**Taichung International Convention and Exhibition Center**

**Exhibition Space Rental Contract (Events)**

**2025.09 Version**

Contract Serial No.: _____

**Article 1 Parties to the Contract**

**Lessor** – Taiwan External Trade Development Council (hereinafter referred to as "TAITRA")
**Lessee** – _____

For the purpose of the Lessee renting the venue and facilities operated by TAITRA, both parties agree to this Exhibition Space Rental Contract (hereinafter referred to as "this Contract") under the following terms and conditions, which shall be mutually observed.

**Article 2 Rental Area**

Taichung International Convention and Exhibition Center (hereinafter referred to as "TICEC")

TICEC)

| | | | | |
|---|---|---|---|---|
| Exhibition | 1F | □ Whole Area (EF) | □ Area E | □ Area F |
| | 4F | □ Whole Area (GH) | □ Area G | □ Area H |

**Article 3 Rental Period**

1. **Move-in:**
   From _____ to _____ on _____ (____ hours total)
   From _____ to _____ on _____ (____ hours total)
2. **Event:**
   From _____ to _____ on _____ (____ hours total)
   From _____ to _____ on _____ (____ hours total)
3. **Move-out:**
   From _____ to _____ on _____ (____ hours total)
   From _____ to _____ on _____ (____ hours total)

**Article 4 Title of Event: _____**

1. The Lessee may not use the venue for purposes other than the approved event. The Lessee may not lend, sublet, or otherwise transfer rental rights to a third party for exhibitions or other activities.
2. If the Lessee intends to change the name of the event, written approval from TAITRA must be obtained at least 14 days prior to the rental start date. TAITRA may reject such requests for legitimate reasons, and the Lessee may not demand a refund of the deposit in such cases.

**Article 5 Rental Fee**

The rental fee shall be calculated based on the *TICEC Venue Rental Regulations* and the *TICEC Rental Rates and Regulations for Non-Exhibition Events*, including but not limited to venue rental fees, security deposits, and surcharges.

The Lessee shall pay the following fees to TAITRA by cashier's check, sight check, wire transfer, or cash:

1. **Deposit**: Forty percent (40%) of the total venue fee, amounting to NT$_____ (tax included), shall be paid within three (3) working days after signing this Contract. If the Lessee fails to pay the deposit and complete signing procedures by the designated deadline set by TAITRA, TAITRA will cancel the reservation without further notice.
2. **Balance**: Sixty percent (60%) of the total venue fee, amounting to NT$_____ (tax included), shall be paid no later than thirty (30) days prior to the start date of the rental period (i.e., before _____). If the contract is signed less than thirty (30) days prior to the rental date, the balance shall be paid in full at the time of signing. Failure to pay the balance by the deadline will result in cancellation of the reservation, termination of the contract, and forfeiture of fees already paid.
3. **Total Payment (1+2):** NT$_____ (tax included).

   **Payee:** TAIWAN EXTERNAL TRADE DEVELOPMENT COUNCIL

   **Remittance Bank:** BANK OF TAIWAN

   TAIPEI WORLD TRADE CENTER BRANCH

   **Account Number:** 085004247079

4. The Lessee must make payments in accordance with the deadlines established in this Contract. Charges will not be adjusted based on the actual area used.

**Article 6 Security Deposit**

The security deposit totals NT$_____ (tax included) and shall be paid no later than thirty (30) days before the rental period begins.

1. **Security Deposit**: Twenty percent (20%) of the total venue fee, amounting to NT$_____ (tax included). If the calculated amount is less than NT$400,000, the deposit shall be NT$400,000.
2. **Electrical Safety Deposit**: If the Lessee employs its own temporary electrician, an additional deposit of NT$100,000 is required.
3. The deposit will be refunded in full, without interest, within thirty (30) days after the conclusion of the event, subject to deductions for unpaid fees or damages. TAITRA may deduct expenses incurred due to the Lessee's failure to comply with this Contract or related regulations, including but not limited to cleaning, repair, waste disposal, equipment damage, or security violations. If the deposit is insufficient, the Lessee shall pay the remaining balance within the period specified by TAITRA. Until all obligations are fulfilled, TAITRA may refuse to rent any of its venues to the Lessee.

**Article 7 Surcharges**

The Lessee shall be responsible for additional charges for extended move-in or move-out periods, air conditioning during move-in/move-out, holiday usage (including statutory and national holidays), utilities (water, electricity, compressed air), cooking area maintenance, security personnel, catering surcharges, and cleaning fees. All charges shall follow the *TICEC Venue Rental Regulations* and the *TICEC Rental Rates and Regulations for Non-Exhibition Events*.

**Article 8 Delay Liabilities**

If the Lessee fails to pay any fees as required under this Contract or by notice from TAITRA, delay shall be calculated on a calendar-day basis from the day following the deadline. A penalty of 0.5% of the total outstanding amount shall be charged per day of delay, up to a maximum of 15%. If penalties exceed the maximum, or if payment is more than thirty (30) days overdue, TAITRA may terminate this Contract and will not refund any fees already collected.

**Article 9 Change or Cancellation of Rental Periods**

1. **Cancellation and Changes**
   (I) **Cancellation:** If the Lessee wishes to cancel a booked or scheduled rental period, it must notify TAITRA in writing at least ninety (90) days prior to the start of the rental period. In such case, the Lessee may request that venue rental fees already paid (excluding the reservation deposit) be retained and applied to the same event in the following year or to a new event. If no such event is scheduled for the following year, the paid venue rental fees will not be refunded.
   (II) **Changes to rental days or event areas:** If the Lessee wishes to reduce the rental period or the number of areas reserved, it must notify TAITRA in writing at least ninety (90) days prior to the start of the rental period. The deposit for the venue fee shall remain calculated based on the originally reserved rental period and area and is non-refundable. The remaining venue rental fees shall be recalculated based on the reduced period or area actually used.

2. If the Lessee fails to notify TAITRA within the deadline specified in Paragraph 1, any venue rental fees already paid will be non-refundable.

3. If the government's competent authority repossesses the land or building of the Exhibition Hall, the operational management relationship is terminated, or other factors beyond TAITRA's control prevent TAITRA from providing all or part of the venue or equipment, TAITRA shall notify the Lessee in writing and offer alternatives or refund the paid fees (including rental fees and deposits), without interest, proportionate to the unavailable portion and period. In such circumstances, the parties agree to terminate this Contract unconditionally without any liability for compensation.

4. If the Lessee fails to pay the balance, the security deposit, or any late fees by the applicable deadlines under this Contract or TAITRA's notice, and also fails to cancel within the timeframe specified in Paragraph 1, all fees already paid shall be non-refundable. TAITRA may cancel the booked or scheduled rental period and terminate this Contract.

5. If the Lessee is unable to hold the event as planned and fails to cancel within the timeframe specified in Paragraph 1, TAITRA shall refund only the venue rental fee and the electrical safety deposit (if paid). All other fees already paid shall be non-refundable.

6. If equipment or facility failures, natural disasters (including but not limited to typhoons, earthquakes, floods), notifiable diseases, other force majeure events (defined as events beyond the parties' control that could not be prevented by reasonable efforts and that affect the performance of this Contract), or other factors beyond TAITRA's control cause interruptions or suspensions of services (including air conditioning, elevators, escalators, lighting, or power), TAITRA shall make prompt repairs but shall not be liable for any compensation.
7. If natural disasters (including but not limited to typhoons, earthquakes, floods), notifiable diseases, or other force majeure events occur during the rental period and an administrative agency announces a business-day suspension, the Lessee may decide whether to proceed with the event. The Lessee must promptly notify TAITRA of its decision and inform relevant parties. If the Lessee proceeds, it assumes all responsibility for any resulting damage or loss and shall indemnify TAITRA for any damages it incurs.

**Article 10 Applications for Water, Electricity, and Compressed Air**

Please refer to the *TICEC Decoration Construction Regulations* for application procedures and construction notices related to water, electricity, and compressed air.

**Article 11 Pre-Event Coordination Meeting**

The Lessee shall arrange a pre-event coordination meeting with TAITRA at least thirty (30) days before the rental date and provide: layout and elevation plans (including stage and seating layouts), a fire safety plan, a traffic maintenance plan, descriptions of special effects, scope of use and protective measures, proof of flame-retardant materials, entry/exit locations for personnel, vehicles, and equipment, audience access routes, and the number of cleaning and security personnel. After TAITRA and/or the relevant competent authority completes the review, the Lessee may proceed with related construction.

**Article 12 Site Configuration**

1. The Site Plan submitted by the Lessee shall comply with TICEC regulations and applicable laws and regulations (including the Construction Act and the Fire Services Act).
2. The Lessee is responsible for planning the event in accordance with TAITRA's standard floor plan and must ensure fire safety and evacuation routes. Venue layout and elevation drawings must be submitted to TAITRA for approval before implementation.

3. The Lessee shall not alter the approved Site Plan without TAITRA's prior written consent. If changes are required, the Lessee shall apply in writing and obtain written approval prior to entry. For unapproved changes, the Lessee shall remove them within the period specified by TAITRA; otherwise, TAITRA may remove them without any custody obligation. The Lessee shall not object and claim any damages from Taitra and shall bear all related costs, which may be deducted from the security deposit. In serious cases, TAITRA may prohibit the event or terminate this Contract.

**Article 13 Traffic Maintenance Plan**

1. For large-scale events as defined by the Taichung City Government (see the *Taichung City Guidelines for the Review of Road Use for Events and Construction*), the Lessee shall, in accordance with the *Taichung City Self-Government Ordinance on the Management of Road Use for Events and Construction* and the aforementioned Guidelines, submit an application and a traffic maintenance plan to the Transportation Bureau at least ninety (90) days prior to the event start date, and attend required road safety and traffic meetings. A copy of the approval and the traffic maintenance plan shall be submitted to TAITRA at least ten (10) days prior to move-in.
2. For non-large-scale events, the Lessee shall apply for road use with the competent authority of the Taichung City Government based on actual needs and provide event and transportation information to the local police as notified by TAITRA. A copy of the approval and the traffic maintenance plan shall be submitted to TAITRA at least seven (7) days prior to move-in.
3. The organizer shall announce road control measures and install bilingual (Chinese/English) signage on road sections adjacent to the event area at least seven (7) days prior to the event.

**Article 14 Security Maintenance**

1. To ensure security, order, and event quality at TICEC, the Lessee shall regulate the number of visitors.
2. For detailed security requirements, please refer to the *TICEC Venue Rental Regulations*.

**Article 15 Occupational Safety, Health, and Construction in the Exhibition Hall**

The Lessee shall comply with occupational safety and health requirements and construction rules for the exhibition hall. Please refer to the *TICEC Decoration Construction Regulations*.

**Article 16 Conference Rooms**

For conference room application and decoration requirements, please refer to the *TICEC Conference Rooms Leasing Application Form* and the *TICEC Conference Rooms Leasing Regulations*.

**Article 17 Cleaning Responsibilities**

The Lessee shall ensure that venue cleaning is performed in accordance with the *TICEC Venue Rental Regulations*.

**Article 18 Ticket Sales and Retail**

1. For ticketed events, the Lessee shall complete tax registration in advance and comply with tax requirements of the taxation authority. The following provisions shall appear on each admission ticket (conflicts due to event type shall be reported to TICEC in advance):
   (I) The event title and the names of the organizer(s) and co-organizer(s) shall be clearly stated.
   (II) Latecomers may enter only when instructed by on-site reception staff.
   (III) The venue is entirely non-smoking. Food, alcoholic beverages, canned/bottled drinks, pets, and hazardous items are prohibited.
   (IV) Behavior that compromises venue cleanliness or safety is prohibited.
   (V) Ticket holders must comply with all venue rules posted at the entrances/exits.
2. The Lessee shall guide exhibitors to issue uniform invoices/receipts for on-site sales or deposits. The Lessee shall bear all responsibility for violations found by the tax authorities.
3. If products are imported, exhibitors shall comply with all import laws, regulations and procedures. Where needed, the Lessee may apply to use TAITRA's bonded warehouse at the applicable charges. TAITRA or its affiliates shall not be listed as consignee for the Lessee's or exhibitors' imported goods.

4. If exhibitors sell dining vouchers, hotel vouchers, gift certificates, or similar instruments, they shall comply with all relevant laws and regulations, and the Lessee shall require exhibitors to provide legally compliant performance guarantees.

**Article 19 Lessee's Obligations**

1. **Decoration**

   (I) If the Lessee's contractors need to work beyond normal hours, an application must be submitted to TAITRA before 16:00 on the same day. The Lessee is responsible for all overtime rental fees.

   (II) Temporary structures require TAITRA's prior approval at least fourteen (14) days before the event.

   (III) The Lessee shall comply with the *TICEC Decoration Construction Regulations* and shall engage temporary electrical contractors holding a Class A Electrical Installation Contractor License.

   (IV) If the Lessee's electrician violates the *TICEC Decoration Construction Regulations* or if causes attributable to the Lessee or its electrician result in event suspension/termination or equipment damage, the Lessee shall be responsible. The Lessee shall compensate TAITRA and third parties for resulting losses.

2. **Other Obligations**

   (I) The Lessee is responsible for order, public safety, and a sanitary environment inside and outside the venue. Upon TAITRA's notice of potential facility damage or public safety concerns, the Lessee shall take immediate corrective action as requested by TAITRA and fully cooperate with TAITRA.

   (II) The Lessee shall restore the venue to its original condition by the agreed deadline and return it to TAITRA. Rented equipment, props, installations, or machinery must be returned. Items left behind will be disposed of at TAITRA's discretion after written notice if not collected within ten (10) days. The Lessee shall not object; related expenses (including removal and cleaning) will be deducted from the security deposit.

   (III) The Lessee shall obtain all necessary approvals from competent authorities for activities inside or outside the venue and submit copies to TAITRA at least fourteen (14) days before the rental start date. The Lessee shall comply with all conditions in such approvals and applicable laws.

   (IV) The Lessee shall adhere to TICEC's approved capacity during the planning phase, as stipulated in the table below, to ensure safety within the venue. The Lessee shall

monitor crowd control during the event. For detailed management standards, refer to the *TICEC Venue Rental Regulations*.

| Approved Capacity of TICEC | | |
|---|---|---|
| Building | Floor | Capacity Control |
| Exhibition Hall | 1F+4F | 11,541 |
| | Whole | 21,860 |
| Convention Center | 1F+3F | 4,583 |
| | Whole | 6,187 |

(V) Setting up sales booths, posting posters, hanging lighting fixtures, placing advertisements, or other hazardous items inside or outside TICEC without the consent of TAITRA shall be deemed as a violation of this Contract.
(VI) The Lessee is responsible for thoroughly reviewing the eligibility of participating vendors, including their company registration, current business status, and the contents of their displays. It is strictly prohibited to display materials that are inconsistent with the event theme, falsely labeled with respect to country of origin, in violation of law, harmful to public order or morals, or counterfeit goods. The Lessee and any violators shall be held liable for any legal violations and will be jointly responsible for compensation.
(VII) If TAITRA intends to film for record-keeping or promotional purposes, it shall obtain the Lessee's permission before filming (during the coordination meeting or prior to entry). If the Lessee agrees, TAITRA may proceed with filming. Alternatively, the Lessee may provide suitable photos for reference and use.

**Article 20 Liability for Damages and Compensation**

1. If TICEC's facilities or equipment, or a third party's property, are damaged during the rental period due to any intentional act or negligence of the Lessee (including its employees and contractors) or individuals invited by the Lessee, the Lessee and such individuals shall be jointly liable for compensation.

2. If the Lessee damages the exhibition hall, its equipment, or public facilities, the Lessee shall restore them or bear all related expenses. If TAITRA undertakes repairs, all costs shall be borne by the Lessee. The Lessee is liable for any compensation (including

property damage and medical expenses) arising from disasters or casualties caused by the Lessee.

3. If the Lessee violates the *TICEC Venue Rental Regulations* or public safety, fire safety, or air-quality regulations issued by the competent authority, resulting in accidents, property loss, or fines imposed on TAITRA, the Lessee and its contractors shall be jointly liable for penalties and losses.

**Article 21 Insurance**

1. To prevent accidents, the Lessee shall obtain adequate public accident liability insurance (including liability for death or injury to workers or for property damage caused by accidents related to indoor and outdoor signs, stage design, exhibition items, decoration structures, or elevators/escalators). The coverage shall take into account the type and scale of the event, as well as the expected number of visitors, for the rental period specified in Article 3 of this Contract (including the move-in and move-out periods). The type of insurance and the minimum insured amount shall not be less than those prescribed under the *Taichung City Ordinance for Mandatory Public Accident Liability Insurance for Public Business Premises*. The Lessee shall provide TAITRA with a photocopy of the insurance policy for record-keeping purposes no later than seven (7) days prior to the move-in.
2. The Lessee and the exhibitors shall obtain fire insurance, theft insurance, and water damage insurance to cover liability for compensation arising from property loss, personal injury or death, or adverse impact on activities in other areas caused by exhibits, booths, indoor and outdoor signs, stage design, lighting, speakers, video walls, special effects, decorations, advertisements, or other event-related structures. Coverage shall also include damages caused by typhoons, earthquakes, floods, heavy rain, or other natural disasters. The Lessee shall provide TAITRA with a photocopy of the insurance policy for record-keeping purposes no later than seven (7) days prior to the move-in.

**Article 22 Handling of Breach of Agreement**

If the Lessee violates any term of this Contract and fails to rectify the situation within a reasonable period specified in TAITRA's written notice, or if any of the following occurs, the Lessee shall be liable for compensation, and TAITRA may terminate this Contract and immediately revoke the Lessee's right to use the venue. Fees paid will not be refunded:

1. TAITRA has evidence that the exhibition violates the laws or regulations of the Republic of China or public order or morals.

2. The exhibition content clearly contradicts the content specified in this Contract.
3. The Lessee violates the *TICEC Venue Rental Regulations* or the *TICEC Decoration Construction Regulations*.

**Article 23 Information Security**

1. The Lessee shall maintain information and communication security and cooperate with TAITRA to comply with the *Information and Communication Security Management Act* and related regulations and standards. Upon discovering an information security incident involving TAITRA or the Lessee, the Lessee shall notify TAITRA within thirty (30) minutes, take emergency measures, and cooperate with TAITRA's procedures.
2. If the Lessee's business involves matters related to information and communication software, hardware, or services, and the competent authority publishes a list of vendors or products that pose a threat to national information and communication security, the Lessee shall not use any products produced, developed, manufactured, or provided by such vendors, nor any products included on that list. This restriction also applies to any subsequent adjustments or updates to the list.
3. If the Lessee publicly disseminates content via electronic scrolls, screens, or other means, it shall ensure the content does not violate laws, morality, or social order. If inappropriate content is maliciously inserted (e.g., via hacking), the Lessee shall immediately cease broadcasting and report and handle the incident in accordance with this clause.
4. If the Lessee violates the provisions of this clause and TAITRA suffers damage as a result, the Lessee shall compensate TAITRA for all direct and indirect losses. If third-party rights are affected, the Lessee shall be solely liable.

**Article 24 Miscellaneous**

1. If two or more Lessees apply to use public facilities, corridors, or VIP lounges of the exhibition hall during the same period, TAITRA will arrange shared use. If sharing is not possible, TAITRA will coordinate and determine usage methods and time slots.
2. Upon application and approval, the Lessee may use one VIP room on the leased floor for two (2) hours free of charge during the official event period to receive VIP guests. For

any other purpose or time of use, or the use of other conference rooms, the Lessee shall submit an application and will be charged for the room.

3. The Lessee shall hold TAITRA harmless from any liability arising from contracts or agreements among Lessees or between the Lessee and third parties. Communications regarding event details, contract execution, and collection/refund of payments shall be deemed duly authorized. Agreements reached between TAITRA and any authorized representative of the Lessees shall apply to all Lessees.
4. While TAITRA has rented the venue to the Lessee per this Contract, TAITRA, in accordance with market principles, reserves the right to rent other venues it manages to third parties for events during the same, adjacent, or nearby dates.
5. In the event of natural disasters, emergency evacuations, threats to public safety, force majeure, or other reasons requiring venue recall, TAITRA may notify the Lessee of a change in the rental period. If rescheduling is not possible, TAITRA shall refund the fees already paid by the Lessee within thirty (30) days of receiving the Lessee's notice, without interest. The Lessee shall not object or claim damages. TAITRA will decide on venue recall based on the competent authorities' announcements.

**Article 25 Contract Attachments**

1. Before signing, the Lessee shall carefully read the *TICEC Venue Rental Regulations* and related attachments (published on the TICEC website: www.ticec.com.tw). By signing, the Lessee agrees to comply therewith and acknowledges they form an integral, enforceable part of this Contract. TAITRA may amend such regulations and attachments; amendments take effect upon publication on the website. The parties agree that amended contents shall prevail, and any violation constitutes a breach of this Contract.
2. TAITRA may require the Lessee to submit a comprehensive safety control plan (including security guard, paramedic, and staff deployment) based on the event's nature and specifics. Upon TAITRA's approval, the plan shall constitute the Lessee's Letter of Undertaking and form an integral part of this Contract.
3. Any letters of undertaking or affidavits signed by TAITRA and the Lessee concerning the exhibition shall be integral to and have the same legal force as this Contract. Any breach thereof by either party shall be deemed a breach of this Contract.

**Article 26 Termination of Contract**

1. If either party files for settlement or has a settlement petition filed against it under the Bankruptcy Law, files for or declares bankruptcy, liquidates, restructures, ceases operations, or is listed as a dishonored account by any financial institution, the other party may terminate this Contract by written notice, regardless of prior knowledge.
2. Upon termination, both parties shall remain responsible for fulfilling their respective rights, responsibilities, and obligations arising from performance of this Contract prior to its termination.
3. If TAITRA is unable to operate the TICEC due to termination of its management relationship by the Taichung City Government or other reasons beyond TAITRA's control, the parties agree to unconditionally terminate or rescind this Contract without liability for compensation.

**Article 27 Contract Amendment**

This Contract shall be performed in good faith. Any alterations, additions, or matters not expressly provided herein must be made in writing with the prior consent of both parties.

**Article 28 Interpretation and Jurisdiction**

1. This Contract shall be governed by the laws of the Republic of China (Taiwan).
2. For matters not covered or for interpretive issues affecting implementation, the parties shall endeavor to reach agreement in good faith and in accordance with applicable laws and regulations of the Republic of China.
3. If no agreement can be reached after best efforts, the parties agree that the Taipei District Court, Taiwan, shall be the court of first instance.

**Article 29 Personal Data Protection**

If the Lessee collects, processes, or uses personal data (as defined in Article 2, Paragraph 1 of the Personal Data Protection Act) in connection with the event specified in this Contract, the Lessee shall comply with the Personal Data Protection Act and all related regulations and bear full responsibility. TAITRA may require the Lessee to sign a *Personal Data Protection Letter of Undertaking.*

**Article 30 Copies and Effectiveness of the Contract**

This Contract becomes effective on the date of execution by both parties. It is executed in two (2) original copies and one (1) duplicate. Each party shall retain one original; TAITRA shall retain the duplicate for reference. In the event of any discrepancy, the Chinese version shall prevail.

**Lessor:** Taiwan External Trade Development Council
Authorized Representative: Wang, Hsi-Mon
Address: 6F, No. 333, Sec. 1, Keelung Rd., Taipei City

**Lessee:** _____ (Signature & Seal)

**Authorized Signatory**: _____ (Signature & Seal)
Address: _____

**Date:** _____ (Year) / _____ (Month) / _____ (Day)