

商務中心交誼廳使用辦法

2023.10

- 一、 管理單位：財團法人中華民國對外貿易發展協會
- 二、 地點：台北世貿中心展覽大樓 5 樓 5D23 室 (TEL：02-27255200 #2600)
- 三、 開放時間：每星期一至星期五上午九時至十二時，下午一時至五時止
(例假日不開放)
- 四、 服務對象：「台北世貿國際商務中心」及「交易市場展示間」之廠商
- 五、 服務內容及收費標準：

服務項目	收費標準	服務內容
貿易推廣諮詢服務	<ul style="list-style-type: none">• 免費	<ul style="list-style-type: none">• 轉介「財團法人中華民國對外貿易發展協會」各單位協助諮詢
傳真	<ul style="list-style-type: none">• 台北縣市：15 元/張• 國內其他地區：20 元/張• 國外地區：85 元/張	<ul style="list-style-type: none">• 黑白傳真• 僅供送出傳真，無代收傳真
影印列印	<ul style="list-style-type: none">• A4：2 元/張• A3：4 元/張	<ul style="list-style-type: none">• 黑白影印列印
掃描	<ul style="list-style-type: none">• 免費	<ul style="list-style-type: none">• 請攜帶隨身碟存檔
上網	<ul style="list-style-type: none">• 免費	<ul style="list-style-type: none">• 2 部電腦• Office 2010 中文版 (Word/ Excel/ PowerPoint)• 每次限二小時
會客室 (2 間)	<ul style="list-style-type: none">• 免費• 液晶電視租借： 200 元/次	<ul style="list-style-type: none">• 各可容納 6 人及 4 人• 每間公司每星期可用 2 次，每次限 2 小時• 第一會客室提供 43 吋液晶電視租借服務。
會議室 (1 間)	<ul style="list-style-type: none">• 台北世貿國際商務中心 廠商：免費• 交易市場展示間廠商： 500 元/小時	<ul style="list-style-type: none">• 可容納 8 至 15 人• 提供單槍投影機、43 吋液晶電視、白板• 台北國際商務中心廠商每星期最多可用 4 次， 每次限 4 小時

※注意事項

- 上網/會客室/會議室使用前須向櫃檯人員預先登記/繳費，再依序使用。
- 會客室/會議室於登記時間開始後保留 15 分鐘，若未使用，該場地由登記候補廠商遞補使用(時間以本中心服務人員電腦時間為準)。
- 另有 5 人座開放式會客區，歡迎多加利用。
- 貴重物品請自行保管，本會不負任何保管責任。
- 因使用空間有限，如經查非屬商務用途，本會有權取消登記使用權。



服務櫃台
Service counter



多功能會客區
Multifunctional reception area



會客室 1
MEETING ROOM 1



會客室 2
MEETING ROOM 2



會議室
Conference Room

“TWTC INT’L BUSINESS CENTER LOUNGE” SERVICE

1. MANAGEMENT:

Taiwan External Trade Development Council (hereinafter referred to as TAITRA)

2. LOCATION:

The 5th floor of the Taipei World Center Exhibition Hall at Rm. 5D23, 5, Hsin-Yi Rd., Taipei.
TEL : 02-27255200 #2600

3. PURPOSE:

Offering a convenient place for those who are interested in Taiwan investment opportunities to exchange information with other investors.

4. OPENING HOURS:

Mondays to Fridays from 9:00 a.m. to 12:00 a.m. and 1:00 p.m. to 5:00 p.m. Closed on Saturdays, Sundays and holidays.

5. QUALIFICATIONS OF THE SUBJECTS:

- (1) Exhibitors of TWTC Int'l Business Center.
- (2) Exhibitors of TWTC Trade Market.

6. SERVICE ITEMS AND CHARGES:

(1) Trade Promotion Consulting Services:

- Offered by Taiwan External Trade Development Council.

(2) Copy, Print, Fax, and Scan Services:

- Offered by the staff at the counter of TWTC IBC Int'l Business center lounge.
- Please bring USB flash drive for scan service.

(3) Internet Service:

- Please make a reservation at the counter.
- Maximum usage: 2 hours per reservation

(4) Meeting Room:

- Please make a reservation at the counter.
- Capacity of 4~6 people and equipped with table and sofa.
- Maximum usage: 2 hours per reservation.
- Reservation will be held for 15 minutes.
- Meeting Room 1 equipped with LCD TV.

(5) Conference Room:

- Please make a reservation at the counter.
- Capacity of 8~15 people and well equipped with table, chairs, telephone, projector, and whiteboard.
- Maximum usage: 4 hours per reservation
- Reservation will be held for 15 minutes.

7. NOTICE: Please take care of your any valuables, TAITRA is not responsible for any damage or lost.

SERVICE ITEMS AND CHARGES

	QUALIFICATIONS OF THE SUBJECTS	
	EXHIBITORS OF TWTC TRADE MART	EXHIBITORS OF TWTC INT'L BUSINESS CENTER
TRADE PROMOTION CONSULTING SERVICES	FREE OF CHARGE	FREE OF CHARGE
FAX SERVICE	Taipei : NT\$ 15 / per page Domestic : NT\$ 20 / per page International : NT\$ 85 / per page	Taipei : NT\$ 15 / per page Domestic : NT\$ 20 / per page International : NT\$ 85 / per page
COPY SERVICE	A4 : NT\$ 2 / per page A3 : NT\$ 4 / per page	A4 : NT\$ 2 / per page A3 : NT\$ 4 / per page
SCAN SERVICE	FREE OF CHARGE	FREE OF CHARGE
INTERNET SERVICE	FREE OF CHARGE	FREE OF CHARGE
MEETING ROOM	FREE OF CHARGE LCD TV : NT\$ 200	FREE OF CHARGE
CONFERENCE ROOM	NT\$ 500 / per hour	FREE OF CHARGE