Taichung International Convention and Exhibition Center
Event Application Form for Showground Reservation

Ver. 2025/09

Title of Event						
Applied Area	1F: □ Area E-F □ Area E □Area F 4F: □ Area G-H □ Area G □Area H					
Event History						
Set up/ Move In	Date	From	To *(DD / MM / YYYY)*	Time	___:___to___:___	
	Date	From	To *(DD / MM / YYYY)*	Time	___:___to___:___	
	TOTAL: _____Hours					
Renting Period Charging is initiated as soon as participants start entering the venue	Date	From	To *(DD / MM / YYYY)*	Time	___:___to___:___	
	Date	From	To *(DD / MM / YYYY)*	Time	___:___to___:___	
	TOTAL: _____Hours					
Dismantling	Date	From	To *(DD / MM / YYYY)*	Time	___:___to___:___	
	Date	From	To *(DD / MM / YYYY)*	Time	___:___to___:___	
	TOTAL: _____Hours					
Applicant Name						
Uniform Invoice No.						
Mailing Address						
Invoice Address	(if different from mailing address)					
Telephone No.			Fax			
Contact Person	E-mail: Cellular Phone:					
Date of application	*DD / MM / YYYY*		Date of Acceptance	(Filled in by TICEC)		

1. The applicant must guarantee the certainty of all the above information. TAITRA will cancel the application without prior notification if the above information is insufficient or incorrect.
2. Documents that applicant must provide:
   a. Company License (copied) / legally status certificate
   b. Certificate of profit seeking enterprise (copied) / Certificate of Election of Directorate
   c.Taxation Certificate
   d. Proposal for the event to be held at TICEC
3. a. The invoice billing account must be one of the event organizers; there will be no alteration once the invoice billing account has been confirmed by TAITRA.
   b. The security deposit receiver must be invoice billing account.
   c. TAITRA reserves the right to enter any event or exhibition at anytime to take photos or other visual recordings to use in future promotion materials, and as such the lessee agrees to

The above personal information will only be used for contact by phone, mail and other means of communication starting from 2026. Those who wish to exercise any of the following rights, please contact us. (1)Make inquiry and request for a review of personal information.(2)Make request for duplications of personal information.(3)Request to supplement or correct personal information.(4)Request to end collection, process or use personal information.(5)Request deletion of personal information.

offer complete cooperation in granting access, or alternatively to provide event images for reference and use.

e. Please refer to “Taichung International Convention and Exhibition Center Exhibition Space Rental Contract (Events)” for further regulations.

4. The applicant must read the above notes in prior of application.

Stamp of the Applicant: **Stamp of TAITRA:**

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