 4 Meters: _____ square meters

Contractor for the Booths Exceeding 4 Meters: _____

President of the Construction Company: _____

Tel: _____ Fax: _____ Email: _____

Person in Charge: _____

Please return completed form by e-mail to:

Mr. Kevin Chou

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2679

E-mail: timtos@taitra.org.tw



CONFIRMATION OF BOOTH EXCEEDING 4 METERS DESIGN

**Form 7-1
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

With regard to the _____ (name of the exhibitor)

That is making application for the construction of booths exceeding 4 meters in the TIMTOS 2025 at booth number: Area _____ Number _____

In the Taipei Nangang Exhibition Center, Hall 2, we have checked the structural design of the booths, and ensure that it is safe and comply with the related regulations of the Taipei World Trade Center. We will also take responsibility for on-the-spot supervision during construction, and will issue a certificate upon its completion.

Architect Company: _____

Structural Engineer Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Architect: _____ (Signature)

Structural Engineer: _____ (Signature)

Inspector: _____ (Signature)

Date: _____

P.S. If exhibitors need to build structures exceeding 4 meters, they must provide TAITRA with a copy of the agreement with the government, Public Safety and Third-Party Liability Insurance forms, a decoration proposal, an installation location map and other documents deemed necessary before **Feb. 3, 2025**. TAITRA will charge an "Exceeding fee", which is NT\$200,000 (tax included) within 18 square meters. For those who exceed 18 square meters will be charged in proportion to the addition.



PROMOTIONAL BALLOON APPLICATION AND LIABILITY FORM

**Form 8
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in the TIMTOS 2025 held in the Taipei Nangang Exhibition Center, Hall 2 from March 3-8, 2025 To enhance our show presence, we hereby apply for raising a promotional balloon. We ensure that the balloon will be raised in accordance with the “Regulations Regarding Use of the Promotional Balloon.” We will also take sole responsibility for the safety of the balloon. If there is any injuries, financial losses or infringement upon the rights of the other participants or a third party, we will assume all legal responsibility and ensure that TAITRA will be excused from any responsibility, including civil liability or any loss due to the previous listed circumstances and we will reimburse TAITRA for all damages and legal costs, and for all related losses incurred upon TAITRA.

Please tick one option:

- Option 1:** a balloon between 4 and 7 meters in height with a deposit of NT\$50,000 and an additional non-refundable fee of NT\$10,000.
- Option 2:** a small non-flying balloon lower than 4 meters and a deposit of NT\$50,000.

If nothing occurred before, during and after the show, the Organizers will return the check, otherwise, the deposit will be confiscated.

Exhibitor Name: _____

Booth Number: Area _____ Number _____

President/CEO: _____

Company Seal/Signature: _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Please submit completed form with NT\$50,000 (check deposit only) to “Taiwan External Trade Development Council” via Registered Mail to:

Mr. Kevin Chou
Sec. 1, Exhibition Dept., TAITRA
No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan
Tel: +886-2-2725-5200 ext.2679
Fax: +886-2-2725-1959
E-mail: timtos@taitra.org.tw



TELEVISION WALL SETUP

**Form 9
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

We will participate in TIMTOS 2025 held in the Taipei Nangang Exhibition Center, Hall 2. We would like to display televisions or big screens on the booth walls during the show and will abide by the regulations set forth below.

1. Walls must not exceed 2.5 meters in height.
2. The front of the wall must be at least one meter from the edge of the aisle or maintain an angle of at least 30 degrees with respect to the aisle.
3. The volume of the films or videos must not exceed 85 decibels.
4. Films or videos played must be related to the theme of the exhibition. NTSC is the universal video system used in Taiwan.

Exhibitor Name: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Email: _____

Tel: _____ Fax: _____

Signature: _____ Date: _____

Please return completed form by e-mail to:

Mr. Kevin Chou

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2679

E-mail: timos@taitra.org.tw



**STAGE AND STEREO SYSTEM SETUP APPLICATION
(LETTER OF ASSURANCE)**

**Form 10
Deadline
Feb. 3, 2025**

To: Taiwan External Trade Development Council (TAITRA)

As an exhibitor at the TIMTOS 2025 Show held at the Taipei Nangang Exhibition Center, Hall 2 from March 3-8, we would like to apply for the setup of stage stereo system for stage activity and promotion purposes. We hereby guarantee that we will observe and abide by all regulations regarding stage and stereo/sound system setup as stipulated in the "Regulations Governing Booth Decoration within the Taipei Nangang Exhibition Center, Hall 2" as well as other regulations given by the show organizer (TAITRA) as set forth below:

1. The stage must be recessed at least two meters from the edge of the aisle, no more than 2 amplifiers are allowed.
2. Neighboring booths must not hold stage activities at the same time. Stage activities must be held according to the time schedule set by the organizer. There should be at least a one-hour interval in between the activities; duration for each activity should not last more than 15-20 minutes.

Enclosed: Design/Construction plan (please indicate the stage's distance in relation to the aisle as well as the location of the amplifiers)
 Estimated time for stage activities (duration should be less than 15-20 minutes per time, with at least a one hour interval in between)

Exhibitor Name: _____

Booth Number: Area _____ Number _____

Person in Charge: _____

Contact Person: _____ Email: _____

Tel: _____ Mobile: _____

Stereo Contractor: _____

Person in Charge: _____

Contact Person: _____ Email: _____

Tel: _____ Mobile: _____

Date: _____

Please submit completed form with **NT\$100,000 (check deposit only)** to "Taiwan External Trade Development Council" via Registered Mail to:

Mr. Kevin Chou

Sec. 1, Exhibition Dept., TAITRA

No. 5, Hsin-yi Rd., Sec. 5, Taipei 11011, Taiwan

Tel: +886-2-2725-5200 ext.2679

Fax: +886-2-2725-1959

E-mail: timtos@taitra.org.tw



APPLICATION FOR EXTRA EXHIBITOR'S BADGES

**Form 11
Deadline
Feb. 3, 2025**

Company: _____

Booth Number: Area _____ Number _____

Contact Person: _____

Address: _____

Tel: _____ Mobile Phone: _____

Fax: _____ Email: _____

Number of Badges: _____ Total Amount: NT\$ _____

Remarks:

1. Each exhibitor is given 4 badges for each standard booth, and 2 for each additional booth (maxima 50 badges per exhibitor). This form shall be used only for those who require additional badges.
2. For each booth, exhibitors can apply for 2 badges and a maximum of 10 badges.
3. **Each additional badge costs NT\$200.** Please e-mail the completed form before **Feb. 3, 2025**. After receipt of your application form, we will notify you of the payment due by e-mail you the Invoice.
4. **No application will be accepted during the show period.**

Please return completed form by e-mail to:

Mr. Kevin Chou

Sec. 1, Exhibition Dept., TAITRA

Tel: +886-2-2725-5200 ext.2679

E-mail: timos@taitra.org.tw



Marketing, Branding & Sponsorship Opportunities

**Form 12
Deadline
Nov. 30, 2024**

TIMTOS 2025 offers a variety of opportunities to help extend your brand's presence beyond the booth. From pre-show messaging to traditional on-site branding and facilities, there are multiple choices for exposure and engagement to drive attendees to your exhibit.

Fill the form and email to timtos@taitra.org.tw before November 30, 2024.

- ☛ Sponsorship items : <https://reurl.cc/93Zbgv>

Application Date	
Company Name	
Taiwan Tax ID	
Booth No.	
Contact Address	
Contact Name	
Email	

No.	Item	Quantity	Price (NTD)
Total			

Company Name _____ Authorized Signature _____

- ※ The application is available **09:00, August 26- 24:00, November 30, 2024.**
- ※ The organizer reserves the right to amend or adjust all sponsored items.
- ※ Contact us: Ms. Eom timtos@taitra.org.tw