Taichung International Convention and Exhibition Center

Rental Rates and Regulations for Non-Exhibition Events

(Effective as of 2025.08)

Unit: NT$/hour (excluding tax)

Floor	Area	Dimensions	Venue Rental Fee during Event Period (Charging is initiated as soon as participants start entering the venue)		Venue Rental Fee during Move-in/Move-out Period	
		square meters (m^2)	07:00~18:00 Per Hour	18:00~23:00 Per Hour	00:00~07:00 Per Hour	07:00~24:00 Per Hour
1F	E	7,693	62,000	77,000	19,000	38,000
1F	F	6,318	52,000	64,000	16,000	32,000
1F (Whole)	E+F	14,011	114,000	141,000	35,000	70,000
4F	G	6,984	56,000	70,000	17,500	35,000
4F	H	7,488	60,000	75,000	18,500	37,000
4F (Whole)	G+H	14,472	116,000	145,000	36,000	72,000
Whole Exhibition		28,483	230,000	286,000	71,000	142,000
During the event period, venue cleaning shall comply with the *Taichung International Convention and Exhibition Center Venue Rental Regulations.*						

* Taichung International Convention and Exhibition Center 2026 Promotional Discount: A 30% discount on venue rental fees (before tax) will apply.

Explanations

1. **Venue Fees**
   The listed venue fees do not include 5% VAT. The above fees apply only to the use of space. For the use of additional space or equipment outside of the venue, please refer to the relevant fee schedule and rental regulations.

2. **Compliance with Regulations**
   Lessee shall comply with all requirements of the *Taichung International Convention and Exhibition Center Venue Rental Regulations* when renting a venue for events. If TAITRA requires entry to the site to film the area for record or promotional purposes, the Lessee shall cooperate unconditionally or provide suitable photos or videos of the event for reference and use.

3. **Rental Periods**
   The minimum rental period between 07:00 and 24:00 is eight (8) hours (any period less than eight hours will be charged as eight hours). During the event period, the minimum

rental period is four (4) hours (any period less than four hours will be charged as four hours). Use of less than one hour will be counted as one (1) hour.

4. **Area Rental Calculation**
   A minimum of one (1) area must be rented. Rent is calculated based on the number of areas. If less than one area is used, the rent for one area will be charged. If more than one area but less than 1.5 areas are used, the rent for 1.5 areas will be charged. If more than 1.5 areas are used, the rent for two (2) areas will be charged.

5. **Event End Time**
   As a rule, activities may not extend past 23:00. An additional NT$50,000 per area will be charged for every 15 minutes after 23:00. An additional NT$100,000 per area will be charged for every 15 minutes after 23:30. The venue will close at 24:00, and all activities must conclude before 24:00.

6. **Other Fees and Regulations**
   Depending on actual usage requirements, the following additional fees and regulations apply:

(1) **Air Conditioning**
Air conditioning will not be provided during move-in/move-out periods but may be supplied at the prevailing hourly rate per area.

(2) **Water and Electricity Fees**
Actual consumption during the rental period will be charged. To enhance electrical safety, primary-side power supply (i.e., connecting the Exhibition Center's electrical distribution equipment to the event site distribution box) will be carried out by the Exhibition Center's designated temporary utility contractor. The Lessee must accurately complete the *Utility Connection Application Form*. The cost of wiring works will be deducted from the security deposit. Secondary-side power supply shall be arranged by contractors hired by the Organizer(s). An additional NT$100,000 electrical safety deposit will be charged to the Organizer(s).

(3) **Extended Move-In/Move-Out**
Extended periods will be calculated based on the actual number of areas and hours used, with a minimum charge of one (1) area for one (1) hour. Periods exceeding 30 minutes will be charged as one (1) hour; periods less than 30 minutes will be charged as 0.5 hour.

(4) **Holiday Surcharge**
If the activity takes place on a Saturday, Sunday, or national holiday, or if the move-in/move-out periods fall between 07:00 on the day before Chinese New Year and 24:00 on the day after Chinese New Year, an additional 20% surcharge will be applied to the venue rental

(based on the number of hours rented; periods under one hour will be charged as one (1) hour).

(5) **Cooking and Catering**
Cooking is subject to prior approval and must take place in designated areas approved by TAITRA. For hygiene and cleaning considerations, venues may only be used for heating food. The Lessee shall be solely responsible for safety, sanitation, and post-event cleaning. An additional cleanup fee will be charged based on the catering area used; NT$50,000 (VAT included) will be charged per catering area.

7. **Security and Emergency Services**
   Depending on the nature of the event, the Lessee shall employ a sufficient number of security guards, first aid personnel, and (where necessary) ambulances or other emergency services.

(1) **Security Personnel**
A security site plan must be submitted. The Lessee's events shall not disturb public order or morality. The Lessee is fully responsible for maintaining order within the facility during the event to ensure the safety of participants.

For events with more than 500 participants, the Lessee must hire contracted security personnel to ensure onsite safety. If TAITRA determines that the number of security guards hired does not meet the required standards, TAITRA will provide the necessary additional security guards, and the associated costs will be deducted from the Lessee's security deposit.

(2) **Medical Personnel**
The Organizer(s) shall employ its own medical personnel.

8. Payment

(1) **Deposit**: A deposit equal to forty percent (40%) of the total venue fee shall be paid within three (3) working days after the contract has been signed by both parties. The deposit is non-refundable if the event is canceled or if the rental period is shortened.

(2) **Final Payment**: The final payment, equal to sixty percent (60%) of the total venue fee, shall be paid no later than thirty (30) days prior to the commencement of the rental period.

(3) **Security Deposit**: A security deposit equal to twenty percent (20%) of the total venue fee shall be paid no later than thirty (30) days prior to the commencement of the rental period. The minimum security deposit is NT$400,000.

9. Rental Charging Standards

The Rental Charging Standards are subject to adjustment without prior notice; however, the applicable fee shall be based on the rates in effect at the time of contract signing.