

# REGULATIONS ON WORK AT TAITRA VENUES

Revised on 09/18/2017

## Chapter 1: General Provisions

- I. As per the agreement signed with the Ministry of Economic Affairs, Taiwan External Trade Development Council (TAITRA) will manage and operate the Taipei World Trade Center Exhibition Hall (hereinafter referred to as "TWTC Exhibition Hall 1"), the Taipei International Convention Center (TICC), and Taipei NANGANG Exhibition Center, Hall 1 (hereinafter referred to as "NANGANG Exhibition Hall 1"). TAITRA will also manage and operate the Taipei World Trade Center Exhibition Hall 3, as per the agreement signed with the National Property Administration. For the purpose of management, TAITRA has established the Exhibition Hall Decoration Construction Regulations and applicable attachments by which leaseholders, decoration contractors and exhibitors are to follow. Regulations including but not limited to various types of forms (hereinafter referred to as "these regulations").
- II. Excluding special situations which require additional regulations, regulations stated within shall be applicable to indoor and outdoor decoration work for all areas described above.
- III. These regulations shall become effective upon receiving the approval from TAITRA's secretary general, and their implementation starts on the announcement date. Revisions will follow the same procedure. Unless otherwise specified or approved by TAITRA with a written consent that old regulations can be used within a specific period of time, leaseholders and decoration contractors must abide by the latest revision of these regulations for their decoration work, and they must be responsible for the latest announcements associated with these regulations.
- IV. Except for decoration contractors who work under special regulations, leaseholders shall be responsible for any violation of the regulations, as well as any compensation or restitution. Leaseholders shall incorporate these regulations into exhibitors' contracts and guarantee all exhibitors will follow these regulations during the exhibition event, and during the construction of the exhibition site, a safety and health personnel shall be assigned to monitor the construction work done by the exhibitors are according to the specification.
- V. Unless otherwise specified, all booth decoration work at TAITRA managed exhibition halls shall comply with these regulations. The laws of R.O.C. shall supplement any questions or inadequate definitions to these regulations, and TAITRA reserves the right to final interpretation.
- VI. Definitions of the regulations:
  - (I.) *Leaseholder*: Exhibition or event organizer.
  - (II.) *Decoration contractors*: decoration contractors include but are not limited to human resource agencies, carpenter, art designer, painting, carpeting, plumbing, audio systems, lighting, transportation, steel work, forklift operators and customs.
  - (III.) *Management unit*: Refers to TAITRA's internal unit that is in charge of the operation and management of different exhibition halls.

- VII. To allow all decoration construction workers who have access to the exhibition halls to fully understand and abide by the safety regulations and regulations regarding decoration work, in order to protect the safety of workers and exhibition hall facilities, TAITRA requires that all decoration construction workers must receive training in "TAITRA Exhibition Hall Construction Safety" (TAITRA encourages the construction workers to obtain a valid Taipei City Government Employment Security Card.) and receive a TAITRA class certificate before applying for the "TAITRA Exhibition Hall Service Permit". Workers who do not have a service permit are denied access to the exhibition halls. For more details on the application procedure for a TAITRA class certificate and the Exhibition Ground Service Permit, please see the enclosed attachment.
- VIII. Leaseholders and their exhibitors or employers are required to comply with the specifications of the "TAITRA Venues Operation Rules", "Exhibition Manual" and "Regulations on Work at TAITRA Venues". If there is a violation, relevant penalties will be conducted.

## **Chapter 2: Occupational Safety & Health Matters**

- I. To prevent injuries on the job and protect worker safety, leaseholders must follow the Vocational Health and Safety Act, the TAITRA Letter of Undertaking for Pre-Construction Safety and Health, Regulations for TAITRA Project Contractor Pre-Construction Operation Standard, TAITRA Contractor Health and Safety Management Regulations, the TAITRA Delivery and Contract Hazard Notice Form and the TAITRA Construction Site Hazard Notice Form. And fill the "TAITRA Letter of Undertaking for Pre-Construction Safety and Health", allows entrance to the exhibition hall for construction, and also for the reference of competent authorities.
- II. TAITRA's applicable health and safety regulations can be downloaded from the following website:  
<http://www.twtc.org.tw/content/E/E3b.asp>

## **Chapter 3: Regulations for Booth Decoration**

- I. Design and Structure:
1. The maximum height of each booth is 2.5 meters (display items and space between booths included), and the height of signs can be up to 4 meters (The height limit for 2nd floor exhibition is 2.2 meters and the sign can be increased to 2.3 meters). The length of booth walls must be less than half the length of booth frontage with the length of sealed walls not exceeding 9 meters.
  2. Exhibitors who require two-story booths must submit their application forms (Construction plans should include height operations related hazards prevention plans, such as the height of the fence, the way of setting up scaffold, material decoration and demolition manner, or other occupational safety and health laws and regulations related to the requirements of objects falling and flying damage prevention measures and other documents) and pay the corresponding fee in advance according to the rules for two-story booths. Two-story booths are not allowed on the 2nd floor of TWTC Exhibition Hall 1 and in TWTC Exhibition Hall 3.
  3. Under special conditions, if exhibitors must construct extra-high structures (higher than 4 m and less than 6 m), the leaseholder must submit the affidavit for those exhibitors, a copy of

the public liability insurance, third-party liability insurance and the structure design/location design blueprints to the management unit and agree to pay the fee for extra-high structures 15 days before the exhibition. Only exhibitors who rent more than four booth spaces are permitted to construct extra-high structures, and the height of each structure cannot be more than 6 meters; its periphery must decrease by 1 meter from the edge of the walkway. The fee for extra-high structures is calculated according to the area of the view projection on the blueprint, and is NT\$100,000 per 18 square meters (tax included). If the area exceeds 18 square meters, the fee is charged by the area of view projection on the extra-high structure blueprint divided by 18 square meters/unit, and then multiplied by NT\$100,000. If the construction area is less than 18 square meters, the fee is still NT\$100,000.

4. The use of public areas is strictly controlled (areas such as the main entrance, lobby, sidewalks, plaza, rest areas, elevators, stairs, public walls, emergency exits, open space, walkways, power boxes, ground outlets (including water supply and drainage), air sensors, exhaust louvers, underground parking, unloading yard, and freight elevators) and exhibitors are prohibited from placing in these areas any materials like stands, exhibition billboards, flag poles, advertisements, posters or flower baskets, 1 violation point will be issued. (With the exception of leaseholders who have applied for, paid for, and received permission from the relevant management unit)
5. The area of booth decoration cannot be more than half of the booth's total sealed area.
6. Special Regulations for NANGANG Exhibition Hall 1: The top opening of each booth (two-story booths included) cannot be covered with curtains or wooden boards. If there are any special decoration needs, leaseholders should submit an application to get the permission for special decorations from the management unit.
7. Special Regulations for TWTC Exhibition Hall 1:  
If there is a need for display effects, the top opening of the booth at the central courtyard of the first floor (Area D) (two-story booths included) can be enclosed with curtains or wooden boards. If it is necessary to install a ceiling, then it is required to be visually appealing from all sides. Such space cannot be used to store objects.
8. The booth's structure, display items, and decorations such as signs, flags, plants, rugs and overhead lights cannot exceed the area that is outside the space perpendicular to the ground.
9. No objects can be hung from the ceiling, all kinds of lighting, indicator lights, air conditioning or pipelines, and no posters/advertisements are permitted on the columns. If a particular violation has not been resolved after a warning has been issued, 1 violation point will be issued. TAITRA has the right to remove these objects, and the leaseholder is responsible for any fees incurred by the removal.
10. If an exhibition booth includes all or part of a column, the exhibitor must fill out the Column Decoration Application Form along with a booth design blue print (floor and elevation plan) and submit them to the organizer at least 25 days before the exhibition. After exhibitor list is

compiled the organizer must submit an application at least 15 days before the exhibition. Once construction permission is issued, exhibitors may begin to decorate the column. Instructions for decorating columns: If walls are added to columns, they must have suitable openings for fire alarms, sprinkler switches, fire extinguishers, circuit boxes, and grounding plates, and no insulation wall or objects can be placed in front of the items listed above. The height of temporary walls for columns shall not be more than 4 meters. If any of the above regulations have been violated, the wall shall be torn down and the leaseholder/exhibitor must pay for the dismantling cost. Failure to conform to the construction regulations with no rectification may lead to a fine from the fire department. If a fine has been issued, the leaseholder/exhibitor shall be responsible for its payment and all related responsibilities and 2 violation point will be issued.

11. All booth backboards, billboards, etc., that span more than 9 meters long must install lateral supports. It is a major violation if supports are not setup which may lead to booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
12. If the ceiling installed on booths is more than 6 meters in height, the appropriate support (column) shall be provided. Any visible sinking of the ceiling is considered major violation and will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
13. The horizontal structure (rod) that span over two consecutive booths 6 meters in height should be set to a considerable degree of stiffness. The vertical column or support cannot be placed directly across the wooden partitions, simple partitions and other non-appropriate supports. Any above circumstances is a major violation which will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
14. When building a 2-story booth, the lower structure of the booth shall be provided with lateral support, which must be resistant to earthquakes or horizontal forces. If transverse or lateral support is not setup, it will result in booth shutdown for immediate improvement; otherwise, exhibition will be prohibited.
15. Steel plates must be placed on the bottom of steel trusses, circular trusses, steel columns and others (wood, plastic, acrylic and other materials shall not be used). In addition, the steel plates should be tightened with at least four screws. If the steel trusses are not placed on steel plates or tightened with 4 screws, it is a violation. Setting the steel plates is to prevent stresses causing damage to the floor, and in the case of earthquake or external forces, they will sustain the stability of the booth structure.
16. TAITRA entrusts the Taipei Professional Civil Engineers Association to appoint practicing technician to check the safety of the decorating structure during the course of the move-in period. If violations are found and confirmed by the technical personnel, the leaseholder and contractors are asked to improve by a deadline. Those who have failed to improve the major violation are prohibited from exhibiting.

17. Special regulations for NANGANG Exhibition Hall 1:

There are eight display booth areas separated by 6.1 meter-wide walkways on the ground floor of the exhibition hall and the Sky Dome Exhibition Hall (walkways must be more than 7.4 meters wide for car exhibitions). The area for each booth section cannot be more than 3,000 squares meters.

18. Special regulations for the Taipei International Convention Center:

- (1) Access to events or exhibitions held at the rest areas on the south and north sides of the TICC should use the west entrance. Signs and product logos displayed in this zone should have a maximum height of 2.5 meters, except for those on the side with air conditioning units. The height for other sides may reach 4 meters, and raised parts should be set up 0.5 meters away from the outer edge. The minimum distance between decoration and this section's air conditioning units should be 80 cm.
- (2) Flags and flagpoles are forbidden at TICC's main entrances, light posts around the perimeter, and sidewalks. Promotional stands are only allowed on the southern and northern areas outside the eastern gate, and their height is limited to 4 meters. Their design and dimensions must first be approved by the management unit, and only then can they be set up.
- (3) Measurement restrictions for event billboards set up between the escalators on both sides of the TICC lobby are 4 meters tall and 5 meters wide. The position of the billboards cannot be more than 70 centimeters from the wall and no objects can be attached to the surface of the wall.
- (4) Hanging banners on the north and south sides of the lobby cannot exceed 1.5 meters in width and 4.5 meters in length. There are a total of 22 flagpoles outside the TICC by the fountain located at the southwest corner of the Center. Only size 8 flags are suited for these poles (measuring 240 cm in width x 160 cm in length). Exhibition hall leaseholders shall submit the design of flags to the management unit for review prior to the exhibition; the flags can be raised once approval has been received.
- (5) If posters or fliers need to be posted around the conference room or on the walls of public areas, the location and methods of display shall comply with the regulations established by TICC. The use of tacks, pins, double-sided tapes, and Velcro is strictly prohibited, and the posting party is responsible for taking down everything and returning the walls back to their original condition. Regulations for hanging locations and hanging methods are as follows (please see and download detailed illustrations and explanations from the TICC website)

(Chinese)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=zh-tw&Sort=13>

(English)

<http://www.ticc.com.tw/Content/Download/index.aspx?PType=0&lang=en-us&Sort=13>

- (6) First floor north and south lobbies and first floor corridors have dedicated ceiling flag hanging rails installed; hanging rails are installed 5.6 meters above the floor at the west main stage of meeting room 101; hooks are installed at 3.8 and 4.5 meters above the floor and are placed at 1.29 meter intervals. On the ceiling of the divider screen area, hooks are installed at 1.29 meter intervals.
- (7) An electric curtain is installed on the main stage of meeting rooms 102 and 103, and a flag hanging rail is installed between the seams of the wallpaper (upper) and textile wall covering (lower) at approximate 2.95 meter intervals.
- (8) North and south lobbies on the 2nd floor have flag hanging rails installed on the ceiling. The setup of meeting room 201 is identical to meeting room 101. If pearl boards are used to make posters, it is recommended to make holes 1.29 meters apart have them strengthened with wood strips to prevent the boards from breaking.
- (9) Tape can be used on the aluminum frame of the divider screen. Pay close attention when removing the tape to prevent adhesive residue and return the divider screen back to its original state.
- (10) The suspension system and hanging equipment (lamps, advertising light boxes, audio speakers, TV wall, etc.) above the stage shall not exceed the weight limit. If such violation occurs, the stage will be closed for replacing the hanging equipment. Otherwise, the stage will be forbidden for any performance.
- (11) When the suspension system above the stage is in operation, signals should be set to command contact personnel, and provides a unified command signal. Crew is strictly prohibited from entering underneath the hanging objects, hanging chain, or cable while lifting operations are in progress.
- (12) It is strictly forbidden to smoke, drink water, stack debris and rest in electrical room.

## II. Special decorations and facilities:

### 1. TV wall and large screen wall:

If TV walls, large screen walls, or other facilities are required, please follow the regulations listed below:

- (1) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (2) If the installation is less than 2.5 meters in height, the front shall be at least 1 meter away from the booth's baseline, or it shall be set at a 30 degree angle to the booth's baseline.
- (3) TV wall should be setup against toppling over with proper facilities (installation of lateral support, fixed cable and nylon rope, the TV wall base shall be padded with steel plates, in case of earthquake, to avoid uneven force resulting in the collapse of the TV wall). It's a violation if not set properly.
- (4) Videos being shown shall correspond to the theme of the exhibition or event, and shall not violate good moral standards.

## 2. Tethered balloons:

- (1) If there is a need to install tethered balloons within the vertical extended area of the booth baseline, an application must be submitted to the management unit and corresponding fees must be paid 10 days prior to the exhibition. Balloons raised without proper permission will be promptly and physically removed, and the dismantling cost shall be borne by the leaseholder. Tethered balloons shall only be set up within the booth area, and they shall be secured in place so they do not float around. The maximum height of large advertising balloons shall not exceed 7 meters from the top of the balloon to the ground. Large balloons that are more than 5 meters above the ground require payment of a fee of NT\$10,000 per balloon; balloons that are less than 5 meters from the ground are free of charge. The top of small decorative balloons cannot be higher than 4 meters from the ground. If balloons are floating on the exhibition hall ceiling, or if strings are hanging from the pipelines on the ceiling, they must be removed before leaving the site, otherwise a fine of NT\$10,000 per balloon/string will be issued. The leaseholder is liable for all legal responsibilities and damage compensation for accidents caused by tethered balloons.
- (2) Tethered balloons can only be filled with air or non-inflammable gas.
- (3) Special regulations: Tethered balloons shall not be used in the TICC Plenary Hall, second floor H area of TWTC Exhibition Hall 1 and TWTC Exhibition Hall 3.

## 3. Stage and sound equipment:

Stage and sound equipment set up in a booth shall comply with the following regulations:

- (1) The edge of the stage shall be at least 2 meters back from the baseline of the booth, and the loudspeaker shall face inward towards the booth, with speakers angled downward. Sound volume shall be maintained below 85 decibels, and adjacent booths cannot conduct events on stage or simultaneously use the loudspeakers.
- (2) The leaseholder shall require all exhibitors to abide by the aforementioned regulations. With respect to violators, the management unit will issue fines to the leaseholder pursuant to the following provisions.
- (3) Violations will be processed in three stages:
  - Stage 1: If the volume of the loudspeaker exceeds the specified decibel level or the exhibitor violates other regulations and does not make immediate rectification following verbal warning, a warning ticket will be issued with a note stating that a fine will be issued if repeated violation is found.
  - Stage 2: If a violation has not been improved after additional review, a fine will be issued based on the number of offenses: NT\$1,000 for first time offenders, NT\$4,000 for second time offenders, NT\$10,000 for third time offenders, NT\$15,000 for fourth time offenders, and NT\$20,000 for fifth time offenders.
  - Stage 3: For exhibitors who refuse to make improvements and have been fined five times, TAITRA will stop providing electricity for the violating booth.

#### 4. Wireless microphone equipment:

Leaseholder must apply to the management unit for approval for the maximum microphone level and set up the microphone only after receiving approval. If a microphone is used in violation without proper approval and interferes with other activities, TAITRA will request the violator to stop using the equipment immediately, as well as handle the violation pursuant to the three stages listed above.

### III. Utility Installation Management:

1. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
2. Those with booths requiring water and electricity shall submit an application to the leaseholder who will submit a consolidated order to the management unit. Power supply will be cut off to those accessing power without proper authorization with violators be prohibited from exhibiting during the event. Any decoration contractor who has violated this provision will have their registration revoked.
3. Anyone who applied for utilities (including 24-hour utility provision) shall install protection back up measures on their own accord (i.e. for assured uninterruptible power). Note that if there is a power outage (including water outage) from the Taiwan Power Company, or in the event of a utility equipment breakdown at the exhibition hall, TAITRA shall not be held responsible.
4. Booth lighting and lighting equipment must be provided and installed by electrical and plumbing contractors with a Level A or higher Electrical Appliance Installation Certificate, as well as completed their registration with TAITRA's related agencies. Exhibitors are strictly prohibited from bringing in their own lamps for installation (with the exception of lamp/lighting exhibitions). Power supply will be cut off for violators, and violating booth holders will be prohibited from exhibiting. If public danger, property damage, or personnel injury has occurred, the leaseholder and the violating exhibitor shall be jointly responsible for compensation and legal responsibility.
5. To prevent equipment overload or defective equipment from causing accidents such as circuit breaker tripping and electrical fire, it is strictly prohibited to dismantle and damage exhibition hall electricity supply facilities, or to connect electrical appliances that are not compatible with the exhibition hall's electrical equipment. Equipment in violation will be removed, and the cost for removal will be borne jointly by the exhibitor involved and the decoration contractor. Power supply will be terminated to the non-compliant booth.
6. Neon lights, flickering, pulsing, or spinning strobe lights, as well as string lights are not to be installed (display items inside the booth are excluded). Power supply to non-compliant booths



will be cut off if violators do not make improvements upon receiving notification. All lighting equipment shall not face upward to prevent objects from falling on the lampshade and starting a fire, causing danger.

7. Electrical wiring grooves inside TAITRA's exhibition halls are for wiring purpose only. To prevent circuit breakers from tripping and electrical fire, it is strictly prohibited to discharge water into the wiring grooves.
8. Without TAITRA's permission, exhibitors cannot install air conditioning equipment inside the booths; a warning will be issued to the exhibitor and the leaseholder will be requested to remove such equipment within two hours. If the equipment is not removed within two hours, the violator will be fined NT\$10,000 (tax included), and the electrical wiring of the air conditioning equipment will be removed. The resulting expenses and the corresponding fine shall be deducted from the security deposit paid by the leaseholder. If the installation of air conditioning equipment is required inside a booth, a written application shall be submitted to the leaseholder prior to the exhibition. The leaseholder shall submit the applications collectively seven days prior to the exhibition, and only after TAITRA has issued an approval form in writing, can the equipment be installed.
9. In order to promote safe use of electricity, the leaseholder, exhibitors and decoration contractors shall comply with the following three-level electricity usage control measures:
  - (1) First level, self-management:

Electrical and plumbing engineers with Level A Electrical Appliance Installation Certificates shall conduct self-managed electrical safety inspections at exhibition booths during the setup period. A self-management inspection form shall be submitted to the management unit two hours prior to the transferring of electricity or one day before the setup period ends. Electricity will be temporarily shut off at booths that do not complete and pass the electrical safety inspection and remain off until the inspection is completed or the deficiency has been corrected.
  - (2) Second level, supervising unit inspections:

Before electricity is connected, management's electrical and plumbing maintenance contractor and TAITRA electrical engineers shall complete the electrical safety inspection. Booths that fail to pass inspection will not be supplied with electricity, and an Improvement Notice will be posted. After the booth completes the necessary improvements and is re-inspected and verified by management unit, electricity will only then be supplied to the booth.
  - (3) Third level, third-party inspections:

Electrical appliance inspection and maintenance vendors shall designate personnel to inspect electrical facilities such as the transformer substation and exhibition hall's electric switch boards on the day electricity is to be connected.
  - (4) The electrical switch boxes in the exhibition hall are strictly forbidden to be opened during

non-operating hours, and the electrical switch boxes shall not be used to exhaust gas.

- (5) The connection of electricity shall be in accordance with the provisions of Article 276 of the Occupational Safety and Health Facilities. The opening and closing of the switch shall be true and the locking device shall be locked after operation.

#### IV. Fire safety management:

1. If a single level booth is designed with a ceiling to seal the top, or if a two-story booth (regardless if the top is sealed or not), the booth shall be equipped with at least two 10P ABC dry chemical fire extinguishers.
2. Special regulations for NANGANG Exhibition Hall 1 and TWTC Exhibition Hall 1:  
Pursuant to Article 11 of the Fire Services Act, booth decorations used in the entire exhibition hall shall be made of materials indicated as flameproof; relevant materials including carpet, curtains, cloth screens, advertisement boards used during the exhibition, and other objects must be designated as flameproof. A flameproof marker shall be affixed to a visible corner of the item that has been verified by a specialized agency. Exhibitors shall prepare valid documents of proof to certify their materials are flameproof, as references by the fire department from the day they start the decoration work to the end of the exhibition. If these regulations are violated, causing TAITRA to receive a fine or incur penalty, the violating leaseholder and/or exhibitor shall bear full responsibility (for regulations and details regarding flameproof materials. (See: NANGANG Exhibition Hall Booth Decoration with Flameproof Materials).
3. Special Regulations for TWTC Exhibition Hall 1:  
Unless otherwise approved by TAITRA, the use of wooden decorations on the second floor of TWTC Exhibition Hall 1 is prohibited, and exhibitors shall use flameproof and environmentally friendly decoration materials which can be assembled, recycled, or reusable. The second floor of TWTC Exhibition Hall 1 must be decorated by one unified, commissioned decoration contractor.

Regulations for leaseholders using gas or fire:

- (1) Use only gas tanks that have passed inspection; each booth shall prepare at least two fire extinguishers (10P).
- (2) Apply for public liability insurance, the insured amount shall not be less than NT\$64 million, pursuant to Taipei Commercial Property Compulsory Public Liability Insurance Implementation Regulations.
- (3) An Exhibition/Event Safety Proposal (including an emergency evacuation plan) must be submitted for approval to TAITRA for review, and then to the Taipei City Fire Department 2<sup>nd</sup> District HQ.
- (4) A breaker for the gas supply shall be installed.
- (5) Total weight of gas for each exhibitor shall not exceed 80 kg (including backup gas).
- (6) Complete TAITRA TWTC Exhibition Hall 1 and Exhibition Hall 3 Fire Usage Safety Affidavit

(see Appendix 3) and submit form to management unit.

4. The sealing of electrical distribution boxes, fire protection equipment, fire exits, and safety signs is prohibited. Blocking stair cases and traffic flow with decorations, materials, or display items is strictly prohibited. If a violator does not rectify the situation after receiving notice, 1 violation point will be issued, management will immediately remove the offending object, and the leaseholder shall bear all expenses incurred.

#### V. Painting:

1. Painting in the exhibition hall must be done with water-based paint.
2. Painting crews are responsible for cleaning masking tape scraps that are still attached, which shall be gathered and discarded in the trash.
3. PVC cloth or plywood shall be placed on the floor before painting, so that paint does not stain the floor.
4. Dumping leftover paint into bathroom sinks or toilets is strictly prohibited; instead, painting equipment shall be washed in designated washrooms. Those leaseholders found in violation will be held responsible for all cleaning and expenses incurred.

#### VI. Carpeting:

Installing carpets by spreading adhesives on the floor is strictly prohibited. To install carpeting, non-residue tape shall be placed on the floor, along the wall and 10 centimeters from the wall to secure the carpet to the floor. Double-sided carpet tape shall be placed on top of the non-residue tape to secure the carpet. When removing the carpet, tape must also be removed cleanly and taken away from the exhibition hall along with the carpet.

#### VII. Other

1. Water, flower, and meal delivery personnel are prohibited from entering the exhibition hall to solicit sales.
2. The use of steel nails, spray paint, arc welding and chainsaws is strictly prohibited within the exhibition halls.
3. Construction wastes and packaging materials shall be disposed of daily and shall not be placed on walkways, obstruct traffic or create a safety hazard. The leaseholder is responsible for disposing wastes that were not removed in time and all associated costs. The leaseholder shall be responsible if waste is not disposed of in time and remains in a spot which affects the construction process.
4. The use of fuel-burning electric generators is prohibited inside the exhibition hall.
5. Nails cannot be used on exhibition ground, walls, columns ceilings and other facilities, or to cause any damage.
6. All electric holes (boxes), water control holes, drainage holes, faucets, etc. on the wall or ground shall not be covered or blocked, to facilitate operation and maintenance.

### **Chapter 4: Site Access Control**

#### I. Traffic control:

1. Electric or LPG forklifts that weigh 2.5 tons or less may enter the exhibition halls for operation. But diesel forklifts are prohibited inside the exhibition halls (with the exception of machinery exhibitions).
2. When trucks enter exhibition halls, a security deposit of NT\$1,000 shall be paid at the entrance (deposit amount is higher for machinery or large scale exhibitions). The full amount of the deposit will be returned to vehicles that leave the exhibition hall within 1 hour. NT\$200 will be collected for each additional unit-hour a vehicle stays beyond the designated time (time is counted from when the vehicle enters the exhibition hall). If a vehicle's exit time is delayed due to traffic congestion inside the exhibition hall, after receiving the seal of a security guard hired by TAITRA as proof, a lateness period of 20 minutes will be waived. The delivery vehicles shall follow the scheduled time, arranged by the leaseholder, to enter the showground in a timely and orderly manner. Any vehicle not entering according to the scheduled time, the security personnel may prohibit the vehicle from entering the exhibition.
3. Small passenger cars are prohibited inside the exhibition halls; vehicles that have entered the exhibition hall must turn off their engines once they have arrived at their destination. Speed of vehicles in the hall must not exceed 10 km/hour.
4. Leaseholders must apply for permission from TAITRA for aerial lift work vehicles to enter the showground in order to be admitted for operation.
5. Special regulations for TWTC Exhibition Hall 1 and Hall 3:
  - (1) The maximum load capacity of Exhibition Hall 1's ground floor is 1,300 kg/m<sup>2</sup>. Exhibits or decorations that exceed the weight limit must be dismantled and packaged separately before they enter the exhibition halls. Those that cause damage to the facility due to improper handling shall be liable for compensation. (Weight capacity for 2<sup>nd</sup> floor of TWTC Exhibition Hall 1 is 400 kg /sq. meter ; weight capacity for TWTC Exhibition Hall 3 is 2 tons / sq. meter)
  - (2) No vehicles shall pass through the post office or the front of the glass elevator areas.
  - (3) Relevant load capacity limits are listed below

Regulations regarding the ground floor load capacity of TWTC Exhibition Hall 1, and vehicles entering/exiting the exhibition hall	
1. Floor load capacity limit (exhibits)	Must not exceed 1.3 tons per square meter. The maximum load (weight including machinery, display facilities and staff) per booth (in 9 square meters) is 11.7 tons.
2. Load restrictions for vehicles (including combined weight of vehicle and goods)	(1) Dual-axle vehicles must not exceed 15 tons; vehicles with more than two axles must not exceed 25 tons. (2) The minimum safe distance between two vehicles is 9 meters.
3. Load restrictions for forklifts	(1) Total load for an individual forklift must not exceed 13 tons. (2) When two adjacent forklifts are lifting different objects, the

	two vehicles should maintain a distance of at least 9 meters.
4. Load restrictions for crane trucks	<p>(1) An individual crane's total load should not exceed 15 tons; when two adjacent cranes are handling different objects, they should not be closer than 9 meters.</p> <p>(2) Wooden boards or steel plates must be used underneath load supports as padding, and the dimension of the padding must not be less than 30 cm (length) x 30 cm (width) x 15 cm (height).</p>

- (4) Vehicles with a total weight of more than 15 tons (determined by the weight indicated on the vehicle or on vehicle registration) shall submit a written application to TAITRA through the event organizer five days before entering the site. Crane trucks of any capacity (including derrick trucks) shall submit an application to the TAITRA Exhibition Hall Management Division two business days in advance before entering the exhibition hall. If a vehicle with a total weight of more than 15 tons is loaded with cargo, a proof of weighing issued within the last 24 hours is required and must be accepted by the management unit of Exhibition Hall 1 before entry is permitted. Only if and when such proof is accepted will the vehicle be allowed to enter the site for operation within the allocated time period.
- (5) Limit for the number of diesel forklifts: In principle, TWTC Exhibition Hall 1 can only accommodate up to four forklifts working simultaneously (the central atrium, Area D, allows up to two forklifts to operate simultaneously).
- (6) The entrance of TWTC Exhibition Hall 1 is 4.2 meters high and 7 meters wide; the entrance of TWTC Exhibition Hall 3 is 5 meters high and 6.5 meters wide (however, the exhibition area of Exhibition Hall 3 is 4.47 meters high). Trucks, exhibits, or decorations that exceed these dimensions must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.
- (7) Method of payment for air pollution control admission fee for crane operations (including derrick trucks):
- i. Entry during work hours (6AM to 7PM during business days):
- Applicants must fill out the Crane Truck (including derrick trucks) Operation Application Form and submit it to the Taipei International Exhibition Center, Exhibition Hall Management Division at least two business days before entering the exhibition hall. A security deposit of NT\$2,000 is required when entering the site (deposit amount is higher for machinery or large scale exhibitions). The vehicle operator must connect the adapter and the aluminum ducts provided by security to the vehicle's exhaust pipe, and then return them to security upon completing their work. The aforementioned air pollution control charge is NT\$500 for the first hour and NT\$300 for each additional hour. Charging starts when a vehicle enters the exhibition hall and ends upon its exit. If the time is less

than 1 hour, it is calculated as 1 hour. If the entry application is submitted to the management division less than 2 business days in advance, an additional 50% charge will be added to the charges listed above.

ii. Operation during non-business hours (national holidays, and after 7PM and before 6AM on business days): Air pollution control charges will be waived; however, vehicle exhaust redirection shall still be conducted and security fees shall still be paid.

iii. If there are too many applications, or if other concerns arise, TAITRA has the right to adjust times or dates, or reject applications.

(8) If grapple trucks are required, the leaseholder should apply in advance. The operation of grapple trucks is limited to areas A, B, and C of TWTC Exhibition Hall 1. It is strictly prohibited for these to operate in Area D and around the main access areas of the exhibition hall. Operation time of the grapple truck inside the exhibition hall is after 7PM and before 06AM on business days. There are no restrictions on operating times on weekends. However, the organizer should take into consideration the time required for preliminary work such as removal of water and electricity items as well as carpets. Exhibition and event organizers shall submit the TWTC Exhibition Hall 1 Grapple Truck Entry Application Form to the management unit five days prior to the entry of the grapple truck. TAITRA may reject or approve the application based on safety concerns. The World Trade Center Exhibition Hall 1 only allows up to 4 grapple trucks at any given time. Previously stated provisions for exhaust emissions and cost of security personnel shall apply.

(9) Cranes trucks and grapple trucks are not allowed to operate in the TWTC Exhibition Hall 3.

6. Special regulations for NANGANG Exhibition Hall 1:

(1) Exhibition hall (vehicle entrance from Jingmao 1st Road). To reach the Sky Dome Exhibition Hall, vehicles must go up through the truck ramp (also known as the curved ramp with a total width of 11.4 meters and height of 6 meters. Vehicle height limit is 4 meters).

(2) The height and width of cargo entrances at each area are:

Area I: 5 meters high, 9.9 meters wide

Area J: 4.5 meters high, 11.6 meters wide

Area K: 5 meters high, 10 meters wide

Area L: 4 meters high, 11 meters wide

Area M: 8.5 meters high, 11.9 meters wide

Area N: 4 meters high, 10.1 meters wide

The vehicle's height limit for the entire first floor exhibition hall and the Sky Dome Exhibition Hall is 4 meters. If total height of a vehicle or its cargo exceeds 4 meters, an application must be submitted to the management unit (including 4.25 meter extra height container trucks). Only after receiving approval can a vehicle enter the site and only by taking the designated routes.

(3) The maximum load capacity of the exhibition hall's first floor is 5 tons/m<sup>2</sup>, and the

maximum load capacity of the Sky Dome Exhibition Hall floor is 2 tons/m<sup>2</sup>. Vehicles or cargo that exceed the width of the cargo entrance or the freight elevator door, or surpassed the height restriction of the curved ramp are prohibited from entering the exhibition hall. Exhibit and decoration loads that exceed the weight limit must be dismantled and packaged separately before entering the exhibition hall. Those that cause damage to the facility due to improper handling shall be liable for compensation.

(4) Load capacity regulations for vehicles entering/exiting the exhibition hall:

Ground floor (including entrance driveway)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) 20 tons for dual-axle; 43 tons for those with more than two axles. (2) Minimum safe distance between two vehicles is 6 meters.
2. Load restrictions for forklifts	(1) An individual forklift's total load should not exceed 18 tons. (2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters. (3) For objects weighing between 18 and 36 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters. (4) Each loading and unloading shall not exceed 50 minutes.
3. Load restrictions for cranes	(1) An individual crane's total load must not exceed 27 tons; when 2 adjacent cranes are handling different objects, they should maintain a safe distance of at least 9 meters. (2) For cranes with a maximum load of less than 18 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5 cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 18 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height). (3) Each loading and unloading shall not exceed 50 minutes.

Sky Dome Exhibition Hall (includes ramps and unloading platforms)	
1. Vehicle load restrictions (including the combined weight of vehicle and goods)	(1) Maximum of 15 tons for dual-axle, 35 tons for those with more than two axles. (2) The minimum safety distance between two vehicles is 6 meters.

2. Load restrictions for forklifts	<p>(1) An individual forklift's total load should not exceed 8 tons.</p> <p>(2) When two adjacent forklifts are handling different objects, they should maintain a safe distance of at least 6 meters.</p> <p>(3) For goods weighing between 8 and 16 tons, two forklifts are allowed to work in conjunction, provided that they maintain a safe distance of at least 4 meters.</p> <p>(4) Each loading and unloading shall not exceed 50 minutes.</p>
3. Load restrictions for cranes	<p>(1) An individual crane's total load must not exceed 12 tons; when 2 adjacent cranes are handling different objects, they should maintain a distance of at least 9 meters.</p> <p>(2) For cranes with a maximum load of less than 8 tons, a wooden board (at least 15 cm in thickness) or a steel plate (at least 1.5cm in thickness) must be used in advance to provide padding for the load support. For cranes with a maximum load of more than 8 tons, a wooden board must be used to pad the load support. The padding material should not be less than 90 cm (length) x 90 cm (width) x 15 cm (height).</p> <p>(3) Each loading and unloading shall not exceed 50 minutes.</p>

(5) For trucks with total weight exceeding 15 tons (based on the load indicated on the vehicle or the vehicle license), or crane trucks, forklifts and derrick trucks of any capacity to work inside the exhibition hall, the leaseholder must first submit an application to NANGANG Exhibition Hall 1, at least 20 days in advance by filling out the TAITRA Taipei NANGANG Exhibition Center Hall 1 Heavy Vehicle Access Application Form. The weigh bridge slip shall be submitted for NANGANG Exhibition Hall 1's approval before giving access to the exhibition hall during the permitted time period.

(6) No grapple trucks are allowed outside the exhibition hall and its perimeter (entrances, sidewalks, squares, unloading areas, and parking lots).

6. Special regulations for Taipei International Convention Center:

(1) Decorative materials should be delivered through the underground parking lot, and only cargo elevators 11, 13, and 14 shall be used for delivery. The dimension and weight of the material shall be within the specifications displayed on each cargo elevator (see graph below). Also, to avoid collisions, proper attention should be paid to the posted different ceiling heights between entrances, exits and corridors.

Elevator number	Length (meters)	Width (meters)	Height (meters)	Load (kilograms)
11	6	2	2.2	4,500
13, 14	2.5	1.5	1.8	1,600

(2) Those requiring the use of balloons for decoration must inflate the balloons with a safe gas