

FORM 4 Taipei World Trade Center Exhibition Hall Conference Room Application Form

Valid as of 23/01/2007

Application for Conference Room No.:		※ Please complete the columns on the left to help us prepare the post stand for you.
Period (Dates/Hours) from:	to:	
Title of Event:		
Applicant Name:		
Mailing Address:		Post Code:
Uniform Invoice Address:		Post Code:
Uniform Invoice Number:	Company President:	
Contact Person:	E-mail:	
Telephone Number:	Fax Number:	
Expected number of participants:	Expected number of VIPs:	

List of rental equipment (no self-prepared equipment allowed)

No.	Description	Qty	Supplement			Remarks
			Qty	Date	Signature	
C01	Tablecloth (per table)					Tables free/Cloths charged
C02	Apron					Tables free/ Apron charged
C03	Platform (90x90x20cm)					Charged
C04	Flag Pole					250cm (height)
C05	Flags of different countries (230x153cm)					Depends upon availability
C06	Microphone					Charge for more than two mic
C07	Overhead Projector					For transparent projector sheet use
C08	35mm Slide Projector					
C09	Screen (96"x96")					Charge for more than one screen
C10	TV Set (33")					
C11	Video Set					NTSC system
C12	Commercial ads. playing on LCD TV					Relevant files to be furnished
C13	Liquid Single Light Projector (1024*768)					For video or computer projecting
C14	Dubbing Service					Tapes are provided free of charge
C15	Laser Pointer					
C16	Tape Recorder					W/O tapes and dubbing service
Purveyor		Style of Layout			Applicant (stamped seal), Company seal & president's seal)	
		Select a layout for tables and chairs: (refer to layout charts) <input type="checkbox"/> Theater <input type="checkbox"/> Standard <input type="checkbox"/> Classroom If difference form above sketch a simple layout below: (Layout must be submitted to TWTC at least one week before the date of the event)			Date of application:	

Remarks:

Related lend-lease regulations please refer to the "Taipei World Trade Center Exhibition Hall Conference Room Rental Service Terms and Conditions. on-line : <http://www.twtc.com.tw> This document is to initiate a leasehold contract for conference rooms. Complete and sign on the specified locations or else your application will not be processed. Fax : 866-2-23455681

FORM 4-1

Taipei World Trade Center Exhibition Hall Lists of Conference Room Rental Charges

Valid as of 23/01/2007

No.	Classification	Mon-Fri(Rental per period below)	Sat,Sun,holidays & night period	Dimension (SQMT/Ping)	AREA in meter L x W x H	Capacity		
		08 : 00~12 : 00/13 : 00~17 : 00/18 : 00~22 : 00					Theater	Standar
A2	Conference	NT \$ 15,500	NT \$ 18,600	169/52	12.5x13.5x2.7	160	100	60
A3	Conference	NT \$ 20,200	NT \$ 24,240	220/68	16.3x13.5x2.7	200	120	70
A4	Conference	NT \$ 13,400	NT \$ 16,080	145/45	16.3x8.9x2.7	108	72	48
A5	Conference	NT \$21,800	NT \$ 26,160	236/73	16.3x14.5x2.7	250	144	84

II. Rental charges of equipment

Price unit: NT\$

No.	Description	Unit Price by 1/2 Day	Remarks
C01	Tablecloth (per table)	100/table	Tables free/Cloths charged
C02	Apron	100/pc	Tables free/ Apron charged
C03	Platform (90x90x20cm)	100/pc	Charged
C04	Flag Pole	100/pc	250cm (height)
C05	Flags of different countries (230x153cm)	100/pc	Depends upon availability
C06	Microphone	400/pc	Charge for more than two mic
C07	Overhead Projector	1,000/unit	For transparent projector sheet use
C08	35mm Slide Projector	1,200/unit	
C09	Screen (96"x96")	1,000/unit	Charge for more than one screen
C10	TV Set (33")	1,600/set	
C11	Video Set	1,000/set	NTSC system
C12	Commercial ads. Playing on LCD TV	3,000/set	Relevant files to be furnished
C13	Liquid Single Light Projector (1024*768)	5,000/unit	For video or computer projecting
C14	Dubbing Service	2,000/half day	Tapes are provided free of charge
C15	Laser Pointer	200/pc	
C16	Tape Recorder	800/unit	W/O tapes and dubbing service

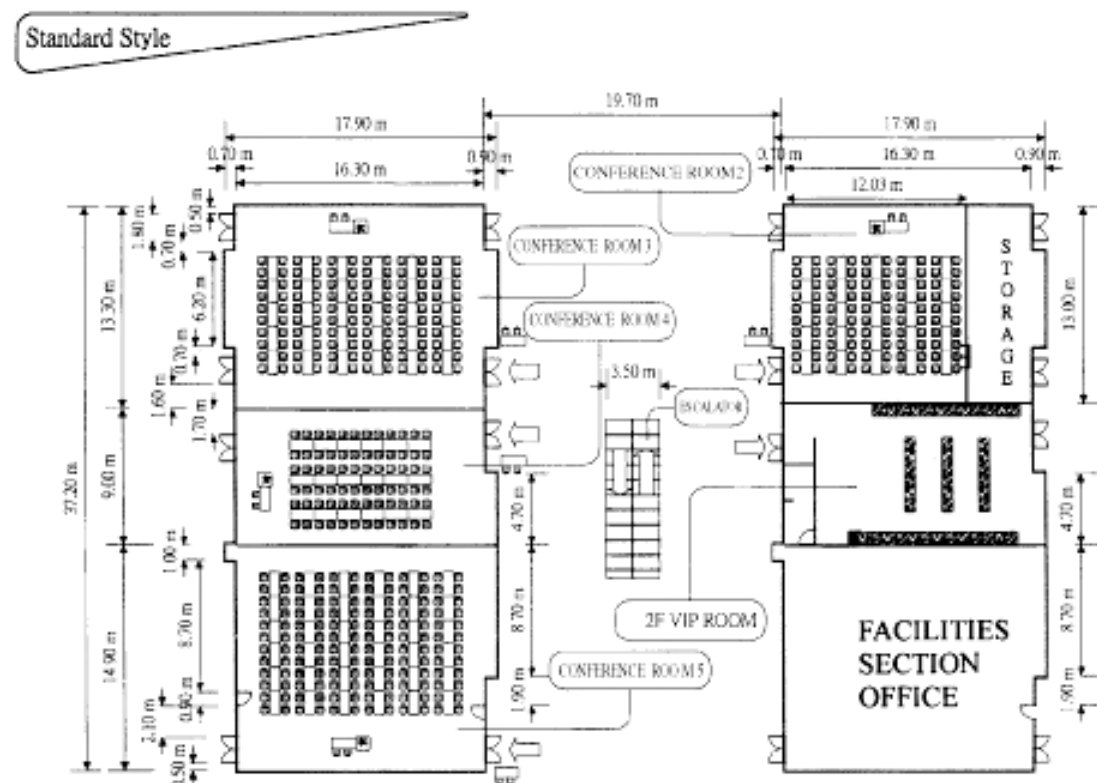
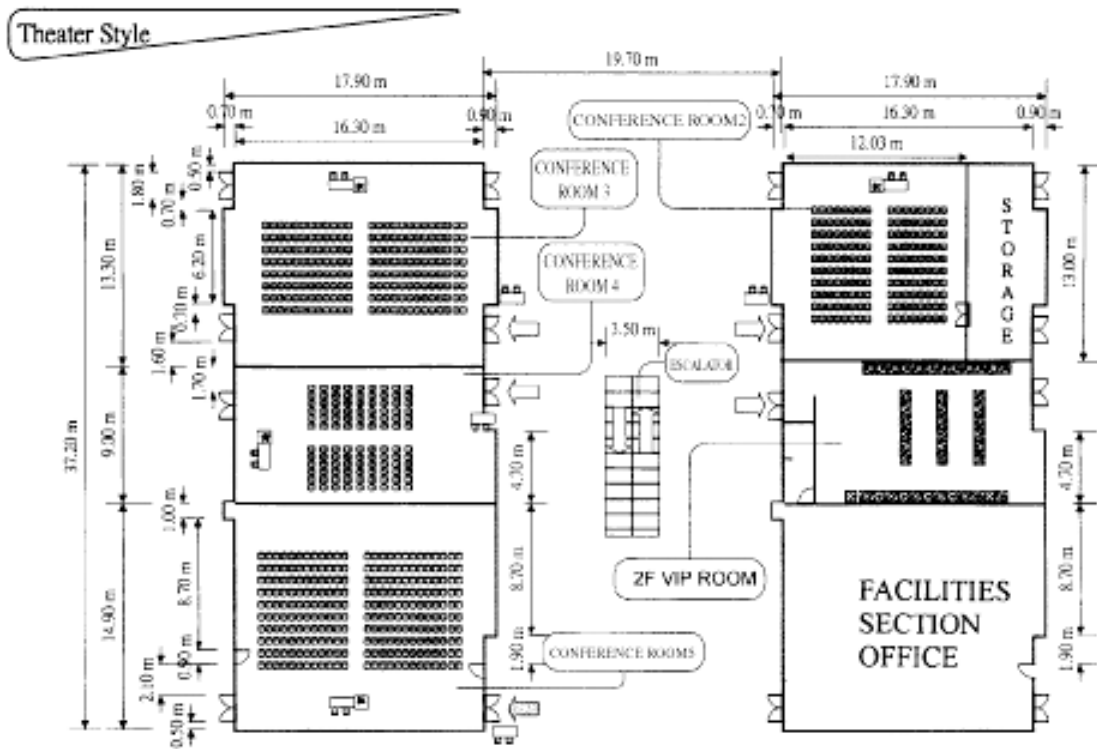
III. Basic equipment list for all conference rooms

No.	Specific Conference Rm.	Meeting Table (excluding table cloth)	Chair	Micro- phone	Podium	White Board	Screen	Post Stand
A2	Conference Rm. #2	26	102	1	1	1	1	Placed only in front of conference room.
A3	Conference Rm. #3	31	122	1	1	1	1	
A4	Conference Rm. #4	18	72	1	1	1	1	
A5	Conference Rm. #5	37	144	1	1	1	1	

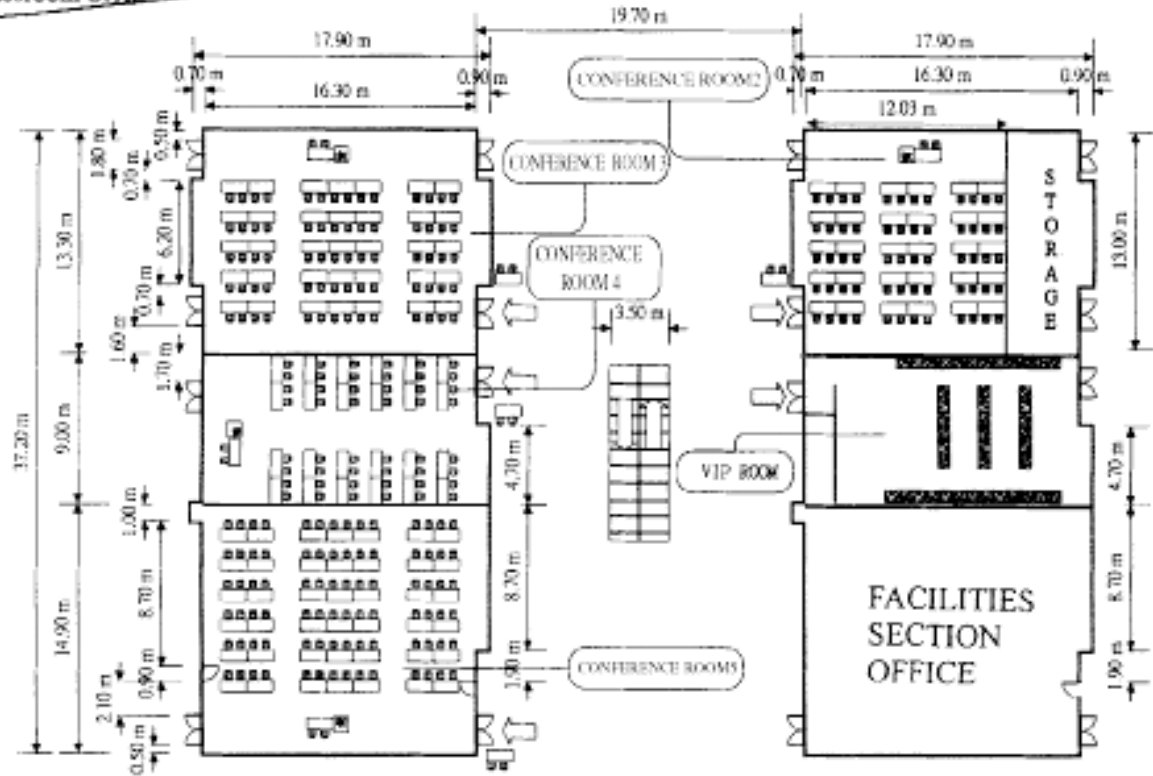
Charge:

- The unit rental of conference room and equipment is charged by period, as specified above. (i.e.8:00 am to 12:00 noon or 1:00 pm to 5:00 pm). The interval in between is free for successive rent.
- On Saturdays, Sundays, and other holidays, 20% of the "unit price" is added to the site fee.
 - Site fees include basic equipment (see Table 3), general lighting, air conditioning, and site cleaning.
 - The basic fee cannot be refund if equipment is not needed.
- Rental fees of conferences for exhibitions:
 - Rental time is 8:00 am through 5:00 pm, and shall be charged per period as specified above.
 - A 40% discount of the unit prices is offered for the period of move-in and move-out.
 - Basic equipment is not provided.
- Overtime rental is charged on hourly rental basis plus a 1/4 (25%) surcharge.
- Site rentals listed above do not include 5% VAT that will later be charged.
- Renting LCD TV playing agenda or commercial ads., the lesser must provide with relevant files, which are subject to a prior approval before playing.
- If there be more than one lesser to rent LCD TV for playing ads, the order of playing rotates based on the order of renting. And we reserve the right to lease.
- Rental rates are subject to change without prior notice.
- For details please refer to the web-site of <http://www.twtc.com.tw>

Taipei World Trade Center Exhibition Hall Conference room



Classroom Style



CAPACITY

Room No. \ Style	Theater	Standard	Classroom
2	160	100	60
3	200	120	70
4	108	72	48
5	250	144	84