

**NOTEWORTHY MATTERS FOR LEASING BUSINESSES /
MANUFACTURERS AT THE TRADE MART
OF THE TAIPEI WORLD TRADE CENTER**

2019/11/05

1. Noteworthy Matters are set forth below to secure the safety of the Trade Mart and to maintain a good environment and good order for transactions.
2. The Taiwan External Trade Development Council (hereinafter referred to as "TAITRA") is the operating and administering organization of the Trade Mart of the Taipei World Trade Center. All matters relating to the exhibition, administration and service of the Trade Mart shall be under charge of the **TWTC Exhibition and Convention Operation Department** of TAITRA.
3. All leasing businesses/manufacturers (hereinafter referred to as "the Lessee") shall designate a representative to acknowledge in writing the acceptance of the Show Room(s) and the facilities affixed thereto within seven days from the commencement Date of the Lease for Use, and shall complete the decoration of the Show Room(s) and commence the exhibition to the public within thirty days after its acceptance of the Show Room(s).
4. **Lessees shall procure insurance for their Show Room(s) property, including coverage for fire, theft, water damage, public liability, typhoons, earthquakes, floods, and any other natural disaster. In the event of any loss or damage thereof, Party B shall be solely responsible for such loss or damage. The staff of the Lessee shall turn off power and examine all entrances of their Show Room(s) to ensure that all doors are locked before leaving.**
5. TAITRA will provide each Lessee with a digital combination lock, a door key and a mailbox key for each Show Room. The Lessee shall not place additional locks on the Show Room(s). A Lessee shall return the key and lock to TAITRA, upon removal from the Show Room. If a Lessee fails to return the key or the lock due to loss, damage or any other reason, they will compensate TAITRA for the loss incurred thereof in accordance with the price as specified in the "Price List for Repair of TWTC Trade Mart Show Room Facilities".

6. **Exhibitions at the Trade Mart are open to the public from 8:30 a.m. to 5:30 p.m. Monday to Friday. No exhibition may be held on Saturdays, Sundays, or holidays. If entering the Building at times other than those hours, the Lessee shall wear an Identification Card (which can be obtained in advance by applying to the Management Section of the Exhibition Center, TAITRA) and complete the registration with guard office at the front entrance (on Xin-Yi Road). The Lessees and their personnel shall comply with any additional rules or regulations relevant to access to the Hall as set forth by TAITRA to ensure the safety of the Hall.**

7. Any staff member of the Lessee who want to enter the Hall for construction or goods delivery outside standard operating times (holidays or non-office times inclusive) must apply in advance to the Permanent Exhibition Section for permission to do so (See attached Form 2). Any staff of the Lessee who wants to use the cargo elevators, must fill out the “Taipei World Trade Center Application for Using Cargo Elevator during Non-business Hours” apply to the guard office at the front entrance (on Xin-Yi Road) for a pass-card of the elevators (See attached Form 3). The contact phone number of guard office is: 02-2725-5200 Ext. 2261 or 2338.

8. TAITRA will provide air-conditioning service during exhibition hours of the Trade Mart. No air-conditioning will be supplied after exhibition hours. In the event that the supply of air-conditioning, elevator services or escalator services, lighting services or power is interrupted or discontinued due to mechanical breakdown, an inspection and repair of equipment or facilities, accidents, calamities, or any other forces beyond the control of TAITRA, TAITRA shall make repairs as soon as possible but shall not be held responsible.

9. Decoration Requirements:
 - (1) While decorating the Show Room(s), consideration shall be given to ensure its harmony with the overall pleasant appearance of the Show Room(s). The facilities shall be restored to their original condition by the Lessees when they vacate the premises. If the Lessees damage the floor, wall, door, window, ceiling or any other original facilities at any time (please refer to the attached Facility Location Map of a Standard Trade Mart Show Room), they shall repair and restore it to its original condition immediately, or they shall

compensate TAITRA for the damage according to the price specified in the "Price List for Repair of Trade Mart Show Room Facilities". **All materials used by the Lessees for decorating the Show Room(s) including those used in partitions, ceilings, wall carpets, floor carpets and any other decoration should be made of fire-retardant or flame-retardant material. (The fire-retardant symbol issued by the National Fire Administration of the ROC Ministry of Interior, is the only symbol recognized by the fire department upon inspection, and it should be shown according to regulations.) If a Lessee violates the above regulations thereby causing a fire, it shall be solely responsible for all the damages or losses resulting thereof.**

- (2) The Show Room(s) floor must be covered with wall-to-wall carpeting that will be provided by the Lessee. Only carpeting or other flooring material, that is flame retardant, is permitted.
- (3) **Assembly work will be permitted in the Show Room(s) only after the main decoration work has been completed outside the Hall. The Lessee is prohibited from placing tools, machines or rubbish or discharging contamination or making noise, vibrations or other similar activities in the Hall. Any violation of these matters shall subject the Lessee to the prohibition of execution of all or part of its work.**
- (4) Product display and decoration shall be confined to the interior of the Show Room(s) used by the Lessee under the executed Agreement. And for safety reasons, any article placed in the Show Room(s) shall be kept at least five centimeters from the glass windows of the Show Room(s). Lessees must avoid having their showrooms in contaminated or inoperative condition.
- (5) The Lessees shall improve or alter the decoration or display, which TAITRA considers to be improper, according to a notice of TAITRA to such effect. The expense sustained thereof shall be borne by the Lessee.
- (6) No products or services with false labeling of place of origin, with a counterfeit or infringing trademark, patent or copyright of others shall be displayed in the Trade Mart. Any violation of these matters shall subject the Lessee to all liabilities and all legal consequences, and to a prohibition from participating any trade show or promotional activities held by TAITRA for one year thereafter.
- (7) The initial signboard for each Show Room shall be prepared and provided by TAITRA free of charge. If, however, the signboard is replaced or the Lessee withdraws from the Trade Mart less than one year from the Commencement Date of the Lease for Use, the costs for such replacement or preparation shall

be borne by the Lessee.

10. Safety in the Use of Electricity:

- (1) To ensure the safety of the Hall, the Lessee shall employ an electrical engineering company which possesses a grade A license issued by the ROC government to perform the distribution and connection of electricity when decorating the Show Room(s). The hired company shall make an electric wiring chart in advance and send it to the Technical Support Section of TAITRA for approval from TAITRA before work commences. The Lessee and the hired electrical engineering company shall be solely responsible for the safe use of electricity in the Show Room(s).
- (2) Except for the fluorescent lights installed by TAITRA, all other electrical appliance (including the lighting equipment) shall be connected to the plugs in the Show Room(s). The power of the Show Room(s) shall be limited to 110 Volt/20 Amp. The Lessees shall not use electricity in excess of the limitation or connect the electrical circuit to their own system. If this violation occurs, TAITRA may remove any electrical circuit connected by the Lessee, compel the disconnection of such circuits and charge the Lessee for the cost of such work. The Lessee shall also be held liable for all legal consequences arising thereof.

11. The Lessee shall not use any steam engine, boiler, or stove, and shall not cook, burn incense and other items, or use or store any explosives, highly inflammable substances, or any other hazardous articles.

12. The Lessee shall not install any electrical air-conditioner inside or outside the Show Room(s).

13. If any Lessee displays audio/video equipment, ear phones shall be used during demonstrations of its operation. To ensure a peaceful environment, no noise or live performance or broadcast shall be permitted.

14. The Trade Mart facilities are not suitable for Children. If it is necessary for children to enter the Trade Mart under certain circumstances, the accompanying guardians shall be fully responsible for results caused thereof. Children are requested to leave the Hall upon any disturbance or violation of the administrative regulations.

15. All Lessees shall jointly maintain the public facilities located in the Trade Mart, and shall notify the **TWTC Exhibition and Convention Operation Department of TAITRA** to repair any damage or breakdown discovered by them. Should damage or breakdown of such public facilities result from an action or the negligence of a Lessee, it shall be liable for a compensation at the market value of the damaged or destroyed facilities, and for any other damages or losses suffered therefrom.

16. Cleanliness Maintenance:
 - (1) The Lessee shall be responsible for the sanitation of the interior, outside wallboard and signboard of the Show Room(s) and shall maintain their cleanliness to ensure a pleasant appearance.
 - (2) The staff of the Lessee stationed at every Show Room shall place the rubbish in tightly sealed plastic and transparent bags and place it in the designated rubbish bins located on each floor. However, the Lessee shall remove any bulky rubbish on their own or may ask TAITRA to remove bulky rubbish at the Lessees' own expense.
 - (3) Lessees are prohibited from placing possessions in the stairwells, in the restrooms, hallways, or any other public space. If the Lessee fails to comply with this provision and does not remove such material within the time specified in TAITRA's notice, TAITRA may remove such material from the Hall with the expense thereof borne by the Lessee.
(Lessee possessions removed from the stairwells will be stored in the B2 warehouse by TAITRA and a NT\$100 /per day/m³ storage fee thereof will be borne by the owner of the said material. If the Lessee fails to remove such material from the warehouse within the time specified in TAITRA's notice, TAITRA may remove such material without liability.)

17. The Lessee may apply directly to Chunghwa Telecom Co., Ltd. (-No. 130, Sung- Ren Road, Taipei, Tel: 02-87447217) for the installation of direct-line telephones or Internet HiBuilding ADSL System at their own expense.

18. If any Lessee fails to comply with the foregoing provisions of these Noteworthy Matters, TAITRA may exercise its rights provided in Article XXIV of the Agreement.

19.
 - (1) **If the business address of the Lessee on the application form is changed, the said Lessee shall promptly send written notice along with a**

photocopy of the Approval Letter of Change of Registration and Change on Registration Form to the Permanent Exhibition Section of TWTC Exhibition and Convention Operation Department of TAITRA to make timely correction.

- (2) If the corresponding address of the Lessee on the application form is changed, the Lessee shall promptly send written notice to the Permanent Exhibition Section of TWTC Exhibition and Convention Operation Department of TAITRA to make timely correction.**
- (3) If any mail sent to Lessee is returned, not picked up after mail claim deadline or refused as a result of failure by the Lessee to notify TAITRA of change of address or other reasons, the date on which the mail is sent by TAITRA shall be deemed as the date on which the mail is delivered to the Lessee.**
- (4) TAITRA will notify the liaison personnel of the Lessee to collect mail by way of e-mail, phone, or fax, as the Lessee may have instructed in writing from time to time. If the Lessee fails to collect mail on the date of above notification, TAITRA will post a written notice on the door of the Lessee's Show Room within five days thereafter. The Lessee shall be responsible for all risks and damages incurred as a result of any failure to collect mail promptly which results in the loss of mails or which is returned to the post office. Beginning the date after the actual vacation, or the deadline of vacation as stipulated in the Agreement, whichever comes earlier, TAITRA will cease to collect mail for the Participant. If any mail is lost or returned to the sender as a result of the Participant's failure to arrange the change of address, the Participant shall take whole responsibility for such incidence.**

20. P.O. Box

- (1) Lessees may lease P.O. Boxes from the Post Office located in the Exhibition Hall for the delivery and receipt of their mails. Any application for a lease of such P.O. Box shall be made in the name of the Lessees specified in the Show Room Leasing Agreement for the Trade Mart, and the Lessees shall use the leased P.O. Boxes in accordance with the relevant regulations established by the Post Office.
- (2) The Lessees shall proceed immediately to effect the termination of lease of the P.O. Box with the Post Office in the Exhibition Hall upon the expiration, termination, or recession of the Agreement.

21. For any matters not sufficiently provided in these Noteworthy Matters, TAITRA may amend these Noteworthy Matters at any time, or may attend to them according to the operating regulations and the customary practices of TAITRA.