

REGULATIONS FOR THE ADMINISTRATION OF TAIPEI WORLD TRADE CENTER EXHIBITION HALL

2019/11/05

1. The Taiwan External Trade Development Council (hereinafter "TAITRA") is commissioned by Ministry of Economic Affairs to administer the operations of the Taipei World Trade Center Exhibition Hall (hereinafter "the Hall") and to manage and maintain the normal operations and safety of the Taipei International Exhibition Center. These regulations are hereby formulated to oversee the operations.
2. Access time and control provisions:
 - (1) The Show Rooms of the Hall are closed to the public during weekends and official holidays, and are otherwise open during the below listed hours:
Mondays to Fridays: 8:30 AM to 5:30 PM. During exhibition periods, the opening time for the first exhibition floor and the area H of the second floor shall be set in accordance with time set for each exhibition.
 - (2) To gain access into the Hall, staff shall carry identification cards and submit to identification checks by management as required. During exhibition periods (for both entry and exit), exhibition staff assigned to the first floor shall enter and exit the Hall in accordance with the times set in the exhibition's agreement. No one may stay overnight in the Hall except for the night shift staff designated by TAITRA management.
 - (3) All personnel shall enter or exit the Hall through the main entrances on Xinyi Road (front entrance) or the Plaza (ITB Square) entrance (unless otherwise provided for by the exhibition agreement). Those who need to gain access to the Hall after 8:00 PM shall register entry with the security office at the Xinyi Road entrance.
 - (4) All exhibition items used must enter and exit the exhibition site through the east and west cargo entry docks (roll-up gates for Areas A, B and C). Using the Xinyi Road side panoramic view passenger elevator to convey exhibition items is strictly prohibited.
 - (5) Cargo destined for the 2nd floor or higher levels shall be transported via the cargo elevator from B2 level accessed via the (east side) truck entrance on Shih Fu Road. During vehicle entry, vehicle owners shall submit their proof of identity and submit a deposit of NT\$500 (NT\$1,000 for 6.5 ton or larger trucks, and NT\$2,000 for trailers or container trucks) at the parking lot entrance. The deposit shall be returned in full for sedans, SUVs and vans that leave within 30 minutes, and for trucks or container vehicles that leave within one hour. Should any cargo vehicle overstay the time limit, a parking fee of NT\$100 per hour

shall be charged and deducted from the deposit starting from the entry time and be calculated in units of full hours.

- (6) The facilities in the Hall are not suitable for children. If a child must enter the Hall under exceptional circumstances, the child must be accompanied by a guardian or an adult companion who shall bear full responsibility for the supervision and safety of the child. This center is entitled to request children to leave if they make loud noises and affect the calm of the Hall.
- (7) It is prohibit to bring pets (except for Area C on the 1st Floor) or dangerous contraband into the Hall, and TAITRA shall be entitled to conduct inspections as deemed necessary.
- (8) Entry and exit of exhibition items for the exhibition shall be processed in accordance with the agreement of the exhibition.

3. Site Usage Provisions:

- (1) Bicycles parking is provided in the B2 level accessed via Shih Fu Road. Bicycles must be walked in all exhibition and display areas. It is strictly prohibited to park bicycles in public areas and walkways or next to displays and sales booths.
- (2) No cooking is permitted in the Hall except for sanctioned cafes and restaurants.
- (3) Those leasing units or showrooms must maintain the cleanness of their offices or show rooms (including the external and internal walls and signs). Trash must be placed in see-through plastic bags that are sealed and directly placed in classified trash bins furnished by TAITRA in the corridors on each level. However, bulk waste, such as decorative material, shall be handled by the applicable unit or lease vendor, or they may pay a fee to commission TAITRA to transport and dispose of the waste products. Sanitation and garbage disposal matters of the exhibition grounds and restaurants shall be handled by the exhibitors or subcontractors according to the exhibition agreement or contract with the subcontractor(s).
- (4) Trash and other items shall not be placed in the hallways, lobbies, stairwells, restrooms and other public areas of the Hall. Waste furniture or decorations and construction materials shall be removed from the Hall and disposed of by the event organizers or lessees. TAITRA shall retain third parties to clean the area for those in violation of this provision, and all of the costs shall be borne by the event organizers or lessees (should such violations result in public safety incidents, the owner of the trash shall bear the relevant legal liabilities).
- (5) Any landscaping plants furnished by lessees for the public areas must be placed on outdoor terraces. The owners must move the plants indoors in the event of typhoons. Lessees shall bear full responsibility for any damages suffered by TAITRA's facility due to violation of this provision. Moreover, if there is no

outdoor terrace nearby, plants should be placed at the wall-side of the perimeter walkways so as not to obstruct the flow of pedestrians. If the plants start to negatively impact the landscape because they have withered or lack care, TAITRA shall hire third parties to manage the plants and lessees shall bear the costs. If a carpet is stained due to improper watering, lessees shall bear the relevant clean-up cost.

- (6) Promotional activities or the placement, posting and distribution of promotional materials are prohibited in public areas of the building.
- (7) During the lease period, should event organizers' or lessees' debts, personal grudges, private disputes, etc., cause third parties to conduct protests, disturbances or other annoying behavior inside or outside of this building, thereby impacting the tranquility of the exhibition rooms or offices, TAITRA may assist and persuade the said third parties to leave and notify the police of the incident. Should issues attributable to event organizers or lessees cause TAITRA to suffer losses or consequential damages from lawsuits, event organizers or lessees shall bear full responsibilities for the damages.
- (8) Pursuant to the Tobacco Hazards Prevention Act, the Hall has become a non-smoking facility, and smoking is strictly prohibited (except for the designated outside balcony smoking areas on the 2nd, 4th and 6th floors). Violators of the Tobacco Hazards Prevention Act may receive a fine of up to NT\$10,000.
- (9) Those in the Hall who have seen or suspect hazardous conditions, or suspicious people, incidents, or other such matters shall immediately notify the Security Office of the Hall (Tel: 2725-1361) for assistance. In case of fire, please press the fire alarm and take all possible emergency measures to ensure the safety of the building.

4. Facility Usage Provisions:

- (1) The air conditioning, elevators and escalators of the Hall shall remain in operation during opening hours. If lighting or other equipment malfunctions the Hall's management unit shall be responsible for maintenance and repair. Users, event organizers or lessees upon finding any malfunction should immediately notify the management unit (engineering department) for repair.
- (2) The weight of cargo items delivered using the freight or service elevators shall not exceed the carrying capacity as specified by posted elevator notices. Passenger elevators and escalators shall not be used to transport cargo items.
- (3) The trade market exhibition rooms are equipped with power outlets. The application units and lease vendors shall use the electricity based on their originally designed capacities and pay the electricity bills based on the relevant provisions. If the exhibition has established other regulations, said regulations

shall prevail.

- (4) Public facilities in the Hall, such as the lighting, air conditioning and fire prevention equipment has been installed under a unified plan and shall not be modified, moved or used for other purposes.
5. Any violations of this regulation shall be handled pursuant to Article II (3) of the "Show Room Leasing Agreement For The Trade Mart Of The Taipei World Trade Center".
6. TAITRA reserves the right to revise articles for any outstanding matters not specified by these regulations, and holds the right for final interpretation.